

# 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, 19<sup>th</sup> MARCH 2019, AT 7.30PM**  
**AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE**  
**AGENDA**

1.	To RECEIVE Apologies for absence
2.	To RECEIVE any Public Address to Councillors & Surgery Feedback ( <i>10-15 minutes</i> )
3.	To APPROVE Minutes of the meeting held on 19 <sup>th</sup> February 2019 ( <i>Draft Attached</i> )
4.	To DECLARE any personal interests in items on Agenda
5.	To DISCUSS matters arising from minutes or not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) <i>Traffic Management</i> <ul style="list-style-type: none"> <li>▪ <i>Kent Highways Roundels</i></li> </ul> </li> <li>b) <i>Village Questionnaire and Village Status</i></li> <li>c) <i>Roadside Planters</i></li> <li>d) <i>Council Vacancy</i></li> <li>e) <i>Other</i></li> </ul>
6.	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> <li>a) <i>Site At Western Heights &amp; Farthingloe, Dover,</i></li> <li>b) <i>Land to side and rear of the Royal Oak, New Dover Road</i></li> <li>c) <i>Land at New Dover Road and Winehouse Lane</i></li> <li>d) <i>Tumble Tye Farm, Hockley Sole Lane</i></li> <li>e) <i>Swinge Hill Cottage, Hurst Lane</i></li> <li>f) <i>Longview, Old Dover Road</i></li> <li>g) <i>Other</i></li> </ul>
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <ul style="list-style-type: none"> <li>a) <i>Neighbourhood Watch</i></li> <li>b) <i>Play Equipment Status (Report attached)</i></li> <li>c) <i>Highways</i></li> <li>d) <i>Public Rights of Way</i></li> <li>e) <i>Speed Watch</i></li> <li>f) <i>Capel Cares</i></li> <li>g) <i>Grapevine Newsletter</i></li> <li>h) <i>Village Hall</i></li> <li>i) <i>Training/Workshops/Seminars</i></li> <li>j) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i></li> <li>k) <i>Other</i></li> </ul>
8.	To RECEIVE and DISCUSS Correspondence
9.	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
10.	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> <li>a) <i>Councillors' comments</i></li> <li>b) <i>Approve any resolutions for discussion in confidential items in agenda item 12</i> <ul style="list-style-type: none"> <li>• <i>Council Vacancy Nomination</i></li> </ul> </li> </ul>
11.	To CONFIRM date of next meeting - (ANNUAL PARISH MEETING - Tuesday, 16 <sup>th</sup> April 2019)
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 11b <ul style="list-style-type: none"> <li>• <i>Council Vacancy Nominated Candidate</i></li> </ul>

**LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED**

1. New Waste Bins, New Dover Road (*Dover District Council*)
2. ER252 Bridleway surface to school rear gate for scooters etc. - (*Deferred to a later date*)
3. Footpaths South and North New Dover Road - (*Kent Highways deferred to a later date*)
4. Public Spaces Protection Order 2018 – Dogs on Leads (*Cllr. Scales and DDC*)
5. Training and Development Policy
6. Data Protection Policy
7. New Play Equipment – Expression Swing - (*Deferred to a later date*)

Signed .....  (Parish Clerk).  
 12 March 2019

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 19<sup>th</sup> FEBRUARY 2019**

**Present:**

Cllrs; Greening, Holliday, Lake, Leppard, Norris, Pilcher, Shaw and Tutt together with and District Councillor Frederick Scales and County Councillor Geoff Lymer.

1. **APOLOGIES** – Community Warden Andrew Hawkins.

**PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - (*Items raised are discussed by Councillors under related entries on Agenda*).

- Request to change Village Status from Local Centre back to a Village, due to lack of amenities now. *Action/Resolution: Dover District Council working towards the new Local Plan, anticipated to be out for consultation in July 2019. As per evidence received from recent questionnaire, indication is residents wished this. Cllrs: Norris and Pilcher would be meeting with Dover District Council Officer to discuss further.*
- Bridleway ER252 works. Concerns raised on cut back of trees/vegetation and the outcome to the local wildlife. Also concerns raised on surface type to be used. *Action/Resolution: Agenda item 7d.*

2. **MINUTES OF THE MEETING HELD ON 15<sup>th</sup> JANUARY 2019**

The Minutes of the meeting held on 15<sup>th</sup> January 2019 were approved and signed by the Chairman, Cllr. Keith Pilcher, proposed by Cllr: Holliday, seconded by Cllr: Lake.

