

# 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)

Email:

[maureen.leppard@btinternet.com](mailto:maureen.leppard@btinternet.com)




39 Victoria Road, Capel-le-Ferne,  
Folkestone, Kent. CT18 7LT

Tel: 01303 259564

Mobile: 07813704142

**A MEETING OF THE PARISH COUNCIL WILL BE HELD ON**  
**TUESDAY, 21<sup>st</sup> NOVEMBER 2017, AT 7.30PM**  
**AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE**  
**AGENDA**

1	To RECEIVE Apologies for absence
2	To RECEIVE John Rivers, President Kent Association of Local Councils, Defibrillator Demonstration
3	To RECEIVE any Public Address to Councillors & Surgery Feedback ( <i>10-15 minutes</i> )
4	To APPROVE Minutes of the meeting held on 17 <sup>th</sup> October 2017 ( <i>attached</i> )
5	To DECLARE any personal interests in items on Agenda
6	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) <i>Traffic Management</i> <ul style="list-style-type: none"> <li>i. <i>TAP-A20-B2011</i> <ul style="list-style-type: none"> <li>• <i>Battle of Britain to Bottom Folkestone Hill</i></li> <li>• <i>Relocation 40mph signs (B2011) and 20mph signs (Old Dover Road)</i></li> </ul> </li> <li>ii. <i>Accidents on B2011 data update – making a safer road</i></li> </ul> </li> <li>b) <i>Sunday, 11<sup>th</sup> November 2018</i> <ul style="list-style-type: none"> <li>• <i>1914-1918 Nation's Tribute 100 years Remembrance</i></li> <li>• <i>Crocheted Poppies on Memorial Plinth</i></li> </ul> </li> <li>c) <i>Legal advice from Insurance Company for Travellers on Playing Field</i></li> <li>d) <i>Clarification on Proposals for Historical Plans</i></li> <li>e) <i>Other</i></li> </ul>
7	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> <li>a) <i>Review of Pending Applications</i></li> <li>b) <i>Review of Dover District Council's Local Plan and Village Questionnaire</i></li> </ul>
8	To RECEIVE Delegates and other sub-committee reports not covered elsewhere <ul style="list-style-type: none"> <li>a) <i>Neighbourhood Watch</i> <ul style="list-style-type: none"> <li>• <i>Recent vehicle fuel cap damages and fuel thefts</i></li> </ul> </li> <li>b) <i>Capel Cares</i></li> <li>c) <i>Play Equipment Status (attached)</i></li> <li>d) <i>Village Hall Management Committee (attached)</i> <ul style="list-style-type: none"> <li>• <i>AGM 27<sup>th</sup> November</i></li> <li>• <i>Confirmation of elected member of Parish Council on Committee</i></li> <li>• <i>Consideration by Councillors on future Village Hall hire and other charges</i></li> </ul> </li> <li>e) <i>Highways</i></li> <li>f) <i>Public Rights of Way</i></li> <li>g) <i>Training/Workshops/Seminars</i></li> <li>h) <i>District Councillor Scales and/or County Councillor Geoff Lymer</i></li> <li>i) <i>Other</i></li> </ul>
9	To RECEIVE and DISCUSS Correspondence <ul style="list-style-type: none"> <li>a) <i>Post Office reinstatement in rural retail venues</i></li> </ul>
10	To 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"> <li>a) <i>Councillors' comments</i></li> <li>b) <i>Approve any resolutions for discussion of confidential items in agenda item 13</i></li> </ul>
12	To CONFIRM date of next meeting - ( <i>Tuesday, 19th December 2017</i> )
13	To RECEIVE and DISCUSS confidential items

Signed ....  .... (Parish Clerk). 14 November 2017

<b><u>LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED</u></b>	
1.	Bus Shelters KCC 50% Grant ( <i>Waiting Kent County Council</i> )
2.	New Waste Bins, New Dover Road ( <i>Waiting Dover District Council</i> )
3.	ER252 Bridleway surface to school rear gate for scooters etc. - ( <i>Deferred to a later date</i> )
4.	Stagecoach Bus Service Route - ( <i>Cllr: Scales</i> )
5.	Replace some existing junior play equipment - ( <i>Cllr: Norris and Cllr: Pilcher</i> )
6.	Footpaths South and North New Dover Road - ( <i>Waiting Kent Highways</i> )

