

# CAPEL PARISH COUNCIL

## Minutes of a meeting of CAPEL PARISH COUNCIL held in Capel Village Hall at 7.30pm on Monday 25 March 2024

**Present:** Cllrs Patterson, (Chair), Fenton, Mackonochie, MacKenzie, Malpas, Rich, Saunders, Sawyer and Young

**In attendance:** Louise Goldsmith, Clerk, and 2 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.  |
| 1176      | <b>2. APOLOGIES:</b><br>None received.   |
| 1177      | <b>3. DECLARATIONS OF INTEREST:</b><br>Cllr. Fenton declared an interest in agenda item 1183 (a) (vi).   |
| 1178      | <b>4. CHAIRMAN’S ANNOUNCEMENTS:</b><br>Nomination papers for the Parish Council Elections must be delivered to the Returning Officer at TWBC no later than 4pm on Friday 5 April 2024.   |
| 1179      | <b>5. APPROVAL OF MINUTES:</b><br>It was <b>resolved</b> that the minutes of the Parish Council Meeting held on the 26 February 2024 be signed as a true and accurate record.  |
| 1180      | <b>6. CLERKS REPORT/PAST MATTERS:</b><br>The Clerk has checked both defibrillators and has updated their status on The Circuit. The Clerk has requested a new ‘village hall’ sign for the entrance to Falmouth Place. The internal auditor is due to inspect the accounts on Friday 12 April 2024. The Clerk has issued two ‘slow down for hedgehog’ signs to residents.   |
| 1181      | <b>7. OPEN SESSION:</b><br>No comments made.   |
| 1182      | <b>8. EXTERNAL REPORT</b><br>a) Borough Councillors Report:<br>I am very limited to what I can say due to the preelection period coming into force after nominations for the elections opened on the 11 March 2024. The Consultation period for the amended version of the Tunbridge Wells Local Plan has been extended until the 12 April 2024 due to technical issues. Any submissions already made will not be affected, but the portal is still open for further comments and a hard copy of the changes remains in the Parish Office. The delay is not expected to delay the plan by very much, as existing comments are being processed during the extended period. It is still expected that any hearings before the Inspector will take place in the early summer. The next meeting of the Borough Council will be on Wednesday 3 April at 6:30pm. Open to the public in person or online.<br>b) County Councillor: There was no report. |
| 1183      | <b>10. COMMITTEE REPORTS</b><br>a) <b>Finance &amp; Resources Committee</b><br>i) A report on the accounts as at the 28 February 2024 was noted.<br>ii) A bank reconciliation as at the 28 February 2024 was noted.<br>iii) Capel Village Hall new lease: Members considered comments made by CCA Trustees on the draft lease. The CCA Trustees have raised concerns about the complexities of the current lease and some of the restrictions. However, Members agreed that legal clauses should be reviewed and amended by the respective solicitors. Members also considered a revised draft lease plan.<br><b>Resolved:</b> The Clerk to advise the CCA to discuss their comments with their solicitor and for them to engage with the Parish Council’s solicitor. The Clerk to request that the  |

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old under 11's play area is removed from the lease plan and to request that a larger area around the new five oak trees is excluded.

- iv) Member Grants: KCC has confirmed that the grant application is progressing and is in the process of being signed off but that it can take several weeks for the grant to be paid.

- v) Grant Funding Request: Members considered a request for grant funding from the Counselling Centre, Tunbridge Wells.

**Resolved:** The Clerk to request further clarification about the actual number of people that they are looking after with a postcode in the ward.

*Cllr. Fenton declared an interest in the following agenda item and did not participate in the discussion.*

- vi) Container on the allotments: The Clerk advised that an offer has been received for the container. Members discussed the offer and agreed that it was a little on the low side. It was suggested and agreed that the Clerk places an advert on the village Facebook page and contacts some local businesses to see if a higher offer can be obtained.

- vii) Bus Stop Hartlake Road: Members discussed the works required to the bus stop in Hartlake Road.

**Resolved:** To accept a quote of £247.50 (excluding VAT) from Capel Groundcare to remove, clean and replace the ridge tiles and to supply and replace two broken ones.

- viii) Payments:

**Resolved:** To adopt the list of payments overleaf and for Cllrs. Patterson and Cllr. 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.

*8.04pm one member of the public left the meeting*

- b) **Staff, Office & Administration Committee:**

Nothing to report.

