

CAPEL PARISH COUNCIL

Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 7.30pm on Monday 31 July 2023

Present: Cllrs Patterson, (Chair), Fenton, Mackonochie, Mackenzie, Malpas, Rich and Saunders
In attendance: Louise Goldsmith, Clerk,
County Councillor Sarah Hamilton (arrived 8.06pm), 4 members of the public.

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- | Minute No | Agenda No |
|-----------|--|
| | 1. Administration – Fire Exits, Fire Meeting Point, Mobile Phones. The Clerk has not received any requests from anyone intending to record or film the meeting. |
| 1075 | 2. APOLOGIES:
An apology for absence was received from Cllrs. Mackenzie, Sawyer and Young and the reasons for absence were accepted. |
| 1076 | 3. DECLARATIONS OF INTEREST: None received. |
| 1077 | 4. CHAIRMAN'S ANNOUNCEMENTS:
It was proposed and agreed to move agenda item 11 (iv) to after agenda item 7. |
| 1078 | 5. APPROVAL OF MINUTES:
It was resolved that the minutes of the Parish Council Meeting held on the 26 June 2023 be signed as a true and accurate record. |
| 1079 | 6. CLERKS REPORT/PAST MATTERS:
1] The Clerk advised Members that Bam Nuttall have now vacated the area on the recreation ground, (the former under-fives play area), and have re-seeded the site and have built two large wooden planters and a wooden bench. |
| 1080 | 7. OPEN SESSION:
A member of the public expressed a compliment about how Bam Nuttall have conducted themselves on site.
Three members of the public expressed their concern about dangerous driving taking place in Castle Hill during the day and night. Properties in the area have regularly reported incidents of speeding cars, intimidating behaviour and noise to Kent Police and asked if the Parish Council could assist in tackling this issue.
<i>Agenda item 11 (iv) was discussed and is minuted overleaf,</i>
<i>8.12pm 3 members of the public left the meeting</i> |
| 1081 | 8. EXTERNAL REPORTS
a) Borough Councillors Report:
TWBC has yet to recommend its 'significant changes' to the Tunbridge Wells Local Plan. This was expected in July, but a report to members in late August/early September is now more likely. One of the likelier options is a shorter plan period with fewer houses proposed than in the original plan. This may well imply the deletion of the Tudeley scheme. The Inspector's initial findings already suggest that there will be fewer houses in East Capel built because of the flooding issue – but exactly how many the council will propose and what infrastructure it will require is not clear at the time of writing. There is a meeting of the PPWG tomorrow (1 August) when things may become clearer. The recent cabinet meeting decided to introduce parking charges at Dunorlan Park (£1 an hour) to help raise money to cope with the council's deficit. The charge will be effective from the end of October. At its meeting on the 5 July TWBC awarded the Freedom of the Borough to the Maidstone and Tunbridge Wells NHS Trust in acknowledgement of the dedication professionalism and care over the past 75 years and particularly during the recent pandemic. The ceremony was preceded by a visit to the hospital and the Air Ambulance by the Lord Lieutenant and the Mayor where they talked with staff and presented long service awards.
b) County Councillor: County Councillor Sarah Hamilton advised Members about a consultation on Family Hub Services. County Councillor Sarah Hamilton is aware of all the recent water leaks and the disruption to the road network but remains hopeful that the water companies will invest in the infrastructure to prevent these problems reoccurring. |

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9. COMMITTEE REPORTS

a) Finance & Resources Committee:

- i) A report on the accounts as at the 31 July was noted.
- ii) A bank reconciliation as at the 31 July 2023 was noted.
- iii) Essential repairs to the playground swings:
Resolved: To ratify a decision between meetings to accept a quote for essential repairs to the playground swings at a total cost of £795.00 (excluding VAT).
- iv) Replacement water pump for the allotments: Members considered one quote. The Clerk was requested to obtain further quotes.
- v) Proposal for a fingerpost: Members considered quotes for a fingerpost for the car park. **Resolved:** To not proceed with this proposal and for the Recreation Ground and Allotments Working Group to review all the signage in the car park.
- vi) Allotment hedge along Falmouth Place: Members considered a quote from Capel Groundcare, the current groundworker. Members agreed the quote in principle subject to the Clerk seeking an alternative quote.
- vii) It was **resolved** to adopt the list of payments overleaf (6 in favour, 1 abstained) 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.

