

## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 14<sup>th</sup> October 2025 at 7.30pm

### 00. PUBLIC SESSION

None.

### 01. PRESENT / APOLOGIES

Present: Cllrs. England, Parker, Copeland, Lockey, Forster-Pearce, Norton (late), Royston, Fenn

Apologies: Cllrs. Hersey, Gomes-Chodynietki, Carrol, Clack (SDC), Williams (KCC)

In attendance: Tracy Godden (Clerk), Rebecca Norburn (Asst. Clerk/Facilities Officer), Cllr. Bayley (SDC), Co-option candidates (noted as Present: Royston and Fenn)

### 02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 9<sup>th</sup> September 2025 as a true and accurate record.

### 03. REQUESTS FOR DISPENSATIONS

None.

### 04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

### 05. CO-OPTION

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

Applications had been received from two candidates who have previously attended meetings. Following a short discussion with the candidates, they were asked to leave to allow members to consider the applications.

It was Resolved to co-opt both candidates – Robert Royston and Sara Fenn.

A Declaration of Acceptance of Office was signed by each new councillor in the presence of the Clerk. An induction pack and both Disclosable Pecuniary Interests and Non-Pecuniary Interests forms were provided for completion. The Clerk will advise the District Council of the co-options.

**ACTION: CLERK/RR/SF**

### 06. GENERAL ADMINISTRATION

#### 6.1 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Bayley advised that she has met with residents regarding concerns about sites identified in Dunton Green in the Local Plan. The introduction of wheelie bins across the district has been delayed to October 2026 (due to availability of supply). Local Government Reform: SDC is putting forward a proposal for three unitary authorities across Kent. There are various proposals being put forward by different councils (KCC is proposing a single unitary authority, and others are proposing four unitary authorities for Kent). Ultimately, it will be the Government's decision.

Cllr. Bayley was asked about a meeting at SDC where there will be a motion of no confidence in the Leader of SDC. It remains to be seen whether the motion will be passed.

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

The Clerk has attended both the KALC Finance Conference and Scribifest (an online conference organised by Scribe (the Parish Council's accounts software providers)), as well as the Kent Highways Seminar (online, Cllr. England also attended). The Clerk will also be attending the Sevenoaks Clerks' Forum, SLCC Kent Branch Conference and the KALC Clerks' Conference (with the Asst. Clerk).

Information about training courses will be forwarded to councillors.

**ACTION: CLERK/FE/RN**

### 6.3 Policies: Review of existing policies

6.3a Scheme of Delegation

6.3b Risk Register & Policy

Review of both policies is deferred to the November meeting.

**ACTION: CLERK**

### 6.4 KALC Community Awards Scheme: to consider DGPC's adoption of the scheme for 2025-26 and to discuss potential recipients.

It was Resolved that DGPC will participate in the Scheme once again. Members will consider suitable candidates to receive the award, and this will be discussed at the December meeting.

**ACTION: ALL/CLERK**

### 6.5 Donations 2025-26: To consider donations to be made to charitable organisations and groups for the current (2025-26) Financial Year

It was Resolved to make the following donations/grants for the 2025/26 Financial Year:

<b>DONATIONS</b>	<b>2025-26</b>
Citizens Advice in North & West Kent	<b>£600.00</b>
West Kent Mediation	<b>£200.00</b>
Kent Surrey & Sussex Air Ambulance Trust	<b>£300.00</b>
RBL Poppy Appeal	<b>£100.00</b>
Kent Community Domestic Abuse Programme	<b>£200.00</b>
Sevenoaks-Samaritans	<b>£250.00</b>
West Kent Mind	<b>£150.00</b>
Victim Support	<b>£100.00</b>
Sevenoaks Volunteer Transport Group	<b>£500.00</b>
Holding On Letting Go	<b>£100.00</b>
Sevenoaks CFR	<b>£450.00</b>
Dunton Green Primary School PTA	<b>£300.00</b>
Sevenoaks Larder	<b>£300.00</b>
Baby Umbrella Charity	<b>£400.00</b>
We Are Beams Charity	<b>£500.00</b>
Kent Beekeepers Assoc (Asian Hornet Action)	<b>£150.00</b>
<b>TOTAL DONATIONS</b>	<b>£4,600.00</b>

<b>GRANTS</b>	<b>2025-26</b>
<b>TOTAL GRANTS</b>	<b>£0.00</b>

**ACTION: CLERK**

There are no grants for the current financial year. Grants differ from donations in that donations tend to be much more general and flexible than grants. A donation can be used to support a nonprofit's programmes, services, or operating expenses. It is less common for a donation to have restrictions as to how the funds can be used.

