

**CAPEL PARISH COUNCIL**  
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Falmouth Place  
Five Oak Green  
Kent. TN12 6RD  
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**Minutes of a meeting of the Recreation Ground & Allotments Working Group held virtually  
at 19:30hrs on Thursday 23 November 2023**

**Present:** Cllrs Saunders (Chair), Fenton, Malpas and Sawyer  
**Friends of Five Oak Green Representative:** Jeff Fenton  
**Five Oak Green Community Gardening Group:** Sophie Peers and Jose Twynam  
**In attendance:** Louise Goldsmith, Clerk

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**Minutes**

336. 1. **APOLOGIES FOR ABSENCE:**  
An apology for absence was received from Cllr. Patterson and Cllr. Mackenzie and the reasons for absence were accepted.
337. 2. **APPROVAL OF MINUTES:**  
It was resolved that the Minutes of the Recreation Ground & Allotments Working Group meeting held on the 14 June 2023 be signed as a true and accurate record.
338. 3. **COUNCILLOR DECLARATIONS:**  
None.
339. 4. **ADJOURNMENT TO HEAR FROM MEMBERS OF THE PUBLIC:**  
None present.
340. 5. **FRIENDS OF FIVE OAK GREEN RECREATION GROUND**  
a) To receive an update on fund raising for picnic tables  
Jeff Fenton advised that the Friends of Five Oak Green Recreation Ground is struggling to source funding for the picnic benches. The group is actively looking for new members.  
*19:36hrs Jeff Fenton left the meeting.*
341. 6. **RECREATION GROUND**  
a) To discuss the annual and monthly inspection reports  
The Clerk has circulated the monthly inspection report carried out by Capel Groundcare and it was noted that no immediate remedial works are required. However, it was noted that there is some shrinkage of the tarmac around the edge of the infant multi-unit which could create a future trip hazard and that this will now be monitored.  
b) Queen's Canopy Plaque  
Cllr. Saunders reported that disappointingly 'The Queen's Canopy' plaque, which has been inset in a stand with a second plaque which has an explanation about all the seven trees planted, has started to rust. The Clerk has reported the problem to The Royal British Legion and has requested some advice on how to resolve this issue or that they provide a free replacement.  
c) To discuss the future use of the old under 5's play area  
A discussion was held about the possible future use off the old under 5's play area. It was noted that the grass area re-seeded by Network Rail and again by Capel Groundcare has grown back well. Suggestions for this area included an exercise area, picnic area and quiet space. Sophie Peers kindly offered to consider what low maintenance plants and shrubs could be used to fill the planters in the old under 5's play area and to also tidy up the under 11 play

area. Sophie Peers also offered to explore the possibility of planting some fruit trees in the under 11's area which could also be adopted. It was agreed to explore the option of making the old under 5's play area into an outdoor gym and to also provide a table tennis table either in this area or in the under 11's play area where the old climbing frame used to be located.

**Resolved:**

- The Clerk to circulate some details on outdoor gym/table tennis tables with indicative costs.
- The Clerk to consider grant funding options for an outdoor gym/table tennis table including an application to the FCC Communities Foundation.
- The Clerk to invite some contractors to provide quotes for this project.

d) Five Oak Green Community Gardening Group

Sophie Peers advised Members that another community planting day is planned to take place this Saturday to complete the planting of spring bulbs and spring plants around the village. The group have also planted primrose and other spring plants in the Orchard. Jose Twynam reported that the sponsors of the fruit trees in the orchard have been collecting fruit and looking after the trees. Unfortunately, there has been a spate of vandalism with the recently replaced plaques on the fruit trees being damaged. The Clerk advised that some of the allotment holders have asked if the gate from the orchard to the church car park could be padlocked again to improve security at this end of the recreation ground.

**Resolved:** The Clerk to purchase a new padlock for the gate and to order and place a sign stating CCTV is in operation in the area on the gate.

*20:04hrs Sophie Peers and Jose Twynam left the meeting.*

342. 7.

**ALLOTMENTS**

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

The Clerk reported that payment and a signed agreement has been received from most of the plot holders. Plot 12b and 14b are now both vacant and very overgrown. It was agreed that the Clerk writes to the previous owner of plots 2a and 2b who has not returned the signed agreement nor paid the fee and request that any items are removed by the end of the month as the plots will be re-let. The Clerk has received £697.56 in allotment fees which includes the rental fee from the church for the car park plot. It was noted that one allotment holder has refused to sign an agreement but has paid. The Clerk explained that a number of allotment holders pay online now and have to be chased to return the signed agreement. It was agreed that the wording of the agreement for 2024/2025 should be changed to reduce the amount of administration.

