

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 20<sup>th</sup> FEBRUARY 2024**

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

1. **APOLOGIES** – Cllr: Alfsdotter and Seager, District Councillor Martin Hibbert, County Councillor David Beaney and PC Cheryl Ellis.
  
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.*
  - Surgery, 5<sup>th</sup> March, Clerk unable to attend. *Action/Resolution: Cllr: Lake offered to be there.*
  - Flooding Capel Street: Cllr. Norris updated status of flooding issues Capel Street/Lancaster Avenue. *Action/Resolution: Letter from KCC was questioned. Help being received from MP. Section 19 investigation ongoing, waiting outcome.*
  - Other flooding reported, Satmar Lane/Winehouse Lane.
  - Tree removal, fallen in storm and fencing, at Playing field on boundary Elizabeth Drive. *Action/Resolution: Quotations for fencing discussed and quote received accepted, proposed by Cllr. Pilcher. seconded by Cllr. Lake and agreed by all present. Height of trees overhanging gardens. Dover District Council Landlord and KALC to be contacted for advice.*
  
3. **MINUTES OF THE MEETINGS**  
The Minutes of the Meeting held on 16<sup>th</sup> January 2024, were approved and signed as a correct record by the Vice-Chairperson, Cllr. Pilcher, proposed by Cllr. Lake, seconded by Cllr. Harris and agreed by all present.
  
4. **DECLARATION OF PERSONAL INTERESTS** – None.
  
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - Broken Bench on Clifftop Land opposite number 63A. *Action/Resolution: Relative located. Spoken to Executor of Land Owner. Confirmation received land has been left to Parish Council for Community and not to be built on. Proposed by Cllr. Lake and agreed by all present, that when probate happens, Councillors to consider future repair/replacement and the installation of a dedication for past owner.*
  
6. **PLANNING**
  - a) **Applications** - None
  - b) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**
    - DDC Land Allocation Plan. *Action/Resolution: Update article on housing development in Capel, to be published in Grapevine newsletter. Government Inspectors' Timeline on decision to be sought. Drop-in sessions to be arranged when application made public. Cllr. Pilcher to enquire on a projector for sessions to show plans and drawings.*
    - Traffic Survey. *Action/Resolution: Several quotations received. Planning Working Party advised to go ahead with obtaining a survey and accept GTA, a large well-known company, proposed by Cllr. Norris, seconded by Cllr Young and agreed by all present.*
    - 107-127 Capel Street Land. *Action/Resolution: To be published in Grapevine newsletter that Land is on market for sale, by a receiver.*
  
7. **DELEGATES' REPORTS**
  - a) **Neighbourhood Watch**
    - Community Warden, Jan Henry, reported ongoing ant-social issues being dealt with.
    - Advice to be obtained from KALC.
    - Article in Grapevine Newsletter to request reporting help from community.
  - b) **CCTV**  
Nothing to report.

Signed .....Chairperson  
19<sup>th</sup> March 2024

c) **Play equipment**

- Other toddler swing replaced. Cut back of surrounding hedgerow done. Work to be carried out on junior climbing frame slide, zip-wire chain and gym bench press.
- Skate-park ramps. *Action/Resolution: Contractor to be contacted for refurbishment advice.*
- Football pitch/goal. *Action/Resolution: Football rebound mesh fencing installed. Pitch renovation to be deferred to wait funding arrangements.*
- MUGA area. *Action/Resolution: Refurbishment of MUGA area, quotes from contractors to be sought for: painting, re-lining, new nets and steam jet wash of fencing, tables and benches.*

d) **Highways**

Faults etc, as reported logged with Kent Highways for attention.