It was noted that there are no donations or grants for Age UK. Subject to the agreement of a proposal under Item 9.2a below, funding for the Lunch Club will be allocated from a budget line for Community Activities – Senior Activities which is already established.

**ACTION: CLERK****07. DGPC REPRESENTATIVES – EXTERNAL BODIES****7.1 To consider feedback from any meetings attended by DGPC's representatives on external bodies and to note any meetings due to be attended**

The Chair and the Clerk had attended the Kent Highways Parish Seminar online. Both concluded that this is an event better attended in person. There has been updates on maintenance of tunnels and structures in Kent; the EU Entry Exit System; trialling of a new fault reporting; bus services; and the Local Transport Plan.

Cllr. Norton arrives.

**08. CLERK'S REPORT****Dog Waste Stations**

The Clerk has been sent information about a practical solution for providing dog waste bags at prime locations. To be considered during the budget process for locations such as Longford Meadow and the Recreation Ground.

**Lennard Road to Station Approach footpath - Mirror**

A replacement mirror has now been installed, and thanks have been received from residents. However, a neighbour is complaining again that the mirror is too high and is blocking out light. DGPC's contractor will install an extension, so that the light fitting reaches out further (and so the mirror can stay out of reach of vandals).

**Oak Tree – adjacent to recreation ground**

A large limb had fallen, and tree surgeons have dealt with this. However, there is still quite an amount of debris still to be cleared, which is being followed up by the Asst. Clerk/Facilities Officer.

**Verges**

An enquiry regarding maintenance responsibilities for a verge in Dunton Green has been received. The Clerk provided KCC reporting tool details to the resident, who has now reported their concerns to KCC.

**Cycling routes – data requested**

At the September meeting, Cllr. Bayley was asked whether there has been any uplift in cycling following the installation of the new cycle route on Bradbourne Vale Road. Daily cycle counts pre-construction (04/24 to 01/25) were 70 and 96 post-construction (03/25 to 03/25). Sample periods are not equitable and there is no collision data available yet as this needs to be taken over a longer time. Information was forwarded to members on 16/09.

**Japanese Knotweed**

A resident has raised concerns about Japanese knotweed spreading along the footpath that runs adjacent to Donnington Manor Hotel. They have been provided with the means to report this to the Public Rights of Way Officer online by the Clerk, as well as contact details for the hotel.

**09. COMMUNITY DEVELOPMENT & SAFETY****9.1 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)**

There was no Police newsletter to consider, but it was noted that there have been two very recent incidents of broken glass at the Recreation Ground (in the MUGA). There has also been a spate of bin fires around the area of Chipstead Common, although this has not been raised as an issue in Dunton Green.

Cllr. Bayley leaves.

**9.2 DGPC funded Community Activities: to note any updates regarding youth and senior activities****9.2a To consider a paper concerning the monthly Lunch Club for senior residents and to agree the way forward**

Members considered a paper that detailed how Age UK has withdrawn supply of food to the monthly Lunch Club in Dunton Green, citing economic unviability as the reason. The Lunch Club volunteers were advised of this only nine days before the scheduled October Lunch Club. Working with the Clerk, a new food supplier has been identified, and the Lunch Club went ahead. Clients have been advised of the situation and have accepted an increase in the monthly cost, even paying in advance for the November session in many cases.

It was Resolved that the Lunch Club cuts all ties with Age UK and is managed directly by Dunton Green Parish Council (understanding that in practice this will involve paying the caterer's invoice and reimbursing volunteers for expenses when incurred. The practical running of the Lunch Club will remain with the volunteers (who are all very keen to carry on). And, with the Club and volunteers being in the control of the Parish Council and with a risk assessment being completed, the Council's insurance will cover them (no additional premium)).

**ACTION: CLERK**

It was noted that the volunteers will need to complete Food Hygiene training again (due in 2026) and it was suggested that Highfield E-Learning could be used (based on positive experiences).

