

CAPEL-LE-FERNE PARISH COUNCIL

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THE ANNUAL PARISH MEETING WILL BE HELD ON
TUESDAY, 19th APRIL 2016, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE

AGENDA

1. To APPROVE Annual Parish Minutes of the meeting held on 21st April 2015 (*draft attached*)
2. To DISCUSS matters arising from minutes not covered elsewhere on agenda
3. To RECEIVE Chairman's report 2015/2016
4. To RECEIVE and DISCUSS any other business
5. To CONFIRM date of next Annual Parish Meeting (*18th April 2017*)

	<u>A MEETING OF THE PARISH COUNCIL WILL FOLLOW THE ANNUAL PARISH MEETING AGENDA</u>
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 15 th March 2016 (<i>draft attached</i>)
5.	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ol style="list-style-type: none"> a) <i>Bus Shelter outside Battle of Britain Memorial Trust</i> b) <i>Flower Box refurbishments (Cllr: Pilcher)</i> c) <i>Bulb planting along Lancaster Avenue to commemorate HM Queen 90th Birthday (Cllr: Stone)</i> d) <i>Capel Street traffic calming & 20mph speed limit</i> e) <i>Resilience Plan – Preparing for Emergencies (Cllr: Stone)</i> f) <i>Neighbourhood Plan future procedure</i> g) <i>Councillor Vacancy</i>
6.	To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda <ol style="list-style-type: none"> a) <i>Neighbourhood Watch (Community Warden/PCSO/Cllr: Shaw)</i> b) <i>Play Equipment Status (Cllr: Pilcher)</i> c) <i>Village Hall Management Committee (Report attached - Cllr: Stone)</i> d) <i>Highways (Cllr: Tutt)</i> e) <i>Public Rights of Way (Cllr: Hale)</i> f) <i>Annual Playing Field Event 23rd July 2016 Update (Report attached - Events Working Party)</i> g) <i>Training/Workshops/Seminars</i> h) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> i) <i>Other</i>
7.	To RECEIVE and DISCUSS Correspondence
8.	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
9.	To RECEIVE and DISCUSS Planning Applications <ol style="list-style-type: none"> a) <i>Proposed Development Land South of New Dover Road (B2011)</i> b) <i>Proposed Development Land junction Winehouse Lane and Capel Street</i> c) <i>Quinn Estates - Land North of New Dover Road (B2011)</i> d) <i>Other</i>
10.	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ol 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, 17th May 2016</i>)
12.	To RECEIVE and DISCUSS confidential items

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| 13. | <u>LIST OF ITEMS - (UNRESOLVED)</u> |
| 1. | Traffic management prioritised projects; |
| | a) Capel Street traffic calming & 20mph speed limit - (Waiting Kent County Council feasibility) |
| | b) Speeding B2011 (Speedwatch Scheme Deferred due to lack of volunteers) |
| | c) A20 Traffic Assessment Phase - (Waiting Highways England 6 months decision) |
| 2. | ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date) |
| 3. | Stagecoach Bus Service Routes and Shelters - (Cllr: Scales) |
| 4. | Planning: Satmar - (Waiting DDC Enforcement Officer input) |
| 5. | Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher) |
| 6. | Footpaths South and North New Dover Road - (Waiting Kent Highways) |

Signea  (Parish Clerk). 12 April 2016

Agenda Item (APM) 1

MINUTES OF THE ANNUAL PARISH MEETING
HELD ON 21st APRIL 2015

PRESENT: Cllrs: C Goble, V Hale, P Jones, K Pilcher, J Stone, G Titman and B Tutt, together with Frederick Scales (District Councillor). PCSO Gretel May, Community Warden Dave Bish

APOLOGIES: Cllr: C Norris and Geoff Lymer (County Councillor)

1. **MINUTES**

The Minutes of the last Annual Parish Meeting held on 15th April 2014 were approved as a correct record and signed by the Cllr: Goble Chairman. Proposed by Cllr: Tutt and Cllr: Stone.

