

CAPEL-LE-FERNE PARISH COUNCIL

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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 17th OCTOBER 2017, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE
AGENDA

1	To RECEIVE Apologies for absence
2	To RECEIVE any Public Address to Councillors & Surgery Feedback (<i>10-15 minutes</i>)
3	To APPROVE Minutes of the meeting held on 19 th September 2017 (<i>draft attached</i>)
4	To DECLARE any personal interests in items on Agenda
5	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ul style="list-style-type: none"> a) <i>Traffic Management</i> <ul style="list-style-type: none"> i. <i>TAP-A20-B2011</i> ii. <i>Relocation 40mph signs (B2011) and 20mph signs (Old Dover Road)</i> iii. <i>Accidents on B2011 data – making a safer road</i> b) <i>Saturday, 11th November 2017</i> c) <i>Donation to Royal British Legion</i> d) <i>Legal advice from Insurance Company for Travellers on Playing Field</i> e) <i>Proposals for Historical Plans</i> f) <i>Other</i>
6	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) <i>Review of Pending Applications</i> b) <i>Review of Dover District Council's Local Plan and Village Questionnaire</i>
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere <ul style="list-style-type: none"> a) <i>Neighbourhood Watch</i> b) <i>Capel Cares</i> c) <i>Play Equipment Status</i> d) <i>Village Hall Management Committee</i> e) <i>Highways</i> f) <i>Public Rights of Way</i> g) <i>Training/Workshops/Seminars</i> h) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i> i) <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 <ul style="list-style-type: none"> a) <i>Councillors' comments</i> b) <i>Approve any resolutions for discussion of confidential items in agenda item 12</i>
11	To CONFIRM date of next meeting - (<i>Tuesday, 21st November 2017</i>)
12	To RECEIVE and DISCUSS confidential items

Signed  (Parish Clerk). 10 October 2017

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. Bus Shelters KCC 50% Grant (*Waiting Kent County Council*)
2. New Waste Bins, New Dover Road (*Waiting Dover District Council*)
3. ER252 Bridleway surface to school rear gate for scooters etc. - (*Deferred to a later date*)
4. Stagecoach Bus Service Route - (*Cllr: Scales*)
5. Replace some existing junior play equipment - (*Cllr: Norris and Cllr: Pilcher*)
6. Footpaths South and North New Dover Road - (*Waiting Kent Highways*)

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th SEPTEMBER 2017

Amended

Present:

Cllrs; Holliday, Lake, Norris, Tutt and Shaw, together with District Councillor Frederick Scales and County Councillor Geoff Lymer.

1. **APOLOGIES** – Cllrs: Greening, Leppard, Pilcher, Stone and Andrews Hawkins (Community Warden)
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - Accident on B2011 (two cars and motorcycle) – *Action: Added to data accident list.*
 - Overgrown vegetation overhanging footpath. *Action: Reported to Kent Highways.*
 - Volunteer for Speed Watch – *Action: invited to meeting, Thursday, 28th September.*
 - Traffic volumes on Capel Street and B2011 – traffic counters required. *Action: Local residents doing traffic count in Capel Street and agreed to purchase finger counters for Speed Watch sessions.*
3. **MINUTES OF THE MEETING HELD ON 15th AUGUST 2017**

The Minutes of the meeting held on 15th August 2017 were approved and signed by the Vice-Chairman Cllr. Chris Norris, proposed by Cllr. Shaw, seconded by Cllr. Lake.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management**
 - A20 TAP.
 - B2011 - relocation 40mph and Old Dover Road - 30mph signs.
 - Accidents on B2011 – making a safer road
Lack of repeater signs in Capel Street, especially at junctions.
Action: Clerk to write to Richard Heaps, Kent Highways.
Traffic Management on B2011 to form part of surgery meeting with Charlie Elphicke MP on Friday, 6th October at 5pm, including driver education and speed cameras required.
Action: Representatives attending, Cllrs: Pilcher, Tutt, Scales and possibly Lymer.
 - b) **Other**
 - White Flower Boxes condition – Owner of Lighthouse apologies and will instruct their gardeners to rectify.
 - Bus Shelter Funding - £2,000 Grant notification offer received from Kent County Council.
Action: Photographic evidence and relevant invoice to be sent by Clerk to acquire.
6. **PLANNING**
 - a) **Proposed Development Land South of New Dover Road (B2011). (Jarvis Homes)**

