

# 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, 15<sup>th</sup> MARCH 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 ( <i>10-15 minutes</i> )
4.	To APPROVE Minutes of the meeting held on 16 <sup>th</sup> February 2016 ( <i>draft attached</i> )
5.	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) <i>Bus Shelter outside Battle of Britain Memorial Trust</i></li> <li>b) <i>Capel Street traffic calming &amp; 20mph speed limit</i></li> <li>c) <i>Resilience Planning – Preparing for Emergencies</i></li> <li>d) <i>Councillor Vacancy</i></li> </ul>
6.	To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) <i>Neighbourhood Watch (Community Warden/PCSO/Cllr: Shaw)</i></li> <li>b) <i>Play Equipment Status (Cllr: Pilcher)</i></li> <li>c) <i>Village Hall Management Committee (Report attached - Cllr: Stone)</i></li> <li>d) <i>Highways (Cllr: Tutt)</i></li> <li>e) <i>Public Rights of Way (Cllr: Hale)</i></li> <li>f) <i>Annual Playing Field Event Updates - 2015 and 2016 (Events Working Party)</i></li> <li>g) <i>Training/Workshops/Seminars</i></li> <li>h) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i></li> <li>i) <i>Other</i></li> </ul>
7.	To RECEIVE and DISCUSS Correspondence
8.	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
9.	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> <li>a) <i>Proposed Development Land South of New Dover Road (B2011)</i></li> <li>b) <i>Proposed Development Land junction Winehouse Lane and Capel Street</i></li> <li>c) <i>Quinn Estates - Land North of New Dover Road (B2011)</i></li> <li>d) <i>Clarification by Councillors on wording of responses to applications</i></li> <li>a) <i>Other</i></li> </ul>
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></li> </ul>
11.	To CONFIRM date of next meeting - ( <i>Tuesday, 15<sup>th</sup> March 2016</i> )
12.	To RECEIVE and DISCUSS confidential items
13.	<b><u>LIST OF ITEMS - (UNRESOLVED)</u></b> <ol style="list-style-type: none"> <li>1. Traffic management prioritised projects;               <ul style="list-style-type: none"> <li>a) <i>Capel Street traffic calming &amp; 20mph speed limit - (Waiting Kent County Council feasibility)</i></li> <li>b) <i>Speeding B2011 (Speedwatch Scheme Deferred due to lack of volunteers)</i></li> <li>c) <i>A20 Traffic Assessment Phase - (Waiting Highways England 6 months decision)</i></li> </ul> </li> <li>2. <i>ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)</i></li> <li>3. <i>Stagecoach Bus Service Routes and Shelters - (Cllr: Scales)</i></li> <li>4. <i>Planning: Satmar - (Waiting DDC Enforcement Officer input)</i></li> <li>5. <i>Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)</i></li> <li>6. <i>Footpaths South and North New Dover Road - (Waiting Kent Highways)</i></li> </ol>

Signed  (Parish Clerk). 08 March 2016

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 16<sup>th</sup> FEBRUARY 2016**

**Present:** Cllrs; Leppard, Pilcher, Shaw and Tutt, together with District Councillor Frederick Scales.

1. **APOLOGIES** Cllrs; Greening, Hale, Norris, Stone and County Councillor Geoff Lymer
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **PUBLIC ADDRESS TO COUNCILLORS and FEEDBACK FROM COUNCILLOR SURGERY**
  - a) Team Leader, Nick Thistle from Community Warden Services, addressed the members and introduced our new Community Warden, Andrew Hawkins. Apologies were received on inconsistency of Warden Services during process of appointment procedure. Andrew addressed members stating he had been a Police Officer and worked for Ashford Borough Council in CCTV, with knowledge in working in the community. He will be operating 2 full days in the village (a Tuesday to incorporate the Farmers' Market and one other). Other days he will be operating in Hawkinge. He reported he had already been in contact with several organisations and people already in the village. Councillors requested that further investigation be ongoing for the possible reintroduction of the Speed Watch scheme and lorry parking.
  - b) Other – Surgery Feedback  
Street Light not working in Cauldham Lane. Action: Clerk to report online to Kent Highways.
4. **MINUTES OF THE MEETING HELD ON 19<sup>th</sup> JANUARY 2016**

