

**DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 16<sup>th</sup> APRIL 2024**

**PRESENT:** Cllrs; Alfsdotter, Harris, Lake, Leppard, Pilcher, Seager and Young together with Community Warden Jan Henry and District Councillor Martin Hibbert.

1. **APOLOGIES** – Cllr: Norris, County Councillor David Beaney and PC Cheryl Ellis.
2. **PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES**  
*Public addressing the members, should be on this agenda item only and not during other discussions during the meeting. Items raised are discussed by Councillors under related entries on Agenda.*
  - Nothing to report.
3. **MINUTES OF THE MEETINGS**  
*The Minutes of the Meeting held on 19<sup>th</sup> March 2024, were approved and signed as a correct record by the Chairperson, Cllr Seager, proposed by Cllr. Pilcher, seconded by Cllr. Lake and agreed by all present.*
4. **DECLARATION OF PERSONAL INTERESTS** – Cllr. Harris – agenda item 7c.
5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**
  - Flooding Capel Street: Action/Resolution: Clerk to follow-up with KCC, on Section 19 Report progress.
  - Trees and Fences – Elizabeth Drive. Thanks, expressed from residents for agreement to fund work required. *Action/Resolution: Waiting fence replacement of 2 panels.*
6. **PLANNING**
  - a) **Applications:**
    - 24/00220. Erection of detached garage, 3 Cauldham Lane Capel Le Ferne CT18 7HG.  
*Action/Resolution: Waiting Dover District Council decision.*
    - 24/00263. Erection of a glamping pod with associated parking, 32 Old Dover Road Capel Le Ferne CT18 7HN. *Action/Resolution: Waiting Parish Council decision.*
  - b) 24/00257. Land East of Great Cauldham Farm SAP44 (CAP006)  
*Action/Resolution: Waiting Dover District Council (DDC) decision.*  
*To date 106 objection comments made to DDC.*  
*Parish Council Traffic Survey forwarded to DDC.*  
*Cllr. Lake to draft a letter from Parish Council to Kent Fire and Rescue Service on access.*
  - c) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**  
*Some amendments have been posted publicly for St Margarets only.*
7. **DELEGATES' REPORTS**
  - a) **Neighbourhood Watch**
    - Report from Community Warden, Jan Henry, regarding on-going anti-social behaviour.
    - Report of legal concerns to a loose dog being walked without lead or collar. Community Warden aware of this.
    - No sighting or reports of dog using Skate Park.
    - Few months still remaining on Kent County Council Community Warden locality adjustments.
  - b) **CCTV**  
*Nothing to report.*
  - c) **Play equipment**
    - Work completed on junior climbing frame slide, zip-wire chain and gym bench press.
    - Skate-park ramps. *Action/Resolution: Waiting contractor for an on-site meeting. Cllr. Harris to make further enquiries of other contractors for comparison.*
    - Football pitch/goal. *Football rebound mesh fencing - Action/Resolution: Waiting installation of another fence, Village Hall end.*

Signed .....Chairperson  
21<sup>st</sup> May 2024

- MUGA area refurbishment - *Action/Resolution: Cleaning work completed. Quotes received to repair tarmac discussed, resulting in awarding to Capel Groundworks (6 for and 1 abstention). Relining deferred until tarmac surface repaired. No response from KCC Councillor Beaney on grant funding. Other grant funding applied for from Rural England.*

**d) Highways**

Faults etc, as reported logged with Kent Highways for attention:

- Highway Improvement Plan (HIP)

Meeting with Community Engagement Officer, Kent Highways held.

