

# 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, 20<sup>th</sup> SEPTEMBER 2016, AT 7.30PM,**  
**AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE**

## **AGENDA**

1	To RECEIVE Apologies for absence ( <i>Cllr: Greening, Leppard, Tutt and Stone</i> )
2	To DECLARE any personal interests in items on Agenda
3	To RECEIVE any Public Address to Councillors & Surgery Feedback ( <i>10-15 minutes</i> ) a) <i>To Receive Pam Barr and Mick Marshall (Baptist Church)</i>
4	To APPROVE Minutes of the meeting held on 16 <sup>th</sup> August 2016 ( <i>attached</i> )
5	To DISCUSS matters arising from minutes not covered elsewhere on agenda a) <i>Traffic Management (Speed-Watch Scheme)</i> b) <i>Neighbourhood Plan future procedure (Cllrs: Pilcher)</i> c) <i>Bus Shelter Helena Road</i> d) <i>Other</i>
6	To RECEIVE and DISCUSS Planning Applications a) <i>Proposed Development Land South of New Dover Road (B2011) – Reply to Appeal</i> b) <i>Proposed Development Land junction Winehouse Lane and Capel Street</i> c) <i>Quinn Estates - Land North of New Dover Road (B2011)</i> d) <i>Other</i>
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere on agenda a) <i>Neighbourhood Watch (Cllr: Shaw/Community Warden/PCSO)</i> b) <i>Play Equipment Status, Signs and White Gates/Flower Box refurbishments (report attached)</i> c) <i>Village Hall Management Committee (Cllr: Stone)</i> d) <i>Highways (Cllr: Tutt)</i> e) <i>Public Rights of Way (Cllr: Hale)</i> f) <i>Training/Workshops/Seminars</i> g) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> h) <i>Other</i>
8	To RECEIVE and DISCUSS Correspondence
9	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
10	To RECEIVE and DISCUSS Any Other Business concerning the Parish a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion in confidential items in agenda item 12</i>
11	To CONFIRM date of next meeting - ( <i>Tuesday, 18<sup>th</sup> October 2016</i> )
12	To RECEIVE and DISCUSS any confidential items from resolution approval item 10b

Signed .....  (Parish Clerk). 13<sup>th</sup> September 2016

	<p><b>LIST OF ITEMS - (PENDING)</b></p> <ol style="list-style-type: none"> <li><i>A20 Traffic Assessment Phase - (Waiting Highways England decision)</i></li> <li><i>2017 Event Working Party</i></li> <li><i>Bulb planting Lancaster Avenue to commemorate HM Queen 90<sup>th</sup> Birthday (Sept - Cllr: Stone)</i></li> <li><i>ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)</i></li> <li><i>Stagecoach Bus Service Routes - (Cllr: Scales)</i></li> <li><i>Planning: Satmar - (Waiting DDC Enforcement Officer input)</i></li> <li><i>Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)</i></li> <li><i>Footpaths South and North New Dover Road - (Waiting Kent Highways)</i></li> </ol>
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**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 16<sup>th</sup> AUGUST 2016**

**Present:**

Cllrs; Holliday, Leppard, Norris, Pilcher, Shaw, Stone, together with District Councillor Frederick Scales.

