

CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard
 Website: www.capel-le-fernepc.kentparishes.gov.uk
 Email: clerkcapellefernepc@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, 17th MARCH 2020, 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 18 th February 2020 (Draft Attached – Pages 2-6)
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) Local Economy (Action Plan) <ul style="list-style-type: none"> ▪ Broadband & telephone providers improvements. ▪ Locate the masts that provide the signals to the village ▪ Affinity Water Pressure b) Traffic Management (Action Plan) <ul style="list-style-type: none"> ▪ Working Party Report ▪ 40mph Extension and Planters ▪ Earth Bund and Marking - Old Dover Road/Winehouse Lane junction (Waiting Kent Highways) ▪ Dover Hill (Waiting Kent Highways) c) School ▪ 1st Aid Training d) Vacancy (Nominations page 7) e) Other <ul style="list-style-type: none"> ▪ Resilience Emergency Plan ▪ WW1 Airfield Memorial at The Royal Oak ▪ Memorial Benches (Attached Pictures)
6.	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) Plot 38, Land South New Dover Road, (Waiting DDC Decision) b) Skimar, Satmar Lane, Capel Le Ferne, CT18 7JG, (Granted Permission) c) Land at New Dover Road and Winehouse Lane, Capel-Le-Ferne, (Waiting Appeal Decision) d) 54 Old Dover Road, Capel-le-Ferne, CT18 7HW (Waiting DDC Decision) e) 187 New Dover Road, CT18 7JD (Waiting DDC Decision) f) Playing Field, Lancaster Avenue, CT18 7LX (Waiting DDC Decision) g) (LALP) - Dover District Council Land Allocation Local Plan h) Other
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <ul style="list-style-type: none"> a) Neighbourhood Watch b) Playing Field <ul style="list-style-type: none"> ▪ Equipment Status (attached page 8) ▪ New Signs ▪ CCTV Upgrade c) Highways d) Public Rights of Way ▪ PROW ER252 (NDR to ODR) e) Speed Watch f) Capel Cares g) Grapevine Newsletter h) Village Hall i) Training/Workshops/Seminars j) District Councillor Rose and/or County Councillor Geoff Lymer k) Other <ul style="list-style-type: none"> ▪ KALC Community Award. ▪ Council Website Changes. ▪ VE Day 75
8.	To RECEIVE and DISCUSS Correspondence
9.	To RECEIVE, 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) Councillors' comments b) Approve any resolutions for discussion in confidential items in agenda item 12
11.	To CONFIRM date of next meeting - (Tuesday, 21 st April 2020)
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

Signed ...  (Parish Clerk).
 10th March 2020

LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED

1. Site at Western Heights & Farthingloe - (Waiting Dover District Council)
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 North New Dover Road - (Waiting Kent Highways)
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 18th FEBRUARY 2020

Welcome to new co-opted Member Lisa Alfsdotter.**Present:**

Cllrs: Alfsdotter, Greening, Holliday, Lake, Leppard, Pilcher, Seager, together with District Councillor James Rose and Community Warden Janice Henry.