**ACTION: CLERK**

## 10. FINANCE

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

The Clerk presented bank reconciliations (to 30<sup>th</sup> September), and it was Resolved that they be accepted. Two Parish Councillors have verified all the bank balances stated on the reconciliations against the bank / investment statements.

### BANK RECONCILIATION TO END 30/09/2025

Description	Value £	Value £
<b>Cash in hand 01/04/2025</b>		<b>£171,327.80</b>
ADD Receipts 01/04/2025 – 30/09/2025		£163,427.97
TOTAL		£334,755.77
SUBTRACT		
Payments 01/04/2025 – 30/09/2025		£109,762.37
<b>A: Cash in hand 30/09/2025</b>		<b>£224,993.40</b>
Cash in hand per Bank Statements		
NatWest Reserve 30/09/2025	£90,601.94	
NatWest Current 30/09/2025	£5,064.64	
CCLA Public Sector Deposit 30/09/2025	£89,326.82	
CCLA Local Authorities Property Fund 01/04/2025	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£224,993.40</b>
Less unrepresented cheques		£0.00
TOTAL		£224,993.40
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£224,993.40</b>

**10.2 Budget 2026-27: to note the date for a meeting of the Finance & General Purposes Committee**  
A Committee meeting has been scheduled for Tuesday 4th November 7.30pm at the Pavilion. This is to be attended by members of the Committee and an agenda will be issued.

**ACTION: CLERK**

**10.3 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)**

It was noted that the AGAR had been signed off by the External Auditors (Forvis Mazars LLP). The conclusion of the audit of the Annual Governance & Accountability Return (AGAR) 2024-25 was considered.

The Clerk advised that it had been necessary to restate figures for both 2024 and 2025 in relation to a long-term investment value being included in the Box 8 (cash and short-term investments), rather than in Box 9 (fixed assets plus long term investments and assets). The Section 2 (Accounting Statement) version that the External Auditor has included as part of the completion papers is wrong, as the balance brought forward figure for 2025 is not restated following the restating of figures for 2024 (a correct version had been supplied to the External Auditor). Whilst there was no argument about the need for the restatement, the timing of the request was of concern, the Clerk having provided (by return) all the details requested in July, but there was then no further contact until mid-September. The Clerk has provided a detailed response to Forvis Mazars in their Client Satisfaction Survey about this.

In Section 3 (External Auditor's Report and Certificate 2024/25), it is stated that *'on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*

In Section 3 (External Auditor's Report and Certificate 2024/25, there are notes regarding other matters which do not affect the External Auditor's opinion but which they draw to the attention of DGPC: *'In undertaking the review of the 2024/25 Annual Governance and Accountability Return (AGAR), it came to our attention that the Council had not carried out a risk assessment and taken appropriate steps to manage risks. The Council correctly answered 'No' to the relevant assertion in the 2024/25 Annual Governance Statement. In future the Council should ensure that it has conducted a risk assessment and introduces internal controls to ensure that risks are effectively managed. We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following: (i) Investments had initially been misclassified between short-term and long-term such that the short-term investments in Box 8 for both years was overstated by £40,000. In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.'*

There was also a 'minor scope for improvement in 2025/26', detailed in the covering letter. The External Auditor maintains that:

*'The Internal Control Objective (C) 'This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these' was ticked 'yes' by the internal auditor but should have been ticked as 'No' as the Council did not have appropriate risk management processes in place (as indicated by assertion 5 of the Annual Governance Statement being ticked 'No'). In future, the Council should ensure that any 'not covered' answers by the internal auditor are explained on the AGAR or a continuation sheet.*

*Upon reviewing the Council's documentation, it was noted that the meeting minutes do not offer substantive detail regarding the specific risk mitigation strategies that have been implemented or are scheduled for the forthcoming period. The absence of such information limits the ability to evaluate the adequacy of risk management responses and compromises the effectiveness of assurance procedures. Management should ensure that future meeting minutes include a comprehensive and clearly articulated summary of key risks identified, alongside the corresponding mitigation actions.'*

The Parish Council had provided the External Auditor with the following information when submitting the AGAR: *'Whilst the Parish Council did consider and document the financial and other risks it faced during 2024-25 and dealt with them accordingly, the Council did not assess risk using a 'risk register'. The Council is subject to an Intermediate Audit for 2024-25 and cannot evidence use of a risk register (an all-encompassing document that ensures that all potential risks are considered annually), having not considered it proportionate to the size and nature of its operations previously. For this reason, the Council concluded that it was not in a position to submit a 'Yes' response for 2024-25.*