**Highway Improvement Plan (HIP)**

- Updated HIP presented to meeting. *Action/Resolution: Request to arrange an online meeting with Community Engagement Officer, Kent Highways.*
- Tactile paving on drop kerbs installation due 1<sup>st</sup> April.
- Traffic order consultation for double yellow lines at junctions B2011, planned by Highways from 1<sup>st</sup> March.
- Poor road surfaces junction at Cauldham Lane/Hockley Sole and Lancaster Avenue. *Action/Resolution: Reported to Kent Highways.*
- Poor reinstatement of highway, outside 146 Capel Street. *Action/Resolution: Highways Engineer still chasing utility company.*

e) **Traffic Management**

- Lorries travelling Capel Street – Information obtained from Department of Transport, Traffic Commissioners for Great Britain, that DB Foods have “HGVs Operators Licences” around UK. One of their Licences names Capel Farm House, Satmore Lane as an Operating Centre which is registered for 4 vehicles to park. *Action/Resolution: Courtesy letter to be sent to contractors, to please consider residents and their properties and keep to the 20mph speed limit.*
- Traffic Assessment Project (TAP) – *Action/Resolution: Update received on TAP and Dover Traffic from District Councillor Hibbert.*
- Lorry parking in Winehouse Lane on grass verges reported. *Action/Resolution: Damage to verge and muddy road to be reported to Kent Highways.*

f) **Public Rights of Way**

- KCC PROW outstanding issues. *Action/Resolution: Cllr. Lake to chase ongoing issue with ER240 at Satmar. Reinstatement of finger post Old Dover Road to Church.*
- New finger-post replaced ER242, Lancaster Avenue adjacent to Village Hall.
- Reports received of paths being very muddy.

g) **Speed Watch**

- Some sessions taken place, but at present, weather against bookings made.
- All results of sessions are available on Parish Council Website LINK: [capellefernepc.org.uk](http://capellefernepc.org.uk)

h) **Events**

- Event to commemorate 80th D-Day anniversary, Thursday, 6th June 2024, being organised by working party. *Action/Resolution: Poster circulated via social media. Certificates arranged.*

i) **Capel Cares**

- Talk to be given to attendees on 1<sup>st</sup> March from UK Power Networks on energy savings and scams.

**Ukraine:**

- Cllr. Seager arranged closure of working party in connection with Paish Council. Individuals to work independently. Bank account to be closed.

j) **Grapevine Newsletter and social media**

Holiday volunteers to deliver newsletter arranged.

Inserts on planning may sustain more costs for extra pages, if required.

k) **Village Hall Management Committee (VHMC)**

- Kent County Council grant for “Community” use. *Action/Resolution: VHMC and Councillors agreed to submit application for provision of a dishwasher.*
- Provision of an outside Christmas tree. *Action/Resolution: VHMC liked the idea. Checking with their Insurance Company on viability.*
- Parish Council ordered free portrait of HM King Charles III from Government.

- l) Training/workshops/seminars**  
 ➤ Details, received and circulated to Councillors.  
 ➤ No requests received for Defib/Speed Watch workshop.

**m) County Councillor David Beaney:**

- No report.

**District Councillor Cllr. Hibbert:**

Written report from District Councillor Hibbert, circulated to Councillors.

**n) Other**

New group activity in Alkham Village Hall on a Monday or Thursday morning. Men's social and support networks - Kent Sheds. To be printed in March Grapevine issue.

**8. GROUNDS MAINTENANCE CONTRACTS FOR 2024**

- Quotes received from 4 contractors.  
 ➤ Harmer and Sons (village locations), accepted. Proposed by Cllr. Young, seconded by Cllr. Leppard and agreed by all present.  
 ➤ Stephen Huxtable (St Marys) accepted. Proposed by Cllr. Young, seconded by Cllr. Norris and agreed by all present.

**9. CORRESPONDENCE**

- A donation of £50 requested by Dover District Bee Association, to help with their work in removing Asian Hornet nests. *Action/Resolution: Proposed by Cllr. Leppard, seconded by Cllr. Harris and agreed by all present.*  
 ➤ Other items received: List of email items received were circulated (attached).

