

## GRANT APPLICATION FORM

### A: APPLICATION SUMMARY

Name of organisation/individual: **CAPEL-LE-FERNE POST OFFICE PROJECT**

Project/event description:

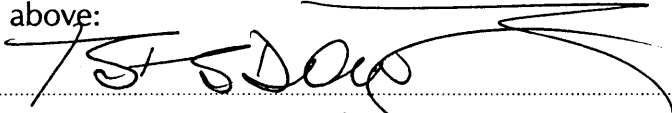
**BUILDING AND EQUIPPING OF A RURAL SUB POST OFFICE**

Total project/event cost: **£ 17 500**

How much grant is requested from Dover District Council? **£ 4000**

#### Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above:

Signed: 

Name (Block capitals): **BERNARD DOWLEY**

Date: ..... Status (eg. Chairperson, Secretary): **PROJECT CO-ORDINATOR**

**Please note:** The information provided on this application will be held on a database and used to provide information to officers and members of the Council.

### B: THE APPLICANT

Name of organisation/individual: **CAPEL-LE-FERNE POST OFFICE PROJECT**

Name and address of Chairperson and Secretary (if applicable):

~~Chairperson:~~ **PROJECT CO-ORDINATOR** Secretary:

Name: **BERNARD DOWLEY**  
Address: **120 CAPEL STREET**  
**CAPEL-LE-FERNE**  
**KENT CT18 7HS**  
Telephone No. Day: **01303 248016**  
Telephone No. Evening: **SAME**

Name: .....  
Address: .....  
Telephone No. Day: .....  
Telephone No. Evening: .....

Name, address and telephone number of the person who can be contacted in respect of this application:

Name: BERNARD DOWLEY  
Address: 120 CAPEL STREET  
CAPEL - LE - FERNE , KENT, CT18 7HB  
Telephone No. Day: 01303 248016  
Telephone No. Evening: SAME

1. What is the main purpose of your organisation?

TO RE-ESTABLISH THE VILLAGE POST  
OFFICE

2. If your organisation is a club with membership, please provide the following details:

Membership: Number of adult members:  Number of junior members:

Does your club charge for membership? No:  Yes:

If yes, please give details of the membership scheme and charges applicable:  
(Should the space below be insufficient, please use a separate sheet of paper.)

/

What activities are available for members?

/

Is club membership restricted in any way? If yes please provide details:

/

Is your club affiliated to any national or local organisation, eg. Sports Council?

Please list any affiliations:

[Empty lined box for listing affiliations]

3. If you are an individual applying for a personal grant, please give details about yourself to support your application. (Should the space below be insufficient, please use a separate sheet of paper.)

[Empty lined box for providing details about the applicant]

**C: THE PROJECT/EVENT**

1. Project title:

CAPEL-LE-FERNE POST OFFICE PROJECT

2. Brief description of scheme:

To design, locate, construct and operate a village style Sub-Post Office. The sub-post office will be built alongside and as an integral part of the existing Village Hall.

N.B: Where necessary a detailed description of the scheme should be submitted separately, together with costings.

3. What are the aims of the project/event?

To re-establish the village Sub-Post Office that was closed down earlier this year

If the application is for an annual or recurring local event, please answer the following additional questions:

(i) For how many years has the event run?

(ii) What was the estimated attendance at the last event, and what is the anticipated attendance at the planned event?

Attendance at last event:

Anticipated attendance at planned event?

(iii) What was achieved at the last event which you consider to have been of benefit to the District?

4. Why do you think the Council should support this project/event?  
How will it help the Council fulfil its own objectives and strategies?

SEE ATTACHED REPORT

## D: PROJECT EVENT/PLANNING

1. Date that you propose to commence the project or hold the event:

January 2001

2. What is the proposed duration of the project/event?

June 2001

3. If the project is land or property related, what is the nature of the interest to be acquired or already held? (If leasehold, please give the length of the lease and date of termination).

.....

.....

4. Is planning consent required?

Yes:

No:

If yes, what is the status of your application?

Not yet submitted:

Submitted not determined:

Granted:

Planning reference number:

JAP/SC/IN/CAP/00/680

If planning consent has been granted are any conditions attached?

Yes:

No:

If yes please provide details below:

.....

.....

5. Is your building listed?

Yes:

No:

If yes, have you received the appropriate listed building consent?