*Actions/Resolutions:*

- Tactile paving on drop kerbs installation due during May. *Those in private driveways - not feasible, due to constant access with private use, causing on-going maintenance issues.*
- *Waiting result of Road Traffic Order consultation for double yellow lines at junctions B2011.*
- Re-introduction of fixed Speed Indicator Flashing Devices on B2011, between the 40mph zone East and West of village. *Action/Resolution: Speed survey to be carried out and organised by Kent Highways, to evidence the speeding situation for future decision making. Cost payable by Parish Council if survey warrant signs and/or other traffic management advice, £7,000 plus for each Activated Sign. Councillors to decide on position of signs if agreed. Suggested locations - one near to Battle of Britain site, one near to George Close. To be discussed further.*
- Change of speed limit from 40mph to 30mph. *Action/Resolution: Probably would not be feasible from the Kent Design Team, due to nature of road being straight, double carriageway and sufficient lighting in situ. But will re-visit if speed survey supports the criteria required for any change.*
- Introduction of double yellow lines Capel Street at "pinch point" between Lancaster Avenue to School and pavement parking issues. *Action/Resolution: Design Team would need to carry out assessment, which Parish Council would have to pay for, i.e. in excess of £4,000 for Traffic Regulation Order and design fees. It was considered unlikely the Design Team would recommend, but suggestion was for Parish Council to carry out an "informal engagement" with residents directly involved, stating there will be a loss of on-road parking for all. Contact to be made with KCC School Travel Department, to provide educational information for circulating to drivers.*

**e) Traffic Management**

Traffic Assessment Project (TAP) – *Action/Resolution: Further update received from District Councillor Hibbert on TAP and Dover Traffic, with notification of a meeting he has planned with Natalie Elphicke MP.*

Lorries travelling Capel Street – continue to monitor. Noted - damage to grass verges.

*Action/Resolution: Clerk to write to contractor on repairs.*

**f) Public Rights of Way**

Path by Clifftop Café to Warren suffering landslips in places and closed. Also closed, path adjacent to Car Park. Repairs underway at the Warren apron and the roadway, that has broken up.

**g) Speed Watch**

Camera in Capel Street and B2011 speed reduction enquiries reported by Team.

All results of sessions are available on Parish Council Website LINK: [cappellefernepc.org.uk](http://cappellefernepc.org.uk)

**h) Events**

80th D-Day anniversary, Thursday, 6th June 2024.

*Action/Resolution: Final working party meeting held. Reminder to be sent to Police Cadets for marshalling duties. Goods to be ordered, i.e. balloons, flags, table and other decorations.*

*Certificates of attendance and D-Day beaches map organised for printing. Event details on DDC website. PA System organised from Kent PA Hire for use at Beacon Lighting. Gas bottle for Beacon being sought.*

**i) Capel Cares**

- Still going strong with 45+ community members now attending Coffee Mornings, twice monthly, which includes; raffle, quiz and celebrating birthdays.
- Report received on passing of key-member Pat Stoker - Parish Council condolences to family.

**j) Grapevine Newsletter and social media**

- Land for Sale advert agreed by all for publication.
- Holiday reliefs organised.

Signed .....Chairperson  
21<sup>st</sup> May 2024

**k) Village Hall Management Committee (VHMC)**

- Provision of an outside Christmas tree. *Action/Resolution: On-going, waiting decision.*
- Mud/debris reported in Car Park and outside main door to be relayed back to VHMC.

**l) Training/workshops/seminars**

- Details, received and circulated to Councillors.

**m) County Councillor David Beaney: No report.****District Councillor Cllr. Hibbert:**

Written reports from District Councillor Hibbert, circulated to Councillors.

**n) Other None.****8. CORRESPONDENCE**

- Notification of Annual Kent Association of Local Councils annual subscription due.  
*Action/Resolution: Proposed by Cllr. Pilcher, seconded by Cllr. Seager and all agreed to renew.*
- Kent, Surrey, Sussex Air Ambulance Donation Request. *Action/Resolution: Proposed by Cllr. Harris, seconded by Cllr. Lake and agreed by 4 members with 1 against, to donate £100.*
- Other items received: List of email items received were circulated (attached).

**9. CHEQUES/BACS PAYMENTS**

- Cheques and BACS payments were approved and authorised (*attached*).  
Proposed by Cllr: Pilcher, seconded by Cllr: Lake and agreed by all present.  
Signed by the Chairperson Cllr. Seager, having been confirmed by Clerk/Responsible Finance Officer.
- 2024-2025 Precept now received into Bank account. *Action/Resolution: Proposed by Cllr. Harris, seconded by Cllr. Lake and agreed by all present, to move another £20,000 into the "Liquid Manager" account, to earn more interest.*

**10. MATTERS CONCERNING THE PARISH****a) Parish Council Vacancy**

Nomination forms received from two (2) candidates. Proposed by Cllr. Pilcher, seconded by Cllr. Seager to send invitations to candidates to attend next meeting to address Councillors.

