

FAWKHAM PARISH COUNCIL

Minutes of the **Fawkham Parish Council** meeting held at **Fawkham Village Hall, Valley Road, Fawkham DA3 8NA** on **Thursday 17th July 2025** at **19:30** to transact the following business.

Grace Champion
Clerk to Fawkham Parish Council

Members of the Parish Council:

Cllr Laura Evans (Chair), Cllr James Cherry (Vice Chair), Cllr Will Johnstone, Cllr Duncan Harker and Cllr Karen Wilkes

1. Apologies for Absence

Noted: Cllr W Johnstone (family commitment).

2. Declarations of Interest for items relating to the Agenda:

Councillors to make any declarations that may be required by virtue of the Parish Council's adopted Code of Conduct.

Noted: Cllr L Evans declared an interest in a planning enforcement case due to it being a neighbouring property.

Noted: Cllr L Evans declared pecuniary interests in repayments for FPC expenditure awaiting approval.

3. Public Session

Parish Council meetings are open to the public. In accordance with the Standing Orders, thirty minutes are allocated for members of the public to raise any matters and partake in discussions.

There are no further opportunities for members of the public to speak during the Parish Council meeting. The Council may enter closed session at the end of the meeting to discuss a confidential item, members of the public still present will be asked to leave.

Noted: 2 MOPs in attendance. Apologies had been received from Dst Cllr S Malone and Dst Cllr L Harrison.

4. Planning Applications: to agree the Parish Council's responses to the following planning applications:

(1) **25/01245/LDCEX** - Beeches Farm Kennels Canada Farm Road South Darenth Kent DA4 9LA. *Lawful Development Certificate to confirm the mixed commercial use for dog kennelling and dog walking, commercial horse livery and horse grazing.* **Consultation deadline:** 14th July 2025.

Responded via delegated authority to the Clerk on 11 July 2025.

Noted: the Chair noted that the Clerk responded under delegated authority relying on SDC to apply their policies and that HK/SD Parish didn't have any issues/concerns with the application.

(2) **25/01548/HOUSE1** - West Rays Valley Road Fawkham Kent DA3 8EG. Front and rear extensions, alterations to fenestration, removal of chimney. **Consultation deadline:** 29th July 2025.

Resolved: the Chair provided a brief summary of the application, including its history and materials proposed. After discussion it was agreed that FPC would rely on SDC to determine the application, taking into account whether it complies with the Green Belt Policy, and noting that FPC assumes the previous application in 2021 for a similarly-sized extensions was not carried out. FPC will also ask SDC to consider whether the condition attached to the 2021 grant of planning permission for the removal of the garage is also required for this application.

5. Planning Decisions:

To note planning decisions received from Sevenoaks District Council.

(1) 25/00827/HOUSE - 4 Small Grains Fawkham Kent. *Proposed single storey rear extension with gabled and pitched roof, incorporating two roof lights. Internal alterations.* **GRANTED**

(2) 25/01125/HOUSE - Cross House Pennis Lane Fawkham. *Extension of existing boundary wall.* **REFUSED**

(3) 25/01379/DETAIL - Approval of Details. Former Depot North Of Salts Farm Fawkham Road Fawkham Kent DA3 7BJ. *Details pursuant to condition 6 (verification report. Part only; plots 16-19, 21, and the Public Open Space) of 22/01550/MMA.* **GRANTED**

(4) 25/01004/FUL - Foxdale Russell Square Bramblefield Close. *Erection of additional storey to existing dwelling and its subdivision into two dwellings, erection of fencing.* **GRANTED**

Decisions noted.

The Chair also noted the following decision that had been received:

25/00626/HOUSE- 4 Billet Cottages Crowhurst Lane West Kingsdown. *Single storey rear extension with rooflights.* **REFUSED**

6. Approve Minutes:

Proposal: To approve as a correct record the minutes of the Parish Council Meeting held on Thursday 5th June 2025, as attached.

Resolved: It was proposed through the Chair that the minutes be approved and signed by the Chair, seconded by Cllr K Wilkes.

7. Matters Arising: matters arising relating to the Minutes, not on this agenda.

Noted: Southern Water pumping station: no update; Clerk to chase.

Noted: The Rising Sun Inn: Clerk confirmed she had emailed the pub to ask for them to keep an eye on broken glass on the green and that they had responded to confirm they would monitor this.

Noted: Brands Hatch Lights: no update. Chair to ask resident who attends to ask at next liaison meeting.

Noted: Christmas Tree lights issue: No update; Clerk to chase. Clerk agreed to order extra string needed.

