

# CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard

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**A MEETING OF THE PARISH COUNCIL WILL BE HELD ON**  
**TUESDAY, 21<sup>st</sup> FEBRUARY 2017, AT 7.30PM,**  
**AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE**  
**AGENDA**

1	To RECEIVE Apologies for absence
2	To DECLARE any personal interests in items on Agenda
3	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes) i. <i>Project suggest by Parishioner (attached)</i>
4	To APPROVE Minutes of the meeting held on 17 <sup>th</sup> January 2017 (attached)
5	To DISCUSS matters arising from minutes not covered elsewhere on agenda a) <i>Traffic Management</i> i. <i>B2011 – making a safer road and relocation 40mph and Old Dover Road - 20mph signs</i> ii. <i>Speed-Watch Scheme including Equipment Storage</i> b) <i>Bus Shelter, Helena Road</i> c) <i>Commemorative Bench</i> d) <i>Waste Bins on New Dover Road</i> e) <i>Donations to Organisations (attached)</i> f) <i>Other</i>
6	To RECEIVE and DISCUSS Planning Applications a) <i>Proposed Development Land South of New Dover Road (B2011) – Jarvis Homes</i> i. <i>To Receive response from; Jarvis Homes and Dover District Council (attached)</i> ii. <i>To Decide and Respond on Street Name etc.</i> b) <i>Proposed Development Land North of New Dover Road (B2011) – Quinn Estates</i> i. <i>To Receive Working Party Meeting notes and Planning Committee decision (attached)</i> c) <i>Proposed Development 107 – 127 Capel Street</i> i. <i>To Receive Working Party Meeting notes</i> d) <i>Proposed Development Land junction Winehouse Lane and Capel Street</i> e) <i>Other</i>
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda a) <i>Neighbourhood Watch (Cllr: Shaw/Community Warden/PCSO)</i> b) <i>Play Equipment Status (Cllr: Pilcher)</i> c) <i>Village Hall Management Committee (Cllr: Stone)</i> i. <i>To Discuss using Post Office Room solely for Parish Council/Warden/PCSO use (attached)</i> d) <i>Highways (Cllr: Tutt)</i> e) <i>Public Rights of Way</i> f) <i>Training/Workshops/Seminars</i> g) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> h) <i>Other</i>
8	To RECEIVE and DISCUSS Correspondence
9	To DISCUSS Grounds Maintenance Contract for 2017 and RECEIVE QUOTATIONS (attached)
10	To RECEIVE Final Budget 2017-2018 (attached)
11	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
12	To RECEIVE and DISCUSS Any Other Business concerning the Parish a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion in confidential items in agenda item 14</i>
13	To CONFIRM date of next meeting - (Tuesday, 21 <sup>st</sup> March 2017)
14	To RECEIVE and DISCUSS any confidential items from resolution approval item 12b

Signed ...  .. (Parish Clerk). 14<sup>th</sup> February 2017

**LIST OF ITEMS - (PENDING)**

1. *A20 Traffic Assessment Phase - (Waiting viable speed installation work)*
2. *2017 Event Working Party*
3. *ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)*
4. *Stagecoach Bus Service Routes - (Cllr: Scales)*
5. *Planning: Satmar - (Waiting DDC Enforcement Officer input)*
6. *Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)*
7. *Footpaths South and North New Dover Road - (Waiting Kent Highways new financial year)*
8. *Review of Resilience Plan – (Review May 2017)*

**Agenda item No: 3****1. Feedback from resident on a project**

The Parish Council to provide a “disabled access and footpath” from the Old Dover Road to the three benches on the clifftop.

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**Agenda item No: 4**

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 17<sup>th</sup> JANUARY 2017**

**Present:**

Cllrs; Greening, Holliday, Leppard, Norris, Pilcher, Shaw, Stone and Tutt. Together with County Councillor Geoff Lymer and Andrew Hawkins (Community Warden).

