

CAPEL-LE-FERNE PARISH COUNCIL

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 16TH JULY 2019, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX

AGENDA

1.	To RECEIVE Apologies for absence (<i>Cllr: Pilcher</i>)
2.	To RECEIVE any Public Address to Councillors & Surgery Feedback (<i>10-15 minutes</i>)
3.	To APPROVE Minutes of the meeting held on 18 th June 2019 (<i>Draft Attached Pages 2-5</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> ▪ <i>Parking Old Dover Road/Winehouse Lane</i> b) <i>School</i> <ul style="list-style-type: none"> ▪ <i>Project Donation</i> ▪ <i>1st Aid Training</i> c) <i>Vacancies</i> d) <i>Other</i> <ul style="list-style-type: none"> ▪ <i>Resilience Emergency Plan</i>
6.	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) <i>Land 107 – 127 Capel Street</i> b) <i>Site at Western Heights & Farthingloe.</i> c) <i>Annexe, 124 Capel Street</i> d) <i>Other</i> <ul style="list-style-type: none"> ▪ <i>Advertising hoardings Old Dover Road and New Dover Road on Jarvis' Homes development</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>Playing Field</i> <ul style="list-style-type: none"> ▪ <i>Equipment Status</i> ▪ <i>New Signs (Proposal to Councillors Attached Page 6)</i> ▪ <i>Boundary Security (Suggestions Attached Page 7)</i> ▪ <i>CCTV Security</i> c) <i>Highways</i> <ul style="list-style-type: none"> ▪ <i>Verge cutting Old Dover Road</i> d) <i>Public Rights of Way</i> <ul style="list-style-type: none"> ▪ <i>Concrete Bollards PROW ER242 junction with Lancaster Avenue</i> e) <i>Action Plan</i> f) <i>Speed Watch</i> g) <i>Capel Cares</i> h) <i>Grapevine Newsletter</i> i) <i>Village Hall</i> j) <i>Training/Workshops/Seminars</i> <ul style="list-style-type: none"> ▪ <i>Dover District Local Plan – Town and Parish Council meeting</i> k) <i>District Councillor Rose and/or County Councillor Geoff Lymer</i> l) <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, 20th August 2019</i>)
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

Signed  (Parish Clerk).
 9th July 2019

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. New Waste Bins, New Dover Road (*Dover District Council*)
2. Footpaths South and North New Dover Road - (*Kent Highways deferred to a later date*)
3. Public Spaces Protection Order 2018 – Dogs on Leads (*Dover District Council – 2020/2021*)
4. Training and Development Policy and Data Protection Policy
5. New Play Equipment – Expression Swing - (*Deferred to a later date*)

AGENDA Item 3
Draft Minutes

1 of 4

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 18th JUNE 2019

Present:

Cllrs; Holliday, Lake, Leppard and Norris, together with Community Warden Andrew Hawkins and County Councillor Geoff Lymer.

1. **APOLOGIES** – Cllrs: Greening, Pilcher, Shaw and District Councillor James Rose.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - (*Items raised are discussed by Councillors under related entries on Agenda*).
None.
3. **MINUTES OF THE MEETING HELD ON 21ST MAY 2019**
The Minutes of the meeting held on 21st May 2019 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Holliday, seconded by Cllr: Leppard and agreed by all.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management**
 - Order placed with Kent Highways for speed zone roundels on Old Dover Road, New Dover Road and Capel Street. *Action/Resolution: Waiting date for installation.*
 - Vehicles parked inconsiderately and dangerously on the junction of Winehouse Lane/Old Dover Road is being investigated further by our County Councillor, Geoff Lymer. *Action/Resolution: Endeavouring to get Kent Highways to realign and change the road junction line markings. He has also issued notices to perpetrators to move.*
 - b) **School Project Donation**
Cllr. Holliday reported School requested to defer the donations to give time to sort and distribute. Councillors received quotations from school for a large storage shed and agreed donation of £1,583 + £50 deliver, to fund storage facilities, proposed by Cllr: Holliday, seconded by Cllr: Lake and agreed by all present. Funding for two classes in First Aid Training lessons already agreed and waiting dates to implement. *Action/Resolution: Clerk to notify School to fund storage facilities, together with funding for two classes in First Aid Training lessons. Community Warden to arrange suitable dates with School and Training Company.*
 - c) **Vacancies** - No candidates present.
 - d) **Other**
Overgrown Trees Cauldham Lane – Resident's family informed investigations revealed the cut back is not responsibility of Kent Highways or Housing Association, but the tenant under terms of agreement. Overgrown Trees opposite Battle of Britain Site, New Dover Road – Have been cut back.
Litter Bins - Quotes received from Dover District Council on provision of more bins in village was deferred on cost implications.
6. **PLANNING**
 - a) **Site at Western Heights & Farthingloe**
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); etc. *Action/Resolution: Application: Waiting Dover District Council Decision*
 - b) **97 Capel Street Capel Le Ferne CT18 7HB.**
19/00442 | Erection of single storey side porch, rear corner extension, double garage, raise the roof to facilitate loft conversion, replacement and extension of retaining wall across existing driveway (existing garage and driveway to be removed) | *Action/Resolution: Application Granted Full Planning Permission.*
 - c) **Annexe 124 Capel Street Capel Le Ferne CT18 7HB.**
19/00559 | Removal of Condition 4 of planning permission DOV/15/00311 which restricts use of annexe to an immediate relative of occupants of the main dwelling | *Action/Resolution: Application: Waiting Dover District Council Decision*