**10. CHEQUES/BACS PAYMENTS**

- Cheques and BACS payments were approved and authorised (*attached*).  
 Proposed by Cllr: Harris, seconded by Cllr: Leppard and agreed by all present.  
 Signed by the Vice-Chairperson Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.  
 ➤ Clerk reported that NatWest "Liquidly Manager" account now in operation.

**11. MATTERS CONCERNING THE PARISH**

Nomination form received from candidate. *Action/Resolution: (Following meeting). To continue to advertise for a candidate, possibly requesting someone from specific locations not covered by other Councillors, i.e. George Close etc. All candidates to be re-addressed at April meeting.*

**a) Councillors' comments**

None.

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

None.

**12. DATE OF NEXT MEETING**

- Surgery will be held on Tuesday, 5<sup>th</sup> March 2024 at Farmers' Market. *Action/Resolution: Cllrs Lake and Seager attending*  
 ➤ Next Parish Councillors meeting will be Tuesday, 19<sup>th</sup> March 2024, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX. *Action/Resolution: Apologies received from Cllr. Leppard and Community Warden for meeting.*

**13. CONFIDENTIAL ITEMS**

None

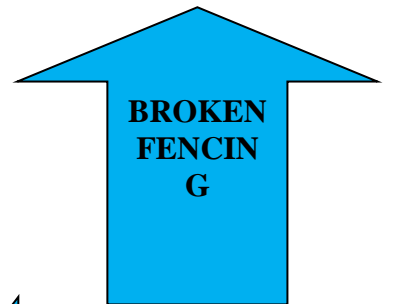
**The meeting closed at 9.10pm.**

Signed .....Chairperson  
 19<sup>th</sup> March 2024



**Associated Documents for Tuesday, 20<sup>th</sup> February 2024**

**Broken Fence and Trees, rear of Elizabeth Drive – AGENDA ITEM 5**





**QUOTES RECEIVED Broken Fence, rear of Elizabeth Drive – AGENDA ITEM 5**

<b>Playing Field Boundary with 9/10 Lancaster Avenue</b>	<b>Quotes received to repair fencing</b>
<b>PQ Fencing Limited</b> Ashford	<b>£768.00 + VAT</b>
<b>N J Apps Tree Surgery and Fencing</b> Hythe	
<b>S G Fencing and Paving</b> Shuttlesfield Lane, Folkestone	<b>£1,900.00 + VAT</b>
<b>Dover Fencing</b> River, Dover	

**QUOTES RECEIVED Traffic Survey – AGENDA ITEM 6c**

Tom Swift – Transport Dynamics Ashford	✗ Have a direct conflict of interest, and will be unable to act for you.
Jamie Finch – RSPD Roads and Sewers Infrastructure Maidstone	<b>£3,795.00 + VAT.</b>
Lime Transport Wales	<b>£2,800.00 + VAT</b> the above figure excludes: OS mapping –£50 + VAT. Extent of highway land –£50 + VAT. Meetings – £350 + VAT per meeting (online). Commenting on the plannings in the area – except the items listed in the scope above. Any additional work standard hourly rates as set out below: Director - £120. Senior Transport Planner - £75. Assistant Transport Planner - £55
K&M Traffic Surveys GRAVESEND	✗ We only undertake Traffic surveys and do not have the expertise to advise on the other issues in the proposal.
Traffic Watch (UK) Ltd, Orpington Partner Company ✓ GTA Civils & Transport, West Sussex	<b>£3,475.00 + VAT</b> Highway Boundary £100+VAT OS Base £85+VAT ATC £495+VAT TRICS assessment of additional trips from development £650+VAT Junction drawings to KCC standards (2No.) £895+VAT Transport Report £1,250+VAT
DHA Transport Planning Maidstone	✗ Unfortunately, we are already acting on behalf of one the applicants for the sites you've identified on Cauldham Lane, and are therefore unable to provide advice to yourselves.

