

# CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council - Maureen Leppard  
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**A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY, 15<sup>th</sup> OCTOBER 2019, AT 7.30PM  
 AT THE VILLAGE HALL, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX**

## AGENDA

1.	To RECEIVE Apologies for absence
2.	To RECEIVE any Public Address to Councillors & Surgery Feedback ( <i>10-15 minutes</i> )
3.	To APPROVE Minutes of the meeting held on 17 <sup>th</sup> September 2019 ( <i>Draft Attached – Pages 2-6</i> )
4.	To DECLARE any personal interests in items on Agenda <ul style="list-style-type: none"> <li>▪ <i>Cllr: Norris item 6b</i></li> </ul>
5.	To DISCUSS matters arising from minutes or not covered elsewhere on agenda <ul style="list-style-type: none"> <li>a) <i>Traffic Management</i> <ul style="list-style-type: none"> <li>▪ <i>Kent Highways Roundels - Capel Street, New Dover Road and Old Dover Road</i></li> <li>▪ <i>Kent Highways Earth Bund and Marking - Old Dover Road/Winehouse Lane junction</i></li> <li>▪ <i>Kent Highways - Dover Hill</i></li> </ul> </li> <li>b) <i>School</i> <ul style="list-style-type: none"> <li>▪ <i>Storage Shed Project</i>      ▪ <i>1<sup>st</sup> Aid Training</i></li> </ul> </li> <li>c) <i>Vacancies – Receive nomination from Philippa Seager</i></li> <li>d) <i>Other</i> <ul style="list-style-type: none"> <li>▪ <i>Resilience Emergency Plan</i>    ▪ <i>The Lighthouse Site, Old Dover Road</i></li> </ul> </li> </ul>
6.	To RECEIVE and DISCUSS Planning Applications <ul style="list-style-type: none"> <li>a) <i>Longview, Land to South of Old Dover Road (Waiting Appeal Decision)</i></li> <li>b) <i>Land 107 – 127 Capel Street (Waiting DDC Planning Committee Decision)</i></li> <li>c) <i>49 Victoria Road (Waiting DDC Decision)</i></li> <li>d) <i>26 Capel Street (Waiting DDC Decision)</i></li> <li>e) <i>4 Alexandra Road (Refused Permitted Development)</i></li> <li>f) <i>30 Cauldham Lane (Certificate of Lawful Development)</i></li> <li>g) <i>54 Old Dover Road (Waiting Parish Council Comment)</i></li> <li>h) <i>Other</i>  <i>Jarvis' Homes development</i> <ul style="list-style-type: none"> <li>▪ <i>40mph Extension (Waiting KCC Highways),</i></li> <li>▪ <i>Landscape Management and Advertising hoarding (Waiting Dover District Council)</i></li> </ul> </li> </ul>
7.	To RECEIVE Delegates and any other working parties or sub-committee reports not covered elsewhere <ul style="list-style-type: none"> <li>a) <i>Neighbourhood Watch</i></li> <li>b) <i>Playing Field</i> <ul style="list-style-type: none"> <li>▪ <i>Equipment Status – Gym Equipment Repairs</i></li> <li>▪ <i>Planning application - New Signs, Boundary Security Earth Bund, CCTV Upgrade for Security</i></li> </ul> </li> <li>c) <i>Highways</i></li> <li>d) <i>Public Rights of Way</i></li> <li>e) <i>Action Plan</i></li> <li>f) <i>Speed Watch</i></li> <li>g) <i>Capel Cares</i></li> <li>h) <i>Grapevine Newsletter</i></li> <li>i) <i>Village Hall</i></li> <li>j) <i>Training/Workshops/Seminars</i></li> <li>k) <i>District Councillor Rose and/or County Councillor Geoff Lymer</i></li> <li>l) <i>Other</i></li> </ul>
8.	To RECEIVE and DISCUSS Correspondence
9.	To RECEIVE, 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"> <li>a) <i>Councillors' comments</i></li> <li>b) <i>Approve any resolutions for discussion in confidential items in agenda item 12</i></li> </ul>
11.	To CONFIRM date of next meeting - ( <i>Tuesday, 19<sup>th</sup> November 2019</i> )
12.	To RECEIVE and DISCUSS confidential items approved by resolution in item 10b

