



## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 13<sup>th</sup> July 2021 at 7.30pm

### 00. PUBLIC SESSION

Cllr. Bayley (SDC) was welcomed. She advised the Council that SDC is seeking a new contractor to take on the leisure facilities currently managed by Sencio, in the event of Sencio failing. Cllr. Bayley has been asked about parking issues in a specific area of the Ryewood estate (which were not evident whenever she has visited the location) and members concurred that there did not appear to be any issues (other than the perennial problem of insufficient parking spaces for visitors who then use resident allotted spaces). Cllr. Carrol commented that 2 disabled parking bays had been provided in Station Approach, but they had effectively removed 5 standard places. Cllr. Bayley suggested that she and Cllr Chard (KCC) need to look at what might be done to produce some form of guidance note for planning. Developments are reviewed in isolation but the cumulative effect of the lack of parking on developments in the village needs to be considered. It seemed unlikely that such a document would carry any real weight but highlighting this as a concern with planning and KCC Highways would be a first step.

**ACTION: CLLRS. BAYLEY (SDC)/CHARD (KCC)**

In the absence of the Chairman (who had given advance notice that she was very likely to be late), Cllr. Lockey (Vice-Chairman) chaired the meeting.

### 01. PRESENT / APOLOGIES

Present: Cllrs. Norton, Hersey, Parker, Gomes-Chodynieski, Lockey, Carrol, England (late)

Apologies (accepted): Cllrs. Copeland, Lapham, Chard (KCC)

In attendance: Tracy Godden (Clerk), Wendy Jackson (Bookings & Facilities Assistant), Cllr. Bayley (SDC)

### 02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 4<sup>th</sup> May 2021 were approved as a true record.

Proposed – Cllr. Carrol, Seconded – Cllr. Norton and Agreed.

### 03. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllrs. Hersey and Norton: 11.2b Planning Application 21/00999/FUL UPDATED – as members of the Donnington Hall Management Committee (Chairman and Treasurer respectively, in personal capacities).

### 04. GENERAL ADMINISTRATION

**4.1 Member Dispensations & Non-Pecuniary Interests: Requests for dispensations to be submitted to the Clerk for approval.**

None.

#### 4.2 Training (Councillor and Staff)

The Clerk had attended the following Career Development/Training/Information events:

SDC Town & Parish Council's Communities Conference - 18<sup>th</sup> May

Healthy Workplaces, Civility in Public Life Webinar - 24<sup>th</sup> May

SLCC Kent Branch Meeting - 25<sup>th</sup> May

Volunteering next steps: Lessons learnt from the Pandemic training – 8<sup>th</sup> June

SLCC Leadership in Action Conference - 9<sup>th</sup> & 10<sup>th</sup> June

SLCC Kent Branch Meeting – 1<sup>st</sup> June

Cllr. England arrives (Cllr. Lockey is asked to continue to chair the meeting).

### 4.3 Code of Conduct: To adopt the New Model

The advice following various consultations through 2019/20 is that all councils should adopt the same Code of Conduct for consistency across the sector (this being the Local Government Association Model Councillor Code of Conduct 2020). This will assist the work of Monitoring Officers when reviewing complaints against a standard Code of Conduct (rather than each Council having a unique Code).

It was Proposed – Cllr. England, Seconded – Cllr. Gomes-Chodyniewski and Agreed that Dunton Green Parish Council adopts the LGA Model Code of Conduct.

**ACTION: CLERK**

### 4.4 GDPR Compliance: To consider service offered by Breakthrough Communications

The Clerk suggested that it would be helpful to have somewhere to go to for support in handling GDPR generally and for any issues that may arise. The Parish Council holds only a minimal amount of personal data and what is held is not publicly accessible. It is an area that should be routinely reviewed. It was agreed that the Clerk should speak with Breakthrough Communications to determine what services are available and this topic will be reviewed again at the September meeting.

**ACTION: CLERK**

## 05. DGPC REPRESENTATIVES – EXTERNAL BODIES

### 5.1 Feedback from any meetings attended by DGPC's representatives on external bodies

None.

### 5.2 Meetings due to be attended

None.

## 06. COVID-19

### 6.1 To note any updates to procedures and regulations affecting DGPC assets

Whilst there is to be a further relaxation of Covid restrictions from 19<sup>th</sup> July, there remain some concerns. To assess the impact of restrictions being lifted, the Clerk & the Bookings & Facilities Assistant have recommended to Council that all current requirements for entry to the Pavilion (mask wearing, social distancing, use of hand sanitiser, no adults to come inside the building to collect young people and so on) should remain in place. Existing private party bookings will be honoured but no new private bookings will be accepted until September at the earliest. This is a naturally quieter period, and this stance is anticipated to allow the Parish Council to gradually return to a less restrictive method of operating, in a safe way. Members agreed with this approach. The matter will be reviewed again at the September meeting.

**ACTION: CLERK / BOOKINGS ASSISTANT**

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

Nothing to report not covered by agenda items.

## 08. COMMUNITY DEVELOPMENT & SAFETY

### 8.1 Anti-Social Behaviour – to note the PCSO report and any issues brought to the attention of the Parish Council

Two PCSO reports (from May & June) had been provided for members to consider. It was noted more generally that over recent weeks there had been issues around graffiti, glass breakages at the recreation ground, ASB where people had been seen to urinate at the recreation ground, an attempted break in at Best One newsagents and that there had been anecdotal reports regarding the shopping parade and concerns around alleged drug dealing (which appeared not to have been reported to any agencies that might be able to do anything).

