



Minutes of the Sutton-at-Hone & Hawley Parish Council Meeting

Thursday 27th November 2025 at 7pm in the Library, Main Road, Sutton-at-Hone

REMINDER TO ATTENDEES

The Chairman reminded everyone in attendance and participating of the following: "Subject to our Standing Orders you may be filmed, recorded, photographed or otherwise reported about. If anyone objects, could you 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."

PRESENT:

Cllr K White (Vice Chair chairing this meeting), Cllr L Newitt and Cllr B White.

ALSO IN ATTENDANCE:

Kirsty Lane - Clerk & RFO
0 members of the public

1. PUBLIC PARTICIPATION

25/199

No members of the public present.

2. APOLOGIES FOR ABSENCE

25/200

Apologies received from Cllr E Youell, Cllr H Siegenberg, Cllr G Holt, Cllr A Jessett and Cllr D Smith.

RESOLVED: Reasons noted and approved.

3. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS FROM MEMBERS

25/201

Cllr B White, Cllr K White and Cllr L Newitt declared a non-pecuniary interest in the Football club.

4. MINUTES OF THE COUNCIL

25/202

It was **RESOLVED** to approve and sign as a correct record the Minutes of the Parish Council Meeting held on Thursday 16th October 2025.

5. CLERK'S NOVEMBER REPORT & TO RECEIVE QUESTIONS ON THE CLERK'S REPORT

25/203

See Appendix 1
Noted. No questions.

6. TO REVIEW THE PENSION POLICY OF THE PARISH COUNCIL

25/204

The Clerk explained that it was a Kent Pension Fund requirement that the Parish Council adopts a pension policy in relation to specific pension regulations

RESOLVED: The pension policy was approved and it was agreed to appoint Yunis Gajra as the adjudicator.

7. CHAIR'S ANNOUNCEMENTS

25/205

No announcements.

8. EXTERNAL REPORTS

a. Cllr George Holt, Dartford Borough Council

25/206

Report received. See Appendix 2.

Regarding the 'concealed entrance' on Ship Lane, the KCC's response was discussed and it was agreed that there is no action required.

b. Cllr Michael Brown, Kent County Council

25/207

Report received. See Appendix 3.

c. Kent Police

25/208

No updates received and no local updates on my Community Voice.

d. Kent Community Wardens

25/209

Report received from Community Warden, Jo Appleton. See appendix 4.

e. Hawley Pavilion Trust

25/210

No updates.

f. Wrott & Hill

25/211

No updates.

9. PLANNING

a. New applications received

25/212

The following applications were considered:

[25/01251/FUL | Alteration to existing roof to provide a pitched roof and creation of habitable floorspace within, and demolition of existing conservatory | Southfort Stables Clement Street Swanley Kent BR8 7PQ](#)

RESOLVED: Neutral Response

The Parish Council raises no objection to this application, subject to compliance with Green Belt policy, including the 50% volume rule.



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25/01265/FUL | Erection of a single storey rear extension to existing HMO | 58 Main Road Sutton At Hone Kent DA4 9EU

RESOLVED: Object

The Parish Council objects to this application. The property is an existing HMO to which the Parish Council previously objected.

The proposal seeks to extend the building to provide a 'multi-functional room'; however, the intended use of this room is unclear. The Parish Council is concerned that this space could be used as an additional bedroom, which would intensify the HMO use without appropriate assessment.

The extension also appears to result in the loss of on-site parking in order to retain existing living space. Parking is already an issue in Sutton-at-Hone, and it seems that this proposal would result in a reduction in parking provision.

Should the Local Planning Authority be minded to approve the application, the Parish Council strongly requests that conditions are applied to ensure that the use of the multi-functional room be clearly restricted and that parking provision be fully assessed and safeguarded.

b. Dartford Borough Council's decisions on applications received 25/213

66 Main Road, Sutton-at-Hone

Listed building consent for conversion of existing garage to habitable room with associated alterations to front elevations

Granted

66 Main Road, Sutton-at-Hone

Proposed garage conversion into a habitable space with the replacement of garage door with a window and the formation of an additional dropped kerb

Granted

Clement Street Farm South Clement Street Swanley

Construction of a replacement front boundary wall with security gates and additional landscape facilities

Refused

166 Shirehall Road Hawley

Erection of a single storey rear extension, extension of existing side dormer and new side dormer

Refused

Jacksons Little Hawklands Clement Street

Erection of 3 no. stable buildings, 1 no. storage building and siting of 2 no. storage containers, corral and hardstanding (retrospective application)

Granted

60 Cedar Drive Sutton At Hone

Demolition of garage and part of shed for raising height of roof for loft conversion to create habitable rooms at first floor level and erection of a side extension to provide Granny annexe

Granted

c. To consider the Parish Council's response to Sevenoaks District Council's Local Plan consultation. 25/214

Cllr Holt has requested that the Parish Council consider submitting a response to the Plan. It was agreed that the Parish Council would submit comments to those sites that affect the villages of Sutton-at-Hone and Hawley.