**Resolved:** To add the following clause to the wording of the agreements for 2024/2025: *“payment of the annual fee/s by the tenant shall be taken as the tenant's agreement to these rules and regulations”.*

b) To discuss the vacant plots

The Clerk will continue to advertise the vacant plots. Plots 12b and 14b are currently vacant and plots 2a and 2b are likely to be vacant at the end of the month.

**Resolved:** To offer plots 12b and 14b rent free for the first year given that they are both very overgrown and need a substantial amount of work.

c) To receive quotes for the repairs to the allotment fence

Members considered three quotes obtained by the Clerk for the repairs to the allotment fence which was damaged by an intruder.

**Resolved:** To accept a quote of £249.00 (excluding VAT) from Capel Groundcare for the repairs to the allotment fencing and to ask them to return the sheeting and materials currently used to block the holes to the allotment holder that kindly did a temporary fix.

d) To discuss the future use of the storage container

The Clerk advised that at the last Finance and Resources Committee meeting it was resolved to ask Capel Greenbelt Protection Society if the Parish Council could sell the container and use the funds to pay for an extension of the CCTV cover to the rear of the

allotments. It was noted that Capel Greenbelt Protection Society remain disappointed that the container has not been used by the allotment holders. It was agreed to postpone any decision about the future use of the container until a response has been received from Capel Greenbelt Protection Society.

343. 8. **CAPEL VILLAGE HALL**

a) To receive any update

The Clerk reported that the Chair of the Trustees is due to attend the next Full Parish Council meeting, due to be held on Monday 27 November 2023, to give an update on the village hall and the work of the Trustees. A preliminary written report has been forwarded to Members.

b) To consider a request for trees to be cut back to the side of the hall

Members considered a request from the CCA to cut back the trees on the north side of the village hall. The branches are now hanging over the roof which could impact the village hall. Consequently, it has been indicated to the CCA by the insurance provider that unless these trees are cut back the risk is so great that any damaged caused by the trees may be excluded from any claim. It was noted that the bi-annual survey of all the trees is due in the Spring and that these trees will be reviewed then.

**Resolved:** The Clerk to obtain quotes for the bi-annual survey of all the trees owned and maintained by the Parish Council.

344. 9. **CAPEL VILLAGE HALL CAR PARK**

a) Electric vehicle charging points – to receive an update

The Clerk is still waiting for KCC to advise when the installation will take place.

b) To review the condition of the signage

It was noted that the car park has a number of signs which have been installed at different times and that some have badly deteriorated. It was also noted that the main gate and fencing to the side is also in a poor state and need to be replaced. It was agreed to consolidate all of the various signs in the car park into one and to mount and display this in a noticeboard at the entrance to the village hall car park near to the public toilets. It was also agreed that the signage from Badsell Road to the village hall and recreation ground needs to be improved. It was noted that Capel Groundcare has quoted £262.50 to remove a snapped branch and the next branch up, (to bring the tree back into balance), from a tree in the corner of the recreation ground near to the swings.

**Resolved:**

- The Clerk to obtain a quote for a replacement sign and noticeboard for the car park and to discuss improving the signage from Badsell Road with KCC Highways.
- The Clerk to also obtain a quote for a replacement gate and new fencing to the side of the car park to be considered for inclusion in the next budget.
- To accept the above quote from Capel Groundcare to carry out the required tree works.

345. 10. **PUBLIC TOILETS**

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

It was noted that the Clerk met with the contractor last week to discuss the replacement of the external toilet doors and is now waiting to be advised when then works can take place. It was noted that the Clerk has obtained a further quote of £4,495 (excluding VAT) to replace the external doors from the contractor that refurbished the toilets. It was agreed to not accept this high quote.

b) To receive an update on the refurbishment of the public toilets and to discuss the internal doors and locks

Since the last meeting the application for a grant of £3,500 from the UK Shared Prosperity Fund Grant has been approved for the refurbishment of the public toilets. All of the plumbing, cisterns and toilets have since been replaced and repairs carried out to the urinals. Approximately £500 of the grant remains to refurbish the internal cubicle doors and to replace the locks. The contractor has quoted £2,755 to install melamine panels to both sides of the

internal doors and the cupboard door and the fitting of privacy locks. It was agreed to not accept this quote and Cllr. Sawyer offered to suggest some alternative contractors that might be able to carry out these works.

**Resolved:** The Clerk to seek alternative quotes for the refurbishment of the internal toilet doors and replacement locks and to ask TWBC if the remaining grant can be used to pay an alternative supplier.

346. 11. **DATE OF NEXT MEETING:**

The next meeting is due to be held virtually at 19:00hrs on Thursday 21 March 2023.

With no further business the meeting closed at 8:50hrs

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

DRAFT