The Clerk advised that she had spoken with the PCSO who currently covers Dunton Green on her own (in a patch that also includes Riverhead, Halstead, Knockholt, Badgers Mount, Brasted, Chevening, Sundridge & Ide Hill, Westerham and Crockham Hill); the second PCSO having been seconded to Edenbridge. PCSO Harwood has spent a good deal of time in Dunton Green and the Parish Council continues to have a good relationship with her and the Community Safety Unit. Intelligence is passed on to these agencies but there remains a need for incidents to be

reported either via 101 or the Police online reporting tool. The Clerk had submitted a report regarding criminal damage and drug taking, all caught on CCTV, which had occurred in the recreation ground on Sunday 11<sup>th</sup> July and that is being investigated.

Installation of CCTV at the shopping parade was discussed. Members felt that it was the obligation of shop owners to protect their properties (as it had installed CCTV to protect its property) and that it was not reasonable to expect the Parish Council to provide CCTV for what is ostensibly private businesses. CCTV alone does not act to prevent ASB, as demonstrated in other areas of the village. Indeed, whilst the shutter and door at Best One had sustained damage, they had served their purpose in preventing an actual break in. It was re-confirmed that if the Parish Council did install CCTV, it would not be monitored by SDC and it was also noted that as this was not an area of DGPC land, there was no guarantee that permission would be granted. Members concluded that the Parish Council will not look to install CCTV at the shopping parade at this time.

Cllr. Bayley leaves the meeting.

## 8.2 Youth Activities

### 8.2a To ratify decision to fund Kent Panther Basketball sessions

It was Proposed – Cllr. England, Seconded – Cllr. Norton and Agreed that the decision to fully fund Kent Panther Community Basketball sessions (at a cost of £50 per session) be ratified. Sessions take place on Mondays between 5.30pm & 6.30pm for ages 8 to 11.

### 8.2b To consider provision of tennis coaching sessions (including holiday intro session)

It was Proposed – Cllr. Lockey, Seconded – Cllr. Gomes-Chodynietki and Agreed that the Parish Council will fully fund Community Tennis sessions at a cost of £70 per 2-hour session and a one-off 4-hour session to run alongside the Family Fun Day on 28<sup>th</sup> July. Sessions to take place on Thursdays between 4pm & 6pm (1<sup>st</sup> hour 5-7s and 2<sup>nd</sup> hour 8-11s).

## 8.3 Seniors Activities

### 8.3a To note restart of Age UK activities at Dunton Green Pavilion

There had been a successful restart of the Age UK Pop In (20+ clients attended the Welcome session at the end of June); discussions are ongoing with Age UK for the reinstatement of the Lunch Club from September, volunteers permitting.

## 09. FINANCE

### 9.1 Bank Reconciliation

Two bank reconciliations (one to 31<sup>st</sup> May 2021 and one to 30<sup>th</sup> June 2021) were presented by the Clerk and it was Proposed – Cllr. Parker, Seconded – Cllr. Norton and Agreed that they be accepted. The Chairman confirmed that she would verify all the bank balances stated on the reconciliations against the bank / investment statements when it was safe and appropriate to do so at the office.

**ACTION: CLERK**

**ACTION: FE**

#### BANK RECONCILIATION TO END 31/05/2021

Description	Value £	Value £
<b>Cash in hand 01/04/2021</b>		<b>£162,561.86</b>
ADD Receipts 01/04/2021 – 31/05/2021		£80,813.62
TOTAL		£243,375.48
SUBTRACT		
Payments 01/04/2021 – 31/05/2021		£27,473.68
<b>A: Cash in hand 31/05/2021</b>		<b>£215,901.80</b>
Cash in hand per Bank Statements		
NatWest Reserve 31/05/2021	£131,871.73	
NatWest Current 31/05/2021	£3,824.98	
CCLA Public Sector Deposit Fund 30/04/2021	£40,205.09	
CCLA Local Authorities Property Fund 31/03/2021	£40,000.00	

<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£215,901.80</b>
Less unrepresented cheques		£0.00
<b>TOTAL</b>		<b>£215,901.80</b>
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£215,901.80</b>

## BANK RECONCILIATION TO END 30/06/2021

Description	Value £	Value £
<b>Cash in hand 01/04/2021</b>		<b>£162,561.86</b>
ADD Receipts 01/04/2021 – 30/06/2021		£81,481.86
<b>TOTAL</b>		<b>£244,043.72</b>
SUBTRACT		
Payments 01/04/2021 – 30/06/2021		£36,240.18
<b>A: Cash in hand 30/06/2021</b>		<b>£207,803.54</b>
Cash in hand per Bank Statements		
NatWest Reserve 30/06/2021	£121,872.84	
NatWest Current 30/06/2021	£5,724.52	
CCLA Public Sector Deposit 31/05/2021	£40,206.18	
CCLA Local Authorities Property Fund 31/03/2021	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£207,803.54</b>
Less unrepresented cheques		£0.00
<b>TOTAL</b>		<b>£207,803.54</b>
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£207,803.54</b>

## 9.2 Funding

Welcome Back Fund: The fund is providing councils across England with a share of £56 million from the European Regional Development Fund (ERDF) to support the safe return to high streets. The guidance builds on and replaces the previously published Reopening High Street Safely Fund guidance. It provides details of the activities that can be supported through the fund, an overview of how it will be administered and key ERDF contractual requirements. The sum allocated to the Sevenoaks District is £107,106. SDC is paying for a Town Centre Project Officer (2 days per week – probably until March 2022) to administer the fund. Activity must fall within 6 key streams. The main ones for Parishes appear to be ‘Communication and Public Information activity’; ‘Temporary Public Realm Changes’ (continuation of signage with renewed messaging); ‘Support to promote a safe public environment for a local area’s visitor economy’. There has been some discussion as to what might be permitted – outdoor seating, ‘beautification activities’, non-permanent public realm adaptations all of which seem to have to have a temporary element. There is a very detailed form for applying for funds and it may be that DGPC can find alternative funding sources where they might be needed to supplement its projects if they can’t be fully funded from CIL or other reserves.

