

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 17<sup>th</sup> MARCH 2015**

**Present:**

Cllrs; V Hale, P Jones, C Norris, K Pilcher, J Shaw, G Titman, B Tutt, together with Frederick Scales (District Councillor) and PCSO Gretel May.

1. **APOLOGIES:** Cllrs: C Goble, J Stone, Geoff Lymer (County Councillor) and Dave Bish (Community Warden).
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **PUBLIC ADDRESS TO COUNCILLORS** - None.
4. **MINUTES**  
The Minutes of the meeting held on 17<sup>th</sup> February 2015 were approved and signed by the Vice-Chairman, Cllr: Norris, proposed by Cllr: Titman and seconded by Cllr: Hale.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Repair Status of Play Equipment**
    - i. Incorrect parts sent by Sutcliffe Play resulting in a further two months wait. Ashley Engineering delayed to carry out works by two weeks. Works would be commenced and invoiced accordingly.
    - ii. Cross Trainer gym equipment requires attention and enquiry to be made regarding maintenance plan.
    - iii. Skate-park screws still missing – Clerk to chase Company.
    - iv. Fencing installation to commence 6<sup>th</sup> April.
  - b) **Playing Field Lighting**  
Diffuser shades installed fitted wrong way round. Clerk to contact Dover District Council to change.
  - c) **Litter Bins**  
Provision of new bins - waiting reply from Waste Division of Dover District Council.
  - d) **Traffic and Road Improvements/Management Priorities**
    - i. 6<sup>th</sup> September Traffic One-way System Garage Safari – one way system discussed with Kent Highways. Cllr: Scales reported it could be expensive for a temporary traffic order. Other forms of traffic control could be informal “no entry order and signs” approved by Kent County Council and in conjunction with Battle of Britain Memorial Trust. Cllr: Scales to continue investigations. Cllr: Tutt to email Cllr: Scales with a traffic flow plan.
    - ii. HGV Overnight parking Old Dover Road - Moving width restriction signs to be pursued further by Cllr: Scales.
    - iii. KCC 20mph limits and zones – Cllr: Scales report Kent County Council information, under “well-being budget”, identified 20mph scheme in Capel Street.
    - iv. Traffic Analysis – (attached report Cllr: Stone) – for use in future as proof of traffic count. Speedwatch training still being considered when a working machine to hand.
6. **DELEGATES REPORTS**
  - a) **Neighbourhood Watch** – *Community Warden/PCSO and/or Cllr: Jones*  
Vandalism to Bus Shelter and Telephone box reported and a burglary in Lancaster Avenue.
  - b) **Village Hall Management Committee** - *VHMC Minutes/Cllr: Stone.*  
Report circulated. Cllrs: Norris and Tutt to organise moving of salt bag from grass verge to tarmac area in car park.
  - c) **Highways** – *Cllr: Tutt.*
    - Closure of Old Dover Road for highway work.
    - Reinstatement of grass verges following gas mains installation works on-going.
    - Weight restriction sign, junction Old/New Dover Road, waiting Kent Highways attention.
    - Green Lane footpath waiting Kent PROW attention.
    - Horse fouling on bridleways.
    - Bridleway deep trenches adjacent to farmers’ land. Cllr: Scales to make further enquiries.
    - Footpath Cauldham Close/Lane to Capel Street still under investigation with Cllr: Lymer scoping plan.
    - Trees in Green Lane behind Elizabeth Drive.

## 6. **DELEGATES REPORTS continued**

### d) Annual Playing Field Event 2015

Report circulated. Events and organisation continues, with family events being sought of a dog show, petanque competition, pets' corner, face painting and refreshments. Charge for events will be made. Live Music will be available in the evening.

To encourage attendance, better advertising of the event was suggested.

Any further ideas, contact Cllr: Pilcher or Stone.

An amount of £200 was proposed by Cllr: Hale and seconded by Cllr: Shaw and agreed by all present, as an amount in advance to be made available for expenses.

Help on the day was requested.

### e) District Councillor Scales and/or County Councillor Lymer

Councillor Scales reported:

- i. Planning concerns reported on 9 Clarence Road, investigated and agreed by District Council Planning Authority.
- ii. Comments made on 85 Capel Street application would be dealt with by conditions placed on any permission agreed by District Council Planning Authority.
- iii. Speedwatch Scheme – Cllr: Scales would like to see this enhanced in the village, but appreciates problems with equipment requires attention first.