1. **APOLOGIES** – Cllrs; Greening, Hale, Tutt, Community Warden Andrew Hawkins, PCSO Gretel May and Cllr: Geoff Lymer.
2. **DECLARATION OF PERSONAL INTERESTS** - None.
3. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCILLOR SURGERY and OTHER SOURCES**
  - Thanks were expressed from a resident on the provision of the drop kerbs at road junctions along the New Dover Road, now making it easier to get through the village on a mobility scooter.
  - Subsidence reported on highway, junction of Alexandra Road/Old Dover Road. *Action: Clerk to report to Kent Highways.*
  - Overgrown residential hedges and at gas sub-station. *Action: Reported to Kent Highways.*
4. **MINUTES OF THE MEETING HELD ON 19<sup>th</sup> JULY 2016**  
 The Minutes of the meeting held on 19<sup>th</sup> July were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Norris, seconded by Cllr. Leppard.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management (Speed-Watch Scheme, Speeding and traffic calming - B2011 and Capel Street)**
    - Replies received from various agencies on letter sent regarding incident 23<sup>rd</sup> July were circulated.
    - 20mph Zone, B2011 and Capel Street speeding an on-going issue, with enforcement now being a problem. *Action: Waiting a decision from Kent Police on a 50% grant to purchase a Speed Camera so that the Speedwatch Scheme in the village can be resurrected and new sites assessed.*
  - b) **Resilience Plan – Preparing for Emergencies (Cllr: Stone – draft circulated under separate cover)**  
 Work in progress, partly completed, still some addresses, telephone numbers and locations and venue confirmation to be added. *Action: To be reviewed in 12 months.*
  - c) **Neighbourhood Plan future procedure**
    - Public Meeting arranged for 24<sup>th</sup> September at Village Hall, 2pm – 4pm.
    - Presentations by Jim Boot (Community Planner, Big Local Rep and Kathy Bugden (Rural Kent).
    - An amount of £1,215 granted from Village SOS for consultancy fees, advertising and printing.
    - Tea, Coffee and Biscuits to be provided. *Action: Clerk to arrange.*
    - Consideration to be given to joining forces on expertise with other Councils following success of meeting.
  - d) **CCTV – Coverage, camera adjustment and equipment cupboard**
    - Security Cupboard now in place. Display Boards also arrived. Quotation from NSL Security requested. *Action: Cllr. Pilcher to carry out some DIY to be carried out to house equipment.*
  - e) **Broadband/Phone expenses**  
 Clerk's expenses were circulated. *Action: Agreed to pay one third (£11.10 per month) as contribution.*
  - f) **Commemoration of Mick Marshall's BEM Award**  
 Mick had requested to commemorate his BEM Award preferring a donation is made from the Parish Council towards providing a Water Well in Malawi which Pam Barr of the Baptist Church is fund-raising towards. *Action: This has been agreed by Councillors and an amount of £250 will be given.*
  - g) **Other** - Waste and other rubbish at 55 Capel Street dealt with and cleared away.
6. **DELEGATES REPORTS**
  - a) **Neighbourhood Watch**
    - Still investigating the provision of "Lifelines" plus, "Emergency Medication Containers for fridge".
    - In Case of Emergency "ICE Telephone Number" programmed on phones discussed. *Action: Further information to be published.*
    - Dog-fouling an on-going cause for concern. *Action: Communication to caravan site managers to publish concerns to visitors, new notices to be placed around village and item in Grapevine.*
    - Posters on events etc., placed on poles, not being removed. *Action: Item to be placed in Grapevine requesting "keep village tidy and remove posters".*

**Agenda item No: 4****b) Play equipment**

- Six (6) New CCTV signs installed on fences and two (2) No Ball Games in this Area to be placed far side of Playing Field (Beatrice Road). *Action: Cllr. Pilcher to arrange.*
- Wet pour surface in several areas breaking up. Three (3) Quotations received and circulated on repair. *Action: Agreement reached to delegate decision to Cllr. Pilcher when all estimates received. Noted – all areas showing signs of deterioration and consideration to resurface all to be considered in future budgets.*
- Two flower boxes in Old Dover Road still to be repainted. *Action: Cllr. Pilcher. Noted – To consider replacement in future budgets.*

**c) Village Hall Management Committee**

- Confirmation that we can go ahead and remove safe, site cupboard and display boards in Old Post Office room.
- Garage Safari (4<sup>th</sup> September) parking on Playing Field. Tables for Hire if required. *Action: Agreed subject to inclement weather.*
- Payment made to Parish Council to cut tree down in Car Park. Clerk reported this had been received.

**d) Highways**

Nothing major to report. Still waiting road marking replacements.

**e) Public Rights of Way**

Community Pay-back Scheme to cut public rights of way had been investigated, but could not be used due to the Health and Safety reasons on using machinery.

**f) Annual Playing Field Event – 23<sup>rd</sup> July**

- A very good community day, despite traffic issues.
- Future events – *Action: An insert to be placed in Grapevine: Councillors would now like to see other people/residents take the helm in the organisation of this event, or something similar (e.g. picnic, party and/or proms in the park), and would welcome the formation of a “Committee of Interested Parties”.*
- Donations received from vendors, stall-holders kept money raised for their organisation.
- Prizes purchased and donations made to events in arena. Breakdown of Income and Expenses:

	<b>Income</b>		<b>Expenses</b>	<b>LOSS</b>
• Ice Cream	25.00	• Games Prizes	46.99	
• Bar	30.00	• Hawkinge Flyers	50.00	
• Balloon Game	30.10	• Enactment Foot Soldiers	100.00	
	<b>85.10</b>		<b>196.99</b>	<b>- £111.89</b>

**g) Training/workshops/seminars - None.****h) District Councillor Scales reported the following:**

- Jarvis Homes Appeal – Dover District Council response report to be in by end of August. The Appeal will probably follow that of an “Informal” one, with the possible opportunity to speak to Inspector. *Action: Councillors agreed a new letter be sent to Dave Robinson, supporting DDC Planning Committee decision. Details for public response to be advertised in grapevine etc.*
- Quinn Estates - Councillors Scales had a meeting in which Quinn Estates would welcome a meeting with Parish Councillors. *Action: Councillors would make a decision on meeting in item 9c.*
- A viability report to change the policy of all viability reports attached to any planning application being in the "confidential" section of agendas and not available for the public to view. If cabinet accept the report future planning viability reports will be available to members of the public.
- Kent County Council Consultation on Local Plan for Transport now public.