*The Parish Council does mitigate and manage risk. It does this, for example, through its annual review of insurances (general insurance cover is reviewed ahead of its September meeting, cyber insurance ahead of its February meeting), completion of risk assessments for events (fireworks event risk assessment,), scheduled reviews of its policies to ensure ongoing compliance with law and relevance, and monitoring of financial risks through its internal control procedures which includes monthly monitoring by councillors of invoices against statements and verification of bank reconciliations prepared by the Clerk/RFO. Whilst it is not possible to eliminate all risk, the Parish Council recognises that having a formal policy and risk register would be a clearer way of supporting Assertion 5 and demonstrating that the Council has a good risk assessment system in place.*

*Acknowledging that this is an area for improvement and clarification, the Council will seek to adopt a risk policy and register at its May 2025 meeting to ensure that this becomes a more effective means of annually reviewing risk.'*

The Parish Council did adopt a Risk Register and Policy in May 2025, and this is to be reviewed again at the November 2025 meeting. However, whilst members acknowledged the need to do regularly review risks, they did not agree with the statement from the External Auditor in Section 3 that DGPC has not assessed risks simply by virtue of not having a risk register.

The Clerk/RFO will ensure that the correct figures are included in the Accounting Statement for 2025/26, with a full explanation as to why they differ from the figures in the approved Accounting Statement.

**ACTION: CLERK**

## 11. ACCOUNTS FOR PAYMENT

11.1 It was Resolved to note expenditure for September 2025 and October 2025 to date and to approve items for payment in October. A list of cheques, bank transfers and direct debits (with supporting documentation) was provided and signed off by two councillors.

Payment Type	Description	Net £	VAT £	Gross £
<b>September 2025 Payments (reported at September meeting in <i>italics</i>)</b>				
<b>BANK TFR</b>	<i>Gardens of Kent Grounds Maintenance August 2025</i>	3449.50	689.50	4139.40
<b>BANK TFR</b>	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing August 2025</i>	984.71	196.94	1181.65
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
<b>DD</b>	<i>Heliocentrix Ltd IT Support July 2025</i>	77.00	15.40	92.40
<b>DD</b>	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	463.16	0.00	463.16
<b>BANK TFR</b>	<i>Pyrovision Ltd Deposit – 2025 Firework Display</i>	468.00	93.60	561.60
<b>DEBIT CARD</b>	<i>First Stop Safety Online PAT Testing Training Course</i>	69.00	13.80	82.80
<b>BANK TFR</b>	<i>Safeplay Playground Services Ltd Quarterly Operational Inspection</i>	153.00	30.60	183.60
<b>BANK TFR</b>	<i>Safeplay Playground Services Ltd Repairs (Zip wire)</i>	448.00	89.60	537.60
<b>BANK TFR</b>	<i>KCC (KCS) Photocopier Leasing</i>	82.52	16.50	99.02
<b>BANK TFR</b>	<i>Clean Air UK Ltd Resampling Charges</i>	223.50	44.70	268.20
<b>BANK TFR</b>	<i>HMRC Shipley Qtr 2 2025-26 PAYE Tax &amp; NI payment</i>	4040.29	0.00	4040.29
<b>BANK TFRS</b>	<i>Staff Salaries &amp; Expenses Sept 2025</i>	4083.48	0.00	4083.48
<b>BANK TFR</b>	<i>Pyrovision Ltd Balance for Fireworks event</i>	4212.00	842.40	5054.40
<b>DD</b>	<i>People's Partnership Pension Payment Sept 2025</i>	395.25	0.00	395.25
<b>DD</b>	<i>Smartest Energy Pavilion Gas (to Aug)</i>	219.50	10.98	230.48
<b>DD</b>	<i>Npower (was E.ON) Unmetered Electricity Supply July 2025</i>	130.14	6.51	136.65
<b>DD</b>	<i>Heliocentrix Ltd Telephony / Broadband services</i>	26.75	5.35	32.10



