

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 17th OCTOBER 2023

PRESENT: Cllrs; Alfsdotter, Harris, Lake, Leppard, Norris, Pilcher, Seager, together with District Councillor Martin Hibbert and Community Warden Jan Henry.

1. **APOLOGIES** – Cllr: Young, 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 Albany Road ongoing. *Action/Resolution: Councillors agreed to be monitored further in new year.*

3. **MINUTES OF THE MEETINGS**

The Minutes of the Meeting held on 19th September 2023, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Pilcher, seconded by Cllr. Lake 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 – *Action/Resolution: Still being monitored and investigated by Dover District Council Environment and Planning Officers. Diary of events need to continue being sent to DDC as evidence, especially incidents late at night. No further action can be taken by Parish Council.*
- b) Lighthouse Inn – *Action/Resolution: Still no response received. No further action can be taken by Parish Council.*

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 DDC response on conditions required.*
- 23/00143, Erection of a detached dwelling, new vehicular access and associated parking, Cilcain Winehouse Lane Capel Le Ferne CT18 7HU. *Action/Resolution: Still awaiting DDC response on conditions required.*
- 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: Still awaiting DDC response on conditions required.*
- 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: Granted permission.*
- 23/00920, Erection of a side extension, Capel Bungalow Hurst Lane Capel Le Ferne CT18 7EZ. *Action/Resolution: Granted permission.*

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 made three (3) enquiries on obtaining, expert advice and guidance on addressing Hearing. Two (2) replies and one (1) decline received. Cllr Lake proposed accepting quotation from Kent Planning Consultancy, seconded by Cllr. Pilcher and agreed by all present. Meeting with consultant and working party to be arranged. (attached)*

7. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

- Anti-social behaviour of resident. *Action/Resolution: To be jointly investigated further by Community Warden and Police Officer.*
- Investigation of anti-social behaviour of motorised vehicle in Field has been resolved. *Action/Resolution: Police Officer had taken appropriate action.*

SignedChairperson

21st November 2023

b) CCTV

Change of camera coverage – *Action/Resolution: Works completed.*

c) Play equipment

- Play equipment status report circulated for information (attached).
- Cleaning of junior play soft play surfaces programmed. *Action/Resolution: Completed. Wicksteed contacted with regard to yellow coloured surface, requesting further investigation on surface condition.*
- Goal posts, to be monitored further for movement. Hedgerow and grass surface waiting attention. *Action/Resolution: Pursue contractor on work being done.*
- Bench subjected to recent damage. *Action/Resolution: New installed.*
- Due to deterioration, quotes to be obtained on replacement of skateboard ramp, and toddler swing.
- Holes etc., to grass surface in various locations, damaged by vandalism and wildlife, now filled in.

d) Highways

Faults reported to Kent Highways for repair etc.

- Hedges obstructing roads and footpaths in Capel Street and New Dover Road. *Action/Resolution: Capel Street hedge to be chased with Kent Highways. Hedge in New Dover Road responsibility of Dover District Council, who have been notified by Kent Highways.*
- Highway Improvement Plan (HIP) –
- Drop kerbs in Alexandra Road, Lancaster Avenue and Beatrice Road junctions. *Action/Resolution: Lack of tactile surface for new drop kerbs under investigation with Kent Highways. Cllr. Pilcher written a response was agreed by all present to forward to Kent Highways (attached).*
- Double yellow lines at junctions with New Dover Road (B2011). *Action/Resolution: Still waiting design plan from Kent Highways. Clerk to pursue Kent Highways again.*

e) Traffic Management

- Lorries on Capel Street travelling to Satmar Lane – *Action/Resolution: Ongoing investigations by Dover District Council Enforcement on breach of planning use. Suggestion for all documents and photos to be collated and sent to District Councillor Hibbert, who agreed to help with this issue direct, with District Council Planning Officer and Manager. Proposed by Cllr. Lake, seconded by Cllr. Norris and agreed by all present.*
- Traffic Assessment Project (TAP) – Pilot scheme to move back from Aycliffe location, may cause issues further along the A20. Concerns as to lack of signage and personnel at A20 junctions. *Action/Resolution: Progress status requested. District Councillor Hibbert advised that another meeting with Kent Resilience Team was required. Nothing received yet on levelling up or meeting. Ongoing.*

