

CAPEL-LE-FERNE PARISH COUNCIL

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 20th AUGUST 2019, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX

AGENDA

1.	To RECEIVE Apologies for absence
2.	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes)
3.	To APPROVE Minutes of the meeting held on 16 th July 2019 (Draft Attached – Pages 2-5)
4.	To DECLARE any personal interests in items on Agenda ▪ Cllr. Pilcher item 6b ▪ Cllr: Norris item 6d
5.	To DISCUSS matters arising from minutes or not covered elsewhere on agenda a) Traffic Management ▪ Kent Highway Roundels on Capel Street, New Dover Road and Old Dover Road ▪ Parking Old Dover Road/Winehouse Lane junction (Preliminary Plan Attached - Page 6) b) School ▪ Project Donation ▪ 1 st Aid Training c) Vacancies d) Other ▪ Resilience Emergency Plan ▪ The Lighthouse Site, Old Dover Road
6.	To RECEIVE and DISCUSS Planning Applications a) Longview, Land to South of Old Dover Road (Appeal) b) Battle of Britain Memorial Site c) 8 Helena Road d) Land 107 – 127 Capel Street e) Site at Western Heights & Farthingloe. f) Other ▪ Landscape Management and Advertising hoarding Jarvis' Homes development
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere a) Neighbourhood Watch b) Playing Field ▪ Equipment Status ▪ Improvements to Playing Field surface ▪ New Signs (Suggested Design Attached - Page 7) ▪ Boundary Security (Suggested Earth Bund Design Attached - Pages 8/9) ▪ CCTV Upgrade for Security (Quotation Attached - Page 9) c) Highways d) Public Rights of Way e) Action Plan f) Speed Watch g) Capel Cares h) Grapevine Newsletter i) Village Hall j) Training/Workshops/Seminars k) District Councillor Rose and/or County Councillor Geoff Lymer l) Other
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 a) Councillors' comments b) Approve any resolutions for discussion in confidential items in agenda item 12
11.	To CONFIRM date of next meeting - (Tuesday, 17 th September 2019)
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

Signed  (Parish Clerk).
 13th August 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

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DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 16th JULY 2019

Present:

Cllrs; Greening, Holliday, Lake, Leppard, Shaw and, together with and County Councillor Geoff Lymer.

1. **APOLOGIES** – Cllrs:; Norris, Pilcher, and Community Warden Andrew Hawkins.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - (*Items raised are discussed by Councillors under related entries on Agenda*).
 - Works undertaken to the Bridleway New Dover Road to Old Dover Road. *Action/Resolution: Cllr: Lake is to check on responsibility. It is thought, this is part of Jarvis Homes, i.e. their Land with PROW access and has not been carried out by KCC, but as part of development conditions relating to enhancement.*
 - Concerns raised on fruit/veg man blocking pathway on Farmers' Market days. *Action/Resolution: This has been checked with the authorities previously and legally he is allowed to trade on the street.*
 - Playing Field enhancement to upgrade surface to be discussed further. *Action/Resolution: Grants to be investigated.*
 - Capel Street grass cutting a cause for concern. *Action/Resolution: This has been reported to Kent Highways who cut rural verges just once a year between May to September. Cost of cutting to be investigated further.*
3. **MINUTES OF THE MEETING HELD ON 18th JUNE 2019**
 The Minutes of the meeting held on 18th June 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**
 - Cllr: Norris had submitted interest in item 6a (107-127 Capel Street Planning Application)..
 - Cllr. Pilcher had submitted interest in item 6d (Battle of Britain Memorial Planning Application).
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management**
 - Still waiting date for installation of highway speed roundels to Capel Street, New Dover Road and Old Dover Road. *Action/Resolution: Invoice paid. To be monitored and chased.*
 - 40mph Extension on New Dover Road (Dover end) being chased with both KCC and Jarvis Homes - *Action/Resolution: Thanks were expressed to District Councillor James Rose for organising a letter from Charlie Elphicke MP to KCC and Jarvis Homes referring to this delay of implementation.*
 - Inconsiderate/dangerous parking junction at junction Winehouse Lane/Old Dover Road investigated by Kent Highways. *Action/Resolution: Formation of an earth bund being considered together with remarking white lines.*
 - b) **School Project Donation**
 Provision of storage shed and implementing 1st Aid Training.
Action/Resolution: With school term ending this will be re-visited in September with Head Teacher.
 - c) **Vacancies** - No candidates.
 - d) **Other**
 Resilience Emergency Plan. *Action/Resolution: Being updated by Cllr: Lake*
6. **PLANNING**
 - a) **Land 107–127 Capel Street** (*Declaration of interest declared by Cllr: Norris*)
 Confirmation that objection had been sent to Planning Authority. It was stated there could be issues for refusal due to Architects have addressed the Inspector's comments on last Appeal. *Action/Resolution: Reminder to Dover District Council that confirmation required that this application will be reported to Planning Committee in line with their Scheme of Delegation.*

