



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

Thursday 15th January 2026 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 E Youell (Chair), Cllr L Newitt, Cllr K White, Cllr G Holt and Cllr A Jessett

ALSO IN ATTENDANCE:

Kirsty Lane - Clerk & RFO
Representatives of Pulse Padel for part of meeting.
Cllr M Brown, KCC
0 members of the public

1. PUBLIC PARTICIPATION

26/01

No members of the public present.

2. APOLOGIES FOR ABSENCE

26/02

Apologies received from Cllr E Connor, Cllr B White and Cllr H Siegenberg

RESOLVED: Reasons noted and approved.

It was also noted that Cllr D Smith has resigned. The Clerk has notified the Monitoring Officer at Dartford Borough Council (DBC) and the vacancy notice has been published on the website and on noticeboards

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

26/03

Cllr K White and Cllr L Newitt declared a non-pecuniary interest in the Football club.
Cllr G Holt declared a non-pecuniary interest in Borough Council-related matters.

4. MINUTES OF THE BUDGET PREPARATION MEETING

26/04

It was **RESOLVED** to approve and sign as a correct record the Minutes of the Budget Meeting held on Thursday 18th December 2025.

5. MINUTES OF THE COUNCIL

26/05

It was **RESOLVED** to approve and sign as a correct record the Minutes of the Parish Council Meeting held on Thursday 18th December 2025.

6. CLERK'S JANUARY REPORT & TO RECEIVE QUESTIONS ON THE CLERK'S REPORT

26/06

See Appendix 1. No questions from members.

7. TO RECEIVE REPRESENTATION FROM PULSE PADEL REGARDING THEIR PLANNING APPLICATION

26/07

Representatives from Pulse Padel provided an overview of their plans to install padel courts at Hawley Garden Centre. They distributed copies of their presentation to members and walked through the details, including their re-submission, which they expect to be validated soon. They requested that the Parish Council consider writing a letter of support. It was agreed that the Parish Council would wait for the revised application before making a decision, in order to review it fully including any outstanding objections/concerns raised by other consultees.

ACTION: Clerk to post the presentation on the website for residents to access.

8. TO REVIEW THE FOLLOWING POLICIES OF THE PARISH COUNCIL

26/08

- a. Safeguarding Policy
- b. Publication scheme
- c. Parish Council Risk Assessment

RESOLVED: To formally approve and adopt the Safeguarding Policy and Publication scheme. It was agreed to defer the Risk Assessment until the next meeting as this is not quite finished.

9. CHAIR'S ANNOUNCEMENTS

26/09

Cllr Youell welcomed everyone to the first Parish Council meeting of the year. She also thanked Daniel Smith for all his work over the past few years as a Parish Councillor. Cllr Youell said she would be attending the local KALC meeting on 4th February and also mentioned that she will be a judge for the Dartford Means Business Awards – applications open now.

ACTION: Clerk to send round the invitation to the Dartford area KALC meeting on 4th February and to advertise the Dartford Means Business Awards.

10. EXTERNAL REPORTS

a. Cllr George Holt, Dartford Borough Council

26/10

Cllr Holt submitted a report - See Appendix 2. Cllr Holt also presented his report verbally.

Re the Ship Lane overgrowth, Cllr K White and the Clerk will investigate further during half-term when they plan to look at various areas within the parish.

ACTION: Clerk to contact the KCC Highways Officer regarding the compulsory purchase matter at Sutton Corner roundabout to confirm whether it is accurate. This hedge has been partially cut back so visibility improved, but needs cutting back further.

Clerk to also follow-up regarding the noticeboard at Hawley Mission Hall as this needs to be removed.

b. Cllr Michael Brown, Kent County Council

26/11

Cllr Brown explained that KCC will hold their budget meeting on 12th February. As a result of changes to the funding model, the council tax increase is expected to be limited to 3.9%. Bus grants have been made



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available, and KCC is currently examining the implications. Previously, the grants provided £40m revenue funding, but the total funding is now £70m, including both revenue and capital. KCC believes this still represents an uplift, but it is likely to be small compared to recent years. KCC is assessing what this means in practice and for specific services.

Cllr Brown also reported that he has received an enquiry regarding the library cleaning contract, which he has raised with the relevant department. He is additionally awaiting the Parish Council's combined Members' Grant application, which is on the agenda for approval this evening.

Regarding salt bins, Cllr Brown noted that KCC currently has a policy of replacing existing bins but not installing new ones. If the Parish Council wishes to have a new bin installed, this would need to be considered as part of the Members' Grant, and he is waiting to confirm the associated cost.