f) Public Rights of Way

- Late summer cut completed.
- Blocking of several footpaths reported for investigation, including ER293 (Satmore Lane).
- PROW ER252 (Bridleway): passable - only occasional blocking now Old Dover Road end. Enquiry raised on garden waste deposit. *Action/Resolution: Status to be checked.*

g) Speed Watch

- Volunteers and recruitment meeting request, to be arranged in new year.
- Thanks were expressed to Paul H on repairing broken equipment stand.
- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

h) Events

- Remembrance Day, 11th November - *Action/Resolution: Invitations sent out to organisation to lay wreaths. Brian Williams and Pam Barr to officiate. Wreaths ordered.*
- Event to commemorate 80th D-Day anniversary, Thursday, 6th June, being organised by working party. *Action/Resolution: Fish and Chip Supper at Village Hall, then a walk to Battle of Britain Memorial Site for Beacon lighting. Working party to meet in January.*

i) Capel Cares

A regular 40 Members attending twice monthly coffee mornings, plus new volunteers.

Ukraine:

- Accounts distributed relating to fund-raising event on 23rd September.
- Working Party meeting arranged to discuss outcomes of event and the forwarding of funding for the 4 x 4 vehicle. Caution on transfer of money noted.

SignedChairperson

21st November 2023

j) Grapevine Newsletter and social media

Support to Capel's first (1st) Scarecrow Festival being given via social media. Thanks were expressed to organiser Tracey for her hard work and all residents providing the scarecrows. A donation was made of £20 (+ £3 administration) from Parish Council for nominated charity Great Ormonde Street Hospital (GOSH). Agreed by all present.

k) Village Hall Management Committee

- Community Lunches - Congratulations expressed to everyone involved in organising the free community lunches. Over 45 booked for October.

l) Training/workshops/seminars

- Details, received and circulated to Councillors.
- Course for monitoring play equipment for Cllr. Harris – maybe available in new year.
- Cllr. Seager attending online webinar 25 October 2023 - Empowering young voices in your community.

m) County Councillor David Beaney:

- Getting ready for Winter information.
- KCC joint transport requirements.

District Councillor Martin Hibbert:

- DDC Green Infrastructure
- Funding support for bus services
- KCC plans for investment funding for rural areas.

8. CORRESPONDENCE

- **Other items received:** List of email items received were circulated (attached).
- Applause Touring Arts and Community leaflets.
- Open Letter from Postman Si.
- Grass cutting next season St Mary's Church, requirements noted in advance.
- Donation to Capel Scarecrow Festival £20 + £3 Admin.
- Polling District Review Dover District Council.

9. CHEQUES/BACS PAYMENTS

- Cheques and BACS payments were approved and authorised (attached).

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

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

- Enquiry on interest rates. *Action/Resolution: Clerk to make enquiries.*

10. MATTERS CONCERNING THE PARISH

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

b) Councillors' comments

- Overgrown vegetation between 107-127 Capel Street still not cut back. *Action/Resolution: Clerk to pursue further. Likely delay may be due to Landowner not responding to Kent Highway notification.*
- Overgrown vegetation on New Dover Road, outside Reece Adams House. *Action/Resolution: Clerk informed by Kent Highways, this is responsibility of Dover District Council, who have been notified.*
- Green Waste on fly-tipping in Green Lane Bridleway, status requested. *Action/Resolution: Clerk to check website.*

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

None.

11. DATE OF NEXT MEETING

Tuesday, 21st November 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 9.00pm.

SignedChairperson

21st November 2023

Associated Documents for Tuesday 17th October 2023**AGENDA item 7d****A response for consideration at meeting.**

The Parish Council appreciate that the installation of tactile paving is not compulsory, however the Department of Transport have produced the Guidance on the Use of Tactile Paving Surfaces 2021 for Local Authorities. This guidance should be referred to from the outset of any public realm design or maintenance scheme. The installation of tactile paving surfaces should be considered as part of a wider package of measures to assist vision impaired people. The installation process should involve an assessment of the surrounding environment. The conclusion by your team that tactile paving is not present within the minor roads of the village, and that it is only found on the main New Dover Road where the traffic volume is considerably higher is incorrect. There are in fact only 5 uncontrolled crossing with tactile surfaces on the main New Dover Road, whereas there are 12 uncontrolled side road crossings.

