

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 18TH JULY 2023

PRESENT: Cllrs; Harris, Lake, Leppard, Pilcher, Seager and Young, together with Community Warden Jan Henry.

1. **APOLOGIES** – Cllrs: Alfsdotter, Norris, District Councillor Martin Hibbert, County Councillor David Beaney and PCSO James Chenery.

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.

- Change of Waste Bin outside Church to Dog Bin.
- Change CCTV camera for neighbours' privacy.
- Cut in bus services, contact Stagecoach to oppose.
- Empty property concern and neighbour disputes.
- Trees cut back in Green Lane, ER252.
- White Gate planters in need of attention. *Action/Resolution: Cllr: Young to enquire on contractor maintenance.*

3. **MINUTES OF THE MEETINGS**

The Minutes of the Meeting held on 20th June 2023, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Lake, seconded by Cllr. Young and agreed by all present.

4. **DECLARATION OF PERSONAL INTERESTS** - None.

5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

a) **Rear of 71-79 Capel Street** – Noise issue and possible change of use. *Action/Resolution: Further investigation by Dover District Council Planning Enforcement and Crime Environment. Adjacent residents requested to keep diaries on activities.*

6. **PLANNING**

a) **Applications**

- 20/01569, The erection of two storey building incorporating 15 apartments (independent living accommodation), communal social areas and associated parking and landscaping, Longships Cauldham Lane Capel Le Ferne CT18 7HG. *Action/Resolution: Still awaiting response on conditions required.*
- 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: Still awaiting response.*
- 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: Recent DDC Planning Committee Meeting approved application. Waiting conditions response.*
- 22/01694, Erection of a dwelling and detached garage (existing dwelling and garage demolished), 113 Old Dover Road Capel-Le-Ferne CT18 7HT. *Action/Resolution: Permission Granted.*
- 23/00401, Outline application for the erection of up to 16 dwellings (with all matters reserved except access), Land South of Cauldham Lane Capel-Le-Ferne CT18 7HG. *Action/Resolution: Recent DDC Planning Committee Meeting approved application. Waiting conditions response.*
- 23/00617, Roof extension over existing dwelling and erection of a rear extension, 157 Capel Street Capel Le Ferne CT18 7EY. *Action/Resolution: Waiting Dover District Council decision.*
- 23/00889, Up to 4 metre overall reduction and removal of 2 x lowest lateral branches (if required) of one Beech the subject of Tree Preservation Order No 9 of 2022. 26 Beatrice Road Capel Le Ferne CT18 7LH. *Action/Resolution: Waiting Parish Council decision.*

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

Action/Resolution: Plan waiting Secretary of State clarification and approval. Unknown time status when this will be available.

SignedChairperson
15th August 2023

c) **NEIGHBOURHOOD PLAN**

A Plan for Capel-le-Ferne was discussed further. A decision, proposed by Cllr: Lake and seconded by Cllr: Young, with a majority vote of Councillors present, was not to pursue a Neighbourhood Plan for Capel, taking into account the following points of information;

- The average costs are estimated by the Ministry of Communities, Housing and Local Government (MCHLG) at £20,000 to £86,000 per plan. Plans are likely to vary in costs depending on the complexity and size of the proposal. Capel-le-Ferne likely to be £20,000 to £25,000. This just doesn't seem viable so close to a new local plan being approved by the Secretary of State.
- There is also a basic grant available of £10,000, so the cost to the Parish Council, using public Precept funded monies, could be £10,000 to £15,000, although for a village the upper figure is probably unlikely. As is the electorates' probability on considering and agreeing spending this amount in view of information available.
- The estimated time scale is currently 3 to 5 years.
- A neighbourhood plan takes hours and hours of volunteers' time. All types of professionals needed, and at the end of this, it has to go out to consultation, then be accepted by DDC.
- A massive task, hence why they rarely get completed.
- If the village had supported back in 2016, the timing would have been more appropriate.
- The success rate of Neighbourhood Plans in Dover District is dismal, as many seem to have stalled for whatever reason. The idea of a local plan is to establish building, not to stop it.
- However, you do get a say where development is best suited. But this is considered not viable now, because of Dover District Council Land Allocation Local Plan.