The Clerk explained that the Parish Council is still exploring possible parking solutions for Hawley Pavilion and may require advice regarding the KCC-owned land at the front of the pavilion. The Clerk will contact Cllr Brown regarding this matter in due course.

c. Kent Police 26/12

No updates.

d. Kent Community Wardens 26/13

No updates.

e. Hawley Pavilion Trust 26/14

No updates from the Trust, although the meeting with them will be covered later in the meeting.

f. Wrott & Hill 26/15

The Wrott & Hill clerk has asked us to help advertise an almshouse vacancy (the clerk has advertised this) and reported that they are still looking into the other connected charity. They have asked about the ancient Parish of Sutton-at-Hone.

ACTION: Clerk to send them information regarding the lathe of Sutton-at-Hone

11. PLANNING

a. New applications received 26/16

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 applications 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](#)

RESOLVED: Object

The Parish Council notes that planning permission for the change of use of the land to form Showpeople's Family Quarters (7 permanent plots) was granted on appeal under reference DA/23/01346/COU. This application relates solely to a Variation of Condition 4, seeking an extended period for the approval of additional information and clarification in respect of surface and foul drainage.

The Parish Council objected to the original planning application. It recognises, however, that the current submission does not seek to amend the approved development itself, but instead requests additional time to comply with a condition attached to that permission.

The Parish Council believes that the applicant has already been afforded a reasonable period in which to discharge this condition and is therefore concerned that sufficient time has been available to resolve the outstanding drainage matters.

If the Local Planning Authority is minded to grant a variation of Condition 4, the Parish Council requests that any extension of time be limited, clearly defined and proportionate, to ensure that the discharge of the drainage condition is progressed without undue delay. The Parish Council considers it essential that satisfactory surface water and foul drainage details are agreed within a sensible timeframe, given the potential implications for local infrastructure and the surrounding area.

[25/01429/FUL | Demolition of existing conservatory and erection of single storey rear extension and modification to roof forming gable with window | 33 Main Road Sutton At Hone Kent DA4 9HG](#)

RESOLVED: Neutral

The Parish Council has no objections to this application.

b. Dartford Borough Council's decisions on applications received 26/17

58 Main Road, DA4 9EU

Erection of a single storey rear extension to existing HMO Permission

GRANTED

Sutton Court, 12 Main Road, DA4 9HA

Change of use from Community Use (F2) with first floor flat (C3 residential) to create four flats and one dwelling (C3 residential) with new rooflights and 2 rear dormers to proposed apartment building. Single storey link section to be demolished; provision of parking with access from Church Road with cycle store and bin stores and creation of private amenity areas.

GRANTED

c. To approve the Parish Council's response to Dartford Borough Council's HMO consultation 26/18

RESOLVED: To approve the response

ACTION: Clerk to submit the following response:

Sutton-at-Hone and Hawley Parish Council welcomes the opportunity to respond to Dartford Borough Council's consultation on the draft Houses in Multiple Occupation (HMO) Policy and the proposed Article 4 Directions. We support measures that ensure good quality, safe housing and respect the needs of the whole community.

We broadly support the objectives of the proposed policy to:

- *Improve housing standards and safety in HMOs, particularly through appropriate planning scrutiny and licensing regimes.*
- *Enable the Council to consider the impact of HMO conversions on local neighbourhood character, amenity, parking, waste and other infrastructure pressures.*



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- *Better manage the location and concentration of HMOs within the Borough.*

We specifically support the introduction of Article 4 Directions that remove permitted development rights for conversions from single dwellinghouses (Use Class C3) to small HMOs (Use Class C4 – up to six occupants.)

We acknowledge that HMOs provide an important source of affordable housing for some residents. Our support for planning control is not a call for outright restriction, but for balanced growth, where development:

- *Meets genuine local housing need.*
- *Does not undermine family housing stock where this is scarce.*
- *Respects local amenity and neighbourhood stability.*

Sutton-at-Hone and Hawley Parish Council supports the draft HMO policy and the proposed Article 4 Directions because they strengthen local planning oversight, improve safety and living conditions, and address community concerns around the impact of HMOs.

12. FINANCE

- a. To note statement of current financial position, including bank account report and income received **26/19**

Bank report and Income/Expenditure summary sheet noted and signed by the Chair.
 The total amount in the Parish accounts is £142,569.15.