Yes:

No:

## E: FINANCIAL DETAILS

1. Estimated total cost:

£ 17 500 - 18000

Please detail the components of your project/event i.e. your budget or costings:

e.g. Planning fees, architects fees etc.	£	Brought forward	£
SEE ATTACHED LETTER			
carried forward	£	Total cost	£

2. Proposals for funding the project/event:

Confirmed (tick if yes)

(i) Contribution from Dover District Council £  A

(ii) Contribution from your Parish or Town Council £  B

(iii) Contribution from National Lottery

KENT COMMUNITY COUNCIL	Arts	£	<input type="text" value="2500 *"/>	<input type="checkbox"/>
K.C.C. RURAL COMMUNITY	Heritage	£	<input type="text" value="15.00 *"/>	<input type="checkbox"/>
POST OFFICE COUNTERS	Spots	£	<input type="text" value="6000 *"/>	<input type="checkbox"/>
	Charities	£	<input type="text"/>	<input type="checkbox"/>
	Millennium	£	<input type="text"/>	<input type="checkbox"/>
TOTAL NATIONAL LOTTERY			£ <input type="text"/>	C <input type="checkbox"/>

\* PROVISIONALLY AGREED  
 (iii) Contribution from other organisations - please specify:

TOTAL OTHER ORGANISATIONS £  D

(ii) Contribution from fund raising events <sup>VILLAGE</sup> £  E

(ii) Contribution from your own resources £  F

TOTAL FUNDING (total of A-F) (to agree to total cost identified above) £

3. Is your organisation registered for VAT? Yes:  No:

4. Does the estimated total cost of the project event include payments in kind. eg. free labour, materials etc? If yes please provide details below: ie. assumed number of hours x hourly rates etc.

Total value assumed

CHECK LIST

Please tick to indicate if you have enclosed the following documents to support your application:

Financial Accounts(2yrs)  3 Estimates  Business Plan  Drawings/Sketches  Other supporting Information

**NatWest** Business Reserve Account

NSC2 00034283

**Branch details**

DOVER  
25 MARKET SQUARE  
DOVER  
KENT  
CT16 1NQ

**Summary**

30 Aug 2000 to 29 Sep 2000  
Sheet 85

Previous balance	£10,086.88
Payments	£2,300.00
Receipts	£57.37
<b>New balance</b>	<b>£7,844.25</b>

I  
I  
I

04/75352 000 M 600704  
MRS M LEPPARD  
CAPEL LE FERNE PARISH COUNCIL  
39 VICTORIA ROAD  
CAPEL-LE-FERNE  
FOLKESTONE  
KENT  
CT18 7LT

VISIT BUSINESSEDGE OUR NEW WEBSITE ESPECIALLY DESIGNED FOR YOUR DAY-TO-DAY BUSINESS NEEDS @ WWW.NATWEST.COM/BUSINESSEDGE.

For Bank use

If you have changed your address or telephone number, please let us know

Account Number 59287802  
Branch sort code 60-07-04  
National Westminster Bank Plc

CAPEL LE FERNE PARISH COUNCIL

NSC4 03175 0001/0001

**NatWest** Business Reserve Account

Date	Details	Payments	Receipts	Balance (£)
29 Aug 2000	Brought forward from sheet number 84			10,086.88
25 Sep	Transfer TO CURRENT ACC	2,300.00		7,786.88
29 Sep	GROSS INTEREST 29 JUN - 28 SEP		57.37	
29 Sep 2000	Carried forward to sheet number 86 — AS AT 29 SEP 2000			7,844.25

THE CREDIT INTEREST RATE IS 2.2% GROSS PER ANNUM,  
FOR CLEARED CREDIT BALANCES £2,000 TO £24,999.  
ALL RATES ARE SUBJECT TO VARIATION.  
AN EXPLANATION OF CLEARED BALANCE IS GIVEN OVERLEAF.

I  
I  
I

Account Number 59287802  
Branch sort code 60-07-04

CAPEL LE FERNE PARISH COUNCIL



# NatWest Business Account

Branch details  
 DOVER  
 25 MARKET SQUARE  
 DOVER  
 KENT  
 CT16 1NQ

## Summary

2 Oct 2000 to 27 Oct 2000  
 Sheet 170

Previous balance	£324.54
Payments	£180.41
Receipts	£30.00
<b>New balance</b>	<b>£174.13</b>

04/75352 000/02347/M 600704

MRS M LEPPARD  
 CAPEL LE FERNE PARISH COUNCIL  
 39 VICTORIA ROAD  
 CAPEL-LE-FERNE  
 FOLKESTONE  
 KENT  
 CT18 7LT

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For Bank use

If you have changed your address or telephone number,  
 please let us know

Account Number 08503346  
 Branch sort code 60-07-04  
 National Westminster Bank Plc

