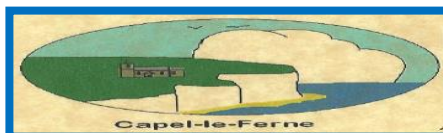


CAPEL-LE-FERNE PARISH COUNCIL


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A MEETING OF THE PARISH COUNCIL WILL BE HELD ON
TUESDAY, 19th SEPTEMBER 2017, AT 7.30PM
AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE
AGENDA

1	To RECEIVE Apologies for absence
2	To RECEIVE any Public Address to Councillors & Surgery Feedback (10-15 minutes)
3	To APPROVE Minutes of the meeting held on 15 th August 2017 (draft attached)
4	To DECLARE any personal interests in items on Agenda
5	To DISCUSS matters arising from minutes not covered elsewhere on agenda <ul style="list-style-type: none"> a) Traffic Management <ul style="list-style-type: none"> i. TAP-A20 ii. Relocation 40mph signs (B2011) and 20mph signs (Old Dover Road) iii. Accidents on B2011 – making a safer road b) Other
6	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> a) Proposed Development Land South of New Dover Road (B2011) – Jarvis Homes b) Proposed Development Land North of New Dover Road (B2011) – Quinn Estates c) Proposed Development 107 – 127 Capel Street d) Other Applications e) Review of Dover District Council's Local Plan
7	To RECEIVE Delegates and other sub-committee reports not covered elsewhere <ul style="list-style-type: none"> a) Neighbourhood Watch b) Capel Cares c) Play Equipment Status (report attached) d) Village Hall Management Committee e) Highways f) Public Rights of Way g) Training/Workshops/Seminars h) District Councillor Scales and/or County Councillor Geoff Lymer i) Other
8	To RECEIVE and DISCUSS Correspondence
9	To APPROVE and AUTHORISE - BACS payments and SIGN Cheques
10	To RECEIVE and DISCUSS Any Other Business concerning the Parish <ul style="list-style-type: none"> a) Councillors' comments b) Approve any resolutions for discussion of confidential items in agenda item 12
11	To CONFIRM date of next meeting - (Tuesday, 17 th October 2017)
12	To RECEIVE and DISCUSS confidential items


 Signed (Parish Clerk). 13 September 2017

<u>LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED</u>	
1.	Bus Shelters KCC 50% Grant (Waiting Kent County Council)
2.	New Waste Bins, New Dover Road (Waiting Dover District Council)
3.	Use/rent of Post Office Room (Waiting Village Hall Management Committee)
4.	ER252 Bridleway surface to school rear gate for scooters etc. - (Deferred to a later date)
5.	Stagecoach Bus Service Route - (Cllr: Scales)
6.	Replace some existing junior play equipment - (Cllr: Norris and Cllr: Pilcher)
7.	Footpaths South and North New Dover Road - (Waiting Kent Highways)

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 15th AUGUST 2017

Present:

Cllrs; Greening, Holliday, Lake, Leppard, Pilcher, Shaw and Stone, together with Andrews Hawkins (Community Warden) and District Councillor Frederick Scales.

1. **APOLOGIES** – Cllrs: Norris and Tutt.

2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**
 - Residents addressed the members on the idea of small development of retirement homes.
 - Residents' Request to write to District Council to postpone items concerning developments in Capel from their next Planning Committee meeting and to send in further response with application history.
 - Blocked footpath on A20 reported to KCC Public Rights of Way.
 - Concerns on white van cruising village reported to Community Warden to monitor.
 - Temporary 40mph sign adjacent to Helena Road (Dover bound) relocated.

3. **MINUTES OF THE MEETING HELD ON 18th JULY 2017**
 The Minutes of the meeting held on 18th July 2017 were approved and signed by the Chairman Cllr. Keith Pilcher, proposed by Cllr. Shaw, seconded by Cllr. Lake.

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

5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
 - a) **Traffic Management**
 - i) **A20 TAP**
 40mph changes back to National speed limit; some work still ongoing; *Action: Another meeting to review to be arranged with Charlie Elphicke MP; traffic figures to be arranged from Dover Police.*
 - ii) **B2011 - relocation 40mph and Old Dover Road - 30mph signs**
 Breakdown still not produced by Kent Highways on Developer's contribution. Agreed to arrange a meeting with Charlie Elphicke MP, at his surgery, to talk to him of problems and issues encountered. *Action: Clerk to send him an email and book a mutually convenient appointment.*
 - iii) **Accidents on B2011 – making a safer road**
 List of accidents revamped for information.
 - b) **Other**
Speed Watch – Arrangement to be made to hold a volunteer members meeting at the Village Hall in September, to arrange independent co-ordinators, teams and rotas. *Action: Clerk to liaise and book Hall and Andrew Hawkins to run meeting.*

