

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21st JULY 2015

Present:

Cllrs; K Pilcher, J Shaw, G Greening, J Stone (who left the meeting after correspondence), B Tutt, together with Frederick Scales (District Councillor) and Geoff Lymer (County Councillor – who attended for part of the meeting).

1. **APOLOGIES:** Cllr: Norris, Mrs M Leppard (Parish Clerk) and PCSO Gretel May.

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

3. **OPEN SPACE NEEDS**

The Chairman welcomed Emma-Jane Allen (Dover District Council Principal Infrastructure & Delivery Officer) to the meeting and invited her to give advice about potential uses of funding from substantial developments and open space needs which may result from the proposed housing developments in Capel-le-Ferne.

The Land Allocation Documents set standards for the amount of open space to be provided. When a substantial development is planned the impact on the local infrastructure is considered and funds may be requested to address the pressures directly caused by additional people living in the village (as opposed to maintenance/repair/replacement of current assets). Areas of specific interest include children's play areas, allotments, open green space and playing/sports field.

Acceptable projects would need to be remedying the situation where the full range of amenities is not available or if facilities for a specific age group are required. Applications for such funding would need to make the case for a project which has a visible end result.

Mrs Allen had looked at the census data for Capel-le-Ferne and 11% of the population are children, compared with a Dover District average of 18.2%. This information is available on the internet. Kent County Council can project the profile of potential residents in new developments.

Criteria which apply to applications for these funds include:

- Being necessary to make the proposed development acceptable/comply with the Land allocation Document
- Relate to the development (project needs to address the impact the additional residents will have)
- Relate in scale and kind to the proposed development
- Being a % of the cost of the development
- Funds to be used within a set timeframe, usually 5 years (so funds could be held and combined with monies from other developments)

The Parish Council has already identified some possible projects which were briefly discussed, including the construction of a scooter path along Green Lane to the school (which would alleviate car parking pressures and contribute to delivering sustainable transport and relates directly to residents of the new development accessing the school, field and sports/exercise facilities and village hall). The possibility of changing rooms with toilet facilities for the sports field was suggested and considered, in theory, to meet the criteria. At this early stage details of the proposal are not clear.

The mechanics of the process are:

- The agreement is drawn up by lawyers and signed.
- This includes a clause identifying when the release of monies is triggered.
- These funds are held by Dover District Council for up to usually 5 years.
- The Parish Council applies for the funding using a process similar to that for grant making.

In response to direct questions Mrs Allen clarified that these monies are unlikely to be usable to

- Address speeding issues, but other monies might be.
- Provide long term management of the grass chalk land. This issue is part of the Land Allocation Document with which the developers should comply and as such there are other ways of meeting this requirement. This would also apply to any proposal to develop the rest of the site.

These matters should be discussed with Rachel Humber at Dover District Council. She should also be made aware of any Parish Council comments on the layout of the development. *Action Mrs Leppard*

Next steps for the Parish Council are to identify what the issues are, emphasising how the need arises as a direct result of the development(s). *Action Parish Councillors*

SignedK Pilcher.....
 Chairman / ~~Vice Chairman~~ – 18th August 2015

4. **PAUL JAMES and NICK THISTLE (Team leader) KENT COUNTY COUNCIL WARDENS**

Paul James introduced himself as the new community warden covering what used to be two areas – Hawkinge with Denton and Swingfield and Capel-le-Ferne. The intention is to spend 3 days a week on Hawkinge area and 2 in Capel-le-Ferne, although the size of the area covered means his workload will need to be prioritised with anti – social behaviour and community support being important.

He and Cllr Shaw (Neighbourhood Watch Co-ordinator) have already met and will continue to liaise.

The Chairman congratulated PJ on being awarded a Police Divisional Commander's Certificate of Merit.

After this item Mr James and Mr Thistle left the meeting.