ACTION: Clerk to circulate Local Plan information and to contact neighbouring Parish Councils. To then draft a response and circulate.

**d. Update on land adjacent to Parsonage Pavilion trackway
25/215**

It was noted that the Planning Enforcement Officer has visited the site and confirmed that there has been no enforcement breach.

10. FINANCE

**a. To note statement of current financial position, including bank account report and income received
25/216**

Bank report and Income/Expenditure summary sheet noted and signed by the Chair.

The total amount in the Parish accounts is £163,788.86.

**b. To approve November payments to be made by BACs. Payments list provided to members
25/217**

It was **RESOLVED** to approve the November payments below. Payment list signed by the Chair.
Cllr K White and Cllr Newitt to authorise the online payments.

Payee	Net	VAT	Gross	Details
Solar Gates	862.50	172.50	£1035.00	Repair to height barrier (insurance paid). Already paid – to be ratified.
Trevor Cox			£300.00	Playground inspection training Already paid – to be ratified.
Gary Hagon Electrical Ltd	135.00	27.00	£162.00	Relocation of Hawley defib Already paid – to be ratified.
Kent Pension Fund			£671.00	Actuary report Already paid – to be ratified.
Streetlights	1918.40	383.68	£2302.08	Maintenance contract Already paid – to be ratified.
JF Environmental			£380.00	Asbestos survey Already paid – to be ratified.
RLSS Enterprises	74.40	5.95	£80.35	Defib pads Already paid – to be ratified.
ECS Systems	80.00	16.00	£96.00	Fire Extinguisher checks Already paid – to be ratified.
MDH Horticultural Contractors			£100.00	Ashes burial Already paid – to be ratified.
The Sign Shed	97.96	19.59	£117.55	Playground signs Already paid – to be ratified.



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Tip Top	2297.50	459.50	£2757.00	Grass cutting Already paid – to be ratified.
Jaguar	308.34	61.66	£370.00	Gas safety re-visit and meter cupboard repair
Kirsty Lane expenses Nov			£314.18	Various (see breakdown below)
FCC Waste Mgt	119.92	23.98	£143.90	Bin collections Oct
FCC Waste Mgt	95.93	19.19	£115.12	Bin collections Nov
Gary Hagon Electrical Ltd	365.00	73.00	£438.00	EICR
Gary Hagon Electrical	185.00	37.00	£222.00	Emergency lighting full testing
Safehaven Training Ltd	99.00	19.80	£118.80	First Aid at work
Gary Bradley Maintenance	270.00	54.00	£324.00	Emergency call-out and repair to shower
MDH Horticultural Contractors			£100.00	Interment prep
Playdale	150.00	30.00	£180.00	Engineer visit to establish repairs and parts needed (fee deducted from parts ordered)
The Sign Shed	62.00	12.40	£74.40	Allotment signage
NPower Oct inv	349.96	17.50	£367.46	Streetlighting electricity
Lothlorien	445.45	89.09	£534.54	Repairs to Parsonage car park fencing and post
Ben White			£43.00	Keys reimbursement
Upkeep Property	433.33	-	£433.33	4 weeks cleaning of pavilion
SLCC	45.00	9.00	£54.00	Allotment Mgt Tenancy Agreements & Policies
SLCC	30.00	6.00	£36.00	Cemetery and Churchyard Safety and Memorialisation

Staff Costs

Payee	Gross	Details
Employees	£4461.34	November Salaries
HMRC month	£1735.48 Direct Debit payment	Tax & NI due for November
Nest and Kent Pension Fund	£1267.21	November pension payments for Deputy Clerk and Clerk

c. To note quotes/payments agreed under delegated authority which may be paid before the next meeting
25/218

Direct Debit payments made since last month

£80.03 to Nest pension
£3452.46 to HMRC
£15.00 to Riddingtons (Payroll)
£29.84 to SEFE (Parsonage Gas)
£146.69 to British Gas
£169.34 Waveney IT

Income/credit received in past month

£900.00 CIL from DBC
£30.00 Parish Book sales
£3750.00 Sutton Dynamos rent
£230.00 from – Memorial plaque
£2070.00 – Insurance for damaged height barrier (3rd party)

Quotes/Expenses agreed by the Clerk under delegated authority

Timpsons	Keys for Parsonage - spares	29.00
RBL	Wreath for Remembrance Day	29.49
Amazon	Dymo label printer and cartridges	49.89
Amazon	Thermometer for testing the water at Parsonage	7.99
Amazon	HSE Accident Book	3.70
Amazon	Fireproof Storage Box	38.98
Amazon	Gas shut off signage	4.78
Amazon	Padlock for cleaning equipment cupboard	8.98
Amazon	Signage for toilets and shower area	3.69
Amazon	Conserve Energy signage	8.57
Amazon	Toilet brushes for Parsonage	32.94
Amazon	Toilet rolls for Parsonage	28.80
Amazon	Padlock for cupboard in shower room	4.99
Amazon	Key Tags	4.99
Amazon	Fire Safety Log Book	9.59
Amazon	Cable ties	9.99
Value Products	Gas leak signage	7.81
High Speed Training	Asbestos Condition Training	30.00