<b>DD</b>	Heliocentrix Ltd Microsoft 365 Licences	93.96	18.79	112.75
<b>DD</b>	Heliocentrix Ltd IT Support August 2025	77.00	15.40	92.40
<b>DD</b>	SAGE UK Ltd Payroll software	11.00	2.20	13.20
<b>BANK TFR</b>	KALC KALC Finance Conference (Clerk)	70.00	14.00	84.00
<b>BANK TFR</b>	KALC Planning: Reforms to NPPF for Clerks (Clerk)	15.00	3.00	18.00
<b>BANK TFR</b>	KALC Nuts & Bolts of Clerking (Asst Clerk)	50.00	10.00	60.00
<b>BANK TFR</b>	KALC KALC Clerks' Conference (Clerk & Asst Clerk)	140.00	28.00	168.00
<b>BANK TFR</b>	Clerk Glowsticks for fireworks	26.99	0.00	26.99
<b>BANK TFR</b>	Tatsfield Aquatics Ltd Bollard repair in car park	293.00	58.60	351.60
<b>DEBIT CARD</b>	Amazon Refreshments (Lunch Club / Pop In)	12.97	2.59	15.56
<b>DEBIT CARD</b>	Amazon Disposable small cups (Pop In)	6.64	1.33	797
<b>DD</b>	Castle Water Ltd Pavilion Water	38.47	0.00	38.47
<b>DEBIT CARD</b>	Lebara Mobile phone	4.12	0.83	4.95
<b>BANK TFR</b>	Mr Fixit Maintenance jobs (various – Pavilion)	580.00	0.00	580.00
<b>BANK TFR</b>	Mr Fixit Allotment gate posts / concreting rear of pavilion	200.00	0.00	200.00
<b>BANK TFR</b>	SLCC Enterprises Ltd SLCC Practitioners Conference Jan 2026 (Clerk)	460.00	60.00	520.00
<b>DD</b>	EE Mobile phone	11.83	2.37	14.20
<b>DEBIT CARD</b>	Gov.UK.Pay Land registry title	7.00	0.00	7.00
<b>DEBIT CARD</b>	Gov.UK.Pay Land registry title	7.00	0.00	7.00
<b>DEBIT CARD</b>	Gov.UK.Pay Land registry title	7.00	0.00	7.00
<b>DD</b>	EDF Pavilion Gas	54.50	2.72	57.22
<b>DD</b>	Npower (was E.On) Unmetered Electricity Supply August 2025	152.12	7.61	159.73
<b>DEBIT CARD</b>	Smartwater Testing Legionella water sample testing (third party)	90.00	18.00	108.00
<b>DEBIT CARD</b>	Tesco Refreshments for Fireworks event	41.40	0.00	41.40
<b>DD</b>	Hugofox Ltd Website	19.99	4.00	23.99
<b>DEBIT CARD</b>	Amazon Pavilion supplies	56.34	11.26	67.60
<b>BANK TFR</b>	Spy Alarms Ltd CCTV cabling repair	610.00	122.00	732.00

<b>DEBIT CARD</b>	Post Office Postage	23.28	0.00	23.28
<b>BANK TFR</b>	The Original Tree Surgeons Tree works (oak adjacent to recreation ground)	350.00	70.00	420.00
<b>October 2025 Payments to date</b>				
<b>BANK TFR</b>	Gardens of Kent Grounds Maintenance September 2025	3560.50	712.10	4272.60
<b>BANK TFR</b>	ONH RCOH Ltd Stage 1 payment of consultancy fees	3010.00	602.00	3612.00
<b>BANK TFR</b>	Bishops Services Ltd Pavilion cleaning, jet washing September 2025	929.71	185.94	1115.65
<b>BANK TFR</b>	Mrs R Norburn Expenses (Fireworks refreshments/water)	69.75	0.00	69.75
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
<b>BANK TFR</b>	KCC Fee to use streetlights – Christmas decs 2025	41.00	0.00	41.00
<b>BANK TFR</b>	Streetlights Supply and installation of mirror (Lennard Rd)	151.00	30.20	181.20
<b>BANK TFR</b>	Kent County Playing Fields Association Annual subscription 2025/26	20.00	0.00	20.00
<b>BANK TFR</b>	Diane Carey (The Kitchen) Lunch Club catering October 2025	150.00	0.00	150.00
<b>DEBIT CARD</b>	The Flag Shop 4x Union flags (1 to go up, plus spares)	23.17	4.63	27.80
<b>BANK TFR</b>	Streetlights Supply and installation of extension for Lennard Rd footpath column	120.00	24.00	144.00
<b>BANK TFRS</b>	Staff Salaries & Expenses Oct 2025	4133.09	0.00	4133.09
<b>BANK TFR</b>	SDC Saturday Freightier	254.62	50.92	305.54
<b>DD</b>	Heliocentrix Ltd Telephony / Broadband services	26.75	5.35	32.10
<b>October Payments (expected but unconfirmed/not yet paid as at 14/10/25)</b>				
<b>DD</b>	People's Partnership Pension Payment Oct 2025	403.41	0.00	403.41
<b>DD</b>	EDF Pavilion Gas Sept 2025	135.62	6.78	142.40
<b>DD</b>	Npower (was E.ON) Unmetered Electricity Supply Sept 2025	173.90	8.70	182.60
<b>DD</b>	Heliocentrix Ltd Microsoft 365 Licences Billing for September	93.96	18.79	112.75
<b>DD</b>	Heliocentrix Ltd IT Support Billing for September	77.00	15.40	92.40
<b>DD</b>	SAGE UK Ltd Payroll software October 2025	11.00	2.20	13.20