**QUOTES RECEIVED Grounds Maintenance 2024 – AGENDA ITEM 8a**

<b>Countrywide Grounds Maintenance</b>	<b>£5,100.00 plus VAT</b>
<b>Envisage Groundcare Ltd</b>	<b>£4,650.00 plus VAT</b>
<b>G W Landscaping</b>	<b>Ceases trading on 31st March 2024.</b>
<b>Harmer and Sons Ground Maintenance Limited</b>	<b>£5,350.00 plus VAT</b>
<b>Landscape Services</b>	<b>£6,654.96 plus VAT</b>

**QUOTE RECEIVED St Mary's Churchyard 2024 – AGENDA ITEM 8b**

<b>Stephen Huxtable</b> One cut each month in April and May, followed by 6 x 3 weekly cuts from the beginning of June to end September. Total cuts = 8	<b>Per visit would be £140 total for year £1120</b>
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Signed .....Chairperson  
19<sup>th</sup> March 2024



Dover District  
Local Plan

## Housing development in Capel Parish Council Update

**Dover District Council is nearing the end of the process to decide how many new houses will be built in the district within the next 16 years. (The Local Development Plan)**

Back in 2019 DDC asked landowners if they had land they would like to offer for development.

Here in Capel, **16 plots** of land were offered for development by local landowners during the evidence gathering stage.

After scrutiny, **4 plots** were considered suitable for development by DDC (highlighted in green on the map attached).

In Capel, the Parish Council held drop-in sessions for the two Public Consultations that took place in 2021 and 2022. We informed and advised our Parishioners how to submit their view to DDC. (The Parish Council have consistently challenged 3 of these plots, supporting CAP011)

In December 2023 a Parish Councillor and a small number of Parishioners attended a session with DDC where the Plan was examined by two HM Government Inspectors.

In 2024 these HM Government Inspectors will visit all sites in the district before advising DDC about any revisions necessary before the Plan is finally adopted in the summer of 2024.

Despite the earlier submissions to DDC by the Parish Council and our Parishioners, the two sites in Cauldham Lane have now got either Full or Outline Planning Permission and the third, Land to the east of Great Cauldham Farm is likely to come forward with a Planning Application from the Developers within the coming weeks..

**Throughout the last 5 years the Parish Council have continued to express their views to DDC about development in Capel but, we need your support to limit future development in Capel. The Parish Council will also be seeking professional advice in relation to development in the Capel Street/Cauldham Lane area.**

**At the appropriate time, when a planning application is submitted, we will be holding drop-in sessions to guide you on how you can express your views to DDC on the submitted development proposal.**

**Capel Parish Council really appreciate all your comments and support since the start of this process, but we would really encourage as many of you as possible to submit your views to DDC about developments in Capel at the appropriate time. We will advertise dates and times of our drop-in sessions in the near future on social media and in the Grapevine.**

Signed .....Chairperson  
19<sup>th</sup> March 2024

**PARISH COUNCIL UPDATE Housing development – AGENDA ITEM 6b**

Figure 4.15 Map of Site Allocations in Capel-le-Ferne



Table 4.12

Site Name (HELAA ref)	Policy Number	Development type proposed
Land to the east of Great Cauldham Farm (CAP006)	SAP44	Housing
Longships, Cauldham Lane (CAP009)	SAP45	Housing
Land known as the former Archway Filling Station, New Dover Road (CAP011)	SAP45	Housing
Land at Cauldham Lane (CAP013)	SAP45	Housing

**SAP44 - Land to the east of Great Cauldham Farm, Capel-le-Ferne (CAP006)**

4.268 The site is located in the west of Capel-le-Ferne with the settlement confines adjoining to the southern and eastern boundaries. The site is a large arable field that is part of a larger field. The land is higher along the southern boundary and slopes down towards the north. The site is enclosed on two sides by residential development. To the south and east of the site is Cauldham Lane and Capel Street, both of which have linear residential development along them that is predominately large, detached bungalows. The site is bounded by arable fields forming the open countryside to the west and north.