## 10.1 ACCOUNTS FOR PAYMENT

### 10.1 List of payments for approval

It was Proposed – Cllr. Norton, Seconded – Cllr. England and Agreed to approve/ratify for payment a list of cheques, bank transfers, debit card payments and direct debits (with supporting documentation) as detailed below.

Payment Type	Description	Net £	VAT £	Gross £
<b>May Payments (reported at May meeting in italics)</b>				
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat subscription</i>	<i>12.64</i>	<i>0.00</i>	<i>12.64</i>
<b>DD</b>	<i>Virgin Mobile Phone contract</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
<b>DD</b>	<i>British Gas Pavilion Gas Mar/Apr 2021</i>	<i>221.58</i>	<i>44.31</i>	<i>265.89</i>
<b>BANK TFERS</b>	Staff Salaries & Expenses May 2021	2723.77	0.00	2723.77
<b>DD</b>	E.On (Pavilion Electricity) Mar/Apr 2021	282.99	56.60	339.59

<b>DEBIT CARD</b>	Currys PC World Replacement Laptop [subsequently refunded]	610.99	122.19	733.18
<b>DEBIT CARD</b>	John Lewis Replacement Laptop	583.33	116.67	699.99
<b>BANK TFR</b>	Streetlights Refit & secure mirror after ASB (Lennard Rd Col 28)	82.50	16.50	99.00
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	280.49	0.00	280.49
<b>BANK TFR</b>	Express Keys & Locks Services Pavilion maintenance (door repairs/replacement cylinders)	370.00	74.00	444.00
<b>BANK TFR</b>	Getting-IT-Working Office Home to Pro Upgrade	120.00	0.00	120.00
<b>DD</b>	E.On (Unmetered Supply) April 2021	78.22	3.91	82.13
<b>BANK TFR</b>	Bourne Sport Ltd Vertidrainage of recreation ground pitch	500.00	100.00	600.00
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>BANK TFR</b>	Able Electrical Ltd Pavilion external lights upgrade to LED; internal light maintenance	1448.39	0.00	1448.39
<b>BANK TFR</b>	Streetlights Payment 1 of 2 Annual Streetlight Maintenance Contract	838.12	167.62	1005.74
<b>BANK TFR</b>	Able Electrical Ltd Pavilion Emergency Lighting Test	200.00	0.00	200.00
<b>DEBIT CARD</b>	Amazon Office & Pavilion Supplies	33.89	6.78	40.67
<b>DD</b>	EE Mobile phone contract	8.26	1.65	9.91
<b>DD</b>	Castle Water Ltd Pavilion Water Charges (Feb 21 to Aug 21)	118.23	0.00	118.23
<b>DEBIT CARD</b>	Amazon Pavilion & Grounds Supplies	46.46	9.29	55.75
<b>BANK TFR</b>	Mr G Hersey Expenses (Petrol for strimmer/allotment tidying)	6.50	0.00	6.50
<b>DEBIT CARD</b>	Zoom Video Communications Annual subscription 2021/22	78.02	15.60	93.62
<b>DEBIT CARD</b>	SLCC Enterprises Ltd Clerk's Training (Leadership in Action Conference 9 <sup>th</sup> & 10 <sup>th</sup> June 2021)	75.00	15.00	90.00
<b>BANK TFR</b>	Gardens of England Grounds Maintenance May 2021	3064.00	0.00	3064.00
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing May 2021	788.91	157.78	946.69
<b>DD</b>	Information Commissioner's Office Annual Data Protection Fee	35.00	0.00	35.00
<b>DD</b>	Onecom Ltd Broadband & Telephone April 21	68.66	13.73	82.39
<b>June Payments</b>				
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
<b>BANK TFR</b>	Getting-IT-Working IT Support May 2021	150.00	0.00	150.00
<b>DD</b>	Shred Station Confidential Waste Collection (Apr 21: holding fee)	15.00	3.00	18.00
<b>BANK TFRS</b>	Staff Salaries & Expenses June 2021	2811.32	0.00	2811.32