Noted: Three Gates Road refuse issue: Clerk to check with Dst Cllr S Malone if SDC refuse team have been alerted to this issue.

8. Finance Approval: (a) Expenditure and Income - details to be tabled. Approval of cheques and payments, including (b) online banking access update for Cllr Cherry.

Payment list summary 17 July 2025			
Date	Payee/For	Budget taken from	Amount
20/06/25	Waitrose. Plants for southern gateway trough. PAID VIA DEBIT CARD	Repairs & Maintenance	£34.00
04/07/25	Lebara Phone Contract PAID VIA DEBIT CARD	Phone	£5.00
11/07/25	Dell Products New FPC Laptop PAID VIA DEBIT CARD	Miscellaneous	£762.86
17/07/25	Clerk HMRC Tax & NI payment	salary/TAX/NI	£138.60
17/07/25	Clerk Salary JUNE - G. Champion & FVH hours Inv 010	salary/TAX/NI	£554.60
17/07/25	SDC Dog Waste 2098482	Dog Bin waste removal	£31.20
17/07/25	REPAYMENT L Evans Lebara Phone - April, May, June	Phone	£15.00
17/07/25	REPAYMENT Clerk Ink subscription - April - July	stationery	£32.76
17/07/25	REPAYMENT Chair parking - attending SDC CIL spending board meeting	MISC	£10.30
17/07/25	BSG new sign - Woodland Trust CIL Expenditure	CIL	£1,968.00
	Total		£3552.32

Resolved: (a) It was agreed to approve the payments listed in the schedule above. Signed by the Chair (as no other Councillor available to approve the payments) and Cllr K Wilkes. (b) Cllr Cherry confirmed he still does not have access to the bank account and will do this. Clerk confirmed ink and phone debits had now been set up to the FPC banking card.

9. **Small Grains:** update on the submitted Expression of Interest for a Community Asset Transfer and SDC's disposal plans for Small Grains; agreement of next steps which may include delegation of the development of a business case for the CAT, including seeking a professional valuation of the site at a cost of c.£1500, and discussion/agreement of the level of funds FPC would be willing/able to pay for the site, should SDC be in agreement to a CAT.
Noted: The Chair noted that FPC invited SDC Cabinet members to attend the site to see the space for themselves. 4 of 7 cabinet members had attended, including the council leader. The SDC leader confirmed that the decision on the asset disposals will be made by cabinet and not the officers who are providing the site recommendations. The Chair also noted that it is now clear and has been confirmed to SDC by the NPlan examiner that Small Grains is a designated open amenity space. The Chair noted that FPC has provided the Cabinet with FPC's own analysis of the objections and a summary of quotes from those resident objections. The Cabinet meeting took place earlier this week and Dst Cllr S Malone did a fantastic job presenting the item at the meeting, having worked closely with the Chair prior to the meeting. The Chair and Cllr Malone also provided their own responses to the officer's report and summary of observations provided to Cabinet to ensure a full factual picture of the site was available. Following the Cabinet meeting, the item was referred back to SDC's FIAC September meeting where Dst Cllr S Malone will present the case again. It was also confirmed at Cabinet that the disposals item would be proposed on a site by site basis going forwards.
Noted: Cllr D Harker thanked the Chair and Dst Cllr S Malone for their efforts on this item.
Noted: a short discussion was then had covering the potential cost of the process e.g. SDC's legal fees, FPC's legal fees, site valuation of around £1500 and also what the councillors would feel comfortable paying for the site should the option arise. It was agreed that all were happy at this stage to pay an independent site valuation fee out of FPC's reserves and agreed the amount they would currently feel comfortable paying for the site providing CIL funds would be allowed for this.
10. **Chimmens Solar Farm Community Fund:** proposals - to agree a preference for scenario 1 for the proposed payment structure and to sign a Heads of Terms for a Community Fund Agreement (CFA), subject to satisfactory amendments being made to the document. Update on the CFA documentation and agreement of next steps.
Noted: the Chair provided a summary of the meeting that took place. The Chair and Cllr K Wilkes attended this meeting online. A discussion over the Heads of Terms and the current CFA was had, including the potential projects the those funds could be used for.
Resolved: all were in agreement to move forward with Scenario 1 and sign the Heads of Terms, and to request some further minor changes to the CFA document.
Noted: Cllr D Harker raised the idea of FPC communicating the process and transparency of what this fund is for, if planning is granted, and how it will be used and that it does not have any correlation to FPC's objection to the planning application itself.
Noted: Cllr Harker raised the question of how FPC would decide which developments to contest/how the Local Plan/NPlan budget would be used. The Chair noted that the funds would always be used with the NPlan policies and projects as our guidelines and residents' views/strength of feeling would also be guidance, as is the case with Small Grains.
11. **CIL bid for school footway:** update.
Noted: the Chair and Paul Leary from KCC attended the SDC CIL spending board meeting on 2 July to present the school footway improvements bid. The bid was successful and FPC were the only small parish to have a successful bid. The decision will be ratified by SDC Cabinet this week. KCC will sign the legal agreement and FPC has requested to attend any site meetings in relation to the project. The successful outcome has been communicated to residents, with positive feedback received.
12. **Asset Register:** update on maintenance issues.
Noted: the Chair ran through the asset register and noted the question of inspecting the path from FVH car park to Fawkhams Primary School was outstanding. Cllr D Harker agreed to check this path monthly as part of the parish council meetings and it was agreed a sheet would be set up with

