

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 18<sup>th</sup> JULY 2017**

**Present:**

Cllrs; Holliday, Lake, Leppard, Norris, Pilcher, Shaw and Tutt,

1. **APOLOGIES** – Cllrs: Greening and Stone. Andrews Hawkins and District Councillor Frederick Scales.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**  
 Litter collector Roy Mann had been provided with some black sacks. *Action: Clerk to write a letter of thanks*
3. **MINUTES OF THE MEETING HELD ON 20<sup>th</sup> JUNE 2017**  
 The Minutes of the meeting held on 20<sup>th</sup> June 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Holliday, seconded by Cllr. Lake.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management** (Speed Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)
    - i) **TAP - 40mph, B2011 - relocation 40mph and Old Dover Road - 20mph signs.**  
 TAP n A20 - 40mph lifted. Temporary 40mph signs to be in place by end July. Permanent signs by September. Meeting at Aycliffe with Charlie Elphicke went well and he would review situation in September/October. Question and answer document circulated. *Action: To keep momentum going, by obtaining an updated traffic assessment via Kent Police, for B2011, in September, for review on implications of 40mph lifting on A20.*
    - ii) **Accidents on B2011 – making a safer road**  
 Clerk enquired on an accident reported on B2011 (top of Capel Street, on Thursday, 13<sup>th</sup> July), but no information was forthcoming for inclusion on list, other than bollards had been knocked down.
  - b) **Disabled access to Clifftop, Old Dover Road**  
 Clerk had chased NHS but received no reply. *Action: To remove from agenda, as it was felt, that although a nice idea, the area was too dangerous for a disabled access owing to very uneven surface.*
  - c) **Bluebells on Playing Field boundary**  
 Cost for provision was circulated;  
*Action: Agreed by those present to remove from agenda and not go ahead due to advice given on English Bluebells and cross-pollination, amount required and cost implication.*
  - d) **Other**  
 Enquiry made at last meeting on Asset Register definition of equipment cost – the following reference to Audit Commission write up was provided:  

5.140. For authorities covered by this Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation.

For reporting purposes therefore, the original value of fixed assets will stay constant throughout their life until disposal.
6. **PLANNING**
  - a) **Proposed Development Land South of New Dover Road (B2011).**  
 Enquiry on open space land on whether it will be public or private. *Action: Jarvis Homes, Dover District Council and Cllr Scales to be contacted for clarification. Meeting on PROW future to be considered.*
  - b) **Quinn Estates - Land North of New Dover Road (B2011).**  
 Still waiting confirmation on date for DDC Planning Committee meeting.

Signed ..... Chairman  
 Date ..... 15<sup>th</sup> August 2017

c) **Proposed Development 107 – 127 Capel Street.**

- Responses on DDC website, one stating 40 years of planning applications on this site, but no knowledge was known of this information. *Action: Cllr Norris to make further enquiries on resident's quote.*
- Queries on resident/highway boundaries an issue, including drainage not capable of extra input. *Action: To be considered as items for highlighting when application is subjected to DDC planning committee meeting.*

**Proposed Development Land junction Winehouse Lane and Capel Street.**

Full Planning Permission had been granted with conditions. *Action: Noted. Remove from agenda.*

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

Meeting held with Adrian Fox;

- Established review takes place every 5 years. Present LALP expires 7<sup>th</sup> August 2017.
- Site assessments to take place on those submitted for consideration following "Call for Land".
- Sites will be viewed and commented on.
- Suggestion was made to produce "A vision on how we see the village".
- Research required on how the National Planning Policy had changed in relation to the past Core Strategy.
- Government will insist Review is carried out.
- Parish Council need to be ready and have a say in what is happening, i.e. by Autumn 2018.
- Sites will be re-assessed. Including Whitfield.
- 2,000 under build reported.
- Questionnaire to every resident considered to be a good idea, focusing on anything, not just planning, and ideas ready for Autumn 2018 response. Adrian Fox agreed to look at this when completed before circulation.
- Suggested to form a working party meeting in September 2017, of all Councillors who wish to attend, to work out the best way forward.

