

# CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard  
 Website: [www.capel-le-fernepc.kentparishes.gov.uk](http://www.capel-le-fernepc.kentparishes.gov.uk)  
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**A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 17<sup>th</sup> SEPTEMBER 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 20 <sup>th</sup> August 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 Highways Roundels - Capel Street, New Dover Road and Old Dover Road ▪ Kent Highways Earth Bund and Marking - Old Dover Road/Winehouse Lane junction ▪ Kent Highways - Dover Hill b) School ▪ Storage Shed Project                      ▪ 1 <sup>st</sup> 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 (Waiting Appeal Decision) b) Battle of Britain Memorial Site (Granted Permission) c) 8 Helena Road (Granted Permission) d) Land 107 – 127 Capel Street (Additional documents Waiting for Comment) e) Site at Western Heights & Farthingloe. (Waiting Dover District Council) f) 49 Victoria Road (Waiting Comments) g) Other ▪ Landscape Management and Advertising hoarding Jarvis' Homes development (Waiting Dover District Council)
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere a) Neighbourhood Watch b) Playing Field ▪ Equipment Status (Attached Report – Page 6) ▪ New Signs (Suggested Wording Attached – Pages 7 - 8) ▪ Boundary Security Earth Bund (Update - Page 9) ▪ CCTV Upgrade for Security (Update - 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 AUDITED ACCOUNTS 2018-2019 (Attached separate document) 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, 15 <sup>th</sup> October 2019)
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

Signed ...  ..... (Parish Clerk).  
 10<sup>th</sup> September 2019

**LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED**

1. WW1 Airfield Memorial on New Dover Road - (*Waiting Airfields of Britain Conservation Trust (ABCT) for decision on position and unveiling*)
2. Improvements to Playing Field surface - (*Deferred to New Financial Year*)
3. New Waste Bins, New Dover Road - (*Deferred to New Financial Year*)
4. Footpaths South and North New Dover Road - (*Kent Highways deferred to a later date*)
5. Public Spaces Protection Order 2018 Dogs on Leads Areas - (*Dover District Council – 2020/2021*)
6. Training and Development Policy and Data Protection Policy - (*Waiting Clerk to update*)
7. New Play Equipment Expression Swing - (*Deferred to a later date*)

**AGENDA Item 3 - Draft Minutes**

1 of 4

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 20<sup>th</sup> AUGUST 2019**

**Present:**

Cllrs; Holliday, Lake, Leppard, Norris, Pilcher, Shaw, together with County Councillor Geoff Lymer.

1. **APOLOGIES** – Cllrs: Greening, District Councillor James Rose, Community Warden Andrew Hawkins and PCSO Megan Keehner.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - (*Items raised are discussed by Councillors under related entries on Agenda*).
  - Planning Enforcement issue. *Action/Resolution: To be reported;*
  - Wooden Rails broken on footpath to Warren and Little Switzerland. *Action/Resolution: To be reported;*
  - Speeding and Parking in Capel Street; *Action/Resolution: To continue Speed Watch Session and Recruitment;*
  - Dover Hill gravel from escape lane and growth of vegetation. *Action/Resolution: To be reported;*
3. **MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> JULY 2019**  
 The Minutes of the meeting held on 16<sup>th</sup> July 2019 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Holliday, seconded by Cllr: Shaw and agreed by all.
4. **DECLARATION OF PERSONAL INTERESTS**
  - Cllr: Norris submitted interest in item 6a (107-127 Capel Street Planning Application)..
  - Cllr: Pilcher 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: County Councillor Lymer to chase.*
    - Inconsiderate/dangerous parking at junction Winehouse Lane/Old Dover Road investigated by Kent Highways and quotation received to install an earth bund and remarking of lines. A request for Parish Council to match fund with County Councillor Lymer. *Action/Resolution: After discussion on several issues on vehicles moving to other areas, consideration to have a “no stopping” zone from Clifftop Café to B2011 (Dover end), better powers of enforcement for Kent Police. It was proposed by Cllr: Pilcher and seconded by Cllr: Lake to go ahead. With 2 Councillors for, 2 against, 2 abstaining, the Chairman gave his casting vote to go ahead with installation and match funding of the earth bund to stop inconsiderate and dangerous parking of camper vehicles and works vans.*
  - b) **School Project Donation**  
 Provision of storage shed and implementing 1st Aid Training.  
*Action/Resolution: Waiting date for installation of shed and Head Teacher to arrange training dates.*
  - c) **Vacancies** - No candidates.
  - d) **Other**  
 Resilience Emergency Plan. *Action/Resolution: Being worked on by Cllr: Lake.*  
 Lighthouse Inn and Restaurant. *Action/Resolution: Request submitted to Historic England for Listed Building status. Waiting Officer from Dover District Council to visit site regarding Tree Preservation Orders. Will be applying to Dover District Council for Asset of Community Value status.*
6. **PLANNING**
  - a) **Longview, Land South of Old Dover Road**  
 19/00041 | Erection of a single dwelling house, creation of parking and associated landscaping | 'The Longview', Land to South of Old Dover Road, Capel-le-Ferne, CT18 7HL  
*Action/Resolution: Objections submitted. Waiting Government Inspector decision.*