4.269 Lancaster Avenue Recreation Ground is a short distance to the north east, beyond the adjacent residential development. A short distance to the west beyond a hedgerow and tree line, lies the Kent Downs AONB and to the south, beyond adjacent residential development, lies both the AONB and heritage coast including the Battle of Britain War Memorial.

Signed .....Chairperson  
19<sup>th</sup> March 2024

**Dover District Council Planning Policy for  
Land to the east of Great Cauldham Farm. (CAP006)**

**The site.** Land to the east of Great Cauldham Farm, Capel-le-Ferne, as shown on the policies map, is allocated for an indicative capacity of 70 dwellings. Development proposals for this site shall include the following:

- a) Design should take into account the topography of the site, including the relationship with existing residential properties. Development should be set back from the existing residential properties and be sensitively designed to respect the character of the area in relation to scale, form, materials, colour palette and to allow transition to the rural landscape.
- b) An appropriate landscape buffer determined by a Landscape Visual Impact Assessment is required to mitigate the impact of the development on the setting of the Area of Outstanding Natural Beauty (AONB) to the north west.
- c) Consideration will be made regarding the quality and condition of trees and hedgerows within the site. Detailed proposals should aim to protect those of importance and incorporate them in the overall design of the development and to provide opportunities for biodiversity habitat creation and enhancement.
- d) Primary vehicular, pedestrian and cycle access to the site shall be provided from Capel Street. Access should not be taken from Cauldham Lane.
- e) In accordance with Policy SP13, a wintering bird survey must be undertaken in advance of a planning application on the site. If the bird survey identifies that the development will exceed the threshold of significance, mitigation will be required. A suitable scheme of mitigation will need to be submitted with the planning application for the site.
- f) A site-specific Flood Risk Assessment is required to address the issue of surface water flooding and consider the impacts of climate change over the lifetime of the development.
- g) An Archaeological Assessment for the site must be carried out in accordance with Policy HE3, the results of which should inform the layout and design of the development which is necessary to avoid harm to any archaeological assets identified through the assessment.
- h) Layout is designed to ensure future access to existing wastewater infrastructure for maintenance and upsizing.
- i) A Transport Assessment is required in accordance with Policy T12 to identify off-site highways improvements and sustainable transport measures that are necessary to serve the development. The Transport Assessment must consider and identify mitigation for the Capel Street/ Dover Road, also taking into account the cumulative impact of other sites allocated in the Plan.
- j) Open space requirements in accordance with Policy PM3 shall be provided. However, due to the location nearby of the existing open space infrastructure, off-site contributions to upgrade or enhance those facilities may be sought rather than on-site provision.



**RESPONDING TO Housing development – AGENDA ITEM 6b****Commenting on a Planning Application**

Small to medium scale planning proposals which do not conflict with council policies, and which have generated few objections are processed through Planning Services.

The remaining applications are considered by the council's Planning Committee which meets approximately every four weeks. This usually happens when proposals are large scale, raise important policy issues or have received a significant number of objections.

Comments for and against an application are taken into account in both cases.

**Valid reasons for comment:**

Comments that are clear, concise and accurate stand more chance of being accepted than those that are not.

**Do Comment On:**

- Does the application match the Site Policy
- Effects on an area - this includes the character of an area, availability of infrastructure, density, over-development, layout, position, design and external appearance of buildings and landscaping
- The need to safeguard valuable resources such as good farmland or mineral reserves.
- Highway safety issues - such as traffic generation, road capacity, means of access, visibility, car parking and effects on pedestrians and cyclists.
- Public services - such as drainage and water supply
- Effects on individual buildings - such as overlooking, loss of light, overshadowing, visual intrusion, noise, disturbance and smell.
- Effects on a specially designated area or building - such as green belt, conservation areas, listed buildings, ancient monuments and areas of special scientific interest.
- Effects on existing tree cover and hedgerows.
- Nature conservation interests - such as protection of badgers, great crested newts etc.
- Flooding or pollution.
- Prevention of crime and disorder