<b>BANK TFR</b>	HMRC Quarter 1 2021/22 PAYE Tax & NI Payment	3069.55	0.00	3069.55
<b>DD</b>	Virgin Mobile Phone contract	7.00	1.40	8.40
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	285.50	0.00	285.50
<b>BANK TFR</b>	Bourne Amenity Ltd Sand (for top dressing pitch)	240.00	48.00	288.00
<b>BANK TFR</b>	Katie Noad Pavilion Hire Refund (following delay to lifting of Covid restrictions)	61.25	12.25	73.50
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>DD</b>	E.On (Unmetered Supply) May 2021	80.83	4.04	84.87
<b>BANK TFR</b>	Sally Jolly Printing of DG News Summer 2021	891.60	0.00	891.60
<b>DEBIT CARD</b>	Amazon Pavilion & Grounds Supplies	5.77	1.16	6.93
<b>DEBIT CARD</b>	Amazon Pavilion & Grounds Supplies	14.84	2.97	17.81
<b>DD</b>	EE Mobile phone contract	8.26	1.65	9.91
<b>DD</b>	E.On (Pavilion Electricity) Apr/June 2021	241.87	48.37	290.24
<b>BANK TFR</b>	Sam Rogers Treecare Emergency removal of damaged branches/limbs at small open space in Mill Road	106.25	21.25	127.50
<b>BANK TFR</b>	Getting-IT-Working IT Support June 2021	150.00	0.00	150.00
<b>BANK TFR</b>	Pure Simplicity Technology Ltd Sanitiser / disinfectant / Enviroguard supplies & accessories	152.80	30.57	183.37
<b>DD</b>	British Gas Pavilion Gas Apr/June 2021	170.07	8.50	178.57
<b>DD</b>	Shred Station Confidential Waste Collection (May 21:holding fee)	15.00	3.00	18.00
<b>DD</b>	Onecom Ltd Broadband & Telephone May 21	68.66	13.73	82.39
<b>July Payments to date</b>				
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
<b>BANK TFR</b>	Gardens of England Grounds Maintenance June 2021	4093.00	0.00	4093.00
<b>BANK TFR</b>	SDC Emptying of dog bins/litter pick & emptying of litter bins Recreation Grd & Mill Rd (Apr-June 21)	408.20	81.64	489.84
<b>BANK TFR</b>	Kent Panthers Basketball Club Provision of weekly sessions for young people	650.00	0.00	650.00
<b>BANK TFR</b>	Stellar Building & Maintenance Ltd Completion of maintenance works to timber bus shelter (part of 2021 maintenance schedule)	1475.00	295.00	1770.00
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing June 2021	788.91	157.78	946.69
<b>DEBIT CARD</b>	Amazon Pavilion & Grounds Supplies	39.82	7.98	47.80
<b>DEBIT CARD</b>	Amazon Pavilion Supplies	11.34	2.26	13.60
<b>BANK TFR</b>	Bourne Amenity Ltd Sand (for top dressing pitch: dry sand)	344.20	68.84	413.04
<b>BANK TFRS</b>	Staff Salaries & Expenses July 2021	2751.19	0.00	2751.19

<b>DD</b>	Virgin Mobile Phone monthly contract	7.42	1.48	8.90
<b>July Payments (expected but unconfirmed/not yet paid as at 13/07/21)</b>				
<b>DD</b>	Shred Station Confidential Waste Collection (Jun 21: holding fee)	15.00	3.00	18.00
<b>DD</b>	British Gas Pavilion Gas June 2021	170.14	34.02	204.16
<b>DD</b>	E.On (Unmetered Supply) June 2021	78.22	3.91	82.13
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	283.33	0.00	283.33
<b>DD</b>	EE Mobile phone contract			
<b>DD</b>	E.On (Pavilion Electricity) Jun/Jul 2021			
<b>DD</b>	Onecom Ltd Broadband & Telephone June 21			
<b>BANK TFR</b>	Getting-IT-Working IT Support July 2021			
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing July 2021			

**ACTION: CLERK**

## 11.1 PLANNING

**11.1 CURRENT PLANNING** To ratify comments submitted to SDC between meetings.

### 11.1a Planning Application 21/01828/HOUSE

Location: 25 Donnington Road

Development: To demolish the conservatory and construct a single storey rear extension with rooflight

Recommendation: None

### 11.1b Planning Application 21/01828/HOUSE

Location: 1 Crescent Cottages Station Road

Development: New front porch.

Recommendation: None

It was noted that no comments for the above applications had been submitted because of insufficient responses having been received by the Clerk.

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

### 11.2a Planning Application 21/01904/HOUSE

Location: 24A Hillfield Road

Development: New skylights to front and rear roof.

Recommendation: Support [Proposed – Cllr. Lockey, Seconded – Cllr. Carrol and Agreed]

**ACTION: CLERK**

### 11.2b Planning Application 21/00999/FUL UPDATED

Location: 149-155 London Road

Development: Demolition of the existing buildings and erection of 7 flats with associated parking.

Recommendation: Objection [Proposed – Cllr. England, Seconded – Cllr. Gomes-Chodynieski and Agreed: 2 abstentions (Cllrs. Hersey & Norton)]

The Parish Council strongly objects to this application.

The applicant has submitted a revised red line plan where the red line boundary of the site has simply been extended over land that they neither own nor have permitted vehicle access over.

A Certificate B\* has purportedly now been submitted but that document is currently not available for viewing on the Public Access portal.

\* Certificate B (Shared Ownership - all other owners known)

Certificate B should be completed if the applicant is not the sole owner but knows the names and addresses of all the other owners (e.g., this certificate will need to be served if the proposals encroach onto adjoining land). The Notice to Owners (Notice 1) must also be completed and sent to all known owners. If the proposal is a Householder Development, the Householder Notice should be completed.

Regardless, the owner of the proposed access route off Barretts Road which has now been included inside the site boundary red line plan has not been contacted about negotiating access. In fact, Donnington Hall (Management Committee) has not even been included on the list of neighbour consultees for this application and yet its land is included within that site boundary plan?

None of the concerns that Dunton Green Parish Council raised in its original comments (included below) have been addressed. Given the enormous demand that there is already for on-street parking in Dunton Green, and the lack of spaces available, the Parish Council cannot accept that 7 parking spaces is adequate for a development of 7 flats in this location. Parking should be viewed in the context of the local area and in relation to the cumulative effect of development in the village.

Access to the site via Barretts Road and Donnington Hall land is not acceptable nor is it viable. Both are private roads. KCC Highways can hardly comment on or have no issues with access via roads that they have no jurisdiction over. To grant an application in the full knowledge that the applicant cannot use proposed access roads to the development would be irresponsible and SDC should be taking appropriate steps to ensure that construction (should a grant of planning permission be made) cannot commence all the while these issues are unresolved.

Dunton Green Parish Council fully supports the comments and concerns that have been raised & submitted by residents. Residents of Barretts Road and the Management Committee of Donnington Hall are rightly concerned that there has been no communication from the developer. There is a presumption of access rights which simply do not exist. Construction traffic alone would create untold issues for these parties, as would the impact of additional regular traffic in that area once a development was completed. There are also concerns about the adverse impact during any construction phases on parking availability in that area which are already severely stretched.