CAPEL LE FERNE PARISH COUNCIL

# NatWest Business Account

Date	Details	Payments	Receipts	Balance (£)
29 Sep 2000	Brought forward from sheet number 169			324.54
2 Oct	Cheque 000731	130.41		194.13
10 Oct	Cheque 000735	50.00		144.13
26 Oct	,Credit 100107		30.00	174.13
27 Oct 2000	Carried forward to sheet number 171			174.13

02347 0001/0001

Account Number 08503346  
 Branch sort code 60-07-04  
 National Westminster Bank Plc

CAPEL LE FERNE PARISH COUNCIL

170



DISTRICT AUDIT

delivering public audit  
for the Audit Commission

Precept	8000.00
Bank Interest	100.00
Newsletter Donations	65.00
Newsletter Paid Adverts	352.00
Twining	5.00
Parish Maintenance	
KCC (Parish Paths) Donation	100.00

### Auditor's Certificate and Opinion to Capel-Le-Ferne Parish Council

I certify that I have completed the audit of the statement of accounts and associated accounting notes of Capel-Le-Ferne Parish Council which have been prepared by the Responsible Financial Officer in accordance with the Accounts and Audit Regulations 1996 and CIPFA Accounting Guidance Notes for Local Councils.

I carried out the audit in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission, which requires compliance with relevant auditing standards.

My audit included examination, on a test basis, of the evidence relevant to the amounts and disclosures in the statement of accounts, sufficient to give reasonable assurance that the financial statements are free from material misstatement.

In my opinion the statement of accounts presents fairly the financial position of Capel-Le-Ferne Parish Council at 31 March 2000 and its income and expenditure for the year then ended in accordance with the requirements of the Accounts and Audit Regulations 1996 and CIPFA Accounting Guidance Notes for Local Councils.

Date: 9 October 2000

Signature:

D Tonks  
Authorised to sign for District Auditor



INVESTOR IN PEOPLE

Ground Floor Front  
16 South Park  
Sevenoaks  
Kent  
TN13 1AN

Tel: 01732 591350  
Fax: 01732 591300

CAPEL-LE-FERNE PARISH COUNCIL

INCOME AND EXPENDITURE ACCOUNT

01.04.99 - 31.03.00

1999

2000

<b>INCOME</b>	<b>LONG TERM ASSETS</b>	
Precept	Investments	8000.00
Bank Interest	Long Term Debtors	138.29
Newsletter Donations		68.00
Newsletter Paid Adverts		582.50
Twinning	<b>FIXED ASSETS</b>	0.00
Parish Maintenance	Shares and Stores	
KCC (Parish Paths)		1100.00
189. Donation		142.00
		629.01
		<u>1242.00</u>

**TOTAL INCOME** 10,030.79

**EXPENSES**

General Administration:	
Clerk's Salary	2250.00
Insurance	367.64
Members expenses	10.00
Newsletter	1040.71
Postage/Expenses	51.76
Flags	14.45
Hall rent	45.00
Wreath (Donation)	15.00
Election Expenses	86.96
Memberships	17.50
<b>Total Administration</b>	<u>3899.02</u>
Parish Maintenance :	
Equipment	0.00
Litter clearance	600.00
Litter Picker	17.50
Mowing-	
Field/B2011	1787.36
Field Rent	450.00
Repairs	0.00
Parish Paths	380.00
Bulbs/planting	354.00
<b>Total Parish Maintenance</b>	<u>3588.86</u>
Grants S137	225.00

**TOTAL EXPENSES** 7,712.88

**TOTAL INCOME / EXPENSES** 2,317.91

**CAPEL-LE-FERNE PARISH COUNCIL**

**Balance Sheet as at 31st March 2000**

<u>1999</u>		<u>2000</u>
	<b><u>LONG TERM ASSETS</u></b>	
-	Investments the following assets	-
-	Long Term Debtors	-
There were no assets disposed of during the year		
	<b><u>CURRENT ASSETS</u></b>	
-	Stocks and Stores the following assets	-
-	Debtors	-
189.90	CASH - VAT SETS (all ready) 629.01	7925.00
30.00	- Inv No:071 30.00	
-	- Inv No:072 30.00	
-	Payments in advance	-
2990.93	Cash 4839.73	
	5528.74	
<u>3210.83</u>	<b><u>TOTAL ASSETS</u></b>	<u>5528.74</u>
	<b><u>LESS CURRENT LIABILITY</u></b>	
-	Creditors	-
-	Receipts in Advance	-
-	Cash Overdrawn	-
<u>3210.83</u>	<b><u>NET ASSETS</u></b>	<u>5528.74</u>

**REPRESENTED BY :-**

4281.04	Opening Balance	3210.83
0.00	Prior Year adjustment	0.00
<u>5391.62</u>		<u>3210.83</u>
15634.49	Income	10030.79
(16714.70)	Expenditure	( 7712.88)
<u>3210.83</u>		<u>5528.74</u>

The above statement represents fairly the financial position of the authority as at 31st March 1999 and reflects its income and expenditure during the year.

