



## **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 10<sup>th</sup> March 2026 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 10<sup>th</sup> February 2026 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 and Data Protection training), booked or undertaken**

**5.3 Policies: Review of existing policies**

5.3a Health & Safety Policy

5.3b Bereavement Policy

5.3c Website Privacy & Use Policy

5.3d Complaints Procedure

5.3e General Privacy Notice (Data Protection) Policy

5.3f Staff, Councillors & Role Holders Privacy Notice (Data Protection) Policy

**5.4 Policies: To consider new policies**

5.4a Information & Data Protection Policy

5.4b IT & Artificial Intelligence (AI) Policy

5.5 To consider the benefits of SLCC Membership for the Assistant Clerk

5.6 To consider information about online booking systems and interactive asset management applications

## 06. RISK

5.1 Cyber Risk Assessment

5.2 Banking Arrangements

## 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

## 08. CLERK'S REPORT To receive the Clerk's report

## 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)

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

## 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

10.2 Earmarked Reserves: To discuss the allocation of funds to reserves and confirm spending authority during the next fiscal year.

10.3 Recurring payments: to review a list of recurring payments and confirm spending authority

10.4 To agree Pavilion Charging Rates for 2026-2027

10.5 To agree Outside Space Hire Charging Rates for 2026-2027

10.6 To agree charging rates for annual allotment leases 2026-2027

10.7 Scope of internal audit for of 2025-2026 accounts

10.8 Annual review of the effectiveness of the system of internal audit

10.9 Annual review of the effectiveness of the system of internal control (Statement of Internal Control)

## 11. ACCOUNTS FOR PAYMENT

11.1 List of payments for approval

To resolve to note expenditure for February and March 2026 to date and to approve items for payment in March. A list of cheques, bank transfers and direct debits (with supporting documentation) is provided and is to be signed off by two councillors.

## 12. DUNTON GREEN FOR THE FUTURE

12.1 To consider the details of a Meeting Note, information regarding the ecological survey of land, and to discuss any other developments (if any)

## 13. PLANNING

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

13.1a Planning Application 25/03550/FUL AMENDED

Location: Technical Treatments Ltd Station Works Rye Lane

Development: Alterations to and change of use of existing building to a commercial, community and leisure space, for café, gym, media and office uses alongside ancillary storage. Including: upgrade of external building elevations (materials and office canopy). Associated parking and landscaping. Cladding to existing UKPN building.  
Amendment: Site address amended from Lockyers Yard to Technical Treatments Ltd Station Works, Rye Lane, Dunton Green, Kent TN14 5HD, in order to accurately reflect the location of the development  
NOTE: This amended was sent after the February meeting but before DGPC's response to the application was submitted, so the comments were submitted for the corrected address.

### 13.1b Planning Application 26/00413/WTPO

Location: Building Q14 DRA Fort Halstead Crow Drive Halstead  
Development: Various works to trees  
NOTE: For information only (no statutory requirement to publicise)

### 13.1c APPEAL Under Section 78 Town and Country Planning Act 1990

SDC Ref 25/00055/RFPLN / Planning Inspectorate Ref 6004727

Original Planning Application 25/018028FUL

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.

### 13.1d Planning Application 26/00344/HOUSE

Location: Beech Coppice London Road

Development: Front infill extension

Any planning applications received between 03/03/26 & 10/03/26 will also be considered

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

Any planning notifications received between 03/03/26 & 10/03/26 will also be considered

### 13.3 PLANNING ENFORCEMENT To note information regarding the gym in Rye Lane and lack of enforcement action to date

### 13.4 VIEWING PLANNING APPLICATION DOCUMENTS ONLINE To note a response from SDC

## 14. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 14.1 Pavilion Maintenance / Repairs

14.1a Electrical Works

14.1b Plumbing/Heating Works

14.1c Miscellaneous Repairs

14.2 Pavilion Electricity: to note significant increase of Transmission Network Use of System pass through charges

14.3 Pounsley Road Hedge/Verge Planting – to note progress

## 15. HIGHWAYS, TRANSPORTATION & STREETLIGHTING

15.1 Fallen Tree Public Right of Way SR103 behind Ryewood (reported)

15.2 Highways Improvement Plan (HIP): to note DGPC to escalate zebra crossing column sleeves request following an incident on the zebra crossing on London Road by Longford Bridge

15.3 Temporary Road Closure – Rye Lane 6<sup>th</sup> to 7<sup>th</sup> April and 7<sup>th</sup> to 9<sup>th</sup> April (Southeast Water)

15.4 Temporary Road Closure – Kingswood Road 26<sup>th</sup> March for 2 days (UK Power Networks)

## 16. EVENTS

## 16.1 Annual Parish Meeting & Parish Reception: Wednesday 25<sup>th</sup> March 2026

### 17. CORRESPONDENCE, CONSULTATIONS & COMMUNICATIONS

17.1 To consider or note correspondence received since the February 2026 meeting (not already covered by an agenda item)

17.1a Sevenoaks Men's Shed – Request for support

17.1b BDW Homes – Contact details for councillors

17.1c Riverhead Resident - Request for consideration of an accessible path around the recreation ground

17.1d Kent Highways – Invitation to Road Safety & Active Travel Group Seminar

17.1e Resident – Question about resource combining in relation to proposed developments in Dunton Green and Otford

17.1f SDC – The Great British Spring Clean 2026

17.1g KALC – Local Government Reform (LGR) Consultation (deadline for comments 26/03/26)

Any correspondence received between 04/03/26 & 10/03/26.

17.2 Dunton Green News (newsletter): to note delivery status of Spring 2026 edition, discuss print quality, agree Councillor article topics and to note copy deadline for Summer 2026 is 1<sup>st</sup> May

### 18. DATE OF NEXT MEETING

18.1 Scheduled: 14<sup>th</sup> April 2026 (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.

*Tracy Godden*

Tracy Godden Clerk to Dunton Green Parish Council

Wednesday 4<sup>th</sup> March 2026

[www.duntongreen-pc.gov.uk](http://www.duntongreen-pc.gov.uk)