The Guidance documents states that: The use of tactile paving surfaces is important because these surfaces convey vital information to vision impaired and other people about their environment, including hazard warning and directional guidance, thereby supporting independent mobility. When moving around the public realm, vision impaired people will actively seek, and make use of, tactile information underfoot, in particular detectable contrasts in surface texture. **It is therefore important that tactile paving is used correctly and consistently, so that conflicting and confusing information is not conveyed.**

The Parish Council are of the opinion that the Guidance on the Use of Tactile Paving Surfaces 2021 should have been followed and the Highway team have made an error of judgement here which we believe should be rectified.














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).

makingadifference@kent.gov.uk	Adult Social Care Digital Roadshow: book a place at our in-person work...	12/10/23 16:46
Kent County Council	What's new from Kent County Council - edition 72 📧📧📧	12/10/23 16:31
Dover District Council	Have your say on a greener future for the Dover district	11/10/23 09:42
Race	RACE - Rural & Community Housing Enabling Service Free Online Sessio...	10/10/23 14:08
Helen Griffiths, Fields in Trust, Ch...	Why Parks Matter Survey	05/10/23 12:02
Nicholas Tod	Wilder Blean, We need your help, please.	03/10/23 15:28
National Association of Local Cou...	★ STAR COUNCIL AWARDS 2023	03/10/23 10:07
National Association of Local Cou...	★ STAR COUNCIL AWARDS 2023	02/10/23 15:01
Helen Griffiths, Fields in Trust	🌱🌱 Should access to green space be a right we expect, Maureen?	28/09/23 15:07
Godelieve de Bree	Enquiry from UK Audiobook Charity - Listening Books	26/09/23 16:16
Sharon.Robbins@kent.gov.uk	Festive Lighting 2023-24	26/09/23 12:29
National Association of Local Cou...	👤 UTILITY AID	22/09/23 10:00
Slow Ways	Councils - Connect your community to the Slow Ways national walking ...	19/09/23 13:04
Natalia Ernstman	Climate Adaptation Course for Parish and Town Councillors	19/09/23 12:24
John Fagan	For clerks and RFOs	19/09/23 12:02

SignedChairperson
21st November 2023

FORWARDED**Emails, Brochures, magazines, etc., correspondence items.****AGENDA item 8**

Capel-le-Ferne Parish Council PAR...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	28/09/23 10:30
Capel-le-Ferne Parish Council PAR...	Fwd:  NALC NEWSLETTER	27/09/23 10:20
Capel-le-Ferne Parish Council PAR...	Fwd:  NALC EVENTS	26/09/23 10:43
Capel-le-Ferne Parish Council PAR...	Fwd: Coordinator Workshops start today! [#155240530]	25/09/23 11:26
. My Community Voice Kent	Coordinator Workshops start today! [#155240530]	25/09/23 10:08
Capel-le-Ferne Parish Council PAR...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	21/09/23 10:27
Capel-le-Ferne Parish Council PAR...	Fwd:  NALC EVENTS	19/09/23 10:14
Capel-le-Ferne Parish Council PA...	Fwd:  WHITE RIBBON DAY	13/10/23 13:11
Capel-le-Ferne Parish Council PA...	Fwd: KALC Annual General Meeting Notice 2023	12/10/23 17:38
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	12/10/23 10:07
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	11/10/23 10:12
Capel-le-Ferne Parish Council PA...	Fwd: KALC EVENTS FOR MID OCTOBER - JOIN IN...	10/10/23 13:03
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	10/10/23 10:27
Capel-le-Ferne Parish Council PA...	Fwd: Pollinator action plans for parish councils 	09/10/23 11:07
Capel-le-Ferne Parish Council PA...	Fwd: INTRODUCTION TO PLANNING - 12TH OCTOBER 2023	06/10/23 16:02
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	06/10/23 10:11
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	05/10/23 16:30
Capel-le-Ferne Parish Council PA...	Fwd: KALC NEWS OCTOBER 2023	04/10/23 10:30
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	04/10/23 10:09
Capel-le-Ferne Parish Council PA...	Fwd: KALC Events in October 2023	02/10/23 17:42

Other items received

1. Applause Touring Arts and Community
2. Open Letter from So Postman
3. Grass cutting next season St Mary's Church
4. Donation to Capel Scarecrow Festival £20 + £3 Admin
5. Polling District Review Dover District Council

