

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 18th SEPTEMBER 2018, AT 7.30PM

AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE

AGENDA

1.	To RECEIVE Apologies for absence; <i>Cllrs: 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 21 st August 2018 (<i>Draft Attached</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>Receive notes on meeting with District Police Inspector. (Attached)</i> ▪ <i>Receive notes on meeting with Kelly Garrett, Kent Highways. (Attached)</i> b) <i>Village Questionnaire and Village Status</i> c) <i>Project Funding</i> d) <i>Council Vacancy</i> e) <i>Other</i>
6.	To RECEIVE and DISCUSS Planning Applications
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> <ul style="list-style-type: none"> ▪ <i>Parking Capel Street</i> ▪ <i>Twinning Signs</i> b) <i>Play Equipment Status</i> <ul style="list-style-type: none"> ▪ <i>Receive Report from Cllr: Pilcher (Attached)</i> c) <i>Highways</i> d) <i>Public Rights of Way</i> e) <i>Speed Watch</i> f) <i>Capel Cares</i> g) <i>Grapevine Newsletter</i> h) <i>Village Hall</i> i) <i>1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18</i> j) <i>Training/Workshops/Seminars</i> k) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> l) <i>Other</i>
8.	To RECEIVE and DISCUSS Correspondence
9.	To RECEIVE and ADOPT: <ul style="list-style-type: none"> a) <i>Training and Development Policy and Data Protection Policy (Next Meeting)</i>
10.	To RECEIVE, APPROVE and AUTHORISE - BACS payments and SIGN Cheques
11.	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 13</i>
12.	To CONFIRM date of next meeting - (<i>Tuesday, 16th October 2018</i>)
13.	To RECEIVE and DISCUSS confidential items approved by resolution in item 11b

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. New Waste Bins, New Dover Road (*Dover District Council*)
2. ER252 Bridleway surface to school rear gate for scooters etc. - (*Deferred to a later date*)
3. Footpaths South and North New Dover Road - (*Kent Highways*)

Signed *m. leppard* (Parish Clerk).
11 September 2018

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21st AUGUST 2018

Present:

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

With the absence of Chairman and Vice-Chairman, Cllr. Lake was proposed by Cllr. Tutt and seconded by Cllr. Leppard, to act as Chairman for the meeting. Cllr. Lake accepted.

1. **APOLOGIES** – Cllrs; Greening, Norris, Pilcher, District Councillor Frederick Scales, Andrew Hawkins (Community Warden) and PCSO Ian Fox.

2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - No street sign for Crete Road East. *Action/Resolution: Clerk to report.*
 - Straw in gutter down Capel Street, could cause blocked drains when rains. *Action/Resolution: Clerk to report for cleaning.*
 - Speeding in Capel Street. *Action/Resolution: Waiting meeting with Kent Police on requesting future checks.*

3. **MINUTES OF THE MEETING HELD ON 19th JUNE 2018**
 The Minutes of the meeting held on 17th July 2018 were approved and signed by the Acting-Chairman Cllr. Anthony Lake, proposed by Cllr. Holliday, seconded by Cllr. Tutt.

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

5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) Traffic Management – Notification on meeting with Kelly Garrett from Kent Highways for the 11th September had been received. *Action/Resolution: Clerk to check with Cllr. Pilcher on availability.*
 - b) Village Questionnaire – *Action/Resolution: Deferred to next meeting when Cllr. Norris available.*
 - c) Vacancy – No nominations received.
 - d) Other – None.

6. **PLANNING**
 Notification received from resident on Ecological Surveys for Operation Stack being carried out by Highway England.
 - Pending Applications**
 - Applications granted permission by Dover District Council**
 - 18/00531 | Erection of an attached single storey side annexe extension incorporating garage (existing garage to be demolished) | 136 New Dover Road, Capel-le-Ferne, CT18 7JZ.
 - Pending Applications**
 - Applications waiting Dover District Council Decision**
 - 18/00139 | Amended Plans, Change of use from residential care home to single residential dwelling | Bracknell House, 34 Helena Road, Capel-le-Ferne, CT18 7LQ. *Action/Resolution: Being discussed by DDC on 23rd August. Decision not to speak proposed by Cllr. Shaw, seconded by Cllr. Holliday and agreed by all, as it is for the change of use only, in accordance with the officer's recommendation.*
 - DOV/18/00532 Erection of a two storey rear extension, front porch extension and raise roof to facilitate loft conversion (existing porch to be demolished) Location: 79 Capel Street, Capel-le-Ferne CT18 7HF
 - 18/00539 | Erection of a garage (existing garage to be demolished) | 26 Alexandra Road, Capel-le-Ferne, CT18 7LN.
 - 18/00693 | Erection of single storey rear and side extension (existing rear extension to be demolished) | 2 Cauldham Lane, Capel-le-Ferne, CT18 7HG

Signed Chairman
 Date 18th September 2018

Pending Applications continued ...