1. **APOLOGIES** – Cllrs: Norris, Shaw, County Councillor Geoff Lymer and PCSO Megan Keehner. Resignation letter from Julie Shaw was read.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - (Items raised are discussed by Councillors under related entries on Agenda).
 - Overhanging branch on footpath side of Village Hall. *Action/Resolution: Reported to Public Rights of Way.*
 - Fly tipping of roof box opposite Village Hall. *Action/Resolution: Reported to Dover District Council.*
 - Explanation given on Traffic Management waiting Kent Highways attention, i.e. extension 40mph and lane changes on Dover Hill.
 - Litter on grass verge near caravan park. *Action/Resolution: Reported to Dover District Council for clearance.*
 - Overhead cable on Capel Street at development noted, together with double yellow line concerns.
3. **MINUTES OF THE MEETING HELD ON 21st JANUARY 2020**
 The Minutes of the meeting held on 21st January 2020 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Greening, seconded by Cllr: Pilcher and agreed by all.
4. **DECLARATION OF PERSONAL INTERESTS**
 - None
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
Local Economy (Action Plan)
 - a) **Broadband Improvements:** This is being escalated via our District Councillor Jamie Rose, to Kent County Council and Jamie would welcome contact with him with individual issues.
Action/Resolution: Please inform him direct, so he can take forward your concerns: Email: cllr-jamie.rose@doover.gov.uk Mobile Tel: No: 07802 428353. He can then ensure that the Kent County Council co-ordinator, dealing with Broadband and Telephone providers for Kent, is addressed for Capel-le-Ferne residents.
Affinity Water Pressure: Contact and replies received from Affinity Water on the issue reported of low water pressure in some areas of the Village. *Action/Resolution: Replies received to be printed in Grapevine Newsletter requesting residents contact Affinity Water direct for tests.*
 - b) **Traffic Management:** *Action/Resolution: Working party of members formed to make plan for further management improvements and traffic calming. Winehouse Lane/Old Dover Road traffic improvements ongoing. Dover Hill lane changes and other improvements in next financial year.*
 - c) **School Project Donation**
 First Aid training for children funded by Council. *Action/Resolution: Waiting Company to arrange dates with Community Warden.*
 - d) **Vacancy**
 Resignation letter from Julie Shaw was accepted with regret. *Action/Resolution: Letter of thanks and flower gift to be sent to Julie. Vacancy to be notified to DDC and follow procedure.*
 - e) **Other**
 - **Resilience Emergency Plan.** Advice for some changes received from DDC. *Action/Resolution: Cllr Lake to update accordingly.*
 - **Lighthouse Inn and Restaurant.** Nothing to report. *Action/Resolution: To be removed from Agenda.*
 - **WWI Memorial Stone at Royal Oak:** Position arranged and agreed. *Action/Resolution: Waiting Planning Permission. Unveiling planned for weekend 4/5th April.*

Signed Chairman
 Date 17th March 2020

6. **PLANNING.**

Land 107–127 Capel Street (Declaration of interest declared by Cllr: Norris)

- a) 19/00669, Outline application for the erection of 34 dwellings and means of access with associated landscaping (appearance, landscaping, layout and scale reserved) (Amended drawings).
Action/Resolution: Following discussions on the various Highway issues and a good case put forwarded by all interested parties from the Village, this application was granted outline planning permission at DDC Planning Committee meeting on 13th February 2020. The Planning Committee vote by 8 members in attendance was: 3 for, 2 against and 3 abstentions. A letter to the Head of Planning was agreed by all to be sent. Cllr Lake to write comments.
Vote was taken by Parish Councillors on the funding of the further traffic report undertaken by Lime Transport for £500, was proposed by Cllr Lake, 2nd by Cllr Seager and agreed by all. Cap on future requests considered, all agreed to take each future appeal on individual merit. Thanks were expressed on work carried out by all.
- b) **Plot 38, Land South New Dover Road, CT18 7UB**
19/01270, Variation of Conditions 2 (approved plans) and 23 (windows) to allow the insertion of a ground floor window to the west elevation of (plot 38) of planning permission DOV/15/00525 (application under Section 73). *Action/Resolution: Still waiting Dover District Council decision.*
- c) **Skimar, Satmar Lane, Capel Le Ferne, CT18 7JG**
19/01453, Erection of a single storey rear extension, construction of decking and creation of parking area to front (existing front and side porches to be demolished). *Action/Resolution: Waiting Dover District Council decision. Architects agreed an extension for decision.*
- d) **Land At New Dover Road And Winehouse Lane, Capel-Le-Ferne**
18/00819, Change of use of land to site 26 no. holiday caravans and associated landscaping and access. *Action/Resolution: Still waiting Appeal decision.*
- e) **54 Old Dover Road, Capel-le-Ferne, CT18 7HW**
20/00019, Erection of a balcony with 1.8m screening to the first floor south elevation, 54 Old Dover Road Capel Le Ferne CT18 7HW. *Action/Resolution: Waiting Dover District Council decision.*
- f) **Other**
19/01532, Erection of a single storey rear and first floor extensions with balcony to front elevation, 151 Old Dover Road Capel Le Ferne CT18 7HX *Action/Resolution: Granted Planning Permission*
- Land Allocation Plan**
Dover District Council document is due for public consultation this year and concerns on removal of village status to be addressed with Head of Planning. *Action/Resolution: Cllr. Pilcher to write to Head of Planning of Village Status. Supposition/rumour on Land Allocation discussed.*

7. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

- **Community Warden:**
Janice Henry reported: she was getting around the village to visits, especially any vulnerable residents. Please let her know if you require assistance or know someone that does.
- **Report received from PCSO Megan Keehner:** Crimes of note:
03/01/2020- Criminal damage – New Dover Rd.
03/01/2020 – Vehicle crime – Capel Street.
11/01/2020 – Nuisance vehicle – North downs way.
12/01/2020 – Obstruction – New Dover Rd.
16/01/2020 – “Sus Event” – Albany Rd. – This was a door to door salesman selling ariel view photographs to the residents of Capel-Le-Ferne, if you have any concerns or find the salesman persistent please ask for ID from the male and report this by calling 101.
24/01/2020 – Vehicle crime – Cauldham Close.
24/01/2020 – RTC – Dover Hill.
24/01/2020 -RTC – New Dover Road.
31/01/2020 – Obstruction – Dover Hill.
Anti-social behaviour and other incidents of note: There has been two reports this month on separate occasions about a suspicious white van. If you have any sightings of a white van and believe it to be suspicious please report this VIA 101. Some reassuring news, there were no further incidents regarding this van. Please be aware of nuisance telecoms/fraud calls. Your bank and the police will not ask for any bank details over the phone. If you receive a nuisance call please report this VIA 101 and to Action Fraud.

Signed Chairman
Date 17th March 2020

b) Play equipment

- Equipment Status
Swing replacement and zip wire chain and seat quotation received. *Action/Resolution: Proposed by Cllr Greening and seconded by Cllr Pilcher to accept was agreed by all*
- Planning Application for New Signs, Boundary Security, CCTV Security.
Planning Authority requested withdrawal of application and resubmission. *Action/Resolution: This was agreed with the signage and CCTV camera pole. Clerk to submit with a slight alteration to one drawing. Discussions on concerns to proceed with earth bund works relating to traveller incursion to Lancaster Avenue boundary discussed. Proposed by Cllr Lake, seconded by Cllr Leppard with 4 for and 1 against, to not proceed until problem arises.*

c) Highways –

Improvement Plan on future Traffic Calming required. Examples circulated. *Action/Resolution: Proposed by Cllr Greening and seconded by Cllr Holliday with all agreed, to form a working party to take this forward, of Cllrs: Pilcher, Greening and Seager.*

d) Public Rights of Way

- Arrangements still being pursued to arrange a meeting regarding future maintenance and other matters relating to ER252 (New Dover Road/Old Dover Road) and link with new development path.

e) Speed Watch

Sessions resumed. Copy of dates to be forward to new member if wish to attend to observe.

f) Capel Cares

- Annual General Meeting of group being held on 3rd April at 7pm.
- Favourable reply and thanks received from KALC on representation to recent seminar on Health and Well Being.

g) Grapevine Newsletter

Delivery issues for Capel Street due to holiday. *Action/Resolution: Thanks expressed to residents, Barry, Mick and Angela, who have volunteered to deliver the March and April.*

h) Village Hall Management Committee

- Meeting of interested parties held for arranging Village Fete on Saturday, 29th June.
- Request received to use hall was agreed by all.

i) Training/workshops/seminars

Cllr Seager requested to attend KALC workshop on S106 Agreements and the Community Levy – Tuesday 3rd March 2020. *Action/Resolution: This was agreed by all.*

*** Post note** This workshop is fully booked and have been put on waiting list.*

j) District Councillor James Rose

- James expressed his disappointment to secure a refusal on the development in Capel Street. Although a very strong case was submitted, it was an uphill battle with land allocated in Local Plan and Inspector's points previously raised covered.
- Whitecliffs Business Park extension next to Lidl planned.
- Development and Pavilion planned for Lydden Race Track.
- Dover and Deal grants of £10,000 available to start business.
- Tides at Deal to be demolished and a new building built.
- Other projects planned: Street Art, Seafront stalls, Bridge over A20, Urban Tree planting.

