

**CAPEL PARISH COUNCIL**  
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Falmouth Place  
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**Minutes of a meeting of the Recreation Ground & Allotments Working Party held virtually at  
19:00hrs on Thursday 24 November 2022**

**Present:** Cllrs Saunders (Chair), Fenton, Malpas, Patterson, Sawyer  
Friends of Five Oak Green Representative: Jeff Fenton  
Five Oak Green Community Gardening Group: Jose Twynam,  
In attendance: Louise Goldsmith, Clerk; 1 member of the public

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**Minutes**

302. 1. **APOLOGIES FOR ABSENCE:**  
An apology for absence was received from Sophie Peers.
303. 2. **APPROVAL OF MINUTES:**  
It was resolved that the Minutes of the Recreation Ground & Allotments Working Group meeting held on the 21 July 2022 be signed as a true and accurate record.
304. 3. **COUNCILLOR DECLARATIONS:**  
None
305. 4. **ADJORNMENT TO HEAR FROM MEMBERS OF THE PUBLIC:**  
It was agreed to lower Standing Orders to allow members of the public to comment on any agenda item during the meeting.
306. 5. **FRIENDS OF FIVE OAK GREEN RECREATION GROUND**  
a) To receive an update on fund raising for picnic tables  
Jeff Fenton advised that the group is still looking to raise funds for picnic tables.  
b) To receive an update on a proposal for a bike track:  
Jeff Fenton advised that the group is struggling to find alternative grant providers as most funding is being allocated to covid related projects. The group will continue to research possible grant providers.  
*19:10hrs Jeff Fenton left the meeting*
307. 6. **PRE-SCHOOL PLAY AREA**  
a) To receive an update on a proposed extension to the pre-school play area  
The Clerk reported that having seen the planned area marked out and obtained some quotes a representative from the pre-school has reported that they are disappointed with what they were getting for the cost and have delayed any further action until later in the year.
308. 7. **RECREATION GROUND**  
a) RoSPA – To discuss the annual and monthly inspection reports  
The Clerk has circulated the recent RoSPA report and the monthly report carried out by Capel Groundcare. It was noted that two items including the trimming back of a tree need urgent attention. The Clerk will discuss the works with Capel Groundcare.  
b) Network Rail to discuss the implications of the proposed lease of the old under 5 play area  
It was noted that the Parish Council is in negotiations with Network Rail who would like to install a temporary welfare centre in the old under 5 play area and have use of some parking spaces for 9-10 months next year to carry out some works on the railway line. It was noted

that the Parish Council is waiting to receive the legal documents and confirmation of the agreed rent and conditions. Once agreed the Clerk will notify the neighbouring properties.

c) Proposal for a Memorial Bench – to receive an update

Members noted that Capel Groundcare has installed a bench on the recreation ground in memory of Mark Stevens which has been purchased by Five Oak Green Football Club. The Clerk will contact the club asking them to gift the bench to the Parish Council so that it can be added to the asset register and be maintained and insured by the Parish Council.

d) Tree Inspection Report

It was noted that the trees identified in the recent tree inspection with ash dieback and a diseased cherry tree have been removed from the area around the public toilets. Other suggested remedial works will take place next year.

e) Proposal to upgrade or replace the CCTV at the recreation ground

It was noted that the Finance & Resources Committee is undertaking a formal tendering process to either upgrade or replace the CCTV at the recreation ground. The Clerk reported that bids are due by 12pm on the 2 December 2022 and will be considered at a Finance & Resources Committee meeting due to take place on the 5 December 2022.

f) Five Oak Green Community Gardening Group

Jose Twynam, Five Oak Green Community Gardening Group, reported that seven new cherry trees were planted in the orchard last weekend by the sponsors. The new trees have been protected with rabbit guards and stakes and have plaques. Jose Twynam was delighted to also report that the group have raised the required sum of £2,600,00 for the inspiration board and bench. The group have raised funds from selling pots and plants and holding events and are also grateful to donations from the Worraker family, Hadlow College where Roger Worraker once worked and Capel Greenbelt Protection Society. It was suggested that the group gift the inspiration board and picnic bench to the Parish Council so that it can be added to the asset register and be maintained and insured by the Parish Council. It was agreed that it would be a good time to revisit a proposal to install a finger post in the village hall car park which would point people to the new orchard area and other facilities. The Clerk agreed to obtain some quotes for the next meeting.

