

CAPEL PARISH COUNCIL

Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall At 7.30pm on Monday 27 February 2023

Present: Cllrs Patterson, (Chair), Fenton, Mackonochie, Mackenzie, Malpas, Rich and Sawyer
In attendance: Louise Goldsmith, Clerk, 1 member of the public

Minute No	Agenda No
	1. Administration – Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures, intention to record or film the meeting. – Noted.
998	2. APOLOGIES: An apology for absence was received from Cllr. Saunders and the reason for absence was accepted.
999	3. DECLARATIONS OF INTEREST: None
1000	4. CHAIRMAN'S ANNOUNCEMENTS: None.
1001	5. APPROVAL OF MINUTES: It was resolved that the minutes of the Parish Council Meeting held on the 30 January 2023 be signed as a true and accurate record.
1002	6. CLERKS REPORT/PAST MATTERS: Update on a proposal for a bike track: The Friends of Five Oak Green Recreation Ground have submitted a grant application to the Kent Community Foundation Fund for funding for the whole project. Citizen of the Year Award: The Clerk is actively trying to find a sponsor for the award this year and has approached the contractor working for Network Rail.
1003	7. OPEN SESSION: Concern was expressed about the behaviour of some of the football team players in respect of anti-social behaviour.
1004	8. EXTERNAL REPORTS a) Borough Councillors Report –The Inspector sent a letter to the Council on 31 January 2023 asking for more details of the work TWBC intended to take in addressing his concerns over the Local Plan. TWBC replied earlier this month. Essentially Councillors will be called upon to make a decision on 'significant changes' at the meeting on the 5 July 2023. At present a variety of consultants are looking into the issues raised by the Inspector. It seems the choice facing Councillors will either be to delete Tudeley and reduce numbers in East Capel or proceed with the plan as originally set out. To do the latter Councillor's will need to be assured a rail station will be built at Tudeley, Tonbridge and Malling's concern about traffic impacts will be allayed, that Hadlow Estate's plans are deliverable and the landscape and other impacts of the Five Oak Green by-pass would be acceptable. This in combination seems a tall order. 'Main modifications' will follow after the decision on 'significant changes' so the process will run well into 2024. The TWBC's budget meeting is on Wednesday. The TWBC element of the Council Tax is due to rise by 3%. The meeting starts at 6:30 and can be viewed in person or online. b) County Councillor – There was no report
1005	9. COMMITTEE REPORTS a) Finance & Resources Committee: i) A report on the accounts which included a bank reconciliation as at the 31 January 2023 was noted. ii) A report on the expenditure versus the budget for 2022-2023 was noted. iii) A statement of the reserves was noted. iv) It was resolved to adopt the list of payments overleaf and for Cllrs. Patterson and Mackonochie to authorise the payments set up online by the Clerk. Cllr. Fenton checked the invoices against the payment list in accordance with the Financial Regulations.

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- v) **CCTV Tender Process:** Cllrs. Patterson, Saunders and the Clerk met with the preferred contractor this morning to discuss the tender further and the requirements of the new system. An amended specification and quote will be considered at the next Recreation Ground and Allotments Working Group meeting and will then be submitted to Full Council for approval at the end of March 2023.
- vi) **Annual Review of Standing Orders:** Noted no changes required.
Resolved: Adoption of the Standing Orders dated February 2023.

- b) **Staff, Office & Administration Working Committee:**
 - i) Introduction of ID Cards:
Quotes obtained so far are prohibitive. The Clerk will consider alternative methods.

- c) **Planning Committee:**
The minutes of the meeting held on the 30 January 2023 were received and noted.

- d) **Flooding Panel:**
Nothing to report.

- e) **Memorial Cottages & Housing Working Group:**
 - i) To receive an update on the remedial works to 9 Brampton Bank:
Cllr. Sawyer advised that the contractor has completed all of the works to the flooring and has installed the new heating system. An electrician needs to attend to wire in the thermostats. The new carpets have been laid and the old storage heaters have been removed. The tenant has enjoyed the temporary accommodation and will be moving back into 9 Brampton Bank this week.

- f) **Recreation Ground and Allotments Working Group:**
The Clerk has contacted Town & Country again asking them to cut the hedge they own between the allotments and Falmouth Place. Capel Groundcare will complete all the hedge cutting this week.

- g) **Neighbourhood Plan Working Party:**
 - i) The minutes of the meeting held on the 21 February 2023 were noted. Cllr, Patterson explained the next steps to Members which are detailed in the minutes. Comments on the draft Neighbourhood Plan from TWBC are awaited and once received the group will meet to discuss the next steps and the Regulation 14 consultation. Cllr. Patterson advised Members that the planning applications for developments East of Paddock Wood have been released for consultation.