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

- Neighbour dispute being investigated.
- Playing field trees suffered anti-social behaviour. Action/Resolution: To obtain quote for cost of tree guards, proposed by Cllr: Lake and seconded by Cllr: Pilcher and agreed by all present.
- Community Warden Survey, to help save our Warden for Village. *Action/Resolution: To advertise on social media and Grapevine Newsletter.*

b) **Play equipment**

- Bi-monthly report from Cllr: Pilcher attached for information.
- Annual RoSPA Inspection due – no report received to date.
- Football goal areas – too near to hedgerow and worn surface. *Action/Resolution: To obtain a quote to replace posts, including repositioning and re-turf surface.*

c) **Highways****Highway Improvement Plan (HIP) –**

- Double yellow lines at junctions with New Dover Road (B2011). *Action/Resolution: Waiting design and costs from Kent Highways. Clerk to pursue.*
- Drop kerbs in Alexandra Road, Lancaster Avenue and Beatrice Road junctions, *Action/Resolution: Works ordered, waiting installation by Kent Highway. Clerk to pursue.*

d) **Traffic Management**

- Lorries on Capel Street travelling to Satmar Lane – *Action/Resolution: Still under investigations by Dover District Council Enforcement on breach of planning use.*
- Dover Hill change of road layout. *Action/Resolution: "Good job done" comment made by Councillor on Kent Highway's change of road layout to Dover Hill and repairs to Old Dover Road potholes. Enquiries to be made with Highways on; resurfacing of Dover Hill suffering potholes.*

e) **Public Rights of Way**

- Blocked footpath at Satmar. *Action/Resolution: Cllr: Lake to pursue with PROW Officer.*
- London House obstruction of bridleway ER252 still ongoing. *Action/Resolution: Cllr: Lake to pursue with PROW Officer the status quo if used scenario.*
- Report submitted to KCC for cut back of overgrown footpaths; New Dover Road to Beatrice Road (ER252) and Old Dover Road to Albany Road (ER291).

f) **Speed Watch**

- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

g) Events

- Plans to be put in place to celebrate 80th Anniversary of D-Day on 6th June 2024.
Action/Resolution: Fish/Chip Supper, Ice-Cream, walk to Battle Britain Site for Beacon Lighting.
- Remainder of Coronation Mugs/Coasters to be donated to Battle of Britain Memorial agreed by all present.

h) Capel Cares

Coffee mornings continue to be popular and assisting residents very busy. New people always welcome as either clients or helpers.

Ukraine Refugees – Event to fund-raise, to help provide a 3rd evacuation 4x4 vehicle to bring wounded and civilians to safety, is now booked for 23rd September. Tickets £5. A film on Ukraine History and facts, food to buy and sample, raffle and craft stall.

i) Grapevine Newsletter and social media

- A few errors in Newsletter brought to attention of Editor.
- Thanks were expressed to Chris on holiday cover for Martin.

j) Village Hall Management Committee

- Community Cost of Living Support Grant from Kent County Council, via Kent Association of Local Councils, received. Receipts to be provided for the Free Community Lunches.

k) Training/workshops/seminars

Received and circulated to Councillors. Cllr: Seager to attend webinar on Empowering Young People.

l) District Councillor Martin Hibbert - No report.

- County Councillor David Beaney:
- KCC are appealing for more foster parents to join the fostering team so if anyone in the Parish is looking to or have ever considered fostering. Please come forward.
- There is a consultation out regarding waste recycle centres. This is for opening times and closure of some sites in Kent I urge residents to give their views on this consultation please.
- Kent Fire and rescue and trying to make people more aware. When charging some devices, they are urging people to research and check the quality of these devices when buying them.
- Also, Kent Fire and Rescue are asking people not to charge E-bikes/ scooters in hallways and entrance to houses or flats due to blocking emergency access points in case of a fire.
- Operation Brook is due to come back in place at the beginning of school holidays.
- Kent Trading Standards are cracking down of the selling of illegal vapes and the selling of these to underage children. If anyone is aware of this happening, please report to Kent Trading Standards.
- Other – None.

8. CORRESPONDENCE

- Viking Direct July Sales brochure
- Local Councils Direct magazine
- **Other items received:** List of email items received were circulated as attached.

9. CHEQUES/BACS PAYMENTS

Cheques and BACS payments were approved and authorised as attached.

Proposed by Cllr: Lake, seconded by Cllr: Pilcher and agreed by all present.

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

10. MATTERS CONCERNING THE PARISH

a) Continuation of advert for candidates to fill one vacancy for co-opted Parish Councillor.

b) Councillors' comments

- Reminder Valiant Sailor to re-open.
- New post-box topper requested.

c) **Approve resolution to discuss any confidential issues on agenda item 14** - None

11. DATE OF NEXT MEETING

Tuesday, 15th August 2023, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

12. CONFIDENTIAL ITEMS - None

The meeting closed at 9.30pm.

SignedChairperson
15th August 2023

Recreational Facility Report							Date Inspected 26/06/23		
	Item	Stucture	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens Play Area	Roundabout	√	√	√	√	√	N/A	√	√
	Todler Swings	√	√	√	√	√	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	√	√	√
Mystical World Unit	√	N/A	√	√	√	√	√	√	

	Item	Stucture	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor Gym Equipment	Step Up & Treadmills	√	√	√	√	√	√	√	√
	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	√	√	√	

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

Some delamination evident on end ramps.