Nothing reported.
 - b) **Proposed Development Land North of New Dover Road (B2011). (Quinn Estates)**

Outline application refused by Dover District Council as follows:
The proposed development if permitted by virtue of its location outside of settlement confines, would result in an unsustainable, unjustified form of urbanising development in the protected AONB, leading to a loss of BMV land and countryside, which would be significantly harmful to the scenic beauty and landscape quality of the local and wider area and the street scene, where there are no overriding public benefits, contrary to Core Strategy policies DM1, DM15 and DM16 and the aims and objectives of the NPPF in particular at paragraphs 8, 9, 11, 12, 14, 17, 112, 115 and 116 and the Kent Downs AONB Management Plan policies SD1, SD2, SD3, SD8 and LLC1. DOV/16/01469.

c) **Proposed Development 107 – 127 Capel Street. (Mr Odlin)**

Outline application refused by Dover District Council as follows:

The development does not suitably demonstrate how, due to the density, scale, appearance, layout, character and highway arrangements and related infrastructure works would satisfy or address the criteria set out in LA26 and thereby would be likely to lead to an intrusive, unsympathetic form of development resulting in harm to and having a detrimental effect on the setting and appearance of the AONB, the adjoining countryside and landscape character, the quality of the street scene and residential amenity contrary to the aims and objectives of the Core Strategy policies DM15, DM16, the Land Allocation Local Plan policy LA26, the NPPF in particular at policies 8, 9, 11, 12, 14, 17, 56, 58, 61, 64 and 115 DOV/16/01316.

d) **Review of Dover District Council's Local Plan.**

Draft village questionnaire circulated to those present. A working party meeting to be arranged for Thursday, 5th October, as a mutually convenient date with those present. *Action: Clerk to make meeting arrangements, to be held at Church, due to Village Hall being booked for this day.*

Other

Applications decided by Dover District Council

17/00471: 9 Clarence Road, Capel-le-Ferne, CT18 7LW: Proposal: Variation of Condition 2 of planning permission DOV/15/00113 to allow insertion of roof lights (application under Section 73)

17/00765: Capel Bungalow, Hurst Lane, Capel-le-Ferne, CT18 7EZ: Proposal: Erection of a single storey rear extension to act as a granny annexe.

Applications waiting Dover District Council Decision

17/00824: 47 Old Dover Road, Capel-le-Ferne, CT18 7HP: Proposal: Formation of first floor terrace over existing flat roof side extension, balcony enclosure and construction of external staircase.

Action Response: No objections, as can see no problem with this application to the proposed terrace. The next door balcony fits in well and if all the surrounding properties have no objection, i.e. providing there are no privacy issues with the neighbouring property, and that Building Regulations are applied to ensure safety aspects.

17/00947: Land to the South of Old Dover Road, Capel-Le-Ferne, CT18 7HN: Erection of a detached dwelling, creation of parking and associated landscaping.

Action Response: This further application on this site, significantly does not address the reasons for previous refusal. Therefore, Capel-le-Ferne Parish Council objects to this application.

The proposal would result in an unacceptable and unsustainable residential development in the countryside outside the confines of an existing town, village or rural settlement and would result in the erosion of the established rural character of the Area of Outstanding Natural Beauty and the Folkestone and Dover Heritage Coast through the construction of a detached dwelling house, with no justification as to why a rural or coastal location is essential. As such the proposal would be contrary to saved Several Dover District Local Plan Review policies and paragraphs 14, 17 and 115 of the National Planning Policy Framework, which seek to ensure new development is sustainable, is directed to the built confines of identified existing rural settlements (in accordance with the adopted settlement hierarchy), and conserves landscape and scenic beauty in Areas of Outstanding Natural Beauty and the Folkestone and Dover Heritage Coast.