1. **APOLOGIES** – District Councillor Scales and PCSO Gretel May. Resignation received from Viv Hale.  
*Action: Clerk to commence with Casual Vacancy procedure.*
2. **DECLARATION OF PERSONAL INTERESTS** – None
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
  - Dates of library visits in Grapevine.
  - Litter in Capel Street (thanks expressed to Chris Reed, Roy Mann and any other walkers for assisting in picking up litter to keep our village looking tidy).
4. **MINUTES OF THE MEETING HELD ON 15<sup>th</sup> NOVEMBER 2016**  
The Minutes of the meeting held on 20<sup>th</sup> December were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Greening, seconded by Cllr. Norris.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management** (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)
    - Speed Indicator Device received, with handheld device to download data on traffic numbers.
    - On-line registration (video and test) of volunteers underway and work in progress.
    - Equipment training undertaking and can now be cascaded to other users.
  - b) **Bus Shelter Helena Road**  
Still waiting Kent County Council decision on grant availability.
  - c) **Kent Association Local Council Award** –  
Nomination received. *Action: Cllr: Stone to write citation and Clerk to complete form.*
  - d) **Commemorative Bench**  
Estimate received for bench and Capel Groundworks to provide quotes for installation. *Action: Clerk will complete grant application form when received to forward to County Member. Meeting with family member to be arranged.*
  - e) **Waste Bins on New Dover Road (B2011)**  
Clerk reported Dover District Council recommended contacting them again in new financial year.  
*Action: Cllr: Greening to establish sites for installation.*
  - f) **Other**  
Quotations being sought from Capel Groundworks for removal of safe in Old Post Office room and removal of posts/sign on playing field that had broken.
6. **PLANNING**
  - a) **Review Planning Committee members**  
Agreed by all that planning applications should now be forwarded to every Councillor for comment.
  - b) **Proposed Development Land South of New Dover Road (B2011)**  
*Action: Clerk to communicate with Jarvis Homes on list of enquiries as follows:*
    1. *Name of the Road on the Development? - As it is understood that Developers are responsible for naming any roads. It to be in keeping with others in the Village, i.e. based on Royalty. To hold a competition for residents to suggest the name.*
    2. *Timeline of works? - When it will be started and estimated date for completion?*

### **Proposed Development Land South of New Dover Road (B2011) continued**

3. *Bridle path agreed upgrade? The procedure and plan for this?*
4. *Plan for grass cutting of meadow area?*
5. *Support from Jarvis Homes on the re-location of the 40mph and 30mph zone on B2011 and Old Dover Road? Would like to see the zones extended further along the B2011, rather than just the other end of the Development for Safety reasons. Difficulty experienced on this extremely important part of the Development to reach any agreement with Kent Highways. County Councillor, Cllr: Lymer, agreed he would also be working towards communicating with the department at Kent Highways responsible for new developments.*
6. *Copy of up-to-date plan?*
7. *Jarvis Homes reaction to communication with residents in the form of monthly updates of progress etc., for publication to them.*

### **c) Proposed Development Land junction Winehouse Lane and Capel Street**

Still waiting notification if an Appeal has been submitted.

### **d) Quinn Estates - Land North of New Dover Road (B2011)**

- Working Party notes received by Councillors and discussed. Thanks expressed to Cllr: Pilcher for producing. *Action: Clerk to send response to this application, as per notes received, proposed by Cllr: Stone, seconded by Cllr: Norris and agreed by all.*
- With regard to a meeting request from Quinn Estates, it was agreed by all, the Councillors' objection response would be public when submitted to Dover District Council. *Action: Clerk to write to Quinn Estates to ascertain requirements for a meeting and details of what they wish to discuss, so this can be considered further.*

### **e) Other**

#### **Applications granted permission by Dover District Council**

**149 Capel Street** - 16/01211, Erection of a replacement dwelling and detached garage (existing bungalow to be demolished) and creation of vehicular access.

#### **Applications waiting Parish Council decision**

**Lower Standen Pumping Station, Lower Standen, Alkham Valley Road, Alkham, Dover, CT18 7EW**

16/01439, Variation of Condition 2 of planning permission DOV/13/00606 to allow changes to approved plans (application under Section 73).

**'The Longview' - Land to the South of Old Dover Road, Capel-Le-Ferne, CT18 7HN**

16/01431, Erection of a detached dwelling, creation of parking and associated landscaping.

## **7. DELEGATES REPORTS**

### **a) Neighbourhood Watch**

- Cllr: Shaw reported: Capel Cares – work in progress. 30 Volunteers listed. Regular monthly Coffee mornings organised to ascertain “who needs help and support”.
- Community Warden reported: Continuation on following up on reported incidents and/or enquiries made and work in progress to reinstate Speed Watch Scheme in the village.

### **b) Play equipment**

Report circulated to Councillors.

Comments noted on items requiring attention, including the Goal Posts that require refurbishments.

*Action: Cllr: Pilcher to contact contractor for advice and quotation. Amount to be included in next year's budget for this.*

### **c) Village Hall Management Committee**

No meeting – no report.