Signed ..... Chairman  
 Date ..... 17<sup>th</sup> September 2019

- b) **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: No objections submitted, noted concerns on width of gates and traffic flow. Waiting Dover District Council decision.*
- c) **8 Helena Road Capel Le Ferne CT18 7LG** - 19/00786 | Erection of an outbuilding.  
*Action/Resolution: No objection. Waiting Dover District Council decision.*
- d) **Land 107–127 Capel Street** (Declaration of interest declared by Cllr: Norris)  
*Action/Resolution: Waiting Dover District Council date for this is to be presented to their Planning Committee.*
- e) **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.*
- f) **Other**  
**Advertising hoardings Old Dover Road on Jarvis' Homes development.**  
*Action/Resolution: Waiting replies on enforcement issues.*  
**Land front of 148 Capel Street**  
Request received for a stopping up order to land at the front of 148 Capel Street was discussed.  
*Action/Resolution: No objections.*

## 7. **DELEGATES' REPORTS**

- a) **Neighbourhood Watch**
- Request to ask UK Power Networks to assess tree on New Dover Road, near bus shelter and overhead cables. *Action/Resolution: Clerk to submit.*
  - Covered rubbish bin on New Dover Road by bus shelter. *Action/Resolution: Still missing inner liner. Clerk to chase with Dover District Council.*
- b) **Play equipment**
- **Equipment Status**  
Monitoring of all equipment on-going. Annual RoSPA Report received, still to read.  
Gym Inspection 3year contract received and to be paid.  
Zip-wire metal worn, to be monitored.  
Skate-park surface lifted in places, to be investigated further.
  - **Improvements to Playing Field surface**  
Maintenance to level uneven grass surfaces. *Action/Resolution: Further discussions to be deferred until next financial year, due to implications required in match funding of grants, other projects already underway and priority list recognised by results from Village Questionnaire.*
  - **New Signs**  
Two new larger notice board designs circulated to combine details and replace all the smaller signs around the playing field. *Action/Resolution: This was agreed and Cllr: Pilcher to produce design for approval. Clerk to enquire on sponsors.*
  - **Boundary Security**  
Security of boundary of an earth bund was suggested and examples circulated. *Action/Resolution: Meeting to be arranged with Capel Groundworks to cost and discuss further.*
  - **CCTV Security**  
Upgrade to CCTV, to include another camera at skate park, 2 quotations received and agreed to accept one from Kent Cables. Proposed by Cllr: Pilcher, seconded by Cllr: Norris and all agreed. *Action/Resolution: Planning permission to be applied for with Dover District Council. Village Hall Management Committee to be informed.*