Signed Chairman
Date 16th July 2019

- d) **Advertising hoardings Old Dover Road and New Dover Road on Jarvis' Homes development.**
Breach of planning permission contravening the "no access" condition to the Jarvis Homes Development Site from Old Dover Road. *Action/Resolution: BIG apology received from Jarvis Homes that they are aware to not use Old Dover Road and they blamed the contractors employed who have been chastised. Also the additional and relocation of signage either side of the site is being dealt with by Dover District Council Planning Enforcement Officers.*
Waiting Resident Submitting Application to Dover District Council
Longships, Cauldham Lane – Independent Living Accommodation

7. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

- No crimes reported from Kent Police.
- New PCSO would be in post from July.
- Suspect driveways works reported.
- Concerns on Travellers in area. Hawkinge Town Council undertaking deterrents, so they may find other areas.
- Reminder to be sent out to residents on leaving doors, windows and valuable accessible for burglars.
- Cut back of grass verges Old Dover Road to be chased with Kent Highways.

b) **Play equipment**

- **Equipment Status**
Quotations received on renewal of Gym Equipment Maintenance Contract in October. *Action/Resolution: Agreed to continue with another 3 years at a cost of £3,800, excluding spares, proposed by Cllr: Lake and seconded by Cllr: Leppard and agreed by all present.*
- **Boundary Security**
Quotation received and discussed for the provision of bollards (one set of drop-down) in between trees on the Lancaster Road boundary. *Action/Resolution: As some members thought it would look unsightly, it was decided by all to defer, pending further investigations and advice from KCC Public Rights of Way. Meeting to be arranged to discuss, including change of wooden bollards to PROW at side of Hall.*
- **CCTV Security**
No reply from NSL Security regarding upgrading system. *Action/Resolution: Clerk to chase.*

c) **Highways**

- Cause for concern - Parking on grass verges on New Dover Road, damaging surface and kerb, together with being a hazard blocking visibility when exiting side roads. *Action/Resolution: Kent Highways have been notified and will be chased to oversee and resolve this issue, before an accident happens.*

d) **Public Rights of Way**

- Reports received from users of Green Lane how they are enjoying the new improved access.
- Lockable bollard repairs on Green Lane being chased.
- Enquiry to be sought on when first cut of all PROWs will be taking place.
- Unpassable Satmar to Winehouse Lane route to be reported.

e) **Action Plan** - Working party still to have a meeting

f) **Speed Watch**

- Speeding vehicles in Capel Street a cause for concern referring to sessions undertaken. Hopefully the new highway roundels will remind vehicles of the speed zone being 20mph.
- At least one session a week is being carried out, weather permitting.

g) **Capel Cares**

- Group protocol being investigated to set up.
- Coffee mornings well attended

h) **Grapevine Newsletter** - New deliverer in Old Road reported.

i) **Village Hall Management Committee**

Use of Playing Field for Garage Safari on 1st September agreed, weather permitting.

j) **Training/workshops/seminars**

- Councillors' Conference, Dynamic Councillor, Communication and Social Media Networking.

