

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 21st JUNE 2022

PRESENT: Cllrs; Holliday, Lake, Leppard, Pilcher, and Young, together with District Councillor Martin Hibbert.

In the absence of Chairperson Philippa Seager, Vice-Chairman Keith Pilcher acted as Chair.

1. **APOLOGIES** – Cllrs. Alfsdotter, Greening, Norris, Seager, County Councillor David Beaney, Community Warden Jan Henry and PCSO Eva Winter
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
Public addressing the members, should be on this agenda item only and not during other discussions during the meeting. Items raised are discussed by Councillors under related entries on Agenda.
 - Trees in Green Lane.
 - Waste Bin in Albany Road.
 - Lost car keys.
 - Authorities to be chased on Lighthouse Inn and Rear of 71-79 Capel Street.
 - Clifftop Café reopening – unknown. Waiting further information.
 - Review of grass maintenance at St Mary’s Church.
 - Changes to election voting to follow.
 - Removal of Noticeboards to be chased.
3. **MINUTES OF THE MEETINGS**
 - The Minutes of the Meeting held on 17th May 2022, were approved and signed as a correct record by the Chairperson, Cllr. Pilcher, proposed by Cllr. Holliday, seconded by Cllr. Leppard and agreed by all.
4. **DECLARATION OF PERSONAL INTERESTS** – None.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) Lighthouse Inn – Still waiting investigation response from Dover District Council.
 - b) Clifftop Café still closed, waiting owners’ decision on sale. Planning application refused
 - c) Rear of 71-79 Capel Street – Noise and illegal living accommodation - waiting investigation response from Dover District Council. Residents encouraged to report to DDC direct. Action/Resolution: Dog Warden and RSPCA to be contacted. Copy in District Councillor for information.
 - d) St Mary’s Churchyard – Some areas around war graves and others, reported to require attention.
Action/Resolution: Parish Council delegate (Keith Pilcher) to arrange a meeting, on site, to discuss review of areas covered by specification with contractor and members of Church (Revd Brian Williams and Dick Salmon).
6. **PLANNING.**
 - a) **Applications.**
 - 20/01569, The erection of two storey building incorporating 15 apartments (flats), communal social areas and associated parking and landscaping, Longships Cauldham Lane Capel Le Ferne CT18 7HG.
Action/Resolution: Waiting Dover District Council decision. District Councillor to make further enquiries on this application.
 - 22/00043, Reserved matters application for approval of landscaping, layout, scale and appearance pursuant to outline application DOV/19/00669 for of 34 dwellings, Land Between Nos 107 And 127 Capel Street Capel Le Ferne
Action/Resolution: Waiting Dover District Council decision.
 - 22/00143, Erection of a detached dwelling, detached garage with office over, new vehicular access and associated parking, Land Adjoining Cilcain Winehouse Lane Capel Le Ferne CT18 7HU
Action/Resolution: Waiting Dover District Council decision.

Signed Chairperson
Date: 19th July 2022

- 22/00335, Erection of 2 no. detached dwellings, boundary fence, turning area, new driveway, and associated parking (existing store and green house to be demolished), 127 Capel Street Capel Le Ferne CT18 7HA
Action/Resolution: Waiting Dover District Council decision.
- 22/00432, Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/21/01627 (Erection of a part first floor rear extension with steps, an observatory over, glass balustrade, an attached five-bay garage/home-office and solar panels to existing roof) (application under Section 73), Villacana New Dover Road Capel Le Ferne CT18 7JB
Action/Resolution: Granted planning permission.
- 22/00420, Erection of a first-floor extension for the use as a holiday let with Juliette balcony and glass balustrade to front elevation, Clifftop Cafe Old Dover Road Capel-Le-Ferne CT18 7HT
Action/Resolution: Refused planning permission.
- 22/00483, Erection of single storey rear extension, insertion of external side door and window alteration, 117 New Dover Road Capel Le Ferne CT18 7JL
Action/Resolution: Granted planning permission.
- 22/00550, Erection of 2no. side dormer roof extensions, increase ridge height and installation of rooflights to facilitate loft conversion, 85 Capel Street Capel Le Ferne CT18 7HF
Action/Resolution: Granted planning permission.
- 22/00677, Increase size of front dormer window, balcony with glass balustrade, hip to gable roof on both properties; erection of a rear dormer window, porch and external staircase for 65A Old Dover Road, 65 And 65A Old Dover Road Capel-Le-Ferne CT18 7HR
Action/Resolution: Waiting Dover District Council decision.
- 22/00702, Erection of a single storey rear extension (existing extensions to be demolished) | 37 Victoria Road Capel Le Ferne CT18 7LT
Action/Resolution: Waiting Parish Council decision.
- 22/00757, Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/22/00432 and Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/21/01627 (Erection of a part first floor rear extension with steps, an observatory over, glass balustrade, an attached five-bay garage/home-office and solar panels to existing roof) (application under Section 73), Villacana New Dover Road Capel Le Ferne CT18 7JB
Action/Resolution: Waiting Parish Council decision.

