

# CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard

Website: [www.capel-le-](http://www.capel-le-fernepc.kentparishes.gov.uk)

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**A MEETING OF THE PARISH COUNCIL WILL BE HELD ON**  
**TUESDAY, 19<sup>th</sup> JULY 2016, AT 7.30PM,**  
**AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE**  
**AGENDA**

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 (10-15 minutes)
4	To APPROVE Minutes of the meeting held on 21 <sup>st</sup> June 2016 (draft attached)
5	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) Bus Shelter outside Battle of Britain Memorial Trust (Cllr: Pilcher)</li> <li>b) White Gates/Flower Box refurbishments (Cllrs: Norris and Pilcher)</li> <li>c) Traffic Management (Speed-Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)</li> <li>d) Resilience Plan – Preparing for Emergencies (Cllr: Stone)</li> <li>e) Neighbourhood Plan future procedure (Cllrs: Pilcher and Stone)</li> <li>f) CCTV – Coverage, camera adjustment and equipment cupboard</li> <li>g) Other items deferred from previous meeting;               <ul style="list-style-type: none"> <li>i. Public Rights of Way Delegate</li> <li>ii Laptop computer warranty/Broadband/Phone expenses</li> </ul> </li> </ul>
6	To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) Neighbourhood Watch (Cllr: Shaw/Community Warden/PCSO)</li> <li>b) Play Equipment Status and Approval New Signage (Clerk – attached)</li> <li>c) Village Hall Management Committee (Cllr: Stone)</li> <li>d) Highways (Cllr: Tutt)</li> <li>e) Public Rights of Way</li> <li>f) Annual Playing Field Event 23<sup>rd</sup> July 2016 Update</li> <li>g) Training/Workshops/Seminars</li> <li>h) District Councillor Scales and/or County Councillor Geoff Lymer</li> <li>i) Other</li> </ul>
7	To RECEIVE and DISCUSS Correspondence <ul style="list-style-type: none"> <li>a) Capel Twinning Association</li> <li>b) Other</li> </ul>
8	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
9	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> <li>a) Proposed Development Land South of New Dover Road (B2011)</li> <li>b) Proposed Development Land junction Winehouse Lane and Capel Street</li> <li>c) Quinn Estates - Land North of New Dover Road (B2011)</li> <li>d) Other</li> </ul>
10	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> <li>a) Councillors' comments</li> <li>b) Approve any resolutions for discussion in confidential items in agenda item 12</li> </ul>
11	To CONFIRM date of next meeting - (Tuesday, 16 <sup>th</sup> August 2016)
12	To RECEIVE and DISCUSS any confidential items from resolution approval item 13b

Sign:  (Parish Clerk), 11<sup>th</sup> July 2016

LIST OF ITEMS - (PENDING)	
1.	A20 Traffic Assessment Phase - (Waiting Highways England decision)
2.	2017 Event Working Party
3.	Bulb planting Lancaster Avenue to commemorate HM Queen 90 <sup>th</sup> Birthday (Sept - Cllr: Stone)
4.	ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)
5.	Stagecoach Bus Service Routes - (Cllr: Scales)
6.	Planning: Satmar - (Waiting DDC Enforcement Officer input)
7.	Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)
8.	Footpaths South and North New Dover Road - (Waiting Kent Highways)

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 21<sup>st</sup> JUNE 2016**

**Present:**

Cllrs; Holliday, Leppard, Norris, Pilcher, Shaw, Stone, Tutt, together with County Councillor Geoff Lymer and one member of public.

1 and 2.

**COMPLETION OF DECLARATIONS ACCEPTANCE OF OFFICES**

Due to absence from previous meeting, Councillors Norris (elected Vice-Chairman) and Pilcher (elected Chairman), duly signed Declarations of Offices accordingly.

3. **APOLOGIES** – Cllrs: Greening, Hale, District Councillor Frederick Scales, Community Warden Andrew Hawkins and PCSO Gretel May.