Signed Chairman
 Date 20th August 2019

- b) **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.*
- 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: Granted full planning permission.*
- d) **Other**
Advertising hoardings Old Dover Road and New Dover Road on Jarvis' Homes development.
Action/Resolution: Waiting replies on enforcement issues noted on Landscape Management and Noticeboards on Jarvis Homes Development.
Longview, Land South of Old Dover Road
Action/Resolution: Appeal submitted by applicant.
8 Helena Road Capel Le Ferne CT18 7LG - 19/00786 | Erection of an outbuilding.
Action/Resolution: Waiting Councillors comments.
Battle of Britain Memorial New Dover Road Capel Le Ferne CT18 7JJ
19/00787 | Construction of brick walls, brick piers and installation of gates reclaimed from RAF Biggin Hill (existing gates to be removed). *Action/Resolution: Waiting Councillors comments.*

DELEGATES' REPORTS

- a) **Neighbourhood Watch**
- Flower Planters, Old Dover Road, require new sponsors, now The Lighthouse closed.
Action/Resolution: Waiting grass cutting, then Clerk to advertise.
 - Covered rubbish bin on New Dover Road by bus shelter. *Action/Resolution: Missing inner liner.*
 - Police car attendance noted on Old Dover Road.
- b) **Play equipment**
- **Equipment Status**
Report on status of all equipment circulated. *Action/Resolution: Items for attention noted. Replacement of zip-wire tyre requested. Cross-trainer gym equipment to be checked. Cut back to hedgerows carried out around BMX trail area. New larger signs and removal of smaller ones circulated. Action/Resolution: Deferred to next meeting.*
 - **Boundary Security**
Design to install benches circulated. *Action/Resolution: to be investigated further for a suitable sympathetic form to deter incursion.*
 - **CCTV Security**
Still no reply from NSL Security regarding upgrading system. *Action/Resolution: Deferred with upgrading of CCTV to be referred to other companies.*
- c) **Highways**
- Grass Cutting in Capel Street and Old Dover Road only carried once a year a cause for concern.
 - Concerns on signage on Dover Hill by barriers being confusing to visitors and foreign drivers.
Action/Resolution: Reported to Kent Highways and reply received that no further action will be taken due to lack of accident data. County Councillor Lymer to be sent copy of reply.
- d) **Public Rights of Way**
- New concrete bollards to replace wooden type on footpath ER242, junction with Lancaster Avenue, to deter incursion.
 - Investigation of Bridleway Old Dover Road – New Dover Road on responsibility of recent works.
 - KCC had carried out a 2nd cut on the Coastal Path North Downs Way.
- e) **Action Plan** - Working party still to have a meeting.

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f) Speed Watch

- Excessive speeding of vehicles in Capel Street noted referring to sessions undertaken. Hopefully the new highway roundels will remind vehicles of the speed zone being 20mph.
- Letter to be produced for delivering to residents of nearby sites, to obtain permission for volunteers to park in driveways.

g) Capel Cares

- Still well attended and many volunteers helping residents.
- New volunteer came forward at meeting and would be passed on to Group.

h) Grapevine Newsletter

August issue to include extra separate sheet on St Mary's Church Lynchgate project.

i) Village Hall Management Committee

Plans for Fete. Request for attendance. Clerk and Community Warden to be present in morning.

j) Training/workshops/seminars

- Cllr: Lake and Norris to attend Dover District Council Local Plan meeting on 25th July
- South Kent Coast Clinical Commissioning Group Engagement Meeting. No attendees.

k) District Councillor James Rose – No report.