*19:28 hrs Jose Twynham left the meeting.*

309. 8. **ALLOTMENTS**

a) To receive an update on the status of the rentals:

The tenancy agreements and rental fee requests were sent out by the Clerk in September 2022 along with a letter giving the required one year notice of a rent increase to commence on the 1 October 2023. The Clerk reported that 5 plots were not renewed and that another plot may soon become available. The Clerk has since re-let 2 plots and has interest in one other. The Clerk advised that plots 13b and 14b are in a very poor condition and having been let as a double plot for many years no longer have a dividing fence. The Clerk explained that it is unlikely that anyone would want such a large double plot and suggested that the plots are divided. A quote for a new fence for the middle and repairs to the outside fences of £1,543.84 (excluding VAT) was considered to be too high. It was suggested and agreed that the Clerk asks Capel Groundcare for a quote to use the fencing from the outside of the plots to create a dividing fence in the middle. Given the poor condition of these plots it was suggested and agreed that any new tenant on paying the first year rent could have the second year free. The Clerk reported that plots 2a and 2b are overgrown and that plots 20a and 21a still do not meet the conditions of the tenancy agreement. It was agreed that given the time of year it is unlikely that the plots will be cultivated. It was therefore agreed that the Clerk should write to all allotment holders to advise them that Cllr. Saunders and the Clerk will inspect all plots on the 1 March 2023 to ensure that the conditions of the tenancy agreement are being adhered to. The Clerk will also advise the allotment holders to get in touch before the 1 March 2023 if they are struggling to maintain their plots for some reason. The Clerk will also place a copy of the conditions of the tenancy agreement on the noticeboard and find out if there is any appetite

for the Parish Council to hold some information evenings on looking after allotments and/or an allotment newsletter.

b) To receive an update on the water supply from the well

It was noted that Cllrs. Saunders, Macknochie, two allotment holders and the Clerk had opened the manhole cover to the well recently and replaced the pipe from the pump to the bottom of the well. The Clerk has purchased some replacement parts for the pump and it was agreed that these should be fitted in the Spring as the pump will not be used over the winter months. It was agreed that the Clerk should encourage allotment holders to invest in their own water storage solutions and remind them that if they wish to have more than two water butts, that they need to apply for permission, (as per the conditions of the tenancy agreement), but that this will be granted.

310. 9. **CAPEL VILLAGE HALL**

a) To discuss the preliminary results of the Neighbourhood Plan Working Party survey

It was noted that the NPWP has issued a survey on the village hall. 102 responses have been received so far. Topline results are that would 85% of respondents would like a new village hall and 95% would like it in the same location. It was noted that a few respondents have suggested they would be willing to help with the proposal. The NPWP will consider the results of the survey.

b) Capel Community Association

It was noted that an AGM has not been held since 2019. Cllr. Sawyer offered to find out when the next AGM will be held.

311. 10. **CAPEL VILLAGE HALL CAR PARK**

a) Electric vehicle charging points – to receive an update

KCC is still awaiting news on the outcome of their latest funding bid for electric vehicle charging points and cannot progress any of the 22 sites, which includes Capel, until this has been confirmed.

b) To discuss the tree removal and hedge planting around the public toilets

As noted in item 7 (d) some trees have been removed from around the public toilets. Cllr. Sawyer advised that a group of volunteers have secured the fence and have started planting a hedge using the saplings obtained for the Queen's Canopy Project. A new access directly from the recreation side of the car park has also been created.

312. 11. **PUBLIC TOILETS**

a) To receive an update on the remedial works to the toilet doors

The Clerk reported that the male toilets remain closed as the locking system is still broken. Three electricians have attended but are unable to replace the locking system as the door is rotten and needs replacing. In addition, the door frame is not supporting the door correctly. The Clerk is in the process of obtaining a quote for new door frames, new doors and a new locking system. This will be considered by the next Finance & Resources Committee meeting and will need to be included in the budget for the next financial year. The Clerk reported that there have been no issues in the female toilets.

312. 12. **DATE OF NEXT MEETING:**

Due to be held virtually at 19:00hrs on Tuesday 14 March 2022.

With no further business the meeting closed at 20:24hrs

Signed: ..... Dated: .....