c) **Highways**

- Grass Cutting in Capel Street and Old Dover Road only carried once a year a cause for concern. *Action/Resolution: Agreed in principle to add in next year's specification, once Kent Highways have indicated funding following a survey.*
- Concerns on lack of signage on Dover Hill by barriers as being confusing to visitors and foreign drivers. *Action/Resolution: Clerk to request new signage from Kent Highways for arrows indicating correct lane/side to go down. Anecdotal notices from 4 Councillors and residents to be mentioned.*

d) **Public Rights of Way**

- Bollards in Green Lane waiting repair. *Action/Resolution: Cllr: Lake to chase.*
- Investigation of works to bridleway Old Dover Road – New Dover Road. *Action/Resolution: Cllr: Lake monitoring.*

e) **Action Plan** - Working party met and compiled a priority list:

**Transport and Highways** – Continue to pursue on the Roundels. Advertise for speed watch volunteers and look to increase the sessions. *Action/Resolution: Clerk.*

**Local Economy** – Approach the Broadband & telephone providers to enquire on improvements. Locate the masts that provide the signals to the village. Contact the water company, enquire into improvements to the water pressure. *Action/Resolution: Discuss further at next meeting*

**Health** - Identify the bus routes from the village, do any double up on themselves, would it be beneficial if a route could be changed to incorporate the train station and local health centres/hospitals. *Action/Resolution: Cllr: Lake to make further enquiries with the bus company and the community bus service that is operated in Thanet.*

f) **Speed Watch**

- Excessive speeding of vehicles in Capel Street still a cause for concern.
- 2 Sessions held with results advertised.

g) **Capel Cares**

- Continuing to assist regular residents in several ways.

h) **Grapevine Newsletter**

- Archive material available for future use.

i) **Village Hall Management Committee**

- Construction of disabled access to rear of Hall discussed and in favour, but will be waiting to assimilate this into possible future plans for an extension.

j) **Training/workshops/seminars**

- Cllr: Lake and Norris attended Dover District Council Local Plan meeting on 25<sup>th</sup> July. *Action/Resolution: Report back - Land Allocation Consultation Document due mid-October. New Local Plan will last to 2040. 629 properties to be built per year in District. 365 Sites in District, but not disclosed.*
- Annual Finance Conference – 12<sup>th</sup> October. *Action/Resolution: None.*
- Transport Conference – 26<sup>th</sup> October. *Action/Resolution: Cllr: Pilcher attending.*
- Community SpeedWatch Conference – 7<sup>th</sup> September. *Action/Resolution: None*

k) **District Councillor James Rose** – No report.

**County Councillor Geoff Lymer** – Nothing to report.

**Other**

WW1 Plaque, being donated by Airfields of Britain Conservation Trust (ABCT), to commemorate the airfield that was at the back of Capel, near Satmar. *Action/Resolution: Agreed to be located nearby on the B2011 grass verge. Clerk to notify ABCT and arrange a meeting.*

8. **CORRESPONDENCE**

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

1. WW1 Airfield Memorial
2. KCC Transport Grant
3. Viking July/August Sale
4. J Parker Seed Catalogue

**9. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Norris, 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
	<b>Brought Forward</b>					<b>50,554.95</b>					
19.07.19	DMS	Advert	80.00			80.00	R	BACS			
23.07.19	Leppard	Advert	100.00			100.00	R	BACS			
27.07.19	Stephen Huxtable	St Mary's Grass Cut, June & July	240.00		240.00		R	BACS			
31.07.19	Viking	Ink Cartridges, staples & wallets	71.02	14.20	85.22		R	BACS			
31.07.19	Nat West	Interest	7.29			7.29	R	DD			
06.08.19	EventBrit e	Transport Conference	60.00	12.00	72.00		R	BACS			
13.08.19	StreetZ2StreetZ	Advert	18.00			18.00	R	BACS	Cash/Chq in Hand		1.56
14.08.19	Rogers	Advert	28.00			28.00	R	BACS	Reserve A/c	247	38,961.51
20.08.19	The Great Outdoor Gym	3 Year Maintenance Contract	3,800.00	760.00	4,560.00			BACS	Current	896	699.52
20.08.19	Harmer and Sons	Grass Cutting B2011 & Field	412.50	82.50	495.00			BACS	Project	22	10,728.43
20.08.19	Surrey Hills Solicitors	Professional Charges	100.00	20.00	120.00			BACS			50,391.02
20.08.19	White Cliffs	Engraving Plaques	50.00	10.00	60.00			BACS			
20.08.19	Play Safety Limited	Annual RoSPA Inspection	268.50	53.70	322.20			BACS			
20.08.19	Staff	Salaries	516.30		516.30			BACS			
20.08.19	Staff	Expenses: Broadband & Energy August	18.00		18.00			BACS	Less Un-Reconciled		6,091.50
					6,488.72	50,788.24					
						<b>44,299.52</b>					<b>44,299.52</b>

