

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21st FEBRUARY 2017

Present:

Cllrs; Greening, Holliday, Leppard, Norris, Pilcher, Stone and Tutt. Together with County Councillor Geoff Lymer, District Councillor Frederick Scales and Andrew Hawkins (Community Warden).
 Approximately 15 members of public.

1. **APOLOGIES** – Cllr: Shaw.
2. **DECLARATION OF PERSONAL INTERESTS** – Cllrs: Leppard and Stone on item 7c.
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
 - Thanks expressed with removing broken down tree on pathway in Clarence Road.
 - Request for cats eyes to be installed on New Dover Road (B2011), especially in view of fog conditions experienced in the vicinity. *Action: Clerk to report to Kent Highways, including the cat's eyes from Courtwood Roundabout still requiring maintenance.*
 - Request to consider disabled access on Old Dover Road (between Alexandra and Avondale Road) to bench area on clifftop. *Action: Clerk to make enquiries on land ownership.*
4. **MINUTES OF THE MEETING HELD ON 15th NOVEMBER 2016**
 The Minutes of the meeting held on 17th January 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Greening, seconded by Cllr. Tutt.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)
 - i) **B2011 – making a safer road and relocation 40mph and Old Dover Road - 20mph signs.**
 Issues still with Kent Highways departments not agreeing arrangements for a meeting to discuss how the £20k from Developers will be used. *Action: To request County Councillor Lymer to endeavour to arrange meeting at Highway Offices with Development Team, Cllrs: Scales, Pilcher and Tutt. Suggestion, if not forthcoming, to possibly contact MPs for Dover and Shepway, Police Chief Constable and Police Commissioner.*
 - ii) **Speed-Watch Scheme including Equipment Storage**
 11 Volunteers registered and trained to date. More volunteers required. Cupboard purchased to house equipment in Old Post Office room. *Action: Insert to be placed in Grapevine.*
 Due to overpayment on Clever SID equipment, a credit note had been received from supplier, (C A Traffic Ltd) of £120.
 - b) **Bus Shelter Helena Road**
 Kent County Council grant had been declined. *Action: To re-apply in new financial year, if funding made available. Application to partnership scheme is being reconstructed.*
 - c) **Commemorative Bench**
 Grant from County Member's Fund agreed. *Action: Clerk will order bench when confirmation received from family on plaque inscription.*
 - d) **Waste Bins on New Dover Road (B2011)**
Action: Cllr: Greening to establish sites for installation. Possible end of Alexandra Road and corner of Clarence Road. Confirmation to be agreed by Councillors.
 - e) **Donations to Organisations**
 Members were presented with details of organisations and amounts. Councillors requested more information and objectives before deciding. *Action: Clerk to contact applicants to ascertain further data.*
 - f) **Other**
Vacancy for Co-option. Closing date prior to April meeting, i.e. 10th April for inclusion on agenda.

Signed Chairman

Date 21st March 2017

6. **PLANNING**

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

i) **Receive response from: Jarvis Homes and Dover District Council.**

This was circulated with agenda and accepted. Councillors made enquiry on what % of Bridleway enhancement will be done to Development stages.

ii) **Decide and Respond on Street Name etc.**

Councillors decided the name should be in keeping with the royalty theme of the village and would suggest to Jarvis Homes, for choice; 1) Charles Close, 2) William Close, or 3) George Close.

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

Working Party response notes (attached), received by Councillors and discussed regarding concerns raised on Public Comments made on Dover Council website. These were noted and commented on, that the Parish Council had made Dover District Council aware of concerns.

c) **Proposed Development 107 – 127 Capel Street**

Working Party Notes received on this development. Cllr: Pilcher made reference to the Land Allocation Local Plan and Neighbour Planning, then Clerk read out response (attached). This was proposed by Cllr: Leppard, seconded by Cllr: Greening and duly agreed by all. *Action: To be made public following meeting.*

Members of Public present requested further address to the members.

A resolution was put forward on this, proposed by Cllr: Holiday, seconded by Cllr: Leppard and duly agreed by all.

Comments expressed by Public:

Vivien Hale: Up-to-date Bat Protection Survey required. Cllr: Scales reported an Independent Assessor for an Ecological, in depth survey, may be commissioned before Outline Permission goes to decision. If Action Group required their own survey, this would be at discretion of a Planning Inspector.

Aston Mannerings: Design and appearance indicative layout and design would be harder to change in future if agreed.