- 18/00585 Proposal: Scoping Opinion - Environmental Impact Assessment (updated)
Location: Site at Western Heights & Farthingloe, Dover, CT17 9DX

Applications waiting Parish Council Decision

- 18/00819 | Change of use of land to site 30 no. holiday caravans and associated landscaping and access | Land at New Dover Road and Winehouse Lane, Capel-le-Ferne, Folkestone.
Action/Resolution: To object to application on:
 - * There are enough caravan sites in the village and this one will impinge on several properties.
 - * It will be another amount of traffic onto the New Dover Road (B2011), already an extremely busy road, from Winehouse Lane exit.
 - * Even with the usual restrictions, this would, in effect, be a further 30 dwellings and the loss of more green fields.
 - * It is detrimental to both the street scene of the village and to neighbouring properties.
 - * Any expansion to the number of holiday homes in Capel-le-Ferne should be within the confines of existing sites.

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

- Reported broken down vehicle left in Old Dover Road, moved back to owner's property.
- Parking on pavement targeted by Community Warden. Andrew Hawkins will continue to have informal requests with owners.
- Milestone in Old Dover Road tidied, but not been back-filled in. *Action/Resolution: Cllr. Lake to discuss with landowner.*

b) Play equipment

- Annual Maintenance being carried out on gym equipment, together with installation of height signage.

c) Highways

- Councillors need to address speeding and funding any schemes, when best solution decided.
- Filling of pot-holes being carried out when reported.

d) Public Rights of Way

- Footpath from Alexandra Road to Lancaster Avenue now cleared.
- Bridleway top of Dover Hill also cleared by Town Sprucer.
- Footpath leading to clifftop, not official PROW. *Action/Resolution: Cllr. Lake to discuss further with Town Sprucer.*
- Footpath Winehouse Lane to Satmar, overgrown. *Action/Resolution: Cllr. Lake to report.*

e) Speed Watch

- More sessions need to be organised. *Action/Resolution: Recruitment advertising campaign to be undertaken.*
- Cllr. Lake considering writing to Kent Police on reinstating 1st letter observation under scheme.

f) Capel Cares

- A number of regular clients now reported and more residents getting involved in helping.
- The scheme is working very well and thanks expressed to all involved.

g) Grapevine Newsletter

- Cllr. Shaw made enquiry on Old Map (Kath Clarks), which was going to be displayed in Village Hall. *Action/Resolution: Clerk to progress request.*

h) 1914-1918 Nation's Tribute 100 years Remembrance - Sunday, 11/11/18

- Timetable and request for help to be advertised in September Grapevine Newsletter.

i) Training/workshops/seminars

- KALC Notifications received on; Allotment Management and Law; Chairmanship Conference; Annual Finance Conference; Community Resilience Workshop.

Signed Chairman

Date 18th September 2018

j) County Councillor Geoff Lymer

- Cllr. Lymer to make further enquiries on the charges made by KALC for training/workshops. He consider this cost should be coming from the subscriptions Parish Councils pay.
- New initiative to acknowledge and encourage people to interact and befriend each other, especially those in need of assistance similar to Capel Cares.
- Use of Community Bus – waiting results of “Big Conversation” workshops and consultations.
- Bollards to be progressed on New Dover Road and Capel Street (chain-link between existing).

District Councillor Frederick Scales – No report**k) Other**

- Official thanks and appreciation received from Village Hall Management Committee, via Vice-Chair (Jayne Stone), for provision of new internal noticeboards in foyer.

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

1. Email from Charlie Elphicke – Bench on Clifftop. *Action/Resolution: Waiting DDC on land ownership. But may advise to site the bench anyway if no owner forthcoming.*
2. Viking Brochures – July and August Sales.