**Irrelevant reasons for objection:****Do Not Comment On:**

- The identity of the applicant or occupant
- Unfair competition
- Boundary disputes
- Breach of covenants and personal property rights, including rights of way
- Loss of a private view
- Devaluation of property
- Other financial matters
- Matters controlled by other legislation - such as internal space standards for dwellings or fire prevention
- The fact that the applicant does not own the land to which the application relates
- The fact that an objector is a tenant of land where the development is proposed
- The developer's motives, record or reputation

**Submitting your comments to Dover District Council**

<p><b>By letter to:</b> Dover District Council Planning Dept. Council Offices, White Cliffs Business Park, Whitfield, Dover CT16 3PJ</p> <p><b>By email to:</b> <a href="mailto:developmentmanagement@dover.gov.uk">developmentmanagement@dover.gov.uk</a></p>	<p><b>By DDC website:</b></p> <ul style="list-style-type: none"> <li>⇒ Google: Dover District Council Planning applications</li> <li>⇒ Click on 'View Applications'</li> <li>⇒ Click on 'View Planning Applications' (highlighted in black)</li> <li>⇒ In the box headed: Enter a <b>keyword, reference number, postcode</b> or <b>single line of an address type:</b> <b>Eg. Capel Street, Capel</b></li> <li>⇒ <b>Find and click on the planning application of interest.</b></li> <li>⇒ <b>Click on 'Comments'</b></li> <li>⇒ <b>Click on 'Public Comments' under Make a Comment</b></li> </ul>
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Signed .....Chairperson  
19<sup>th</sup> March 2024

**Equipment Bi-monthly Report – AGENDA ITEM 7c**

Recreational Facility Report							Date Inspected 19/02/24		
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens	Roundabout	√	√	√	√	√	N/A	√	√
	Todler Swings	√	√	√	√	√	N/A	√	√
Play	Junior Swings	√	√	√	√	√	N/A	√	√
	Alpine Crossing	√	√	√	√	√	N/A	√	√
Area	Multiplay	X	√	√	√	√	N/A	√	√
	Balance Bar	√	√	√	√	√	N/A	√	√
	Giant Steps	√	√	√	√	√	N/A	√	√
	Perimeter fence	√	N/A	√	N/A	√	√	√	√
	Mystical World Unit	√	N/A	√	X	√	N/A	√	√

**Yellow wetpour blacked, areas to be cleaned with a rotary scrubber in the Spring 2024.  
Fixing bracket at the base of slide corroded away**

	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	X	√	√	√	√	√	√	√
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	√	√	√	X	√	√	√	√
	Elizabeth Drive end Ramp	√	√	√	X	√	√	√	√
Park	Grind Rail	√	√	√	√	√	√	√	√
	Bench	√	√	√	√	√	√	√	√
	Perimeter Fence	√	N/A	√	N/A	√	√	√	√

**Replacement of one ramp Elizabeth Drive end ramps, possible replacement summer 2024. Temporary repairs made.  
Evolution requested to carry out visual inspection of all surface fixings and replace where corroded**

	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	√	√
	BMX Jump Ramp	√	N/A	√	√	√	N/A	√	√
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	√	√
	MUGA	√	N/A	√	√	√	N/A	√	√
	Petanque court	√	N/A	√	√	√	√	√	√
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√
Village Hall Defibrillator	<b>Batteries end date</b>			<b>07/02/28</b>	<b>Check Unit</b>	√	<b>Pad Expiry 28/01/28</b>		
Shop Defibrillator	<b>Battery end date</b>			<b>01/10/26</b>	<b>Check Unit</b>	√	<b>Pad Expiry 22/03/28</b>		