4. **DECLARATION OF PERSONAL INTERESTS** - None.

5. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**

**Surgery Feedback**

- a) Trees along Playing Field boundary in Lancaster Avenue overgrown and require cut back. *Action: Clerk to inform contractor.*
- b) Noted, grass cutting had been roughly cut (possibly due to wet extreme weather conditions recently) and cuttings blown into gutters on B2011, which may cause blocking of drains. *Action: Clerk to mention to contractors.*

6. **MINUTES OF THE MEETING HELD ON 17<sup>th</sup> MAY 2016**

The Minutes of the meeting held on 17<sup>th</sup> May were approved and signed by the Chairman Cllr Keith Pilcher, proposed by Cllr: Shaw, seconded by Cllr: Leppard.

7. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

a) **Bus shelter at the Battle of Britain site.**

Roof had now been fitted and repositioning would be carried out by Capel Groundworks, work beginning 11<sup>th</sup> July.

**Other bus shelters**

District Councillor Scales had relayed a message that Dover District Council had funding for further shelters. *Action: Clerk to request further information to replace shelter at Helena Road.*

b) **White Gates and Flower Box Refurbishment**

4 out of the 6 White Boxes now painted. Two in Old Dover Road to be carried out. Cllr: Pilcher reported all may need replacement next year. *Action: Cllrs: Norris and Pilcher*

c) **Traffic Management - Capel Street traffic calming & 20mph speed limit**

- 20mph incorrect signage in Capel Street being corrected by Kent Highways.
- Concerns expressed that vehicles still travelling too fast. Speed-watch to be reconsidered again with volunteers, with a possible purchase of a new machine to use for traffic management of speeding vehicles and non-compliance of the new 20mph speed zone in educating drivers. *Action: To await decision of grant funding by Kent Police on 1<sup>st</sup> September. Decision to purchase a machine deferred to September meeting and to consider further volunteer training.*

d) **Resilience Planning – Preparing for Emergencies**

Names now to be added to Plan for further information. *Action: Cllr: Stone.*

e) **Neighbourhood Plan**

Report circulated - A meeting had been held with representatives of Village SOS, to enquire on more information to take plan forward and discuss funding. Further meeting being set up to make arrangements on a Public Meeting in the Autumn, followed by workshops and to involve as many residents as possible. *Action: Cllr. Pilcher to produce a flyer for advertising in Grapevine Newsletter, quoting a possible 65% rise in village population.*

- f) CCTV – Coverage, camera adjustment and equipment cupboard
- Enquiries from residents had been forthcoming on increasing coverage of the CCTV. *Action: Clerk to request an estimate from NSL Security for information purposes.*
  - Camera in need of repositioning to a different angle. *Action: To arrange with NSL Security.*
  - Measurements of DVD unit and monitor taken to order a new cupboard. It was also agreed to order two display boards to tidy up the Old Post Office Room for meetings. *Action: Clerk to order a security cupboard and display boards if agreed with Village Hall Management Committee.*
- g) Other Items Deferred from previous meeting
- i. Public Rights of Way Delegate. *Action: Cllr: Pilcher to discuss with Cllr: Hale.*
  - ii. 2017 Event Working Party. *Action: Wait to ascertain how this year's event turns out. Deferred to next meeting.*
  - iii. Broadband/phone expenses. Relating to costs incurred by Parish Clerk. *Action: Clerk to ascertain charges at present and discuss at next meeting for budget consideration.*