2. **MATTERS ARISING** None

3. **CHAIRMAN'S REPORT**

Cllr Goble (Chairman) gave his report for the year 2014/2015 to the meeting. (Attached)

4. **ANY OTHER BUSINESS** None.

A vote of thanks was expressed to Clive Goble for his services as Chairman during this and the past 12 Years following the normal meeting.

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

This was confirmed as Tuesday, 19th April 2016.

What a year for Capel it's hard to know where to start. In June we had the Memorial Stone to the village fallen unveiled by Councillor Sue Nicholas, the Chairman of the Dover District Council, this was attended by a large number from the village. This was followed by our village June event on the Queen Elizabeth II Jubilee playing field, our thanks to Jayne and her crew for all the hard work they put in to make it a success. We wish to pay tribute to the members of the committees on the Council who look after the amenities for the village. And the groups of people who devote their time in running the village Market, the village Hall, and all the various clubs and associations Capel has to offer. How any one in Capel can say they are bored with nothing to do defies belief. It's lovely to see the village amenities expanding, in February I was asked to open a new Nursery and Baby Unit, Greenview, in the old Capel school, what a wonderful job they have done, congratulations to all the hard work you have put in.

On November 11th, Remembrance Day, I had the honour of laying the first poppy wreath at our village Memorial, I wish to thank all who turned up and paid their respects to our fallen heroes.

This year will be one to remember, if anyone didn't know of Capel le Ferne, or where it was, they certainly do now. It was some twenty odd years ago that the Queen Mother came to Capel to open the Battle of Britain Memorial. This year we had the icing on the cake, Her Majesty the Queen and HRH Prince Philip made a gracious visit to open the newly built visitors centre, the Wing, at the Battle of Britain site. I had the privilege as Chairman of the Council to meet the Queen and the Duke. The school children of Capel will I'm sure will never forget the day the Queen came to Capel. Although the day was wet and low cloud put a damper on the air display, the Queen insisted in going out on the balcony of the Wing and to greet the crowd that had gathered to see her. In June we have the climax to the Battle of Britain Memorial, the 75th anniversary of the conflict, and we have been informed that the fly past will contain as many Spitfires and Hurricanes that can be mustered.

My twelve years as a Councillor seem to have gone far too quickly. It has been an honour and a privilege to serve the village as Chairman and to have such lovely colleagues as Councillors to make the job such a joy to do. It is only fitting that my last tribute should go to the "king pin" of our Council, our very own Parish Clerk, Maureen.

She has devoted her time and energy in making sure that our Council is the best in the County.

Thank you Maureen and fellow Councillors for your support and friendship over the years. I wish the new Council and its Chairman many happy and successful years.

Clive J Goble
Chairman
Capel le Ferne Parish Council

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 15th MARCH 2016

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

1. **APOLOGIES** - Cllr. Hale, County Councillor Geoff Lymer and Community Warden Andrew Hawkins.
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **PUBLIC ADDRESS TO COUNCILLORS and FEEDBACK FROM COUNCILLOR SURGERY**
 - a) **Other – Surgery Feedback**
 - i. Winehouse Lane/Capel Street Development noted - bats in residence.
 - ii. Parking on pavement Capel Street forcing mobility scooter to ride in highway. *Action: reported and dealt with by Community Warden.*
 - iii. Battle of Britain events not notified in Grapevine – *Action: Keith Pilcher to make enquiries.*
 - iv. Resident of Helena Road enquiring on decision for Land South of New Dover Road. *Action: Informed resident of DDC Planning Committee meeting on 17th March.*
 - v. Resident request to be on email database. *Action: Clerk added.*
 - vi. Change of name spelling in contact list of Grapevine. *Action: Clerk changed.*
 - vii. Motorway Maintenance white transit in village acting suspiciously. *Action: reported and dealt with by Community Warden.*
 - viii. CCTV checked and one camera frosted over. *Action: reported and being dealt with by Community Warden.*
4. **MINUTES OF THE MEETING HELD ON 16th FEBRUARY 2016**