**i) Other - None.****7.****CORRESPONDENCE**

1. Energy Efficiency and renewable – Carbon Smart Consultancy. *Action: None.*
2. A guide for parish and town councillors – Being a Good Employer
3. B & C Shelter Solutions Limited Brochure
4. Hags – Brochure on play equipment

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

8. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Norris seconded by Cllr. Stone and signed by the Chairman, Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

To Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSE	TOTAL RECEIPTS	BANK A/Cs	Reconciliation
<b>Brought Forward</b>					<b>24,731.07</b>		
Kent County Council	Bus Shelter Grant	1,556.00			1,556.00		
Event 2016	Event 2016	46.99		46.99	85.10		
Hawkinge Flyers	Event 2016	50.00		50.00			
Enactment Group	Event 2016	100.00		100.00			
Greenview Nursery	Advert	56.00			56.00		
Nat West	Interest				1.77		
Furniture at Work	Display Panels	394.00	78.80	472.80			
Furniture at Work	Security Cupboard	237.00	47.40	284.40			
Sainsburys	Food Tea Party	244.90		244.90			
Bookers	Food Tea Party	19.83		19.83			
McAfee	Subscription	45.83	9.16	54.99			
Amazon	Sticky Hook	10.83	2.16	12.99			
The Secret Garden	Flowers Gift	25.00		25.00			
Playsafety Limited	Equipment Inspections	255.50	51.10	306.60			
KALC	Good Guide Book	3.00	0.20	3.20			
Dover District Council	Grapevine Print	382.92		382.90			
Keith Tate	Tree work	640.00	128.00	768.00			
Harmer & Sons	Grass cutting	393.75	78.75	472.50		Cash	18.27
Village Hall	Hall hire for Tea Party	30.00		30.00		Reserve	21,793.12
Village Hall	Hall hire Jul-Dec	207.00		207.00		Current	2,603.21
Village Hall	PO Room Hire Jul-Dec	30.00		30.00		Project	728.43
Andy Graphix Ltd	8 x Signs	280.00	56.00	336.00			
Mr D Reed	Litter Clearing	79.16		79.16			25,143.04
Mrs M Leppard	Salary	317.16		317.16			2,812.52
Village Hall	Tree Work				145.00		
				4,244.42	26,574.94		
<b>Carried Forward</b>					<b>22,330.52</b>		<b>22,330.52</b>

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

Draft Letter to be sent to Inspector supporting DDC Planning Committee Decision. *Action: Cllr. Pilcher to draft.*

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

**Application Comment made by Parish Council – waiting Dover District Council Decision**

*Action: Still have concerns on this proposed application and are undecided in its present form for the following reasons: Description has now been corrected and an amended description provided, of there being 4 detached dwellings and not 2 detached and 2 semi-detached. However, further to this, the ridge height of Marinka House has been used as a datum, rather than properties opposite (bungalows). Therefore, Dover District Council should satisfy themselves on this height and any privacy issues this may have to properties in Capel Street and Winehouse Lane. The neighbours should be consulted to ascertain if they have any problems with the proposed plans and their comments should be taken into account. Reducing the ridge height of units A and D to match units B and C would help. Also some other concern is expressed over the safety of the position where the Public Right of Way ends at the junction of Winehouse Lane and Capel Street.*

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

- Councillors received summary percentage feedback from 157 questionnaires returned. For: 15%. Against: 77%. Undecided: 8%
  - Meeting with Adrian Fox, Dover District Council, taken place with advice given on agencies to approach for assistance.
  - Working-party of Cllr. Norris and Pilcher to address agencies for further support.
  - Reply to Quinn Estates on request for a meeting with Councillors was discussed.
- Action: Email to be sent stating the following comment - Your request was considered and the following agreed: Councillors do not support this development, as it is an Area of Outstanding Natural Beauty as previously examined. There are insufficient benefits in this development for the village.*

h) **Other****Application Comments - Waiting Decision by Dover District Council**