	Item	Stucture	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	X	√
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	X	√
	MUGA	√	N/A	√	√	√	N/A	√	√
	Petanque court	√	N/A	√	√	√	√	√	√
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√
Village Hall Defibrillator	Batteries end date			07/02/28	Check Unit	√	Pad Expiry 28/01/28		
Shop Defibrillator	Battery end date			01/10/26	Check Unit	√	Pad Expiry 19/06/25		

Comments

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

BMX Hurdles, poles and ramp overgrown.

	Item	Stucture	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Petanque Court	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√
	Running Gear	√	√	√	N/A	√	N/A	N/A	√
	Zip Wire Seat	√	N/A	√	N/A	√	N/A	N/A	√
	Rubber Tyre Stops	√	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	√
	Groud Mats	√	N/A	√	√	√	√	√	√
Petanque Court	N/A	N/A	N/A	√	√	√	N/A	√	

SignedChairperson
15th August 2023

25 July 2023		Amount
Councillors	(Meeting)	10
Reece Adams House <i>Sheltered accommodation</i>	Cauldham Close	21
Voyage Care, Mencare <i>Seaview Residential Unit</i>	23 Old Dover Road <i>14 staff and 5 residents</i>	19
Aspire Care, Bracknell House <i>Residential care provision for children and young people.</i>	34 Helena Road <i>30 staff and 8 residents</i>	38
Capel Bungalow <i>Residential Unit</i>	61 Old Dover Road	10
Assisted Living accommodation	105 New Dover Road <i>6 staff and 1 each for Justin and Katie.</i>	8
Casper Nursery	Capel Primary School, Capel Street, CT18 7HB	30
Valiant Sailor	New Dover Road	50
		186

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).

Andrew Judd 46059727	NHW Message - Supporting victims of honour-based abuse	14/07/23 12:51
National Association of Local Coun...	★ STAR COUNCIL AWARDS 2023	14/07/23 10:00
The Acres	Enclosed dog field in your Parish	13/07/23 16:49
Chris Cook	Free 'Do not knock door stickers for older people	13/07/23 15:06
helping.hands@kent.gov.uk	Kent County Council - Household Support Fund Communications	13/07/23 10:44
My Community Voice Kent	Just 2 weeks to go! Can you help us reach our fundraising goal for youth w...	12/07/23 19:55
National Association of Local Coun...	★ STAR COUNCIL AWARDS 2023	07/07/23 10:04
Cllr-Martin Hibbert	FW: Announcing our local environmental 'Heroes' for 2023	03/07/23 14:24
Race	Rural Housing Week: and a new Rural Housing Service for Kent	03/07/23 12:35
Transport for the South East	In this issue... EV Strategy publication, City Science takes the lead in our A...	30/06/23 11:36
National Association of Local Coun...	★ STAR COUNCIL AWARDS 2023	30/06/23 10:00
sue.vincent.extern@rwe.com	REMINDER: Two weeks until end of North Falls consultation	29/06/23 16:29
National Association of Local Coun...	★ STAR COUNCIL AWARDS 2023	23/06/23 10:00
My Community Voice Kent	Only 35 days to help us reach our fundraising goal for youth work [#1226...	21/06/23 18:31
White Cliffs Engraving	Limited Offer on High Quality Glassware!	20/06/23 13:31
My Community Voice Kent	ASB Awareness Week 2023 Webinars [#120101073]	17/06/23 13:16