- b. To approve January payments to be made by BACs. Payments list provided to members **26/20**

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

Payee	Net	VAT	Gross	Details
CPRE O389550	59.40	0.60	£60.00	Membership
Sign Shed 788939	39.96	7.99	£47.95	Dogs rules signage
Tip Top 17986	1285.00	257.00	£1542.00	Burial ground grass cutting and clearance work
Fire Protection Online Ltd 10526868	416.65	83.32	£499.97	New fire extinguishers and accessories
Deputy Clerk	-	-	£25.38	Mileage and post
Deputy Clerk	-	-	£26.19	Printer ink
Aubergine	1049.00	209.80	£1258.80	New website build and subscription
Creative Play 30983	22.00	4.40	£26.40	Bolt cap covers x 20
Wise Choice Heating Ltd	-	-	£160.00	Annual boiler servicing
Lothlorien	354.53	70.90	£425.43	Supply posts and erect 3 playground signs
FCC MI184331	95.93	19.19	£115.12	Bin collections Dec
Tree Craft 21522	300.00	60.00	£360.00	Orchard hedge
Playdale	45.14	9.03	54.17	Flat swing

NPower Nov inv IN14719637	420.83	21.04	£441.87	Streetlighting electricity
Darent Valley Landscapes	-	-	£250.00	Plants and planter at Longmarsh
Darent Valley Landscapes	-	-	£520.00	Emptying of bins at the churchyard x 52 weeks
Upkeep Property Invoice		-	£200.00	4 weeks cleaning of pavilion

Staff Costs

Payee	Gross	Details
Employees	£4428.34	January Salaries
HMRC month	£1768.48 Direct Debit payment	Tax & NI due for January
Pensions	£1267.21	January pension payments for Clerk & Deputy Clerk

- c. To note quotes/payments agreed under delegated authority which may be paid before the next meeting
26/21

Quotes agreed by the Clerk under delegated authority

Lothlorien – Repair of guttering at the back of Parsonage labour and materials - £88.66

Lothlorien – Repair and replace fire seal on door in Parsonage - £57.11

Lothlorien – Moving of pole and intallation of Fire Assembly point sign at Parsonage inc labour and parts -
£91.89

Wise Heating – boiler remedial work - £365.00

Direct Debit payments made since last month

£162.70 SEFE Energy (Parsonage gas)

£80.03 to Nest pension

£20.06 to H3G for phones

£203.42 to British Gas (Parsonage electricity)

£15.00 to Riddingtons – payroll services

£10 to London Green Belt

£169.34 Waveney IT – Monthly fees

£170.58 SSE (new Parsonage gas supplier)

£195.00 to Dartford Borough Council- Business rates

Income/credit received in past month

£3750 from Sutton Dynamos for Parsonage license

£382.47 interest

£280 from Funeral Services

- d. Quarterly account checks update

26/22

Cllr D Smith has resigned so another member is needed to take over.

RESOLVED: Cllr A Jessett to carry out the quarterly checks. Next one to be done prior to the February meeting.

- e. Bank account update

26/23

The Clerk reported that the 'Switch' is taking place next week.

- f. To note receipt of VAT refund

26/24



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£27769 has been received from HMRC. The next submission is being finalised.

g. To agree precept requirement for 2026-2027 following the budget meeting. The following have been updated since the meeting:

26/25

Changes to forecasted spend/income this year:

- Grant income increased to £2,500 (previously £2,000) with a corresponding increase of £500 to Parsonage River spend.
- All remaining VAT reclaim moved into this financial year
- Parsonage Pavilion general maintenance increased to £2,000 (from £1,600) to cover boiler repairs and related work.
- Health & Safety upgrades increased to £5,200 (from £4,900), including legionella risk assessment costs.
- Water tank maintenance added at £500 (next year's budget reduced by same amount).
- Playground repairs reduced by £500, leaving a total of £500.
- Add in Orchard line and budget of £1900 for fencing and step

Changes to next year's budget:

- Burial repairs increased to £2,000 for the first part of the headstone survey (from £1,000).
- Orchard tree maintenance added at £500
- Hawley car park posts removed from budget (£3,000)

NB General reserves will stand at approx. £22,000 at the end of this financial year. This is lower than the recommended amount but our budget for next year balance and the Parish Council can look to gradually build Reserves each year from now onwards.

The Clerk cautioned that the Parish Council is close again to the £200,000 income/expenditure threshold due to the backdated VAT claims. If this threshold is exceeded for three consecutive years, the council must move from Receipts & Payments accounting to Income & Expenditure accounting, resulting in greater audit requirements and higher audit costs.