The Parish Council also remains very concerned about the safety of pedestrians in relation to the crossing on London Road which is positioned in close proximity to this site and to the Barretts Road junction, and close to the village school. Whilst this section of road has a 30mph limit on it, there is a perception that speeds are often significantly in excess of this and that even with the provision of a zebra crossing, crossing London Road is difficult. If planning permission is inexplicably granted (given the fact that there is no authorised access route to the rear of the site), and construction works affect the public highway (which seems highly probable) will provision be made for a safe means of crossing London Road to be installed? What steps will be taken to minimise disruption and ensure the safety of the community?

**ACTION: CLERK**

### 11.2c Planning Application 21/01847/FUL

Location: 36 Lennard Road

Development: Conversion of existing extension, erection of a first-floor extension and widening of existing crossover all to form a separate dwelling.

Recommendation: No Comment [Proposed – Cllr. Gomes-Chodyniewski, Seconded – Cllr. Lockey and Agreed]

**ACTION: CLERK**

### 11.2d Planning Application 21/01935/FUL

Location: QinetiQ Enclave At DSTL Fort Halstead, Crow Drive, Halstead

Development: Works to the proposed QinetiQ enclave comprising the erection of perimeter security fence, erection of a new reception building, creation of a new main site entrance along Crow Drive, refurbishment of existing buildings including plant installation, creation of a new surface level car park and access, installation of two new explosive magazine stores and surrounding pendine block walls, demolition of existing buildings, installation of 6no. storage containers, installation of new site utilities, landscaping and ecological works.

Recommendation: Comments Only as outlined below [Proposed – Cllr. England, Seconded – Cllr. Lockey and Agreed]  
Members of Dunton Green Parish Council do not consider themselves to be qualified to comment on the installation of new explosive magazine stores. This is an application on a brownfield site, already utilised for many years and is non-housing. DGPC is satisfied that SDC officers will make appropriate recommendations.

**ACTION: CLERK**

### 11.2e Planning Application 21/02153/HOUSE

Location: 20 Hillfield Road

Development: Proposed first floor side and rear extension; proposed new conservatory with rooflight.

Recommendation: Support [Proposed – Cllr. England, Seconded – Cllr. Norton and Agreed]

**ACTION: CLERK**

**11.2f Planning Application 21/02176/HOUSE**

Location: 97 London Road

Development: 2 storey side extension, to include demolition of existing outbuilding.

Recommendation: Support [Proposed – Cllr. Gomes-Chodyniewski, Seconded – Cllr. Carrol and Agreed]

**ACTION: CLERK**

**11.3 PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate.****11.3a Planning Application 21/01261/HOUSE**

Location: Great Dunton Farm House London Road

Development: Replacement of existing conservatory and rear addition to form new dining and living room extension and alterations to fenestration.

GRANT OF PLANNING APPLICATION: Subject to conditions

**11.3b Planning Application 21/01065/HOUSE**

Location: 80 Lennard Road

Development: Ground floor rear extension, replace existing ground floor pitch roof with flat roof

GRANT OF PLANNING APPLICATION: Subject to conditions

**11.3c Planning Application 21/00654/FUL**

Location: 6 Darent Lane

Development: New dwelling

GRANT OF PLANNING APPLICATION: Subject to conditions

**11.3d Planning Application 21/00599/HOUSE**

Location: The Coach House London Road

Development: Proposed erection of single-storey, mono-pitch Garden Office/Summer House within the garden

GRANT OF PLANNING APPLICATION: Subject to conditions

**11.3e Planning Application 21/01344/HOUSE**

Location: 25 Donnington Road

Development: To demolish the conservatory and construct a single storey rear extension with roof light

GRANT OF PLANNING APPLICATION: Subject to conditions

**11.3f Planning Application 21/00883/HOUSE**

Location: 17 Bankside

Development: Demolition of a conservatory and its replacement with a part two storey and part single storey rear extension

GRANT OF PLANNING APPLICATION: Subject to conditions

**11.3g Planning Application 21/01260/HOUSE**

Location: 2 Camden Villas

Development: Formation of vehicle access. Demolition of wall.

GRANT OF PLANNING APPLICATION: Subject to conditions

**11.4 Transfer to Quercus housing from s106 affordable housing developer contributions towards the purchase of 11-15 High Street Swanley: to note this type of transfer takes place and to consider asking SDC for policy details around such arrangements**

It was Proposed – Cllr. Lockey, Seconded – Cllr. England and Agreed that the Clerk should ask SDC if there is a policy around the use of S106 affordable housing developer contributions in terms of applications from housing associations, providers of affordable/social housing; what 'quality of opportunity' is there for organisations other than SDC (in the guise of Quercus) to use this funding which is provided by developers in lieu of them physically providing affordable and social housing in their schemes. Large sums of money have been transferred to Quercus Housing and the Parish Council is interested to know who else might be eligible to access these funds.

**ACTION: CLERK**

**11.5 To note concerns of some local councils around planning and online applications**

It was noted that some councils seem to have no issues working online and using the online measuring tool etc whilst others (the majority from the feedback that the Clerk has seen) are finding this difficult, time-consuming, not

efficient in meetings etc. It is unlikely that there will be anything that can be done to reverse the move to using online tools, but it is still something that several councils remain concerned about. A definition of what is meant by 'major development' is still required from SDC as for developments identified as such there will be hard copy plans provided (which is what has happened for the Fort Halstead applications).

**ACTION: CLERK**

### 11.6 Halstead Parish Council & proposed Broke Hill development

It was noted that Halstead Parish Council is campaigning against the Broke Hill development and had asked neighbouring councils if they would be prepared to financially support their campaign. It was agreed that DGPC would not provide financial assistance; there had been little support from neighbouring councils when the Cold Store development was first proposed, and it was likely that DGPC would find itself campaigning against HPC regarding allocations of CIL and S106 monies for Fort Halstead (a significant area of that development being within the parish boundary of Dunton Green).