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

	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	X	√	√	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	√	√	√	√	√	√
	Petanque Court	N/A	N/A	N/A	√	√	N/A	√	√

**Corrosion around top securing pin on seat chain.**

Signed .....Chairperson  
19<sup>th</sup> March 2024



**Equipment Bi-monthly Report – AGENDA ITEM 7c**



Signed .....Chairperson  
19<sup>th</sup> March 2024





**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.	New Dover Road	Vehicles carrying excessive speed when entering 40mph limit at east and west end	Re-introduction of Speed Indicator Devices within the 40mph at the east and west end of New Dover Road	
2.	Various	Missing tactile paving on recently installed dropped curbs.	To retro fit tactile paving at all new crossings (where not carried out) including drive entrances with consent of owner.	
3.	Capel Street	Vehicles parking across driveways between Green Lane and Capel Primary School on the east side of the road at school pickup/drop off times.	Introduction of double yellow line between Green Lane and Capel Primary School on the east side of the road.	
4.				
5.				

**Emails, Brochures, magazines, etc., correspondence item - AGENDA item 9**



(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).

**FORWARDED**

Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	15/02/24 10:38
Capel-le-Ferne Parish Council PA...	Fwd: FW: PRESS RELEASE	14/02/24 17:13
→.. Cllr-Martin Hibbert	FW: PRESS RELEASE	14/02/24 12:15
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	14/02/24 10:36
Capel-le-Ferne Parish Council PA...	Fwd: Weekly Bulletin Edition 3: 12 February 2024	12/02/24 10:44
Capel-le-Ferne Parish Council PA...	Fwd: Training Bulletin (7 February 2024) – Please circulate to Councillo...	08/02/24 16:06
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	08/02/24 10:16
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	07/02/24 10:26
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	06/02/24 12:41
Capel-le-Ferne Parish Council PA...	Fwd: KALC Bulletin Edition 1: 5 February 2024	05/02/24 20:41
↻ Cllr-Martin Hibbert	FW: Southern Water update on customer bills and support available for...	02/02/24 15:51
→.. Cllr-Martin Hibbert	FW: DDC Warns Residents Face Picking Up Multi Million Pound Bill to Pr...	02/02/24 15:31
Capel-le-Ferne Parish Council PA...	Fwd: Sanctuary scheme for pilgrims	01/02/24 19:45
Capel-le-Ferne Parish Council PA...	Fwd: February KALC News 2024	01/02/24 19:32
Capel-le-Ferne Parish Council PA...	Fwd: Ward Summary Report February 2024	01/02/24 14:24
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	01/02/24 10:47
Capel-le-Ferne Parish Council PA...	Re: Ward Councillor Annual Summary Report – February 2024	31/01/24 13:39
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	31/01/24 10:39
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	30/01/24 11:02
Capel-le-Ferne Parish Council PA...	Fwd: Minutes/Draft Parish Charter	30/01/24 07:37
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	25/01/24 10:20
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	24/01/24 10:28
Capel-le-Ferne Parish Council PA...	Fwd: Horizon – New Speakers Announced	23/01/24 13:09
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	23/01/24 10:23
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	18/01/24 10:04
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	17/01/24 10:05
Capel-le-Ferne Parish Council PAR...	Fwd: FW: PRESS RELEASE – Dover MP hails progress on Dover roads	16/01/24 16:44
Capel-le-Ferne Parish Council PAR...	Fwd:  NALC EVENTS	16/01/24 10:12
Capel-le-Ferne Parish Council PAR...	Fwd: RE: Introduction	15/01/24 10:07