The Minutes of the meeting held on 19<sup>th</sup> January were approved and signed by the Chairman Cllr Keith Pilcher, proposed by Cllr: Brian Tutt, seconded by Cllr: Julie Shaw.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) Bus shelter at the Battle of Britain site.  
Kent County Council Highways were happy with measurements, no response had been received from Stagecoach. District Councillor Scales agreed to contact Stagecoach with a view to obtaining agreement on future position of shelter. Cllr: Pilcher will then negotiate with contractors, Shelter Store, to dispute cost of £700 to move. Action: District Councillor Scales, Cllr: Pilcher and Tutt.
  - b) Quinn Estates - Land North of New Dover Road (B2011)  
Email had been sent regarding meeting with members stating no benefit could be achieved, but encouraged them to hold a community presentation as an alternative to show clear public benefit. District Councillor Scales to reiterate this when meeting in future. Councillors urged to consider a Neighbourhood Plan, as this would help any further impending possibilities encountered.  
Action: All Councillors to discuss future on Neighbourhood Plan.
  - c) Resilience Planning – Preparing for Emergencies  
Agreed in principal by members. To be deferred to next meeting to consult further on way forward with Councillors absent from meeting. Action: All Councillor at next meeting.
  - d) Councillor Vacancy  
No application received. Action: To be advertised again in March Grapevine with more detail.
6. **DELEGATES REPORTS**
  - a) Neighbourhood Watch
    - Village Meeting arranged for April 16<sup>th</sup>, 2pm – 4pm in small hall. To date the following attending; Age Concern, Fire Service, Kent Police, Community Warden Services and Samaritans. Tea and Coffee refreshments to be available. Action: Cllrs: Shaw and Stone on more attendees. Clerk to arrange refreshments.
    - Vehicles parking on pavements a concern. Action: Community Warden and PCSO to be requested to monitor.
  - b) Play equipment
    - Swing chains to be replaced. Quotes received and decision made to accept Wicksteeds. Action: Cllr: Pilcher to accept Wicksteed quote, once exact cost had been received for extra parts required.

c) Village Hall Management Committee

Grapevine inserts for Farmers' Market submitted by two members of VHMC causing confusion. Members agreed: "It is Editor's decision on final content" and this to be advertised in newsletter accordingly.

d) Highways

- Details of Snow Warden in village transcribe to Clerk and would be reported to Dover District Council on their survey request.
- Flooding in Capel Street – drains and gullies cleared. Drain clearing outside 140/142 Capel Street still being programmed by Kent Highways.
- Cracks on B2011 reported and waiting Kent Highways decision on an agreement to programme.

e) Public Rights of Way

Funding grant applied for tarmac of surface in Green Lane, via Tesco's, declined as not within their criteria.

Signage missing for footpath, by Capel Street Bridge over A20. *Action: reported to KCC Public Rights of Way.*

Flooding and Drainage issues by Capel Street bridge over A20. *Action: reported to Kent Highways.*

f) Annual Playing Field Event – 23<sup>rd</sup> July

- Various activities already booked by events working party.
- Project plan in place. *Action: To progress further.*
- Fields in Trust and Dover District Council notified.
- Advertising poster produced.

g) Training/workshops/seminars

None.

h) District Councillor Scales reported on the following:

- Development of Land, South of New Dover Road, may possibly be on Dover District Council Planning Committee Agenda for March. Working party to meet prior to this to arrange and consult on content, to speak by member at this meeting. *Action: Cllrs: Norris, Pilcher and Scales.*

i) Other

Cllr: Pilcher reported on recent "Village Welcome Pack" obtained. Cllr: Leppard informed members there was a welcome letter sent out by Village Hall Management Committee. District Councillor Scales informed meeting that perhaps the Community Development Officer at Dover District Council may be able to offer help. It was agreed that perhaps a pack, in conjunction with the Parish Council and Dover District Council may be of advantage. *Action: Cllr: Leppard would investigate this further with a view to combining information and Cllr: Scales would make enquiries on assistance available from Dover District Council.*

7. **CORRESPONDENCE**

NALC – Parish and Town Councils right to appeal planning decisions to Planning Inspectorate

*Action: Agreed by members present that Clerk add Parish Council to online petition.*

KentALC – Opting in or out of the Sector Led Body on external audit for smaller authorities

*Action: Agreed by members present to "opt-in", to alleviate the need to appointment of own Auditors.*

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

1. Battle of Britain Memorial Trust – Memorial Day Sunday, 3<sup>rd</sup> July 2016.  
*Action: Cllr: Pilcher to enquire on cost involved for lunch.*
2. Post Office Collection Box notification.  
*Action: Clerk to make further enquiries on exact position of box being changed.*
3. Kent County Council – Community Warden Service appointment notification.
4. Kent County Council – Mobile Library Consultation notification.
5. Local Government Boundary Commission – Final Recommendations.
6. Wicksteed Playgrounds – New Year Offers.
7. Royal British Legion Special Events 2016 booklet and letter.
8. Glasdon Leaflet on street furniture.