b) Staff, Office & Administration Committee:

It was noted that the Clerk has arranged for the faulty smoke detector in the parish office to be replaced on the 10 August 2023.

c) Planning Committee:

The minutes of the meeting held on the 26 June 2023 were received and noted.

d) Flooding Panel:

The Environment Agency is aware that there are a few outstanding issues with some of the installations at properties benefitting from the Flood Resilience Scheme and hope to resolve these soon. The Environment Agency will be carrying out a practice Property Flood Resilience exercise at resident's properties on the 8 and 9 September 2023. This event will serve as a mock flood exercise and will be an opportunity for residents to familiarise themselves with the flood resilience measures installed on their property. The Environment Agency is also looking to book the village hall on both of these dates to act as a drop-in centre during this event for residents to both ask questions about the scheme and to also gain more information and advice on the Environment Agency's wider flood risk management within the area.

e) Memorial Cottages & Housing Working Group:

NG Surveys carried out an EPC survey on both the cottages on the 14 July 2023. Although the score has increased for both the overall rating remains at an E. The surveyor has suggested a number of ways to improve the energy performance of the cottages. Cllr. Sawyer is investigating the cost of making the cottages more eco-friendly by possibly installing rainwater harvesting, air source pumps or solar panels. The Clerk will investigate if installing solar panels is possible, what effect this could have on the rating and whether any grant funding is available.

f) Recreation Ground and Allotments Working Group:

Cllr. Saunders also expressed his gratitude to Bam Nuttall for being a considerate contractor and for providing planters and a new bench.

g) Neighbourhood Plan Working Party:

- i) The minutes of the meeting held on the 11 July 2023 were received and noted. Cllr. Patterson explained that comments on the draft Regulation 16 documents are awaited from TWBC and that the aim is to submit the final documents to TWBC by the 9 August 2023. Cllr. Patterson has written to MP Greg Clark to enlist his support in pushing for the Locality Grant funding to be opened for this year.

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10. PARISH MATTERS

- a) **Local Plan Examination Update:** See item 8(a).
- b) **Climate Change Initiatives:**
The Clerk reported that documents received from KCC regarding the installation of the electrics and a wayleave agreement were incorrect and corrected papers are awaited.
- c) Proposal to consider supporting a change in the name of the proposed 'Goudhurst, Lamberhurst and Horsmonden' ward to 'Rural Tunbridge Wells' ward:
Resolved: Carried (3 in favour, 3 abstained).
- d) To consider a request for land for a Padel centre:
Resolved: The Clerk to invite the organisation to the next Parish Council meeting to give a brief presentation on the scheme.
- e) Kent Police: The Clerk will ask the Beat Officer to attend the next meeting.

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11. HIGHWAYS

a) Highways Improvement Plan

i) SID Scheme

KCC is investigating the suitability of a third potential site but concerns have been raised about whether it will be possible to find three sites owned by KCC within the 30mph zone on Five Oak Green Road. The Clerk has stressed the importance of finding possible locations for a SID scheme to KCC who have agreed to consider and suggest an alternative solution if three locations cannot be identified.

ii) Crossing point on Five Oak Green Road

CCTV surveys have been carried out at the proposed crossing point at the end of Pemble Road. The Planning and Advice Team at KCC will now analyse the results and assess the suitability of the road for a zebra crossing. The Clerk was asked to advise KCC that the number of crossings is expected to be more if a crossing was in place and that the speed of traffic across time periods for the whole day should be considered.

iii) Proposal Speed Reduction Alders Road

It was agreed that the Clerk should issue a brief consultation survey outlining the cost of the Traffic Regulation Order and associated works for reducing the speed on Alders Road. It was agreed that the survey should provide details and the cost of all the schemes the Parish Council has put forward to KCC with an explanation that only the Alders Road scheme has currently been approved. It was agreed to issue the survey in September after the holiday period.

iv) Dangerous Driving on Castle Hill and a proposal for traffic calming

It was noted that Cllr. Patterson and County Councillor Sarah Hamilton have been in correspondence with the Community Engagement Officer at KCC and Terry Hughes from the Community Safety Unit at TWBC to discuss what could be done to stop the incidents of anti-social behaviour. The affected residents were advised to make MP Greg Clark aware of this anti-social behaviour. The Clerk will continue to liaise with these external bodies and will also contact Kent Police and invite them to the next meeting to discuss what could be done.

v) Audit of the speed limits on local roads: It was agreed to add a request to audit the suitability of all the speed limits on local roads to the Highways Improvement Plan.

vi) Road resurfacing request: It was agreed that the Clerk should request that Nortons Way, Oak Road and Willow Crescent are resurfaced.