Ukraine Project - B/FWD: £733.19 Ukraine Income: £3,222.34 Ukraine Expense: £0.00	3,955.53
Sponsorship: £200.00 Expense: £145.50 Balance: £ 54.50	
Balance in hand	76,633.87
TOTAL	80,589.40

SignedChairperson
21st November 2023

INCOME/EXPENSE 17.10.23. 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					82,851.29					
21.09.23	Member of Public	Bench Donation	100.00			100.00	R	BACS			
21.09.23	Member of Public (CL)	History Books	20.00			20.00	R	BACS			
21.09.23	Member of Public (PS)	Flowers PO Box topper	4.00		4.00		R	BACS			
21.09.23	Ukraine Event (PS)	Napkins	13.50		13.50		R	BACS		<i>Ukraine</i>	
23.09.23	Ukraine Event	Ticket, Raffle, Tombola, Auctions	3,222.34			3,222.34	R	BACS		<i>Ukraine</i>	
25.09.23	British Legion	Poppy Wreaths	91.42	35.83	127.25		R	BACS			
26.09.23	Dover District Council	Annual Empty bin Albany Road	45.70		45.70		R	BACS			
27.09.23	Harmer Landscapes	Grounds Maintenance	612.50	122.50	735.00		R	BACS			
27.09.23	Earth Anchors	Replacement Bench	478.00	95.60	573.60		R	BACS			
27.09.23	Village Hall	Grant Community Lunches	1,000.00		1,000.00		R	BACS			
28.09.23	Staff	Expenses: Broadband & Energy	25.00		25.00		R	SO			
29.09.23	Viking Direct	Paper and Ink Cartridges	104.91	20.98	125.89		R	BACS			
29.09.23	Nat West	Interest	92.23			92.23	R	INT			
02.10.23	Dover District Council	Grapevine Print September	550.00		550.00		R	BACS			
02.10.23	Paul Hancock	Repairs to Camera stand	16.18		16.18		R	BACS			
02.10.23	Tsc Cleaning	Jet-wash play surfaces	300.00		300.00		R	BACS			
02.10.23	Ashley Engineering	Install replacement bench	350.00	70.00	420.00		R	BACS			
02.10.23	Dover District Council	Playing Field Rent	112.50		112.50		R	BACS			
02.10.23	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
09.10.23	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD			
09.10.23	Stephen Huxtable	St Mary's grass cutting	240.00		240.00		R	BACS			
10.10.23	Kent Cables	Moving CCTV Cameras	359.00	71.80	430.80		R	BACS			
10.10.23	Mazars LLP	Audit Fee 2022-2023	315.00	63.00	378.00		R	BACS		In Hand	5.06
10.10.23	Great Ormonde Street	Donation Scarecrow Festival	23.00		23.00		R	BACS		Reserve A/c	75,219.71
10.10.23	Various	Adverts	74.00			74.00	R	BACS		Current	1,990.14
17.10.23	Staff	Salaries September	575.04		575.04			BACS		Project	3,955.53
17.10.23	Staff	Expenses: Land Registry	6.00		6.00			BACS			81,170.44
				491.21	5,770.46	86,359.86 80,589.40				Less Un-Reconciled	581.04 80,589.40

