

CAPEL-LE-FERNE PARISH COUNCIL

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THE ANNUAL PARISH MEETING WILL BE HELD ON TUESDAY, 16th APRIL 2019, AT 7.30PM **AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE**

AGENDA

1.	TO RECEIVE the Vice-Chairman of Kent Association of Local Councils, Mr Christopher Woodley, to present Awards
2.	To APPROVE Annual Parish Minutes of the meeting held on 17 th April 2018 (<i>attached</i>)
3.	To DISCUSS matters arising from minutes not covered elsewhere on agenda
4.	To RECEIVE Chairman's report 2018/2019
5.	To RECEIVE and DISCUSS any other business
6.	To CONFIRM date of next Annual Parish Meeting (21 st April 2020)

A MEETING OF THE PARISH COUNCIL WILL FOLLOW THE ANNUAL PARISH MEETING

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 th March 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"> a) <i>Traffic Management</i> <ul style="list-style-type: none"> ▪ <i>Kent Highways Roundels</i> b) <i>Community Action Plan</i> c) <i>Roadside Planters</i> d) <i>Other</i>
6.	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) <i>Land at New Dover Road and Winehouse Lane</i> b) <i>Swinge Hill Cottage, Hurst Lane</i> c) <i>Longview, Old Dover Road</i> d) <i>Site At Western Heights & Farthingloe, Dover,</i> e) <i>Sunny Cottage, Green Lane, Capel Le Ferne,</i> f) <i>Plot C Land Adjacent To Marinka House, Capel Street, Capel Le Ferne, Kent</i> g) <i>Other</i>
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <ul style="list-style-type: none"> a) <i>Neighbourhood Watch</i> b) <i>Play Equipment Status</i> c) <i>Highways</i> d) <i>Public Rights of Way</i> e) <i>Speed Watch</i> f) <i>Capel Cares</i> g) <i>Grapevine Newsletter</i> h) <i>Village Hall</i> i) <i>Training/Workshops/Seminars</i> j) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> k) <i>Other</i>
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"> a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion in confidential items in agenda item 12</i>
11.	To CONFIRM date of next meeting - (<i>Tuesday, 21st May 2019</i>)
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

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).
 9th April 2019

MINUTES OF THE ANNUAL PARISH MEETING
HELD ON 17th APRIL 2018

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

APOLOGIES: Cllr: Norris and Community Warden Andrew Hawkins.

1. **PRESENTATION**

The Chairman of Kent County Council, Mr David Brazier, presented the Kent Association of Local Council Community Award to Mrs Jean Bell.

2. **MINUTES**

The Minutes of the last Annual Parish Meeting held on 25th April 2017 were approved as a correct record and signed by the Cllr: Pilcher, Chairman. Proposed by Cllr: Stone and Cllr. Tutt.

3. **MATTERS ARISING** None

4. **CHAIRMAN'S REPORT**

Cllr Pilcher (Chairman) gave his report for the year 2017/2018 to the meeting. (Attached)

5. **ANY OTHER BUSINESS** None.

6. **DATE OF NEXT ANNUAL PARISH MEETING**

This was confirmed as Tuesday, 16th April 2019.

Chairman's Report 2018

Highways issues have continued to dominate during 2017 – 2018. Despite pressure from the Parish Council, our KCC and Ward Councillors and the MP for Dover, KCC Highways refused to consider the extension of the 40mph speed limit towards the Royal Oak or beyond.

The Parish Council is now looking at other methods of traffic calming in addition to Speedwatch.

During the year, the Parish Council have received regular complaints about inconsiderate parking which obstruct footpaths or damage grass verges. I would like to thank Andrew Hawkins our Community Warden, for dealing with this and other issues within the village.

The 2015 Land Allocation Plan has started to deliver new housing in Capel.

40 houses on land south of the New Dover Road are now well underway. The second development on the junction of Capel Street and Winehouse Lane has gained planning approval, but the third plot of land in Capel Street is currently subject to Appeal.

Outside the Land Allocation Plan was a further outline planning application for 143 houses in an Area of Outstanding Natural Beauty North of the New Dover Road. This was rejected by Dover District Council.

The pressure for development in Capel will continue in the coming years as Dover District Council embarks on a new Land Allocation Plan.

This new Land Allocation Plan has prompted the Parish Council to seek the views of the Parishioners about the future of our village through a Community Questionnaire.