Total: £314.18

d.To consider quote for the work identified in the EICR report
25/219

It was noted that the quote does not include emergency lighting – The clerk has asked for this in time for the budget meeting, and will be discussing with Health & Safety officer on 15th December to check she agrees with proposal

RESOLVED: To approve quote for EICR remedial work for £1405.00 from Gary Hagon Electrical

e.To consider quotes for new accessible website
25/220

The quotes were considered and Accessibility requirements explained, including the new 'Assertion 10' requirement.

RESOLVED: To approve the quote from Aubergine for £899.00 for first year including design, transfer of all statutory information and documents etc. Year 2 cost will be around £299 plus any additional modules. It was agreed that the Planning Portal module (£100 per year) and Community Polls module (£50) would be valuable additions.



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f. To consider quote for playground posts for signage
25/221

It was explained that playground advisory signage needs to be installed and these have been designed. However, previous 'no dogs' signage was removed so we want to make sure that members of the public understand that the rules relate to the area immediately around the playground – not the fields as a whole. Posts will therefore be erected by the play areas. Additional signage will also be attached to the fencing to explain that dogs welcome but to keep on a lead when children are playing/ not allowed near the play equipment.

RESOLVED: To accept the quote for £354.53 from Lothlorien to supply and erect the metal posts and signs including brackets.

g. To consider quotes for fencing at the Orchard
25/222

The fencing at the front of the Orchard is being replaced. Quotes considered.

RESOLVED: To accept the quote from Lothlorien for £1605.83

h. To consider quote for allotment gate refurbishment
25/223

It was agreed that the Parish Council would speak to allotment holders regarding this and to consider again when quotes for full fencing replacement is finalised.

i. To consider purchasing lights for the Christmas trees and a small PA system
25/224

Cllr Newitt said that he would be able to source a speaker. Existing lighting considered sufficient.

j. To consider reducing Parsonage Pavilion cleaning schedule
25/225

The Pavilion is currently cleaned on a Monday and a Friday.

RESOLVED: To reduce the cleaning schedule to Mondays only and to monitor. Clerk to formalise a contract.

k. To consider reducing number of grass cuts during the winter months
25/226

Grass cutting is a significant cost and the grass is currently cut monthly through the winter months.

RESOLVED: To reduce cuts to every other month

ACTION: Clerk to meet contractor. Clerk also working on Grass cutting tender for next year.

l. To approve the appointment of the internal auditor for 2025-26
25/227

RESOLVED: To re-appoint Lionel Robbins as the internal auditor at a cost of £245.00

Lionel has requested that he carry out an interim audit (at no extra cost) which will take place in January and February – which was agreed.

m. Update on Budget setting process for 2026-27 financial year

25/228

The budget meeting is scheduled to take place immediately before the December Parish Council, starting at 5.30pm. The Parish Council will consider the Clerk's preliminary figures and then any necessary adjustments will be made, and a final budget/precept setting decision made at the January meeting. The deadline for submitting the precept request to Dartford Borough Council is 23rd January.

n. To approve the closing of the Barclays current accounts and 'switch' to Unity Trust

25/229

RESOLVED: To close and 'switch' the main Barclays account. It was agreed to aim to do the same with at least one of the others. One Barclays account must remain open.

Documents signed by Cllr K White and Cllr Newitt.

o. Boiler service

25/230

Quotes are still being sought and it was agreed that the Clerk would agree this under delegated authority.

11. OTHER BUSINESS FOR DECISION

Hawley Pavilion

a. To discuss and agree the agenda for the meeting with Hawley Pavilion Trust

25/231

RESOLVED: Agenda approved. Clerk to circulate before Christmas

Highways

b. Update on Keith Avenue proposal for dropped/tactile kerbs

25/232

It was noted that the resident did not respond to the letter that was hand delivered. The KCC Officer has confirmed that she will aim to fund from this year or next year's HIP budget.

RESOLVED: To approve the proposal

c. To discuss Main Road proposal put forward by KCC

25/233

The proposal put forward by KCC Highways was discussed. It was agreed that this would not achieve the desired outcome so this will not be taken forward.

ACTION: Clerk to request for trees to be cut back from Layby to Arnolds Lane – contact the farmers. To help with walk to school route.

d. Update on Roots allotments entrance issue

25/234



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The Clerk, Cllr Holt and Cllr Brown had a meeting with DBC Planning Enforcement Officer and discussed the Highways safety concerns.

