

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 20th MARCH 2018

Present:

Cllrs; Holliday, Lake, Leppard, Norris, Pilcher, Shaw, Stone and Tutt, together with Andrew Hawkins (Community Warden) and District Councillor Frederick Scales.

1. **APOLOGIES** – Cllrs; Greening, PCSO Ian Fox and County Councillor Geoff Lymer.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - Address to Councillors from resident on drainage issues with useful statistics provided on size of sewerage pipes, soakaways and gullies which are not suitable for increased capacity – this was relating to response for Appeal to Government Inspectorate that is underway for outline planning 107-127 Capel Street.
 - Concerns expressed on change of use application at Bracknell House, Helena Road, on possible property becoming House of Multiple Occupancy, the retention of existing hedgerow and parking issues.
3. **MINUTES OF THE MEETING HELD ON 20th FEBRUARY 2017**
 The Minutes of the meeting held on 20th February 2018 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Shaw, seconded by Cllr. Lake.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** - Councillors received an approximate cost of £500 to carry out a “traffic survey” on the B2011 to provide the Parish Council with the necessary “up to date” statistic data for the future of Traffic Management on this road. This was proposed to accept by Cllr. Shaw, seconded by Cllr. Stone and agreed by all. The data would be used to possibly purchase, from Kent Highways, a replacement/new Vehicle Activated Sign for the New Dover Road, depending on evidence the survey provides and if criteria required by KCC is met. *Action: Clerk to clarify exactly what details/data we could expect this to cover.*
 Information received on change of speed zone, from bottom of Dover Hill to Battle of Britain Site, was subject to a final decision forthcoming from Kent County Council Highways.
 - b) **Village Questionnaire** – Report received on returns and next stage. Councillors to analyse questionnaires received to form statistical data. This will be used to respond to the Land Allocation Local Plan when Dover District Council submit for Public Consultation. The data, when completed, will also be used to form a document “Capel-le-Ferne Community Plan 2018”. *Action: Cllrs. Lake, Norris and Pilcher to carry out analysis.*
 - c) **Postman Jay Memorial** – Report received that an amount of £912.95 had been donated and the approximate cost of supply and installation of a bench would be £1,244.00. Proposed by Cllr. Stone, seconded by Cllr. Lake and agreed by all to order a red cast iron bench as required by many residents, with Council making up difference of approximately £331.00. *Action: Clerk to order bench and arrange Capel Groundworks to install. Cllr. Leppard to confirm wording on plaque. Cllrs. Leppard and Pilcher to investigate siting.*
 - d) **Defibrillator** – Installation within 2 weeks to outside wall of Village Hall, near to front door. One CCTV camera is being re-adjusted to cover the location area. A demonstration meeting to be arranged for anyone to attend. *Action: Cllr. Pilcher installation. Clerk to arrange a demonstration meeting at a weekend pm in Village Hall.*
 - e) **Cleaning Street Furniture and Signs** - The two bus shelters, i.e. adjacent to Helena Road and outside Battle of Britain Memorial (Folkestone bound) have been cleaned, together with the tri-picnic tables and benches on the playing field. Some street name signs are programmed for cleaning. *Action: Cllr Pilcher to wash some street signs previously reported.*

Signed Chairman

Date 17th April 2018

- f) Community Bus Scheme – Cllr. Lake gave report following presentation at Alkham Parish Council meeting attended. Agreed further investigation required. A meeting to take place with Company on ascertaining whether their scheme could be used to cover a service via Blackbull Road, Hospital and Train Station to Folkestone town. *Action: Clerk to arrange representative of company to attend Parish Council meeting.*
- g) Other – Litter clearer and Clerk to have contracts of employment and job descriptions, to comply with employment law and regulations and to cover Insurance, from 1st April 2018. *Action: Cllr. Pilcher to organise.*

6. PLANNING

- Auction of Land – A letter of thanks from the Council to be sent expressing everyone’s gratitude to the resident who purchased the Land on the Clifftop who has secured it to maintain the open space it provides.
- Entertainment Licence – Application received for Battle of Britain Memorial Site.

a) Pending Applications

Applications waiting Dover District Council Decision

- 18/00085, Erection of a single storey rear extension (existing extension to be demolished), 10 Avondale Road, Capel-le-Ferne, CT18 7LE
- 18/00139 | Change of use from residential care home to single residential dwelling | Bracknell House, 34 Helena Road, Capel-le-Ferne, CT18 7LQ
- 18/00264 | Increase in height of roof at first floor level including the erection of dormer extensions | Hurst Lodge, Hurst Lane, Capel-le-Ferne, CT18 7EZ

Applications waiting Parish Council Decision

None

Applications granted permission by Dover District Council

- 17/01316, Erection of an attached single storey side annexe extension incorporating garage (existing garage to be demolished), 136 New Dover Road, Capel-le-Ferne, CT18 7JZ.