RESOLVED: To request a precept of £145,000. This equates to £98.59 for a Band D property - an increase of £20.79 per year – 26.7%.

h. Windows at Sexton's Hut

26/26

Quotes were considered for repairing the broken windows.

RESOLVED: To book in the repair with Lothlorien Landscapes - clear Perspex at a cost of £206.35 including labour and materials. Clerk to request that this is frosted.

13. OTHER BUSINESS FOR DECISION

Parsonage Pavilion

a. To approve KCC Members' Grant application

26/27

RESOLVED: Application approved. Clerk to submit to DBC

It was noted that the Fire Brigade are visiting Parsonage Pavilion at the end of the month.

b. To discuss water tank building and agree next steps

26/28

The Clerk explained that she is obtaining quotes for boarding up the open sections but a decision needs to be made regarding long-term plans for the building. It was agreed that the councillors would look at it together on the clean-up day in February.

Hawley Pavilion

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

26/29

Cllr Newitt, Cllr K White, Cllr E Youell and the Clerk met with representatives of Hawley Pavilion Trust to discuss the lease. The Clerk is finalising the notes from that meeting but it has been agreed that legal advice be sought in clarifying some points in the lease and drafting a new one. Hawley Pavilion Trust understand what their Health & Safety responsibilities are and it was agreed that the Clerk and one of the Trustees would hold monthly catch-up meetings.

Parking signage was discussed. It was agreed that the Parish Council would prepare wording and a sign for approval.

ACTION: Clerk to work on draft

It was also noted that the Manager of Hawley Garden Centre has asked that footballers no longer park in their car park as it is reducing the spaces available for their customers. Cllr Newitt is sending this message to managers.

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

26/30

The Parish Council has received some quotes but in light of the insurance payment issue, it was suggested that the quotes be passed on to Hawley Pavilion Trust for them to take on if they wish.

Grass cutting

e. To approve the grass cutting tender document

26/31

The Clerk is finalising this and will send round as soon as it is finished so it can be sent to contractors before the end of January. The tenders will be considered at the February meeting.

Highways

f. Request for hedge cutting by Sutton Corner roundabout

26/32

This was discussed earlier in the meeting.

g. Vegetation along Main Road

26/33

ACTION: Cllr K White to check whether this has now been cleared.

h. Update on Roots allotments entrance issue

26/34

DBC Planning department have confirmed that the planning application has been received and is with the validation team so we should expect to see this soon.

i. Next steps for Speedwatch

26/35

It was agreed that the Parish Council would make one final push to establish a speedwatch group. The Deputy Clerk is coordinating this.

ACTION: Cllr E Youell and Cllr Holt will prepare a video for social media.



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Burial ground

- j. Dogs on lead signage to consider
26/36

It was agreed that similar signage that has been put up at the playgrounds be designed for the Burial ground.

ACTION: Clerk to prepare and order

14. EXTERNAL REPRESENTATIVE REPORTS

- a. KALC local network
26/37

It was noted that the next KALC area committee meeting will be held online on Wednesday 4th Feb 2026 at 6.30pm. Agenda items have been requested.

- b. Joint Transportation Board
26/38

Cllr Jessett attended the December meeting. He reported that Dartford Station would be closed during half term to enable various repairs and points work.

ACTION: Clerk to advertise as this will likely impact our residents too

15. PARISH AREA RESPONSIBILITY REPORTS

- a. Recreation Grounds
26/39

It was noted that the cradle swing has been removed as it could not be immediately fixed. As the swings are now reaching the end of their lifespan and as lead times for replacement parts are so long, we plan to move ahead with our wider project to replace the swings along with the older play tower. For this reason, it is unlikely that the cradle swing will be reinstalled.

- b. Burial Ground – to receive monthly burials report
26/40

There have been three interment requests (one booked), four ownership transfers being worked on, one request for memorial headstone inscription and one memorial bench request (the family have been advised that the Parish Council is working on a Memorial Policy and will be back in touch when this has been finalised. Burial Fees have been updated on the website.

- c. Barfield Green
26/41

No updates.

- d. Burnthouse Lane
26/42

No updates.

- e. The Orchard
26/43

The fencing has been completed. The access was discussed and it was agreed that a woodchip slope would be more suitable given the setting and accessibility requirements.

ACTION: Clerk to seek quotes for access slope

The showers at Parsonage were also discussed at this point as quote just received.

