

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 17th JUNE 2025

PRESENT: Cllrs; Harris, Norris, K Pilcher, S Pilcher, and Seager, together with KCC Ward Councillor Paul King and KCC Community Warden Jan Henry.

1. APOLOGIES

Cllr. Lake, Leppard, Young and District Councillor Martin Hibbert

2. DECLARATION OF PERSONAL INTERESTS:

None.

3. 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 of the meeting. Items raised are discussed by Councillors under related entries on Agenda.

- Trees opposite Battle of Britain site, require cut back.
- Request for a “dog exercise area” on Playing Field. *Action/Resolution: After considering cost involved, in the way of; fencing, installing dog bins and waste removal, Councillors decided that spending public funds could not be justified on this. There was more than adequate space, with no Dover District Council Public Space Protection Order (PSPO), in the location, for dog owners to let dogs off the lead and run free. Councillors would review in three years' time*

4. MINUTES OF THE MEETING

The Minutes of the Meeting held on 20th May 2025, were approved and signed as a correct record by the Chairperson, Cllr Seager, proposed by Cllr. Harris, seconded by Cllr. S Pilcher and agreed by all present.

5. MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA

- a) Flooding – Capel Street/Lancaster Avenue.
Kent Forum working behind scenes, action requires regular drainage cover lifting and clearance. Disappointment expressed in non-response from KCC on 3 letters sent. *Action/Resolution: To arrange all interested parties to meet.*
- b) Clifftop Land (Gifted in Will) – *Action/Resolution: Title Deeds still waiting Executor signature. To be chased by Clerk.*
- c) Health and Safety documents and Risk Assessments - *Action/Resolution: continues to check documents from contractors.*
- d) Other
Bus Shelter (B2011/Winehouse Lane) - *Action/Resolution: Renovation work completed by DDC.*

6. PLANNING

- a) Applications: Status of all pending applications, circulated and attached to minutes.
- b) Concerns on developments in Cauldham Lane continue with contractors working on-site, were relayed by Councillors to the Director of Aile Homes, at a working party meeting held. *Action/Resolution: Feedback report attached to minutes.*
- c) Other – As attached.

7. DELEGATES' REPORTS

- a) Neighbourhood Watch - Community Warden reported
 - Scooter stolen from Playing Field.
 - Water leak Capel Street, a cause for concern on who is responsible for repairing. Affinity Water maintain it is a private pipe.
 - Issue with “cold caller” company, on solar panel installations. Reported to Trading Standards.
 - Inconsiderate parking at School, reported to Kent Police and DDC Parking Team.

Signed Chairperson
 15th July 2025

- b) **CCTV/ICT** – Issues with problems on new laptop, Outlook and cloud. All being actioned by Primary Technologies. Email address change to be notified when arranged.
- c) **Play equipment**
 ➤ Bi-monthly report presented to meeting. Corrosion noted to part of swing frame, to be dealt with by Cllr. K Pilcher.
- d) **Highways and Traffic Management**
 ➤ **Highway Improvement Plan (HIP)**
 Meeting with KCC Highways held and included;
 • **Vehicle activated signs on New Dover Road (B2011)** - *Action/Resolution: Councillors continue to chase and require response to the submitted requirements and costs, for Kent Highways consideration.*
 • **Brown tourist signs for Lighthouse Inn on New Dover Road (B2011)**.
Action/Resolution: Clerk to report to Kent Highways, trading ceased several years ago and Lighthouse Inn and Restaurant signs should be removed, as misleading public.
 • **Additional tactile paved drop kerb, Beatrice Road**. *Action/Resolution: Waiting KCC Highways design team on cost.*
 • **Hurst Lane surface** – work considered for a re-visit required. *Action/Resolution: To be clarified.*
 • **Cut back to hedge in Capel Street** ongoing. *Action/Resolution: Status to be requested.*
 • **Provision of diversion signage M20/A20, when Roundhill Tunnels closed** - *Action/Resolution: Money set aside by outside agencies. No update. Confirm with District Councillor Hibbert.*
 • **Lights on Old Dover Road** – *Action/Resolution: Enquiries of residents to be made, if KCC increase and changing dimmer control, has improved situation.*
- e) **Public Rights of Way** – No report.
- f) **Speed Watch**
 Report given by Cllr. S Pilcher attached to minutes.
 Capel Team members attended a conference and took part in a “Countywide Speed Watching Day.”
 All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk
- g) **Events**
80th VJ Day Celebrations (Friday, 15th August 2025)
 ➤ Arrangement discussed with Capel Cares (Community Coffee Morning).
 ➤ Item to be added into next Grapevine newsletter.
 ➤ Clerk to order decorations.
Afternoon Tea (Saturday, 18th October 2025)
 ➤ Main Hall booked 1pm to 5pm.
 ➤ Clerk to arrange a caterer. Approximate number 60.
 ➤ Checks to be made and invitations sent out.
- h) **Capel Cares** – No report.
 Grapevine Newsletter and **social media** – Nothing to report.
- i) **Village Hall Management Committee (VHMC)**
 Community Lunch held, with approximately 45 attending a summer feast.
- j) **Training/workshops/seminars**
 Cllrs. S Pilcher and Seager attending conference on Devolution and Local Government Reorganisation.
- k) **District Councillor Martin Hibbert**: – No report.
County Councillor Paul King: reported; he will carry out as many surgeries as possible when available and support local businesses. He is also now the KCC cabinet member for “Economic Development and Coastal Regeneration.”
 Contact him at Paul.King@kent.gov.uk or at surgeries, when arranged, at Farmers’ Market sessions.
- l) **Other - None**

8. **CORRESPONDENCE**

Insurance Renewal – Paid and in place for 2025 - 2026
 Other items and List of emails received were circulated. (Attached).