The Minutes of the meeting held on 16th February were approved and signed by the Chairman Cllr Keith Pilcher, proposed by Cllr: Julie Shaw, seconded by Cllr: Cherry Leppard.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Bus shelter at the Battle of Britain site.**

Shelter has to be moved back 1.3m. Councillors felt let down by suppliers/contractor on position. Cllr. Pilcher to request a quote to re-position from Capel Groundworks. In future any shelters requested would require precise measurements worked out prior to ordering and installing. Funds to be considered for future shelters and Cllr. Scales to make enquiries on next year's budget with KCC. *Action: Cllr: Scales, Pilcher and Tutt.*
 - b) **Capel Street traffic calming & 20mph speed limit**

Consultation in place for 20mph in most side streets, including Capel Street and Old Dover Road.
 - c) **Resilience Planning – Preparing for Emergencies**

A questionnaire to be compiled to ascertain a database of residents who can help out in an emergency and “who can do what” and to send out in May Grapevine. Controller of plan to be Chairman and Clerk of Council. *Action: Cllr. Shaw, Stone, Pilcher and Clerk.*
 - d) **Councillor Vacancy**

No application received. *Action: To be advertised again in April Grapevine.*
6. **DELEGATES REPORTS**
 - a) **Neighbourhood Watch**
 - Community Information Day on April 16th, 2pm – 4pm in small hall. Many agencies attending (Life-line and energy considered). Leaflets to be printed to deliver week before event as a reminder. *Action: Cllrs: Shaw and Stone on more attendees. Clerk to arrange printing of leaflets, All Councillors available to deliver.*
 - Community Warden report read to meeting, highlighting investigations into; various “cold-callers”, an elderly resident in Helena Road, Speed Watch training completed and liaison to acquire machine to restart scheme in village, addressing parking issues at School and on pavements. Also being researched; CCTV Cameras and driveway contractors. *Action: Community Warden to continue to monitor and report further.*

6. **DELEGATES REPORTS continued**a) Neighbourhood Watch

- Report given to members of awareness on suspicious Silver Seat vehicle, possibly drug dealing in immediate vicinity.

b) Play equipment

- Cllr. Pilcher reported he was not convinced he had received correct costing for chains and parts to be replaced on swings. Estimated £400 - £500. *Action: Cllr. Pilcher continue to acquire exact cost.*

c) Village Hall Management Committee

- Plans for new entrance displayed on noticeboard in foyer. New windows and interesting door were some feedback already received.
- Farmers' Market new management commences 12th April.

d) Highways

- Kent Highways seeding new earth bunds at Courtwood Roundabout.
- Flooding concern still apparent in Capel Street and cleaning of drains of over-spill from farmland and pond at Cauldham Lane requiring clearance. *Action: Cllr. Tutt to monitor and contact Kent Highways.*
- Agreement to plant 1,000 bulbs in commemoration of HM Queen's 90th Birthday. These will be placed along Lancaster Avenue boundary of the Queen Elizabeth Jubilee Park. *Action: Cllr. Stone to acquire bulbs and liaise with school children and residents to arrange a working party for planting in September.*

e) Public Rights of Way

Funding grant application received, via Public Rights of Way, for the Big Lottery Funding, to acquire monies for cycle pathway to rear of school. *Action: To wait decision of planning decision on Land South of New Dover Road, in which application is included to enhance the whole of the Bridleway ER252 from Old Dover Road to Capel Street.*

f) Annual Playing Field Event – 23rd July

- Looking for a member of public to dress up as a Zebra (costume provided) to promote road safety.
- Budget approved provisionally of £500.
- Help required on the day.
- Beer tent and/or Pimms tent requested and would be investigated further. *Action: Event working party.*

g) Training/workshops/seminars

- Neighbourhood Planning Roadshow attended by Cllr. Pilcher and Stone. Other roadshows available from Action in Rural Kent at Lenham. Cllr. Pilcher reported the plan not only takes into account housing development, but other aspects; ponds, shops, etc. An amount of £9,000 grant available to produce a "Legal Document" that when approved, would provide evidence based information to be available for scrutiny as a material planning document. *Action: To be considered further and decision made of future procedure.*
- Other Workshops offered from KALC; Planning Workshop, Dynamic Councillor, Clerk's Conference, Councillors Conference and RoSPA Playground Inspection Training.