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 17<sup>th</sup> OCTOBER 2017**

**Present:**

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

1. **APOLOGIES** – PCSO Ian Fox, Andrews Hawkins (Community Warden) and District Councillor Frederick Scales.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
  - Historical documents offered by resident for public display.
  - Concerns expressed by several residents on recent thefts. *Action: Community Warden and PCSO aware of these. Residents continue to be reminded to report all incidents to Kent Police on 101.*
  - Building works to properties in village noted. *Action: Advice to be sought from Dover District Council Enforcement Officer.*
3. **MINUTES OF THE MEETING HELD ON 19<sup>th</sup> SEPTEMBER 2017**

The Minutes of the meeting held on 19<sup>th</sup> September 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Tutt, seconded by Cllr. Holliday.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management**
    - A20 TAP. Works on the viable speed believed to now been completed. Request at end of October to Charlie Elphicke MP on review of Traffic Management.
    - B2011 - relocation 40mph and Old Dover Road - 30mph signs.
      - i) Two (2) Parish Councillors and District Councillor Frederick Scales held a meeting with Charlie Elphicke MP on the lack of consultation by Kent Highways to the Parish Councillors' request to relocate the speed limit zone on the B2011. Charlie Elphicke promised to write to KCC Cabinet Member, Matthew Balfour, for Planning, Highways, Transport and Waste, to arrange a meeting to discuss further.
      - ii) Police Data on traffic volume to be requested to compare with previous and to enquire on traffic count machine by Hope Farm.
    - Accidents on B2011 – making a safer road
      - i) Accidents List on B2011 updated. *Action: Speed-Watch continues to educate drivers. Volunteers now on-site trained to allow for sessions to be organised accordingly.*
      - ii) Lack of repeater signs in Capel Street, especially at junctions. Reply received from Kent Highways stating “The 20mph limit starts at the junctions of the side roads with New Dover Road, so no signs are required at the junctions you mentioned as the vehicles here are already within the 20mph limit. *Action: None recorded.*
      - iii) Reported: Street Lights not required in 40mph area. Street Lights top of Dover Hill removed.
  - b) **11<sup>th</sup> November 2017**

Rev Brian Williams to officiate, with wreath laying by St Radigunds Church, Baptist Church, Primary School, Village Hall Management, Pre-school and Cllr: Pilcher for Parish Council.  
Usual format for event with a start of 10.50am.
  - c) **Donations to Royal British Legion**

It was agreed by members to send a donation £20 for the Poppy Appeal.

d) **Legal Advice from Insurance Company on Travellers**

Reply received from Insurance Brokers: “any presence of travellers on Council land result in the malicious damage of Council equipment, the policy we arrange will respond accordingly. Furthermore, the legal expenses insurance provided by the policy will assist in the event legal action is required to remove the travellers. Should this arise, please contact Rradar, who administer the legal cover included within the Inspire policy, on 01482 296801 for general enquires or 0800 955 6222 for their Crisis Line. However, please note that the Council’s policy cannot cover the cost of removing litter/ fly tipping debris or damage caused to Council land in the event of a traveller incursion”. *Action: Clerk to check Lease and contact DDC and Insurance Company on reinstatement of ground if damaged.*

e) **Proposals for Historical Plans**

*Action: Cllr. Stone has maps and documents provided by resident to get photocopied and re-typed. Cllr. Shaw to meet with resident to write some stories of Capel for the Grapevine.*

f) **Other**

**Bus Shelter Funding** – Requested invoices and photographs sent to Kent County Council. Waiting funds payment in to Bank.