### f) Other - None

## 7. **CORRESPONDENCE**

### a) Land Development - South of New Dover Road.

Cllr: Scales reported a request of Planning Authority deadline can be requested if required.

Developers, Jarvis Homes, Open Event and presentation of proposed development booked for Thursday, 26<sup>th</sup> March, from 2pm – 7pm.

Clerk requested help with setting up the small hall from 1pm, with tables and chairs.

Posters and leaflets will be made available to notify event and Councillors agreed to deliver these.

Meet at Clerk's house on Monday morning to organise and collect accordingly.

Councillors would attend event at various times to collect residents' feedback from the presentation for a basis to Parish Council response, which will be sent to Jarvis Homes.

### b) KALC Training Workshops

Two (2) places booked for the New Councillors Induction workshop in June.

Two members Cllrs: Tutt and Pilcher attending workshop on Neighbourhood Planning.

Clerk would be attending workshop on The Local Audit and Accountability Act 2014, Towards Greater Transparency.

### c) Action with Communities in Rural Kent Membership

Agreement reached, by those present, not to renew this and to stop forwarding the email notifications.

### d) Other: Road Closure – Old Dover Road; Kent Funding Fair; Police Parish Forum; Opening The Wing and Scramble Experience; Mobile police Station;

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

Other received:

1. Kent Downs AONB Management Plan 2014 – 2019
2. Wicksteed Playscape brochure and dvd
3. Hags Play Equipment leaflet
4. Action Play and Leisure leaflet
5. Clerks and Councils Direct magazine March 2015
6. Chairman Dover District Council Civic Service Order of Service (27<sup>th</sup> February 2015)

## 8. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Pilcher, seconded by Cllr: Norris and signed by the Chairman, Cllr. Goble and Clerk/Responsible Finance Officer.

### MONTH'S INCOME/EXPENSES

<b>BANK BALANCES - DETAILS</b>	<b>B/fwd</b>		<b>C/fwd</b>	<b>NOTES</b>
Bank Account (Reserve) Balance	16,004.19		15,505.47	
Bank Account (Current) Balance	577.30		854.95	
Bank Account (Community Project)	277.94		277.94	
<b>TOTAL</b>	<b>16,859.43</b>		<b>16,638.36</b>	
<b>INCOME - DETAILS</b>				<b>NOTES</b>
<u>Payments received and confirmed receipt into Bank Account</u>	INVOICE	VAT	<i>Cheque No: or BACS</i>	
<b>TOTAL</b>				
<b>EXPENSES - DETAILS</b>				<b>NOTES</b>
<u>Invoices received and Payments to be made</u>	INVOICE	VAT	<i>Cheque No: or BACS/SO/DD</i>	
Kent Association Local Councils – Training (Audit Workshop, 2 x New Councillors Induction)	75.00		<i>Cheq:1494</i>	
Dover District Council – Grapevine Printing	373.02		<i>DD</i>	
Village Hall Management Committee – Rent (Planning Open Day)	32.25		<i>Cheq:1495</i>	
Viking – Stationary (Paper, Ink cartridges, Laminating pouches)	65.85	13.17	<i>DD</i>	
Battle of Britain memorial Trust – 75 <sup>th</sup> Anniversary Memorial Day (July)	100.00		<i>Cheq:1496</i>	
Mr D Reed – Litter Clearance March	73.33		<i>DD</i>	
Mrs M Leppard – Salary	293.50		<i>DD</i>	
<b>TOTAL</b>	<b>1012.95</b>	<b>13.17</b>		

## 9. PLANNING

### Applications Decided by Sub-Committee

85, Capel Street – Erection of side and rear extensions, alterations to roof to facilitate loft conversion, alterations to vehicular access (widening) and creation of parking to front (existing garage to be demolished). The Parish Council have made the following comments and would draw the Planning Authority's attention to the following points:

- The proposed extension adds a significant percentage to the current property.
- Proposed roof and windows may infringe the privacy of adjoining and surrounding properties. Loft conversion disrupts the existing roof lines and therefore, would not propose the existing roof be raised any higher than the existing roof height. A condition required to confirm that there are no intentions to raise the roof height which, would not be in keeping with adjoining and surrounding properties.
- Concern with the 1st floor dressing room being encased with grey powder coated aluminium panel on new extension, would suggest not in keeping with surroundings.
- Obscure/frosted glazing may be needed in roof lights to protect privacy of neighbouring properties.
- The depth of the building may be detrimental to neighbouring properties.
- Concerns that a four bedroom house only has parking for 2 cars in a road where on-street parking is extremely limited. The parking space for cars may need to be deeper than indicated on the plan.
- Widening of drive will or could require removing retaining wall adjacent to property to enable parking bay. This will or could affect stabilisation to property.
- Lack of visibility is limited with this proposal when exiting from property onto Capel Street. An increase to sight lines when exiting from proposed driveway required, as Capel Street is a busy road.
- No indications as to surface water from parking bay to flow on to Capel Street. On site facilities required.

9. **PLANNING continued**

**9 Clarence Road** - Erection of a detached dwelling and construction of a vehicular access (existing garage to be demolished). Capel-le-Ferne Parish Council would make the following observations and comments to the Planning Authority;

- The proposed development would appear to not be in keeping with adjoining property, although another development was given similar approval in nearby vicinity. On the basis of this being a new build, it was not part of the three sites recently approved for development and therefore, this area was not identified on the recent Land Allocations Local Plan.
- The Site Location and Block Plan is not a true representation of the proposal put forward - the proposal is of larger size. Attention to this should be made by the Planning Authority to ascertain as to the effect of this proposal to neighbouring privacy.
- The design is a 1½ storey house, with the upper storey being bedrooms, so would imply that the full floor space is of standing height. Roofline should remain in line with, or lower than the current buildings. The Planning Authority to confirm that the space is adequate.
- Concerns are expressed about the proposed vehicular exit to the busy B2011, so near to the junction of Clarence Road and the white crosshatching on the main B2011 (New Dover Road) and the removal of a great deal of greenery. With the new access/exit too close to Clarence Road, any following traffic could be confused by any indications on turning. Preference for exit/access should not be onto existing B2011 (New Dover Road). Any new access will require protection to underground plant, i.e. water, gas, electricity, phone, by being placed in ducting or concrete. Commercial traffic for the proposed development will have to stop/park on B2011 and could cause damage to grass verge. Granite kerbing to be maintained.
- It would appear there is insufficient parking space for a 4 bedroomed house, where on-street parking is restricted. The turning space at the front parking/turning area needs to be easily accessible to any car that is parked on the drive, so as to allow them to turn easily and leave the site, onto the main highway, in a forward gear. From looking at the drawing, it lacks turn around for other vehicles, therefore it cannot be established, that if a second car was parked next to the first, that the turning space would not be blocked. Planning Authority to determine the sizing and aspect ratio details of what space would work in area.
- If the new build was positioned closer to New Dover Road the boundary could be repositioned to improve the rear garden space to 9 St Clarence Road and improve sight lines.
- Design and access statement has inaccuracies in item 7 and 8 in that; medical, library, secondary education facilities and train station are not within walking distances, particularly in a village with a high proportion of elderly residents.

**Applications Refused**

71A Old Dover Road – erection of an attached garage.

10. **MATTERS CONCERNING THE PARISH**

a) **Councillors' Comments**

- i. Vandalism to telephone box opposite Amin's Store to be reported to BT by Clerk.
- ii. Flower boxes to be filled by Cllrs: Jones and Pilcher.
- iii. Battle of Britain Memorial Trust closure of side access – further enquiries to be made.  
*\*\*Following meeting, Clerk had been informed by the Site Manager, Jules Gomez, "this entrance had been closed for security reasons to stop "off-road" vehicles accessing the site. However, there was no problem with dog walkers using the main entrance gate, which is always open, but to please be considerate and keep the Site clear of dog fouling".*

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

11. **DATE OF NEXT MEETING (Annual Parish Meeting)**

Tuesday, 21<sup>st</sup> April 2015 at 7.30pm.

12. **CONFIDENTIAL ITEMS**

None