*\*\* Action/Resolution: Following meeting, one candidate withdrew and one on holiday in May. Decision to be made now at June meeting.*

**b) Councillors' comments**

Request for Clerk to contact Brian Tutt's family regarding funeral arrangements.

**a) Approve resolution to discuss any confidential issues on agenda item 12**

None.

**11. DATE OF NEXT MEETING**

- Surgery on Tuesday, 7<sup>th</sup> May 2024 at Farmers' Market.
- Next Parish Councillors' meeting will be Tuesday, 21<sup>st</sup> May 2024, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

**12. CONFIDENTIAL ITEMS**

None

**The meeting closed at 9.25pm.**

Signed .....Chairperson  
21<sup>st</sup> May 2024

**Associated Documents for Tuesday, 16<sup>th</sup> April 2024**

Recreational Facility Report - Date Inspected 16/04/24							AGENDA item 7c		
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens	Roundabout	√	√	√	√	√	N/A	√	√
	Todler Swings	√	√	√	√	√	N/A	√	√
Play	Junior Swings	√	√	√	√	√	N/A	√	√
	Alpine Crossing	√	√	√	√	√	N/A	√	√
Area	Multiplay	√	√	√	√	√	N/A	√	√
	Balance Bar	√	√	√	√	√	N/A	√	√
	Giant Steps	√	√	√	√	√	N/A	√	√
	Perimeter fence	√	N/A	√	N/A	√	√	√	√
	Mystical World Unit	√	N/A	√	√	√	N/A	√	√

Swing moving parts lubricated

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use	
Outdoor	Step Up & Treadmills	√	√	√	√	√	√	√	√	
	Pull Down/Shoulder Press	√	√	√	√	√	√	√	√	
	The Bench	√	√	√	√	√	N/A	√	√	
	Junior Recumbent Bike	√	√	√	√	√	N/A	√	√	
	Senior Recumbent Bike	√	√	√	√	√	N/A	√	√	
	Gym	Hand Bike	√	√	√	√	√	N/A	√	√
		Leg Press	√	√	√	√	√	√	√	√
	Equipment	Junior Cross Trainer	√	√	√	√	√	N/A	√	√
		Senior Cross Trainer	√	√	√	√	√	N/A	√	√
		Senior Fitness Bike	√	√	√	√	√	√	√	√
Junior Fitness Bike		√	√	√	√	√	√	√	√	
Chest Press		√	√	√	√	√	√	√	√	
Seated Row		√	√	√	√	√	√	√	√	
Leg Press & Oblique		√	√	√	√	√	√	√	√	
	Welcome Sign	√	N/A	√	N/A	√	√	√	√	

All moving parts lubricated

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate	Beatrice Rd end Ramp	√	√	√	X	√	√	√	√
	Centre Ramp	√	√	√	X	√	√	√	√
	Elizabeth Drive end Ramp	√	√	√	X	√	√	√	√
Park	Grind Rail	√	√	√	√	√	√	√	√
	Bench	√	√	√	√	√	√	√	√
	Perimeter Fence	√	N/A	√	N/A	√	√	√	√

Replacement of one ramp Elizabeth Drive end ramps, possible replacement summer 2024. Temporary repairs made. Evolution requested to carry out visual inspection of all surface fixings and replace where corroded

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Surrounds	Youth Shelter	√	N/A	√	√	√	N/A	√	√
	Picnic Tables and Bench	√	N/A	√	√	√	N/A	√	√
	BMX Double Ramp	√	N/A	√	X	√	N/A	√	√
	BMX Duck Under Hurdle	√	N/A	√	N/A	√	N/A	√	√
	BMX Jump Ramp	√	N/A	√	√	√	N/A	√	√
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	√	√
	MUGA	√	N/A	√	√	√	N/A	√	√
	Petanque court	√	N/A	√	√	√	√	√	√
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√
	Village Hall Defibrillator	Batteries end date			07/02/28	Check Unit	√	Pad Expiry 28/01/28	
	Shop Defibrillator	Battery end date			01/10/26	Check Unit	√	Pad Expiry 22/03/28	

BMX DOUBLE RAMP Surface worn on double ramp but not serious.