3. **DECLARATION OF PERSONAL INTERESTS** – None.

4. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

a) **Traffic Management**

Quotation received from Kent Highways to include red surface areas at junctions. *Action/Resolution: It was agreed by all, these were too expensive and could not be justified. White Speed Zone Roundels only will be carried out as previously agreed. Meeting to be arranged to discuss position of those to be installed in Old Dover Road and New Dover Road, as with those in Capel Street.*

b) **Village Questionnaire**

Questionnaire now ready for printing. *Action/Resolution: Copyright approval to be sought from Aero Legends for photo on front cover. Cllr: Lake and Pilcher to meet Dover District Council printer to investigate cost and discuss type of document. Delivery to be arranged when printed.*

c) **Bus Shelter outside Battle of Britain Memorial Site**

*Action/Resolution: New panels now installed satisfactorily.*

d) **Roadside Planters**

Quotation received to paint gates behind planters. *Action/Resolution: This was agreed by all.*

e) **Vacancy** – Two candidates indicated inclination to fill vacancy. *Action/Resolution: As Candidates were not at meeting, it was agreed to invite them both to attend next meeting (March).*

f) **Other**

Elections of all Councillors due this year on 2<sup>nd</sup> May. *Action/Resolution: Cllr. Pilcher would be attending Prospective Candidates Event on 4<sup>th</sup> March. Councillors wishing to re-stand for election, should collect or have posted their nominations pack from Dover District Council Election Team.*

5. **PLANNING**

**Pending Applications**

**Applications: Appeals received by Dover District Council – waiting Government Inspector decision.**

Proposal: Siting of static caravan for permanent residential use, formation of parking  
Location: Land to side and rear of the Royal Oak, New Dover Road, Capel-le-Ferne, CT18 7HY  
Planning Inspectorate Ref: APP/X2220/W/18/3202263

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

None

Signed ..... Chairman  
Date ..... 19<sup>th</sup> March 2019

**Applications: waiting Dover District Council Decision**

- Amended Layout - 18/00819 | Change of use of land to site 26 no. holiday caravans and associated landscaping and access | Land at New Dover Road and Winehouse Lane, Capel-le-Ferne, Folkestone. *Action/Resolution: If approved by Planning Officer, Cllr. Scales had requested this goes to DDC Planning Committee*
- 18/01302 | Erection of an agricultural building (Phase 2) for the use of milking facilities, erection of a slit trap/retention pond, formation of hardstanding and vehicle access | Tumble Tye Farm, Hockley Sole Lane, Capel-le-Ferne, CT18 7EU
- 18/01303 | Erection of an agricultural building for the use as a calf house, erection of a slit trap/retention pond, formation of hardstanding and vehicle access | Tumble Tye Farm, Hockley Sole Lane, Capel-le-Ferne, CT18 7EU
- 18/01309 | Erection of an agricultural building (Phase 1) for the use of milking facilities, erection of a slit trap/retention pond, formation of hardstanding and vehicle access | Tumble Tye Farm, Hockley Sole Lane, Capel-le-Ferne, CT18 7EU
- 18/01324 | Change of use and conversion of existing outbuilding to dwelling house, erection of a front extension, new flue to east roof slope, bin store, insertion of roof lights, new windows and doors, 1.8m timber boundary fence with associated parking and vehicular access (existing porch to be demolished) | Swinge Hill Cottage, Hurst Lane, Capel-le-Ferne, CT18 7EZ
- 19/00041 | Erection of a single dwelling house, creation of parking and associated landscaping | 'The Longview', Land to South of Old Dover Road, Capel-le-Ferne, CT18 7HL