b) (HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation

- Still waiting Phase 2 consultation notification from Dover District Council, expected end October 2022. Regulation 19 Final Draft expect 2023. Problems have been with Wastewater in Stodmarsh, Highway Roundabout at Whitfield.
- Changes to election voting procedure to follow.

7. DELEGATES' REPORTS

a) Neighbourhood Watch

In the absence of Community Warden Jan Henry and PCSO Eva Winter request to follow up on use of e-scooters.

b) Play equipment

- Remedial rust treatment work to gym equipment anticipated start 28th June.
- Annual RoSPA check for all equipment to be carried out in July.
- Removal of Noticeboards at Church and Outside Village Hall to be chased.
- Alteration of time on CCTV system to be chased.

c) Traffic Management

- Lorries using Capel Street – Appears to have improve, so will delete from agenda.
- TAP still operational. District Councillor attending a meeting, at which the following will be discussed; Report on percentage use of vehicles; how long Tap called into operation; action required and Police control at pinch points.

Signed Chairperson
Date: 19th July 2022

- Highway Improvement Plan (HIP) – Circulated to all members present. Prioritised points agreed by all present. *Action/Resolution: Areas for additional double yellow lines to be considered at road junctions/B2011; installation of footpaths in Capel Street; speed limit reduction outside Greenview Nursery. All to be considered for inclusion on Traffic Regulation Order (TRO), together with double yellow lines outside Village Hall in Lancaster Avenue, if Village Hall Management Committee in agreement – waiting their decision before including.*

d) **Public Rights of Way**

- Footpath from Café to Warren – fencing now repaired and barrier to be removed.
- Green Lane volunteer vegetation clear-up on-going. *Action/Resolution: Risk assessments being worked on by Councillors with generic control statements. Volunteers to be requested via July Grapevine Newsletter and date to commence to be confirmed, possibly end August/beginning September.*
- Bridleway ER252 (Green Lane) adjacent to George Close and ownership. *Action/Resolution: Meeting with Management Company to be arranged. Copy in District Councillor Hibbert.*

e) **Speed Watch**

All results of sessions are available on Parish Council Website LINK: cappellefernepc.org.uk
All operating well. New cameras proving useful. More volunteers would be helpful.

f) **Events**

Queen's Platinum Jubilee 2022 – Final meeting being held next day. All in agreement the event went extremely well. Further supply of mugs received to sell or use as gifts. Formal thanks given to all the Team for their work throughout the weekend, including volunteers help with procession and setting up and clearing away. *Action/Resolution: Outlets to sell mugs to be considered; Amin shop, Royal Oak and Valiant Sailor.*

Resilience Plan

Plan waiting confirmation of named businesses/individuals for clarification as to their inclusion.
Action/Resolution: The Plan continues to be ongoing.

g) **Capel Cares**

Coffee mornings - Coffee mornings continue to be well supported.
Ukraine Refugees – 3 Families anticipated for immediate housing in Capel-le-Ferne.

h) **Grapevine Newsletter and social media**

Due to holiday arrangements, alternative volunteers to be organised. *Action/Resolution: Cllr. Pilcher to arrange delivery of July issue.*

j) **Village Hall Management Committee**

Full report in Grapevine Newsletter.
Installation of Flag pole outside Village Hall agreed in principle to fund, depending on type required and installation charges. DDC Community Grant to be considered.
Enquiry to be made on state of “parking signage” to entrance of car park.

