

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 19th SEPTEMBER 2023

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

1. **APOLOGIES** – Cllrs: Alfsdotter, 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.
 - Funding request for Coffee Mornings at Reece Adams House. *Action/Resolution: Councillors declined request, offering other alternatives available in Village and a collection service via Capel Cares.*
 - Flower Planters - quote to refurbish received. *Action/Resolution: Agreed by all present to accept, together with regular maintenance.*
 - Change of waste bin Albany Road ongoing. *Action/Resolution: Councillors agreed to defer the change, due to cost implications required by Dover District Council. Situation to be monitored.*
3. **MINUTES OF THE MEETINGS**
The Minutes of the Meeting held on 15th August 2023, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Lake, seconded by Cllr. Pilcher 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** – Various issues still being reported and sent to Dover District Council. *Action/Resolution: Case being monitored and investigated further by Dover District Council Environment and Planning Officers.*
 - b) **Empty property 55 Capel Street** – Property in state of disrepair reported to Dover District Council. *Action/Resolution: Case being monitored and investigated further by Dover District Council Housing Officer. Direct communication required with neighbours .*
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.*
 - 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: Granted permission.*
 - 23/00855, Erection of single storey front/side/rear extension (existing conservatory to be demolished). 5 Elizabeth Drive, Capel-le-Ferne, CT18 7NA. *Action/Resolution: Waiting Dover District Council decision.*
 - 23/00920, Erection of a side extension. Capel Bungalow Hurst Lane Capel Le Ferne CT18 7EZ. *Action/Resolution: Waiting Dover District Council decision.*
 - b) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
Hearing with Inspectorate on DDC Land Allocation Plan Examination (Capel), being held on 5th December at Council Offices. *Action/Resolution: Councillors plan to attend, following the seeking and obtaining, expert advice and guidance. Cllr. Norris to write a statement and circulate, Cllr. Pilcher to research experts, Cllr. Lake agreed to attend.*
7. **DELEGATES' REPORTS**
 - a) **Neighbourhood Watch**
 - Investigation of dog walkers' anti-social behaviour in Pétanque Court has been resolved. *Action/Resolution: Dover District Council Environment Officer (Dog Warden) and Police Officer have taken appropriate action. Future sightings, to please be reported with date and time.*

SignedChairperson
17th October 2023

b) CCTV

Change of camera coverage – *Action/Resolution: quote received and circulated, proposed by Cllr. Pilcher, seconded by Cllr. Young and agreed by all present to go ahead.*

c) Play equipment

- Play equipment status report circulated for information.
- Goal posts, repositioned. Hedgerow and grass surface waiting attention. *Action/Resolution: Pursue contractor on work being done.*
- Cleaning of junior play soft play surfaces programmed. *Action/Resolution: Pursue contractor on changing day work being done, due to event in hall.*
- Bench subjected to recent damage was reported as badly corroded and required replacing for safety reasons. *Action/Resolution: Quotes received and circulated for supply and installation, were proposed by Cllr. Pilcher, seconded by Cllr. Norris and agreed by all present.*
- Defibrillator Pads replaced on unit at shop, following their use.
- Cllr. Harris and Cllr. Pilcher to share the delegation of monitoring play equipment. *Action/Resolution: Enquiries on available courses to be investigated with KALC.*

c) Highways

Faults reported to Kent Highways for repair etc.

- Hedges obstructing roads and footpaths in Capel Street and New Dover Road. *Action/Resolution: To be reported to Kent Highways.*
- Highway Improvement Plan (HIP) –
- Double yellow lines at junctions with New Dover Road (B2011). *Action/Resolution: Still waiting design from Kent Highways. Clerk to pursue Kent Highways further.*
- Drop kerbs in Alexandra Road, Lancaster Avenue and Beatrice Road junctions. *Action/Resolution: Works in progress by Kent Highway.*

d) Traffic Management

- Lorries on Capel Street travelling to Satmar Lane – *Action/Resolution: Ongoing investigations by Dover District Council Enforcement on breach of planning use.*

e) Public Rights of Way

- Blocked and obstructed footpaths ongoing.

