



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 8th September 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 Chairman.

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 14th July 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 Tree Policy – to consider an update to include TPO information provided by SDC 14/07

5.3b Grants and Donations Policy

5.4 Parish Council Insurance Renewal: to consider information from AJ Gallagher (broker), the renewal quotation from Hiscox and to consider entering into a Long-Term Agreement

5.5 To note that the Local Government Association (LGA), acting on behalf of the National Joint Council (NJC) for Local Government Services, has announced that agreement has been reached on the 2026 pay award for local government employees.

5.6 Local Government Reorganisation: to note details of the four unitary authority model agreed for

06. RISK

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 receive an update from Kent Police

9.2 DGPC funded Community Activities – to note any updates

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 2027-28: to agree a date for a meeting of the Finance & General Purposes Committee to start discussions relating to the budget for 2027-28

10.3 Conclusion of Annual Governance & Accountability Audit 2025-26: 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 July and September 2026 to date and to approve items for payment in September. A list of cheques, bank transfers and direct debits (with supporting documentation) is provided and is to be signed off by two councillors.

12. PLANNING

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

12.1a Planning Application 25/03468/REM (Adjoining Parish Amended Consultation)

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 19/05000/HYB for 93 residential dwellings, car parking, cycle parking and associated infrastructure including landscaping. The hybrid application was subject to Environmental Impact Assessment and an Environmental Statement has been approved.

Recommendation: No additional comments (response previously submitted 23/04/26)

NOTE: Amendments sent on 21/07, 06/08, 10/08, 13/08

12.1b Planning Application 26/00948/MMA

Location: 205 London Road

Development: Amendment to 25/01838/FUL with one new vehicular access and a reduction to the size and design to include a patio and driveway.

Recommendation: No comments submitted

12.1c 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/HYN for Phase 1 (RM01) works comprising Polhill Roundabout and a section of Crow Drive, with associated infrastructure including landscaping, to comply with conditions 2, 7, and 9, and to discharge condition 18.

Recommendation: No further comments submitted

12.1d Planning Application 26/00836/FUL

Location: QinetiQ Enclave Fort Halstead Crow Drive Halstead

Development: Construction of a Ground-Mounted Solar Photovoltaic array and associated infrastructure.

Recommendation: No comments submitted – the application was subsequently withdrawn

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

12.2a Planning Application 26/01933/HOUSE

Location: 26 Yew Tree Road

Development: Demolition of first floor porch balcony. Proposed first floor rear extension with rooflight.

12.2b Planning Application 26/01933/HOUSE

Location: North Downs Business Park Limepit Lane

Development: Confirmation that the existing car park is lawful

Any planning applications received between 27/08/26 & 08/09/26 will also be considered

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

12.3a Planning Application 26/01242/HOUSE

Location: Bellasis Rye Lane

Development: Demolition of existing garage and outbuildings. Erection of a replacement detached garage

GRANTED

Any planning notifications received between 27/08/26 & 08/09/26 will also be considered

12.4 PLANNING ENFORCEMENT

12.4 To consider any updates in relation to sites in Dunton Green being investigated by Planning Enforcement for planning breaches

12.5 LOCAL PLAN – REGULATION 19 CONSULTATION

12.5a To consider and agree the response from Dunton Green Parish Council to be submitted for this consultation phase (consultation closes 17th September)

12.6 DRAFT CIL CHARGING SCHEDULE CONSULTATION

12.6a To consider the Parish Council's response to the proposed changes

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Grounds Maintenance/Updates

13.1a Signage: to note repairs completed

13.1b Following the hot summer, requests have been submitted for assessments of plants with a view to removal of dead trees and shrubs and new schemes for flower beds

13.2 Price's Wood

13.2a To note that authorised works have been completed

13.1b To note a complaint submitted re Price's Wood and the Wildlife Reserve (re tree cutting)

13.1c To consider a planting proposal for winter 2026

13.3 Pavilion

13.3a To note that the cedar cladding on the Pavilion has been sanded and treated this summer

13.3b To note that replacement signs for the Pavilion building (and the car park) have been installed following concerns about their condition were raised with the supplier

13.3c Leak affecting ceiling in men's toilet: to note information following a review by a roofing contractor

13.3d Water boiler: to note that a replacement has been installed but that it is faulty

13.4 General Maintenance

13.4a Play Equipment: to note damage and consider replacement costs

- 13.4b Floodlights: to consider information regarding replacement of broken/faulty units and to agree next steps
- 13.4c General Repairs: to note completion of works to noticeboards and other maintenance
- 13.4d To note that the new noticeboard for the southern end of the village is due for delivery in September

14. HIGHWAYS, TRANSPORTATION & STREETLIGHTING

- 14.1 To note progress, if any, in relation to items on the Highways Improvement Plan (HIP) with particular regard to installation of signage re the school, cutting back of the hedge outside the school and drainage in the underpass
- 14.2 School Crossing Safety: to note that the school has been asked to investigate the possibility of having a School Crossing Patrol Officer to assist with efforts to make travel to school safer

15. EVENTS

- 15.1 Family Fun Day Thursday 30th July: feedback
- 15.2 Fireworks 25/09/26: to agree details for the day (considering event plan and risk assessment)
- 15.3 Remembrance Sunday Service: to note details of event plan and risk assessment
- 15.4 Christmas Singalong: to agree date

16. CORRESPONDENCE, CONSULTATIONS & COMMUNICATIONS

- 16.1 To consider/note correspondence received since the July meeting (not already covered)
 - 16.1a SDC – Community Asset Transfer Programme
 - 16.1b CPRE Kent – Thank you, information and AGM date
 - 16.1c Resident – Lost Bus Service Query
 - 16.1d KALC – Complete Guide to National Rural Crime Week 2026
 - 16.1e Darent & Cray Catchment Partnership – Information about the group
 - 16.1f Darent & Cray Catchment Partnership – Update on Darent & Cray Lawson Report

Any correspondence received between 27/08/26 & 08/09/26.

- 16.2 Dunton Green News (newsletter): to note delivery status of Autumn 2026 edition

- 16.3 Dunton Green PC Website: reminder that councillor biographies are due

17. DATE OF NEXT MEETING

- 17.1 Scheduled: 13th October 2026 (7.30pm) – Full Council

18. 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.

19. DUNTON GREEN FOR THE FUTURE [Confidential Item – Commercially Sensitive]

- 19.1 To receive an update regarding latest communications with DGPC's solicitors, planning consultants and agents

Tracy Godden

Tracy Godden Clerk to Dunton Green Parish Council

Friday 28th August 2026

www.duntongreen-pc.gov.uk