Re-Approved by Council on 15th August 2000

Signed

*[Signature]*  
Chairman

*[Signature]*  
Responsible Finance Officer

**CAPEL-LE-FERNE PARISH COUNCIL**  
**Accounts for the year ended 31st March 2000**  
**Supporting Statement**

**Assets**

Movement in the year      Previous balance      COST

- a) During the year the following assets were purchased:
- |      |   |
|------|---|
| None | - |
|------|---|
- b) There were no assets disposed of during the year.
- c) As at 31st March 2000 the following assets were held:
- |  |         |
|--|---------|
| COMMUNITY ASSETS(All Weather Play surface) | 7925.00 |
| COMMUNITY LAND                             | -       |
| OTHER FIXED ASSETS                         | -       |
| FURNITURE & FITTINGS                       | -       |
| EQUIPMENT - (Computer & Printer)           | 499.00  |
| (Basketball Goal Neck)                     | 250.00  |
- The basis of valuation of these assets is historic cost with the exception of Community Lane, which is valued at nil.
- d) CURRENT ASSETS      -

**Borrowing**

At the close of business on 31st March 2000 the Council had repaid all loans.

**Debts Outstanding**

There were no debts outstanding.

**Earmarked reserves**

There were no earmarked reserves.

**S 137 Payments**

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £3.50 per head of electorate for the benefit of people in the area on activities not specifically authorised by other powers.

The limits for this Council in the year ended 31st March 2000 was £5,075.00 and the payments made were as follows :

St Radigund's Church	£ 25.00
Twinning Association	£200.00

**Advertising and Publicity**

There were no costs incurred during the year.

The above Statement represents fairly the financial position of the authority as at 31st March 2000 and reflects its income and expenditure during the year

Approved by Council on 20th June 2000

Signed

*[Signature]*  
 Chairman

*[Signature]*  
 Responsible Finance Officer

# DOVER



DISTRICT COUNCIL

Mr. B. Dowley  
The Robbins  
120 Capel Street  
Capel-le-Ferne  
Near Folkestone  
Kent CT18 7HB

Planning and Technical Services Department  
White Cliffs Business Park  
Dover  
Kent CT18 3PG

Telephone: (01304) 821199  
Fax: (01304) 872418  
DX: 6312  
Minicom: (01304) 820115  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)

Contact: Mr. J. A. Peall  
Direct line: (01304) 872466  
E-mail: [pta@dover.gov.uk](mailto:pta@dover.gov.uk)  
Our ref: JAP/SC/IN/CAP/00/680  
Your ref: 21 November 2000

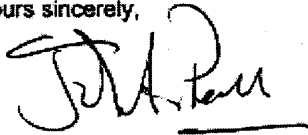
Dear Mr. Dowley,

#### Post Office - Capel-le-Ferne Village Hall

I refer to your letter and accompanying drawing of the 1 November 2000 and having inspected the site consider that the proposed extension to the Village Hall in order to provide a Post Office would be acceptable subject of course to the normal considerations of a formal planning application.

Should you wish to discuss this matter with reference to detailed plans please do not hesitate to contact me.

Yours sincerely,



John Peall  
Area Planning Officer



## **The Capel-le-Ferne Post Office Project**

Post Office history and the Project Co-ordinator Bernard P.S. DOWLEY. Post Offices are a vital part of the fabric of our country. While I served every week at Post Office 120 Capel Street Capel-le-Ferne KENT CT18 7HB Telephone 01303 248016 Email [Bernard@doolie.demon.co.uk](mailto:Bernard@doolie.demon.co.uk)

### **CAPEL-LE-FERNE POST OFFICE.**

For many years this typical Kent village has maintained a village way of life. Along with a small number of village shops that supported the village with its needs, and were a fundamental part of our village life. Most regrettably two of these shops has closed down mostly because of their inability to compete with the superstore and supermarkets of the two local towns. The final straw came earlier this year when the post office also ceased business. Part of the closure of the village post office was a result of a central government move for social benefits to be paid into bank accounts and the like. The loss of this source of revenue to the postmaster was the final straw and he ceased business.