SignedChairperson

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	UKRAINE SPREADSHEET Page 1 of 2			
		INCOME	EXPENSES	BALANCE
	B/FWD	0.19		0.19
26.04.22	Donations (MW)	110.00		110.19
03.05.22	Donations (MW)	30.00		140.19
30.05.22	Donation - A Jarvis	30.00		170.19
01.06.22	Donations - (MW)	90.00		260.19
30.06.22	Donation - (OW)	5.00		265.19
04.07.22	Donation - (OW)	10.00		275.19
15.07.22	Donation - A Parkes	200.00		475.19
26.07.22	Donations (MW)	94.00		569.19
26.07.22	Natalie - Bus Fares		21.90	547.29
04.08.22	Donation - (OW)	10.00		557.29
04.08.22	Donation online	10.00		567.29
05.09.22	Donation - (OW)	10.00		577.19
04.10.22	Donation - (OW)	10.00		587.19
02.11.22	Donations (MW)	38.00		625.19
04.11.22	Donation - (OW)	10.00		635.19
05.12.22	Donation - (OW)	10.00		645.29
04.01.23	Donation - (OW)	10.00		655.29
06.02.23	Donation - (OW)	10.00		665.29
06.03.23	Donation - (OW)	10.00		675.29
10.03.23	Donations (PS)	96.00		771.29
04.04.23	Donation - (OW)	10.00		781.29
04.05.23	Donation - (OW)	10.00		791.29
01.06.23	Online Transaction Lena - Ukraine	523.50	523.50	791.29
05.06.23	Donation - (OW)	10.00		801.29
20.06.23	Hire of Village Hall		63.00	738.29
04.07.23	Donation - (OW)	10.00		748.29
06.07.23	Donations - (PS)	50.00		798.29
06.07.23	Online Transaction Lena - Ukraine		500.00	298.29
04.08.23	Donation - (OW)	10.00		308.29
08.08.23	Hire of Room 101		45.00	263.29
15.08.23	EVENT -PC Sponsor (Hall Hire)	108.00		371.29
18.08.23	Collection Pots Donation (PS)	58.90		430.19
04.09.23	BACS Donation (OW)	10.00		440.19
18.08.23	EVENT - (PS)	25.00		465.19
29.08.23	EVENT - Donation Golf Club (ML)	100.00		565.19
11.09.12	EVENT - Saltwood Crafts (MW)	103.00		668.19
15.09.23	EVENT - Ticket Sales (ML)	65.00		733.19
20.09.23	EVENT - Donations (NP)	55.00		788.19
20.09.23	EVENT - Ticket Sales (NP)	100.00		888.19
20.09.23	EVENT - Raffle (NP)	300.00		1,188.19
21.09.23	EVENT - Donation AEM Button (PS)	50.00		1,238.19
21.09.23	EVENT - Ticket Sales (JH and PS)	30.00		1,268.19
22.09.23	EVENT - Ticket Sales (PS)	145.00		1,413.19
24.09.23	EVENT - Auction Quilt (PFB)	200.00		1,613.19
24.09.23	EVENT - Sales Table (NP)	25.00		1,638.19
24.09.23	EVENT - Raffle (NP)	623.00		2,261.19
24.09.23	EVENT - Food Zone (NP)	442.74		2,703.93
24.09.23	EVENT - Auction Airport lounge (NP)	20.00		2,723.93
24.09.23	EVENT - Ticket Sales (NP)	10.00		2,733.93
24.09.23	EVENT - Auction (PS)	100.00		2,833.93
24.09.23	EVENT - Tombola (PS)	148.00		2,981.93
24.09.23	EVENT - Sales Table (PS)	50.00		3,031.93
24.09.23	EVENT - Donations (PS)	46.00		3,077.93
24.09.23	EVENT - Drinks Zone (NP)	260.60		3,338.53
24.09.23	EVENT - Auction Zac's painting (NP)	40.00		3,378.53
24.09.23	EVENT - Rabbits (MW)	112.00		3,490.53
24.09.23	EVENT - Ticket Sales before/door (ML)	185.00		3,675.53
25.09.23	EVENT - Silent Auction Talisman (LM)	100.00		3,775.53
02.10.23	EVENT - Sale of Hot Tub	150.00		3,925.53
04.10.23	BACS Donation (OW)	10.00		3,935.53
06.10.23	EVENT - Sale of Cream Tea	20.00		3,955.53
		5,108.93	1,153.40	

SignedChairperson
21st November 2023

SignedChairperson
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Recreational Facility Report							Date Inspected 16/10/23		
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens	Roundabout	✓	✓	✓	✓	✓	N/A	✓	✓
	Todler Swings	X	✓	✓	✓	✓	N/A	✓	✓
Play	Junior Swings	✓	✓	✓	✓	✓	N/A	✓	✓
	Alpine Crossing	✓	✓	✓	✓	✓	N/A	✓	✓
Area	Multiplay	✓	✓	✓	✓	✓	N/A	✓	✓
	Balance Bar	✓	✓	✓	✓	✓	N/A	✓	✓
	Giant Steps	✓	✓	✓	✓	✓	N/A	✓	✓
	Perimeter fence	✓	N/A	✓	N/A	✓	✓	✓	✓
	Mystical World Unit	✓	N/A	✓	X	✓	N/A	✓	✓
One Toddler swing seat needs replacing before the Spring Yellow wetpouir blacked									

