

# CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard

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**THE ANNUAL PARISH MEETING WILL BE HELD ON TUESDAY, 17<sup>th</sup> APRIL 2018, AT 7.30PM  
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE**

## AGENDA

1. TO RECEIVE the Chairman of Kent County Council, Mr David Brazier, to present Award
2. To APPROVE Annual Parish Minutes of the meeting held on 25<sup>th</sup> April 2017 (*attached*)
3. To DISCUSS matters arising from minutes not covered elsewhere on agenda
4. To RECEIVE Chairman's report 2017/2018
5. To RECEIVE and DISCUSS any other business
6. To CONFIRM date of next Annual Parish Meeting (16<sup>th</sup> April 2019)

<b><u>A MEETING OF THE PARISH COUNCIL WILL FOLLOW THE ANNUAL PARISH MEETING AGENDA</u></b>	
1	To RECEIVE Apologies for absence
2	To RECEIVE any Public Address to Councillors & Surgery Feedback ( <i>10-15 minutes</i> ) <i>a) Rev Brian Williams – St Mary's Churchyard</i>
3	To APPROVE Minutes of the meeting held on 20 <sup>th</sup> February 2018 ( <i>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 <i>a) Traffic Management</i> <i>b) Village Questionnaire</i> <i>c) Postman Jay Memorial Bench</i> <i>d) Defibrillator and Public Demonstration</i> <i>e) Community Bus Scheme</i> <i>f) Other</i>
6	To RECEIVE and DISCUSS Planning Applications <i>a) Pending</i> <i>b) Other</i>
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere <i>a) Neighbourhood Watch</i> <i>b) Speed Watch</i> <i>c) Capel Cares</i> <i>d) Play Equipment Status (attached) – Cleaning street signs</i> <i>e) Highways</i> <i>f) Public Rights of Way</i> <i>g) Training/Workshops/Seminars</i> <i>h) 1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18</i> <i>i) District Councillor Scales and/or County Councillor Geoff Lymer</i> <i>j) Other</i>
8	To RECEIVE and DISCUSS Correspondence
9.	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
10.	To RECEIVE and DISCUSS Any Other Business concerning the Parish <i>a) Councillors' comments</i> <i>b) Approve any resolutions for discussion of confidential items in agenda item 12</i>
11.	To CONFIRM date of next meeting - ( <i>Tuesday, 15<sup>th</sup> May 2018</i> )
12.	To RECEIVE and DISCUSS confidential items

Signe...  ..... (Parish Clerk). 10 April 2018

<b><u>LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED</u></b>	
1.	New Waste Bins, New Dover Road ( <i>Dover District Council</i> )
2.	ER252 Bridleway surface to school rear gate for scooters etc. - ( <i>Deferred to a later date</i> )
3.	Stagecoach Bus Service Route Change
4.	Replace some existing junior play equipment - ( <i>Cllr: Norris and Cllr: Pilcher</i> )
5.	Footpaths South and North New Dover Road - ( <i>Kent Highways</i> )

**MINUTES OF THE ANNUAL PARISH MEETING**  
**HELD ON 25<sup>th</sup> APRIL 2017**

**PRESENT:**

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

**APOLOGIES:** None1. **RECEIVE THE HIGH SHERIFF OF KENT to present Kent Association of Local Councils Award**

This was awarded to Rachel Chandler for her services to the community.

2. **MINUTES**

The Minutes of the last Annual Parish Meeting held on 19<sup>th</sup> April 2016 were approved as a correct record and signed by the Cllr: Pilcher, Chairman. Proposed by Cllr: Greening and Cllr. Stone.

3. **MATTERS ARISING** None4. **CHAIRMAN'S REPORT**

Cllr Pilcher (Chairman) gave his report for the year 2016/2017 to the meeting. (Attached).

A vote of thanks was given to Keith Pilcher for being Chairman for the year.

5. **ANY OTHER BUSINESS** None.6. **DATE OF NEXT ANNUAL PARISH MEETING**

This was confirmed as Tuesday, 17<sup>th</sup> April 2018.

**Chairman's Report 2017**

I think that it is reasonable to say that Planning Applications have dominated the Parish Council's work during the past year.

Following an appeal, the first of the developments under the Land Allocation Plan got the green light, allowing 40 houses to be built south of the New Dover Road.

The two other plots of land in the Land Allocation Plan are currently in the planning application pipeline.

A further outline planning application outside the Land Allocation Plan has been submitted for 143 houses in an Area of Outstanding Natural Beauty north of the New Dover Road.