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Petanque Court	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√
	Running Gear	√	√	√	N/A	√	N/A	N/A	√
	Zip Wire Seat	√	N/A	√	N/A	√	N/A	N/A	√
	Rubber Tyre Stops	√	N/A	√	N/A	√	N/A	N/A	√
	Ramps and Platforms	√	N/A	√	N/A	√	N/A	N/A	√
	Support Structures	√	N/A	√	N/A	√	N/A	N/A	√
	Ground Mats	√	N/A	√	√	√	√	√	√
	Petanque Court	N/A	N/A	N/A	√	√	√	N/A	√













Signed .....Chairperson  
21<sup>st</sup> May 2024

<p><b>Playing Field MUGA</b></p>	<p><b>Quotes received to repair tarmac surface</b></p>
<p><b>A and D Contractors Ltd</b></p>	<p><i>No response</i></p>
<p><b>Capel Groundworks</b></p>	<ul style="list-style-type: none"> <li>• Saw cutting to perimeter edges of patches.</li> <li>• Breaking out of patches to a depth of 30mm and disposing of waste from site</li> <li>• Spraying of patch with a tack coat emulsion</li> <li>• Excavation of small grass area to a depth of 150mm. Installing concrete path edgings installed upon a concrete bedding layer, backed with concrete to prevent movement.</li> <li>• Laying 100mm of lean mix concrete to area and compacting</li> <li>• Laying 30mm of 6mm wearing course Tarmac to patches and extension path area and rolling</li> <li>• All areas to be left clean and tidy upon completion.</li> </ul> <p style="text-align: center;"><b>£ 1,120.00 + VAT</b></p>
<p><b>Marsh Groundworks UK Ltd</b></p>	<p>To dig out area 3.0 mtrs by 1.2 mtrs, dig out area 1.4 by 1.2, type 1 sub-base and re-tarmac with 6mm DBM. Saw cut and dig out patches as marked.</p> <p style="text-align: center;"><b>£1,120.00 plus vat</b></p>

**Emails, Brochures, magazines, etc., correspondence item - AGENDA item 8**

(List of email items received attached and/or previously forwarded). Due to a vast number of emails received and to save paper, if Councillors require any of them, please contact Clerk and relevant emails will be forwarded on).

**FORWARDED**

Capel-le-Ferne Parish Council PA...	Fwd: Purdah Guidance from the Monitoring Officer	11/04/24 18:48
Capel-le-Ferne Parish Council PA...	Fwd: DOVER DISTRICT LOCAL PLAN – MAIN MODIFICATIONS CONSULT...	11/04/24 10:16
Capel-le-Ferne Parish Council PA...	Fwd: Dover District Council: New event available	11/04/24 10:04
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	11/04/24 10:01
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	10/04/24 18:54
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	09/04/24 10:22
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	04/04/24 10:32
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	03/04/24 14:09
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	02/04/24 12:55
Capel-le-Ferne Parish Council PA...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	28/03/24 10:03
Capel-le-Ferne Parish Council PA...	Fwd: Health and Wellbeing Update	28/03/24 07:16
Capel-le-Ferne Parish Council PA...	Fwd:  NALC NEWSLETTER	27/03/24 12:23
Capel-le-Ferne Parish Council PA...	Fwd:  NALC EVENTS	26/03/24 20:15
Capel-le-Ferne Parish Council PAR...	Fwd: Horizon - How to Navigate the Changing Risk Landscape	21/03/24 12:41
Capel-le-Ferne Parish Council PAR...	Fwd:  CHIEF EXECUTIVE'S BULLETIN	21/03/24 10:21
Capel-le-Ferne Parish Council PAR...	Fwd: Nominations for English Heritage Blue Plaque scheme	20/03/24 10:39
Capel-le-Ferne Parish Council PAR...	Fwd:  NALC NEWSLETTER	20/03/24 10:05
Capel-le-Ferne Parish Council PAR...	Fwd:  NALC EVENTS	19/03/24 10:08
Capel-le-Ferne Parish Council PAR...	Fwd: Invitation to Communities Prepared Building Resilient Communities ...	18/03/24 19:29
Capel-le-Ferne Parish Council PAR...	Fwd: FW: PRESS RELEASE - MP Listens to Lydden	18/03/24 13:43
Capel-le-Ferne Parish Council PAR...	Fwd: FW: PRESS RELEASE - MP presses Government on new border checks	18/03/24 13:43
Capel-le-Ferne Parish Council PAR...	Fwd: Ward Summary Report - March 2024	18/03/24 13:42

