



# Sutton-at-Hone & Hawley Parish Council

Contact the Council: Parish Clerk - 07782 702994  
clerk@suttonathoneandhawleyparishcouncil.gov.uk  
or visit the council website:  
[www.suttonathoneandhawleyparishcouncil.gov.uk](http://www.suttonathoneandhawleyparishcouncil.gov.uk)

## Agenda for the Sutton-at-Hone & Hawley Parish Council Meeting

15<sup>th</sup> January 2026 at 7pm in the Library, Main Road, Sutton-at-Hone

### TO ALL MEMBERS OF SUTTON-AT-HONE & HAWLEY PARISH COUNCIL

You are hereby summoned to a meeting of Sutton-at-Hone and Hawley Parish Council on Thursday 15<sup>th</sup> January 2026 at 7pm in Sutton-at-Hone Library.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Lane'.

Kirsty Lane  
Clerk & RFO

---

### MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND COUNCIL MEETINGS

#### (Public Bodies (Admissions to Meetings) Act 1960) Sch 12, paras 10 (2)(b)

The Council meets and makes its decisions in public. While a Council meeting is not a public meeting - and there is no legal requirement to allow members of the public to speak - the Council is committed to openness and community engagement. For this reason, it provides an opportunity for local registered electors to address the Council as part of its efforts to encourage public involvement. The period of time designated for public participation at a meeting in accordance with standing order 3(f) shall not exceed 10 minutes unless directed by the chair of the meeting. Subject to standing order 3(g), a member of the public shall not speak for more than 5 minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

Members and those in attendance are reminded that Councils cannot lawfully decide items of business that are not specified in the summons/agenda (LGA 1972 Sch 12, paras 10 (2)(b)).

The Chairman will remind everyone attending and who will be participating that subject to our Standing Orders they may be filmed, recorded, photographed or otherwise reported about. If anyone objects, they should please sit at the back of the room and anybody filming, recording, photographing or otherwise reporting on the proceedings should avoid those who are sitting at the back, except if they take part in a public participation session.

- 
1. **PUBLIC PARTICIPATION/QUESTIONS**
  2. **TO RECEIVE APOLOGIES FOR ABSENCE & TO APPROVE THE REASONS GIVEN**
  3. **TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS FROM MEMBERS ON ANY AGENDA ITEMS TO BE DISCUSSED THIS EVENING**  
*Members to declare any interests that they may have in agenda items to be discussed this evening, in accordance with the Members' Code of Conduct\**
  4. **TO APPROVE & SIGN AS A CORRECT RECORD THE NOTES FROM THE BUDGET PREPARATION MEETING HELD ON THURSDAY 18<sup>TH</sup> DECEMBER 2025**
  5. **TO APPROVE & SIGN AS A CORRECT RECORD THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 18<sup>TH</sup> DECEMBER 2025**

6. TO NOTE THE CLERK'S DECEMBER REPORT (APPENDIX 1) & TO RECEIVE QUESTIONS
7. TO RECEIVE REPRESENTATION FROM PULSE PADEL REGARDING THEIR PLANNING APPLICATION
8. REVIEW THE FOLLOWING POLICIES/DOCUMENTS OF THE PARISH COUNCIL
  - a. Safeguarding Policy
  - b. Publication scheme
  - c. Parish Council Risk Assessment

9. TO RECEIVE THE CHAIR'S ANNOUNCEMENTS

10. EXTERNAL REPORTS

- a. Dartford Borough Council
- b. Kent County Council
  - i. Request for possible land transfer/right of access
- c. Kent Police
- d. Kent Community Wardens
- e. Hawley Pavilion Trust
- f. Wrott & Hill

11. PLANNING\*\*

- a. Planning applications to be considered:

The deadline for the comments on the following application has passed but the Parish Council considered this and agreed that a 'neutral' response be submitted:

[25/01432/FUL | Construction of a replacement front boundary wall with security gates and additional landscape facilities | Clement Street Farm South Clement Street Swanley Kent BR8 7PQ](#)

Additional application to be considered:

[25/01481/VCON | Change of use of land for a Showpeople's Family Quarters to form 7 permanent plots for travelling show people with associated equipment storage, equipment washing and testing area, access, amenity, SUDs, landscaping and earth bund \(Variation of Condition 4 of planning permission DA/23/01346/COU \(granted on appeal\) in respect of an extended period to allow the approval of additional information/clarification relating to surface and foul drainage\) | Land To East Of M25 South Of Clement Street Swanley Kent BR8 7PQ](#)

- b. Dartford Borough Council's decisions on applications received
- c. To approve the Parish Council's response to Dartford Borough Council's HMO consultation

12. FINANCE

- a. To note statement of current financial position, including bank account report and income received
- b. To approve January payments to be made by BACs. Payment lists provided to members
- c. To note quotes agreed under delegated authority which may be paid before the next meeting
- d. Quarterly account checks update
- e. Bank account update
- f. To note receipt of VAT refund
- g. To agree precept requirement for 2026-2027 following budget meeting

13. OTHER BUSINESS FOR DECISION/DISCUSSION

**Parsonage Pavilion**

- a. To approve KCC Members' Grant application
- b. To discuss water tank building and agree next steps

**Hawley Pavilion**

- c. Meeting with Hawley Pavilion Trust – feedback and next steps including signage request



# Sutton-at-Hone & Hawley Parish Council

Contact the Council: Parish Clerk - 07782 702994  
clerk@suttonathoneandhawleyparishcouncil.gov.uk  
or visit the council website:  
[www.suttonathoneandhawleyparishcouncil.gov.uk](http://www.suttonathoneandhawleyparishcouncil.gov.uk)

- d. To discuss insurance arrangements and dropdown posts for car park

## Grass cutting

- e. To approve the grass cutting tender document

## Highways

- f. Request for hedge cutting by Sutton Corner roundabout
- g. Vegetation along Main Road
- h. Update on Roots allotments entrance issue
- i. Next steps for Speedwatch

## Burial ground

- j. Dogs on lead signage to consider

## 14 EXTERNAL REPRESENTATIVE REPORTS

- a. KALC local network
- b. Joint Transportation Board

## 15. PARISH AREA REPORTS

- a. Recreation Grounds
- b. Burial Ground – to receive monthly burials report
- c. Barfield Green
- d. Burnthouse Lane
- e. The Orchard

## 16. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

- a. Resident email regarding Hawley Pavilion
- b. Hawley Pavilion Party
- c. Hedge at the back of Parsonage
- d. New stiles and KCC PROW report

## 17. ADMINISTRATION

- a. To consider work experience request
- b. Clear-up date to be agreed and booked
- c. Annual Parish Meeting arrangements
- d. KALC Community Award nominations
- e. Feedback on meeting with NorthWest Kent Countryside Partnership
- f. Feedback on Community Payback Project

## 18. ITEMS FOR INFORMATION ONLY

### Dates for Councillor diaries/to note:

Weekly drop-in sessions with the Clerk – Wednesdays 9.30-11.30am in the Library  
Meeting with National Trust regarding lease – Wednesday 21<sup>st</sup> January at 10am  
Meeting with DBC Officer regarding Parsonage – Friday 30<sup>th</sup> January at 9.30am  
Interim audit – Wednesday 11<sup>th</sup> February

**Date and time of the next meeting:** Parish Council Meeting on Thursday 19<sup>th</sup> February at 7pm in the Library, Main Rd, Sutton-at-Hone.

*\*The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in the voting unless the interest is pecuniary/prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.\*\*Any planning application received up to the day of the meeting may be considered if there are time restraints for comments to Dartford Borough Council.*