ACTION: Clerk to arrange a meeting with Roots to discuss whether the other entrance point could be considered.

e. Update on request for additional salt bins
25/235

ACTION: Councillors to consider salt bin locations and recommend whether any need to be added/relocated.

f. Next steps for Speedwatch
25/236

Two volunteers have come forward but we really need more for it to work.

ACTION: Another push in the January newsletter. Clerk to submit.

Parsonage Pavilion

g. Electricity bill concerns
25/237

Turn off light signs have been installed and the football club have been reminded that they must check everything is off before leaving at the weekend.

ACTION: Clerk/ Deputy will organise procedures for setting the heating etc.

h. To consider quotes for mole removal and possible sharing of costs
25/238

The moles are on the playing fields but also now around the play equipment. Two quotes received for removal.

RESOLVED: To accept the quote from Pest Relief Services for £450.00, costs to be split between the Parish Council and Sutton Dynamos

i. To discuss concerns regarding mushrooms growing
25/239

It was agreed that the mushrooms do not pose a risk.

j. Hut' along the trackway and next steps
25/240

ACTION: Clerk to see whether someone can inspect it and ascertain materials.

k. Stargazers usage and meeting feedback
25/241

The Clerk and Deputy met with Stargazers. They do not have any concerns. They explained that they do occasionally organise additional community sessions which are all supervised. They will let us know when these are planned. They indicated that they would be happy to work with the Parish Council in organising some kind of community activity too.

I. Request for party

25/242

A request to hold a party was received. The Parish Council is unable to consider these requests at present as would need private hire agreements in place etc. The Council also needs to make some strategic decisions around Parsonage and future usage – all of which come with challenges.

12. EXTERNAL REPRESENTATIVE REPORTS

a. KALC local network

25/243

No report.

b. Joint Transportation Board

25/244

No report:

13. PARISH AREA RESPONSIBILITY REPORTS

a. Recreation Grounds

i. Update on playground checks following inspection training

25/245

Councillors responsible for playground weekly checks reminded to submit their completed forms,

ii. . Update on issues identified during the inspection

25/246

Manufacturer coming out in January to look at the swings. Other repairs completed, bolt covers replaced etc.

iii. Removal of goals at Parsonage

25/247

Sutton Dynamos are looking into this.

b. Burial Ground – to receive monthly burials report

25/248

There have been two interment requests, one burial request, one memorial plaque request, three ownership transfers and one Burials record check request.

The Clerk reported that during a recent Safety inspection at the Burial ground, one headstone was found to be dangerously loose in the ground and at an angle that meant it was at real risk of falling. The decision was made that the safest thing to do was to lay it carefully on the ground. The Deputy Clerk is looking into contact details and a letter is ready to be sent to the family.



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The Deputy Clerk is also seeking advice on Memorial inspections, as well as quotes. The plan is to organise for them all to be inspected over a 5 year period.

- c. Barfield Green
25/249

No updates.

- d. Burnthouse Lane
25/250

No updates.

- e. The Orchard
25/251

The Clerk is meeting the National Trust Ranger next week.

14. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

- a. Lack of pavement along Dartford Road
25/252

A resident asked whether a pavement could be installed. It was also suggested that even cutting back the grass verge would be a big help as it is again difficult for children to walk to school safely.

ACTION: Clerk to report verge/hedge to KCC to see whether it can be cut back.

- b. Response to SDC's local plan, street cleaning and Clement's Street planning applications
25/253

A resident has emailed regarding the lack of street cleaning in Clements Street, as well as local planning applications and whether the Parish Council is responding to SDC's Local Plan

The Clerk has responded with the list of planning applications in Clements Street. There has been other correspondence with DBC re street cleaning.

- c. Padel Tennis request
25/254

A request for a meeting with the group who have submitted the application for a Padel Centre facility at Hawley has been received. Cllr Holt has already responded so it was agreed that Cllr Holt feed back to the Parish Council.

- d. Overhanging pavement on to driveway
25/255

A complaint regarding a vehicle overhanging their driveway and blocking the pavement has been received.

ACTION: Clerk to report to KCC/DBC

15. ADMINISTRATION

- a. To discuss agreement with the Payback Team, to agree work priority and to confirm 'base' arrangements

25/256

The manager is meeting the Clerk in December but they will not be starting until January now due to internal staff changes – but we will hopefully have the team with us on Wednesdays. It was agreed that they could use Parsonage Pavilion as a ‘base’ on that day.

ACTION: Deputy Clerk to ensure they have a set of keys for barriers and main building.

There are a number of ‘jobs’ lined up, including the refurbishment of some of the benches in the burial ground. The Deputy Clerk is currently trying to contact the families. Other jobs include strimming, litter picking, allotment plot clearance etc.

RESOLVED:

b. To consider IT arrangements going forward

25/257

The monthly IT support fees are high and the Clerk is looking into reducing the fees and considering finding a ‘local’ IT person who can be easily called upon if there are any issues.

