



DUNTON GREEN PARISH COUNCIL

Dunton Green Pavilion • Recreation Ground • London Road

Dunton Green • Sevenoaks • Kent • TN13 2UR

Tel: 01732 462966 • email: clerk@duntongreen-pc.gov.uk

Chair: Cllr F. England • Clerk to the Parish Council: Tracy Godden

To members of the Council

You are hereby summoned to attend a meeting of Dunton Green Parish Council at Dunton Green Pavilion on Tuesday 9th September 2025 at 7.30pm for the purpose of transacting the following business.

00. PUBLIC SESSION

To enable any members of the public present to draw the attention of the Parish Council to any pre-advised matter, at the discretion of the Chair.

01. PRESENT / APOLOGIES

To receive and accept apologies for absence.

02. MINUTES OF THE COUNCIL

To approve the minutes of the meeting held on Tuesday 9th July 2025 and, if in order, to sign as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

To consider written requests from Members which have previously been submitted to the Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest (Localism Act 2011 s.31 & s.33).

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Members are requested to ensure that declarations of interest are made orally. Members are reminded that if an interest comes to light during the meeting it must be declared at that time and if the member considers it to be prejudicial then he or she **MUST** leave the 'room'. Members are reminded that they have a duty to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

05. GENERAL ADMINISTRATION

5.1 To receive updates from Kent County and Sevenoaks District Councillors

5.2 Learning Opportunities (Cllr & Staff): to consider what is available (including KALC Training Programme), booked or undertaken

5.3 Parish Council Annual Insurance Renewal: to consider renewal quotation

5.4 Policies: Review of existing policies

8.3a Scheme of Delegation

8.3b Risk Register & Policy

5.5 Local Government Pay Agreement for 2025-26: to note confirmation that the pay scales for the current year have been agreed and have been implemented with effect from 1st April (as per the agreement and in line with staff contracts)

5.6 Community Asset Transfer Update from SDC: to note the process that SDC is undertaking in response to Local Government Reorganisation

06. DGPC REPRESENTATIVES – EXTERNAL BODIES

6.1 To consider feedback from any meetings attended by DGPC's representatives on external bodies and to note any meetings due to be attended

07. CLERK'S REPORT To receive the Clerk's report

08. COMMUNITY DEVELOPMENT & SAFETY

8.1 Anti-Social Behaviour— to note or consider any issues brought to the attention of the Parish Council and to note the latest Police newsletter (if available)

8.2 DGPC funded Community Activities: to note any updates regarding youth and senior activities

09. FINANCE

9.1 To receive a Bank Reconciliation (to the end of the previous month) and to acknowledge balance statement values have been verified

9.2 Budget 2026-27: to agree a date for a meeting of the Finance & General Purposes Committee to start discussions relating to the budget for 2026-27

9.3 To note questions raised by the External Auditor when undertaking the Annual Governance & Accountability Audit for 2024-25

9.4 Conclusion of Annual Governance & Accountability Audit 2024-25: to consider the conclusion of the audit of the Annual Governance & Accountability Return (AGAR) 2024-25 (if available)

9.5 To note that CCLA has been acquired by Jupiter Investment Management Group Limited

10. ACCOUNTS FOR PAYMENT

10.1 List of payments for approval

To resolve to note expenditure for July & August 2025 and September 2025 to date and to approve items for payment in September. A list of cheques, bank transfers and direct debits (with supporting documentation) is provided and is to be signed off by two councillors.

11. DUNTON GREEN FOR THE FUTURE

11.1 To note the date (Monday 22nd September) for a framework workshop with ONH Planning for Good

12. PLANNING

12.1 CURRENT PLANNING To ratify comments submitted to SDC between meetings.

12.1a Planning Application 25/01197/HOUSE

Location: Pounsley Studio Pounsley Road

Development: Erection of single storey garage

Recommendation: Comments Only

'The Parish Council had concerns about previous applications regarding the size of proposed garage/extension developments and the proximity to the house and these have largely been addressed.

However, it is not clear in this application what is happening to trees on the site, as there are plans with and without the existing trees which are established. This is confusing - is it proposed that mature trees are to be felled for the erection of this garage or not? The Parish Council would not support removal of healthy mature trees or anything that might adversely impact on neighbours.