It should be noted that since designation as a local centre removal of local services means that Capel le Ferne no longer meets the criteria for designation as a local centre. The Parish Council has asked that this is addressed as part of the current review of the LALP.

17/00838: Site Adjacent, 128 Capel Street, Capel-le-Ferne, CT18 7HA: Proposal: Erection of a detached dwelling, formation of vehicular access, driveway and parking.

Action Response: The Parish Council support this application providing the surface water from the tarmac parking area is appropriately drained. It looks like a reasonable infill proposal with a reasonable sized plot. Opposite side off the road is considered suitable for development.

In view of results of the bat survey on land opposite (107-127 Capel Street), it is wondered if one is needed for this development and its hedge.

Applications waiting Parish Council Response

17/01054, Erection of a front extension and a rear dormer extension together with the insertion of two new rooflights on the side roof slopes. 1 Clarence Road, Capel-le-Ferne, CT18 7JU

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

No Community Warden report

Cllr: Shaw reported;

- Several fuel thefts in village 4th/5th September, was reported to Kent Police. 15-20 vehicles involved by this. Concerns had been reported to Kent Police by Community Warden and Parish Clerk, together with resident victims had also reported via 101 or online and received. *Action: Notification alert and advice post on social media and by email. Councillors present expressed their concerns.*
- Dirty street signs Avondale Road, Lancaster Avenue and Beatrice Road. *Action: Reported to Kent Highways.*
- Overgrown hedge blocking footpath. *Action: Reported to Kent Highways.*

b) **Capel Cares**

Cllr: Lake reported there was now 14 trained volunteers, regular activities in hand for those needing help and cards with contact details being printed for distribution.

c) **Play equipment**

Waiting top up of surface to Petanque Court.

Waiting cleaning of tri picnic tables and benches.

Broken signs to Skate-park to be replaced.

Action: Quote received for repairs by Wicksteed to buffer tyre on zip-wire agreed by those present.

Action: To accept quotation from Young Grounds Maintenance to tidy Memorial area and top up gravel.

d) **Village Hall Management Committee**

Thanks expressed by Village Hall Management Committee for use of Playing Field as parking during Garage Safari day.

e) **Highways**

Courtwood Roundabout looking untidy. *Action: Cllr: Lymer to make enquiries to rectify.*

Chevron signs at Courtwood Roundabout missing. *Action: Clerk to report to Kent Highways.*

Old Dover Road work by Affinity Water postponed until October.

f) **Public Rights of Way**

Coastal path tidied by Kent Highways, although areas adjacent to Eagles Nest requires more work.

Footpath from Old Dover Road to New Dover Road tidied and now accessible.

Footpath Alexandra Road to Lancaster Avenue tidied and now accessible.

g) **Training/workshops/seminars**

Clerks' Conference attended by M Leppard. Summary of items presented;

Financial Updates: Audit Issues and Best Practices

- Items on website for compliance with transparency code of practice
- Dates on return to be correct
- Statement of control approved annually
- Recording in minutes

Defibrillation and Saving Life

- Stress having them in community can save lives. *Action: To be included on next meeting's agenda.*
- Someone in community to take responsibility

Law of land for local councils

- Highlights for local councils that own land
- Disposing and accessing of land

Ensuring Insurance

- Informing company of everything immediately happens
- Take up option of Legal advice
- Social Media Policy

Developing Professionalism with role playing and key challenges for experienced Clerks with workshop including bullying by Councillors towards Clerks and how to deal with it.

h) **District Councillor Scales reported**

- Boundary Commission changes to Capel-le-Ferne Ward boundary refused. Suggestion to get Shepway District Council on board by lobbying them, asking Leader of Shepway for support, table questions to the full, request Shepway Councillor to take forward. *Action: Cllr: Scales to liaise further with Cllr: Pilcher and Stone to continue.*

- LALP Consultation dates: 1st - 30th January to 9th April, 2nd - 5th June to 5th August, Final - Autumn 2018.