County Councillor Geoff Lymer

- Rapid Bus Service funding by KCC, Rural to Town.
- Some funding being received back from Government on support of Asylum Seekers to care for children.
- Grass cutting of verges noted – but can conflict with the spoiling of habitats.

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

3. CORRESPONDENCE

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

1. Creative Play Brochure
2. Viking Brochures; Smart Choice, Jue/July Sales, July/August Sales, Facilities Essentials.
3. Clerks & Councils Direct Magazine

Signed Chairman
Date 20th August 2019

9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

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

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

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO	BANK A/Cs	Statement No:	Reconciliation
	Brought Forward					54,319.92					
18.06.19	Staff	Expenses: Broadband June	18.00		18.00		R	BACS			
20.06.19	Viking	Copier Paper	17.23	3.45	20.68		R	BACS			
28.06.19	Nat West	Interest	6.78			6.78	R	INT			
01.07.19	Dover District Council	Playing Field Rent	112.50		112.50		R	SO			
09.07.19	Kent County Council	Highway Roundels	3,659.00		3,659.00		R	BACS			
10.07.19	HMRC	VAT Reimbursed	1,879.29			1,879.29	R	BACS			
12.07.19	HMRC	PAYE	202.20		202.20		R	DD			
15.07.19	Various	Adverts	46.00			46.00	R	BACS			
16.07.19	Dover District Council	Grapevine Print July	382.92		382.92			BACS			
16.07.19	Harmer & Sons	Grass Cutting	412.50	82.50	495.00			BACS	Cash/Chq in Hand		1.56
16.07.19	Viking	Ink Cartridges	64.55	12.91	77.46			BACS	Reserve A/c	245	38,954.22
16.07.19	Currys/PC World	Computer Repair	50.00	10.00	60.00			BACS	Current	884	2,555.40
16.07.19	Norton	Anti-virus Annual Protection	37.49	7.50	44.99			BACS	Project	22	10,728.43
16.07.19	McAfee	Live Safe Annual Protection	89.99		89.99			BACS			52,239.61
16.07.19	Staff	Salaries	516.30		516.30			BACS			
16.07.19	Staff	Expenses: Broadband July	18.00		18.00			BACS	Less Un-Reconciled		1,684.66
					5,697.04	56,251.99					
						50,554.95					50,554.95

Project	10,728.43
Other	39,826.52
TOTAL	50,554.95

10. **MATTERS CONCERNING THE PARISH**

a) **Councillors' comments**

- Concerns over the closure of the Lighthouse expressed.

Action/Resolution: Agreed by meeting for Cllr: Lake to make further investigation on listing under "Asset of Community Value" and Clerk to make enquiries on "Tree Preservation Orders".

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

Action/Resolution: Cllr: Lake requested point to be discussed under confidential agenda item 12 was agreed.

Action/Resolution: Clerk requested point to be discussed under confidential agenda item 12 was agreed.

11. **DATE OF NEXT MEETING** – Tuesday, 20th August 2019 at 7.30pm.

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

Signed Chairman
Date 20th August 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.



Use of earth bunds

Earth bunds could be used to deter travellers. They could be placed between the trees or one continuous bund between the trees and the path.

Between the trees may be less intrusive and generally blend with the landscape.

The bunds would be grassed and if desired planted with daffodils and/a wild flower seed mix.

The entry point for the field could have either one or two lockable bollards

The bunds need to go between trees 1 to 11 from the Beatrice Road end.