Signed .....Chairperson  
21<sup>st</sup> May 2024

**SENT**

Sales	New Play Area Brochure & Funding Available	11/04/24 09:41
MK Illumination UK	Are You Ready For Summer? 🇬🇧	09/04/24 11:20
Heyn Environmental	🌳 Elevate Your Outdoor Space with Heyn Environmental Sustainable Sol...	08/04/24 10:29
Pria Webster 46061170	Police Community Engagement Events	04/04/24 17:11
Regional Fundraising Team, Britis...	Pour a cup of kindness	04/04/24 11:47
Helen Griffiths, Fields in Trust	Spring into Action: March Updates from Fields in Trust 🌸	28/03/24 17:51
The Fields in Trust team	Let's get the paw-ty started   Join Bark For Our Parks	25/03/24 16:34
Martin Marfe	Wicksteed March Newsletter	22/03/24 13:51
Hannah Dahl	Online booking for Capel-le-Ferne Parish Council	22/03/24 09:27

DRAFT

**Other items received**

1. Kent Air Ambulance Charity letter requesting donation
2. Glasdon Brochure on Street Furniture

Signed .....Chairperson  
21<sup>st</sup> May 2024

<b>INCOME/EXPENSE 16.04.24. To be confirmed and agreed</b>											
Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO		BANK A/Cs	Reconciled
	<b>Brought Forward</b>					<b>60,092.77</b>					
22.03.24	Viking		62.90	12.58	75.48		R	BACS			
25.03.24	Dover District Council	Grapevine Print March	550.00		550.00		R	BACS			
25.03.24	Ashley Light Engineering	Equipment Repairs	750.00	150.00	900.00		R	BACS			
27.03.24	Harmer and Sons	Grass Cutting March	668.75	133.75	802.50		R	BACS			
27.03.24	Information Commission	Data Protection	35.00		35.00		R	BACS			
28.03.24	Staff Expenses	Broadband & Energy March	25.00		25.00		R	SO			
28.03.24	Nat West	Interest March Reserve A/c	19.63			19.63	R	INT			
28.03.24	Nat West	Interest March Liquid Manager A/c	128.47			128.47	R	INT			
02.04.24	Dover District Council	Lease Rent	112.50		112.50		R	BACS			
02.04.24	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
04.04.24	Village Hall	Rent Drop-in sessions	48.00		48.00		R	BACS		<b>In Hand</b>	<b>5.06</b>
04.04.24	GTA Consultancy	Traffic Survey	2,741.67	548.33	3,290.00		R	BACS		<b>Current A/c</b>	<b>1,446.38</b>
08.04.24	Kent Cables	Monthly SIM	20.00	4.00	24.00		R	DD		<b>Reserve A/c</b>	<b>59,586.44</b>
12.04.24	Dover District Council	Precept 2024 - 2025	47,993.00			47,993.00	R	BACS		<b>Liquid Manager A/c</b>	<b>40,288.51</b>
16.04.24	Staff	Salaries April	615.48		615.48			BACS			<b>101,326.39</b>
				856.16	6,522.96	108,233.87				<b>Less Un-Reconciled</b>	<b>615.48</b>
						<b>101,710.91</b>					<b>100,710.91</b>

Signed .....Chairperson  
21<sup>st</sup> May 2024