### 11.7 DSTL Fort Halstead Planning Application 19/05000/HYB Development Control Committee Meeting

The Chairman and Clerk had attended this virtual meeting where the hybrid application was granted planning permission (9 votes in favour, 6 against). Whilst Cllr. Brown (SDC) had been unable to attend he had submitted an excellent statement suggesting that there were sufficient concerns still outstanding that would warrant the application being refused. The Clerk had already corresponded with SDC indicating that DGPC must be involved from even the most preliminary of discussions around the S106 Agreement; in DGPC's experience, money is not necessarily allocated with realistic terms and steps must be taken to ensure that where money is allocated it is spent. This is something that DGPC must continue to raise.

The Clerk continues to push for information on where the S106 funds allocated for education from the Ryewood development are planned to be spent. The Clerk will update members if there has been any progress at the September meeting.

**ACTION: CLERK**

### 11.8 SDC Street Naming & Numbering: Confirmation of new address in Lennard Road

It was noted that there is now a 9A Lennard Road (following the creation of a separate dwelling).

### 11.9 McCarthy Stone: Pre-planning application proposals for redevelopment of the former Vauxhall Garage site (and period of public consultation of proposals)

Cllr. Hersey indicated that in 1998 SDC refused an application to convert 16 London Road into a residential dwelling on the grounds that there was a flooding risk, and he believed the proposed development of a retirement scheme would have similar issues. A meeting had been arranged for 15<sup>th</sup> July for the Parish Council to hear what the developer was proposing and would also be an opportunity to ask questions. The main area of concern was the apparent lack of parking provision for the site, and this would be raised.

**ACTION: CLERK, FE, AN**

### 11.10 136 London Road: Refurbishment and impact on access road/neighbours

The Clerk had kept members updated with regard to the complaints that have been received regarding blocking of the access road and noise in relation to the refurbishment works. The access road has been blocked on multiple occasions and with little timely communication, causing inconvenience to neighbours and patrons of the Pavilion and Recreation Ground. The roof now needs repairing and there is a request to put up scaffolding on the access road. The Clerk has advised the developer's representative that the Council will need to consider this. Members agreed that a creative solution that does not involve blocking the access road needs to be found. The Clerk was asked to suggest to the contact that cantilevered scaffolding should be investigated first. It was noted that there has been no planning application for the site (although if there is no change of use there may be no need).

**ACTION: CLERK**

## 12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

## 12.1 Grounds Maintenance

### 12.1a Recreation Ground: Football Pitch works update

It was noted that sand had been delivered but the original delivery was the wrong type for the contractor's machinery; the sand has now been exchanged and the grounds maintenance team is now waiting on a dry spell of weather for the sand to be applied to the pitch and this was now likely w/c 19<sup>th</sup>. The whole process of getting the verti-draining and sand dressing completed has involved an excessive amount of administration and organisation.

### 12.1b Various Tree Works

Urgent attention was needed at the small open space on Mill Road to deal with a fallen tree and was completed in a very timely fashion. Two sets of work are scheduled: the first at Price's Wood (21<sup>st</sup> July) and the second at Recreation Ground (10<sup>th</sup> August). At Price's Wood, the work is clearance work as identified as necessary at the site visit in March. The price for the day for 3 men and the tracked chipper to go through the entire wood removing all snapped out, hung up and lying debris is £975+vat). The Recreation Ground works affect the section between the footpath & Glyn Davies Close (ash dieback, overhanging branches, work to affect 5-6 trees: and at a cost of £610+VAT). It was Proposed – Cllr. Gomes-Chodyniewski, Seconded – Cllr. Norton and Agreed that these works (authorised by Clerk (in consultation with Chairman)) be approved.

### 12.1c Work planned (repairs/maintenance: non-grounds maintenance) update

As of 8<sup>th</sup> July, the bus shelter and village sign has been completed; the Lusted Road noticeboard is near completion; the Pounsley Road dog bin and the litter bin in Longford Meadow have been reinstated after ASB. The Rose Garden 'Eckersley' bench has been sanded down and will be treated; the London Road (north end) old noticeboard is still to be removed and the new one installed (delivery of the new is likely w/c 19<sup>th</sup> July). There is no update yet with regard to the gate at Longford Meadow.

## 12.2 Projects - Updates (if available) regarding:

### 12.2a Climbing Rox: To consider community feedback to consultation in Dunton Green News

The Parish Council had informed parishioners of its proposal to install a Climbing Rox at Longford Meadow in its Summer 2021 edition of Dunton Green News and had invited residents to submit their comments on the project, both positive and negative. That feedback, which was overwhelmingly positive, was considered. As part of the project, the Parish Council agreed to incorporate additional litterbins and seating which would address some of the potential issues that had been highlighted. After installation, solar powered CCTV could be investigated, should there be any issues with anti-social behaviour. The Parish Council would like to see Longford Meadow being further utilised as a recreational and leisure space.

It was Proposed – Cllr. Norton, Seconded – Cllr. Lockey and Agreed that the Climbing Rox Project should be undertaken as soon as possible. The Clerk was asked to contact the contractor and take steps initiate the project.

**ACTION: CLERK**

### 12.2b Seating / benches

The Clerk confirmed that a locations map was being prepared for all existing DGPC benches and that this would be annotated with suggested locations for new seating. This would be provided for members to consider before the September meeting.