ACTION:

c. To discuss Christmas tree collections and light switch-on

25/258

Cllr B White and Cllr Newitt are collecting the trees and organising the installation and decorating. The Clerk has prepared a Risk Assessment for the switch-on and Carol singing event.

ACTION: Clerk to put songs sent by Revd Young on to USB for Cllr Newitt. Re-advertise event. Cllr B White and Cllr Newitt to organise tree, Cllr Newitt to organise speaker etc. Risk Assessment to be followed.

16. ITEMS FOR INFORMATION ONLY**Dates for Councillor diaries/to note:****25/259**

The Clerk reported that there is still an issue with some Siemens invoices regarding the old printer agreement. The Clerk is waiting to hear back regarding the settlement that was paid to Managed Technology.

SEFE have issued a large final invoice. The Clerk has requested the new supplier, SSE, to raise an SAR so final reading is provided to SEFE. The Parish Council is still dealing with issues and where accurate readings not provided for a long time.

The Clerk will start seeking quotes for the streetlighting electricity in the new year.

The meeting closed at 9pm.

Chair: _____

Date: _____



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APPENDIX 1 – Clerk's November Report

Health & Safety

A meeting is scheduled with Worknest on 15th December to carry out an updated general Risk Assessment and to review issues identified in the Fire Risk Assessment.

The Clerk has prepared questions and relevant documents to review, including the cleaning company contract and Health & Safety policies to maximise the time and to raise all outstanding questions.

Following the meeting on the 15th, a meeting with Sutton Dynamos will be organised to run through outstanding issues regarding storage etc

Several policy and procedural matters are currently being updated. All Pavilion-related policies and procedures will be displayed on the main building noticeboard, with Fire Evacuation Plans also to be displayed on the changing room side.

Since the last meeting, we have completed the following:

- Completion of the EICR report and follow-up actions identified (to be approved at the meeting)
- Asbestos survey
- Review of fire safety equipment
- Quotes for a new fire alarm system are being sought
- The Clerk has booked asbestos condition training to allow periodic checks and a First Aid at Work course.
- Regular, documented Health & Safety checks across all sites are now underway.
- The Clerk & Deputy met with Stargazers for a general introduction and also to discuss Health & Safety responsibilities, including notifying members and Pavilion users of rules and procedures. Outstanding rent invoices have also been raised.
- Fire drills will be conducted twice yearly once the new fire alarm system is installed.

Other matters at Parsonage Pavilion

Height barrier: The damaged barrier is booked for repair and should be completed within a few weeks. Following this, we will replace padlocks with heavy-duty ones for easier emergency access.

Gas meter: Door has been fitted after finally locating the meter.

River Darent (alongside Parsonage)

Fallen tree: Cleared. A fencing contractor has been asked to provide the landowner with a quote to repair the damaged fence.

The Clerk is meeting with an officer from the North West Kent Countryside Partnership to discuss river management and seek advice on potential management plans.

Hawley Pavilion

Letters were sent to all residents of Hawley Terraces and the houses opposite following the last meeting; no responses have been received.

Defibrillator training is being organised now that the defib has been moved to the front of Hawley Pavilion. Training is scheduled for January. The pads have been replaced at Hawley and the Library. Both defibrillators are registered on The Circuit.

VAT Reclaim

Submission of the majority, if not all, claims is still planned before Christmas.

Damaged bench outside the Library

Repaired by KCC.

Allotments

Annual inspections completed. Two letters sent to tenants reminding them of tenancy obligations.

Policies

The Clerk has prepared a schedule of all required Parish Council policies and documents.

Policies will be reviewed and adopted monthly at Council meetings. By the end of this financial year, all policies will be in place to meet AGAR requirements.

Safeguarding of Deeds

All Parish Council deeds for land and buildings are now securely safeguarded.

Siemens Contract and Legacy Issues

There are ongoing issues with historical payments, including a demand from Siemens regarding a terminated printer contract.

Contact regarding the Thomas Terry charity (connected to Wrott & Hill) has been forwarded to the Wrott & Hill Clerk for action.

Grass Cutting Tender

Meetings have been held with the current contractor and another contractor to review areas maintained.

A tender will be drawn up to receive like-for-like quotes.

Quotes & Maintenance

Fire safety work ongoing. Quotes being collected for:

- Dropdown/telescopic posts at Hawley Pavilion and installation
- Boiler servicing (overdue) and ensuring heating timers are efficient
- Replacement fencing alongside the allotments at Parsonage (gate and fencing flagged in RA)

Streetlights

UKPN repaired the mains fault on Devon Road.

Meeting with National Trust Ranger

The Clerk will discuss the lease, responsibilities, fence and gate replacement, and potential installation of benches.

Accessibility

The Clerk completed a course on accessible document creation. Documents may not always look 'design' friendly but will be readable by screen readers. The new website will also ensure that all residents will be able to access Council documents and information easily.

Allotments

Interest has been received from two prospective tenants for additional plots.