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor	Step Up & Treadmills	✓	✓	✓	✓	✓	✓	✓	✓
	Pull Down & Shoulder Press	✓	✓	✓	✓	✓	✓	✓	✓
	The Bench	✓	✓	✓	✓	✓	N/A	✓	✓
	Junior Recumbent Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Senior Recumbent Bike	✓	✓	✓	✓	✓	N/A	✓	✓
Gym	Hand Bike	✓	✓	✓	✓	✓	N/A	✓	✓
	Leg Press	✓	✓	✓	✓	✓	✓	✓	✓
Equipment	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	Beatrice Rd end Ramp	✓	✓	✓	X	✓	✓	✓	✓
	Centre Ramp	✓	✓	✓	✓	✓	✓	✓	✓
Park	Elizabeth Drive end Ramp	✓	✓	✓	X	✓	✓	✓	✓
	Grind Rail	✓	✓	✓	✓	✓	✓	✓	✓
	Bench	✓	✓	✓	✓	✓	✓	✓	✓
	Perimeter Fence	✓	N/A	✓	N/A	✓	✓	✓	✓
Some delamination evident on end ramps, possible replacement summer 2024 Elizabeth drive end ramp replacement fairly urgent									

	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	✓	✓
	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 22/03/28	
New Pads fitted at 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 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
21st November 2023



SignedChairperson
21st November 2023

Invitation

We are delighted to invite you to submit a proposal for planning advise to Capel le Ferne Parish Council to assist us in preparing for a hearing at Dover District Council's offices on 5th December 2023. This is in response to the Dover District Local Plan to 2040, which is currently receiving independent examination from the Planning Inspectorate. The Inspectors' task is to consider the soundness of the submitted Plan (para 35 of the National Planning Policy Framework July 2021) and whether it has been prepared in accordance with the legal and procedural requirements. Capel Le Ferne have four sites in the Local Plan: -

Site Reference	Site Reference	Site Capacity	SA Rank top / bottom	Comments
CAP 006/ SAP44	Land to East of Great Cauldham Farm	50 (reg 18) 70 (reg 19)	Ranked 3 of 4	DDC -Part suitable/ Part unsuitable. Parish increased from 50 to 70 units from Reg 18 to 19
CAP 009/ SAP45	Longships, Cauldham Lane	10 (reg 18 & 19)	Top ranked 1 of 4	Two storey building incorporating 15 units GRANTED subject to conditions
CAP 011/ SAP45	Land known as the former Archway Filling Station, New Dover Road	18 (reg 18) 10 (reg 19)	Bottom ranked 4 of 4	
CAP 013/SAP45	Land at Cauldham Lane	15 (reg 18) 5 (Reg 19)	2 of 4	16 Units GRANTED subject to condition agreement
Total		95 Units		

Two of the sites, CAP 009 & CAP 013, have been granted planning permission subject to agreement of conditions which are yet to be resolved. It is unclear how both these sites have received planning permission in excess of the site capacity stated by Dover District Council in the Draft Plan.

Capel le Ferne Parish Council commented on the local plan on 8th December 2022 and considered the plan to be unsound and not justified. (refer Appendix 1) Our response included the four sites, comments included: -

- Capel is a large village and allocation of 95 dwellings is disproportional to the other 5 villages in the district and more than any other Local Centre.
- Negative impact to the Sustainability Appraisal SA10 & SA11
- CAP006 high level constraints because of its prominent position and does not sit well with Policy NE2
- Site outside the settlement of Capel Le Ferne, impact detrimental to the setting of the AONB which borders the site and wildlife rich habitat of the area
- Poor and unsafe access and impact detrimental to the local community
- Access points proposed from Capel Street and Cauldham Lane provide completely inadequate highway infrastructure. Cauldham lane is a single track
- Cauldham lane often blocked by delivery drivers
- Increased volume of traffic by this site and with the above-mentioned sites now gained planning approval which are greater than the numbers identified at Regulation 18 & regulation 19 stages of the process, will put further pressure on the road network
- Safety concerns at the junction New Dover Road / Capel Street / Cauldham Lane junction which is already a dangerous junction with a blind entrance from B2011 often in foggy conditions
- Site is a high class agricultural green field site cropped for many years and object to the loss of valuable arable land
- Therefore, believe is contrary to National Planning Policy Framework.

SignedChairperson

21st November 2023

The Hearing sessions were notified to The Parish Council on 30th August, when the following documents relating to the hearing were published.

