

CAPEL-LE-FERNE PARISH COUNCIL

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 16TH MAY 2016, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE
AGENDA

1	To RECEIVE Apologies for absence
2	To APPOINT Chairman and COMPLETE Declaration of Acceptance of Office
3	To APPOINT Vice-Chairman and COMPLETE Declaration of Acceptance of Office
4	To APPOINT Delegates, Committees and Working Parties: a) <i>Neighbourhood Watch Delegate</i> b) <i>Play Equipment Delegate</i> c) <i>Village Hall Management Delegate</i> d) <i>Highways Delegate</i> e) <i>Public Rights of Way Delegate</i> f) <i>Planning Committee</i> g) <i>Events Working Party</i> h) <i>Other</i>
5	To RECEIVE any Public Address to Councillors & Surgery Feedback (<i>10-15 minutes</i>)
6	To APPROVE Minutes of the meeting held on 25 th April 2017 (<i>draft attached</i>)
7	To DECLARE any personal interests in items on Agenda
8	To DISCUSS matters arising from minutes not covered elsewhere on agenda a) <i>Traffic Management</i> i. <i>Relocation 40mph signs on B2011 and 20mph signs on Old Dover Road</i> ii. <i>Accidents on B2011 – making a safer road</i> b) <i>Commemorative Bench</i> c) <i>Disabled access to Clifftop, Old Dover Road</i> d) <i>Use of Post Office Room</i> e) <i>Litter Collections</i> f) <i>Other</i>
9	To RECEIVE and DISCUSS Planning Applications a) <i>Proposed Development Land South of New Dover Road (B2011) – Jarvis Homes</i> b) <i>Proposed Development Land North of New Dover Road (B2011) – Quinn Estates</i> c) <i>Proposed Development 107 – 127 Capel Street</i> d) <i>Proposed Development Land junction Winehouse Lane and Capel Street</i> e) <i>Review of Dover District Council's Local Plan</i> f) <i>Other</i>
10	To RECEIVE Delegates (agreed in item 4) and other sub-committee reports not covered elsewhere a) <i>Neighbourhood Watch</i> b) <i>Play Equipment Status</i> c) <i>Village Hall Management Committee</i> d) <i>Highways</i> e) <i>Public Rights of Way</i> f) <i>Training/Workshops/Seminars</i> g) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> h) <i>Other</i>
11	To RECEIVE and DISCUSS Correspondence
12	To RECEIVE Insurance Quotations and APPROVE Insurance Cover for 2016-2017
13	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
14	To RECEIVE and DISCUSS Any Other Business concerning the Parish a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion in confidential items in agenda item 16</i>
15	To CONFIRM date of next meeting - (<i>Tuesday, 20th June 2017</i>)
16	To RECEIVE and DISCUSS confidential items

LIST OF ITEMS - (UNRESOLVED)

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*)

Signed  (Parish Clerk). 9th May 2017

Agenda Item 6

**** PLEASE NOTE ADDITION TO DRAFT MINUTES UNDER AGENDA ITEM 6a (ii)**

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 25th 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).

1. **APOLOGIES** – None.
2. **DECLARATION OF PERSONAL INTERESTS** – Cllrs: Leppard and Stone on item 6e as VAO (Voluntary Announcement of Other Interest).
3. **APPLICANTS FOR CO-OPTION TO COUNCIL VACANCY**
 Members received two applicants that had been nominated, Mr Tony Lake and Mr Aston Mannering. Both applicants gave a citation of themselves and answered questions from the other members, which included roles of Parish Council now and in future, difference/similarities to other areas and designated responsibilities.
 The Chairman thanked both the candidates, declaring either could contribute to the Council, especially with the likelihood of more delegated powers in the future.
Action: A ballot would be taken at the end of the meeting and the Clerk would notify applicants accordingly.
4. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
 - Fly tipping of roof tiles in Cauldham Lane.
 - Missing village sign near Satmar.
 - Cutting of Public Right of Way from Old Dover Road to Albany Road.
5. **MINUTES OF THE MEETING HELD ON 15th NOVEMBER 2016**
 The Minutes of the meeting held on 21st March 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Holliday, seconded by Cllr. Shaw.
6. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management** (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)
 - i) **B2011 – relocation 40mph and Old Dover Road - 20mph signs.**
 Cllr: Lymer reported: B2011 relocation of 40mph speed zone he considered should be to The Royal Oak Public House at least and the speed limit on Old Dover Road was unacceptable. Kent Highways take into account the regulations and criteria and suggested this issue may be better addressed by contacting Cllr. Matthew Balfour, Cabinet Member for Environment and Transport, with a view to a meeting and conversation on this issue.