## 8. DELEGATES REPORTS

- a) Neighbourhood Watch  
Nothing to report
- b) Play equipment  
Report circulated by Cllr: Pilcher. Items requiring attention; vegetation removal to edges of MUGA; tree fallen across ramps; teen shelter looking worn; missing screw on zip wire; *Action: Contractor contacted to remove fallen tree and vegetation.*
- c) Village Hall Management Committee  
Planning Permission granted for front extension.
- d) Highways
- 20mph incorrect signage in Capel Street. *Action: To be corrected by Kent Highways.*
  - Concerns expressed that vehicles still travelling too fast and not complying with the new 20mph speed zone. *Action: To be considered as part of Traffic Management.*
  - Block driveway paving to some properties a cause for concern with no drainage facilities provided and water discharging onto highway. *Action: To be notified to Dover District Council Enforcement Officer.*
  - Cut back of residents' hedgerows also a cause for concern in places where they impinge on the pavement and highway, together with inconsiderate parking on pavements. *Action: item to be placed in Grapevine Newsletter.*
- e) Public Rights of Way – No report.
- f) Annual Playing Field Event – 23<sup>rd</sup> July
- i. Helpers still required for games stalls. *Action: Cllr: Scales and family volunteered. Item to be placed in Grapevine.*
- g) Training/workshops/seminars – Already circulated, no more to report.
- h) District Councillor Scales sent report on the following:
- i. Funding available from Dover District Council for bus shelters. *Action: Further information to be investigated.*
  - ii. The sad news of Bryan Cope's death recently. *Action: Clerk to send a sympathy card. Cllr: Lymer to ascertain address.*
- County Councillor Lymer reported on the following:
- i. 20mph Signage in Capel Street – contractor at fault.
  - ii. Flooding at Satmar attended to.
  - iii. Figures on children immigrants in Kent conveyed.
  - iv. Changes in Bowel Cancer investigations conveyed. Advised family members checked if history apparent.
  - v. Endeavouring to progress repair work to numerous potholes in area.
  - vi. Speeding, accidents, self-policing and legislation being investigated in depth, including the 40mph on B2011.

i) Other:

Website - Communication from Kent County Council had been received to notify of a charge to Parish Councils for their websites. Following intervention and enquiries made by Kent Association of Local Councils, any charges mentioned have now been withdrawn.

British Empire Award – Resident Mick Marshall had been awarded the BEM - British Empire Medal, for services to the community in Capel-le-Ferne. *Action: Letter of congratulations to be sent and to enquire on a way to offer Parish Council recognition of this award by whatever means he would be happy accepting.*

9. **CORRESPONDENCE**

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

1. Hags Playgrounds 2016 offers brochure
2. Furniture at Work brochure
3. Glasdon Street Furniture brochure
4. Big Dug shelving brochure
5. Eco Furniture fire engine play equipment leaflet
6. Royal British Legion – Somme Centenary celebrations documents

10. **RE-ADOPTION OF FINANCIAL REGULATIONS AND STANDUNG ORDERS**

These had been previously circulated to members and were re-adopted accordingly.

11. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Stone, seconded by Cllr: Norris 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	TOTAL IN HAND	BANK A/Cs	Date	Statement No:	Reconciliation
<b>Brought Forward</b>			<b>25,139.66</b>			<b>25,139.66</b>				
Various	Adverts		168.00	R	100391					
Various	Adverts		165.00	R	100392					
StreetZ2Street Z	Advert		18.00	R	SO					
HMRC	Reimburs ed VAT		4,528.53	R	BACS					
Esteves	Advert		13.00	R	BACS					
Sammy Pile	Advert		60.00	R	BACS					
Nat West	Interest		1.05	R						
Came and Company	Insurance	1,246.22		R	BACS					
Dover District Council	Grapevine Printing	349.60			BACS					
Harmer and Sons	Grass Cutting	472.50			BACS					
K Pilcher	Paint	14.07			Cheque					
D Reed	Litter Clearance	79.16			BACS					
M Leppard	Salary	317.16			BACS		Reserve	31.05.16	212	21,791.35
							Current	18.06.16	723	6,439.74
							Project	29.01.16	19	728.43
										28,959.52
								Less Un-Reconciled		995.39
		<b>2,478.71</b>	<b>30,093.24</b>			<b>27,614.53</b>				<b>27,614.53</b>

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

Concerns previously expressed to Dover District Council on site being open for traveller access.