**Defibrillator** – Communities are being urged to provide defibrillators to help save lives. The provision of a Defibrillator in Capel-le-Ferne to be investigated further on cost and logistics – Councillors requested more information on equipment, together with the views of residents and Village Hall Management Committee on this being purchased by the Council. *Action: Clerk to place insert into Grapevine and send a letter to the VHMC for opinions. Clerk to also contact Kent Association of Local Councils to arrange a demonstration and more advice.*

6. **PLANNING**

**Pending Applications**

**Applications waiting Dover District Council Decision**

**17/01126, Erection of a rear conservatory extension, 195 New Dover Road, Capel-le-Ferne, CT18 7JD**

*Action Response: The proposed and existing elevation diagrams seem miss-labelled and are all proposed, none existing. The block plan shows the extension to 195 longer than 193 and the existing/proposed drawing seems to show the extension to 195 to be the same length as 193. The proposal is extremely close to the boundary with next door, which could cause the owner maintenance problems. Neighbours should be consulted on this close proximity.*

*Providing these observations are addressed to the satisfaction of Planning Officer and Neighbour, Capel-le-Ferne Parish Council are supportive of this application.*

**17/00950, Siting of static caravan for permanent residential use, Land to side and rear of the Royal Oak, New Dover Road, Capel-le-Ferne, CT18 7HY**

*Action Response: Please note that this site is West Hougham Parish. Have they been consulted? Capel-le-Ferne Parish Council have no objection to this proposal as there are already a number of existing mobile homes in close proximity. A request that conditions are attached to this application regarding the future use of this site and retention of hedging.*

**17/01054, Erection of front extension and rear dormer extension, 1 Clarence Road, Capel-le-Ferne, CT18 7JU**

*Action Response: The following comments should be considered by the Planning Authority and Case Officer: They has been a previous single storey extension to this semi-detached property. The erection of this front extension and a rear dormer extension together with the insertion of two new rooflights on the side roof slopes may upset the balance with the other half of the semi and may look out of place and visible from Albany Road. Therefore, the neighbours may have concerns and these should be taken into account. If there are no concerns, Capel-le-Ferne Parish Council have no objection.*

**Applications still waiting Dover District Council Decision**

**17/00947, Erection of a detached dwelling, creation of parking and associated landscaping**

**Location: Land to the South of Old Dover Road, Capel-Le-Ferne, CT18 7HN**

**Applications granted by Dover District Council**

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

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

Draft village questionnaire now ready for completion and sending to residents. *Action:*

- i) *Cllr. Pilcher to initially forward to Adrian Fox at Dover District Council for advice, followed up by another meeting.*
- ii) *Document to be ready for going to print with December Grapevine.*
- iii) *Providing volunteers are happy to deliver, Cllr. Leppard to enquire.*
- iv) *Clerk to put questionnaire online also as an alternative for completion.*
- v) *Return to be via Parish Clerk to comply with Data Protection purposes or to be collected if required.*

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

No Community Warden report

Cllr: Shaw reported;

- Concerns on fuel thefts expressed. *Action: Continue with reminders to residents to report*
- Request for Halloween and Firework advice to be sent out via NHW online system and inserted into Grapevine
- Dirty signs and overgrown hedges previously informed have been reported to agencies concerned.

b) **Capel Cares**

- Cllr: Lake reported the group continues to expand and a social event is being investigated.
- Clerk reported a thank you from a resident that is being helped by group and will be published in Grapevine.
- Community Transport meeting being considered to attend for further information.

c) **Play equipment**

- Picnic benches and tables still waiting cleaning.
- Vandalised signs replaced.
- Maintenance to Zip-Line being carried out with replacement of rubber tyre and cable wire that was frayed due to wear and tear.

d) **Village Hall Management Committee** No report.e) **Highways**

- Cllr Tutt reported only potholes measuring depth of 50mm (2 inches) being filled as informed from attendance at Kent Highways Seminar.
- Survey on service. *Action: to be completed by Cllr. Tutt.*
- Affinity Water works continues along New Dover Road and Capel Street, with diversion via Alexandra Road and Lancaster Avenue.
- Reinstatement of grass and planting daffodil bulbs. *Action: Cllr. Tutt meeting with contractors.*
- Snow Warden Training and registration services offered by Dover District Council.
- Salt/Grit machine in old post office room to be removed. *Action: Cllr Lake to collect and keep.*
- Noted – replacement of LED street lights, those at top of Dover Hill have been removed.

f) **Public Rights of Way**

Cllr. Lake reported the ongoing and outstanding maintenance of PROW in Capel are being pursued.

g) **Training/workshops/seminars**

- Planning Process – Jayne Stone attending.
- Community Transport – Tony Lake possible attendance.

h) **District Councillor Scales** – No report.