f) Speed Watch

- Re-organisation of volunteers and new co-ordinators arranged. Sessions taken place in various locations in Capel Street, New Dover Road and Old Dover Road.
- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

g) Events

Event to commemorate 80th D-Day anniversary being organised by working party. *Action/Resolution: Fish and Chip mobile booked for Thursday, 6th June, at Village Hall, then a walk to Battle of Britain Memorial Site for Beacon lighting. Working party to meet nearer the time.*

h) Capel Cares

40 Members attended recent coffee morning, plus new volunteers.

Ukraine: Fund-raising event on 23rd September. Excellent response received by way of donations, raffle and tombola prizes to date. Singers and dancers attending and talk on K9 rescue planned.

i) Grapevine Newsletter and social media

Thanks, expressed to Cllr. Norris on volunteering to deliver during November, due to holidays. New deliverer also showed interested when required.

j) Village Hall Management Committee

- Community Cost of Living Support Grant from Kent County Council of £1,000 to be reimbursed to Village Hall Management. All receipts, relating to Community Lunches, now provided by Village Hall Management Committee.

k) Training/workshops/seminars

Received and circulated to Councillors.

Course for monitoring play equipment to be investigated for Cllr. Harris.

l) County Councillor David Beaney: No report.

District Councillor Martin Hibbert

- **Traffic Access Protocol (TAP)** – Report circulated on meeting attended. Attached.

8. CORRESPONDENCE

- **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: Young, seconded by Cllr: Pilcher and agreed by all present.

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

- Enquiry on balance of funds available. *Action/Resolution: Accumulation is for funding replacement of equipment, as and when necessary, and highway matters relating to HIP. Budget decisions are held at January meeting, prior to submitting Precept request.*

10. MATTERS CONCERNING THE PARISH

a) No candidates - Continuation to advertise one vacancy for a co-opted Parish Councillor.

b) Councillors' comments

- Overgrown vegetation between 107-127 Capel Street a cause for concern and has already been report to Kent Highways. *Action/Resolution: Clerk to pursue further.*
- Overgrown vegetation on New Dover Road, outside Reece Adams House. *Action/Resolution: Clerk to report to Kent Highways.*
- Reminder to complete Community Warden survey, before closure on 3rd October.

c) Approve resolution to discuss any confidential issues on agenda item 12

None.

11. DATE OF NEXT MEETING

Tuesday, 17th October 2023, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

Apologies from Cllr. Young.

12. CONFIDENTIAL ITEMS

None

The meeting closed at 8.55pm.

SignedChairperson
17th October 2023

Inspected 23/08/23

Recreational Facility Report

AGENDA item 7c

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens Play Area	Roundabout	√	√	√	√	√	N/A	√	√
	Toddler Swings	√	√	√	√	√	N/A	√	√
	Junior Swings	√	√	√	√	√	N/A	√	√
	Alpine Crossing	√	√	√	√	√	N/A	√	√
	Multi-play	√	√	√	√	√	N/A	√	√
	Balance Bar	√	√	√	√	√	N/A	√	√
	Giant Steps	√	√	√	√	√	N/A	√	√
	Perimeter fence	√	N/A	√	N/A	√	√	√	√
Mystical World Unit	√	N/A	√	√	√	N/A	√	√	
	Item	Structure	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	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate Park	Beatrice Rd end Ramp	√	√	√	X	√	√	√	√
	Centre Ramp	√	√	√	√	√	√	√	√
	Elizabeth Drive end Ramp	√	√	√	X	√	√	√	√
	Grind Rail	√	√	√	√	√	√	√	√
	Bench	√	√	√	√	√	√	√	√
	Perimeter Fence	√	N/A	√	N/A	√	√	√	√
Some delamination evident on end ramps, possible replacement summer 2024									
	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	X	√
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	X	√
	MUGA	√	N/A	√	√	√	N/A	√	√
	Pétanque 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	√	Awaiting new pads	
Comments	Awaiting new pads for shop defib. BMX DOUBLE RAMP - Surface worn on double ramp but not serious. BMX Hurdles, poles and ramp overgrown.								
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Pétanque 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	√
	Ground Mats	√	N/A	√	√	√	√	√	√
	Pétanque Court	N/A	N/A	N/A	√	√	√	N/A	√

Signed

Chairperson
17th October 2023

Summary Notes on Traffic Access Protocol (TAP)/Kent Resilience Forum (KRF)

Summer traffic passing through Dover was managed more effectively this year with delays reduced considerably. However, there are traffic pinch points outside the town and within the district where the police presence was not in place nor signage and rogue HGVs were able to travel through Capel and Alkham, creating the same disruption to these village communities as has happened in the past.