*Action: Roger Walton at Dover District Council replied “mentioned to planning team, security of land is firstly a matter for landowner and would encourage them to take action, but have no powers to require them to do so. Advice being sought of planning team to determine any simple measures that could be taken”.*

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

Architect changing plans. These had been received by email and would require printing in a larger version, accompanied by a request on Councillors’ views. *Action: Cllrs: Pilcher to investigate further with Architect and Cllr: Norris to be forward email to also print larger.*

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

Notification received of a “screening option” having been compiled by Dover District Council for Quinn Estates. *Action: Cllrs Pilcher and Norris to discuss further with Dover District Council and Clerk to set up a meeting with Adrian Fox to ascertain more information.*

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

- 16/00446 | Erection of a single storey front extension | Village Hall, Lancaster Avenue, Capel-le-Ferne, CT18 7LX.
- 16/00345 | Erection of a detached garage (existing garage to be demolished) | Ingleton House, 150 Capel Street, Capel-le-Ferne, CT18 7HA

**Applications Refused by Dover District Council**

- 16/00085 | 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) | 26 Victoria Road, Capel-le-Ferne, CT18 7LR

**Applications Waiting Decision by Dover District Council**

- 16/00189 | Conversion of redundant farm buildings to four dwellings and erection of garage building, together with associated works, following demolition of three buildings | Poulton Farm, Poulton, Hougham, CT15 7DP
- 16/00602 | Erection of extensions (existing conservatory to be demolished and storage container to be removed) | Site at Battle Britain Memorial, New Dover Road, Capel-le-Ferne, CT18 7JJ

**Applications Waiting Decision by Parish Council**

- 16/00671 | Construction of a pitched roof to existing rear extension and installation of 4no. rooflights to front and rear roofslope | 121 New Dover Road, Capel-le-Ferne, CT18 7JL

13. **MATTERS CONCERNING THE PARISH**a) **Councillors’ comments**

- Cllr: Pilcher and Stone working further on Boundary Changes and would be producing a questionnaire.
- Grapevine Delivers’ Tea Party arranged for Saturday, 30<sup>th</sup> July, 3pm to 5pm. Cllr: Leppard enquired how many Councillors and partners would be attending.

b) **Approve resolution to discuss any confidential issues in agenda item 12 - Approved**14. **DATE OF NEXT MEETING**

Tuesday, 19<sup>th</sup> July 2016. (*Apologies from Cllr: Pilcher*)

15. **CONFIDENTIAL ITEMS**

Recorded under separate cover.



# CAPEL-LE-FERNE PARISH COUNCIL

## PUBLIC NOTICE

THIS PLAYING FIELD IS OWNED BY DOVER DISTRICT COUNCIL AND MANAGED BY CAPEL-LE-FERNE PARISH COUNCIL AND IS SET ASIDE FOR THE USE BY AND ENJOYMENT OF THE GENERAL PUBLIC FOR THE PURPOSES OF SPORT, ORGANISED GAMES AND CHILDREN'S PLAY.

THE FIELD IS MANAGED BY CAPEL-LE-FERNE PARISH COUNCIL

ALL ENQUIRIES SHOULD BE MADE TO:

PARISH CLERK, 39 VICTORIA ROAD, CAPEL-LE-FERNE, FOLKESTONE, KENT. CT18 7LT.

TEL: No: 01303 259564. MOBILE: 07813704142. Email: [maureen.leppard@btinternet.com](mailto:maureen.leppard@btinternet.com)

In order that the Playing Field may be properly and effectively managed and maintained as a valuable recreational amenity for the benefit of the local community, the following Rules and Regulations are to be observed at all times by any persons using this Field.

## RULES AND REGULATIONS

Throughout these Rules and Regulations the expression "The Managers" shall mean Capel-le-Ferne Parish Council. The expression "Authorisation" shall mean the written authorisation of the Managers.