Suzy Apps: Highway Agency and access to site – public comments must be taken into account and suggested an Independent Assessment.

District Councillor Frederick Scales: As Chairman of Dover District Council Planning Committee, any “Pre-determined discussions”, may be more beneficial to the Ward from within the Committee. As yet, he had not made a judgement on this site.

d) **Proposed Development Land junction Winehouse Lane and Capel Street**

This development had been refused previously, but had now been redesigned and an application submitted. The Architects had taken pre-application advice from Dover District Council Case Officer. *Action: When amended plans are available, Councillors will make a decision and publish.*

e) **Other**

Applications waiting decision by Parish Council

18 Capel Street, Capel-le-Ferne, CT18 7LZ. Refs: 17/00090, Erection of a detached dwelling (existing annex to be demolished).

Applications decided by Parish Council and waiting Dover District 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). *Action: Capel-le-Ferne Parish Council have no objection to this application and support the Variation of Condition 2 of the planning permission.*

'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. *Action: Capel-le-Ferne Parish Council oppose the building in its current format. The proposed build design is not sympathetic with the beauty of the surrounding landscape and there are concerns on the height, with its greatest visual impact on this sensitive landscape, being seen when viewed from East or West, making it out of keeping with the surrounding area. Although the proposed site is a parcel of land part derelict and the build is making use of redundant land, concerns are expressed on the special and sensitive nature of the site setting, as it is in the Heritage Coastal area. It is immediately above a SSSI (Site of Special Scientific Interest) and construction work could cause a disturbance. There are no benefits to the village or neighbouring houses which would result from this development. The greatest potential effect will be on the visual amenity of walkers on the South Downs Way, which is a very popular tourist route. The 'private road' is in fact a public right of way ER245, which is regularly used by walkers and passes through the build, which may be a deterrent to some walkers.*

Signed Chairman

Date 21st March 2017

7. **DELEGATES REPORTS**

a) **Neighbourhood Watch**

- Chapel Cares has several volunteers, now waiting for DBS checks to be confirmed by Church.
- Flag pole concrete base outside St Radigund's Church constantly being disturbed prior to installation.

b) **Play equipment**

- Poles from broken and faded sign removed on playing field.
- Overgrown vegetation around MUGA court removed.
- Broken tree on BMX Trail removed.
- Suggested, lines on MUGA court need reinstating. *Action: Clerk to investigate quotes.*
- Waiting quote for refurbishment of football goal posts.

c) **Village Hall Management Committee**

- Report (attached) received. No questions.
- Work on extension to commence 25th July, when use of Old Post Office Room will not be available.
- Management Committee had suggested Councillors' consideration to "sole use" of Old Post Office Room. This was proposed by Cllr: Greening, seconded by Cllr: Norris and duly agreed by all, subject to terms and conditions. *Action: Clerk to contact Management Committee to confirm and ascertain terms.*
- Removal of safe in Post Office room, waiting visit from Locksmiths.
- Costs of installing WiFi via BT was circulated. Agreed a good idea in principle. *Action: Cllr: Greening to make further investigation of other suppliers and systems for comparison.*

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

- Request made to Kent Highways to replace chevrons at Courtwood Roundabout.
- Work commenced on mains water pipe renewals by Affinity Water. Traffic Management and road closures inevitable. *Action: Letters from contractors will be posted through doors on when.*
- Cracks on New Dover Road (B2011) noted on how wider they were becoming, with a large one noted Old Dover Road/New Dover Road junction which could develop into a sink hole. *Action: Cllr: Tutt to report again to Kent Highways.*

e) **Public Rights of Way**

ER236 Footpath along the clifftop impassable in places and requires cut back. *Action: Reported to Kent Public Rights of Way.*

f) **Training/workshops/seminars**

All courses north of Kent.

Cllr: Pilcher attending KALC/KFAS Information Event – delivering effective partnership working in Kent's Communities on 28 February 2017.

g) **District Councillor Scales reported:**

- 2020 Open Golf at Sandwich.
- Lidl Store at Whitfield.
- Progression on St James's development in Dover Investment Zone.
- Devolution position, Councils moving forward. (Dover, Shepway, Canterbury and Thanet).
- Regarding comments on Quinn Estates proposed development, Planning Committee replies received noted.