**County Councillor Lymer**

- Summary of new responsibilities given.
- Pothole Blitz notification noted.
- Timetabling with Stagecoach being investigated. No issues in Capel reported.

**County Councillor Lymer continued**

- Highway issues ongoing with relocation of 40mph signage. Reported over 170 static homes on White Cliffs Park not being taken into account, with a potential of at least 250 on both sides of road. Shepway County Member, Dick Pascoe also contacted for support.
- Courtwood Roundabout tidy and replacement of chevron signs being discussed with Stephanie Wadhams, Dover District Highway Manager.

i) **Other** - None.

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

**Other items received:**

- i) Updated and confirmation of Parish Logo use in internal coloured glass
- ii) Kent Association of Local Councils AGM Paperwork – Saturday, 18<sup>th</sup> November
- iii) Kent Association of Local Councils 2018 Community Awards. *Action: Next Agenda*
- iv) Letter regarding article in Grapevine on fly-posting leaflets regarding traffic on B2011. *Action: None further to be taken, as no sender provided.*
- v) Viking October Sales brochure
- vi) Furniture at Work Brochure
- vii) Kent County Council “Here for you, how did we do” booklet, report highlighting Adult Social Services and vision for future

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
<b>Brought Forward</b>					<b>17,601.43</b>					
East Kent Foot Care	Adverts	143.00			143.00	R	BACS			
Fitting Creations	Adverts	120.00			120.00	R	BACS			
HMRC	PAYE	193.20		193.20		R	DD			
Nat West	Interest	0.14			0.14	R	INT			
B Young	Memorial Tidy	105.00	21.00	126.00		R	BACS			
Dover District Council	Field Rent	112.50		112.50		R	SO			
Absolute Security	Adverts	120.00			120.00	R	BACS			
M Harris	Advert	40.00			40.00	R	BACS			
Streetz 2 Streetz	Adverts	18.00			18.00	R	SO			
Capel Groundworks	Adverts	120.00			120.00	R	BACS		Equipment	6,000.00
Home Instead	Adverts	240.00			240.00	R	BACS		Other	10,537.66
PKF Littlejohn	Audit Fee 2016/2017	240.00		240.00			BACS			
Andy Graphix Ltd	Skate Park Sign	45.00	9.00	54.00			BACS	Reserve A/c	227	<b>16,537.66</b>
Harmer and Sons	Ground Maintenance	405.00	81.00	486.00			BACS	Current	788	<b>848.78</b>
Dover District Council	Printing Grapevine	382.92		382.92			BACS	Project	20	<b>728.43</b>
Mr D Reed	Litter Clearance October	83.33		83.33			BACS			<b>18,114.87</b>
Mrs M Leppard	Salary £352.26 Broadband £11.10 Tablecloth, Holders, Badges/Lanyards and Tally Counters £42.89	406.25		406.25			BACS		Less Un-Reconciled	72.00 72.00 1,652.50
				2,084.20	18,402.57					
					<b>16,318.37</b>					<b>16,318.37</b>

10. **MATTERS CONCERNING THE PARISH**

a) **Councillors' comments**

- St Radigund's Church Noticeboard. *Action: Cllr. Shaw to enquire when installation will take place.*
- Fly tipping on Crete Road East a cause for concern, although not in the Parish, is still reported.
- District Councillor Frederick Scales to be asked if there is any feedback on recent development refusals.

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

11. **DATE OF NEXT MEETING** – Tuesday, 21<sup>st</sup> November at 7.30pm.

12. **CONFIDENTIAL ITEMS** - None.