26/44

RESOLVED: To accept the quote for £260 to remove each push button cartridge on the 6 showers and replace the rubber o ring seals (2 on each), descale the fitting and shower head and reassemble each shower unit, checking for leaks

Leaking main water stopcock in pavilion kitchen room will be fully repaired at the same time.

16. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

a. Resident email regarding Hawley Pavilion

26/45

A previous trustee of Hawley Pavilion Trust contacted the Parish Council regarding the lease. Cllr E Youell has responded.

b. Hawley Pavilion Party

26/46

A complaint was received regarding a recent party held at Hawley Pavilion. This was passed on to Hawley Pavilion Trust who have responded.

c. Hedge at the back of Parsonage

26/47

A neighbouring resident has offered to trim the hedges surrounding Parsonage – as they have in previous years. The Parish Council has accepted this generous offer. Waiting for a cold snap so as not to cause too much damage to the ground with the tractor.

d. New stiles and KCC PROW report

26/48

Cllr E Youell noted some new stiles that have appeared across public footpaths in the parish. The Clerk has reported these to KCC PROW as they do not appear on the online map. Waiting for a response.

e. Allotment access

26/49

Following DBC's clearance of some vegetation in Ship Lane, another allotment access point has been revealed. Cllr K White and the Clerk to investigate further.

17. ADMINISTRATION

a. To consider work experience request

26/50

A request for work experience has been received. The Clerk has checked with the insurance company, who have confirmed they are happy for this to proceed provided that a Risk Assessment is carried out. The Clerk advised that the website project would be a useful task, and this was agreed. The student is due to start at the end of February

b. Clear-up date to be agreed and booked

26/51

ACTION: Clerk to send out a poll to find a suitable date for clean-up day at Parsonage. Once that work has been completed, the Clerk will book a clearance van to dispose of the rubbish.

c. Annual Parish Meeting arrangements

26/52



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The Clerk outlined what other Councils do for their Annual Parish Meetings. A defibrillator training session was suggested but this was reportedly done last year.

ACTION: Councillors to think about possible speakers for the event

d. KALC Community Award nominations

26/53

Suggestions were put forward for the awards.

ACTION: Poll to go out to select person to be put forward this year.

e. Feedback on meeting with NorthWest Kent Countryside Partnership

26/54

The Clerk met with an Officer from North West Kent Countryside Partnership regarding the river area at Parsonage. It was extremely positive and the officer said there may be grants available as there work that could be done to improve the river and riverside here. They have provisionally booked in Weds 21st and 22nd October for their volunteers to plant a native hedgerow around the picnic area.

ACTION: Clerk to check boundaries and ownership of land at the other side of the river. Also to investigate woodland off of Faradays field.

f. Feedback on Community Payback Project

26/55

The Community Payback team spent their first day litter picking and clearing the trackway at Parsonage. They will be working at the burial ground next. The Clerk has a list of jobs for them.

18. ITEMS FOR INFORMATION ONLY

26/56

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 21st January at 10am

Meeting with DBC Officer regarding Parsonage – Friday 30th January at 9.30am

Interim audit – Wednesday 11th February

The Parish Council received a report that motor bikes including delivery drivers are using the footpath at the back of Balmoral running alongside the horses. Surely this is inappropriate use and a restriction barrier should be fitted the same as the footpath near the Bridges in South Darent. School children, buggies and wheelchair use the path.

ACTION: Clerk to send this to Cllr M Brown

Cllr E Youell questioned whether a Metal Detection Policy was required, based on issues experienced in other area.

ACTION: Clerk to add to list of policies to be considered

The meeting closed at 8.55pm.

Chair: _____

Date: _____

APPENDIX 1 – Clerk's January Report

Maintenance Tasks

The following maintenance tasks have been booked:

- Repair of the guttering at the back of Parsonage Pavilion
- Repair of fire seal on door in Parsonage
- New fire extinguishers and fire blanket
- Post being moved in Parsonage car park and Fire Assembly Point notice to be installed
- Repair of fencing at Parsonage by play area
- Electricity repairs following EICR report
- Emergency lighting repairs – the requirements are being finalised as we have had to make sure that any lighting does not interfere with the Observatory and their work
- The boilers at Parsonage have been serviced and minor remedial work booked in. The timers have been re-set and instructions sent to hall hirers to explain that these must not be changed and to remind everyone to make sure everything is switched off before leaving.

The hedge at the front of the Orchard has been cut back and height reduced.