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APPENDIX 2 – Cllr Holt (Dartford Borough Council) November Report

Local surgery: Cllrs Holt, Lampkin, and Sandhu are hosting a surgery on the 30th of November from 10-12 in Hawley Cafe - residents are welcome to come and discuss local issues.

Santa Tour: DBC's Santa on Tour will be visiting Hawley on the 21st of December at 12:30.

Speedwatch: I have been attempting new methods of communication for the speedwatch to generate interest, to no avail. The last course of action I can recommend is ensuring we have Parish noticeboards, and ensuring we've contacted residents who've complained about the issue in the past. Whilst I have spoken with people who've complained to me about it, they're supportive of our efforts - they feel it is unreasonable to be asked to conduct this exercise for what they see is an "obvious problem".

Case work:

- Recent rise of children lacking school places, particularly for SEND students – escalating with Cabinet Member
- Escalating Ship Lane fly-tip ahead of potential nearby road closures
- Escalating Main Road fly-tip outside the library
- Working with the Clerk on Roots entrance/exit issues - productive meeting held with KCC Member and DBC Officer, Clerk to approach Roots to set up meeting
- Assisting resident with social housing placement for specialist needs
- Corresponding with DBC officer regarding Church Road fly-tipping, to secure further information about factors preventing a camera. Following information provided: "When considering carrying out any surveillance, DBC are legally obligated to avoid committing collateral intrusion or at least minimise the risk of doing so. If we just go ahead without doing so, we would potentially be committing an offence under the Investigatory Powers Act 2016, the Regulation of Investigatory Powers Act (RIPA) 2000 and the Human Rights Act 1998. Any evidence obtained could be deemed unlawful and we could find ourselves in serious trouble with the Investigatory Powers Commissioner (IPCO) and the Information Commissioners Office too (ICO)."
- Stalled Blue Badge application for resident - escalating with KCC Cabinet Member
- Raising concerns of Hare Lamping with Kent Police & Local MP in Hawley
- Escalated Ship Lane flooding issue with KCC on behalf of the resident
- Providing supporting information for the Hawley Road closure

Requested Parish Items:

Update on extra bins request – response from Council officer below:

"We would not install a litter/dog bin in Cross Road as the road is not highway adopted. There is a dog bin at the other end of this footpath in Burnthouse Lane, and therefore we would not install another dog bin. This was previously requested about 2 years ago. Due to the width of the pavement, we would not be able to install a litter bin on Main Road/Mill Road. There is a litter bin at the bus stop adjacent to Coppers Cottages, and therefore it would be unnecessary to install another litter bin on Main Road. We only intend to install litter bins around shops, bus stops, schools, and roads with a high footfall – not residential roads. Hawley does have enough dog and litter bins, and the only place I would consider installing a litter bin, providing the footpath is wide enough, is at the bus stop outside Hawley Garden Centre.

Update on replacement dog bin at Parsonage car park - response from Council officer:

"We have already placed an order with our supplier for more dog and litter bins and are awaiting assembly and delivery. These are not expected to be delivered to us until late December early January.

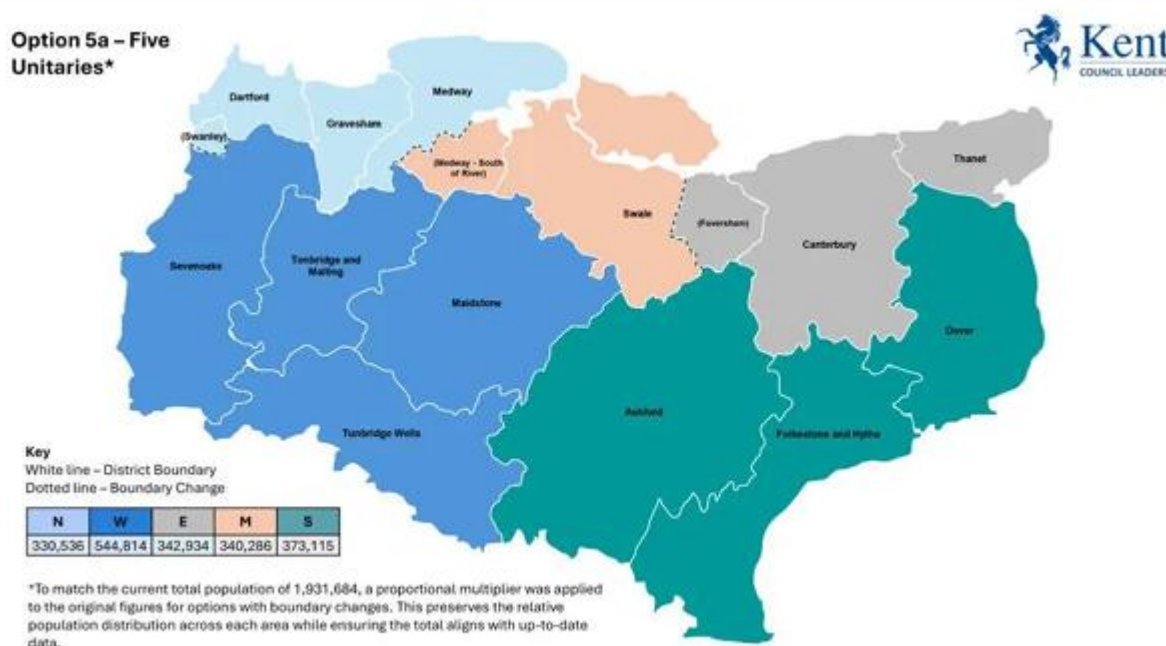
We use one of the council's maintenance contracts to install the litter bins, and their lead times can vary. I am therefore unable to commit to a date when the dog bin will be replaced.