9. ORDERS AND POLICIES

- a) Training and Development Policy and Data Protection Policy not available. *Action/Resolution: Deferred to next meeting*

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

To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	BANK A/Cs	Statement No:	Reconciliation
Brought Forward					38,869.63			
Nat West Bank	Interest	1.68			1.68			
Greenview Nursery	Advert	80.00			80.00			
Street22Streetz	Advert	18.00			18.00			
Capel Renovations	Advert	28.00			28.00			
Furniture at Work	Noticeboards Village Hall	200.00	40.00	240.00				
Playsafety Limited	Equipment Annual Insp	262.50	52.50	315.00				
Harmer & Sons	Grass Cutting	412.50	82.50	495.00				
Viking Direct	Paper	16.87	3.37	20.24				
Viking Direct	Ink Cartridge	16.27	3.25	19.52		Reserve A/c	234	37,091.77
Shepway Glass	Perspex PC Noticeboards	164.00	32.80	196.80		Current	833	1,177.11
Stephen Huxtable July and August	St Marys Grass Cutting	240.00		240.00		Project	20	728.43
Dover District Council	Grapevine Printing	382.92		382.92				38,997.31
Staff	Salaries	479.76		479.76		Less Un-Reconciled		2,389.24
				2,389.24	38,997.31			
					36,608.07			36,608.07

11. MATTERS CONCERNING THE PARISH**a) Councillors' comments**

- Straw on Capel Street.

b) Approve resolution to discuss any confidential issues in agenda item 13.

None.

12. DATE OF NEXT MEETING – Tuesday, 18th September at 7.30pm. (Apologies; Cllr. Pilcher).**13. CONFIDENTIAL ITEMS** None.

Signed Chairman

Date 18th September 2018

Notes from Working Party Meeting with District Police on Monday, 10th September

Present:

Cllrs: Lake, Pilcher, Tutt, Community Warden Andrew Hawkins, District Inspector Stuart Norris, PCSO Ian Fox, PCSO Tom Daley and Parish Clerk Maureen Leppard

1. Specific issues which are being raised by local residents to the Parish Council?

- Feedback to victims/residents on crimes committed in Village, i.e. fuel thefts last year.

Inspector reported to meeting that over 57,000 crimes are recorded and there is sometimes a lack of resources to communicate to everyone. With regard to fuel thefts - there was no evidence to prosecute on fuel thefts, only driving offences. The person then left the area.

If victims' details are relayed to them, they will endeavour to make contact.

- Lack of visibility in Village.

Again, a lack of resources to attend on every shift, but will endeavour to attend events where possible.

PCSOs reported carrying out weekly attendance and attending Farmers' Market when shifts and workload permit.

- PCSO Ian Fox will be moving in the next two weeks and our new PCSO will be Tom Daley. PCSO Daley's Email noted for information.

2. What concerns do you have regarding police presence?

- Request to inform Parish Council and Community Warden of any trends in crimes and/or incidents would be appreciated to notify residents via Neighbourhood Watch System.

- Attendance, occasionally, at Councillors' monthly meetings was discussed and PCSO would attend if shifts can be rearranged.

3. Speed Enforcement

Several enforcement sessions were reported to have been carried out by PCSO and Special Police Officer. Request to inform Parish Council when these have been carried out to add to our records.

Suggestion from Police to publicise results as another way of informing checks have been done and speeds recorded.

PCSO to enhance checks on their part, taking into account Capel Street, with either checks or presence outside school at beginning and end of session times.

Andrew Hawkins, Community Warden, to make further enquiries with Dover District Council on use of their on-site 24/7 sign available for a limited period.

4. Work with the local Primary School

School had been contacted, but no reply received to make arrangements to carry out traffic/speed project. Cllr: Pilcher will be visiting school in next few weeks and would discuss further with Head-teacher.

5. Other

Arrangements, requested by Community Warden, to have monthly meetings with new PCSO was agreed.

Signed Chairman
Date 18th September 2018

Notes from Working Party Meeting with Kent Highways on Tuesday, 11th September

Present:

Cllrs: Lake, Pilcher, Tutt, Community Warden Andrew Hawkins, Kelly Garrett (KCC Scheme Project Manager & Engineer), Wendy Boustead (KCC) and Parish Clerk Maureen Leppard.

Meeting arranged to discuss options available following concerns expressed by residents on “speeding issues” on New Dover Road (B2011), Capel Street and Old Dover Road.

This has arisen due to feedback from Village Questionnaire replies (approx. 30% uptake).

1. 40mph zone limit (Dover end) New Dover Road

Re-siting of 40mph zone limit to Winehouse Lane, was discussed and the chances of moving it further, at least past static homes sites and Old Dover Road junction.

Kelly Garrett replied, this was discussed and decided by Kent Highways, following National Regulations. Beyond this, the area is not a built-up area fronting B2011 road. Classification stated, this type of area where 40mph zone can be applied ends at Winehouse Lane.

It was emphasised; the amount of premises and residents living on the sites in question, the national speed limit from Courtwood Roundabout and in part of Old Dover Road, was not deemed sufficient reason to change the limit position as agreed.