The incidents of TAP being activated remained consistent with last year until August when they increased by 80% on the previous year. Port of Dover notification to key members has improved and records kept.

This will be raised with the portfolio for KCC and Shaun Taylor, DDC, and Natalie Elphicke. In conjunction with Cllr Martin Bates, Shadow Portfolio Holder for Transport, Licensing and Environmental Services, I will be chasing for an update on the proposed pilot they were going to run wherein the start of TAP would be moved back to the layby along the A20.

The events of this Summers traffic have highlighted that the external Dover traffic problem remains and that there is much more work to be done on this constantly recurring challenge.

In continuation of this goal both Cllr Martin Bates and I from our current shadow role status/perspective will be pursuing the following core objective headings to seek a permanent and sustainable solution to Keep Dover Moving but also manage the district traffic pinch points more effectively. Much groundwork has already been done and both of us look forward to seeing it completed under the new administration.

1. Be initiative-taking and proactive before a declaration of a critical incident.
2. Seek better co-ordination.
3. Bi-lateral Partnership.
4. Improved Port Infrastructure.
5. Better HGV Facilities.
6. Review TAP.
7. Local Road Control Improvements.
8. Work to Improve Local Road Infrastructure.

Cllr Martin Hibbert

Ward Councillor Alkham, Capel & Hougham.

DDC Shadow Lead Member for Transport, Licensing and Environmental Services. 14/09/23

Associated Documents for Tuesday 19th September 2023

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).

Laura Dyer	M20 Moveable Barrier: project update	16/09/23 09:41
My Community Voice Kent	Rural Task Force upcoming engagement events [#153124100]	15/09/23 15:30
My Community Voice Kent	VAWG Press Office Update [#151810646]	11/09/23 12:30
Communities Team	Welcome to the inaugural Beyond Today Conference	07/09/23 14:30
Cllr-Martin Hibbert	FW: New outdoor gym equipment planned for Cowdray Square Playing ...	07/09/23 13:08
North Falls Offshore Wind Farm	Welcome to the latest North Falls Community Newsletter	05/09/23 15:05
KEVIN ISAAKS	Speed Awareness wheelie bin stickers Discount Code	04/09/23 12:26
Marketing	Highway Improvement Plans - Supporting Parish Councils	30/08/23 11:39
My Community Voice Kent	Volunteer News - August 2023 [#147299615]	26/08/23 09:00
My Community Voice Kent	FLASH SALE - Just for you. [#143950696]	16/08/23 17:17
My Community Voice Kent	Book your FREE tickets for conference! [#143368108]	15/08/23 10:13
English Woodlands, Cross in Han...	Act Now! Applications open for Coronation Living Heritage Fund	14/08/23 16:10
My Community Voice Kent	Sunday Funday [#142931567]	14/08/23 09:39