- ED13 Inspectors' Examination Guidance Notes (V.1)
- ED14 Inspectors' Matters, Issues and Questions (V.1)
- ED15 Examination Hearings Programme (V.1)

These are attached for reference in Appendix 2

It appears a number of matters, issues and questions have been raised by the Planning Inspectorate across the Plan relating to Capel Policy SAP44 & SAP 45:-

- Is the cumulative scale of development proposed at Capel-le-Ferne commensurate with its size, role and function as a Large Village?
- Can a safe and suitable access be achieved for both vehicles and pedestrians to site SAP44? How has this been assessed as part of the allocation of the site? Where will access be taken from?
- What is the capacity of the site SAP44 based on? Is it justified?
- Do any of the Small Housing Sites represent major development in the AONB, and if so, are they justified? How have the potential impacts of development on the character and appearance of the area, including the AONB, been considered? In answering this question, the Council should address any cumulative landscape impacts, especially from sites around Cauldham Lane.
- Can a safe and suitable access be achieved for both vehicles and pedestrians to the Capel-le-Fern Small Housing sites, particularly CAP009 and CAP013?
- What is the latest position regarding proposals for the sites in Capel-le-Ferne?

We believe Dover Council have until 18th October to respond to these and this will form the basis of the discussions at the hearing sessions.

Full particulars and correspondence are available from www.doverdistrictlocalplan.co.uk

Advice is therefore sought to review the soundness of the Local Plan in particular to site CAP 006.

Your proposal should include: -

- For an initial short teams call with a number of councillors to discuss where we are and our objectives
- Review of documents and comments made to date and available, and advise with your experience, what the response could be, and likely indication of impacting the development of site CAP006
- Prepare a planning response on behalf of the Parish Council to CAP 006/ SAP44
- CV's, availability and proposed timescale

Your indicative fee should be broken down against the above top 3 items indicating time and rate for each task. Refer appendix 3 for further background on the proposed sites as identified above by Dover District Council – Selection of Site Allocations Housing Sites Addendum DDC - April 23.

SignedChairperson
21st November 2023

Proposal Review - Planning advise to Capel le Ferne Parish Council to assist us in preparing for a hearing at Dover District Council's offices on 5 th December 2023.					AGENDA item 6b		
			KPS	Bloomfields	Peter Court		
Your proposal should include: -							
For an initial short teams call with a number of councillors to discuss where we are and our objectives			395.00	Inc			
Review of documents and comments made to date and available, and advise with your experience, what the response could be, and likely indication of impacting the development of site CAP006			850.00	Inc			
Prepare a planning response on behalf of the Parish Council to CAP 006/ SAP44			1,550.00	Inc			
Total			£ 2,795.00	£ 2,000.00	Declined		
Disbursements - excluded			Excluded	Excluded			
CV's			Statement	Yes			
Availability and proposed timescale			YES	No			
KPS							
require 30% of the preparation fee upfront			373.50	Nil			
CV			Statement				
Planning Director Thijs Bax MRTPI is a chartered town planner with over a decade of experience and has worked for Ashford BC as a planner for many years, a regional house builder promoting large scale schemes, and a large planning practice for many years, working across commercial/residential development sectors.							
Availability and proposed timescale							
we can organise a meeting within 1-2 weeks from appointment, prepare a review of the responses/documents etc. within 2-3 weeks and then prepare a full planning response within 3-4 weeks and/or any necessary deadline.							
Bloomfields							
CV			Yes				
I am a chartered member of the Royal Town Planning Institute with more than 10-year's experience working in a Local Government Planning Department and more recently in the private sector. I am currently working as a Senior Town Planner for Bloomfields Chartered Town Planners, where I manage a caseload of planning applications, in addition to ongoing work with communities and clients relating to Neighbourhood Plans and Local Plan submissions. I started my planning career in spatial planning and local plan creation. I spent 10 years at Ashford Borough Council working in the Local Plans team and I have previously run my own planning consultancy business. Between 2016 and 2020 I took some time away from the town planning field to project manage a multi-million-pound community asset transfer for Broadstairs & St. Peter's Town Council. I am a skilled writer, and I can produce a range of planning documents, reports and evidence to a high standard and to tight deadlines, including drafting and presenting material and being cross-examined in public examinations. I am also an effective project manager and problem solver, with the skill of being able to liaise with different stakeholders effectively to ensure that projects are completed in a timely fashion.							
Availability and proposed timescale							
Not received							
Peter Court - Declined due to current workload							

SignedChairperson
21st November 2023