Applications waiting Government Inspectorate Appeal decision

- 16/01316 | Outline planning permission for the erection of 10 flats in 2 no. blocks (6x1 bed and 4x2 bed); and 31 dwellings (10x2 bed, 15x3 bed and 6x4 bed); plus associated access and parking (with appearance, landscaping and scale reserved)(amended plans and details), Land between Nos 107-127, Capel Street, Capel-le-Ferne, CT18 7HB

Action: Clerk read out draft response from working party, Cllrs. Norris and Pilcher, to those present. A final response proposed by Cllr. Lake and seconded by Cllr. Stone and agreed by all, with some additions and amendments to be added, to be sent to Government Inspector and posted onto social media for public information. Copy to be sent to Dover District Council.

b) Review of Dover District Council’s Local Plan.

District Councillor Scales reported some policies are out of date and are to be addressed prior to Local Plan review.

7. **DELEGATES REPORTS**a) **Neighbourhood Watch**

- One crime reported in month; 4 hubs caps stolen from vehicle.
- Suspect drug paraphernalia found on Old Dover Road reported as a one-off incident.
- Crime prevention surveys agreed to be reported in Grapevine.
- Inconsiderate parking leaflets to be delivered to Helena Road, Avondale Road and Albany Road by Community Warden. The Parish Council will continue to monitor and arrange education/awareness to offenders.
- Dog fouling reported from DDC with 10 perpetrators taken to court resulting in 9 prosecuted.

b) **Speed Watch**

- No report due to absence of delegate.

c) **Capel Cares**

Nothing to report.

d) **Play equipment**

- Petanque Court raked by contractors. *Action: Cllr. Pilcher to discuss further with member of players.*

e) **Highways**

- Snow Wardens not given appropriate equipment to carry out duties.
- Avondale Road multiple potholes report to Kent Highways.
- Request to meet with County Council Mike Whiting, responsible for Highways. *Action: Clerk to arrange.*

f) **Public Rights of Way**

- North Downs Way, AONB Trail – investigate Town Sprucer to carry out works. *Action Cllr. Lake to make further enquiries.*

g) **Training/workshops/seminars**

Nothing to report.

h) **1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18**

Celebration by way of a Capel Community Event - proposals reported to include; Film at Village Hall; Memorial Service; Torchlight procession; Beacon lighting at Battle of Britain Site; Suggested – Military vehicles, Army Cadets, Bagpipers, Ghurkhas. *Action: Cllrs. Pilcher and Stone to continue with arrangements and organisation. Small amount of funding to cover costs, to be decided as necessary.*

i) **District Councillor Scales report**

- Boundary Review - amendment accepted of Alkham, Capel and Hougham.
- Dover District Council - Responded to Appeal on 107-127 Capel Street.
- Jarvis Homes – conditions to be checked in relation to when the 40mph speed signs will be re-sited on B2011 and when works to Bridleway will be carried out.

j) **Other** – Request from Cllr. Pilcher to attend Battle of Britain Memorial Day on 1st July 2018. Proposed by Cllr. Stone and seconded by Cllr. Lake and agreed by all, to a payment of £100 towards attendance. Cllr: Pilcher reported an expansion of attractions forthcoming at Site, with family events and open air film shows.

8. **CORRESPONDENCE**a) **Grounds Maintenance Quotations for Grass Cutting 2018**

Quotations received from two (2) contractors. Proposed by Cllr. Stone, seconded by Cllr. Shaw and agreed by all, to accept Harmer Landscaping Services for 2018.

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

1. Glasdon Street Furniture Brochures.
2. Viking March Sales Brochures, Facilities Essentials Brochure, Paper, Ink/Toner and Best Seller.
3. Hags Play & Sport solution leaflet.
4. Clerks and Councils Direct Magazine.
5. Elan City Radar Speed Signs leaflet.
6. Furniture at Work brochure.
7. Broxap Litter and Recycling Catalogue

Signed Chairman

Date 17th April 2018

9. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

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

To/From Whom	Particulars of Payment	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque BACS DD SO	BANK A/Cs	Statement No:	Reconciliation
Brought Forward			14,481.90				
Village Hall	Rent - 2018	207.00		BACS			
Donation	Jay's Bench		21.00	BACS			
Nat West	Interest		0.39	DD			
Valiant Sailor	Advert		84.00	BACS	Reserve A/c	231	10,039.57
StreetZ2StreetZ	Advert		18.00	BACS	Current	813	4,030.34
S Hixon	Advert		28.00	BACS	Project	20	728.43
Various	Adverts		332.00	100412/3	Cash		67.95
Dover District Council	Printing Grapevine/Questionnaire	732.72		BACS			14,866.29
Staff	Salaries & Expenses	446.69		BACS		Less Un-Reconciled	1,287.41
		1,386.41	483.39				
			13,578.88				13,578.88

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

- Public Right of Way overgrown vegetation. *Action: Cllr. Lake to investigate.*
- Request to arrange for Harmer Landscapes to tidy thicket area on playing field. *Action: Clerk to make further enquiries.*
- Quotes for replacement of flower boxes to be followed up, for installation in Autumn. *Action: Cllr. Leppard to pursue wood contractor. Clerk to contact those who plant the boxes, to inform them.*
- Arrangements for unveiling ceremony of Jay's bench. *Action: Cllr. Leppard to confirm with family.*

b) Approve resolution to discuss any confidential issues in agenda item 12.

None.

11. DATE OF NEXT MEETING – Tuesday, 17th April at 7.30pm.**12. CONFIDENTIAL ITEMS - None**

Signed Chairman
Date 17th April 2018