

CAPEL-LE-FERNE PARISH COUNCIL

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 16th FEBRUARY 2016, 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*)
4. To APPROVE Minutes of the meeting held on 19th January 2016 (*draft attached*)
5. To DISCUSS matters arising from minutes not covered elsewhere on agenda
 - a) *Bus Shelter outside Battle of Britain Memorial Trust*
 - b) *Quinn Estates - Land North of New Dover Road (B2011)*
 - c) *Resilience Planning – Preparing for Emergencies*
 - d) *Councillor Vacancy*
6. To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda
 - a) *Neighbourhood Watch (Community Warden/PCSO/Cllr: Shaw)*
 - b) *Play Equipment Status (Cllr: Pilcher)*
 - c) *Village Hall Management Committee (Cllr: Stone)*
 - d) *Highways (Cllr: Tutt)*
 - e) *Public Rights of Way (Cllr: Hale)*
 - f) *Annual Playing Field Event Updates - 2015 and 2016 (Events Working Party)*
 - g) *Training/Workshops/Seminars*
 - h) *District Councillor Scales and/or County Councillor Geoff Lymer*
 - i) *Other*
7. To RECEIVE and DISCUSS Correspondence
8. To DISCUSS Grounds Maintenance Contract for 2016
9. To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
10. To RECEIVE and DISCUSS Planning Applications
 - a) *Proposed Development Land South of New Dover Road (B2011)*
 - b) *Proposed Development Land junction Winehouse Lane and Capel Street*
 - c) *Other*
11. To RECEIVE and DISCUSS any other business concerning the Parish
 - a) *Councillors' comments*
 - b) *Approve any resolutions for discussion in confidential items in agenda item 13*
12. To CONFIRM date of next meeting - (*Tuesday, 15th March 2016*)
13. To RECEIVE and DISCUSS confidential items

LIST OF ITEMS - (UNRESOLVED)

1. Traffic management prioritised projects;
 - a) *Capel Street traffic calming & 20mph speed limit - (Waiting Kent County Council feasibility)*
 - b) *Speeding B2011 (Speedwatch Scheme Deferred due to lack of volunteers)*
 - c) *A20 Traffic Assessment Phase - (Waiting Highways England 6 months decision)*
2. *ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)*
3. *Stagecoach Bus Service Routes and Shelters - (Cllr: Scales)*
4. *Planning: Satmar - (Waiting DDC Enforcement Officer input)*
5. *Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)*
6. *Footpaths South and North New Dover Road - (Waiting Kent Highways)*

Signed  (Parish Clerk). 09 February 2016

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th JANUARY 2016

Present: Cllrs Pilcher, Greening, Hale, Leppard, Norris, Shaw, Stone, Tutt, together with County Councillors Geoff Lymer.

1. **APOLOGIES** District Councillor Frederick Scales.
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **PUBLIC ADDRESS TO COUNCILLORS and FEEDBACK FROM COUNCILLOR SURGERY**
 - a) B2011 speeding and 20mph assessment for Capel Street: *Action: on-going.*
 - b) Potholes/subsidence on Old Dover Road. *Action: reported to Kent Highways.*
 - c) Drainage/flooding issues in Capel Street. *Action: reported to Kent Highways for drain clearance and for information about flooding Contact Floodline - Telephone: 0345 988 1188 24-hour service, to be mentioned in Grapevine Newsletter.*
4. **MINUTES OF THE MEETING HELD ON 15th DECEMBER 2015**
 The Minutes of the meeting held on 15th December were approved and signed by the Chairman Cllr Keith Pilcher, proposed by Gemma Greening, seconded by Brian Tutt.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) Bus shelter at the Battle of Britain site.
 Stagecoach had informed KCC the shelter had been positioned incorrectly. Highway Steward has been asked to check this. Cost of relocation from Supplier was £750. *Action: To be investigate further.*
 - b) Councillor Vacancy – Action: to be advertised in February Grapevine
6. **DELEGATES REPORTS**
 - a) Neighbourhood Watch
 - Village Meeting to be arranged for April 16th, 2pm – 4pm.
 - Vehicles parking on pavement in Avondale and Helena Road referred to PCSO and Community Warden.
 - b) Play equipment
 - Repairs to the gym equipment have been completed.
 - Swing chains to be replaced. *Action: Quotes being obtained from Ashley Engineering and Wickstead.*
 - Discussion about potential maintenance costs for replacing equipment in the future, with a specific contingency fund needs to be built up and a decision needs to be taken before the next precept is set.
 - c) Village Hall Management Committee
 Management of Farmers Market to be organised by Village Hall. Help requested especially anyone with computer skills with Farmers Market Facebook page.
 - d) Highways
 - Replacement yellow lines and road junction markings requested for spring/summer – when weather conditions are suitable.
 - Flooding outside 42 and 142 Capel Street reported to Kent Highways. Rubbish in farmers field not helping drainage. *Action: Letter requested by Cllr: Norris to be sent to drainage department and copies sent to residents concerned. Flood line telephone number to be oriented in Grapevine.*
 - e) Public Rights of Way
 Further funding grant applied for tarmac of surface in Green Lane.
 Highpoint marker missing. *Action: reported to KCC Public Rights of Way.*
 - f) Annual Playing Field Event
 Playing Field event booked for 23rd July – if you are able to help on day please contact Jayne Stone.
Action: Sub-committee meeting to be arranged. Gazebos required. Spud Hut and Cream Tea units being considered.
 - g) Training/workshops/seminars
 Induction workshop available – no one available to attend.