h) District Councillor Scales reported on the following:

- Neighbourhood Plan – needs to fit into Local Allocation Plan and a significant effort required with a referendum and acquiring supportive other personnel. If more is required in understanding and to sort out "pro's and con's" Adrian Fox at DDC can be contacted for assistance.
- Feasibility study on Dover Town Centre Leisure Centre available in early Summer, for indoor sporting facilities.

i) Other

Litter on A20 and A2 a cause for great concern and considered appalling in appearance for an Area of Outstanding Nature Beauty and The Gateway of England from Europe. The "Clean for the Queen" national campaign "a joke" in the Dover District comment made.

Action: Clerk to write a letter to Charlie Elphicke MP and copy in Dover District Council Leader and Chief Executive, together with Mr Kevin Bown of Highway England.

7. **CORRESPONDENCE**

- Commemorative coin received to purchase for the Queen's 90th Birthday. *Action: Given to Events working party for consideration as gifts/prizes.*
- Collection box and times confirmed from Royal Mail.

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

1. Plantscape DVD on products.
2. Tower Mint Ltd – HM Queen 90th Birthday Coin
3. Clerks and Councils Direct magazine
4. Wicksteed Play Equipment - Raising Funds leaflet
5. Hags Play Equipment Leaflet
6. Furniture at Work Brochure

8. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

Description	INCOME	EXPENSES	Cheque No: or BACS/S O/DD	TOTAL IN HAND	BANK A/Cs	Date	Statement No:	Amount	Reconciliation
TOTAL IN HAND				5597.37				5597.37	
StreetZ2StreetZ Advert	18.00		BACS						
Ralph Allard Advert	198.00		BACS						
Jessica Young Advert	132.00		BACS						
Battle Britain Bus Shelter donation	600.00		BACS						
Interest on Reserve Account	0.20		BACS						
Greenview Nursery Advert	40.00		BACS						
Lorilee Hairstylist Advert	28.00		BACS						
Various Adverts Cheque Credits	390.00		100389						
Spectrum Financial Advert	168.00		BACS						
Steve Fairfax Advert	40.00		BACS						
StreetZ2StreetZ Advert	18.00		BACS						
Me and Mrs Jones Advert	40.00		BACS						
Dover District Council printing		319.32	BACS		Reserve	29.01.16	210	4661.48	
Battle of Britain Memorial Day		50.00	1509		Current	11.02.16	710	1672.84	
Viking Paper		21.32	BACS		Project	29.01.16	19	728.43	
Village Hall Comm: Info: Day rent		11.00	1510					7062.75	7062.75
Mr D Reed – Litter Clearing		75.00							
Mrs M Leppard – Salary		301.50							
	1672.20	778.14							
							Less Un-Reconciled		571.32
TOTAL IN HAND				6491.43					6491.43

9. **PLANNING**e) **Proposed Development Land South of New Dover Road (B2011)**

Cllr. Pilcher confirmed availability to speak for 3 minutes (speech circulated) at DDC Planning Committee meeting. Cllr. Scales will also be available on committee for speaking.

f) **Proposed Development Land junction Winehouse Lane and Capel Street**

Architect contact received on planning issue with DDC relating to proposed site development. He reported he had a meeting with Planning Officer to discuss further.

g) **Quinn Estates - Land North of New Dover Road (B2011)**

No reply to email suggesting they hold a Presentation at the Village Hall.