Signed Chairman

Date 16th July 2019

k) **District Councillor James Rose** – No report.

County Councillor Geoff Lymer

- Kent County Council charge for taking waste to tip is to stop builders' deposits.
- KCC working together with Police and District Councils, making public aware it is their rubbish, therefore they are responsible for ensuring waste carrier certificates are obtained.
- Policing and Crime Prevention difficulties on enforcement explained where they are linked with legislation.
- Parking on junction of Winehouse Lane/Old Dover Road, - Notices placed on vehicles to be moved or they will be removed. Cllr: Lymer working with Kent Highways on implementing layout changes with cross-hatchings. Signage at this junction would not be suitable. Thanks expressed to Cllr: Lymer on his assistance on this particular issue.
- Bollards in part of layby outside Amin Store in New Dover Road, still to be carried out, but item above taking priority.

l) **Other** – Enquiry received on Village Resilience Plan. *Action/Resolution: Cllr: Lake to update.*

8. CORRESPONDENCE

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

1. Kent Household Waste Recycling Centre Consultation Charging Policy letter and posters
2. FLP Play Equipment brochure
3. Viking Direct brochures; June sale; Facilities essentials; Smart Choice; Best Seller;
4. Furniture at Work brochure

9. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Holliday, seconded by Cllr: Norris and agreed by all present.

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

To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO	BANK A/Cs	State ment No:	Reconciliation
Brought Forward					56,851.94					
Various	Adverts	450.00			450.00	R	100425			
Stephen Huxtable April & May	St Marys Grass Cutting	240.00		240.00		R	BACS			
Nat West	Interest	7.87			7.87	R	INT			
Came & Company	Insurance	1,457.67		1,457.67		R	BACS	Cash/Chq in Hand		1.56
Streetz2Streetz	Advert	18.00			18.00	R	SO	Reserve A/c	245	43,947.44
Smart Cleaning	Advert	84.00			84.00	R	BACS	Current	884	1,136.71
Harmer and Sons	Grass Cutting	412.50	82.50	495.00			BACS	Project	22	10,728.43
Dover District Council	Grapevine Printing	382.92		382.92			BACS			55,814.14
Staff	Salaries	516.30		516.30			BACS			
							BACS	Less Un-Reconciled		1,494.22
				3,091.89	57,411.81					
					54,319.92					54,319.92

<i>Project</i>	<i>10,728.43</i>
<i>Other</i>	<i>43,591.49</i>
TOTAL	54,319.92

Signed Chairman
Date 16th July 2019

10. **MATTERS CONCERNING THE PARISH**

a) **Councillors' comments**

- Concerns expressed on grass cuttings on New Dover Road blowing on to highway and blocking drains. *Action/Resolution: Clerk to inform contractors.*

b) **Approve resolution to discuss any confidential issues**

Cllr: Lake requested point to be discussed under confidential agenda item 12.

11. **DATE OF NEXT MEETING** – Tuesday, 16th July 2019 at 7.30pm.

12. **CONFIDENTIAL ITEMS** Recorded under separate cover.

Signed Chairman
Date 16th July 2019

Recreational Area Signage

Currently there is a variety of signage attached to railings around the:

- Toddlers play area.
- Petanque court.
- Skate park

The signs are fixed by various methods. Protruding bolts and edges of metal fixing straps present an injury risk, such risks often feature in the annual ROSPA Safety Report.

Signs fixed with cable ties are frequently torn off as shown below.

Signs that are clamped to railings often slide down.



In general, the variety of signs and fixings used looks untidy.

I would like Councillors to consider an alternative to these individual signs.

Perhaps two free standing signs would be appropriate, one sited beside the footpath as you approach the Toddlers Area/MUGA/Petanque Court and a second sign beside the path as you approach the Skate Park/Zip Wire. The signs could be suitably worded for each location.

An example is shown below. Thank you.Keith Pilcher.



Some more thoughts on securing the field for consideration. There are no costings at this stage.

With regard to metal benches, these are from the same manufacturer as the Memorial Benches.

<http://www.streetmaster.co.uk/>

They could be arranged at various angles rather than in a straight line as illustrated.

The railings could run the entire frontage again depending on costs.

The downside of railing is that it does make the entrance point to the field more obvious.

Whichever way Councillors decide to go, it is likely to be a major cost outlay