SignedChairperson
15th August 2023

FORWARDED

Capel-le-Ferne Parish Council PAR...	Fwd: Agenda and Minutes	16/07/23 06:27
Capel-le-Ferne Parish Council PAR...	Fwd: KALC Weekly Update	14/07/23 11:12
→ Charmaine Keatley	KALC Health and Wellbeing Conference 2023	13/07/23 10:04
→ National Association of Local Coun...	 CHIEF EXECUTIVE'S BULLETIN	13/07/23 10:01
→ Laura Dyer	KALC ANNUAL GENERAL MEETING 2023 - MOTIONS	12/07/23 15:37
→ National Association of Local Cou...	 NALC NEWSLETTER	12/07/23 10:00
→ National Association of Local Cou...	 NALC EVENTS	11/07/23 10:05
→ National Association of Local Cou...	 CHIEF EXECUTIVE'S BULLETIN	06/07/23 10:00
→ Laura Dyer	KALC NEWS JULY 2023	05/07/23 12:11
→ Charmaine Keatley	KALC July training and July Dynamic Councillor and FREE Health and We...	05/07/23 11:26
→ National Association of Local Cou...	 NALC NEWSLETTER	05/07/23 10:00
→ National Association of Local Cou...	 NALC EVENTS	04/07/23 10:00
Capel-le-Ferne Parish Council PA...	Fwd: Planning Enforcement Complaint ENF/23/00245	03/07/23 17:16
Capel-le-Ferne Parish Council PA...	Fwd: Recent roadworks on Dover Hill	02/07/23 09:25
Capel-le-Ferne Parish Council PA...	Fwd: Re: National Highways Response- Diversions for the A20/M20-Re...	29/06/23 10:29
→ National Association of Local Cou...	 CHIEF EXECUTIVE'S BULLETIN	29/06/23 10:01
Capel-le-Ferne Parish Council PA...	Fwd: Re: Fwd: Leisure park more like a nazi camp	29/06/23 09:03
→ National Association of Local Cou...	 NALC NEWSLETTER	28/06/23 10:02
→ Charmaine Keatley	KALC Training - Please circulate to Councillors	27/06/23 16:30
→ National Association of Local Coun...	 NALC EVENTS	27/06/23 10:01
→ National Association of Local Coun...	 CHIEF EXECUTIVE'S BULLETIN	22/06/23 10:01
→ National Association of Local Coun...	 NALC NEWSLETTER	21/06/23 10:00
Capel-le-Ferne Parish Council PAR...	Fwd: Re: 22/00143 Erection of a detached dwelling, new vehicular acce...	20/06/23 16:30
Capel-le-Ferne Parish Council PAR...	Fwd: Land adjoining Cilcain	20/06/23 13:21
Capel-le-Ferne Parish Council PAR...	Fwd: D-Day 80 celebrations	20/06/23 13:07
→ National Association of Local Coun...	 NALC EVENTS	20/06/23 10:07
Capel-le-Ferne Parish Council PAR...	Fwd: National Highways response - Diversion signs for M20/A20 closures ...	17/06/23 12:33

Other items received

1. Viking Direct July Sales brochure
2. Local Councils Direct magazine

SignedChairperson
15th August 2023

INCOME/EXPENSE 18.07.23. To be confirmed and agreed

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO		BANK A/Cs	Reconciled
	Brought Forward					88,713.48					
20.06.23	Village Hall Management	Hire of Hall - Ukraine Event	63.00		63.00		R	BACS			
22.06.23	P Seager	Art Prize Coronation	3.37		3.37		R	BACS			
23.06.23	Ebay	Sale of Printer Cartridges	29.29			29.29	R	BACS			
23.06.23	B Young Grounds Maintenace	Tree l struck by lightening	410.00	82.00	492.00		R	BACS			
26.06.23	B Young Grounds Maintenace	Grounds Maintenance Skatepark	80.00	16.00	96.00		R	BACS			
27.06.23	KALC	Cost of Living Grant	1,000.00			1,000.00	R	BACS			
27.06.23	Dover District Council	May Grapevine	550.00		550.00		R	BACS			
28.06.23	Harmer Landscapes	Grounds Maintenance	612.50	122.50	735.00		R	BACS			
28.06.23	Staff	Expenses: Broadband & Energy	25.00		25.00		R	SO			
30.06.23	Dover District Council	Lease Ground Rent	112.50		112.50		R	BACS			
30.06.23	Nat West	Interest	83.27			83.27	R	INT			
03.07.23	Stephen Huxtable	Grounds Maintenance St Maeys	240.00		240.00		R	BACS			
03.07.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
04.07.23	Resident	Donation Ukraine	10.00			10.00	R	BACS			
05.07.23	Ebay	Sale of Printer Cartridges	20.57			20.57	R	BACS			
06.07.23	P Seager	Coronation Sales	55.00			55.00	R	BACS			
06.07.23	P Seager	Ukraine Donations	50.00			50.00	R	BACS			
06.07.23	Olena	Ukraine Donation	500.00		500.00		R	BACS			
06.07.23	NALC/KALC	Young People Training	43.37	8.67	52.04		R	BACS			
07.07.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
11.07.23	Wicksteed	Zipwire/swings seats	646.24	129.25	775.49		R	BACS		In Hand	5.06
12.07.21	B Young Grounds Maintenace	Cut back Tree and vegetation	220.00	44.00	264.00		R	BACS		Reserve A/c	84,935.59
13.07.23	StreetZ 2 StreetZ - others	Adverts	18.00			18.00	R	BACS		Current	763.27
18.07.23	Staff Expenses	Postage, McAffe, Winzip Subscriptions, Land Registry	166.51		166.51			BACS		Project	298.29
18.07.23	Staff	Salaries June	575.24		575.24			BACS			86,002.21
				413.92	4,719.15	89,979.61				Less Un-Reconciled	741.75
						85,260.46					85,260.46

<i>B/FWD: £801.29 Ukraine Expense: £563.00</i>	298.29
<i>Ukraine Income: £60.00 Ukraine Balance: £298.29</i>	
<i>Balance in hand</i>	84,962.17
TOTAL	85,260.46

SignedChairperson
15th August 2023