County Councillor Geoff Lymer

- Corona virus: Kent County Council Planning are working pro-actively with Public Health England (PHE) to ensure our approach in ensuring optimal infection control and public confidence fully reflects evolving national guidance and we will continue to meet regularly with PHE to dynamically address any local issues we face in Kent. This advice applies to travellers who have returned to the UK from the following areas: •China •Thailand •Japan •Republic of Korea •Hong Kong •Taiwan •Singapore •Malaysia •Macau. If a traveller has returned to the UK from any of these areas in the last 14 days and develops symptoms of cough or fever or shortness of breath, they should immediately: •stay indoors and avoid contact with other people as one would with the flu •call NHS 111 to inform them of their recent travel to the country. Please follow this advice even if your symptoms are minor, if you are not showing any symptoms then you do not need to follow the above guidance.

Signed Chairman
Date 17th March 2020

County Councillor Geoff Lymer continued

- **Lower Thames Crossing:** Highways England has launched a supplementary consultation on their latest proposals for a new Lower Thames Crossing. The consultation will run between 29th January 2020 and 25th March 2020, seeking views solely on the design changes since the previous round of consultation. The main changes include:
 - extending the tunnel portal further south
 - creating a wider 'green bridge' at Thong Lane
 - redesigning the A2 junction to allow for local connections
 - an update on the traffic modelling
 - an update on the environmental impacts
 - a utilities update – which includes a revised red line boundary to incorporate land take from the southern section of Shorne Woods Country Park for utility diversions.A Development Consent Order (DCO) application is expected to be submitted by Highways England later this year. Dover District Council will object to the DCO until local surrounding roads are improved, re-dualling the A2 from Coldred to Guston.
- **Straights meeting:** A meeting was organised by French, Belgian and Dutch politicians at Arras last week, which Cllr Lymer attended, to meet with their politicians with a view to facilitate the movement of goods from the Continent to Britain, for the Continentals are uncertain as to what documentation will be required now to import goods to Britain post January 31st. Cllr Lymer will be working with Continental politicians, KCC and the British diplomatic services to organise solutions to improve and facilitate the documentation for the movement of goods to and from the Continent. Cllr Lymer has formulated plans which the French, Belgians and Dutch have seen, approved and are keen to take on board at the earliest possibility. In performing this role will be reporting directly to KCC.
- **The road improvement scheme, Winehouse Lane** at its junction with the Old Dover Road will start on the 2nd. March, weather permitting and will last approximately one week. Whilst the works are being carried out, Winehouse Lane will remain closed at the bell mouth to The Old Dover Road throughout the period of the reconstruction. A footpath will be constructed on the earth bund to allow residents of the two homes that the bund fronts, to access their properties once the earth bund is in place.

Other:

- KALC Community Award Scheme 2020. *Action/Resolution: Nomination submitted.*
- Website change – site due to be live within next two weeks.
- VE Day 75. *Action/Resolution: Friday, 8th May 2020 service at Memorial. Arrangements for Saturday, 9th May – Street party to include; Jelly, ice-cream, fancy dress with prizes, drinks, Ukele band, Fish and Chips, local micro-brewery, PA system. A £300 fund was requested for events, proposed by Cllr Pilcher, seconded by Cllr Greening and agreed by all. Next working party meeting 4th March.*
Other items mentioned to commemorate event was to provide memorial benches. These would be investigated further with designs being made available for next meeting, together with cost of installation and placement vicinity.