This is also a Green Belt site, and the Parish Council defers to Planning Officers with regard to whether this latest application meets the restrictions of local policies around harm to the Green Belt.'

12.1b Planning Application 25/01601/HOUSE

Location: Rosemount Morants Court Road

Development: Replacement of existing porch. Reposition of front door

Recommendation: Support

12.1c Planning Application 25/01802/FUL

Location Technical Treatments Ltd, Station Works, Rye Lane

Development: Alterations to and change of use of existing building to a mixed-use auditorium, event, and leisure space, for leisure, educational, community, place of worship, office and coffee shop uses (sui generis use). Including: upgrade of external building elevations (materials and office canopy). Associated parking and landscaping. Cladding to existing UKPN building.

Recommendation: Objection

'Dunton Green Parish Council submits this formal objection to planning application 25/01802/FUL on the grounds of inadequate parking provision and the unacceptable impact the proposed development would have on the local road network and highway safety.

Having reviewed the submitted Transport Assessment (May 2025), we consider the analysis and conclusions to be fundamentally flawed and unrealistic when assessed against the context of Dunton Green. The following critical concerns are raised:

1. Inadequate Parking Provision:

The proposal includes only 40 car parking spaces to serve a multi-use development comprising a 250-seat auditorium, soft play centre, gym, café, office/co-working spaces, and a place of worship. This figure is grossly insufficient, especially during peak times (e.g. Sunday services or events). Claims that only 10% of visitors will travel by car are unsubstantiated and not reflective of local travel behaviours.

2. Unrealistic Modal Split Assumptions:

The Transport Assessment assumes high levels of walking and cycling, relying on data from areas with greater infrastructure and different urban characteristics. Dunton Green lacks safe cycle routes and has narrow, incomplete pedestrian pathways. The walking route from key residential areas is constrained, particularly under the railway bridge where the footway is limited to one side only.

3. Inappropriate Baseline Comparison:

Trip generation assessments are based on a theoretical former use as a car repair workshop. However, this site has not been used in this way. This false baseline artificially minimises the perceived increase in traffic caused by the proposed development.

4. Local Road Network Constraints:

Rye Lane, Station Road and the Ryewood Estate already suffer from congestion and limited on-street parking. The proposal will result in further traffic and significant overspill parking onto nearby residential roads, exacerbating safety risks, especially for pedestrians and children.

5. Absence of a Parking Management Strategy:

The application lacks any detailed strategy for managing parking demand, particularly during multi-use or peak times. The assertion that staggered use will prevent conflict is not supported by operational detail or enforceable conditions.

6. Local Precedent:

The nearby Bat & Ball Centre provides 71 parking spaces for fewer concurrent uses. The applicant's provision falls far short of this standard and fails to reflect expected demand.

In conclusion, the Transport Assessment fails to realistically reflect the transport conditions in Dunton Green. The proposed parking provision is inadequate, and the application would result in unacceptable congestion, parking stress, and highway safety issues.

Furthermore, the application fails to acknowledge that there are already three public venues in this small village, none of which are at capacity. There is no demonstrated or evidenced demand for a fourth public venue.

We therefore urge Sevenoaks District Council to refuse application 25/01802/FUL.'

12.1d Planning Application 25/01186/HOUSE

Location: 28 Station Road

Development: New permeable block paved driveway and retaining walls, proposed dropped kerb.

Recommendation: Comments Only

'The Parish Council does not feel qualified to comment regarding the requirements in terms of size and location of the drive and therefore concludes that KCC's Highways team is best placed to indicate whether the application is suitable in this respect.

The Parish Council is of the opinion that there is insufficient information provided within the application (including the drawings/plans) to make any comment regarding the extent and impact of the retaining walls. This is not clear in what has been provided.

In principle the Parish Council has no objections to provision of parking spaces, it is just that the information in this application is lacking and so no recommendation is made by DGPC.'

12.2 CURRENT PLANNING To consider the applications and to resolve to agree recommendations.

12.2a Planning Application 25/02197/HOUSE

Location: 31 Lennard Road

Development: First floor rear extension and associated roof alterations. Alterations to roof fenestration.