County Councillor Lymer reported:

- HGV Parks – small sites around Kent now being considered. These could operate around the M25 corridor, with a possible system for lorries to book in and then called forward to ferry.
- Asylum seeking children has seen a massive drop in numbers. Hopefully, Government funding will be made to refund money spent in Kent. It has been noted, however, that there are further congregations in Calais. Unaccompanied minors of varying ages, due to Human Rights, Kent hands tied.
- Kent Highways blitz on potholes in areas. Dover Hill a cause for concern with numerous holes, that are filled and then wash away, due to experimental substance being used.

h) **Other** - None.

Signed Chairman

Date 21st March 2017

8. CORRESPONDENCE

Other items received:

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

1. The Rural Kent Coffee and Information Project. *Action: Agreed in principle. Clerk to reply with details of contacts for Village Hall and St Radigund's Church, as car park will be required.*
2. Help Keep Kent Clean – Heroes Wanted Posters and Letter.
3. Kent, Surrey, Sussex, Air Ambulance seeking grant funding. *Action: To be added to Organisations requiring Donations item on Agenda.*
4. Idverde – Landscape Maintenance Services introduction letter and leaflet.
5. Royal British Legion Special Events Booklet 2017.
6. Broxap litter and recycling brochure.
7. Glasdon village furniture brochure.
8. Norris & Fisher Insurance Broker Ltd introduction letter and leaflet.
9. Furniture at Work catalogue.

9. GROUND MAINTENANCE CONTRACT FOR 2017

Quotations received:

Countrywide Grounds Maintenance	£3,100.00 + VAT
G.D.B Landscaping and Groundworks	£29,859.20 + VAT
Harmer and Sons Ground Maintenance Limited	£3,240.00 + VAT
Landscape Services	£4,240.00 + VAT

Proposed by Cllr: Stone, seconded by Cllr: Norris and duly agreed by all, to accept Harmers and Sons quotation.

10. FINAL BUDGET 2017 - 2018

Received (attached) and duly agreed by all present.

11. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

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

To Whom	Particulars of Payment	TOTAL EXPENSE	TOTAL RECEIPT	Cheque BACS DD/SO	BANK A/C	Date	Statement No:	Reconciliation
Brought Forward			13,114.18					
History Book	6 x Books sold		30.00	CASH				
Tony Wells	Adverts		60.00	BACS				
Stephen Huxtable	Adverts		220.00	BACS				
Action for Rural Community	Reimbursed Expenses		205.35	BACS				
Jason Taylor	Adverts		40.00	BACS				
Nat West	Interest		0.12	DD				
C A Traffic Limited	Refund overcharged		120.00	Cheque				
Thomas & Partners	Advert		40.00	BACS				
Caroline Perry	Adverts		26.00	Cheque				
StreetZ2StreetZ	Advert		18.00	SO				
Village Hall	Rent for PO Room Jan-Jun	30.00		Cheque				
Village Hall	Rent for meetings Jan-Jun	207.00		Cheque				
Information Commissioner	Data Protection Registration	35.00		Cheque				
Dover District Council	Grapevine Printing	382.92		BACS				
Viking	Cartridges and clipboards	77.80		BACS	Cash			23.28
Furniture at Work	Cupboard Speedwatch	324.00		BACS	Reserve	29.11.16	220	11,796.08
Harmer Landscapes	Remove tree and MUGA surround tidy	144.00						
Mr D Reed	Litter Clearance	79.16		BACS	Current	01.12.16	752	1,149.86
Mrs M Leppard	Salary	317.16		BACS	Project	29.01.16	20	728.43
Mrs M Leppard	Tel/Broadband x 2	22.20		BACS				13,697.65
		1619.24	13,873.65			Less	Un-Reconciled	1,443.24

Signed Chairman

Date 21st March 2017

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12. MATTERS CONCERNING THE PARISH

a) **Councillors' comments**

- The useful document on flooding in Capel Street that was circulated was noted, which may be useful for future development responses.
- Thanks expressed to Chairman for managing the meeting this evening.
- Parking on grass verges a cause for concern, especially with daffodils now blooming. *Action: Insert to be placed in Grapevine Newsletter requesting no parking.*
- Concerns raised on amount of commercial advertising on fencing in layby on New Dover Road, B2011. *Action: Clerk to make further enquiries on Legislation with Dover District Council*

b) **Approve resolution to discuss any confidential issues in agenda item 14** – None.

13. DATE OF NEXT MEETING - Tuesday, 21st March 2017.
(Apologies received from Cllrs: Greening and Stone).

14. CONFIDENTIAL ITEMS – None.

Signed Chairman
Date 21st March 2017