ii) Accidents on B2011 – making a safer road

Comparison with principles applied by Kent Police on attendance between speeding recently on The Leas and the B2011 was raised. *Action: It was suggested that a letter was sent to the Kent Police and Crime Commissioner, Dover CSU and Dover Police Inspector, Councillor Greening to put together some words and forward to Clerk. Also protest measures to consider education to drivers and more Speed Watch sessions and meeting with local all concerned. ***

*** Cllr: Stone informed the members that a meeting, with a Shepway District Councillor and Neighbours living adjacent to top of Dover Hill, was being organised regarding accidents in vicinity.*

b) Commemorative Bench

Bench arrived slightly damaged. Cllr Pilcher viewed the seat and the top plaque rail was scuffed and a small dent. Supplier agreed to replace and Capel Groundworks to fix. *Action: Cllr. Pilcher to arrange position of bench between the trees and two other benches. Clerk to contact family on arrangements for a commemorative event.*

c) Donations to Organisations.

Three (3) quotations received to consider donating funds to maintain St Mary's Churchyard on a one-off basis for 5 sessions through the growing season. Cllr. Pilcher reported he had spoken to Vicar and informed him it would be for this year only. Proposals were put forward by two (2) Councillors, but not seconded and subsequently withdrawn in favour of proposal by Cllr: Holliday and seconded by Cllr. Shaw and agreed by all present to accept contractor Stephen Huxtable's quote at £120 per monthly cut for 5 months and paid by Parish Council on a monthly basis. Total £600. *Action: Cllr. Pilcher to meet with Vicar, previous volunteer and contractor on site to discuss precise maintenance programme.*

d) Disabled access to Clifftop, Old Dover Road

No reply to date received from NHS. *Action: Clerk to contact again.*

e) Use of Post Office Room

Cllrs: Leppard and Stone left the room for this item.

A letter had been received from Village Hall Management Committee with a rental of £10 per week, £520 per annum (an inflation of 800% on present rent) for sole use of the Old Post Office room. This was considered by members present to be disappointing, as it was a higher than expected amount, i.e. a "peppercorn rent" was anticipated. The present rental payable is £60 per annum, as per hirers agreement dated November 2015, for storage and ad-hoc use of the room for occasional meetings and surgery once a month at Farmers' Market. *Action: As both parties were considered to be working for the community, it was agreed that negotiations with a member of the Management Committee and a representative of the Parish Council be arranged. Councillors contemplated a maximum figure per week, or it would better to remain as we are at present.*

f) Other

It was reported by Cllr: Leppard that the bus shelter at Helena Road was now in a very poor state of repair. As grant from the Kent County Council Bus Shelter Partnership last year was not successful and no further Partnership Grants for this financial year had been notified, Councillors were requested to consider the replacement of the shelter from the parish precept. The amount quoted for new shelter, from Queensbury Shelters, of £4,975 (including removal of old shelter) was proposed by Cllr: Holliday, seconded by Cllr: Stone and agreed by all. *Action: Clerk to order new shelter and enquire if Dover District Council still require their old shelter for use elsewhere as previously intimated.*

7. PLANNING

a) Proposed Development Land South of New Dover Road (B2011).

Drainage works to this site underway. Traffic Lights in place whilst works taking place. Concerns expressed on works traffic parking in Helena Road to be brought to the attention of site contractors.

b) Quinn Estates - Land North of New Dover Road (B2011).

Still waiting a decision from DDC on date when Planning Committee will discuss.

c) Proposed Development 107 – 127 Capel Street.

Still waiting a decision from DDC on date when Planning Committee will discuss.

d) Proposed Development Land junction Winehouse Lane and Capel Street.