8. GRASS MAINTENANCE CONTRACT 2020

Five contractors invited to quote, with 3 replies received and circulated to members. *Action/Resolution: Proposed by Cllr Greening, seconded by Cllr Pilcher and all agreed to accept quotation of £4,020 per annum from harmer landscapes.*

9. CORRESPONDENCE

- Invitation to Lord Lieutenant event at Canterbury Cathedral. *Action/Resolution: Cllr Lake to attend.*
- Invitation to Battle of Britain Memorial Day on 12th July. *Action/Resolution: Cllr Pilcher to attend. £100 donation agreed by all to be given.*

Signed Chairman
Date 17th March 2020

9. CORRESPONDENCE continued

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

1. Glasdon brochure – Street furniture
2. Keep Kent Clean Campaign letter and poster
3. DDC Community Housing and Self Build Letter and Posters
4. Littlethorpe Bus Shelters brochure
5. Viking Direct, Facilities essentials, Paper, Ink & Toner, February Sale
6. Folkestone Town Council community magazine
7. Broxap – Litter & Recycling Bins Brochure

10. CHEQUES and BACS PAYMENTS

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Greening, seconded by Cllr: Pilcher 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
	Brought Forward					33,159.94					
20.01.20	Various	Adverts	552.00			552.00	R	BACS			
24.01.20	Lime Transport	Traffic Assessment	2,000.00	400.00	2,400.00		R	BACS			
18.02.20	Staff	Salaries	516.30		516.30				Cash/Chq in Hand		1.56
18.02.20	Staff	Expenses: Broadband & Energy, Clerks Cards, Land Registry	60.21		60.21			BACS	Reserve A/c	251	19,484.85
								BACS	Current	918	1,097.10
									Project	22	10,728.43
											31,311.94
									Less Un-Reconciled		576.51
					2,976.51	33,711.94					
						30,735.43					30,735.43

Project	10,728.43
Other	20,007.00
TOTAL	30,735.43

Project	10,728.43
Other	20,007.00
TOTAL	30,735.43

11. MATTERS CONCERNING THE PARISH

a) **Councillors' comments** –

- Comment made on bonfire from new build on junction Clarence Road causing issue across B2011.
Action/Resolution: To be monitored for future activities.

b) **Approve resolution to discuss any confidential issues** – None

12. DATE OF NEXT MEETING – Tuesday, 17th March 2020 at 7.30pm.

13. CONFIDENTIAL ITEMS – None.

Signed Chairman
Date 17th March 2020

Candidates Nominated to dateBRIAN TUTT

Having attended Parish Council meetings as a parishioner, I hear items being brought up, received and discussed, that I probably have the knowledge information and answers with regard to those matters raised.

I therefore wish to apply for the vacancy on the Parish Council. I have had over 40 years of service with Kent Highways and was employed as Clerk of Works responsible for all ongoing works and other site safety conditions together with public site operations.

I have lived in the parish for over 50 years, I have previously served on the Parish Council and been involved in various commitments and changes within the parish.

JULIE YOUNG

I would like to be considered for the vacancy on the Parish Council. This is a role I have previously carried out and enjoyed. I am interested in all aspects of village life.

We moved to the village in May, 1982. We started B Young Grounds Maintenance in 1989. My two children attended the local primary school. I started working at the Battle Of Britain Memorial in January this year.

I have been involved with lots of voluntary organisations in the village over the years, which has included being a youth club helper, school governor and village hall trustee. I am also a committee member of Capel Twinning Association.

Some wear on bottom link to be monitored
Suggest seat and chain replaced in the Spring

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
<div>Skate Park</div>	Beatrice Rd end Ramp	√	√	√	√	√	√	√	√
	Centre Ramp	√	√	√	√	√	√	√	√
	Elizabeth Drive end Ramp	√	√	√	√	√	√	√	√
	Grind Rail	√	√	√	√	√	√	√	√
	Bench	√	√	√	√	√	√	√	√
	Perimeter Fence	√	N/A	√	N/A	√	√	√	√

Lateral movement on senior cross trainer to be checked by manufactures. (Reported 1/7/19)

Wet-pour patching needed under junior and toddler swings when weather allows
Corrosion on both handrails of slide