e) **Other**

17/00471 | Variation of Condition 2 of planning permission DOV/15/00113 to allow insertion of roof lights (application under Section 73) | 9 Clarence Road, Capel-le-Ferne, CT18 7LW

*Action: Response submitted - No amended 1st floor plans on the original or variation applications so assume that the stairs lead to a large loft area. As a loft area some Velux windows would not be out of place but should be at a height that prevents a direct view out. Obscure glass seems a bit pointless if the windows are opening. The application says "roof lights" but the letter says "Velux windows".*

*Without plans for the first floor it is hard to pass comment. See no necessity or gain from the installation of roof lights and am concerned about the loss of privacy to neighbouring properties. Suspect the applicant may have a similar worry by stating that the rear window will be obscure glass. If permission is given, recommend a condition making this window permanently obscure glazing.*

17/00765 | Erection of a single storey rear extension to act as a granny annexe | Capel Bungalow, Hurst Lane, Capel-le-Ferne, CT18 7EZ

*Action: Response submitted - The extension has no adverse effect on the neighbouring properties and it would enable a family to look after a relative. Therefore, Capel-le-Ferne Parish Council have no objections and support this planning application.*

**7. DELEGATES REPORTS**a) **Neighbourhood Watch**

- Notification received that PCSO Gretel May would be leaving in September. *Action: Clerk to write to Kent Police District Inspector on replacement, copying in Crime Commissioner and MP.*
- Reports of crumbled new disabled drop kerb, junction of New Dover Road and Alexandra Road. *Action: Clerk to report to Kent Highways*

b) **Capel Cares**

Thanks expressed for insert in last month's Grapevine. A few responses had been received, so the service was building up. A suggestion to input a monthly write-up for the Grapevine would be investigated further.

Signed ..... Chairman

Date ..... 15<sup>th</sup> August 2017

c) **Play equipment**

- All works on equipment refurbishment completed.
- Reassured on the maintenance and thoroughness with the services The Great Outdoor Gym Company being given under the contract.
- RoSPA Play Safety Report due July.
- It was suggested the replacement of some of the un-used static play equipment in junior play area should be investigated next.
- Quotation from Capel Groundworks of £470 plus VAT to top-up gravel in the Petanque Court was received and agreed by all. This was required as the level of the court had settled within the last year. *Action: Clerk to instruct work. Cllr Pilcher to check grading and liaise with Capel Groundworks. Future monitoring of court to be carried out.*

d) **Village Hall Management Committee**

Whilst building works in progress (starting Monday 24<sup>th</sup> July) an alternative entrance door has been arranged. Keys to be collected from Village Hall on Saturday, 22<sup>nd</sup> July between 11am – 12noon.

*Action: Clerk to arrange.*

e) **Highways**

- Pot holes in Alexandra Road marked for filling. Cllr. Tutt had concerns as the road needs a complete resurface.
- A20/B2011 diversion route lifted, resurface of Dover Hill may now be viable.
- 40mph Signage on road (as A260) to be investigated. *Action: Clerk to write to Richard Heaps, Kent Highways.*
- A speed camera recording registration numbers is the only way speeding will be stopped on B2011.
- Still waiting yellow lines Cauldham Close/Cauldham Lane.

f) **Public Rights of Way**

- Concerns on the future enhancement of Bridleway New Dover Road to Old Dover Road. Section 106 agreed for development requirement to maintain and manage, together with on-going maintenance. *Action: Cllr. Lake suggested a meeting with several agencies to clarify.*
- Future plans for ANOB and PROW, especially coastal path. *Action: Cllr. Lane meeting Trail Manager of ANONB to discuss.*

g) **Training/workshops/seminars**

- Clerk booked on Conference in September.
- Report from Cllr. Stone read on recent Public Listening Event on 29 June - Transforming Health and Social Care in Kent and Medway:  
*Their overheads are supposedly on their website but can't find them. I do have a hard copy if anyone wants a set. Condensing things down there are two main thrusts - one is reconfiguration of hospitals, the other is changing the way services are delivered to 'put patients at the centre of things'. Considering proposals were the things which were operational 25 -30 years ago I got very lost! There were a great many people there from CHEC, so you can imagine my popularity when I said the services and accessibility were important and maybe Canterbury was not the ideal place in East Kent to put a pure hospital. Everything was aspirational with no mention of how to achieve it. Some people thought it needed more money, others just thought the hospital needed to be better administered.*

h) **District Councillor Scales** and **County Councillor Lymer** – No report.i) **Other** - None.