k) **Training/workshops/seminars**

Received and circulated to Councillors.
Cllr. Pilcher and Seager attended the Town and Parish Meeting at Dover District Council. Reported to be useful, although joint virtual and remote attendance, did not really work.

l) **District Councillor Martin Hibbert:** items summarised included

- Parish and Town meeting at Dover District Council
- Community Grant applications
- Annual Reports in next Grapevine
- Speed Watch Grants to be chased
- Project “Clean and Tidy” control
- Joining of two (2) Public Space Protection Orders (Capel included for dog exclusion in fenced areas)

County Councillor David Beaney: No report.

m) **Other**

- None.

8. **CORRESPONDENCE**

- **Other items received:** List of email items received were circulated as attached.

Signed Chairperson
Date: 19th July 2022

9. CHEQUES/BACS PAYMENTS

The attached cheques and BACS payments were approved and authorised.

Proposed by Cllr: Young, seconded by Cllr: Holliday and agreed by all present.

Signed by the Chairperson Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

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

- Road signs on B2011 still in situ following resurfacing. *Action/Resolution: Clerk to chase removal.*
- Enquiry on making triangle grass verge, top of Capel Street, into a garden area with bench.
Action/Resolution: Clerk to make enquiries with Kent Highways.
- Entrance gate planters on B2011 (east of village) to be checked on who is updating.

b) Approve resolution to discuss any confidential issues – None**16. DATE OF NEXT MEETING**

Tuesday, 19th July 2022 at 7.30pm in the Village Hall, (small hall),
Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

17. CONFIDENTIAL ITEMS - None.

The meeting closed at 9.00pm.

Signed Chairperson
Date: 19th July 2022

Associated Documents for Tuesday, 21st June 2022

AGENDA item 7c



**Schemes Planning and Delivery Team working in Partnership with Capel le Ferne Parish Council
Highway Improvement Plan**

Submission Date: XX XXXX 2022

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

HIP Front Cover

HIP Version	Submitted by (Name)	HIP Date	Record Of Meeting Dates with KCC Virtual or Face to Face	Please list below the funding Opportunities/Sources for HIP initiatives/Measures	
1	Maureen Leppard			Capel Parish Precepts	
Are you an active member of the Speed Watch Scheme?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Are you an active member of the Lorry Watch Scheme?	
				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Name of HIP Representative	Lisa Alfsdotter	Contact Telephone Number	07445 540996	Email Address	
Name of Clerk	Maureen Leppard	Contact Telephone Number	01303 259564 07813704142	Email Address	clerkcapellefernepc@btinternet.com
Name of Chair	Philippa Seager	Contact Telephone Number	01303 245254	Email Address	
KCC Project Manager Name	Louise Winch	Contact Telephone Number	03000 419302	Email Address	louise.winch@kent.gov.uk

- Please note the Priority column MUST be those issues which are regarded as the most important (No 1 being your highest priority, then filtering down) KCC is unable to guarantee that all your requests will be deliverable, but Project Managers can investigate your top 1 or 2 priorities per year.

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. **PLEASE DO NOT ALTER IN ANY WAY.** Whilst this is intended to be a living document for your Parish Council, KCC can only make resources available to review your HIP annually – **Capel le Ferne's review is on or after March each year.**




**Schemes Planning and Delivery Team working in Partnership with Capel le Ferne Parish Council
Highway Improvement Plan**
















Live Priorities Record

Priority	Location	Problem/Concern	What do you feel are the potential solutions?	KCC Comments (This column is to be completed by Project Manager ONLY)
1.	Capel Street	Speed limit 30mph outside Greenview Nursery but only 20mph outside Capel Primary School.	Ensure the provision visible warning signage approaching the school from both directions together with 'Slow' road markings	
2.	Capel Street	Traffic surveys carried out in 3 locations on Capel Street during 2021 produced unacceptable results. Despite various road marking reminders, residents still complain of excessive speed and the need to walk in the road because there are no footpaths from Capel Primary School to Winehouse Lane	Highways to identify land either side of Capel Street that belongs to them and would be suitable for the installation of a footpath from Capel Primary School to the Winehouse/Hurst Lane Junction.	
3.	Various	Vehicles parking too close the B2011 at junctions on identified side roads causing potential accidents as vehicles turn off the B2011	Introduction of double yellow line where side roads meet the B2011 where appropriate. Roads affected both land and cliff side are: Victoria Road Clarence Road Albert Road Alexandra Road Avondale Road Helena Road Old Dover Road (Dover and Folkestone ends)	
4.				

