



## **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](mailto: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 14<sup>th</sup> October 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 9<sup>th</sup> September 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. 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).

#### **06. GENERAL ADMINISTRATION**

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

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

**6.3 Policies: Review of existing policies**

6.3a Scheme of Delegation

6.3b Risk Register & Policy

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

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

## 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

9.2a To consider a paper concerning the monthly Lunch Club for senior residents and to agree the way forward

## 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 Budget 2026-27: to note the date for a meeting of the Finance & General Purposes Committee

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)

## 11. ACCOUNTS FOR PAYMENT

11.1 List of payments for approval

To resolve to note expenditure for September 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) is provided and is to be signed off by two councillors.

## 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

## 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.

Any planning applications received between 07/10/2025 & 14/10/25 will also be considered

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

#### 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

Any planning notifications received between 07/10/2025 & 14/10/25 will also be considered

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

### 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

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

13.5c To note the initial response from CPRE Sevenoaks to the Sevenoaks Local Plan and Grey Belt

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

## 14. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

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

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

14.3 Recreation Ground: to note that monitoring is ongoing after holes were discovered in the grass in multiple places (holes filled, but reappearing)

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

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

14.6 Playground Inspections: to consider a quotation for renewal of operational inspections

## 15. HIGHWAYS, TRANSPORTATION & STREETLIGHTING

- 15.1 Ivy House Lane: to note that installation of warning signage has been included in the Highways Improvement Plan
- 15.2 Morants Court Road – resident request for a safety measures (safety mirrors)
- 15.3 Donnington Road/London Road junction – resident concern re parking on double yellow lines on London Road
- 15.4 Road closure: to note Pilgrims Way West closed October 23<sup>rd</sup> for 5 days for SGN works
- 15.8 To note concerns raised regarding works traffic in relation to the Chevening Parkland Enhancement Scheme using unauthorised routes through Dunton Green

## 16. EVENTS

- 16.1 Annual Fireworks Event – Feedback
- 16.2 Remembrance Day Service -Sunday 9<sup>th</sup> November 10.45am
- 16.3 Christmas Singalong - Friday 19<sup>th</sup> December 6pm

## 17. CORRESPONDENCE & COMMUNICATIONS

- 17.1 To consider or note 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

Any correspondence received between 07/10/2025 & 14/10/25.

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

## 18. DATE OF NEXT MEETING

- 18.1 Scheduled:

- 4<sup>h</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

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  
Tuesday 7<sup>th</sup> October 2025  
[www.duntongreen-pc.gov.uk](http://www.duntongreen-pc.gov.uk)