### **d) Highways** – Cllr: Tutt reported:

- Snow Warden Scheme not working, due to lack of resources from Dover District Council.
- New development - 40 and 30 mph relocation. *Action: County Cllr: Lymer to undertake meeting with Kent Highways representative as an initial input. Cllrs: Tutt and Pilcher to be notified of any progress.*
- Concerns expressed by Councillors on increase of accidents on B2011. *Action: Cllr: Greening to work towards seeking recorded data to use in evidence. Contact to be made in the first instance with Dover and Shepway District Kent Highways for a meeting and advice on how to make the B2011 a safer road.*

### **e) Public Rights of Way** - Nothing reported.

### **f) Training/workshops/seminars** – Nothing for the local area – only north of County.

### **g) County Councillor Lymer reported:**

- Asylum seeking children effect on Kent County Council budget. Possibility Central Government refunding.
- Adult Social Care remains an agenda item for Kent County Council.

**County Councillor Lymer reported continued**

- Arrangements being pursued for Highway litter pick on A20.
  - Pot-hole repairs with self-sealing substance not working. *Action: Being monitored.*
  - As discussed previously, measurements relayed to Councillor for a carry case to house the new Speed Indicator Device equipment. *Action: Cllr: Lymer would investigate further*
- h) **Other** - None.

**8. CORRESPONDENCE**

Membership for Action with Communities in Rural Kent – Not agreed.

Pension Regulators – enrolment declaration made. Does not affect present staff circumstances.

**Other items received:**

List of email items received attached and/or previously forwarded.

1. Wicksteed Playgrounds – January Sale leaflet.
2. Clerks and Councils Direct magazine.
3. Greenbarnes – Noticeboards and Poster Cases booklet.
4. NALC developments and meetings.
5. Rural Kent Membership renewal form 2017/2018.
6. Bus Stops Pole Replacements Project and Timetable changes.

**9. DRAFT BUDGET**

- a) **Review and confirm salaries 2017/2018** - The following was agreed by all:  
Litter Clearance increase to £1,000 per annum.  
Clerk's Salary increase to £5,000 per annum
- b) **Review and confirm Grapevine advert charges 2017/2018** - The following was agreed by all:  
No Change.
- c) **Agree Parish Precept 2017/2018** - The following was agreed by all:  
An amount of £3,000 was agreed to be input into budget for project work on play equipment.  
An increase for a Total Resource Requirement of £26,240. This would result in a Band D Council Tax Charge of £41.49 per annum (20.85% increase).

**10. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Norris seconded by Cllr. Stone and signed by the Chairman, Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

To Whom	Particulars of Payment	TOTAL EXPENSE	TOTAL RECEIPTS	Cheque BACS DD SO	BANK A/Cs	Date	Statement No:	Reconciliation
<b>Brought Forward</b>			<b>13,731.97</b>					
HMRC	PAYE	185.97		DD				
Dover District Council	Playing Field Rent	112.50		SO				
Thomas & Partners	Advert		40.00	BACS				
Wendy Gee	Advert		28.00	BACS	Cash			23.28
StreetZ2StreetZ	Advert		18.00	BACS	Reserve	29.11.16	219	11,795.96
Village Hall Management	Rent - Speedwatch	9.00		BACS	Current	01.12.16	752	994.30
Mr D Reed	Litter Clearance	79.16		BACS	Project	29.01.16	20	728.43
Mrs M Leppard	Salary	317.16		BACS				13,541.97
		<b>703.79</b>	<b>13,817.97</b>			Less Un-Reconciled		427.79
			<b>13,114.18</b>					<b>13,114.18</b>

**11. MATTERS CONCERNING THE PARISH**

- a) **Councillors' comments** - None
- b) **Approve resolution to discuss any confidential issues in agenda item 13** – None.

**12. DATE OF NEXT MEETING** - Tuesday, 21<sup>st</sup> February 2017.**13. CONFIDENTIAL ITEMS** – None.

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**Requests received for Donations**

	<b>Organisation applying for donation</b>	<b>Revenue or Capital Project</b>	<b>How many years is funding required</b>	<b>Decision agreed</b>
1	Capel Preschool	Revenue	One off payment towards outstanding rent arrears	
2	Village Hall Management Committee	Capital	One off payment towards extension	
3	St Radigund's Church	Capital	One off payment for new exterior noticeboard cost £798	
4	St Mary's Church	Revenue	One year payment for annual grass maintenance/cutting	Cost to be sought when Parish Contractor agreed

*Agenda item No: 6a i***Proposed Development Land South of New Dover Road (B2011) – Jarvis Homes****Response from Jarvis Homes**

1. The Local Authority will need to endorse the street name(s). I would therefore advise that you make them aware of your thoughts.
2. My clients hope to start on site in March/April. They would expect approximately 2 years for completion, depending on sales rates.
3. Under the terms of the S106 agreement my clients are required to pay a contribution of £54k towards the bridle path upgrade to the LPA.
4. The maintenance strategy for the grassland is set out in the Ecological and Landscape Management Plan which is on the DDC website.
5. My clients are required to contribute £20k towards highways. My clients have no input as to how KCC spend the funds. It is for KCC to determine any change to speed limits.
6. Sam will send you an A3 plan in the post.
7. My clients do not feel able to agree to provide monthly reports to residents.