Emails, Brochures, magazines, etc., correspondence items:**AGENDA item 8***(List of email items received attached and/or previously forwarded).**Due to a vast number of emails received and to save paper, if Councillors require any of them, please contact Clerk and relevant emails will be forwarded on).*

Charmaine Keatley	Sector Finance Survey 2022 - Confirmed Extension to 15/6 - Updated Request to Re-circulate ...	08/06/22 19:36
Public Policy Exchange	Improving Dementia Care: Assessing National Progress and Working to Provide Meaningful and ...	02/06/22 18:44
Louise Hollebton	Eco Green Community Dog and Litter Solutions	31/05/22 15:29
Community Halls	Parish councils running village halls	27/05/22 13:47
Info	Rural Housing Week - Amended flyer	26/05/22 13:59
Tricia Casey-Green	KALC Clerks Conference 2022	26/05/22 11:45
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Chairmanship Conference 28th July Lenham	24/05/22 09:37
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Provision for Young People	20/05/22 07:25
DoverYouthHub@kent.gov.uk	Provision for Young People	19/05/22 16:24
Jane Haselden	Celebrating Global Accessibility Awareness Day - Free webinars	19/05/22 15:16
Laura Dyer	Summer of Accessibility - Free Webinars	19/05/22 11:16
National Association of Local Councils	 NALC EVENTS	17/05/22 16:00

ITEMS ALREADY FORWARDED

→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	17/06/22 16:01
Charmaine Keatley	FireStoppers Campaign Toolkit - PP	16/06/22 14:33
→ Laura Dyer	KALC COUNCILLORS CONFERENCE - 30TH JUNE 2022	15/06/22 16:27
→ Laura Dyer	Community energy offer to Parishes - South East New Energy project (SENE)	15/06/22 10:18
→ National Association of Local Councils	 NALC NEWSLETTER	15/06/22 10:02
→ National Association of Local Councils	 NALC EVENTS	14/06/22 10:00
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	10/06/22 13:30
→ Laura Dyer	Community energy offer to Parishes - South East New Energy project (SENE)	10/06/22 12:05
→ Cllr-Martin Hibbert	FW: Community Grant Summer Round	08/06/22 10:40
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: M20 Moveable Barrier: project update	08/06/22 09:21
→ M20 Moveable Barrier	M20 Moveable Barrier: project update	08/06/22 09:15
→ Laura Dyer	KALC NEWS MAY 2022	07/06/22 17:12
→ National Association of Local Councils	 NALC EVENTS	07/06/22 10:05
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	01/06/22 15:53
kalcareasecretary@btinternet.com kalcare...	Local Plan Advisory Group Membership	01/06/22 13:03
→ National Association of Local Councils	 NALC NEWSLETTER	01/06/22 10:14
Charmaine Keatley	Places of Worship Scheme.pdf	31/05/22 10:06
→ Tricia Casey-Green	KALC Event - Council Internal Communications Workshop - Tickets Strictly Limited	31/05/22 10:06
→ National Association of Local Councils	 NALC EVENTS	31/05/22 10:00
→ busfuture@kent.gov.uk	KCC - National Bus Strategy update	31/05/22 09:09
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	27/05/22 16:30
→ Info	Rural Housing Week - Flyer	26/05/22 10:42
→ National Association of Local Councils	 NALC EVENTS (correction: image updated)	25/05/22 16:36
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: EXTERNAL - NATIONAL CSSC Green Message - NPoCC - Public Safety UK Bulletin - 24 ...	25/05/22 15:12
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: How Businesses can support Ukrainian refugees - Invite	24/05/22 14:01
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: KALC - Our Chairmanship Conference has just launched!	24/05/22 13:59
→ National Association of Local Councils	 NALC EVENTS	24/05/22 10:00
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	20/05/22 16:30
→ Helen Griffiths, Fields in Trust, Chief Executive	How green is your neighbourhood? 	19/05/22 13:58
→ Cllr-Martin Hibbert	Dover Fastrack - Latest Updates	19/05/22 11:42
→ National Association of Local Councils	 NALC NEWSLETTER	18/05/22 10:02
→ National Association of Local Councils	 NALC EVENTS	17/05/22 10:00