County Councillor Lymer reported

- Absence from recent meetings due to added responsibilities undertaken;
- Company's scrutiny.
- Reduction in pollution.
- Improvement to ferry engines.
- Kent Business and Education to help companies improve their products.
- Public reform health 40-60 year olds.
- Consultation on breast feeding – summary of Kent status compared to some European countries.

i) **Other** - None.

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

Other items received:

1. Use of Parish Website Logo for internal glass window – Resident. *Action: Agreed there were no objections to resident using our cliffs logo for an internal coloured glass window, providing we have understanding, in writing, it is not registered or approved as copyright by owner or any future owners of the property. Councillors present, expressed an interest in a photo of the window when in situ.*
2. Travellers on Playing Field – Resident. *Action: Insurance and legal advice to be checked regarding claims on Traveller access.*
3. Royal British Legion Poppy/Cross. *Action: Donation to RBL to be discussed at next meeting.*
4. Dover District Council Energy Switching Scheme Letter and Poster
5. Oil Club Company leaflets
6. Clerks and Councils magazine
7. Wickstead Playgrounds Leaflet
8. Hags Playgrounds Leaflet
9. Furniture at Work brochure

9. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Lake seconded by Cllr. Shaw and signed by the Vice-Chairman Cllr. Norris and Cllr: Tutt, having been confirmed by Clerk/Responsible Finance Officer.

To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque BACS DD SO	BANK A/Cs	Statement No:	Reconciliation
Brought Forward					18,682.49				
Village Hall	Adjustment	10.00			10.00	BACS			
MCL/Paul Relf	Advert	160.00			160.00	100406			
Thomas & Partners	Advert	40.00			40.00	BACS			
DM Maintenance	Advert	160.00			160.00	BACS			
Greenview Nursery	Advert	108.00			108.00	BACS			
Nat West	Interest	0.16			0.16	DD			
Royal Oak	Advert	120.00			120.00	100407			
A Dashwood	Advert	40.00			40.00	BACS			
Streetz 2 Streetz	Advert	18.00			18.00	SO		Equipment	6,000.00
Thomas & Partners	Advert	40.00			40.00	BACS		Other	11,537.52
Dover District Council	Grapevine Printing	382.92		382.92		BACS	Reserve A/c	224	17,537.52
Viking	Ink Cartridges	79.96	15.99	95.95		BACS	Current	785	1,184.70
KALC	Intro Planning (J Stone)	72.00		72.00		Q1537	Project	20	728.43
Harmer & Sons	Grass Cutting	405.00	81.00	486.00		BACS			19,450.65
Stephen Huxtable	St Mary's Churchyard cutting Aug & Sep	240.00		240.00		Q1538		Less Un-Reconciled	1,777.22 72.00
Mr D Reed	Litter Collection Sept	83.33		83.33		BACS			
Mrs M Leppard Salary & Expenses	Salary £352.26 Broadband £11.10 Banner £53.66	408.07	8.95	417.02		BACS			
				1,777.22	19,378.65				
					17,601.43				17,601.43

10. MATTERS CONCERNING THE PARISH

a) Councillors' comments

- New post-box Helena Road/New Dover Road now in situ following its disappearance.
- Historical plans of village and event invitations being offered by resident to the Parish for preservation. *Action: Cllr: Shaw proposed Chairman of Parish Council meet with resident to discuss further possession and possible display.*
- Discussion on concrete base at rear of St Radigunds Church, Albany Road, what prior historical purpose and intention it was really used for. Many different reasons given.
- Cllr: Lymer expressed willingness to help with provision of on-highway 40mph roundels for New Dover Road (B2011) and maybe, partly fund. *Action: To be followed up.*

b) Approve resolution to discuss any confidential issues in agenda item 12. None.

11. DATE OF NEXT MEETING – Tuesday, 17th October at 7.30pm.

12. CONFIDENTIAL ITEMS - None.