I would like to thank all of our Parishioners that took the time to complete and return the Community Questionnaire. The feedback will help the Parish Council shape future decision making with regard to housing development and other issues important to our community. The results of the Questionnaire will be published once analysed.

Sadly, during this last year we have lost a very popular Postman. Jay passed away on Boxing Day 2017, he became a much loved character amongst those he came into contact with on his rounds. Parishioners came together to provide a wake for Jay in the Village Hall. Money has also been raised to install a Red Memorial Bench on Lancaster Avenue Playing Field.

Within our Parish 'The Wing' at the Battle of Britain Memorial Site has been listed in 'The Best Of England' as a Hidden Gem tourist attraction.

During this year an extension was added to the Village Hall providing a bright and spacious reception area with easy access.

The Parish Council have funded a Defibrillator which is now fitted externally beside the main doors to the Village Hall.

On behalf of the Parish Council I would like to thank both our Ward Councillor, Frederick Scales and KCC Councillor Geoff Lymer for their advice and support during the year.

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

Finally I would like to thank Maureen; our Clerk for the Council for her most valued work in what has been another very busy year. **COUNCILLOR KEITH PILCHER**

SignedChairman
16th April 2019

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th MARCH 2019

Present:

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

1. **APOLOGIES** – Community Warden Andrew Hawkins.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - *(Items raised are discussed by Councillors under related entries on Agenda).*
 - Parking on grass verges, New Dover Road (B2011). *Action/Resolution: Kent Highways notified.*
 - Various potholes at Hockley Sole leading to Alkham Valley Road. *Action/Resolution: Kent Highways notified.*
3. **MINUTES OF THE MEETING HELD ON 19th FEBRUARY 2019**
The Minutes of the meeting held on 19th February 2019 were approved and signed by the Chairman, Cllr. Keith Pilcher, proposed by Cllr: Greening, seconded by Cllr: Holliday.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management**
 - Meeting arranged between two Parish Councils and Kent Highways to discuss position of white speed zone roundel reminders on highway in Old Dover Road and New Dover Road. Capel Street roundels position already agreed. *Action/Resolution: The roundels will be done when road surface warms.*
 - Parking top of Capel Street junction causing “blind spots” - consideration to request yellow lines in the vicinity discussed. *Action/Resolution: Councillors agreed to monitor the situation in the future and to re-address if further problems are encountered.*
 - b) **Village Questionnaire**
Community Action Plan now printed and distributed to every household. Expected date for consultation on DDC Local Plan now expected in 2020. Councillors met with representatives from District Council to request consideration to change the status of the Village in the New Plan. Councillors were informed this will be deliberated accordingly, but changing the status will not stop development in Capel-le-Ferne, it having no real meaning to land allocations. The inclusion of any village status for the Local Plan will be revisited by the District Council. *Action/Resolution: Thanks expressed to all volunteers for their help in delivery of Community Plan. The Action Plan will stay on the agenda and a working party of Councillors will take forward, attaching members to fulfil points raised therein.*
 - c) **Roadside Planters**
Action/Resolution: Awaiting gates being painted when weather improves and replanting when completed.
 - d) **Vacancy** – *Action/Resolution: Due to Parish Elections this year, any vacancies as a result, will be revisited at May meeting.*
 - e) **Other**
Cllr: Tutt informed the meeting by letter, he would not be standing for re-election. *Action/Resolution: Thanks were expressed to Brian for his service to the Council and his invaluable advice and knowledge on highway matters.*

Signed Chairman
Date 16th April 2019

6. **PLANNING**

Applications: granted permission by Dover District Council

- 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

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*
- 18/01324 | 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
- 19/00255: Raising of roof height to facilitate first floor extension with terrace and balustrade, erection of two storey rear extension, attached garage to side elevation and front porch: Sunny Cottage, Green Lane, Capel Le Ferne, CT18 7HD
- 19/00253: Variation of Condition 10 (external materials) to allow amendments to the exterior finish of planning permission DOV/17/00201 (application under Section 73): Plot C Land Adjacent To Marinka House, Capel Street, Capel Le Ferne, Kent

Applications: Appeals

- 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: *Action/Resolution: Appeal dismissed.*

Signed Chairman
 Date 16th April 2019

7. DELEGATES' REPORTS

a) Neighbourhood Watch

- Concern expressed on HGVs parking in layby outside Amin Stores, New Dover Road.
Action/Resolution: County Councillor Lymer agreed to investigate further on ways of prevention.
- Clear up of Courtwood Roundabout and A20 verges to be carried out early April.