Still waiting a decision from DDC on date when Planning Committee will discuss.

e) **Review of Dover District Council's Local Plan.**

In order to indicate a "pro-active" approach, a working party was agreed to compile a response document to Dover District Council's revision of the Land Allocation Local Plan. Action: Cllrs. Norris and Pilcher to meet in the first instance to accumulate points for further discussion.

f) **Other**

Applications Granted Permission by Dover District Council

- 16/01429, Display of one non-illuminated notice board sign, St Radigund's Parish Church, Albany Road, Capel-le-Ferne, Folkestone, CT18 7JT
- 16/01439, Variation of Condition 2 of planning permission DOV/13/00606 (erection of single storey building for new pumping station; potable water storage tank; GRP electrical transformer kiosk; surge vessel; hardstanding; alterations to access; temporary site compound and temporary access for construction traffic) to allow changes to approved plans (application under Section 73), Lower Standen Pumping Station, Lower Standen, Alkham Valley Road, Alkham, Dover, CT18 7EW
- 17/00232, Erection of a single storey side extension (existing conservatory to be demolished) and revised rear elevation, 28 Cauldham Lane, Capel-le-Ferne, Folkestone, CT18 7HG

7. **PLANNING continued**

Applications Granted Permission by Kent County Council

- KCC/SH/0005/2017 (KCC/SH/0005/2017) - J Taylor & Son, Hope Farm, Crete Road East, Folkestone, CT18 7EG. Extension to the existing Hope Farm Composting Facility along with the variation of conditions to planning permission reference SH/14/751 in respect of the inclusion of Bank Holiday deliveries of waste, removal of restriction on sources of material, increase in waste throughout, utilisation of processed material on other surrounding farms and increase in current restriction on vehicle movements

Applications Refused Permission by Dover District Council

- 17/00090, Erection of a detached dwelling (existing annex to be demolished), 18 Capel Street, Capel-le-Ferne, CT18 7LZ

Applications Waiting Permission by Dover District Council

- 16/01431, Erection of a detached dwelling, creation of parking and associated landscaping, 'The Longview' - Land to the South of Old Dover Road, Capel-Le-Ferne, CT18 7HN

8. **DELEGATES REPORTS**

a) **Neighbourhood Watch**

- The meeting was informed of several youth visiting village from Folkestone due to closure of the Folkestone Skatepark This was giving a cause for concern with anti-social behaviour taking place and would need to be addressed before summer holidays, when it is envisaged this may continue. Incidents related to members and the lack of response reported when a 999 call was logged, when a fight ensued. Several suggestions were requested for consideration, including closure of site and hiring a security company. Action: Letter to be sent to Kent Police and Crime Commissioner, with a copy forwarded to De haan Charitable Trust, Shepway District Council, Folkestone Town Council, Hawkinge Town Council and District MPs for response.
- Other items dealt with included cold callers, abandoned vehicle and fly tipping.
- Speed Watch sessions continues. As duties of Community Warden are limited, volunteers are being trained in setting up and carry out sessions without Warden, to enable more to take place.
- Capel Cares continues to make progress with checks and references being arranged for volunteers.

b) **Play equipment**

- Skimming work to the skate-park recently carried by Evolution.
- Minor works to gym equipment to be carried out at next scheduled maintenance visit.
- Renewal of line marking to MUGA court being investigated further with more quotations being sought.
- It was proposed by Cllr. Stone and seconded by Cllr: Greening and agreed by all, to set aside an amount of £6,000 from precept funds for future repairs and renewal of equipment. Action: Clerk to arrange for the separate bank account used previously for the community project, to be linked with other accounts, so the transfer could be arranged.

c) **Village Hall Management Committee**

- Farmers' Market
- Building work due in July/August
- Parish Council rental of an office – subject to discussion between VH treasurer & secretary and parish clerk
- Clearance of the hall
- Possibility of starting a cinema club
- Maintenance items
- A community day for June 18th – proposed by St Radigund's Church and supported by the Baptist Church – and based around the village hall. Ideas are at an early stage, any offers of help would be appreciated
- 100+ club subscriptions are due for new and returning members. For only £1 per month (£12 for the year) members are entered into monthly draws for prizes of £25/£15/£5, doubles at Christmas. This is part of the continuous fundraising for maintenance and refurbishment of the hall. Jayne has form for anyone wishing to join this year.
- CCTV being moved to another position when extension works being carried out.
- There will be no access to Post Office room whilst works are executed.