**Response from Dover District Council (Item 1)**

1. I can confirm the process for naming new streets involves a consultation with various parties including Royal Mail, Emergency Services, Parish/Town Council and is also copied to the Ward Councillors and Developer.
  2. The process starts when a developer contacts the council to advise of a new development requiring a new street(s). The developer has to submit an application with a fee and as part of this application street names can be suggested by the developer or if no suggestions are made then the Parish Council will be contacted for suggestions.
  3. The proposed street name is then sent to the above parties for consultation and objections can be made. If objections are received then these are considered. If an alternative is required the process will then start again. There can be a number of suggestions put forward for the initial consultation so there are a few options if one is rejected.
  4. The Street naming and numbering officer at DDC then emails the Cabinet Member/Portfolio Holder in order to formally adopt the new street name(s) and a copy is also sent to Ward Councillors and the Joint Transportation Board.
  5. A decision notice is then created following this and the decision is published. In the meantime numbering is allocated to the new development on the street and Royal Mail are contacted for allocation of postcodes. A plan is produced to identify the new addresses and formally sent round to many parties including internal contacts such as Council tax and external such as Land registry, emergency services etc. to confirm new streets and property addresses.
  6. I hope this gives you an overview of the process and confirms that there is a consultation process for representation to be made before new streets are finalised and adopted.
- .....

**Proposed Development Land North of New Dover Road (B2011) – Quinn Estates**

Working Party Meeting on 30<sup>th</sup> January 2017 - attended by Cllrs: Holliday, Pilcher, Shaw, Stone and Tutt.

Concerns expressed by Councillors and Residents on some of the response comments on Dover District Council website. It was suggested, the following letter be sent to those listed. Agreed by members of Planning Committee (under terms of reference with delegated powers of decision).

To: Sue Chandler (Chairman of the Council)  
and Paul Watkins (Leader of the Council)  
Dover District Council, White Cliffs Business Park, Dover, Kent. CT16 3PJ

Dear Councillors Chandler and Watkins

As Clerk to Capel-le-Ferne Parish Council I am writing, on behalf of Parish Councillors, to ask what processes Dover District Council have to check Planning Application comments posted on their website.

The Parish Council has been approached by a resident concerned about the comments posted against the Planning Application 16/01469. Rightly or wrongly, expressing concern about 11 responses posted on Wednesday, 25<sup>th</sup> January 2017.

The names given are not known residents of the village, so have advised, that anyone, whether resident or not, may respond to any application.

However this has not allayed concerns, particularly when the responses all would appear to use similar language but different fonts, with all 11 letters containing the same fundamental letter writing error.

These concerns have been magnified by the recent media coverage of a Planning Application made for Ash, where many letters were posted on the Dover District Council website in one day supporting the application.

This would obviously be a serious situation as the resultant affect, distorts the genuine views of local residents. The Parish Council, would like to reassure our Parishioners that Dover District Council take this very seriously and appropriate processes and procedures were in place to ensure democracy.

Due to the imminent closure of the consultation period, an urgent response would be appreciated.

Yours sincerely,  
Maureen Leppard, Clerk, Capel-le-Ferne Parish Council

*Copied to: Cllr. Hannant (Vice Chairman of the Council), Cllr. Conolly (Deputy Leader of the Council), Members of the Planning Committee, Adrian Fox (Policy and Projects Manager), Darren Bridgett (Case Officer) and Members of Dover District Council Management Team.*

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**Agenda item No: 7c i**

**Use of Old Post Office Room, solely for Parish Council/Warden/PCSO**

1. The Village Hall Management Committee have enquired if the Parish Council would consider renting the room solely for use by Parish Council/Warden/PCSO, with own keys and our choice, can be fitted out as a dedicated office. All VHMC items in room would be removed. At present we pay a rent of £60 per annum for the room, there may be a nominal increase, which has still to be decided by VHMC, if we are interested.
2. **Installation of Broadband/WiFi at a Village Hall for PC use and a Service to the Community**  
Line installation charge £120 + VAT, then £28.90 per month + vat for line and broadband rental and £4.99 basic grade security, = £33.89 per month + VAT (£406.68 per annum plus one payment of £120).