6. **PLANNING**
 - a) **Proposed Development Land South of New Dover Road (B2011). (Jarvis Homes)**
 Waiting Management Plan for future arrangements on Meadow Area.
 - b) **Proposed Development Land North of New Dover Road (B2011). (Quinn Estates)**
 Being presented to District Council Planning Committee for consideration on Thursday, 24th August. *Action: Clerk to complete online form for member of Parish Council to speak at the DDC meeting. Cllr: Lake agreed to speak and working group to meet to discuss speech content.*
 - c) **Proposed Development 107 – 127 Capel Street. (Mr Odlin)**
 Being presented to District Council Planning Committee for consideration on Thursday, 24th August. *Action: Clerk to complete online form for member of Parish Council to speak at the DDC meeting. Cllr: Lake agreed to speak and working group to meet to discuss speech content. Letter to be sent to DDC to request a deferment until their September meeting, due to holiday period and to respond to historical further applications information received.*
 - d) **Review of Dover District Council's Local Plan**
 Item requested to be part of a questionnaire to be delivered to residents - removal of local centre. Questionnaire to be checked with Adrian Fox, DDC, before sending out. Cllr: Scales to investigate further qualifications as a local centre. 2 Residents present at meeting offered assistance.

e) **Other****Applications waiting Dover District Council Decision**

17/00824: 47 Old Dover Road, Capel-le-Ferne, CT18 7HP: Proposal: Formation of first floor terrace over existing flat roof side extension, balcony enclosure and construction of external staircase.

Action Response: No objections, as can see no problem with this application to the proposed terrace. The next door balcony fits in well and if all the surrounding properties have no objection, i.e. providing there are no privacy issues with the neighbouring property, and that Building Regulations are applied to ensure safety aspects.

17/00471: 9 Clarence Road, Capel-le-Ferne, CT18 7LW: Proposal: Variation of Condition 2 of planning permission DOV/15/00113 to allow insertion of roof lights (application under Section 73)

Action Response: Unless the neighbours have objections, then can see little problems with this application to the roof lights in the position shown, as they do not appear to infringe the privacy of neighbouring properties. Current owner may propose using as an office - so would request a condition is applied to ensure that future occupants will continue in the same nature.

17/00765: Capel Bungalow, Hurst Lane, Capel-le-Ferne, CT18 7EZ: Proposal: Erection of a single storey rear extension to act as a granny annexe. *Action Response: The extension has no adverse effect on the neighbouring properties and it would enable a family to look after a relative. Therefore, Capel-le-Ferne Parish Council have no objections and support this planning application.*

Applications waiting Parish Council Response

17/00838: Site Adjacent, 128 Capel Street, Capel-le-Ferne, CT18 7HA: Erection of a detached dwelling, formation of vehicular access, driveway and parking.

17/00947: Land to the South of Old Dover Road, Capel-Le-Ferne, CT18 7HN: Erection of a detached dwelling, creation of parking and associated landscaping.

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

Community Warden reported;

- No problems encountered during holiday period with skate-park.
- Static mobile home sites notified of rogue trader visits around Kent.

Cllr: Shaw reported;

White flower boxes noted on a need to monitor for planting.

b) **Capel Cares**

Cllr: Lake reported on assistance that volunteer helpers had been involved with residents; Gardening; Regular Shopping; Hospital and Doctors' Appointments; Providing Company; Walking and Lunch; Supervising Tradesman; Co-ordinating workload.

c) **Play equipment**

Annual RoSPA Inspection completed and contents noted. Zip-wire tyre to be investigate for cost of replacement. Tri-picnic benches to be commercially cleaned agreed. *Action: Clerk to arrange quote for zip-wire tyre from Wicksteed and confirm agreement for cleaning of picnic tables. Cllr: Pilcher to check graffiti on skate-park and clean if possible.*

d) **Village Hall Management Committee**

Extension works almost complete. *Action: Cllr: Stone to arrange a refund for rent for Post Office room for July and August as not used.*

e) **Highways**

Nothing to report.

f) **Public Rights of Way**

Meeting held with North Downs Way Trail Manager and several items noted. Earth deposited on cliff-top to be noted and report to District Environment Officer for further advice. *Action: Clerk to write to Environment Officer at DDC.*

g) **Training/workshops/seminars**

Nothing to report.

h) **District Councillor Scales reported**

Boundary Commission investigating future changes to Ward boundaries for fair representations. Boundary with Shepway approved by Council and Map presented to Commission.

County Councillor Lymer – No reporti) **Other** - None.

8. **CORRESPONDENCE** - List of email items received attached and/or previously forwarded.

1. Charlie Elphicke reply to Folkestone East Family Practice closure.
2. Kent Police Property Fund donation reply.
3. Marine Licene Application – Goodwin Sands.
4. Land at Clifftops NHS reply.
5. White Cliffs Park – earth on clifftop.
6. Cub Plumbing and Heating advert leaflets
7. Royal British Legion Christmas Celebration @ London’s Guildhall
8. Furniture at Work booklet
9. Kent Police Little Books of Cyber Scams
10. Viking Stationery August offers booklet

9. **CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr. Stone seconded by Cllr. Shaw and signed by the Chairman Cllr. Pilcher, having been confirmed by Clerk/Responsible Finance Officer.