The 40mph zone will only be move from Helena Road and extended to Winehouse House and unless the area has statistics and criteria to substantiate differently for consideration, i.e. excessive speeding recorded by way of another traffic survey carried out between Courtwood and Winehouse Lane, this will not change.

2. Speeding on New Dover Road (B2011)

Reinstatement of flashing signage Dover to Folkestone bound was discussed and due to the speed zone being changed relating to housing development, it was decided to defer a decision on this until such time as Highways move the 40mph zone. It can then be decided by Kent Highways on a more appropriate position, to be relocated a distance closer to Winehouse Lane.

3. Speeding on Capel Street

Councillors enquired on advice that can be offered by Kent Highways as to the best solution to address this issue, especially the most appropriate and beneficial traffic management to apply Parish Council funding to wisely.

Following discussions and breakdown of geographical problems relating to Capel Street, the Highway Engineers agreed to go away and investigate the area of concern and come up with some answers and costs.

It was felt by Highway Engineers, several 20mph roundels on the road as a repeater/reminder to the speed zone, would be more beneficial in the first instance and would be more cost effective than one flashing sign in Capel Street.

Councillors present agreed this sounded like good advice and when costs are known, would consider funding. How many roundels, would obviously depend on cost and funds available.

Signed Chairman
Date 18th September 2018

Agenda Item 7b

Recreational Facility Report								Date Inspected 11/09/18	
Childrens Play Area	Item	Stucture	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
	Roundabout	✓	✓	✓	✓	✓	N/A	✓	✓
	Todler Swings	✓	✓	✓	✓	✓	N/A	✓	✓
	Junior Swings	✓	✓	✓	✓	✓	N/A	✓	✓
	Alpine Crossing	✓	✓	✓	✓	✓	N/A	✓	✓
	Multiplay	✓	✓	✓	✓	✓	N/A	✓	✓
	Balance Bar	✓	✓	✓	✓	✓	N/A	✓	✓
	Giant Steps	✓	✓	✓	✓	✓	N/A	✓	✓
	Perimeter fence	X	N/A	✓	N/A	✓	✓	✓	✓
Rear gate need adjustment, closing latch out of alignment									

Recreational Facility Report								Date Inspected 11/09/18	
	Item	Stucture	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor 									

Recreational Facility Report								Date Inspected 11/09/18	
	Item	Stucture	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate	Beatrice Rd end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Centre Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Elizabeth Drive end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
Park	Grind Rail	✓	✓	✓	✓	✓	✓	✓	✓
	Bench	✓	✓	✓	✓	✓	✓	✓	✓
	Perimeter Fence	✓	N/A	✓	N/A	X	X	✓	✓
Damaged DDC 'No Dogs allowed' sign needs replacing.									

Recreational Facility Report								Date Inspected 11/09/18	
Surrounds	Item	Stucture	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
	Youth Shelter	✓	N/A	✓	✓	✓	N/A	✓	✓
	Picnic Tables and Bench	✓	N/A	✓	✓	✓	N/A	✓	✓
	BMX Double Ramp	✓	N/A	✓	X	✓	N/A	✓	✓
	BMX Duck Under Hurdle	✓	N/A	✓	N/A	✓	N/A	✓	✓
	BMX Jump Ramp	✓	N/A	✓	✓	✓	N/A	✓	✓
	BMX Slalom Poles	✓	N/A	✓	N/A	✓	N/A	✓	✓
	MUGA	X	N/A	✓	✓	✓	✓	✓	✓
	Petanque court	✓	N/A	✓	✓	✓	✓	✓	✓
Litter Bins	✓	N/A	✓	N/A	✓	N/A	✓	✓	
Defibrillator	Batteries installed			27/03/18	Check Unit	✓	Check Pad Date	✓	
Number of persons using the equipment at the time of inspection:					0				
Comments									
BMX DOUBLE RAMP Surface worn on double ramp but not serious. Some undergrown needs cutting back									
One or two patches of corrosion at ground level on MUGA fence posts									

Recreational Facility Report								Date Inspected 11/09/18	
Zip Wire Petanque Court	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
	Wire Tension	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Running Gear	✓	✓	✓	N/A	✓	N/A	N/A	✓
	Zip Wire Seat	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Rubber Tyre Stops	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Ramps and Platforms	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Support Structures	✓	N/A	✓	N/A	✓	N/A	N/A	✓
	Groud Mats	✓	N/A	✓	✓	✓	✓	✓	✓
	Petanque Court	N/A	N/A	N/A	✓	✓	N/A	✓	✓