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**Agenda item No: 9**

**Grounds Maintenance Contract for 2017 – Quotations to date**

<b>Harmer and Sons Ground Maintenance Limited</b>	<b>£3,240.00 + VAT</b>
<b>Countrywide Grounds Maintenance</b>	<b>£3,100 + VAT.</b>
<b>G.D.B Landscaping and Groundworks</b>	<b>£29,859.20</b>



**Final Budget 2017-2018**

<b>EXPENSES</b>	<b>ESTIMATE 2016/2017</b>	<b>PROBABLE 2016/2017</b>	<b>ESTIMATE 2017/2018</b>
<b>ADMINISTRATION</b>			
Clerk's Salary	4350	4550	5000
Postage & other expenditure ( <i>Ink cartridges, paper etc</i> )	300	653	700
Member's Expenses	100	0	100
Election Expenses	0	0	0
Rent of Village Hall	400	300	400
Audit Fee	200	200	250
Insurance Premium	1400	1246	1400
Training	200	0	200
Legal Expenses ( <i>Playing Field Lease</i> )	0	0	0
Other expenses ( <i>KALC Membership, Online Security, Gift Flowers, Tel/Broadband, Litter pliers</i> )	1000	663	1000
<b>ADMINISTRATION TOTAL</b>	<b>7950</b>	<b>7612</b>	<b>9050</b>
<b>LAND HOLDINGS</b>			
Playing Field - rent	450	450	450
Playing Field & B2011 Mowing /bulb raking and planting	3400	3599	3600
Cut back and removal of trees	400	640	650
<b>LAND HOLDINGS TOTAL</b>	<b>4250</b>	<b>4689</b>	<b>4700</b>
<b>PLAY EQUIPMENT AND SEATS ETC</b>			
Repairs and improvements ( <i>Refurbish, tarmac repairs, 3 year maintenance, bus shelter reposition</i> )	2000	6940	6000
Annual Inspection	250	256	300
<b>PLAY EQUIPMENT AND SEATS ETC TOTAL</b>	<b>2250</b>	<b>7196</b>	<b>6300</b>
<b>Noticeboards</b>	<b>50</b>	<b>0</b>	<b>0</b>
<b>Grants - global sum (S137) (<i>Wreaths and donations</i>)</b>	<b>200</b>	<b>305</b>	<b>200</b>
<b>Litter Clearance</b>	<b>900</b>	<b>950</b>	<b>1000</b>
<b>Village Newsletter</b>	<b>4500</b>	<b>4966</b>	<b>5000</b>
<b>Events</b>	<b>500</b>	<b>462</b>	<b>500</b>
<b>Project (New Up-to-date Play Equipment &amp; Goal Posts)</b>	<b>0</b>	<b>0</b>	<b>3000</b>
<b>OTHER TOTAL</b>	<b>6150</b>	<b>6683</b>	<b>9700</b>
<b>LESS INCOME</b>			
Transparency Code Grant	0	173	0
Bus Shelter Grant	0	2036	0
Refund and Tree work payment	0	655	0
Events	0	90	0
Bank Interest	10	10	10
Grapevine Paid Adverts & History Book Sales	2000	3900	3500
<b>LESS INCOME TOTAL</b>	<b>2010</b>	<b>6864</b>	<b>3510</b>
<b>TOTAL</b>	<b>18,590</b>	<b>19,316</b>	<b>26,240</b>
	<b>ESTIMATE 2016/2017</b>	<b>PROBABLE 2016/2017</b>	<b>ESTIMATE 2017/2018</b>

	Balance brought forward from 2015/2016	6,925.63
	4,661.68 Reserve	
	1,535.52 Current	
	728.43 Project	
	Rate Precept 2016/2017	21,628.00
	<b>TOTAL INCOME</b>	<b>28,553.63</b>
<b>LESS</b>	Expenditure (probable) in 2016/2017	19,316.00
	Balance carried forward to 2017/2018	9,237.60
<b>LESS</b>	Expenditure (estimate) for 2017/2018	26,240.00
	Balance to be met by Rate Precept 2017/2018	<b>DR. 17,002.40</b>

			<b>2016/17</b>	<b>2017/18</b>
a		Total Resource Requirement	21,628.00	26,240.00
b		Grant from Dover District Council	422.41	245.88
c	= a - b	<b>Town / Parish Precept Required</b>	<b>21,205.59</b>	<b>25,994.12</b>
d		Tax Base	617.71	626.51
e	= c ÷ d	Band D Council Tax Charge	34.33	41.49
		Percentage Council Tax Increase	19.99%	20.85%