8. **GROUNDS MAINTENANCE CONTRACT 2016**

Despite five (5) contractors contacted on the tendering process to submit quotations, only one (1) had been received. Other commenting “they will not be part of the tender process, current contractor’s price is very competitive and does not fall within our current pricing structure”. *Action: To accept Harmer Landscape quotation of £3, 150 per annum.*

9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

19.01.16	TOTAL IN HAND					5396.53				5396.53
		INCOME	EXPENSES							
16.02.16	Interest Reserve Account	0.74		DD	R					
	Absolute Security – Advert	90.00		BACS	R					
	Various	316.00		100387	R					
	Various	180.00		100388	R					
	Phoenix Tai Chi Advert	18.00		BACS	R					
	Capel Groundworks Advert	90.00		BACS	R					
	Farrier & Son (Donation P Scales)		30.00	1507						
	Information Commissioner’s Office – Data Protection Registration		35.00	1508			Reserve	29.01.16	209	4661.28
	Mr D Reed – Litter Clearing		75.00	BACS			Current	11.02.16	706	814.06
	Mrs M Leppard - Salary £301.50, Postage £5.40, Land Registry £21, Keys Community Warden £26		353.90	BACS			Project	29.01.16	19	728.43
		694.74	493.90							6203.77
							Less Un-Reconciled			606.40
16.02.16	TOTAL IN HAND					5597.37				5597.37

10. **PLANNING**

- Proposed Development Land South of New Dover Road (B2011) – *See item 6h.*
- Proposed Development Land junction Winehouse Lane and Capel Street – *Waiting Dover District Council decision.*
- Other

**Applications Granted by Dover District Council**

47 Old Dover Road – Erection of front and side extensions to existing garage.

32 Cauldham Lane – Erection of front porch extension and roof extension incorporating a rear dormer roof extension.

White Cliffs Inn Café, New Dover Road, side extension – Enforcement Officer Comments: “owner was reinforcing existing walls to this existing extension. A photograph from google earth showing that not much has changed from a planning perspective. Owner may well need Building Regulations approval and have relayed findings to Building Control. Given the above circumstances, Officer no longer think this matter is expedient to pursue”. Noted.

10. **PLANNING continued**

Planning Committee future responses to Applications

Members requested to please state either; Undecided, support, or against - followed by details of concerns.

Concerns expressed by members:

85 Capel Street – Brick retaining wall adjacent to 87 maybe an infringement of site access. *Action: Cllr Scales to investigate.*

145 Capel Street – Cars and rubbish on site. *Action Cllr: Scales to investigate with Environment Officer.*

11. **MATTERS CONCERNING THE PARISH**

a) Councillors' comments

Grass verge and pavement parking concerns, being obstructions for pushchairs and wheelchairs.

*Action: Clerk to notify Community Warden and PCSO, copied to County Councillor Lymer.*

b) Approved resolution to discuss any confidential issues in agenda item 13 – None.

12. **DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> March 2016.

13. **CONFIDENTIAL ITEMS**

None.

*Agenda Item 4*

**Report on Village Hall for March Parish Council Meeting 2016**

1. Introduction

This report is intended to update the Parish Council on key aspects of the village hall meeting April 2016.

2. Key points discussed

Key issues discussed this month were

a) Responses to questionnaire and proposed village responses

Improve disabled access	an initial design for the front of the village hall which improved disabled access was in the hall for you to view
Make WiFi available	Wifi was experimentally installed in the hall in 2008; due to lack of reliability lack of demand and security issues it was not continued.
Water filtration	By September the water boiler in the kitchen will be replaced with a model which include a filter.
New plates	Purchased and already in use
First aider in every organisation	If you would like to attend a first aid course please contact Jayne Stone on 01303 211480 or <a href="mailto:the.stones101@btinternet.com">the.stones101@btinternet.com</a> with the subject heading 'first aid course.' Free or minimal cost to attendees.
Redecoration	Has been added to the list of work to be done

b) Plans for Farmers' Market management

c) Initial plans to improve access to the hall were viewed. A copy is available on the notice board

3. Action required

Councillors are asked to note the contents of this report