d) **Highways** – Cllr: Tutt reported:

- Cabling work on A20 due to start on 8th May, with overnight closure of road for 11 weeks.
- Surfacing works on Dover Hill with 2 days overnight closure.
- Cllr. Tutt also stated that the B2011 accidents, in his opinion, are due to “driver errors” and education of drivers was needed to alleviate accidents.

e) **Public Rights of Way** No report.

f) **Training/workshops/seminars**

None reported.

g) **District Councillor Scales reported:**

- Consultation of devolution of councils deferred until after both elections.
- Notification of outdoor cinema showing of The Lion King at Kearsney Abbey on 26th May.
- Will chase up date for presentations of developments with DDC Planning Committee.
- Cllr. Stone made enquiries on procedure for contacting Developers on funding for local amenities, if applications approved.

County Councillor Lymer reported:

- Several other items of interest that KCC had addressed in the year were highlighted, a summary; Empty properties, Timeline on potholes, Education of young people, Ofsted and Special services, Targets, Adult Social Care and funding from government, Health visitors, Cost of asylum children to County ad HGV drivers.

h) **Other** - None.

9. **CORRESPONDENCE**

Enquiry on the Grapevine Newsletter being produced for the Blind. *Action: Cllr. Greening to make further investigations.*

Other items received:

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

1. Poppy Press The Legion Newsletter Live On – Spring 2017
2. Glasdon Street Furniture Brochure
3. Littlethorpe Quality Hardwood Shelters
4. Rt Hon. John Bercow MP, Houses of Parliament – Letter on UK Parliament Week 13th-19th November
5. Wicksted Playgrounds Introduction to New 2017 Catalogue
6. Furniture at Work Brochure

10. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

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

To Whom	Particulars of Payment	TOTAL EXPENSE	TOTAL RECEIPTS		Cheque BACS DD SO	BANK A/Cs	Statement No:	Reconciliation
Brought Forward			12,193.28					
Battle of Britain Trust	Memorial Day	100.00			1528			
Kent County Council	Bench		1,101.00	R	DD			
Various	Adverts / Cash		304.28	R	100401			
John Waller	Advert		220.00	R	BACS			
HMRC	PAYE	186.00		R	DD			
Nat West	Interest		0.09	R	SO			
St Radigund's Church	Donation	250.00		R	1525			
Dover District Council	Precept 2017-2018		26,240.00	R	BACS			
Thomas & Partners	Advert		40.00	R	BACS			
StreetZ 2 StreetZ	Advert		18.00	R	SO			
Various	Adverts		180.00	R	100402			
Capel Playgroup/VHMC	Donation	500.00		R	1527			
Spectrum Finance	Advert		168.00	R	BACS			
Kip McGarth	Advert		39.00	R	BACS			
Air Ambulance	Donation	250.00		R	1526			
Streetmaster	Bench	976.80			BACS			
KALC	Annual Membership	568.94			Cheque	Reserve	221	37,036.36
D Reed	Litter Clearance	83.33			BACS	Current	765	1,564.58
M Leppard	Salary £352.26 Broadband £11.10	363.36			BACS	Project	20	728.43
		3,278.43	40,503.65					39,329.37
							Less Un-Reconciled	2,104.15
			37,225.22					37,225.22

11. MATTERS CONCERNING THE PARISH

a) Councillors' comments

- Resilience Plan due for review. *Action: Clerk to forward to Cllr. Stone.*
- Parking of Development Contractors' vehicles in Helena Road. *Action: Clerk to inform Community Warden to visit and request residential consideration.*
- Dog fouling South side of Victoria Road. *Action: Clerk to inform DDC Dog Warden Services.*

b) Approve resolution to discuss any confidential issues in agenda item 13

Approved and details recorded under separate cover.

12. DATE OF NEXT MEETING – Tuesday, 16th May at 7.30pm. (Apologies received Cllr.Tutt and Community Warden).