Signed ...  ..... (Parish Clerk).  
 8<sup>th</sup> October 2019

**LIST OF ITEMS NOT ON AGENDA – PENDING OR UNRESOLVED**

1. Site at Western Heights & Farthingloe - (*Waiting Dover District Council*)
2. WW1 Airfield Memorial on New Dover Road - (*Waiting Airfields of Britain Conservation Trust (ABCT) for decision on position and unveiling*)
3. Improvements to Playing Field surface - (*Deferred to New Financial Year*)
4. New Waste Bins, New Dover Road - (*Deferred to New Financial Year*)
5. Footpaths North New Dover Road - (*Waiting Kent Highways*)
6. Public Spaces Protection Order 2018 Dogs on Leads Areas - (*Dover District Council – 2020/2021*)
7. Training and Development Policy and Data Protection Policy - (*Waiting Clerk to update*)
8. New Play Equipment Expression Swing - (*Deferred to a later date*)

**AGENDA Item 3 - Draft Minutes**

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**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 17<sup>th</sup> SEPTEMBER 2019**

**Present:**

Cllrs; Holliday, Lake, Leppard, Shaw, together with County Councillor Geoff Lymer and PCSO Megan Keehner.

1. **APOLOGIES** – Cllrs: Greening, Norris, Pilcher, District Councillor James Rose and Community Warden Andrew Hawkins.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES** - (*Items raised are discussed by Councillors under related entries on Agenda*).
  - Concerns on speeding and housing in Capel Street.
  - Drop kerbs required at Village Hall. *Action/Resolution: Report to Kent Highways.*
  - Damaged footpath from Village to Royal Oak (North side B2011). *Action/Resolution: Report to Kent Highways.*
3. **MINUTES OF THE MEETING HELD ON 20<sup>TH</sup> AUGUST 2019**  
 The Minutes of the meeting held on 20<sup>th</sup> August 2019 were approved and signed by the Chairman, Cllr. Tony Lake, proposed by Cllr: Holliday, seconded by Cllr: Leppard and agreed by all.
4. **DECLARATION OF PERSONAL INTERESTS**
  - Cllr: Norris submitted interest in item 6a (107-127 Capel Street Planning Application).
  - Cllr. Pilcher submitted interest in item 6d (Battle of Britain Memorial Planning Application).
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - a) **Traffic Management**
    - Still waiting date for installation of highway speed roundels to Capel Street, New Dover Road and Old Dover Road, position of roundels marked on road side. *Action/Resolution: None.*
    - Junction Winehouse Lane/Old Dover Road earth bund and remarking of lines. *Action/Resolution: Parish Council share of works paid. Waiting installation.*
    - Alterations to traffic flow on Dover Hill addressed by KCC Highways following meeting of Councillors, County Councillor Dick Pascoe and representative of Highway. *Action/Resolution: To be provided; large keep left sign, reinstatement of worn out highway sign markings on road and another further up hill, removal of decontrolled sign, merging lane to be moved to before bend upwards and works to escape lane to broken drain and edging to stop gravel washing onto highway.*
  - b) **School Project Donation**  
 Provision of storage shed and implementing 1st Aid Training.  
*Action/Resolution: Shed to be installed early October. Waiting dates 1<sup>st</sup> Aid Training.*
  - c) **Vacancies** - No candidates to date.
  - d) **Other**
    - **Resilience Emergency Plan**. *Action/Resolution: Almost completed.*
    - **Lighthouse Inn and Restaurant**. *Action/Resolution: Reply from English Heritage, declined listing the building as it does not fit criteria at moment unless a planning application to develop happens, when re-consideration will be given. Community Asset status ongoing and waiting reply from DDC on a question of liability issues.*
6. **PLANNING**
  - a) **Longview, Land South of Old Dover Road**  
 19/00041, Erection of a single dwelling house, creation of parking and associated landscaping | 'The Longview', Land to South of Old Dover Road, Capel-le-Ferne, CT18 7HL  
*Action/Resolution: Objections submitted. Waiting Government Inspector decision.*
  - b) **Battle of Britain Memorial New Dover Road Capel Le Ferne CT18 7JJ** (*Declaration of interest declared by Cllr: Pilcher*)  
 19/00787, Construction of brick walls, brick piers and installation of gates reclaimed from RAF Biggin Hill (existing gates to be removed). *Action/Resolution: Granted full planning permission.*