ACTION: CLERK

In view of the confidentiality of the following item (12.1), it was Resolved to exclude the Press and Public from the meeting in accordance with The Public Bodies (Admission to Meetings) Act 1960, to discuss the item in accordance with Standing Order 3 (d).

## 12. DUNTON GREEN FOR THE FUTURE



## 12.1 To receive an update following the workshop with ONH Planning for Good and to consider and agree proposals for next steps

Four councillors had attended the workshop, which had been very constructive. Confidential papers had been provided to all councillors for their information and consideration. There was some discussion, and it was Resolved that a meeting between DGPC, ONH and Sevenoaks District Council should be arranged. It was also Resolved that, in principle, there are no objections to a commercial agreement.

**ACTION: CLERK**

## 13. PLANNING

### 13.1 CURRENT PLANNING To ratify comments submitted to SDC between meetings.

#### 13.1a 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 previously declared invalid.** Air Quality Assessment & Noise Assessment received, revised drawings to show new access and proposed fencing.

**Recommendation: None submitted**

#### 13.1b Planning Application 25/01285/REM

Location: DSTL Fort Halstead Crow Drive Halstead

Development: Reserved matters application (details relating to appearance, landscaping, layout and scale) pursuant to condition 5 of hybrid planning permission (in outline) 19/05000/HYB for Phase 1 (RM01) works comprising Polhill Roundabout and a section of Crow Drive, with associated infrastructure including landscaping, and to comply with conditions 2, 5, 6, 7, 8, 9, 15 and 55

**Recommendation: None submitted (comments previously submitted will be considered)**

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

#### 13.2a Planning Application 25/02575/MMA

Location: 5 & 6 Lennard Road

Development: Amendment to 22/01036/FUL to include an additional first floor side window and solar panels, removal of porch.

**Recommendation: Support**

**ACTION: CLERK**

### 13.3 PLANNING NOTIFICATIONS The decisions from SDC or the Planning Inspectorate were noted.

#### 13.3a Planning Application 25/01186/HOUSE

Location: 28 Station Road

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

**Application declared invalid:**

Elevation drawings are required for the proposed retaining walls, and the block plan needs to clearly show the extent of the proposed dropped kerb

#### 13.3b Planning Application 25/01197/HOUSE

Location: Pounsley Studio Pounsley Road

Development: Erection of single storey garage

**Application Refused** on the following grounds:

1. The proposal, by reason of its forward siting, scale, height, bulk and massing, would appear as an unduly prominent feature within the street scene which would erode the verdant and open frontage of the site and have an unacceptable impact on the character of the area. The proposal would therefore be contrary to policy EN1 of the

Sevenoaks Allocations and Development Management Plan and contrary to the Sevenoaks Residential Extension Supplementary Planning Guidance.