**Applications: waiting Parish Council Decision**

12/00440 | Outline application (with all matters reserved except access) for the construction of: 1. Up to 521 residential units (Use Class C3) 2. Up to 9,335sqm 90 apartment retirement village (Use Class C2); 3. Up to 730sqm health facility (Use Class D2); together with associated landscaping and ancillary infrastructure and works at Great Farthingloe Farm, Dover; and (with all matters reserved) for: 4. Construction of up to 31 residential units (Use Class C3); and 5. Construction of up to 7,400sqm 130 bed hotel & 150 person conference centre (Use Class C1); together with ancillary infrastructure and works at land at Western Heights, Dover; and 6. Provision of a pedestrian access network to facilitate enhanced recreation access together with associated landscaping and works on land at Great Farthingloe Farm and Western Heights, Dover; and Full application for the conversion of: 1. Thatched barn to pub/restaurant (Use Class A4/A3); 2. Stable block to retail shop (Use Class A1/A2); and 3. Farmhouse to bed & breakfast use (Use Class C1); together with associated landscaping and ancillary infrastructure and works at Great Farthingloe Farm, Dover; and 4. Victoria Hall to provide 9 residential units (Use Class C3); and 5. Drop Redoubt to a Museum/Visitor Centre (Use Class D1) together with associated landscaping and ancillary infrastructure and works at land at Western Heights, Dover. | Site at Western Heights & Farthingloe, Dover

**7. DELEGATES' REPORTS**

**a) Neighbourhood Watch**

- Further Graffiti on Skate-Park equipment not yet cleaned. *Action/Resolution: To chase Dover District Council for cleaning.*
- Concerns expressed on the reinstatement of Old Dover Road following Affinity Water works. *Action/Resolution: Clerk to report to Kent Highways.*
- Request to ask Kent Highways to tidy Courtwood Roundabout. *Action/Resolution: Clerk to report to Kent Highways.*

**b) Play equipment**

- Quotation received from Wicksteed to repair Zip-wire and also, to refurbish MUGA goals and posts showing signs of corrosion. *Action/Resolution: Agreed by all to accept.*

**c) Highways**

- No problems reported in snow conditions recently.
- Concerns were expressed on incorrect signage displayed bottom of Dover Hill during recent closure of Roundhill Tunnels resulting in HGVs through village.
- Cllr. Tutt attending Parish/Highways meeting.

**d) Public Rights of Way**

Signed ..... Chairman  
Date ..... 19<sup>th</sup> March 2019



3 of 5

- ER252 (New Dover Road to Capel Street), works to be carried out are part of Planning Application for Jarvis Homes and the Unilateral Undertaking to pay for improvements for the Community. Cllr. Lake had been in communication with the PROW Officer. *Action/Resolution: Message from David Fleck, KCC PROW Officer - The works on Bridleway ER252 have been postponed while Kent PROW obtain an ecological survey on the area. The British Horse Society has been involved in discussions on this project and the substrate will be modified in accord with their recommendations for path surfacing where possible. The trees and vegetation due to be removed will be subject to the ecological survey and widths varied accordingly. These works are to benefit all users of this Bridleway which are not exclusively for Horse riders and include wheelchair users, cyclists and children attending the local school.*
- ER218 (Poulton Farm/Cottages) – Letter received on Magistrates date regarding closure.
- e) **Speed Watch**
  - Sessions restarted. *Action/Resolution: Results to continue to be published in Grapevine for information.*
- f) **Capel Cares**