Signed .....Chairperson  
19<sup>th</sup> March 2024

**SENT**

Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	13/02/24 10:08
vicky@sustainable-furniture.co.uk	Recycled Plastic Furniture Price Reductions!	09/02/24 15:56
MK Illumination	Sustainable & Environmentally Friendly Lighting	07/02/24 10:15
Capel-le-Ferne Parish Council PA...	Re: FW: Southern Water update on customer bills and support available...	02/02/24 19:00
Capel-le-Ferne Parish Council PA...	Fwd: FW: Southern Water update on customer bills and support availab...	02/02/24 18:59
Capel-le-Ferne Parish Council PA...	Fwd: FW: DDC Warns Residents Face Picking Up Multi Million Pound Bil...	02/02/24 18:51
MK Illumination	City and Town Centre Christmas Lighting and Decoration	01/02/24 10:00
Michelle	Defib4life Newsletter 	01/02/24 08:34
youthresearch@kent.gov.uk	Survey for Parish Councils about activities with Children, Young people ...	31/01/24 15:52
Communities Team	Horizon - How to Navigate the Changing Risk Landscape	30/01/24 11:01
allyn thomas	Grant application	29/01/24 11:16
My Community Voice Kent	New Kent Cyberhood Watch Ambassadors are ready to support you [#2...	25/01/24 14:55
Pria Webster 46061170	Cyber Advice - check the security of your email address	19/01/24 17:11
My Community Voice Kent	The Kent and Medway Fire and Rescue Authority Community Risk Manag...	19/01/24 16:20
Lyndsey Read	FW: HSF4 Winter Energy Scheme - Launch Information	16/01/24 15:45
Lyndsey Read	FW: SKM Counselling Service	16/01/24 15:30
Lyndsey Read	FW: Free training on Asthma in Children and Young People	16/01/24 15:26
Communities Team	Horizon - How to Navigate the Changing Risk Landscape	16/01/24 11:01

**Other items received****None**

Signed .....Chairperson  
19<sup>th</sup> March 2024



**INCOME/EXPENSE 20.02.24. 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
	<b>Brought Forward</b>					<b>63,825.14</b>				
17.01.24	Primary Technology	Website Domain Hosting	304.50	60.90	365.40		R	BACS		
22.01.24	Wicksteed	Toddler swing	149.19	29.84	179.03		R	BACS		
22.01.24	Ashley Engineering	Swing installation	150.00	30.00	180.00		R	BACS		
25.01.24	HMRC	PAYE	543.41		543.41		R	DD		
29.01.24	Staff Expenses	Broadband & Energy Dec	25.00		25.00		R	SO		
31.01.24	Nat West Reserve	Interest January	73.01			73.01	R	INT		
31.01.24	Nat West Liquid	Interest January	27.42			27.42	R	INT		
01.02.24	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD		
05.02.24	Resident	Ukraine donation	10.00			10.00	R	BACS		
07.02.24	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD	<b>In Hand</b>	<b>5.06</b>
09.02.24	PQF Fencine Ltd	Rebound Goal Fence	1,935.40	387.08	2,322.48		R	BACS	<b>Current</b>	<b>2,302.49</b>
15.02.24	N J Apps	Remove tree Elizabeth Dr	675.00	135.00	810.00		R	BACS	<b>Reserve</b>	<b>19,051.25</b>
17.02.24	Various	Adverts	1,988.00			1,988.00	R	BACS	<b>Liquidy</b>	<b>40,027.42</b>
20.02.24	Staff	Salaries February /adjust	617.88		617.88			BACS	<b>Project</b>	<b>96.53</b>
20.02.24	Staff	Expenses: Ink Cartridges	70.75	14.15	84.90			BACS		<b>61,482.75</b>
				668.47	5,197.10	65,923.57			<b>Less Un-Reconciled</b>	<b>756.28</b>
						<b>60,726.47</b>				<b>60,726.47</b>

<i>Ukraine Project - B/FWD: £86.53</i>	<i>Ukraine</i>	
<i>Income: £10.00</i>	<i>Ukraine</i>	96.53
<i>Expense: £0.00</i>		
<i>Balance in hand</i>		60,629.94
<b>TOTAL</b>		60,726.47

Signed .....Chairperson  
19<sup>th</sup> March 2024