**ACTION: CLERK / BOOKINGS & FACILITIES ASSISTANT**

### 12.2c Dog Waste Dispensers: to consider installation

Following some initial discussions where concerns were raised about whether such dispensers might be abused, it was Proposed – Cllr. Lockey, Seconded – Cllr. Norton and Agreed that one should be ordered and installed at the Recreation Ground. This would then act as a trial for other potential locations.

**ACTION: CLERK**

### 12.2d Access road

& car park barrier (to include a request for temporary closure of the access road)

Covered under Item 11.10. No progress to date with regard to resurfacing of the access road or proposals for a new barrier. To be brought to the September meeting.

**ACTION: CLERK**

### 12.3 Pavilion: Latest status regarding return of hirers and potential new hirers

The Bookings & Facilities Assistant (BFA) updated members on the status of hirers. A view had been taken by the BFA & the Clerk that all precautions that had been implemented at the Pavilion should remain in place after July 19<sup>th</sup> when there was expected to be a lifting of many of the legal Covid-19 restrictions. The objective is to ensure the safety of staff and all visitors to the building, whilst allowing for time to establish what impact the lifting of restrictions has (and in view of the fact that the R-rate is increasing). Members agreed with this approach. The Clerk & BFA would review at the end of August with a view to submitting a recommendation to members in September.

**ACTION: CLERK / BOOKINGS & FACILITIES ASSISTANT**

### 12.4 Village Green: use of and signage (and to note complaints)

It was noted that a complaint had been made about the installation of an advertising sign on the village green. No permission had been sought from DGPC. The Parish Council had immediately followed up on the complaint and the sign had been removed. The Parish Council has taken a lot of time and energy to create a 'corporate' look on the village green with the hanging baskets and the much-improved level of maintenance. This is a space that showcases DGPC's aim to make Dunton Green greener. Permission had been granted to Bojangles to place tables and chairs on the village green under the extraordinary circumstances of the pandemic, to support a local business when it had been unable to open its doors. This was only ever intended to be a temporary measure and the permission was expected to be rescinded when restrictions are lifted on 19<sup>th</sup> July. After some discussion, it was agreed that this remains the Parish Council's position.

### 12.5 Unauthorised mowing and planting of trees on Parish Council land by a resident

A Bankside property has taken to mowing an area immediately behind the home, installing a gate in the rear fence & apparently planting a couple of trees. From the information submitted, this very much looks like an attempt to use part of Longford Meadow as an extension of their garden. The grounds maintenance contractors have now been on site to extend a strimmed strip running along the rear of the Mill Rd/Bankside properties that lie next to the bottom boundary of Longford Meadow so that it follows that full boundary. It was Proposed – Cllr. Hersey, Seconded – Cllr. Norton and Agreed that a letter should be sent to the owner advising them that they have no right of access onto Longford Meadow. The letter should be sent so that proof of delivery is provided.

**ACTION: CLERK**

### 12.6 SDC Bininfrastructure Project: to note phase 1 and potential phase 2 timings

It was noted that SDC has a Bininfrastructure project where litter bins with sensors are being installed which then advise when they need emptying. These will be trialled in 'rural' locations first, as they are expected to reduce unnecessary journeys to empty bins that aren't full (and is part of SDC's CarbonNetZero project). Dunton Green will apparently be in phase two which will be autumn time, perhaps October. Such bins could, of course, also be used to increase visits to empty them.

### 12.7 Saturday Freighter Service: to agree reinstatement and to discuss frequency of service

This service has been suspended throughout the pandemic period, but it is now expected to resume from 7<sup>th</sup> August. The cost is now £66.07 per stop (£132 for Dunton Green with two stops). The stops will now be half hour slots (11.45-12.15 Lusted Rd & 12.30-13.00 Mill Road) and members agreed that this would be sufficient time. A new development is that this service no longer needs to be tied in with Halstead & Knockholt, as it had been previously; the cost will stay the same regardless of whether there are other stops in other villages. This is a popular service which has previously only been provided on a quarterly basis. Following discussions about frequency of the service and the ongoing need to book slots at the waste & recycling centres, it was Proposed – Cllr. Lockey, Seconded – Cllr. Parker and Agreed that DGPC should provide this service every other month for residents.

**ACTION: CLERK**

## 12.8 Football pitch/changing room hire: to consider charging level for 2021/22 season; policy on number of teams/exclusive use; DGPC position on vetoing of play due to weather conditions

It was Resolved that DGPC should charge the previously agreed full rate of £1200 (£600 pitch hire, £600 changing room which is £500 plus VAT: total income for DGPC £1100) for 2021/22 season, having charged reduced rate for 1<sup>st</sup> season.

It was noted that there have been several enquiries from junior teams, and it was agreed that DGPC's policy to have only one team hire the pitch due to ground conditions in Dunton Green should continue.

Previously, there has been no clause in the contract to allow DGPC a right of veto when it comes to playing matches in adverse conditions. Members Resolved that a clause should be included with immediate effect. The Parish Council's grounds maintenance team will be asked to give a view on the pitch condition through the season and indicate whether, in adverse weather conditions, play should be halted.

**ACTION: CLERK**

## 12.9 Rye Wood

It was noted that padlocks are still being used on the gates to Rye Wood. This has been raised as a concern by some Ryewood residents on a number of grounds: dangers created if anyone with mobility issues or with pushchairs is trying to access the wood, with the proximity of the gate to the road; the general premise that the wood was intended for access to 'all'; ongoing maintenance burden of the site; padlock code not being issued to tenants and more.

## 13. HIGHWAYS & TRANSPORTATION

### 13.1 KCC Local Electric Vehicle Charger Network Project

It was noted that KCC is running this project and it was agreed that Electric Charging points for vehicles should be added to the Aspirations List.