### CONDUCT OF PERSONS

1. No person shall enter or leave the Field otherwise than by an authorised entrance or exit.
2. No person shall behave riotously or indecently on the Field nor shall a person intentionally obstruct, disturb or annoy any other person on the Field.
3. No person shall displace, remove, interfere with, damage or destroy any soil, turf, plant, shrub, tree, window, door, pavilion, shed, post, railing, fence, wall, seat, bench, table, swing, see-saw, playground equipment, notice, plaque or any other fixture, fitting, furniture, equipment or erection on the field.
4. No person shall without Authorisation, display any advertisement or notice upon the Field.
5. No persons shall, without Authorisation, erect any booth, stand, tent or other structure or camp or remain overnight upon the Field nor shall a person, without Authorisation, sell, hire or offer or expose for sale or hire any article or commodity on the Field.
6. No smoking is allowed in any of the buildings upon the Field.
7. No person shall, without Authorisation, organise or participate in any religious service, public meeting, assembly, rally or demonstration, whether of a political or any other nature, on the Field.
8. No person shall, without Authorisation, transmit or receive any signal or broadcast, play any musical instrument, radio, tape, record player, cassette recorder compact disk player or equipment for the reproduction of music or speech or singing in any part of the Field.

### VEHICLES

9. No person shall, without authorisation, bring or cause to be brought into any part of the Field, not expressly set apart by the Managers for that purpose, any motor car, lorry, van, motorcycle, moped, or other powered vehicle and persons shall only park or leave the same in such designated area during daylight hours and in connection with the proper use of the Field.

### ANIMALS

10. No person shall, without authorisation, bring any animal, other than dogs, onto the Field.

### SPORTS AND GAMES

11. No person shall interfere with or hinder any person playing or about to play an authorised game on the Field.
12. No person shall play a game in such an unreasonable manner so as to damage any pitch court or green or to risk injury to players or spectators or to interfere unduly with the proper use of the field by any person or with persons or property on adjacent land.
13. No person shall play on the field any game which has been specifically prohibited by the Managers
14. Any persons taking part in any authorised game for which the exclusive use of any space in the Field has been set apart shall:
  - 14.1 not play on any space any game other than the game for which it is set apart
  - 14.2 not play unless suitably clothed, shod, and equipped for the game
  - 14.3 not continue to play the game beyond the period of time allocated to them by the Managers or it's representative if other persons are then desirous of playing; and
  - 14.4 not play any game when the state of the ground or other cause makes it unfit for use as decided by the Managers or its representative.
15. No person shall fly any model aircraft in any part of the Field.
16. A person shall not chip, pitch or drive a golf ball in any part of the Field.

### PENALTIES

17. Any person in breach of any of these Rules and Regulations is liable to be banned forthwith from the Field indefinitely or for such lesser period as the Managers shall think fit.

### WARNING

18. The Owners/Managers do not accept any responsibility or liability for the death of or injury to any person or animal who or which is at any time upon the Field or for the loss of or damage to any property belonging to any person upon the field and all persons visiting the Field shall do so entirely at their own risk.
19. Visitors are accordingly requested to leave all parked vehicles locked and secure and to keep all valuables and possessions with them.

Thank you.

**BY ORDER OF THE MANAGERS**

**CAPEL-LE-FERNE PARISH COUNCIL, 39 VICTORIA ROAD, CAPEL-LE-FERNE, FOLKESTONE, KENT. CT18 7LT**



Tel: 01304 208550

# **WARNING**

**24 HOUR CCTV  
IN OPERATION FOR  
SAFETY AND CRIME  
PREVENTION PURPOSES**

*System operated by*

**Capel-le-Ferne  
Parish Council  
Tel: 01303 259564**

**CAPEL-LE-FERNE  
PARISH COUNCIL**

**PUBLIC NOTICE**

**NO  
BALL GAMES  
PLEASE  
IN THIS AREA  
OF  
PLAYING  
FIELD**

**Thank you.**