The closure of the post office has greatly affected a large part of the village populous. The village is made up of people from all the age ranges. Therefore our senior citizens and young parents alike are forced to travel into one of the two towns in order to transact any of the needs which previously were happily satisfied at our local post office. This now enforced necessity to travel further distances can only be achieved by the use of either private or public transport. This unnecessary travel does not follow the plans of either central or local government in cutting down the emissions of carbons into the atmosphere.

As a result of numerous approaches to the parish council about the loss of our post office, the parish council have listened and now acted. Public meeting have been held and the villagers have been consulted. A project team has been set up; sponsorship both within the village and from our local and county councils is being sort. The plan has been laid and the drawings are being made. What we need now to bring this plan to a successful conclusion is financial support. It has also recently been announced that central government has realised that an error has been made in village post offices closing down, at that all possible and proper help should be given to local communities to maintain their rural way of life. It has also been acknowledged and village post offices play a major part in the maintenance of that rural way of life.

In the forward to the a government document "Counter Revolution – Modernising the Post Office Network" the Prime Minister states *"Britain's Post Offices are a vital part of the fabric of our country. While 28 million people are served every week at Post Office Counters, post offices are more – much more – than just businesses. Especially in rural areas, - Post Offices play an important role in communities across the country: keeping services going, supporting the vulnerable, acting as a focal point. The Government values the post office network, We want to see it thrive"*

Capel-le-Ferne – the name is believed to be the Chapel-in-the-Ferns- originates from Norman Times and has its own village school, its own village hall, its own village shops and it wants its own village post office back. Capel-le-Ferne wants to stay a village and not become just another bit on the end of another urban sprawl. As a result the Capel-le-Ferne Parish Council has formulated a project known as the Capel-le-Ferne Post Office Project.

### **The Project Objective.**

To review all possible and proper means of re-establishing a Sub Post Office within the village of Capel-le-Ferne. In order to cater for the post office needs of the villagers and its visitors. At the same time and as an integral part of the sub post office to establish a small-shop retail outlet.

Having reviewed all proper options to develop a plan to implement the building and fitting of the sub post office and to arrange for the appointment of a sub postmaster to run the sub post office. This business plan is also to include raising the finance needed to complete the project.

### **The Project Management Structure.**

The Project Team is appointed as a sub committee of the Capel-le-Ferne Parish Council. The Parish Council has also appointed a Project Co-ordinator. The project team is to consist of persons from within the parish, or who are co-opted onto the project team, where they have and offer financial, technical or other skills that will benefit the project.

The project co-ordinator will report back to the parish council on decisions and progress made.

The financial control of all assets and funds will be managed through the parish council. The record of all financial transactions will be handled by the Parish Council clerk.



### **Building Plans and Authorities**

It has already been decided and voted that the new sub post office will be built alongside the existing village hall. Agreement has been received in writing from the Village Hall Management Committee for the construction of the post office. An initial acceptance to the proposal has been received from the Planning Department of Dover District Council.

### **Building Estimates**

It has been provisionally calculated that the entire project will be in the order of £17,500. – and £18,000. Accurate and detailed expenditure has not been progressed at this stage. Although the initial calculations are thought to be reasonably accurate.

### **Additional Support Funding**

Assistance funding for this important project is being sort from the following agencies;

Kent Rural Community Council	£1500
Kent County Council Rural Revival Project	£2500
Post Office Counters	£6000
Capel Village Fund Raising	£4000

Initial agreed funding from the Post Office has been received.

Offers of free labour, technical and administrative support are included in the village contribution of £4000.

### **Support Required**

The single most important factor to ensuring the speedy and effective completion of this project is obtaining the finance required. If the project cost if raised then this project has a very good chance of success.

The project originates out of public concern. Concern that is strong enough to generate two public meetings, and a strong commitment from both villagers and parish councillors alike.

Capel-le-Ferne is a parish that comes within the jurisdiction of the Dover District Council, and the villagers feel that the Dover District Council should give what proper support they can to one of their villages.

The village of Capel-le-Ferne wants to maintain its own identity; it does not want to become just another outer part of yet another urban sprawl. A village post office plays a major if not critical part in the maintenance of village life.

It is central government's view that support should be given to rural villages, particularly in the areas of small shops and post offices. This project is out to achieve both these points, and return a much-needed facility to this village for the benefit of several hundred people. Not only for the immediate future but also for years to come.

  
**Bernard DOWLEY**  
Project Co-ordinator