**ACTION: CLERK**

### 13.2 DGPC Infrastructure Improvement Plan & Community Aspirations List: to consider additions

The Clerk asked members to consider what additional items might be included and advise before the end of July. The Clerk will update the document and provide a version to be reviewed ahead of the September meeting.

**ACTION: ALL / CLERK**

### 13.3 Village Interactive Speed Sign

The sign (by the Village Hall) had not been working and has been reported to KCC.

## 14. ALLOTMENTS

The Clerk will be offering a vacant plot to the first person on the waiting list, after one of the leases was not renewed.

**ACTION: CLERK**

## 15. COMMUNICATION

### 15.1 Newsletter

#### 15.1a Summer 2021 Edition: update regarding War Memorial article

The Clerk was very pleased to report that this article had generated interest and that as a result Dave Spicer, who submitted the info, has been put in touch with family who still live in DG. They have now met and have sent some photos which they have given permission to use in an update in the next edition.

**ACTION: CLERK**

#### 15.1b Autumn 2021 Edition: copy deadline 1<sup>st</sup> August

The Clerk asked members if they could submit articles for the next edition as soon as possible. The newsletter would be prepared through the beginning of August and submitted for print with a view to delivering at the end of August/beginning of September.

**ACTION: ALL / CLERK**

## 15.2 Social Media

### 15.2a Update regarding platforms used by DGPC

A Twitter account has been set up which is managed by the Clerk. It is Dunton Green PC Clerk (@PcDunton) and will be used to share DGPC information and to retweet information from other agencies that is useful to share. This will be highlighted in the next newsletter.

### 15.2b To consider Policy on information and posts shared

DGPC has a Social Media Policy, but this doesn't go into detail about what sort of information DGPC is prepared to share. The Clerk provided some examples of the sort of requests to share info that had been received recently. Members did not feel that DGPC's social media platforms were a place to share details of commercial enterprises and asked the Clerk to filter

## 16. EVENTS

### 16.1 DGPC Events: updates where available

#### 16.1a Fireworks: to confirm whether event to take place & review budget

Members agreed that the event pencilled in for Saturday 25<sup>th</sup> Sept is to go ahead. The budget for whole event is £4750. It was Proposed – Cllr. Lockey, Seconded – Cllr. England and Agreed that the Fireworks Display budget should be set at £3750. It was noted that £150 has been allocated for singer who is booked. This leaves £850 for other elements. First Aiders need to be booked (c. £200). Cllr. Lockey asked members to confirm their availability to help with marshalling at the event. Cllr. Hersey advised that whilst he would not be available in the evening, he would still be able to assist with ground preparations earlier in the day. Members all confirmed that they would be able to assist (without them the event will be impossible to run). Cllr. Lockey advised that rather than providing hot food, there would be a stall with cans of drink & packeted goods.

**ACTION: ALL / CLERK**

#### 16.1b Remembrance Day / Christmas plans: to consider

The format of these events will be reviewed at the September meeting. The Clerk was asked to book the Village Hall for the Remembrance Sunday Service in the hope that it might take the same format as it did in 2019.

**ACTION: CLERK**

#### 16.1c Events Guidance (from Came & Co): to note

The Clerk had provided two documents from the insurance broker providing advice and guidance for the running of events which she asked members to note. These could provide some assistance for the arrangements for DGPC events.

**ACTION: ALL**

#### 16.1d Defibrillator Training Sessions: to consider proposal

On the back of the Euro 2020 event raising the profile of defibs, the Clerk had issued information via social media on the locations of the 4 DGPC defibs in Dunton Green. This information will be replicated in the next newsletter. Members agreed that a training session would be worth considering, perhaps for the autumn. The Clerk and the Bookings & Facilities Assistant would check Pavilion availability and liaise with Sevenoaks Community First Responders to establish when this might be done.

**ACTION: CLERK / BOOKINGS & FACILITIES ASSISTANT**

#### 16.1e The Queen's Platinum Jubilee: to consider event or other ways of marking the occasion

Jubilee Beacons and Tree Planting schemes information was provided to members. The Clerk would follow up on both (and establish where trees might be planted to best effect). Members discussed the possibility of an event but agreed that there were insufficient resources to effectively run a full day event. Following some discussion, the Clerk was asked to approach Team DG (the school's PTA group) to see if they wanted to run an event for the wider community to celebrate the Jubilee but also to serve as a much-needed fundraiser. Friday 3<sup>rd</sup> June the Pavilion is not available (due to a longstanding booking) but any of the remaining three days of the extended bank holiday weekend could be utilised. There would be no charge for the use of the Pavilion.

**ACTION: CLERK**

## 16.2 Other Events

### 16.2a SDC Family Fun Day Wednesday 28<sup>th</sup> July 2021

This event is also to be supplemented with tennis coaching sessions (as agreed to in Item 8.2b).

## 17. CORRESPONDENCE

### 17.1 To consider a list of correspondence received since the May 2021 meeting

The following correspondence items were noted:

Clerks & Councils Direct – May 2021 & July 2021 editions

Allotment & Leisure Gardener (NSALG magazine) – Issue 2 2021

LCR (NALC magazine) - Issue 2 2021

Local Councils Update - May 2021, June 2021 & July 2021 editions

SDC Community Safety News – June 2021

West Kent (Detached Youth Services) - Quarterly Report (DG) Apr-Jun 2021 inclusive

KCC Cllr Nick Chard - Annual Report 2020/21 (not in time for APM)

KCC Reconnect - Kent Children & Young People Programme: request for help in spreading word about Reconnect

SDC - Internal restructuring news

## 18. DATE OF NEXT MEETING

18.1 Scheduled: September 14<sup>th</sup>, 2021 (7.30pm) – Dunton Green Pavilion

No August meeting.

## 19. PUBLIC SESSION

None.

The meeting closed at 10.25pm.