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10. PARISH MATTERS

- a) **Local Plan Examination Update:**
See item 8 (a). Cllr. Patterson advised that he has been contacted by Rydon Homes, who are promoting the land at Finches Farm for a residential led development, to meet and have a site visit.
- b) **To receive an update on the Electric Vehicle Charging Point Scheme:**
The Clerk has circulated a copy of draft agreement from KCC. Members approved the agreement and the Clerk will now request a final copy and arrange for it to be signed. The Clerk will also ask about likely installation dates.
- c) **Capel Community Association:**
The Clerk and several Councillors attended the Extraordinary Meeting which was held on the 6 February 2023 at 7.30pm. Seven trustees were appointed at the meeting. The new Trustees met and appointed Harold Cleminson as the new Chairman. A further meeting has been arranged to discuss whether the current structure of committees is fit for purpose and to assign volunteers who offered their services at the Extraordinary Meeting to populate them.
- d) **King Charles III Coronation: Coronation:**
The Clerk has promoted the 'Big Lunch' event due to be held on the recreation ground on Sunday 7 May 2023. Parishioners will be able to bring a picnic and the bar at the pavilion will be open. The Clerk has also booked the village hall in the event of adverse weather. Members discussed providing a commemorative gift and considered a report prepared by the Clerk on various ideas and the cost. It was agreed that the Clerk should investigate the cost of wristbands which could be distributed at the 'Big Lunch' event.

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e) **Climate Change Action Plan:**

It was noted that the Clerk will be attending a Climate Change Conference organised by KALC on Friday 17 March 2023. It was agreed that each committee/working group should be considering climate change initiatives and that a consultation exercise would be beneficial. It was agreed that the Neighbourhood Plan Working Group will prepare a questionnaire.

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11. HIGHWAYS

a) **Highways Improvement Plan:**

The Community Engagement Officer has updated the Highways Improvement Plan with comments from the planning team at KCC on a number of highway improvements which were discussed at a meeting held on the 18 January 2023. The Community Engagement Officer agreed to review the independent survey provided by the Parish and provide comments on the recommendations as well as the Parish's proposed solutions. These included dropped kerb, tactile paving crossing implemented on chicane to the east of Sychem Lane to provide a formal crossing location; Enhanced signage, clearly outlining the speed limit within the village; The provision of red surfacing to reinforce the sign posted speed limit; The provision of a low kerb line to delineate the parking area within the vicinity of the Post Office, narrowing the main carriageway in this location to promote a lower speed environment; Declassification of the B2017.

Members considered the comments listed below from KCC on each of the highway improvements and expressed their disappointment with the fact that KCC has dismissed many of the suggested improvements. The Clerk was asked to find out which guidelines have changed meaning the parish cannot have chicanes such as those in Brasted and to also challenge the average speed figures reported given that a detailed analysis of the figures show that there is a real issue with speed at various points in the day. The Clerk will also find out if David Brazier, the KCC Cabinet Member for Transport, would be willing to attend a Parish Council meeting to discuss these issues. It was also agreed to try and restart speedwatch in the village which in the past has been beneficial in demonstrating the issue with speed and also ensured the attendance of the Kent Police speed van.

- Implementation of chicane features to slow vehicles on entry to the village, including the necessary signage: *KCC has advised that installing physical traffic calming is not appropriate on A or B class road as these are routes that the emergency services would expect to be kept clear and would also have, by definition, high flows of buses and commercial vehicles. KCC stated that these routes should be accessible by all modes of transport to ensure they can reach their destination without using alternative routes that may be less suitable. KCC has advised that the chicanes on the A25, High Street through Brasted, predate 2008 and would not be installed under today's guidelines. The B2017, which runs through the centre of Five Oak Green, has a 'B' road classification and in accordance with the new KCC guidance, no vertical deflections (e.g. speed humps or raised tables) can be implemented on this road. KCC has also advised that horizontal deflections still impede drivers and that they would not install these on A or B roads.*
- Enhanced signage outlining the speed limit throughout the village and the provision of red surfacing to reinforce the sign posted speed limit: *KCC has advised that the trigger point to highlight a speeding problem is the average/mean speed being above the enforcement threshold. The ATC for Five Oak Green Road shows average speeds below the enforcement threshold of 35mph at 32.5mph so in their opinion there is acceptable compliance with the limit. HADMS data shows one speed related damage only and no injury collisions relating to speeding. Given that the speed limit is 30mph and there is a series of street lighting KCC has advised that no further 30 signs can be installed due to legislation. KCC has also advised that red surfacing would also not be practical as there is no trend of speeding or accidents relating to the speed limit so this would not make any difference.*
- The provision of a low kerb line to delineate the parking area within the vicinity of the Post Office, narrowing the main carriageway in this location to promote a lower speed environment: *KCC has advised that the kerb line around post office is fine but the lining for the parking places could be refreshed. KCC has advised that lowering the kerb line*

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would encourage vehicles to mount the kerb and would potentially cause a new safety issue for pedestrians. KCC also advised that they would not look to narrow the carriageway due to there being no crash history to warrant this and any highway intervention would be deemed not necessary at this location.