Due to this, and the fact that we have an extremely small budget for litter and dog bins, we are unable to install and/or replace litter and dog bins instantly.

The dog bins we purchase are close to £300 each, are robust and suitable for high-use public areas. However, as with any outdoor equipment, they are prone to damage."

Update on devolution and local government reorganisation

The options for LGR across Kent & Medway were discussed at the General Assembly of the Council (GAC) on Monday, November 17. After a long debate, **GAC voted to recommend option 5a (five unitary authorities across Kent) to the DBC Cabinet**. Of the 35 members in attendance when the vote was taken, 26 members voted for option 5a, seven members voted for option 4d (four unitary authorities but with some boundary changes), and two members abstained. On Thursday, November 20, the DBC Cabinet then discussed the recommendation from GAC. Like in the GAC, concerns were raised over the principle of LGR and the timeline for implementation, but **members did agree to support option 5a as being the best of the options on the table**. DBC will now be submitting the business case for option 5a as our preferred option to MHCLG next Friday, November 28. Others in Kent are still deciding which option they will support. **As you know, this process isn't something I, or the DBC administration, support, and is very much a forced process, whilst the unification and the consolidation of local services is welcome - the way it's being conducted means councils will likely be so large they run the risk of not being able to operate on a community level**. In addition to this, Dartford is set to be a "net-loser" finance-wise, as we'll be set to inherit our neighbours' higher debt and spending obligations - meaning the chance of tax increases and service reduction is high. I believe 5A to be the best of the options available, but two options cause me particular concern - 4D and 1A. **4D would see the Parish (and Wilmington Parish) split across two different councils, and Dartford as a whole split between urban and rural**. Option 1A, would see all of the County within one council, with some form of regional committees, and was described as the plan to "put a spoke in the works" of the process by its author. Many of KCC's existing issues are caused by its size (the largest county council in England), and 1A would not address that.



To discuss Ship Lane and 'concealed' entrance

To welcome the views of the parish on a resident request for a small sign at this concealed exit/entrance on Ship Lane, such as "Warning Concealed Exit/Entrance" – once budget is available.



Sutton-at-Hone & Hawley Parish Council

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Update on Gas Mains works and road closures

There is a lot of frustration around these works. I have been pushing SGN, Kent Highways and WCB Utilities for clearer answers - here is what I know so far (I'll be meeting with SGN, KCC, and WCB on the day of this meeting (27/11), along with the Clerk - so we may have additional info from that):

Access: I have been reassured by SGN, WCB and KCC that anyone who will be disrupted will get a visit from the team first (starting next week). They should explain exactly what the arrangements are so residents know how they will get in and out. Letters will also be received by affected properties within days.

How will the works be monitored, and issues raised: I will be joining weekly meetings, along with the Clerk, that have been set up by Kent Highways, SGN and WCB Utilities for the entire duration of the works. This is so that any issues can be raised straight away rather than left to build up. interested in joining these meetings also.

Diversion Route: I put forward concerns about the Ship Lane/Wood Street diversion being long, narrow, and at risk of flooding. Highways accepted the points but said they believe this is the only route available. I have also escalated the flooding issue on this road with our KCC Member, but a response is pending (31/10). I will raise the issue again if problems start to appear once the works are underway. It is worth noting that as the sections of the road will be dug up in separate phases, for the vast majority of the works, residents will be able to drive through Barton and Barfield. I have also contacted the Church on Ship Lane to see if they can help with alternative arrangements to ease parking pressure while the works are going on.

Following a meeting with KCC/SGN/WCB today (27/10), the second half of the works, after Christmas, will now likely begin in March, mitigating flood risk.

The official diversion route will now be made a priority site for flood maintenance. I will also share flood reporting details with residents so they can feed issues directly into Highways if needed.