5. **PUBLIC ADDRESS TO COUNCILLORS** - None received

6. **STATEMENTS FROM (4) CANDIDATES FOR THE (3) CASUAL VACANCIES**

Cllr Pilcher had earlier contacted the candidates to let them know that, in view of the number of councillors absent from the confidential part of the meeting, this item was deferred to the next meeting.

7. **MINUTES**

The Minutes of the meeting held on 16th June 2015 were proposed as a true record by Cllr: Tutt and seconded by Cllr: Greening and approved, signed by the Chairman, Cllr: Pilcher.

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

a) New Litter Bin, Winehouse Lane - Cllr Tutt has met with the landowner and agreed siting for the concrete base and litter bin. Dover District Council needs to be advised of this so they can carry out the works. *Action Mrs Leppard.*

b) Adopt a Flower Box Scheme - boxes have been adopted by Capel le Ferne Primary School, Farmers' Market, The Lighthouse and the Battle of Britain Memorial Trust. Cllr Pilcher is measuring the actual size of plaque needed. *Action Cllr. Pilcher.*

As a guide costs of brass plaques 6" x4" are being investigated; two quotes (£396 and £244) have been received to date. Cllr Greening suggested a local supplier and will pass details to Mrs Leppard.

Action Cllr. Greening

c) Cherry Leppard's Award – Afternoon Tea. The report was noted and a financial contribution of £70 agreed. Alternative modes of transport (should the current plan not come to fruition) were a tractor or the Chairman's car. *Action Tea Party Organisers.*

d) Battle of Britain Memorial Trust Bus Shelter

The Trustees have agreed to provide financial support, subject to provision with a detailed budget of how much it will cost, details of who would be contributing and how much. The Trustees expect to see a significant contribution from KCC to the bus shelter and from the local member grant scheme and would like contribution from the Parish Council. If, after these contributions, there is a shortfall the Trustees would look at making up the shortfall. Cllr Scales agreed to provide a breakdown of costs. Cllr Lymer may know someone who can help with installation and the possibility of using community payback to reduce installation costs was mentioned. *Action Cllr. Scales.*

Residents' permit - the Battle of Britain Trustees have agreed Entrance Fee for the Scramble Experience. The Trustees would like to offer one 'residents pass' per household. This would offer free entry for the bearer and a 10% reduction on the entry price to the Scramble Experience for up to 4 accompanying persons (i.e. 1 free entry and up to 4 discounted entries per visit). Passes would only be issued on personal application to the site and with a proof of residence. Passes would be renewable annually and the discounts would only be applicable to entry to the Experience. These passes would only be valid out of season from 1st October to 1st March.

e) Traffic and Road Improvements/Management

i. A20 Traffic Assessment Phase - to date there has been no reported action but it is noted that the gate by the Dover bound on slip at Courtwood roundabout has recently been opened. Police monitoring at the Megger roundabout come from the Port. Street furniture will be used on the B2011 laybys near Courtwood roundabout to protect the verges and restrict HGV parking. It was noted that the farmer's access to land must remain.

SignedK Pilcher.....
Chairman / ~~Vice Chairman~~ – 18th August 2015

Traffic and Road Improvements/Management continued

- ii. Capel Street 20mph - there has been several complaints made by residents about speeding in Capel Street. Mrs Leppard has completed a grant application for an interactive speed sign which also records data. Capel Ward (not village) and as described by Kent County Council is number 4 on the list. Further updates will be given when they become available.
Previously, Inspector Thompson had suggested an approach should be made to Kent and Medway Safety camera partnership to ask for their attendance to the B2011. It was agreed that this would be pursued. *Action Mrs Leppard.*
- iii. Signage - HGV Overnight parking Old Dover Road – Cllr Scales has negotiated with Kent County Council that these signs will be relocated at an as yet unknown date.