## Agenda Item 8c

Recreational Facility Report						Date Inspected 14/11/17			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens Play Area	Roundabout	✓	✓	✓	✓	✓	N/A	✓	✓
	Todler Swings	X	✓	✓	✓	✓	N/A	✓	✓
	Junior Swings	✓	✓	✓	✓	✓	N/A	✓	✓
	Alpine Crossing	✓	✓	✓	✓	✓	N/A	✓	✓
	Multiplay	✓	✓	✓	✓	✓	N/A	✓	✓
	Balance Bar	✓	✓	✓	✓	✓	N/A	✓	✓
	Giant Steps	✓	✓	✓	✓	✓	N/A	✓	✓
	Perimeter fence	✓	N/A	✓	N/A	✓	✓	✓	✓
Toddler swing seats need replacing, centre straps split									

Recreational Facility Report						Date Inspected 14/11/17			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor Gym Equipment	Step Up & Senior Treadmill	✓	✓	✓	✓	✓	✓	✓	✓
	Pull Down & Shoulder Press	✓	✓	✓	✓	✓	✓	✓	✓
	The Bench	✓	✓	✓	✓	✓	N/A	✓	✓
	Junior Recumbent Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Recumbent Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Hand Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Leg Press	✓	✓	✓	✓	✓	✓	✓	✓
	Junior Cross Trainer	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Cross Trainer	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Fitness Bike	✓	✓	✓	✓	✓	✓	✓	✓
	Junior Fitness Bike	✓	✓	✓	✓	✓	✓	✓	✓
	Chest Press	✓	✓	✓	✓	✓	✓	✓	✓
	Seated Row	✓	✓	✓	✓	✓	✓	✓	✓
	Leg Press & Oblique	✓	✓	✓	✓	✓	✓	✓	✓
	Welcome Sign	✓	N/A	✓	N/A	✓	✓	✓	✓

Recreational Facility Report						Date Inspected 14/11/17			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate Park	Beatrice Rd end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Centre Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Elizabeth Drive end Ramp	✓	✓	✓	✓	✓	✓	✓	✓
	Grind Rail	✓	✓	✓	✓	✓	✓	✓	✓
	Bench	✓	✓	✓	✓	✓	✓	✓	✓
	Perimeter Fence	✓	N/A	✓	N/A	✓	✓	✓	✓

Recreational Facility Report						Date Inspected 14/11/17			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Surrounds	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	X	✓
	BMX Jump Ramp	✓	N/A	✓	✓	✓	N/A	✓	✓
	BMX Slalom Poles	✓	N/A	✓	N/A	✓	N/A	X	✓
	MUGA	✓	N/A	✓	✓	✓	✓	✓	✓
	Petangue court	✓	N/A	✓	✓	✓	✓	✓	✓
	Litter Bins	✓	N/A	✓	N/A	✓	N/A	✓	✓

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

BMX DOUBLE RAMP Surface worn on double ramp but not serious.

Undergrowth needs cutting back around slalom poles and hurdles

Recreational Facility Report						Date Inspected 14/11/17			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Petanque Court	Wire Tension	X	N/A	✓	N/A	✓	N/A	N/A	X
	Running Gear	X	✓	✓	N/A	✓	N/A	N/A	X
	Zip Wire Seat	X	N/A	✓	N/A	✓	N/A	N/A	X
	Rubber Tyre Stops	X	N/A	✓	N/A	✓	N/A	N/A	X
	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	✓	✓

Out of action until January/February

## **VILLAGE HALL MANAGEMENT COMMITTEE REPORT**

1. Nothing significant to report other than that the committee has been made aware of problems when hall car park is used as a public car park by people not using the hall.
2. Building work has been completed, update on business plan being worked on.
3. Wires and CCTV cabling being rationalised.
4. The 2017 Annual General Meeting will take place on the 27 November at 7.00pm in the small hall. The 2016/2017 accounts will be presented as well as a report on the year's activities. At the same time all the elected Trustees and officers will stand down; an election for new Trustees will be held at the same meeting.
5. If you would like someone to stand for election on behalf of your organisation, please contact me at 10 Capel Street, CT18 7JP or on 01303 253838 or [eures1994@yahoo.com](mailto:eures1994@yahoo.com) by the 21 November. All residents of the village are welcome to attend.