Signed ..... Chairman  
 Date ..... 15<sup>th</sup> October 2019

- c) **8 Helena Road Capel Le Ferne CT18 7LG** - 19/00786, Erection of an outbuilding.  
*Action/Resolution: Granted full planning permission.*
- d) **Land 107–127 Capel Street** (*Declaration of interest declared by Cllr: Norris*)  
*Action/Resolution: Waiting Dover District Council date for this is to be presented to their Planning Committee. Councillors' comments on additional documents submitted.*
- e) **Site at Western Heights & Farthingloe**  
12/00440, Outline application (with all matters reserved except access) for the construction of: 1. Up to 521 residential units (Use Class C3) 2. Up to 9,335sqm 90 apartment retirement village (Use Class C2); etc. *Action/Resolution: Application: Waiting Dover District Council Decision.*
- f) **49 Victoria Road, CT18 7LT**  
19/00935, Erection of a two-storey rear extension incorporating 2no. dormer windows, alterations to roof and erection of a front porch extension (existing extension to be demolished). *Action/Resolution: Waiting Councillors' comments.*
- g) **Other**
- 26 Capel Street, CT18 7LZ**  
19/01076, Conversion of garage for ancillary use and erection of new detached garage with wheelchair access. *Action/Resolution: Waiting Councillors' comments.*
- Advertising hoardings Old Dover Road on Jarvis' Homes development.**  
*Action/Resolution: Waiting replies on enforcement issues.*
- Planning Enforcement issues**
- 1A Beatrice Road Capel-Le-Ferne CT18 7LL**  
2 Rear dormers roof extensions and 3no. rooflights on front roof slope.  
*Action/Resolution: Waiting DDC comments.*
- Certificate of Lawful Development issued**
- 30 Cauldham Lane Capel Le Ferne CT18 7HG**  
19/00928, Certificate of Lawfulness proposed for a single storey side extension.

## 7. DELEGATES' REPORTS

- a) **Neighbourhood Watch**
- Hedges along New Dover Road overgrown on to footpaths. *Action/Resolution: to be reported to Kent Highways.*
  - Parking on double yellow lines discussed, especially in Capel Street, resulting in blocking the road. *Action/Resolution: Name and shame not agreed, but encouragement to report to Parking Enforcement.*
- b) **Play equipment**
- **Equipment Status**  
Monitoring Status circulated. *Action/Resolution: Repairs required reported.*
  - **New Signs**  
Wording for the two new larger notice board designs circulated. *Action/Resolution: Proposed by Cllr: Leppard, seconded by Cllr: Holliday and agreed by all present. Quotations to be sought for various designs. Planning application to be submitted.*
  - **Boundary Security**  
Security of boundary of an earth bund agreed. *Action/Resolution: Proposal and quotes received. Proposed by Cllr: Leppard, seconded by Cllr: Holliday and agreed by all present. Planning application to be submitted.*
  - **CCTV Security**  
Upgrade to CCTV, to include another camera at skate park. *Action/Resolution: Proposal and quotes received. Proposed by Cllr: Leppard, seconded by Cllr: Holliday and agreed by all present. Planning application to be submitted.*
- c) **Highways**  
No further reports.
- d) **Public Rights of Way**
- 2<sup>nd</sup> Trimming and tidying all done.
  - Edge of Jarvis Homes development being monitored, including a better point of access across meadow area.

Signed .....