9. **DELEGATES REPORTS**

a) Neighbourhood Watch – *Community Warden/PCSO and/or Cllr: Shaw.*

- Mrs Leppard's excellent cascade means residents are receiving notification in a timely fashion.
- One resident has reported a stressful encounter with a cold caller who could not be found when a search was made.
- Cllr Shaw has made contact with the Neighbourhood Watch co-ordinator Mrs Alex Harrington, the Community Warden and PCSO. One to one contact is being made with the Capel-le-Ferne Street Co-ordinators.
- There was one incident of anti-social behaviour over the weekend.
- Ways of rejuvenating the scheme are to be discussed at the next meeting. *Action Mrs Leppard.*

b) Play Equipment Status – *Cllr. Pilcher.*

- Repairs/refurbishment to the slide has been completed.
- TGOGC are due to inspect their equipment and repair the flaking paint.
- Capel Groundworks are due to do some work on the grind rail. It has been noticed that the tarmac is slightly raised in the gym area. Capel Groundworks are to be asked to inspect and recommend a remedy. *Action Mrs Leppard.*
- Undergrowth is impeding use of the BMX course. Harmers are to be asked to remedy this. *Action Mrs Leppard.*

c) Village Hall Management Committee - *VHMC Minutes/Cllr: Stone.*

A decision has been made on the alterations to the front to improve disabled access and to remedy water ingress. In light of the discussion relating to open space needs it was suggested that the Parish Council Chairman should approach the Village Hall Committee to explore the options regarding the possible provision of toilets and changing rooms. *Action Mrs Leppard/Cllr. Pilcher.*

New lighting is being installed in August and new chairs are being researched.

d) Highways – *Cllr: Tutt.*

Dover Hill is being closed at night this week with traffic control and the one way system temporarily suspended. Dover Hill potholes aren't included in the programme of works.

It is known that during Operation Stack, foreign lorry drivers are 'queue jumping' by reversing up the off slip at Courtwood.

Cross hatching is needed on the A20 at the Dover bound on slip at Courtwood..

e) Public Rights of Way

Two quotes have been received for the scooter path. Mrs Leppard has submitted a grant application with appropriate letters of support. Further research into the scooter path in Green Lane has elicited that the tarmac strip could be 1.2 metres wide and would need siting such that vehicles could drive astride it. Health and Safety recommends that no edgings are used (avoiding trip hazards).

It is thought that the manhole covers have been raised and are now a trip hazard. This it to be checked and if so, reported to PROW. *Action Mrs Leppard.*

f) Annual Playing Field Event 2015

Final report to be given at the August meeting

g) 11th November 2015

A small ceremony, similar to last year, is to be arranged. Cllr Greening will find a bugler/piper.

Action Cllr Greening.

Mrs Leppard is to invite the Reverend Williams and Lay Minister Mrs Barr. *Action Mrs Leppard*

h) Training/Workshops/Seminars

Dates of new councillor induction noted. Cllrs Greening and Shaw will liaise together and with Mrs Leppard to find mutually convenient dates. *Action Mrs Leppard, Cllr. Shaw and Greening.*

i) District Councillor Scales and/or County Councillor Lymer

At this point Cllr. Lymer left the meeting.

Councillor Scales reported:

Cllr Scales gave a verbal update on the planning application at Helena Road/New Dover Road.

He reported that he is now on the electoral arrangements committee.

j) Other – No other reports were received.11. **CORRESPONDENCE**

- Quotes for suitable laptop for the clerk were received. After discussion it was agreed that the one with the bigger memory should be purchased at a cost of £399. *Action Mrs Leppard.*
- The Chairman read the contents of a letter from retired Councillor Phil Jones. Phil said that he had felt frustrated, because despite a petition and ideas over the years about how to get a pedestrian crossing, nothing was achieved. The petition with no less than 700 signatures, still had no effect. He said that working with Maureen and other Councillors had been an experience and he thanked other Councillors for their camaraderie over the years during his meagre attempt to make Capel-le-Ferne a better place to live.
- List of email items received - attached and/or previously forwarded.
- Other received:
 1. Victim Support letter – consider application for grant towards their work.
 2. Broxap Street Furniture leaflet
 3. Clerks and Councils Direct magazine
 4. Eibe play equipment leaflet
 5. J Parkers Catalogue of Dutch Bulbs

Cllr Stone left the meeting at this point.

11. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised: These had been previously verified prior to meeting by Clerk/Responsible Finance Officer in her absence.

Proposed by Cllr: Tutt, seconded by Cllr: Pilcher and signed by the Chairman.

Cllr. Tutt requested a query to be made regarding the signs of regrowth from a felled tree in Lancaster Avenue before cheque is sent.

MONTH'S INCOME/EXPENSES

BANK BALANCES - DETAILS	B/fwd		C/fwd	NOTES
Bank Account (Reserve) Balance	15,458.21		10,458.21	
Bank Account (Current) Balance	819.82		6024.96	
Bank Account (Community Project)	277.94		277.94	
TOTAL	16,555.97		16,761.11	

INCOME - DETAILS <i><u>Payments received and confirmed receipt into Bank Account</u></i>	INVOICE		<i>Credit No: or BACS</i>	NOTES
HM Revenue and Customs – VAT Reimbursement	5201.81		<i>BACS</i>	
StreetZ – Garpevine Advert	18.00		<i>BACS</i>	
TOTAL	5219.81			

EXPENSES - DETAILS <i><u>Invoices received and Payments to be made</u></i>	INVOICE	VAT	<i>Cheque No: or BACS/SO/DD</i>	NOTES
Keith Tait Tree Surgeon – Fell field maple	395.00	79.00	<i>Cheque 1501</i>	
Andy Graphix Ltd – Petanque Court signs	90.00	18.00	<i>BACS</i>	
Harmer Landscape – Grass cutting June	387.50	77.50	<i>BACS</i>	
Dover District Council – Grapevine Print June	382.92		<i>BACS</i>	
Village Hall Management – Hall Rent July-Dec 2015	207.00		<i>Cheque 1502</i>	
Dover District Council – Field Rent quarter	112.50		<i>BACS</i>	
Mr D Reed – Litter Clearance July	75.00		<i>BACS</i>	
Mrs M Leppard – Salary	301.50		<i>BACS</i>	
TOTAL	1951.42	174.50		

SignedK Pilcher.....
Chairman / ~~Vice Chairman~~ – 18th August 2015

12. **PLANNING**
Applications Received

Development of 41 Houses Land South of New Dover Road – Awaiting information from DDC Planning

147 New Dover Road - Awaiting information from DDC Planning

Land near Satmar Lane, Satmar – Senior Investigation Officer (Planning Enforcement) has requested action on several items. Owner has been given to 20th July to reply.

13. **MATTERS CONCERNING THE PARISH**

a) Councillors' Comments

- i. Cllr. Greening expressed concern about the condition of the footpath on the South Side of New Dover Road. In places, weeds are pushing up the tarmac. *Action Mrs Leppard and Cllr. Tutt.*
- ii. Cllr. Greening also concerned on the number of vehicles parking on grass verges during the Battle of Britain Memorial Day, rather than use the designated overflow car parks.
- iii. Surgery feedback from Parishioners;
 - Concerns expressed on barbed wire used at Cliff Top Café.
 - Pavement damaged by a skip, causing a trip hazard in Beatrice Road, between Alexandra Road and Lancaster Avenue.
 - Two (2) reports of garden trees/shrubs/brambles overhanging pathways in the village. Note to be placed in Grapevine newsletter.
 - Fly tipping of garden waste in Green Lane, between Capel Street and playing field.
 - Fly tipping of commercial waste in the lane leading to Capel from cross roads in the Alkham Valley.

b) Approved resolutions to discuss any confidential issues in agenda item 15 - None

14. **DATE OF NEXT MEETING** - Tuesday, 18th August 2015 at 7.30pm.

15. **CONFIDENTIAL** - None

SignedK Pilcher.....
 Chairman / ~~Vice Chairman~~ – 18th August 2015