



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

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

21st May 2026 at 7pm in the Pavilion, Hawley Road, Hawley

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 21st May 2026 at 7pm in Hawley Pavilion.

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.

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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 MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 21ST APRIL 2026**
 5. **TO RECEIVE THE CHAIR'S ANNOUNCEMENTS**
 6. **EXTERNAL REPORTS**
 - a. Dartford Borough Council

- b. Kent County Council
- c. Kent Police
- d. Kent Community Wardens
- e. Hawley Pavilion Trust
- f. Wrott & Hill

7. **PLANNING****

- a. Planning applications to be considered:

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

[26/00423/FUL | Erection of a double storey side extension and front porch extension | 45A Alfred Road Hawley Kent DA2 7SG](#)

[26/00377/FUL | Retention of ground floor retail shop. Erection of a part single and part two storey side extension, rear dormer and front roof lights, to create a loft conversion, and external staircase for the formation of 1 self-contained dwelling \(2-bedroom, first-floor flat\) | 77 & 77A Main Road Sutton At Hone Kent DA4 9HQ](#)

Other planning application to be considered:

[26/00491/VCON | Erection of a single storey rear extension \(variation of condition 2 \(approved drawings\) of planning permission DA/26/00088/FUL in respect of replacing previously approved drawings with submitted drawings - increasing depth of side extension and alterations to the fenestration arrangement\) | 23 Main Road Sutton At Hone Kent DA4 9HG](#)

- b. Dartford Borough Council's decisions on applications received

- c. Dartford Planning Policy Consultation

8. **FINANCE**

- a. To note statement of current financial position, including bank account report and income received
- b. To approve May 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. To note direct debit payments and income received
- e. To consider quotes for Parsonage allotments boundary fence
- f. To consider quotes for Fire Alarm at Parsonage
- g. To consider need for and quotes for bin at Parsonage
- h. To consider quotes for picnic benches and anchors
- i. To consider quotes for noticeboards at the Burial Ground
- j. Update on AGAR and end of year process

9. **OTHER BUSINESS FOR DECISION/DISCUSSION**

Parsonage Pavilion

- a. To discuss request from Stargazers
- b. To discuss Stargazers usage fees for year ahead
- c. Feedback from electrician visit and external supply
- d. Promotional video and next steps
- e. Meeting with Sutton Dynamos regarding fees – to agree attendance
- f. Update regarding watertank building

Hawley Pavilion

- g. Update on legal process
- h. Car parking and latest issues raised, timing of training and matches, to consider public meeting
- i. Request for foliage to be cut back next to lock-up

Jubilee Field

- j. Update on grant application and quotes for playground project



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Highways

- k. Parish-owned bus shelters and next steps, feedback from DBC Officer
- l. Footpath DR94 and KCC response, to agree next steps
- m. Highways Improvement Plan update and request for stats from school, possible funding
- n. Speedwatch and next steps

Health & Safety

- o. Legionella Risk Assessment update

Bus shelters

- p. Update on village bus shelters and next steps

Faradays

- q. Update on lease notice and next steps

10. EXTERNAL REPRESENTATIVE REPORTS

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

11. PARISH AREA REPORTS

- a. Recreation Grounds
 - i. Update on weekly checks
- b. Burial Ground
 - i. To receive monthly burials report
 - ii. Update on cess pit survey and next steps
 - iii. Request for interment to consider
- c. Barfield Green
- d. Burnthouse Lane
- e. The Orchard
 - i. To consider whether new gate is required

12. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

- a. Speed limit change request from resident – Clement Street
- b. Request for letter of support for North West Kent Countryside Partnership Project

13. ADMINISTRATION

- a. Annual Parish Meeting feedback

14. 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

KALC Dartford Area Committee Meeting – Monday 27th July – 10-12

Meeting with Sutton Dynamos – Thursday 28th May at 7pm in the Library

Date and time of the next meeting: Annual Parish Council Meeting on Thursday 18th June 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.*