Volunteers continue to assist several residents. *Action/Resolution: Clerk to investigate quotes for items for the organisation that may be useful.*
- g) **Grapevine Newsletter**
  - Delivery of results of questionnaire document to be discussed further with volunteers.
- h) **Village Hall Management Committee**
  - Community Day date confirmed as 20<sup>th</sup> July.
  - Agreement received from Management Committee to pay £6 per session for use of storage room (Old Post Office Room) for surgeries held by Parish Council, Community Warden and PCSO as necessary on Farmers' Market days.
- i) **Training/workshops/seminars**
  - Neighbourhood Planning meeting attended 2<sup>nd</sup> February. *Action/Resolution: Cllrs: Pilcher reported it was a good informative meeting.*
  - Town and Parish Meeting 25<sup>th</sup> February. *Action/Resolution: Cllr. Tutt attending.*
  - Others: The Lord Lieutenant's Civic Service 2019 Invitation. *Action/Resolution: Passed to Cllr. Pilcher.*
- j) **District Councillor Frederick Scales**
  - Budget due to be set.
  - New Leisure Centre opening Monday, 25<sup>th</sup> February. Project completed on time and in Budget. Old site in Townwall Street, will be developed.
  - Restoration reported at Kearsney Abbey/Russell Gardens with new footbridge, footways and terraces.
  - Successful conviction of fly-tipping reported.
  - Senior Labour member of cabinet resigned.
- County Councillor Geoff Lymer**
  - A reorganisation of stroke services across Kent has been given the go ahead following a five year review. The County's six acute stroke units are to be replaced with three specialist hyper-acute stroke units, following a decision by the Joint Committee of Clinical Commissioning Groups.
  - KCC has approved a council tax increase of 4.99% for the 2019/20 budget. This increase is needed to help meet a shortfall of more than £80 million, caused by the high demand on front line services, such as adult social care, special educational needs children, public health, however, this does not include Kent Highways whose annual budget is a meagre £3 million.
  - KCC has reviewed the Young Persons Travel Pass and whilst I must stress this is a privilege and not a right, for few other Counties operate such a scheme now. However, KCC is mindful this is of immense benefit to those on low incomes and to acknowledge this, KCC has decided to instigate a payment plan by instalments, rather than expect a one off payment.
  - Central Government has commissioned a review on the planning application appeals. It found the average time for appeals took 47 weeks. The Government is committed reducing this period to 26 weeks. The Committee secretary James Brokenshire stated speeding up decisions could help the government realise its target of 300 thousand homes a year by the mid-2020s.
- k) **Other** - None.

Signed ..... Chairman  
 Date ..... 19<sup>th</sup> March 2019

**8. GROUNDS MAINTENANCE 2019**

Six contractors invited to supply quotation. *Action/Resolution: Due to only one reply, Harmer and Sons was accepted and agreed by all.*

**9. CORRESPONDENCE**

**Other items received:** - List of email items received attached and/or previously forwarded.

1. Don Bunting – Roundhill Tunnel Closure Diversion Signage
2. Karl Jeffrey – Hedgehog warning signs
3. DDC – Dover Green Infrastructure Survey
4. Glasdon leaflets – Village Furniture
5. Memorial Service – Colin Blake
6. Viking Brochures – Facilities essentials, Smart Choice Brands, February Sale.
7. Furniture at Work Sale Brochure.
8. Folkestone & Hythe District Council – Core Strategy Review Submission Draft 2019

**10. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Greening, seconded by Cllr: Tutt and agreed by all present.

Signed by the Chairman, Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		BANK A/Cs	Statement No:	Reconciliation
<b>Brought Forward</b>					<b>30,758.70</b>				
Nat West	Interest	3.33			3.33	R			
Dover District Council	Graffiti Clean	33.29		33.29		R			
Various: Smart Cleaning, Fitting Creations, Absolute Security, Capel Groundworks, Capel Vehicle Services, Streetz2StreetZ, Capel Renovations, Huxtable	Adverts	687.00			687.00	R			
							<b>Cash/Chq in Hand</b>		<b>211.56</b>
Great Outdoor Gym Company	New Welcome Sign	50.00	10.00	60.00			<b>Reserve A/c</b>	<b>240</b>	<b>19,109.17</b>
Ashley Engineering	Renovations Bus Shelter	1900.00	380.00	2280.00			<b>Current</b>	<b>863</b>	<b>1,366.58</b>
Information Commissioner	Data Protection Fee	40.00		40.00			<b>Project</b>	<b>22</b>	<b>10,728.43</b>
Viking	Ink Cartridges	61.65	12.33	73.98					<b>31,415.74</b>
Staff	Salaries	479.76		479.76					
Staff Expenses	Broadband & Energy	18.00		18.00			<b>Less Un-Reconciled</b>		<b>2,951.74</b>
				2,985.03	31,449.03				
					<b>28,464.00</b>				<b>28,464.00</b>

<i>Project</i>	<i>10,728.43</i>
<i>Other</i>	<i>17,735.57</i>
<b>TOTAL</b>	<b>28,464.00</b>

Signed ..... Chairman  
Date ..... 19<sup>th</sup> March 2019

**11. MATTERS CONCERNING THE PARISH**

**a) Councillors' comments**

- Request to assist School in donating stationery items of pens, pencils, felt-pens, rulers, notebooks, paper, etc. More details will be circulated when a “dropping off” point can be organised.
- Capel-le-Ferne Village sign, end of Capel Street (North), to be chased.
- Details of Peter Woodsford’s funeral arrangements reported.