- h) County Councillor Lymer reported on the following:
- KCC On-line chat now available for foster carers.
 - Mobile Library Services cuts. Consultation to be public.
 - Lorry Park consultation. Consideration on permanent or Operation Stack use and concerns expressed in surface to be used.
 - Courtwood Roundabout; Illegal parking – Kent Police now taking action. Pass on registration numbers to Cllr Geoffrey Lymer, Kent County Councillor, Dover West Ward, Email: Geoff.Lymer@kent.gov.uk who will follow up.
 - Earth bunds on roadside at Courtwood Roundabout being installed within next few weeks by Kent Highways to hopefully stop parking.
 - Clearance of litter on A20 is an issue and reported to Dover District Council – clearance will require lane closure for Health & Safety purposes.
- i) Other - None

7. CORRESPONDENCE

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

1. The Lord Lieutenant of Kent invitation to Civic Service at Maidstone (*passed to Cllr: Pilcher*)
2. Royal Mail acknowledgement email on collection boxes
3. Kent Police NHW letter and Data holding form (*completed*)
4. Royal British Legion 2016 Calendar
5. Barge Play Services Brochure and introduction letter
6. Clerks & Councils Direct magazine

8. Draft Budget and Agree Final Precept 2016/2017

Draft Budget discussed and Parish Precept 2016/2017 set at £21,628. An increase of £5.72 (20%).

Proposed by Cllr: Stone and seconded by Cllr: Hale and all agreed.

- a) Review and confirm Grapevine advert charges 2016/2017
Increases of charges agreed of; £1 (Size 9cm x 3.5cm), £2 (Size 9cm x 7cm) and £3 (Size 9cm x 13cm).
- b) Review and confirm salaries 2016/2017
Increases of salaries agreed of: £25 per annum for Litter Clearer and £200 per annum for Parish Clerk.

9. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

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

[illegible]

10. **PLANNING****Applications waiting decision by Dover District Council**

Development of Land South of New Dover Road;

Discussions continue between the developers and DDC planning department. When date known of Planning Committee meeting, residents to be notified.

Applications being considered by Parish Council

Hollingsbury Farm Development, junction of Capel Street/Winehouse Lane.

Application submitted to Dover District Council and comments sent from Parish Council indicating concerns on height and privacy to surrounding properties and the existing street scene policy requirement.

Other

6a Clarence Road, Capel-le-Ferne, - Erection of a 1.8metre high fence to front boundary

Comments passed on the fencing installed being very appealing.

Site Area of Outstanding Beauty and agricultural land North of New Dover Road to Capel Street;

It was reported an approach had been made to the Parish Council by Quinn Estates to discuss a development of 150 houses, plus doctors and dental surgeries and a new access road to the local primary school. The houses would include affordable houses and housing dedicated to Capel residents and their families. Initial drawings were available for viewing. Parish Councillors' discussions and decision made at their meeting Tuesday, 19th January 2016; that a response to Quinn Estates' meeting request be sent. Firstly, to thank them for getting in touch regarding development in Capel-le-Ferne, and secondly, that the Parish Councillors did not support their proposals, as the site is classified as an Area of Outstanding Natural Beauty and Agricultural Land.

Neighbourhood Plan

Councillors decided to investigate further compiling a document for the future. *Action: Worth Parish Council to be contacted for advice and experiences on their recent adopted Plan.*

11. **MATTERS CONCERNING THE PARISH**a) **Councillors' comments**

- i. Queen's 90th Birthday celebrations – *Action Cllr: Pilcher to make enquiries at Battle of Britain site on their plans and offer Parish Council support.*
- ii. Cllr: Stone submitted report on Annual Meeting attended, drawing attention to Resilience Planning for Capel-le-Ferne, in case of any emergencies, prior to services arriving and Dover District Council service "keep me posted". *Action: To be discussed at next meeting.*
- iii. Litter reported junction of Winehouse/Satmar Lane in ditches. *Action: To be reported to Dover District Council.*
- iv. Request to Cllr: Scales on update of 20mph assessment by Kent County Council. *Action: Clerk to enquire.*
- v. Cllr: Tutt reminded meeting of forthcoming road works in Dover.

b) **Approved resolution to discuss any confidential issues in agenda item 13 – Noneff.**12. **DATE OF NEXT MEETING**

Tuesday 16th February 2016 (*Apologies received from Cllr: Stone*).

13. **CONFIDENTIAL ITEMS**

None.