Any planning applications received between 03/09/25 & 09/09/25 will also be considered

12.3 PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate.

12.3a Planning Application 25/01838/FUL

Location: 205 London Road

Development description 1: Removal of single storey extension and sub-division of site to form a new dwelling; two storey extension to host dwelling.

Development description 2: Removal of single storey extension, garage and stone wall and part front/side of existing ground floor of the existing dwelling. Sub-division of site to form a new dwelling; two storey extension to host dwelling; landscaping; parking; new fence and creation of new vehicular access for the existing dwelling.

Application declared invalid:

Air Quality Assessment & Noise Assessment required

Redline on Location Plan / other drawings needs to include proposed works (new access)

Fence drawing required

Any planning notifications received between 03/09/25 & 09/09/25 will also be considered

12.4 PLANNING ENFORCEMENT: Update regarding land opposite Ivydene London Road (Case Reference 21/00457/MCU) if available

12.5 LOCAL PLAN (PLAN 2040): To note update details provided in July 2025 and any additional information available

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 CCTV Repairs: to note that cable repairs will be undertaken on 25th September

13.2 Recreation Ground Car Park: to note bollard damage and repair scheduled

13.3 Pavilion Water Issues: to note concerns raised and first steps to resolve issues

13.4 Festive Lighting 2025: to note that an application has been submitted and a date agreed with the contractor for the scheme to be switched on.

13.5 Saturday Freighter Service: to note communications from SDC regarding issues with continuing the service

13.6 Miscellaneous works: to consider a quotation for various works (some already authorised and completed, others requiring further discussion and agreement)

14. HIGHWAYS, TRANSPORTATION & STREETLIGHTING

14.1 Mill Road: to note resident concerns regarding commercial vehicles being left for long periods and to consider whether any follow up actions could be taken

14.2 Railway Improvement Works: to note that a programme of works to refurbish the footbridge commenced in July 2025 and is expected to be completed by mid-October

14.3 Temporary Road Closures – Morants Court Road: to note that over two weekends (starting 19th and 26th September) the road will be closed

15. EVENTS

15.1 SDC Family Fun Day – Wednesday 30th July at the Recreation Ground: feedback

- 15.2 Annual Fireworks Event - Saturday 27th September: to confirm final details
- 15.3 Remembrance Day Service -Sunday 9th November
- 15.4 Christmas Singalong - December: to confirm the date and discuss refreshment options

16. CORRESPONDENCE & COMMUNICATIONS

16.1 To consider or note correspondence received since the July 2025 meeting (not already covered by an agenda item)

- 16.1a Allotment & Leisure Gardener – Issue 3 2025
- 16.1b KCC [Email] – Parish Bus Stop Shelter Grant 2025/2026
- 16.1c SDC [Email] – Community Grant Scheme 2025 / Silver Sunday 2025
- 16.1d SDC [Email] – West Kent Rural Grants
- 16.1e SDC [Email] – Free Mental Health Training Opportunities
- 16.1f Resident [Email] – Speed Camera Enquiry
- 16.1g Kent Downs [Email] – Roadside Fingerpost Restoration
- 16.1h KALC [Email] – Calls for Motions for KALC AGM
- 16.1i KCC [Email] – Budget Consultation (deadline 29/09/25)
- 16.1j UK Clothing Caravan [Email] – Request to site a textile recycling bank in Dunton Green

Any correspondence received between 03/09/2025 & 09/09/25.

16.2 Dunton Green News (newsletter): to note next copy deadline of 1st November; and to discuss editorial matters (content / advertising)

17. CO-OPTION

To co-opt additional members of the Council if applications have been submitted for the current vacancy (and applicants have attended a meeting).

18. DATE OF NEXT MEETING

18.1 Scheduled: 14th October 2025 (7.30pm) – Full Council

19. PUBLIC SESSION

To enable any members of the public present to draw the attention of the Parish Council to any pre-advised matter, at the discretion of the Chair.

TL Godden

Tracy Godden Clerk to Dunton Green Parish Council
Wednesday 3rd September 2025
www.duntongreen-pc.gov.uk