Chairman

Date ..... 15<sup>th</sup> October 2019



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e) **Action Plan**

Councillors continue to address priorities set.

f) **Speed Watch**

- Sessions to continue to be advertised in Grapevine, together with recruitment adverts.
- Incident in Capel Street with a session. *Action/Resolution: Reported to Kent Police.*
- Request from Farmer for tractor crossing signs. *Action/Resolution: Reported to Kent Highways.*

g) **Capel Cares**

- Progressing well.

h) **Grapevine Newsletter**

- 26 of 39 properties now occupied in George Close and receiving newsletter.

i) **Village Hall Management Committee**

Management Committee had agreed works on Playing Field. Request to reinstate dome camera for car park agreed. Management Committee to continue to pay electricity costs agreed.

j) **Training/workshops/seminars**

- Transforming Health and Social Care Event.

k) **District Councillor James Rose** – Report circulated and attached.**County Councillor Geoff Lymer**

Report received on retirement of KCC Leader, Mr Paul Carter. Mr Carter will continue as Councillor working on areas of Young Persons and Public Health. An election for replacement will take place by County Members.

**Other**

CD of a lesson given by Kath Clarke to school children received from resident. *Action/Resolution: Cllr: Shaw to ask family on future use.*

8.

**CORRESPONDENCE**

**Other items received:** - List of email items received attached and/or previously forwarded.

1. Dover District Council - Community Housing and Self Build Mini Conference, 15<sup>th</sup> November
2. Kent Association of Local Councils - Update on Parish websites and GDPR Issues
3. Viking Smart Choice, Paper Ink and Toner and September Sale brochures
4. Clerks and Councils Direct Magazine
5. Table Tennis Tables – Outdoor Tables leaflet
6. Wickstead Theming Your Play Area leaflet

Signed .....

Date ..... 15<sup>th</sup> October 2019

**9. CHEQUES and BACS PAYMENTS**

The following cheques and BACS payments were approved and authorised:

Proposed by Cllr: Shaw, seconded by Cllr: Leppard and agreed by all present.

Signed by the Chairman, Cllr. Lake, having been confirmed by Clerk/Responsible Finance Officer.

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS	Cheque, BACS, DD, SO	BANK A/Cs	Statement No:	Reconciliation
	<b>Brought Forward</b>					<b>44,299.52</b>				
22.08.19	Red Boot	Advert	80.00			80.00	R BACS			
27.08.19	EVC	Advert	26.00			26.00	R BACS			
29.08.19	Kent County Council	Earthbund Old Dover Road	3,588.33		3,588.33		R BACS			
30.08.19	Nat West Ltd	Interest	6.09			6.09	R INT			
05.09.19	Davy	Advert	20.00			20.00	R BACS			
13.09.19	StreetZ2StreetZ	Advert	18.00			18.00	R SO			
17.09.19	M Bryant	Table Cover	15.00		15.00		Q1563	Cash/Chq in Hand		1.56
17.09.19	RoyalBritish Legion	Poppy Wreaths	99.00		99.00		Q1564	Reserve A/c	247	29,367.60
17.09.19	PKF Littlejohn	Audit 2018-2019	200.00	40.00	240.00		BACS	Current	896	763.69
17.09.19	Harmer and Sons	Grass Cutting	412.50	82.50	495.00		BACS	Project	22	10,728.43
17.09.19	Dover District Council	Grapevine Printing	382.92		382.92		BACS			40,861.28
17.09.19	Online Playgrounds	Wet Pour repair Kit	55.00	11.00	66.00		BACS			
17.09.19	Staff	Salaries	516.30		516.30		BACS	Less Un-Reconciled		1,832.22
17.09.19	Staff	Expenses: Broadband & Energy August	18.00		18.00		BACS			
					5,420.55	44,449.61				
						39,029.06				39,029.06

Project	10,728.43
Other	28,300.63
<b>TOTAL</b>	<b>39,029.06</b>

**10. MATTERS CONCERNING THE PARISH**a) **Councillors' comments**

None

b) **Approve resolution to discuss any confidential issues**

None.

**11. DATE OF NEXT MEETING – Tuesday, 15<sup>th</sup> October 2019 at 7.30pm.****12. CONFIDENTIAL ITEMS None.**

Signed ..... Chairman

Date ..... 15<sup>th</sup> October 2019

**Dover District Council update:**Persimmon

The housebuilding company we as found to have built dozens of homes across the district without proper fire safety measures, specifically cavity barriers. Similarly, car ports were found to have been poorly designed creating further fire safety problems. Our work on the scrutiny committee ensured t the council did not enter into a new development agreement with the next phase of the Aylesham development until all remedial works had been carried out – which we understand to has now happened. None of this has impacted Capel, but it is worth noting in case Persimmon ever do have eyes on the village.