- c) **Planning Committee:**

The minutes of the meeting held on the 26 February 2024 were received and noted.

- d) **Flooding Panel:**

Nothing to report.

- e) **Memorial Cottages & Housing Working Group:**

Cllr. Sawyer expressed his concerns about the width of the parking area outside the cottages having recently witnessed a near accident. It was suggested and agreed that Cllr. Sawyer in conjunction with the Clerk investigates how the parking area could be improved and reports back with estimated costs and any planning implications.

- f) **Recreation Ground and Allotments Working Group:**

- i) Update on the replacement toilet doors: The Clerk advised that the contractor commenced work today to replace both external doors to the public toilets and to refurbish the internal doors. Works are expected to be completed by the end of the week. It was noted that funding of £3,500.00 from the TWBC UKSPF Community Grant towards the works has now been received.

- ii) Pump: It was noted that the new pump has been installed on the allotments. The existing pump will remain in place until it breaks down.

- iii) Annual Tree Survey: It was noted that Living Forest will carry out the bi-annual tree survey of all trees on Parish Council land on the 15 April 2024.

- g) **Neighbourhood Plan Working Party:**

Cllr. Patterson reported back from a hastily called Clarification Meeting held with the Examiner on the 21 March 2024 and Elaine Gilbert from TWBC planning. The meeting was also attended by Cllrs. Patterson, Mackonochie and Stewart Gledhill from the NPWP, the Clerk and consultant Alison Eardley. Cllr. Patterson advised that the Examiner was complimentary about the Neighbourhood Plan (NP) which he said was well written and well researched. The Examiner is keen for the NP to proceed quickly so that it is in place before the Local Plan is approved which could be at the end of the year. The Examiner advised that he is not comfortable with the relevance of policies C1 and C2. C1 relates to housing within the proposed Strategic Sites. The Examiner did

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not think the policy added anything to what the Borough has out to consultation. The Examiner proposes rewriting the supporting text to explain the parish's position over the Strategic Sites and will include a clause advising the parish to review the plan within six months of the adoption of the Local Plan that policies relating to the site can be included if and when it is finally agreed. However, policy C2, which relates to housing mix within the parish, will stay but will only apply to non-strategic sites for the time being. The Examiner hopes to complete his review by the end of April 2024 meaning that the plan is still on target for a referendum sometime this summer.

1184

## 11. PARISH MATTERS

### a) **Local Plan Examination Update:**

The Consultation period for the amended version of the Tunbridge Wells Local Plan has been extended until the 12 April 2024 due to technical issues. It is expected that any hearings before the Inspector will still take place in the early summer.

### b) **Climate Change Initiatives:**

The Clerk reported that the EVCP points in the village hall car park are now operational. It was suggested and agreed that the Clerk checks the instructions on the equipment and that their availability has been made public online.

### c) **Annual Parish Meeting:**

The Clerk advised that the Chair of the CCA Trustees has agreed to attend the Annual Parish meeting due to be held on the 15 April 2024 at 7pm and will deliver their presentation on the future proposals for the village hall. The Clerk will update the Highways Improvement Plan for the meeting and residents will be given an opportunity to comment and suggest ideas/improvements. The Clerk has placed the Notice on the website, noticeboards and social media. Free wheelie bin speed stickers will be given out at the meeting. The Clerk will prepare the Annual Report.

### d) **Citizen of the Year Award:**

The Clerk reported that Adrian Scripps Ltd. has kindly agreed to sponsor the award this year. The Clerk will prepare the marketing material and voting forms for circulation in May 2024. A new awards board is required. The Clerk to source and present some ideas at the next meeting.

### e) **Emergency Plan:**

The Clerk reported that work has commenced to update the current Emergency Plan. The Clerk has contacted all the local organisations to provide information on what facilities they can offer in the event of an emergency for inclusion in the plan.

### f) **Elections:**

The election for the Police and Crime Commissioner and Local Elections will take place on Thursday 2 May 2024. Nomination papers for the Parish Council Elections must be delivered to the Returning Officer at TWBC no later than 4pm on Friday 5 April 2024.

### g) **Speedwatch:**

Cllr. Fenton reported that the Clerk is now a co-ordinator for the scheme and will be taking over the role of organising speedwatch sessions. It was noted that more volunteers are required and to mention this at the Annual Parish Meeting.