Other items received

- Viking Direct June Sale**
- Hawkinge & Capel-le-Ferne Community Ad Magazine**

Signed Chairperson
Date: 19th July 2022

INCOME/EXPENSE 21.06.2022. To be confirmed and agreed

AGENDA 9

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque, BACS, DD, SO	BANK A/Cs	Reconciled
	Brought Forward					65,444.57			
17.05.22	Jubilee (P Seager)	Merchandise Sold	100.00			100.00	R BACS		
17.05.22	Viking	Ink Cartridges	65.10	13.02	78.12		R BACS		
17.05.22	Dash UK Limited	Jubilee Mugs for sale	325.00	65.00	390.00		R BACS		
23.05.22	Dover District Council	Grapevine Print May	605.00		605.00		R BACS		
26.05.22	Harmer & Sons	Grounds Maintenance	570.00	114.00	684.00		R BACS		
26.05.22	Paul Downey	Speed Watch Camera Mount	8.29	1.66	9.95		R BACS		
27.05.22	Capel Cares	Jubilee Mugs purchased	140.00			140.00	R BACS		
30.05.22	Staff May	Expenses: Broadband & Energy	25.00		25.00		R SO		
30.05.22	A Jarvis	Ukraine donations	30.00			30.00	R BACS		
31.05.22	Jubilee (P Seager)	Merchandise Sold	200.00			200.00	R BACS		
31.05.22	Nat West	Interest	5.67			5.67	R INT		
31.05.22	Gallagher	Insurance 2022-2023	1,852.05		1,852.05		R BACS		
31.05.22	Why Not Fix Ltd	Battery for Palm Device	80.00		80.00		R BACS		
01.06.22	W Wheeler	Ukraine donations	90.00			90.00	R BACS		
01.06.22	Young's Accountancy	Audit 2021-2022	100.00		100.00		R BACS		
01.06.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R DD		
06.06.22	99th Folkestone ATC	Donation	50.00		50.00		R BACS		
07.06.22	Keith Pilcher	Gifts for loan of PA equipment	13.99		13.99		R BACS		
07.06.22	Kent Cables	Monthly SIM	20.00	4.00	24.00		R DD		
08.06.22	Days Gone By	Live Band Fee	240.00		240.00		R Q 1567		
13.06.22	StreetZ2StreetZ	Advert	18.00			18.00	R SO		
13.06.22	Bouncy Castles R Us	Jungle Obstacle Course Hire	150.00		150.00		R Q 1568		
16.06.22	HMRC	VAT Reimbursed 2021-2022	8,799.10			8,799.10	R BACS	Cash/Chq in Hand	1.56
17.06.22	Dover District Council	Jubilee Grant	400.00			400.00	R BACS	Reserve A/c	60,967.91
19.06.22	Jubilee (P Seager)	Merchandise Sold	100.00			100.00	R BACS	Current	9,898.11
17.05.22	Staff	Salaries June	536.68		536.68		BACS	Project	260.19
17.05.22	Staff	Expenses: Land Registry Checks £18.00; Laminator; £6.86; Gold Crowns Jubilee £84.76	111.02	18.60	129.62		BACS		71,127.77
				223.78	5,013.41	75,327.34		Less Un-Reconciled	813.84
						70,313.93			70,313.93
<i>Balance b/fwd £0.19 Ukraine £260.00</i>			260.19						
<i>Balance in hand</i>			70,053.74						
TOTAL			70,313.93						

Signed Chairperson
Date: 19th July 2022