b) Play equipment

- Wicksteed in process of repairing Zip-wire and refurbishing MUGA goals and posts.

c) Highways

- Closure of Dover Hill planned for pot hole filling and installation of 40mph signage.

d) Public Rights of Way

- Old Dover Road Public Rights of Way walked by PROW Officer who identified work required.
Action/Resolution: Programme of works to be identified and carried out.
- ER252 (New Dover Road to Capel Street). Cllr: Lake attended meeting with Ecologist on Green Lane. Several aspects were noted; tarmac surface, drop down bollards, minimum cut back, access to garages, cut back Beatrice Road to New Dover Road, 3 metres established paths or whatever possible, no major tree cutting. *Action/Resolution: Waiting official report, including bat survey. If bats are nesting in ivy covered trees, Parish Council may consider providing bat boxes if needed.*

e) Speed Watch

- Sessions continuing with results being notified in Grapevine.

f) Capel Cares

No report.

g) Grapevine Newsletter

- Afternoon Tea organised as a thank you to the volunteers was well attended and enjoyed by all.

h) Village Hall Management Committee

- Box agreed to be available in entrance for donations to School. *Action/Resolution: Cllr: Holliday to deliver to School. Councillors to consider a financial donation to School in ne financial year.*
- Thanks received for information and copy of forms for Community Day.

i) Training/workshops/seminars

- Town and Parish Meeting attended by Cllr. Tutt.
- KALC Planning Conference – 15th March.

j) District Councillor Frederick Scales

- DDC Budget 2.7% increase. 2.5million reserve lowest in country. Includes spending in tourism and enabling procurement of housing.
- Fly tipping – possible signs at various sites.
- Leisure Centre – hosted County Amateur swimming Championships.
- David Randall, Corporate Services, thanked for help and advice.

County Councillor Geoff Lymer

- Suspected Gas leak in Winehouse Lane, closed road.
- Kent Highways - no funds received yet from Jarvis Homes for moving 40mph signs, being chased by KCC Finance.
- George Close would be a speed limit of 20mph.

k) Other - None.

8. CORRESPONDENCE

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

1. Freshair Fitness Outdoor gym equipment leaflet
2. Wicksteed Outdoor Fitness leaflet
3. Clrjs & Council Direct Magazine
4. Viking brochures: Facilities essential, Best sellers, Smart Choices, March Sale
5. Furniture at Work brochure

Signed Chairman
Date 16th April 2019

9. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

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

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

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque, BACS, DD, SO	BANK A/Cs	Statement No:	Reconciliation
	Brought Forward					28,464.00				
19.02.19	Various: The Valiant, DMS, Red Boot, Eversfield, Chalk Hill, Street2StreetZ, S Hixon.	Adverts	497.00			497.00	R BACS			
25.02.19	Various: Bright Ideas, Benthams, Haworth, MDL.	Adverts	345.00			345.00	R 100422			
28.02.19	Nat West	Interest	2.82			2.82	R INT			
07.03.19	Stacey's Tea Deliveries	Grapevine Deliveries Tea	270.00		270.00		R BACS			
19.03.19	Viking	Ink Cartridges	61.65	12.33	73.98		BACS			
19.03.19	Dover District Council	Grapevine Print	382.92		382.92		BACS			
19.03.19	Parishioners	History Books	25.00			25.00	100423			
19.03.19	Various: Hughes, Relf	Adverts	184.00			184.00	100423			
19.03.19	Staff	Salaries	479.76		479.76		BACS			
19.03.19	Staff Expenses	Broadband & Energy, Sundry Tea	18.00 4.80		22.80		BACS			
								Cash/Chq in Hand		61.56
								Reserve A/c	241	16,611.99
								Current	866	1,636.84
								Project	22	10,728.43
										29,038.82
								Less Un-Reconciled		750.46
					1,229.46	29,517.82				
						28,288.36				28,288.36

Project	10,728.43
Other	17,559.93
TOTAL	28,288.36

10. MATTERS CONCERNING THE PARISH

a) Councillors' comments

- Procedure for election of a Chairman at the May meeting discussed.

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

None.

11. DATE OF NEXT MEETING – Tuesday, 16th April 2019 at 7.30pm. Annual Parish Meeting.

12. CONFIDENTIAL ITEMS None.

Signed Chairman

Date 16th April 2019