2. The proposed garage, by reason of its siting, scale, bulk, massing and design would represent inappropriate development which would be harmful to the maintenance of the openness of the Green Belt from both visual and spatial perspectives. As such the proposal would be contrary to policy GB3 of the Sevenoaks Allocations and Development Management Plan, the Sevenoaks Development in the Green Belt Supplementary Planning Document, as well as the overarching aims of the National Planning Policy Framework

### 13.4 PLANNING ENFORCEMENT: Update regarding land opposite Ivydene London Road (Case Reference 21/00457/MCU)

The Clerk confirmed that Cllr. Bayley (SDC) had been advised as follows by a Planning Enforcement officer: *'I can confirm that I have been in frequent discussion with the owner's appointed agent over the submission of an application seeking to rectify the breach. Due to biodiversity on the site and the requirement for reports to be submitted as part of the scheme, a deadline has been given until the end of October. The agent has been advised that if the application is not submitted by this time, we will have to consider the next stages of enforcement action.'* The Clerk will ask Cllr. Bayley to chase for an update at the beginning of November.

**ACTION: CLERK**

### 13.5 LOCAL PLAN (PLAN 2042)

13.5a To note details of all the sites in Dunton Green now included in this version of the Local Plan and to consider the information available at this time

It was noted that there are 4 sites across Dunton Green within the latest documentation, the most contentious being **SEV 24 (HO/21/00012) 'Land north of Sevenoaks, West of Otford Road'** which crosses the boundaries of three parishes (Dunton Green, Otford and Sevenoaks), with a suggestion that 1500 homes could be accommodated.

The other sites in Dunton Green include:

**SEV11 (HO/21/00262) 6 Pounsley Road/Darenth Lane/and 20 London Road** – 6 dwellings

**SEV16 (HO/21/00204) Rye Cottage Rye Lane** – 30 dwellings

**SEV 19 (HO/21/00289) Land east of London Road** – 250 dwellings

(SEV 19 is the only site that was in the last version of the Local Plan).

The updated Grey Belt/Green Belt assessment will be published with the consultation documents (SDC will not share this information sooner). There is concern that previously strongly performing green belt sites have now been designated grey belt, hence SEV 24 and SEV 16.

13.5b To note that the SDC Regulation 18 consultation runs 23rd October to 11th December

Noted.

13.5c To note the initial response from CPRE Sevenoaks to the Sevenoaks Local Plan and Grey Belt CPRE Kent will be responding to the Local Plan and the CPRE Sevenoaks District Committee and the CPRE Kent Planners have already commenced work on that submission. CPRE is lobbying Government to change its 'grey belt' policy.

13.5d To consider a quotation for ONH Planning for Good to assist with the drafting of DGPC's response to the Local Plan

As part of its work with DGPC, ONH will be providing a response to the Local Plan in relation to SEV 19. A quotation has been received for the delivery of a representation for the additional sites in Dunton Green (predominantly SEV 24 and SEV 16). The standard rate is £2950 but a 50% reduction in that fee is proposed. It was Resolved to accept the quotation of £1475 for the provision of a formal response to the Local Plan for these sites.

**ACTION: CLERK**

## 14. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

14.1 CCTV Repairs: to note that cable repairs have been completed and cameras reinstated  
Noted.

14.2 Recreation Ground Car Park: to note a bollard repair has been completed  
Noted.

14.3 Recreation Ground: to note that monitoring is ongoing after holes were discovered in the grass in multiple places (holes filled, but reappearing)  
Noted. There had been a report that this might be down to metal detectorists, but this is unconfirmed.

14.4 Pavilion Water Issues: to note that a further round of testing has been undertaken by a third party and results are pending. Next steps are to be decided upon receipt of those results  
Noted.

14.5 Miscellaneous works: to note that works at the Pavilion have now been completed  
Noted.

14.6 Playground Inspections: to consider a quotation for renewal of operational inspections  
It was Resolved to accept the quotation of £612 for 4 operational inspections per annum and associated reports. These formal inspections form part of the Parish Council's risk assessment strategy (and are supplemented by weekly visual inspections).  
**ACTION: CLERK**

14.7 Pyramid Net: to Ratify a decision to order a taller net and to consider a drainage quotation  
A decision to opt for a higher pyramid (3.5m) net was Ratified. The original quotation had been for a 3m high net but when on site the contractor confirmed that the existing net is 3.5/4m.  
The Parish Council had made an additional request for French drains to be installed. However, the quotation for this work exceeds £5000. Members discussed the need for drainage and concluded that the cost far outweighed any concerns. It was Resolved to not accept the quote, whilst seeking some clarification from the contractor about the drainage in that area, given that this was not their recommendation.  
**ACTION: CLERK**