updates/checks to be added to this log. Cllr J Cherry confirmed that both defibrillators had been checked and were in working order. The Clerk agreed to email SDC re cutting the hedge at Small Grains once the nesting season was over. Cllr Wilkes had painted the cast iron bench sides. The triangle of land at Rogers Wood Lane had been litter-picked.

13. **Highways issues:** mirror at Speedgate Hill: update following community comments.
Noted: the Chair noted that KCC had confirmed to FPC previously that a mirror at this location did not meet all of the criteria needed to be approved. KCC confirmed that the mirror can go on private land but Cllr D Harker believes that the land is too high and not a suitable location to work effectively. Cllr J Cherry and Cllr K Wilkes to check this with a mirror.. All agreed it would be a good next step to write to owners of the property where the hedge is overgrown to see if it can be cut back to help also.
14. **Old Halt Close:** discussion on landscaping plan issues and agreement of next steps.
Noted: after a brief discussion all were in agreement that the Clerk should email again asking for an update.
15. **Public Rights of Way:** update on inspections and any issues to report.
Noted: Cllr K Wilkes agreed to walk the final two PROWs outstanding. All issues reported would be reviewed in September/October.
16. **KCC Highways:** update.
Noted: HIP, no update. CIL bid successful, as mentioned above in item 11. Others to be chased August/September. Maintenance issues: empty sign posts list remains outstanding. Clerk also to email SDC maintenance re sweeping Valley Road more regularly to help the moguls section. KCC Inspections team: Clerk noted the response that had been received to her email.
17. **AGAR:** update from the Clerk following review of the Internal Auditor's Report, and next steps.
Noted: Clerk noted that the new email account was now up and running on the new laptop and that FPC could start using it. Clerk to use from September and update SDC etc when moved over.
18. **Annual review of FPC policies:** Proposal to review, amend if required, and accept the following employment-related policies:
 - Equality & Diversity Policy
 - Information and Data Protection Policy

Resolved: Chair and Cllr K Wilkes provided an overview of the changes made. All were in agreement to adopt the policies with those amendments.

19. **Chair and Councillors reports:** to note any items not listed on the agenda.
Noted: a consultation had been received from KCC regarding the Co-op Academy for Parkwood Hall. All were in agreement to not respond to this.
Noted: the Chair noted that the two new interpretation boards for Saxten's and Cage's Woods had been finalised and ordered. The Clerk has approached W J Property Services for a quote to install these.
Noted: vehicle on Fawkham Green Road, it was noted that the car had now been moved.
Noted: the Chair noted that Cllr W Johnstone had resigned from his post as a Fawkham Parish Councillor with effect from this meeting. The Chair formally gave FPC's thanks to Cllr Johnstone for his time and contributions over the last 4 years. A formal notice of vacancy will be displayed from tomorrow and it is hoped a co-option can be made in time for September's meeting.
Noted: Cllr Harker noted a hosepipe ban that has been introduced in the area.
Noted: the Chair noted that both herself and the Clerk will be away during the first half of August.
20. **Open Forum for Councillors to raise matters to be placed on the next agenda:**
Members are asked to consider agenda items for the next meeting. The details of the agenda item will be sent to the Clerk by the Thursday (one week) before the published meeting. Late details cannot guarantee inclusion on the proposed agenda.
None.
21. **Date of Next Meeting:**
To note the next meeting which is scheduled for **4th September 2025** at Fawkham Village Hall, time

19:30.

Noted: it was agreed to move the October meeting to 9 October 2025.

- 22. Confidential Item - Planning/Planning Enforcement: Proposal:** to review, update and agree actions for cases.

Resolved: The Council resolved to hear the item in a confidential session due to the nature of the content. Cases were discussed and actions agreed.

Meeting closed: 21:32.