The pressure for development in Capel will continue in the coming years as Dover District Council re-visits the Land Allocation Plan.

Last September the Parish Council tried to implement Neighbourhood Planning to allow Capel Residents to have a say on the future shape of Capel in relation to development and green spaces. However the first meeting drew little support, so the Council reluctantly decided to put it on the back burner.

The A20 TAP scheme continues to be a thorn in the side for Capel, with drivers preferring to use the B2011. This has caused an increase in traffic through the village together with an associated increase in road traffic accidents. The Council has been actively trying to get the 40 mph speed limit extended, but has continually been met with intransigence by KCC Highways.

Since the implementation of the 20mph speed limits in Capel there have been a number of complaints about it not being policed. In an effort to resolve this, the Council has purchased Speedwatch equipment and are currently seeking volunteers to assist in operating the equipment.

Once again this year we had the wonderful news that a resident of our village has been given a Queen's Award for services to the community. This year the worthy recipient is Michael Marshall.

Michael requested that rather than having a community celebration, money was donated to help the Baptist Chapel fund a project to sink a well in Africa so that drinking water could be provided for local communities.

Last year's Summer Fete turned out to be a great day after a very shaky start due to the village being gridlocked by traffic trying to reach Dover Docks.

Andrew Hawkins, our Kent County Council Community Warden has been busy dealing with the usual problems of cold calling, thoughtless parking as well as organising the operation of our new Speedwatch equipment.

He and others linked with the Church have also taken an active part in the formation of Capel Care.

I would like to thank both our Ward Councillor, Frederick Scale and KCC Councillor Geoff Lymer for their advice and support.

I would also like to thank the Vice Chairman and all Councillors for their support, dedication, and hard work during the year.

Finally I would like to thank our Clerk for the Council for her most valued guidance, support and effort during the past year, particularly when compiling the submissions to the Planning Department of Dover District Council.

**COUNCILLOR KEITH PILCHER Signed .....Chairman 17<sup>th</sup> April 2018**

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 20<sup>th</sup> 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 20<sup>th</sup> FEBRUARY 2017**

The Minutes of the meeting held on 20<sup>th</sup> 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 ..... 17<sup>th</sup> April 2018



2 of 4

- 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 1<sup>st</sup> 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.

Signed ..... Chairman  
 Date ..... 17<sup>th</sup> April 2018

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 1<sup>st</sup> 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 ..... 17<sup>th</sup> 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
<b>Brought Forward</b>			<b>14,481.90</b>				
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	<b>10,039.57</b>
Street22StreetZ	Advert		18.00	BACS	Current	813	<b>4,030.34</b>
S Hixon	Advert		28.00	BACS	Project	20	<b>728.43</b>
Various	Adverts		332.00	100412/3	Cash		<b>67.95</b>
Dover District Council	Printing Grapevine/Questionnaire	732.72		BACS			<b>14,866.29</b>
Staff	Salaries & Expenses	446.69		BACS		Less Un-Reconciled	<b>1,287.41</b>
		1,386.41	483.39				
			<b>13,578.88</b>				<b>13,578.88</b>

**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, 17<sup>th</sup> April at 7.30pm.****12. CONFIDENTIAL ITEMS - None**

Signed ..... Chairman  
Date ..... 17<sup>th</sup> April 2018

Recreational Facility Report							Date Inspected 23/03/18		
Childrens	Item	Stucture	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
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	✓	✓	✓	✓

Recreational Facility Report							Date Inspected 23/03/18		
	Item	Stucture	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	✓	✓	✓	✓

Recreational Facility Report							Date Inspected 23/03/18		
	Item	Stucture	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate Park	Beatrice Rd end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Centre Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Elizabeth Drive end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Grind Rail	✓	✓	✓	✓	✓	✓	✓	✓
	Bench	✓	✓	✓	✓	✓	✓	✓	✓
	Perimeter Fence	✓	N/A	✓	N/A	✓	✓	✓	✓

Recreational Facility Report							Date Inspected 23/03/18		
	Item	Stucture	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	✓	N/A	✓	✓	✓	✓	✓	✓
	Petanque court	✓	N/A	✓	✓	✓	✓	✓	✓
	Litter Bins	✓	N/A	✓	N/A	✓	N/A	✓	✓

Number of persons using the equipment at the time of inspection: 0

Comments

BMX DOUBLE RAMP Surface worn on double ramp but not serious.

Recreational Facility Report							Date Inspected 23/03/18		
	Item	Stucture	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	✓	✓	✓	N/A	✓	N/A	N/A	✓
	Zip Wire Seat	✓	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	✓	✓