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12. REPRESENTATION AT MEETINGS

- i) **KALC Meeting:** Cllr. Mackonochie reported back from the meeting held on the 27 June 2023. Charmaine Keatley, CEO of KALC, gave details of the training courses currently on offer. The Boundary Commission electoral review was also discussed. It was noted that Cllr. Sawyer had asked the Clerk to congratulate Cllr. Mackonochie on being appointed as Chairman again of the Tunbridge Wells KALC Area Committee.
- ii) **Parish Chairmen's Group Meeting:** There has been no meeting.
- iii) **Joint Transportation Board:** A meeting was held on the 3 July 2023. Cllr. Mackonochie advised that the works due to take place on Colts Hill have been postponed to the end of August and that the current temporary one-way system on the High Street in Tunbridge Wells is to be made permanent.
- iv) **CCA:** Cllr. Patterson reported that the CCA has now opened up a new bank account and will now arrange for everything to be transferred from the old account as part of

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the handover arrangements. Yvette Stronell has offered to be the bookkeeper and will be taking over the role shortly. All the overdue accounts have now been submitted to the Charity Commission. Volunteers are to be sought to help with the maintenance of the hall and organisation of events. An event to celebrate the 50th Anniversary of the hall will now take place next year.

- v) **Other external meetings:** None attended. It was noted that Cllr. Patterson is unable to attend the Parish News AGM on the 1 September 2023. Cllr. Rich and Fenton might be able to attend.

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13. CORRESPONDENCE/CONSULTATIONS:

The following were noted:

- i) Review of Polling Districts and Places
- ii) Cessation of weekend civic amenity collection vehicle
- iii) Shuttle Bus Timetable
- iv) Royal Tunbridge Wells Town Centre Call for Sites
- v) Consultation - Kent County Council Draft Local Transport Plan
- vi) National Highways & Transport Network - Public Satisfaction Surveys

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14. ANY CONFIDENTIAL ITEMS: None.

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15. DATE OF THE NEXT MEETING:

Full Council Meeting: Monday 25 September 2023 at 7.30pm.

With no further business to discuss the meeting closed a 9.19pm

Signed:

Dated:

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Payment List – July 2023

Ref:	Payee	Description	Gross
BACs Payments for approval on 26 July 2023			
BACS 07-01	Louise Goldsmith	Expenses	155.60
BACS 07-02	HMRC	PAYE & NIC June	420.76
BACS 07-03	F&C Cleaning	Cleaning public toilets	352.80
BACS 07-04	Heliocentrix Ltd	Monthly Microsoft 365 subscription	78.34
BACS 07-05	J Bristow	Chimney sweep 10 Brampton Bank	80.00
BACS 07-06	KCS	Toilet Tissue	43.16
BACS 07-07	JRB Enterprise	Dog Waste Bags	159.90
BACS 07-08	NG Surveys	EPC Surveys Brampton Bank	153.00
BACS 07-09	Jim Boot	Neighbourhood Plan consultants fee	700.00
BACS 07-10	GLSS Ltd	Locksmith services 10 Brampton Bank	153.60
BACS 07-11	Business Stream	Waste Water Public Toilets	110.14
BACS 07-12	Wells Plumbing	2 x visits to carry out repairs to public toilet system	244.99
BACS 07-13	PWCAC	Helping Hands Grant	1,000.00
BACS 07-14	Hampshire Trust	Payment into 2 year bond	30,000.00
TOTAL			33,652.29

Date	Payee	Description	Gross
Direct Debits and Standing Orders			
03/07/2023	EDF	Electricity - cricket pavilion	20.00
03/07/2023	EDF	Electricity - public toilets	62.00
04/07/2023	TalkTalk	Telephone & Broadband	35.94
03/07/2023	EE	Mobile Phone	0.58
17/07/2023	Sage	Payroll software	9.60
27/07/2023	B&CE Holdings	Pension - Clerk	169.10
25/06/2023	Louise Goldsmith	Payroll	1,760.83
25/06/2023	Capel Groundcare	Grounds maintenance contract	2,216.09
TOTAL			4,292.14

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