h) **Clarification by Councillors on wording of responses to applications**

Due to divided comments on some applications, it was decided that the Planning Committee, when replying to the Clerk, should copy in Cllr. Pilcher (Chairman), to either make a decision and go with the majority or call a meeting.

i) **Other****Applications Granted by Dover District Council**

21 Capel Street – Reduce the height of three Ash trees by 50%.

14 Cauldham Close – Proposed siting of Static Caravan.

Applications Decided by Parish Council

26 Victoria Road - Erection of a single storey side extension incorporating a garage, front porch extension and rear dormer roof extension with balcony (existing conservatory to be demolished).

Action: Capel-le-Ferne Parish Council are undecided about this application and have the following concerns:

(1) Not in keeping with surrounding properties

(2) Proposed plans; "the rear first floor window and the side bedroom window" take away or reduce privacy to properties in Beatrice Road and the side extension may cause loss of light to the rear of 28 Victoria Road.

(3) Plans of this nature have been refused in the past.

(4) Planning permission was given when roof lighting was placed to upper rooms and not side windows to any side or rear extensions.

Poulton Farm, Poulton, Hougham, CT15 7DP - Conversion of redundant farm buildings to four dwellings and erection of garage building, together with associated works, following demolition of three buildings.

Action: Support this planning application and the revised planning application.

It is good to see a proposal for a positive use of the disused dilapidated farm buildings and the opportunity to increase tourism to the area. Subject to: Expert comments from the Area of Outstanding Natural Beauty and a bat survey etc.

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

- Cllr. Stone requested agreement to move towards producing a questionnaire on boundary review/changes. Map of exact boundary disputed.

Action: Cllr. Scales to send a copy of map used by Dover District Council.

- Cllr. Greening gave apologies for not being able to attend Community Information Day. She would be attending the Dover District Council Planning Committee meeting.
- Cllr. Tutt reported further on grass verge parking. He would request Kent Highways to send details of wording to send out.
- Cllr. Tutt also reported the lack of clearing sites by contractors when installing driveways.
- Cllr. Leppard requested an afternoon tea for the Grapevine Newsletter deliverers as a thank-you. Cllr. Greening to make enquiries with a local sandwich maker/distributor in Folkestone on costs.

b) **Approved resolution to discuss any confidential issues in agenda item 12 – None.**11. **DATE OF NEXT MEETING**

Tuesday 19th April 2016.

12. **CONFIDENTIAL ITEMS** - None.

EVENT 2016 - Report for Capel le Ferne Parish Council April 2016

1. Introduction

The purpose of this report is to update Councillors on the key points of discussion at the April Village Hall Committee meeting.

2. Keys points from April Village hall committee meeting April 2016

- a. Revised plans for improved disabled access were discussed. The project is to be progressed to detailed plans, a planning application and invitation to builders to quote for the work
- b. Arrangements for continued management of the Farmers' Market were discussed.
- c. Fundraising events were discussed

3. Required Action

Councillors are asked to note the contents of this report

Jayne Stone April 2016

Agenda Item 6f

VILLAGE HALL - Report for Capel le Ferne Parish Council Meeting April 2016

1. Purpose of report

This report is intended to update the Council on progress for the village fete on 23rd July 2016.

2. Arrangements for Fete

- a. A mobile bar has agreed to arrange appropriate licences and to attend the event. A donation will be given to the Parish Council
- b. The programme of event for the arena is coming together; some responses are still awaited
- c. Various games have been made available for use at the fete
- d. The risk assessment and event management plan have been updated and are ready for submission to DDC.
- e. Various stall holders have been invited to attend the event

3. Outstanding actions

- a. Personnel to man stalls are still to be identified
- b. Working parties to set up and clear up need to be recruited
- c. Research additional acts for the arena.
- d. Finalisation of the layout

4. Conclusion

Councillors are asked to note the contents of this report and where possible identify people to man the games stalls

Keith Pilcher and Jayne Stone
April 2016