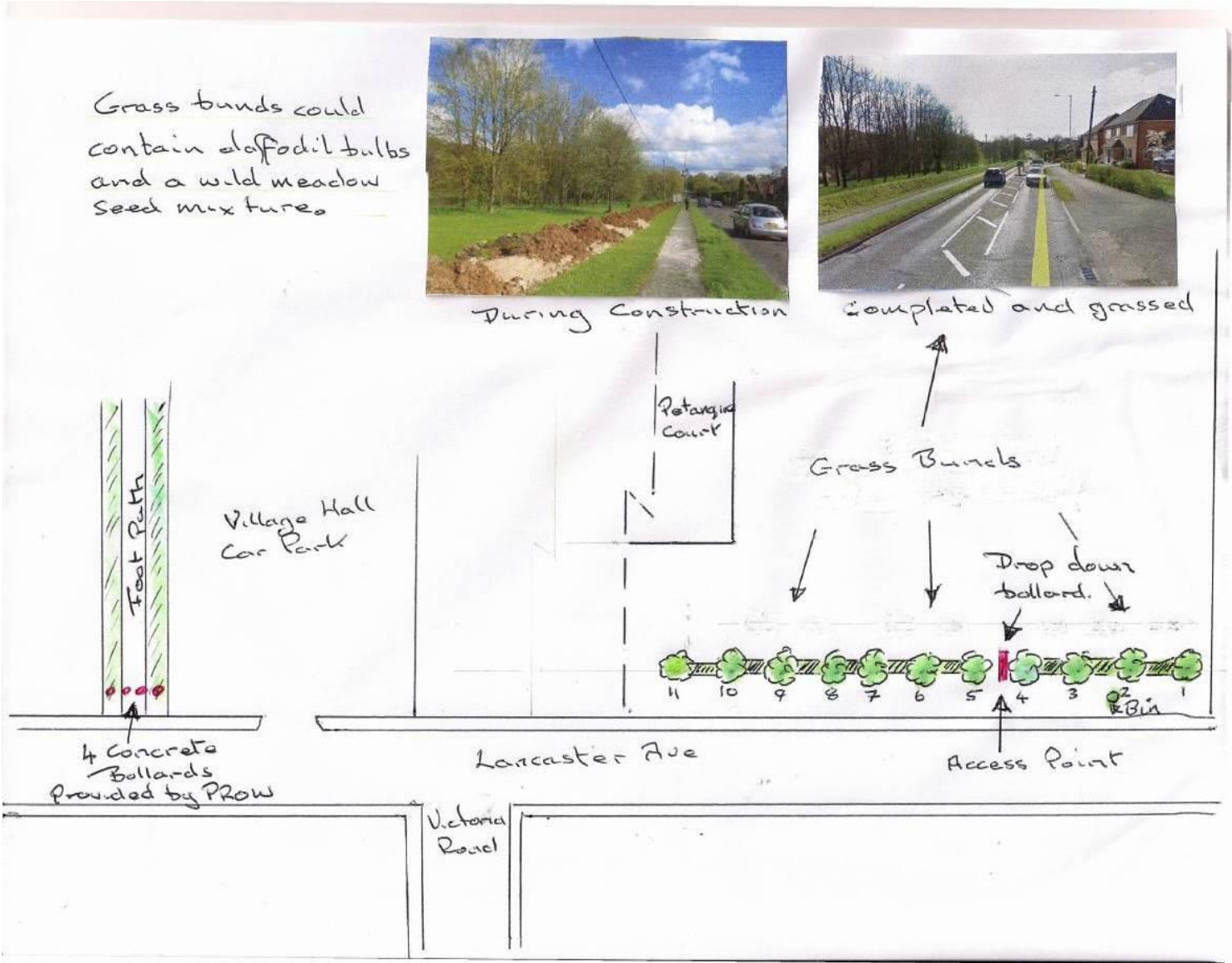
Earth bunds and bollards installed on Totteridge Common to stop travellers pitching up



Earth bunds and bollards are currently being installed on a green space in High Wycombe in a bid to stop travellers from pitching up.

The preventative measures are being put in place on Totteridge Common, less than two years after Wycombe District Council was faced with clearing up human faeces, stereos, washing machines, a fridge and chopped up trees after travellers left the area.

Earth mounds have previously been put in place in towns like Gerrards Cross and Beaconsfield after travellers have set up camp on public



Quotations Requested	Quotations Received
Kent Cables Ltd	£2,967.10
SkyWard Ltd	Waiting quotation