- **16/00664, Erection of an outbuilding, 1a Old Dover Road, Capel-le-Ferne, CT18 7HJ**  
No objection to the erection of an outbuilding and support the application. However, would request Dover District Council to satisfy themselves to the sight lines from egress of Old Dover Road onto New Dover Road (B2011) junction and also, if there are any problems with the outbuilding from neighbours opposite the site of where the outbuilding is being positioned.
- **16/00764, Erection of an outbuilding (retrospective), Les Jeanne, 30 Alexandra Road, Capel-le-Ferne, CT18 7LP**  
No problems and have no objections, so support the application. However, concerns are expressed the outbuilding should be sited far enough away from the property to avoid loss of light to 32 Alexandra Road. The block plan appears to be a little inaccurate in relation to the depth of 32 Alexandra Road. Therefore, the house neighbours should be consulted to ascertain if they have any problems with the plans and these should be taken into account.
- **16/00827, Erection of a single storey front extension with balcony over, 51A Old Dover Road, Capel-le-Ferne, CT18 7HP**  
Support this application. Suggest: Dover District Council check any neighbours' privacy by overlooking is not an issue.
- **16/00851, Erection of a single storey rear extension, insertion of roof lights to front and rear roof slopes and windows to front and rear elevations, alterations to existing windows and installation of a flue, 21 Helena Road, Capel-le-Ferne, CT18 7LQ**  
Have concerns and do not support this application proposal in its current form. We would comment that Dover District Council need to satisfy themselves and ensure the new ensuite window offers neighbours' privacy as it may be a possible invasion to neighbours on the opposite side of the road from the proposed front Velux roof light. Therefore, the house neighbours should be consulted as they could have problems with the plans.



9. **PLANNING continued****d) Other****Application Comments - Waiting Decision by Dover District Council**

- 16/00778, Installation of underground geo technic instrumentation and monitoring equipment, Land opposite 143-153, Old Dover Road, Capel-le-Ferne, CT18 7HX  
No objections to the installation of this monitoring equipment and support the application.

**Applications Granted by Dover District Council**

- 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

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

- Request to move item on Planning forward on agenda, to allow more time to discuss. *Action: Agreed to move to item 6.*
- New bus shelter required to Helena Road to replace the old broken wooden one. *Action: Clerk to make enquiries with Kent County Council on 50% Grant availability.*
- Cleaning of bus shelters carried out by Dover District Council as part of Waste Management Contract. *Action: In future, they hope to add the regular cleaning of all our glazed shelters throughout the district on a new contract funded with the new Advertising Bus Shelter Contract.*
- BT Payphone in bus layby, adjacent to Valiant Sailor, has weeds growing inside and out and is not useable. *Action: Clerk to contact BT for attention.*
- Boundary changes questionnaire almost ready for distribution and consultation with residents.

b) **Approve resolution to discuss any confidential issues in agenda item 12** – Agreed.

11. **DATE OF NEXT MEETING**

Tuesday, 20<sup>th</sup> September 2016. (*Apologies from Cllrs: Greening, Leppard, Stone and Tutt*)

12. **CONFIDENTIAL ITEMS**

Recorded under separate cover

		Recreational Facility Report		Date Inspected 06/09/16					
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens	Roundabout	√	√	√	√	√	N/A	√	√
	Todler Swings	√	√	√	√	√	N/A	√	√
Play	Junior Swings	√	√	√	√	√	N/A	√	√
	Alpine Crossing	√	√	√	√	√	N/A	√	√
Area	Multiplay	√	√	√	√	√	N/A	√	√
	Balance Bar	√	√	√	√	√	N/A	√	√
	Giant Steps	√	√	√	√	√	N/A	√	√
	Perimeter fence	√	N/A	√	N/A	√	√	√	√
Comments									

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## Agenda Item 7b

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
	Youth Shelter	√	N/A	X	√	√	N/A	√	√
	Picnic Tables and Bench	√	N/A	√	√	√	N/A	√	√
Surrounds	BMX Double Ramp	√	N/A	√	X	√	N/A	X	X
	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	√	N/A	√	√	√	√	X	√
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√

Number of persons using the equipment at the time of inspection: 0

Comments

MUGA Tarmac edging to the area needs vegetation cutting back

BMX DOUBLE RAMP Surface worn on double ramp but not serious. Tree fallen across ramps.

Youth shelter paint peeling starting to look tatty

	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	Zip Wire Seat	√	N/A	√	N/A	√	N/A	N/A	√
	Rubber Tyre Stops	X	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	√
	Ground Mats	√	N/A	√	√	√	√	√	√
Petanque Court	Petanque Court	N/A	N/A	N/A	√	√	N/A	√	√

Comments

Screw missing from tyre stop, may need replacement stop in the near future