Timing: I still do not have one clear confirmed start date. I received an initial list of dates from KCC, but these turned out to be incorrect (speaking to Councillors in Horton Kirby, they have also had this issue). The latest information I have been given is that WCB have now confirmed that, as long as everything stays on track, work on Ship Lane will start the week beginning 8 December. Smythe Road is expected to begin from 15 December. All other activities will pause until after Christmas, with an expected re-start date in March, when the diversion has a lower flood-risk. Whilst I understand this lack of information is frustrating, I am always sharing the latest info I get from KCC/SGN/WCB with residents – evidenced with email receipts where possible. I have escalated the inconsistent planning and communication from KCC/SGN/WCB (who I know are doing their best, and only sharing what they know) with our KCC Member, but he shares that he has seen no such concerns from residents.

APPENDIX 3 – Cllr Michael Brown (Kent County Council) – November Report

HIGHWAYS

- SGN works around Ship Ln start soon – with Ship Lane works from the w/c 8th December, and Smythe Road from 15th December. SGN's contractor, WCB, will have their customer liaison team reaching out to the residents affected.
- I have received a notification today indicating that the other scheduled works may have now been postponed. Changes have not yet been reflected on <https://one.network/> and I am seeking further updates
- With further regard to the SGN works, I understand that there is a weekly update call for stakeholders that we can loop you into to get the latest information on how the project is progressing, if helpful.
- Please also note that the road resurfacing taking place on Hawley Road (8pm to 5am), and related night-time closures, is now in its third phase and is expected to continue until 4 December.
- On the Shirehall Road / Roots allotments issue - I understand that progress is now being made with DBC via planning enforcement and I remain at hand to support this where I can.
- Exploring resident concerns regarding dangerous driving / speeding on Alfred Road, off of Shirehall, officers have reviewed available crash and speed data and have indicated there does not appear to be a strong case for intervention based on the information available. I welcome the views of the Parish Council as to whether, based on their awareness, this is a concern that needs to be added to the HIP.

KCC UPDATES

November's Council meeting approved the Final draft of the Council's strategy, 'Reforming Kent'.

The council voted in favour of its business case for Local Government Reorganisation. The deadline for local authorities submitting these to MHCLG is 28/11/2025 (tomorrow).

In summary – there is virtually no consensus across Kent's local authorities. My personal understanding of which proposals have been submitted by each council is set out below

	Chosen Model
Ashford Borough Council	4D
Canterbury City Council	4D
Dartford Borough Council	5A
Dover District Council	4B
Folkestone and Hythe District Council	3A
Gravesham Borough Council	5A
Maidstone Borough Council	3A
Sevenoaks District Council	3A
Swale Borough Council	4B
Thanet District Council	4B
Tonbridge and Malling Borough Council	3A
Tunbridge Wells Borough Council	3A
Kent County Council	1A
Medway Council	4D

PARISH QUESTION: UPDATE ON BUDGET

Q: Provide an update on KCC's budget following recent news reports on Libraries etc.

A: I understand that the articles referenced speculate on possible actions the council could theoretically take based on the cost-saving measures tabled by the previous KCC administration. No decisions have been made on these matters by the current administration and, in the case of waste sites, the administration has signalled a continued commitment to keeping all of Kent's HWRCs open. There are likely difficult choices ahead due to the legacy of the previous administration and the general state of local government finances. No programme of budget-related service reductions has been announced.



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APPENDIX 4 – Community Warden, Joanne Appleton's Report

I provide a visible presence in Hawley, this allows time to engage with the community, gather any intel and provide to the police. Residents voice any concerns and where possible I can help resolve them. Raising awareness of scams and rogue traders is of a high importance.

I continue to respond to referrals from SECAM, Social services, Kent Police and Trading Standards of welfare/safeguarding concerns regarding vulnerable residents in Hawley and Sutton-at-Hone.

I encourage isolated residents to join local groups to improve their well-being.

Issues raised during Visible Presence

- Contacted DBC on behalf of a tenant regarding some maintenance concerns raised – resolved.
- Intel reported to the CSU
- Referral to KFRS
- Concerns raised regarding overgrown bushes on footpath DR39 – KCC are looking into this.
- Graffiti on fencing and the concrete steps just off footpath DR39 reported and graffiti has been removed.

Attending community groups/Schools/meetings

- The third Friday of the month I provide a Warden Surgery at Hawley Garden Centre. At my last surgery I invited Stephen Innis from KCC Helping Hands. He offered financial and digital support to residents. Hawley Garden Centre is supporting 'The Community Chest' by helping to collect donations. I will forward further information of the event nearer the date and you can refer any families.
- I would like to thank you for helping us promote the Water Smart Project. We successfully delivered the Water Smart Programme at Fairfield Leisure Centre, with Gravesham Lifesaving club educating children from Dartford on how to stay safe in and around water. The sessions focused on building awareness of water safety, understanding potential risks, and knowing what actions to take if they or someone they know gets into trouble. The programme was funded by the Lions, whose support helped ensure young people received vital life-saving education and practical safety knowledge. The programme was such a success that there are now children eagerly waiting to take part in a future session should another event be organised.
- Unfortunately, KCC Community Warden Jak Fuller was unable to attend the 'Meeting Place' due to pharyngitis but she did leave leaflets for the residents.