## 15. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

15.1 Ivy House Lane: to note that installation of warning signage has been included in the Highways Improvement Plan  
Noted. It is likely to be several months before this request and work is processed but the Clerk will chase.  
**ACTION: CLERK**

15.2 Morants Court Road – resident request for a safety measures (safety mirrors)  
A resident has asked for the Parish Council's support for the installation of a safety mirror opposite their property. The Parish Council has no objections, but the decision as to the viability of this rests with Kent Highways.  
**ACTION: CLERK**

15.3 Donnington Road/London Road junction – resident concern re parking on double yellow lines on London Road  
Members discussed the matter. Ultimately, this is an enforcement issue (Kent Police) and a KCC/SDC responsibility.  
**ACTION: CLERK**

15.4 Road closure: to note Pilgrims Way West closed October 23<sup>rd</sup> for 5 days for SGN works  
Noted.

## 15.5 To note concerns raised regarding works traffic in relation to the Chevening Parkland Enhancement Scheme using unauthorised routes through Dunton Green

Noted. The Clerk has contacted Cluttons and has been provided with an email point of contact for Rural Arisings (who are managing the scheme) and a request that details of dates, times and vehicle registrations are provided to allow for an effective investigation into any alleged breach of conditions.

## 16. EVENTS

### 16.1 Annual Fireworks Event – Feedback

The event had been very successful. The collection had raised £836.81 which will be donated to Education in Full charity. The Clerk is awaiting information as to how much the PTA raised through its barbeque. It was suggested that for future events, a litter pick the following day would be advisable. There had been a lot of litter, especially around the firing area but it would have been difficult to see in the dark. This was noted for next year.

### 16.2 Remembrance Day Service -Sunday 9<sup>th</sup> November 10.45am

Cllrs. Gomes-Chodynietki, Hersey and Copeland indicated their availability to attend, as did the Asst. Clerk. The Clerk will contact Daphne Harrison to lead the service, the Scouts and the school to take part in it and will order wreaths. Arrangements will need to be made to collect keys to the Village Hall and for the PA equipment to be available.

**ACTION: CLERK/AGC/GH/JC/ACFO**

### 16.3 Christmas Singalong - Friday 19<sup>th</sup> December 6pm

This will be discussed in more detail at the November and December meetings. The Asst. Clerk will talk to the school to establish whether the choir might be available.

**ACTION: CLERK/ACFO**

## 17. CORRESPONDENCE & COMMUNICATIONS

### 17.1 Members considered or noted correspondence received since the September 2025 meeting (not already covered by an agenda item)

- 17.1a KCC [Email] – KCC: Kent's Draft Strategic Statement 30/09 to 20/10)
- 17.1b KALC [Email] – 78<sup>th</sup> Annual AGM Saturday 22/11/25 Rochester Corn Exchange
- 17.1c KCC [Email] – Parish Salt Bags
- 17.1d SDC [Email] – Community Safety Survey (deadline 15/11/25)
- 17.1e KCC [Email] – Local Government Reorganisation Survey (deadline 26/10/25)
- 17.1f KCC [Email] – Forever Active Kent Grants programme (information sessions)
- 17.1g KCC [Email] – Help Bridge the Digital Divide free webinar
- 17.1h Kent Downs [Email] – Asian Hornet monitoring traps for farmers and landowners
- 17.1i Clerks & Councils Direct – September 2025

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

A list of potential articles was provided for members, who were asked to write articles for future newsletters (as soon as possible). The new Parish Councillors were asked to provide some information about themselves, by way of an introduction, to be included in the next edition.

**ACTION: ALL**

## 18. DATE OF NEXT MEETING

### 18.1 Scheduled:

- 4<sup>th</sup> November 2025 (7.30pm) – Finance & General Purposes Committee
- 11<sup>th</sup> November 2025 (7.30pm) – Full Council
- 2<sup>nd</sup> December 2025 (7.30pm) – Extraordinary Full Council Meeting (Local Plan discussion)

9<sup>h</sup> December 2025 (7.30pm) – Full Council

## 19. PUBLIC SESSION

None.

The meeting closed at 9.25pm.

Chair \_\_\_\_\_

Date \_\_\_\_\_