Project	10,728.43
Other	33,571.09
<b>TOTAL</b>	<b>44,299.52</b>

**10. MATTERS CONCERNING THE PARISH**

a) **Councillors' comments**

- Notification of Church Lychgate Appeal no monies forthcoming.

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

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

**11. DATE OF NEXT MEETING – Tuesday, 17<sup>th</sup> September 2019 at 7.30pm.**

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

Signed ..... Chairman  
Date ..... 17<sup>th</sup> September 2019

Comments: <b>BMX DOUBLE RAMP</b> - Surface worn on double ramp but not serious.									
	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 Petanque Court	Zip Wire Seat	x	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	√	√

*Capel-le-Ferne Parish Council*  
*Welcome to Lancaster Avenue Recreational Park*



Respect other park user



Ball games only in Game Area



Please use Litter Bins provided



No Dogs within fenced areas



No Fires or BBQs



No Alcohol



No Cycling

**Please enjoy and respect these facilities. Children's Play area for under 12 years of age.  
Children should be supervised at all times.**

All equipment is regularly inspected but please report a problem or damage to the Parish Council  
on 01303 259564 or email [clerkcapellefernepc@btinternet.com](mailto:clerkcapellefernepc@btinternet.com)

**The recreational area is covered by CCTV at all times.**  
**In the event of an emergency, phone 999. The Post Code for this area is CT18 7LX**  
**Defibrillator Location – Front of Village Hall**



*Capel-le-Ferne Parish Council*  
*Welcome to In-Ferne-O Skate Park and Zip Wire*



Respect other park user



Ball games only in Game Area



Please use Litter Bins provided



No Dogs within fenced areas



No Fires or BBQs



No Alcohol



No Cycling

**Skate Park**

The Skate Park was named by Cameron Evans, aged 7.

**When using the skate park**

- Helmets and other protective gear are recommended
- Do not use the ramps when wet or icy
- Be considerate to other users, particularly the young or less skilled
- Remember, it is a criminal offence to vandalise or graffiti the equipment

**Zip Wire**

- Do not climb on support equipment
- Do not stand on the seat
- Remain seated for the ride
- Do not use when wet or icy

All equipment is regularly inspected but please report a problem or damage to the Parish  
Council on 01303 259564 or email [clerkcapellefernepc@btinternet.com](mailto:clerkcapellefernepc@btinternet.com)

**This area is covered by CCTV at all times.**  
**In the event of an emergency phone 999. The Post Code for this area is CT18 7LX**