To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque BACS DD SO	BANK A/Cs	Statement No:	Reconciled
Brought Forward					21,019.11				
Thomas & Partners	Advert	40.00			40.00	BACS			
Nat West	Interest	0.19			0.19	SO			
Kip McGarth	Advert	39.00			39.00	BACS			
StreetZ 2 Streetz	Advert	18.00			18.00	SO			
Stephen Huxtable	St Mary’s Graveyard Cutting	120.00		120.00		Q			
Harmer & Sons	Capel Grass Cutting	405.00	81.00	486.00		BACS			
Dover District Council	Grapevine Printing July	445.20		445.20		BACS			
Dover District Council	Grapevine Printing Aug	382.92		382.92		BACS		Equipment	6,000.00
Village Hall	Rent July-Dec (Small hall)	208.00		208.00		BACS		Other	13,537.36
Village Hall	Rent July-Dec (PO room)	30.00		30.00		BACS	Reserve A/c	224	19,537.36
Playsafety Limited	Annual Inspection RoSPA	262.50	52.50	315.00		BACS	Current	778	922.51
Mr D Reed	Litter Clearance August	83.33		83.33		BACS	Project	20	728.43
Mrs M Leppard	Salary & Expenses Salary £352.26 Broadband £11.10	363.36		363.36		BACS			21,188.30
				2433.81	21,116.30			Less Un-Reconciled	2433.81 72.00
					18,682.49				18,682.49

10. **MATTERS CONCERNING THE PARISH**

a) **Councillors’ comments**

- Chase replacement of missing pane in bus shelter opposite Battle of Britain Site.
- Make enquiries on state of phone box adjacent to Valiant Sailor and if and when removal is planned.

b) **Approve resolution to discuss any confidential issues in agenda item 12.** None.

11. **DATE OF NEXT MEETING** – Tuesday, 19th September at 7.30pm.
(Apologies Cllrs. Leppard, Pilcher, Stone).

11. **CONFIDENTIAL ITEMS** - None.

Recreational Facility Report							Date Inspected 12/09/17			
	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	√	√	√	√	√	N/A	√	√	
	Balance Bar	√	√	√	√	√	N/A	√	√	
	Giant Steps	√	√	√	√	√	N/A	√	√	
	Perimeter fence	√	N/A	√	N/A	√	√	√	√	

Recreational Facility Report							Date Inspected 12/09/17			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use	
Outdoor	Step Up & Senior Treadmill	√	√	√	√	√	√	√	√	
	Pull Down & Shoulder Press	√	√	√	√	√	√	√	√	
	The Bench	√	√	√	√	√	N/A	√	√	
	Junior Recumbent Bike	√	√	√	√	√	N/A	√	√	
	Senior Recumbent Bike	√	√	√	√	√	N/A	√	√	
	Hand Bike	√	√	√	√	√	N/A	√	√	
	Gym	Leg Press	√	√	√	√	√	√	√	√
		Junior Cross Trainer	√	√	√	√	√	N/A	√	√
	Equipment	Senior Cross Trainer	√	√	√	√	√	N/A	√	√
		Senior Fitness Bike	√	√	√	√	√	√	√	√
Junior Fitness Bike		√	√	√	√	√	√	√	√	
Chest Press		√	√	√	√	√	√	√	√	
Seated Row		√	√	√	√	√	√	√	√	
Leg Press & Oblique		√	√	√	√	√	√	√	√	
	Welcome Sign	√	N/A	√	N/A	√	√	√	√	

Recreational Facility Report							Date Inspected 12/09/17			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use	
Skate	Beatrice Rd end Ramp	√	√	√	√	√	√	√	√	
	Centre Ramp	√	√	√	√	√	√	√	√	
Park	Elizabeth Drive end Ramp	√	√	√	√	√	√	√	√	
	Grind Rail	√	√	√	√	√	√	√	√	
	Bench	√	√	√	√	√	√	√	√	
	Perimeter Fence	√	N/A	√	N/A	√	X	√	√	

Damage to Skate Park sign and No Dogs Allowed sign

Recreational Facility Report							Date Inspected 12/09/17			
	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	√	√	
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	X	√	
	MUGA	√	N/A	√	√	√	√	√	√	
	Petanque court	√	N/A	√	√	√	√	√	√	
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√	

Number of persons using the equipment at the time of inspection: 0

Comments

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

Undergrowth needs cutting back around slalom poles and hurdles

Recreational Facility Report							Date Inspected 12/09/17			
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use	
Zip Wire	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√	
	Running Gear	√	√	√	N/A	√	N/A	N/A	√	
Petanque Court	Zip Wire Seat	X	N/A	√	N/A	√	N/A	N/A	√	
	Rubber Tyre Stops	X	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	√	√	

Comments

Screw missing from tyre stop and tyre split, awaiting replacement

Rospa recommends ground clearance of seat to be increased