East Kent Housing

We have also done a lot of work on scrutiny grilling East Kent Housing, the arm’s length management organisation set up to manage social housing for four councils. It has become clear it is badly underperforming. For example, at one point more than 100 homes in the district did not have correct gas safety certificates. Last week’s committee unearthed similar non-compliance for electricals. In both cases contracts were badly procured and data monitoring appears to be incredibly poor. Meanwhile we have found they are under-spending on capital expenditure (effectively maintenance works) year after year. All this has meant that DDC has now begun a consultation process with tenants with the view to bringing social housing management back in-house.

Local Plan

The leader tells me a first draft of the potential development sites will be made available in the coming weeks, before a full consultation with the public around spring 2020. As soon as I get sight of a list of sites, I will forward it to Maureen. The district’s Government-imposed target for new housing is set at 629 per year or the best part of 13,000 over 20 years. In other housebuilding news, plans for around 4,000 new homes dubbed the Finglesham Fields proposal (near Deal) have been dropped. But the developer Mark Quinn has as we understand acquired land at Betteshanger Country Park, undertaking to complete the 85% finished Kent Mining Museum. That means we are expecting a significant proposal on that site at some point.

Brexit

Working in Charlie’s office we have tried to put pressure on Government about the need to enforce compliance with Dover TAP and Operation Brock. Too many lorries are using side roads including the B2011 to bypass the A20 queuing system to go straight to the port. The result is more HGV traffic in places like Capel and gridlock in Dover. We were therefore pleased to get a letter from the Department for Transport explaining a new permit system. Lorry drivers will have to show one to prove firstly that they have queued correctly, and secondly that they have the right customs documentation. Failure to present it will lead to a £300 fine and being sent to the back of the queue. It is also hoped that documents can be checked during the queuing process, as well as at three new sites identified away from the border for customs administration at Ashford, Ebbsfleet and North Weald. HMRC will use these locations in addition to pre-existing sites at Manston, Stop 24 and Western Docks. We hope all this will, if Brexit ever happens, help to alleviate traffic problems in our corner of Kent.

Travellers

A number of encampments sprung up in Deal and Walmer recently. One particular group of around 30 caravans parked around Deal Castle causing significant problems, with reports of theft, intimidation and fighting. I saw first-hand the state of the seafront square the next day, with broken bottles and litter strewn all over the public area. The police managed to move this group on within a day using a special order, but it can only be used if they can demonstrate particular public safety concerns.

For the other encampments, the council immediately issued section 77 orders requiring the caravans to leave within 24 hours or face court action. They then went to magistrates to secure full removal orders, enforced by bailiffs if necessary. Unfortunately, the caravans simply moved to different parts of town, as the orders only covered particular sites, leading to an effective game of cat and mouse.

I understand the council leader is enquiring about a High Court injunction that would allow the council to be ready with removal orders on a district-wide basis. But our initial understanding is there is a threshold for such an injunction which may include proving the council has provided an appropriate number of authorised traveller sites. It is thought Dover District Council is unlikely to meet such criteria.

Dover seafront

You may remember that I was appointed lead member for seafronts. The new marina is still on course to be constructed next year. The amount of money available has been helped by the recent Judicial Review failure of a campaign group called Goodwin Sands SOS. They had launched a legal challenge against dredging the sands off the coast of Deal to infill the old marina and new warehousing area. Without getting into the particulars of the debate, this would have cost the port several million extra going back and forth to the Thames Estuary instead. So it means we are hopeful of greater investment in the marina curve and pushing to ensure this takes place. I have arranged a meeting between the council leadership and the Folkestone Creative Foundation in the coming weeks, with a view to being inspired by how they managed to transform their harbour area so successfully.

**Jamie Rose – District Councillor.**

Signed ..... Chairman  
Date ..... 15<sup>th</sup> October 2019