**AGENDA Item7b – New Signs**

**KM Graphics 07941 444772**

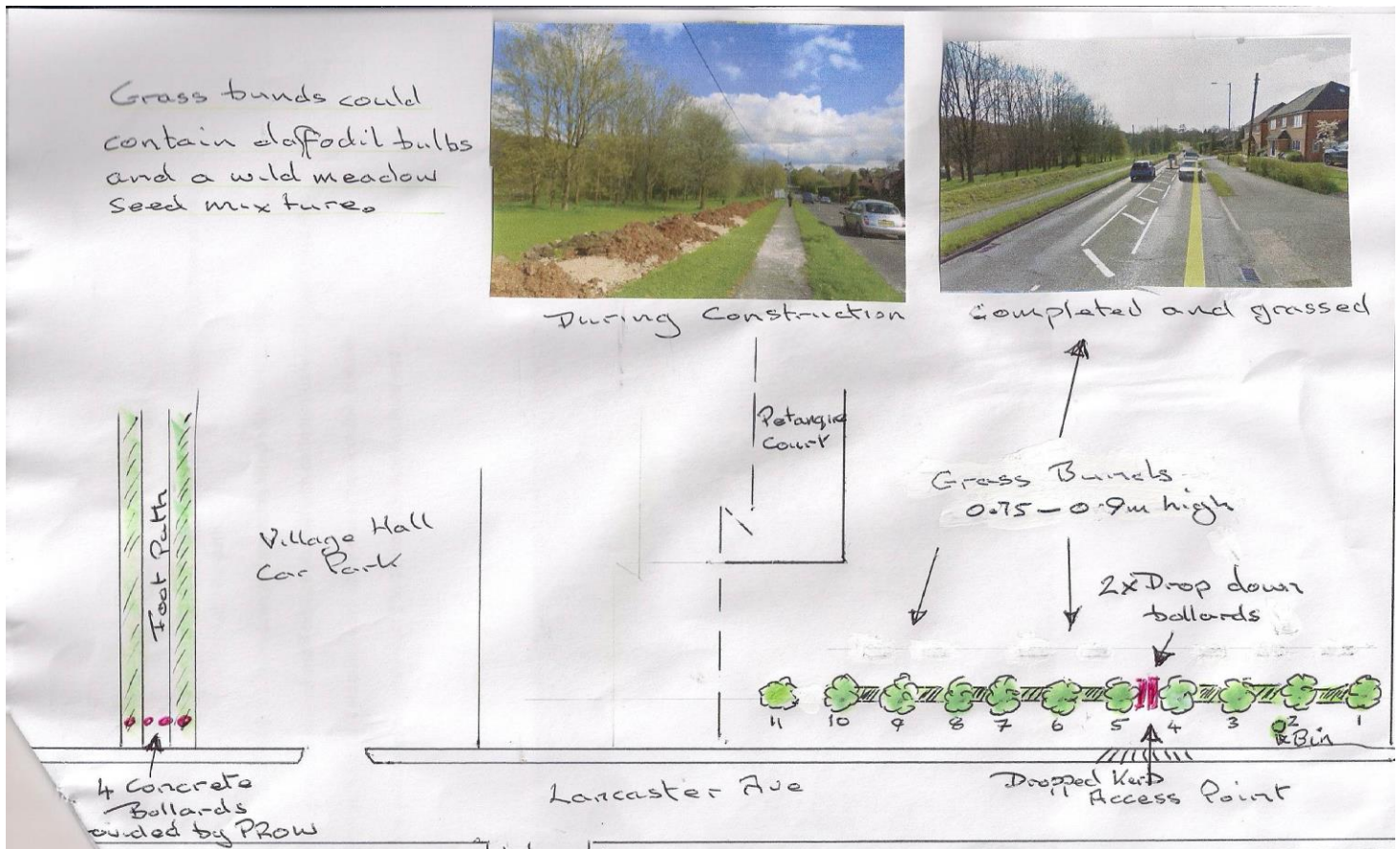
**Possible Sign Design**

**Shelley Signs 01743 460996**



**Viewtec Signs 01159 421511**





- earth bunds between trees 1 and 10, bunds to be around 0.75 m high with a sharper incline on the road facing side
- 2 x steel drop down lockable bollards
- dropped kerb (see sketch)

We will need to apply for planning permission for the dropped kerb.

Also included an image of where the CCTV pole will be. Again, we will need to apply for planning permission.

The Village Hall Committee have confirmed agreement to works, including the reinstatement of the dome camera for car park area and no charge for providing electricity.