**b) Approve resolution to discuss any confidential issues in agenda item 13.**

None due to non-attendance of candidates.

**12. DATE OF NEXT MEETING – Tuesday, 19<sup>th</sup> March 2019 at 7.30pm.**

**13. CONFIDENTIAL ITEMS None due to non-attendance of candidates.**

Signed ..... Chairman  
Date ..... 19<sup>th</sup> March 2019

Recreational Facility Report						Date Inspected 12/03/19			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Petanque Court	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√
	Running Gear	x	√	√	N/A	√	N/A	N/A	√
	Zip Wire Seat	x	N/A	√	N/A	√	N/A	N/A	√
	Rubber Tyre Stops	√	N/A	√	N/A	√	N/A	N/A	√
	Ramps and Platforms	√	N/A	√	N/A	√	N/A	N/A	√
	Support Structures	√	N/A	√	N/A	√	N/A	N/A	√
	Groud Mats	√	N/A	√	√	√	√	√	√
	Petanque Court	N/A	N/A	N/A	√	√	N/A	√	√
Comments		Zip wire locked out of action awaiting repairs.							
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Surrounds	Youth Shelter	√	N/A	√	√	√	N/A	√	√
	Picnic Tables and Bench	√	N/A	√	√	√	N/A	√	√
	BMX Double Ramp	√	N/A	√	X	√	N/A	√	√
	BMX Duck Under Hurdle	√	N/A	√	N/A	√	N/A	√	√
	BMX Jump Ramp	√	N/A	√	√	√	N/A	√	√
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	√	√
	MUGA	X	N/A	√	√	√	√	√	√
	Petanque court	√	N/A	√	√	√	√	√	√
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√
	Defibrillator	Batteries installed			27/03/18	Check Unit	√	Check Pad Date	√
Comments		BMX DOUBLE RAMP Surface worn on double ramp but not serious. Some undergrown needs cutting back Corrosion at ground level on MUGA fence posts awaiting repair							
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate Park	Beatrice Rd end Ramp	√	√	√	x	√	√	√	√
	Centre Ramp	√	√	√	√	√	√	√	√
	Elizabeth Drive end Ramp	√	√	√	√	√	√	√	√
	Grind Rail	√	√	√	√	√	√	√	√
	Bench	√	√	√	√	√	√	√	√
	Perimeter Fence	√	N/A	√	N/A	√	√	√	√
Comments		Graffiti problems still exist on the Beatrice Road end ramp.							
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor Gym Equipment	Step Up & Senior Treadmill	√	√	√	√	√	√	√	√
	Pull Down & Shoulder Press	√	√	√	√	√	√	√	√
	The Bench	√	√	√	√	√	N/A	√	√
	Junior Recumbent Bike	√	√	√	√	√	N/A	√	√
	Senior Recumbent Bike	√	√	√	√	√	N/A	√	√
	Hand Bike	√	√	√	√	√	N/A	√	√
	Leg Press	√	√	√	√	√	√	√	√
	Junior Cross Trainer	√	√	√	√	√	N/A	√	√
	Senior Cross Trainer	√	√	√	√	√	N/A	√	√
	Senior Fitness Bike	√	√	√	√	√	√	√	√
	Junior Fitness Bike	√	√	√	√	√	√	√	√
	Chest Press	√	√	√	√	√	√	√	√
	Seated Row	√	√	√	√	√	√	√	√
	Leg Press & Oblique	√	√	√	√	√	√	√	√
	Welcome Sign	√	N/A	√	N/A	√	√	√	√
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens Play Area	Roundabout	√	√	√	√	√	N/A	√	√
	Todler Swings	√	√	√	√	√	N/A	√	√
	Junior Swings	√	√	√	√	√	N/A	√	√
	Alpine Crossing	√	√	√	√	√	N/A	√	√
	Multiplay	√	√	√	√	√	N/A	√	√
	Balance Bar	√	√	√	√	√	N/A	√	√
	Giant Steps	√	√	√	√	√	N/A	√	√
	Perimeter fence	√	N/A	√	N/A	√	√	√	√