### h) **Kent Police:**

Cllr. Fenton, Mackonchie and the Clerk attended a virtual meeting with Kent Police to discuss local issues on Thursday 14 March 2024. A task group has been set up to monitor the car racing and anti-social behaviour at Castle Farmhouse and Kent Police is also monitoring posts on known social media sites. It was reported that a 'meet' was due to take place that weekend and affected residents were notified. Kent Police is considering issuing a Public Spaces Protection Order to try and prevent these car racing meetings being held across the County. Kent Police has also been assisting with a lorry regularly parked on the junction in Sychem Lane. The issue with cars parking on the pavement at the junction of Falmouth Place is to be discussed with KCC and added to the Highways Improvement Plan. It was also suggested and agreed that the Clerk requests that the Beat Officer puts some advisory notices on the parked cars.

1185

## 12. HIGHWAYS

### a) **Highways Improvement Plan (HIP)**

i) SID Scheme: Cllr. Patterson reported that the SID scheme is now fully operational. Capel Groundcare has been appointed to maintain the equipment, move the speed indicator device around the three locations and to download the data.

ii) Annual Review of the HIP: As agreed at the last meeting the Clerk has arranged

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for the annual walkabout with the Community Engagement Officer to take place at 9.30am on Monday 22 April 2024 so that any suggestions given at the Annual Parish Meeting can be included and discussed.

- 1186      **13. REPRESENTATION AT MEETINGS**
- a) **KALC Meeting:** A meeting was held on the 5 March 2024. There was an update on the secondary education crisis in Cranbrook which is gaining momentum in terms of support for some action.
  - b) **Parish Chairmen's Group Meeting:** A meeting took place on the 12 March 2024. Updates were given on progress with the Local Plan and the consultation on the Town Centre Plan. TWBC is reviewing the employment policies. A discussion was held about how smaller parishes with less resources are at a disadvantage with the co-ordination of strategic issues.
  - c) **Joint Transportation Board:** There has been no meeting.
  - d) **Other External Meetings:** None attended.

- 1187      **14. CORRESPONDENCE/CONSULTATIONS:**  
Public Consultation on the Draft Royal Tunbridge Wells Town Centre Plan - Vision 2040 (Regulation 18 (Part 1) Consultation).

- 1188      **15. ANY CONFIDENTIAL ITEMS:** None.

- 1189      **16. DATE OF THE NEXT MEETING:**  
Annual Parish Meeting: Monday 15 April 2024 at 7pm.  
Full Council Meeting: Monday 29 April 2024 at 7.30pm.

With no further business to discuss the meeting closed at 8.32pm

Signed: .....

Dated: .....

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## Payments: March 2024

Ref:	Payee	Description	Gross
<b>BACs Payments for approval on 25 March 2024</b>			
BACS 03-01	Louise Goldsmith	Expenses	215.47
BACS 03-02	HMRC	PAYE & NIC	507.76
BACS 03-03	F&C Cleaning	Cleaning public toilets	382.80
BACS 03-04	Heliocentrix Ltd	Monthly Microsoft 365 subscription	78.34
BACS 03-05	Alison Eardley	Neighbourhood Plan Consultancy services	2,784.00
BACS 03-06	JRB Enterprise	Dog Waste Bags	159.90
BACS 03-07	B N Pumps Ltd	Allotment Pump	1,392.96
BACS 03-08	CCA	Hall Hire	32.00
BACS 03-09	Ability Ltd	Replacement toilet doors	4350.00
<b>TOTAL</b>			<b>9,903.23</b>

Date	Payee	Description	Gross
<b>Direct Debits and Standing Orders</b>			
01/03/2024	NRLA	Annual Subscription	199.00
01/03/2024	EDF	Electricity - cricket pavilion	91.00
01/03/2024	EDF	Electricity - public toilets	50.00
05/03/2024	TalkTalk	Telephone & Broadband	46.87
28/03/2024	EE	Mobile Phone	18.00
15/03/2024	Sage	Payroll software	9.60
31/03/2024	Unity Trust	Quarterly Charge	18.00
21/03/2024	B&CE Holdings	Pension - Clerk	188.29
25/03/2024	Louise Goldsmith	Payroll	1,948.21
25/03/2024	Capel Groundcare	Grounds maintenance contract	2,216.09
<b>TOTAL</b>			<b>4,785.06</b>

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