- Tactile paving crossing implemented on chicane to the east of Sychem Lane to provide a formal crossing location: KCC has asked the Parish Council to advise where they would like a crossing installed if they agree this is possible. Members discussed possible locations for a crossing and asked the Clerk to put forward a location east of Sychem Place.

i) Speed Indicator Device Scheme for the Parish

The Clerk reminded Members that the Vehicle Activated Sign was removed by KCC last year after it was hit by a lorry. At the time the Parish Council were advised that KCC do not insure these signs and as it was hit by an unknown HGV there was no possibility of an insurance claim. The Community Engagement Officer has also reiterated that the criteria for the use of such signs has changed and that they are a last resort option after all other engineering measures have been exhausted. They are not statutory, not safety critical and non-enforceable. KCC also believe that the over-saturation of these electronic devices has undermined their overall effectiveness and this is why the criteria changed. KCC has advised that the two in Five Oak Green (both removed) were installed long before the criteria changed and will not be replaced. Members discussed the alternative option of the Parish Council buying into the Speed Indicator Device Scheme. Poles are erected at a minimum of three locations, suggested by the Parish Council and agreed by KCC, and the speed indicator device is moved around by local volunteers. They can only be used in 30 mph zones and purchase price of £7,500.00 to £9,000.00 will need to be funded by the Parish Council. A public consultation exercise is also required. Members agreed to discuss possible locations for the Speed Indicator Devices with KCC.

ii) Request for a speed reduction on Alders Road

The ATC surveys carried out last year recorded average speeds around 35mph (85% 40/41mph). The Parish Council has since confirmed that they would like to pursue a change of speed limit along the full length of this road as it is used as a rat run and the average speeds vary depending on the time of day. The Community Engagement Officer is waiting for a response from the planning team at KCC about the suitability of reducing the speed limit. If agreed a public consultation exercise will need to be carried out by the Parish Council.

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12. REPRESENTATION AT MEETINGS

- i) **KALC Meeting:** There has been no meeting.
- ii) **Parish Chairmen's Group Meeting:** There has been no meeting.
- iii) **Joint Transportation Board:** There has been no meeting.
- iv) CCA: See agenda item 11 (e).
- v) Other external meetings: Nothing to report.

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13. CORRESPONDENCE/CONSULTATIONS:

- a) Prospective changes to the National Planning Policy Framework (NPPF) Consultation.

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14. ANY CONFIDENTIAL ITEMS: None to consider.

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16. DATE OF THE NEXT MEETING:

Full Council Meeting: Monday 27 March 2023 at 7.30pm.

With no further business to discuss the meeting closed at 8.53pm

Signed:

Dated:

Initialed:

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Payment List – February 2023

Ref:	Payee	Description	Gross
BACs Payments for approval on 28 February 2023			
BACS 02-01	Louise Goldsmith	Mileage, business expenses	204.20
BACS 02-02	HMRC	PAYE & NIC February	427.56
BACS 02-03	F&C Cleaning	Cleaning public toilets - Inv:1714	352.80
BACS 02-04	Heliocentrix	Invoice 19518	71.88
BACS 02-05	Capel Groundcare	Invoice SI2223295 Silt and roll pitch	216.00
BACS 02-06	Louise Goldsmith	Reimbursement airbnb accommodation for tenant	692.28
BACS 02-07	Netwise	Invoice 2796 Website hosting, maintenance and domain	420.00
TOTAL			2,384.72

Date	Payee	Description	Gross
Direct Debits and Standing Orders made in February 2023			
01/02/2023	EDF	Electricity - cricket pavilion	1.00
01/02/2023	EDF	Electricity - public toilets	31.00
01/02/2023	EE	Clerks Mobile Phone	35.41
01/02/2023	TalkTalk	Telephone & Broadband	54.54
12/02/2023	Sage	Payroll software	8.40
16/02/2023	B&CE Holdings Ltd	Pension	168.10
25/01/2023	Louise Goldsmith	Payroll February	1,754.23
25/01/2023	Capel Groundcare	Grounds maintenance contract February	2,191.60
TOTAL			4,244.28

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