Playgrounds

- Replacement caps ordered
- Repairs to swings at Jubilee – work required tbc

Quotes being sought for:

- Step into the Orchard
- Boarding up of broken windows at Sexton's Hut
- Boarding up of water tank building
- Shower repairs at Parsonage
- Fixed alarm – still waiting for another quote or two

Replacement combination locks are also being looked into for Parsonage Pavilion to allow emergency access.

Village Matters reported

Missing Village Gateway sign – no feedback as yet
Streetlight damaged in accident – to be repaired

Allotments

We have received some more interest for allotment plots and are making arrangements to meet prospective tenants

Communications with Residents

The website project is due to start in February.

Please also note that the old Facebook group has now been closed.

The Clerk has started to make monthly contributions to the village newsletter with a 'News from your Parish Council' section

Health & Safety

The Clerk and Deputy are continuing to work through the items identified in the Fire Risk Assessment and the latest Health & Safety audit.



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The noticeboard in the Pavilion will be the main area that all hirers and contractors will be guided to. All our procedures displayed here – the Fire procedures and emergency contacts are now up too. A separate folder just for contractors has also been set-up which will contain Health & Safety policy, asbestos survey etc. All contractors to sign to say they have read all our documentation before proceeding with works.

We have an online shared folder for all contractors for insurance certificates and their Risk Assessments etc. Playground advisory signage has been erected on posts in all three play areas. Other signage has also been erected as advised by Worknest.

DSE assessments for homeworkers to be completed soon.

Training

The Clerk completed First Aid at Work training.

The Clerk is also booked on to the asbestos awareness training.

We are organising defibrillator training for anyone in the village who wishes to attend. It is looking like this will be in March/April.

Priorities over the next few months:

- Hawley Pavilion lease and associated legal work
- All policies to be written and adopted prior to end of this financial year
- End of year process to complete including compiling of an accurate Asset Register
- Data audit and ensure GDPR compliance and new assertion 10 requirements are met
- Health & Safety issues to continue to work through
- Older playground equipment - to look at replacement options and apply for grant
- Begin looking at Parsonage River area
- Website project to start
- Establish Speedwatch – dependent on number of volunteers
- Finalise grass cutting tender and contractor selection
- Seek quotes for Streetlighting electricity supply
- Follow-up re lease for land next to Jubilee Field

National Trust lease for Orchard update if required

APPENDIX 2 – – Dartford Borough Councillor update, Cllr G Holt

Community Transport Scheme – A new volunteer-led medical transport scheme has launched in Dartford, supporting residents aged 50+ who struggle to access medical appointments. Affordable, reliable transport is now available, and volunteer drivers are being recruited.

Lowfield Street – Emergency Road Closure:

Southbound closure remains in place due to a confirmed gas leak near Princes Road. Works are being carried out urgently by SGN under a Kent County Council permit. Concerns have been raised about signage and diversion clarity, which KCC is reviewing.

Hawley Road Resurfacing:

Following concerns raised locally, KCC has confirmed recent patching failed inspection. The contractor has been instructed to return and fully reinstate the affected section using correct materials.

River Darent / Riverside Strategy:

Dbc officers have confirmed the Lower Darent Riverside Strategy focuses on the tidal and urban Darent and does not specifically cover Sutton-at-Hone. However, its catchment-wide, nature-based approach may still inform future local activity.

Ship Lane Overgrowth (Parks & Open Spaces):

Significant vegetation overgrowth affecting visibility and access was raised with Dartford Borough Council. Contractors have now attended site and completed the works, including eco-plugging of self-seeded trees. Officers will re-inspect shortly. An access gate to nearby allotments has also been identified and will be followed up with the Parish to understand any future use.

Highways Land & Vegetation (Visibility Issue):

Overgrowth on highways land obstructing sightlines and signage at a junction has been raised due to safety concerns. Highways previously acquired this land for visibility purposes, and follow-up has been requested to ensure it is maintained appropriately.

Coffee with Councillors – A local surgery will be held next Sunday at St Michael's Church, Wilmington.

Pavement Parking: The Government has announced new powers for councils to tackle pavement parking. Key issues will be proportional enforcement and whether councils are given sufficient resources to apply these powers fairly.

Fair Funding Review & Budget setting:

Government funding outcomes have been confirmed: Kent County Council has received a significant funding uplift, while Dartford Borough Council faces a funding reduction. These changes will feed directly into upcoming budget and council tax decisions. With KCC already publishing their draft, and DBC's coming soon.