SignedChairperson
17th October 2023

FORWARDED

Capel-le-Ferne Parish Council PA...	Fwd: Capel Parish Council Meeting – 19th Sep 23	16/09/23 13:21
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	14/09/23 10:58
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	13/09/23 10:08
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	12/09/23 10:08
Capel-le-Ferne Parish Council PA...	Fwd: KALC Bulletin	11/09/23 18:57
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	07/09/23 10:39
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	06/09/23 10:11
Capel-le-Ferne Parish Council PA...	Fwd: KALC NEWS SEPTEMBER 2023 AND TRAINING 2023-2024	05/09/23 17:00
Capel-le-Ferne Parish Council PA...	Fwd: GUIDE TO TAKING PART IN D-DAY 80 – 6TH JUNE 2024	05/09/23 16:59
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	05/09/23 12:29
Capel-le-Ferne Parish Council PA...	Fwd: FW: Port of Dover improvements bring mixed results for coach – r...	04/09/23 10:38
CSU Dover Kent	CSU Meeting	01/09/23 09:12
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	31/08/23 10:09
Capel-le-Ferne Parish Council PA...	Fwd: Dover District Local Plan Examination	30/08/23 17:22
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	30/08/23 10:06
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	29/08/23 11:37
Capel-le-Ferne Parish Council PA...	Fwd: Reminder to all CSW members	29/08/23 11:36
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	24/08/23 10:35
Capel-le-Ferne Parish Council PA...	Fwd: KALC CONFERENCES AND EVENTS	23/08/23 15:00
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	23/08/23 14:59
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	22/08/23 10:09
Capel-le-Ferne Parish Council PA...	Fwd: KALC Bulletin	21/08/23 10:34
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	17/08/23 10:51
National Association of Local Cou...	 CHIEF EXECUTIVE'S BULLETIN	17/08/23 10:00
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	16/08/23 10:29
National Association of Local Cou...	 NALC NEWSLETTER	16/08/23 10:00
→ Cllr-Martin Hibbert	FW: Port of Dover improvements bring mixed results for coach – routeone	14/08/23 12:10

Other items received

1. Viking Direct Brochures
2. Councils and Clerks Magazine
3. Capel and Hawkinge Magazine

SignedChairperson
17th October 2023

INCOME/EXPENSE 19.09.23. To be confirmed and agreed AGENDA item 9

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO		BANK A/Cs	Reconciled
	Brought Forward					82,659.99					
14.08.23	StreetZ2 StreetZ	Advert August	18.00			18.00	R	BACS			
18.08.23	P Seager	Ukraine Donations Pots	58.90			58.90	R	BACS		<i>Ukraine Project</i>	
18.08.23	P Seager	Ukraine Sales	25.00			25.00	R	BACS		<i>Ukraine Project</i>	
29.08.23	Harmer Landscapes	Grounds Maintenance	612.50	122.50	735.00		R	BACS			
29.08.23	Staff Expenses:	Broadband & Energy	25.00		25.00		R	SO			
29.08.23	Etchinghill Golf Club	Ukraine Event Donation	100.00			100.00	R	Cheque		<i>Ukraine Project</i>	
31.08.23	Nat West	Interest	97.01			97.01	R	INT			
01.09.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
04.09.23	Resident	Ukraine Donation	10.00			10.00	R	BACS		<i>Ukraine Project</i>	
07.09.23	Kent County Council	Devolved Grass Cutting	1,090.23			1,090.23	R	BACS			
07.09.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
11.09.23	Stephen Huxtable	St Mary's grass cutting	240.00		240.00		R	BACS			
12.09.23	M Wheeler	Ukraine Saltwood Sales	103.00			103.00	R	BACS		<i>Ukraine Project</i>	
15.09.23	M Leppard	Ukraine Tickets	65.00			65.00	R	BACS		<i>Ukraine Project</i>	
15.09.23	Cherry Leppard	History Book	5.00			5.00	R	BACS		In Hand	5.06
15.09.23	Various	Adverts	322.00			322.00	R	BACS		Reserve A/c	80,127.48
15.09.23	StreetZ 2 StreetZ	Advert September	18.00			18.00	R	BACS		Current	2,661.40
19.09.23	Staff	Salaries September	575.04		575.04			BACS		Project	733.19
19.09.23	Staff	Expenses: Envelopes £8.40, Postage £24, Defibrillator Pads £68.40	64.00	12.80	76.80						83,527.13
				146.80	1,720.84	84,572.13				Less Un-Reconciled	675.84
						82,851.29					82,851.29
<i>Ukraine Project - B/FWD: £263.29</i>					733.19						
<i>Ukraine Income: £469.90 Ukraine Expense: £0.00</i>											
<i>Sponsorship: £200.00</i>											
<i>Expense: £132.00 Balance: £ 68.00</i>											
<i>Balance in hand</i>					82,118.10						
TOTAL					82,851.29						

SignedChairperson
17th October 2023