



**MINUTES OF THE EXTRAORDINARY MEETING OF
SUTTON-AT-HONE & HAWLEY PARISH COUNCIL
held at 7.00pm in Sutton-at-Hone Library
on Thursday 21st August 2025**

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 Emma Youell – Chair, Cllr K White, Cllr B White, Cllr G Holt, Cllr E Connor, Cllr H Siegenberg

Also In Attendance: Kirsty Lane - Clerk & RFO

Minute Reference:		Action
25/70	<p>1. Public Participation/Questions</p> <p>2. Apologies for Absence</p>	
25/71	<p>Apologies received from Cllr L Newitt , Cllr A Jessett and Cllr D Smith. Resolved: Reasons noted and approved.</p>	
25/72	<p>3. Declarations of interests</p> <p>Cllr Siegenberg declared a non-pecuniary interest in the planning application for 12 Sutton Court.</p> <p>4. Planning Applications</p>	
25/73	<p>The following planning applications were considered:</p> <p>a. 25/00846/FUL 53 Main Road <i>Application for partial demolition and rebuilding and upward extension of former Parish office together with two-storey rear extension, to provide two dwellings (Part retrospective)</i></p>	



<p>Resolved: Neutral</p>	<p>The Parish Council notes that the original permission for this development was granted in 2021, and that this application is part retrospective and specifically relates to the planning permission for removal and rebuilding of the two flank walls.</p> <p>Whilst we also note that structural issues have necessitated the change, it is disappointing that this application has been submitted retrospectively. We would expect developers to adhere to the correct procedures and seek approval before undertaking revised works.</p> <p>Concerns have been raised by neighbouring residents, particularly in relation to overlooking and parking provision, and we trust that Dartford Borough Council will take this opportunity to give these matters due consideration.</p> <p>b. 25/00830/FUL Sutton Court, 12 Main Rd</p> <p><i>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</i></p>	<p>Clerk</p>
<p>Resolved: Neutral</p>	<p>The Parish Council has considered this application and takes a neutral position, recognising both the potential benefits and drawbacks of the proposed change of use.</p> <p>We acknowledge that the building has not been used as a community facility for some time, but we also note that it was previously a valued local asset. The Parish Council questions whether the possibility of returning the building to community use has been fully explored or exhausted, given the general lack of such spaces locally.</p> <p>That said, we appreciate that continued disuse could lead to further deterioration, and we recognise the benefit of the building being brought back into use rather than falling into disrepair. We are pleased to see that the plans seek to retain the building's exterior and original features, preserving its character within the village.</p>	<p>Clerk</p>



25/74	<p>Should Dartford Borough Council be minded to approve the application, the Parish Council would like to raise the question of parking provision. Given the lack of community parking in the surrounding area, we wonder whether there is scope to reserve or allocate parking spaces for community use, which could help mitigate the loss of a former communal facility. This would be a welcomed planning condition.</p> <p>c. 25/00675/LBC 66 Main Rd <i>Application for Listed Building Consent to alter the use of the unused cellar space in the property (former coal cellar) in order to create a useable space for storage</i></p> <p>Resolved: No response required.</p> <p>d. 25/00905/FUL Jacksons Little Hawklands Clement Street Swanley Kent BR8 7PF <i>Erection of 3 no. stable buildings, 1 no. storage building and siting of 2 no. storage containers, corral and hardstanding (retrospective application)</i></p> <p>Resolved: No response at this stage.</p> <p>5. Items for information only</p> <p>The Clerk explained that a request had been made for an interment of ashes in an existing grave – a request that cannot wait until the September meeting. This would require a change of the terms and conditions of burials. The Deputy Clerk has received advice on this and it was agreed that this should be allowed on the condition that a suitable biodegradable container/urn is used – and that the definition of what is deemed biodegradable clearly explained in updated Rules & Regulations. Decision to be ratified at the next meeting.</p> <p>The Clerk reported that she has been preparing a priority plan for the coming months, along with an outline of larger projects and workstreams for the years ahead. These will be discussed with Councillors at the next meeting, and more fully at the budget meeting when broader plans are considered. Work is currently underway on</p>	
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	<p>priority Health & Safety lists for the main Parish Council–owned areas, as well as playground checklists. Councillors have offered to assist with these checks, and the Clerk is exploring training requirements in addition to arranging quarterly operational inspections.</p>	
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