Signed ..... Chairman

Date ..... 15<sup>th</sup> August 2017

8. **CORRESPONDENCE - Items received:** List of email items received attached and/or previously forwarded.
1. Changes affecting services at Folkestone East Family Practice – reply received and copy of all sent to Charlie Elphicke MP. *Cllr. Holliday reported he had moved to White Cliffs Surgery, Dover and was pleased with service received.*
  2. Pam Barr, Baptist Church, thank you email for £50 donation for material cost at Community Day.
  3. PCSO Gretel May – Email on leaving Capel and change of role to Youth Team at Canterbury.
  4. Resident letters on change of bus route via Blackbull Road – sent to Stagecoach.
  5. Kent Police – leaflets on Protect and Connect.
  6. Later Life Address Book – Directory of Services
  7. Clerks and Councils Direct magazine
  8. Viking – brochure on July Offers
  9. Furniture at Work – brochure
  10. 4Imprint - brochure.

## 9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Lake seconded by Cllr. Norris and signed by the Chairman Cllr. Pilcher, 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	Statement No:	Reconciled
<b>Brought Forward</b>					<b>26,205.85</b>				
Perry	Advert	26.00			26.00	BACS			
Baptist Church	Material costs	50.00		50.00		Q1534			
HMRC	PAYE	193.20		193.20		DD			
Trevor May	Repaint MUGA lines	595.00	119.00	714.00		BACS			
Dover District Council	Field Rent	112.50		112.50		SO			
Nat West	Interest	0.25			0.25	DD			
Parishioners	History Book Sales	55.00			55.00	100404			
Simpson	Adverts	147.00			147.00	100404			
HMRC	Reimbursed VAT	2541.84			2541.84	BACS			
Greenview Nursery	Advert	84.00			84.00	BACS		Equipment	12,000.00
Capel Groundworks	Advert	100.00			100.00	BACS		Other	11,537.17
StreetZ 2 StreetZ	Advert	18.00			18.00	BACS	Reserve A/c	224	<b>23,537.17</b>
KALC	Transparency Fund	180.00			180.00	100405	Current	778	<b>3,914.64</b>
Stephen Huxtable	St Mary's Cutting	120.00		120.00		Q1535	Project	20	<b>728.43</b>
Harmer & Sons	Grass Cutting	405.00	81.00	486.00		BACS			<b>28,180.24</b>
D Reed	Litter Clearance	83.33		83.33		BACS		Less Un-Reconciled	7,161.13
M Leppard Salary £352.26 Broadband £11.10	Postage Audit £6.45. McAfee Live Safe £89.99	459.80		459.80		BACS			
Ashley Engineering	Playground Refurbishment	5,100.00	1,020.00	6,120.00					
				8,338.83	29,357.94				
					<b>21,019.11</b>				<b>21,019.11</b>

## 10. **MATTERS CONCERNING THE PARISH**

### a) **Councillors' comments**

- Cllr. Leppard thanked everyone for provision of bus shelter at Helena Road.
- Glass side missing in bus shelter opposite Battle of Britain Memorial Site.  
*Action: Clerk to report to Dover District Council.*

### b) **Approve resolution to discuss any confidential issues in agenda item 12.** None.

## 11. **DATE OF NEXT MEETING** – Tuesday, 15<sup>th</sup> August at 7.30pm. (Apologies Cllrs. Norris and Tutt).

## 12. **CONFIDENTIAL ITEMS** - None.

Signed ..... Chairman  
Date ..... 15<sup>th</sup> August 2017