Signed Chairperson
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9. YEAR END ACCOUNTS 2024-2025

These were presented to members. Proposed by Cllr. K Pilcher, seconded by Cllr. S Pilcher and agreed by all present. *Action/Resolution: They will now be forwarded to external Auditor.*

10. ACCOUNTS

- **Income, Cheques and BACS payments:** were approved and authorised (*Attached*).
Signed by the Chairperson Cllr. Seager, having been confirmed by Clerk/Responsible Finance Officer. Proposed by Cllr. Harris, seconded by Cllr. S Pilcher and agreed by all present.
Clerk's expenses for utilities to be reviewed in January when budget agreed.

11. MATTERS CONCERNING THE PARISH

- a) Councillors' comments
 - Hedge in Capel Street and road surface Hurst Lane already discussed and to be pursued.
 - Compliments to DDC on excellent repairs to bus shelter Winehouse Lane/New Dover Road.
- b) Approve resolution to discuss any confidential issues on agenda item 13 – None.

12. DATE OF NEXT MEETING

- Surgery on Tuesday, 1st July 2025 at Farmers' Market.
- Next Parish Councillors' meeting will be Tuesday, 15th July 2025, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.
Apologies received from Cllr. K Pilcher.

13. CONFIDENTIAL ITEMS - None.

The meeting closed at 9.40pm.

== END ==

Signed Chairperson
15th July 2025

ASSOCIATED DOCUMENTS FOR MEETING - TUESDAY, 17th JUNE 2025

AGENDA item 5c		HEALTH & SAFETY DOCUMENTS - UPDATE		
CONTRACTOR		REQUESTED	RECEIVED	CONSULTANT CHECKED
Risk Safety Services Ltd	H&S Consultant	19.02.2025	24.02.2025	24.02.2025
Ashley Engineering	Light Engineers	19.02.2025	20.02.2025 (PL)(EL)	11.04.2025
Capel Groundworks	Grounds Maintenance	17.04.2025	25.04.2025	
EEZEEGRIP (UK) LTD	Soft play surfaces	19.02.2025	19.02.2025	11.04.2025
Harmer and Sons	Grounds Maintenance	19.02.2025	19.02.2025	11.04.2025
Haworth Gifford	Painter/Decorator	19.02.2025	21.04.2025	
Huxtable Stephen	Grounds Maintenance	19.02.2025	13.04.2025	
Kent Cables	CCTV	19.02.2025		
Primary Technologies	ICT	19.05.2025		
Tait Keith	Tree Surgery	19.02.2025	19.02.2025	11.04.2025
Whiston Marilyn	Clifftop Yoga	02.04.2025	16.04.2025	
Youngs	Grounds Maintenance	19.02.2025	31.03.2025	11.04.2025
PC – Health & Safety	Policy	19.02.2025	19.02.2025	
PC – Risk Assessment	Clerk	19.02.2025	19.02.2025	
PC – Risk Assessment	Litter Clearer	19.02.2025	19.02.2025	
PC – Risk Assessment	Playing Field	02.03.2025	02.03.2025	
PC – Risk Assessment	Land on Clifftop	02.03.2025	02.03.2025	

AGENDA item 6b Meeting Held with Cauldham Lane Developer 10/06/25

Present: Anthony Iren, Director of Aile Homes, Philippa Seager, Chris Norris and Keith Pilcher

Anthony stated: that he had tried to address the earlier complains and abide by the CMP but stressed that there will always be times when deliveries or sub-contractors will want to be on site before 08.00hrs.

Moving forward, they have set aside some parking on site and have permission to use Longships land for parking, if necessary.

There may be a further road closure for a day at some point and there is still some work to be done by Open Reach and UK Network Power (Likely to be in August). There will be a power supply interruption which may be an hour or two but not more than a day.

The fence issue has been resolved with No 2 and the planned footpath has now been re-routed to the south side of Cauldham Lane with the crossing point west of Cauldham Close.

The show home will be ready for viewing in September with a planned completion date circa May 2026.

It was suggested that an exhibition of the proposed site may have been beneficial before construction work commenced.

Anthony stressed that he was always available to deal with issues that may arise.

AGENDA item 6c	Matters arising, not covered elsewhere
Hedge Capel Street & Hurst Lane Surface	Waiting Kent Highways investigations.
Play Safety Inspection Equipment	Programmed for July.
Devolved Soft Landscape Maintenance 25-26	Purchase Order received. Waiting payment KCC.
Speed Indicator devices B2011	Waiting agreement on points raised.
Retro Tactile paving Beatrice Road	Waiting installation.
Power Network Street Pole damaged/rotten	Waiting replacement.
Public Space Protection Order Signs on skatepark	DDC currently in review stage of PSPO. Will then be out checking all locations, signs etc.
Street Lights Not working	Manufacturer faulty lanterns. Leaking. DDC finding alternative. Waiting decision.

Signed Chairperson
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AGENDA item 6a	PLANNING APPLICATIONS	MAY MEETING
24/00920	<p>Land South Of Cauldham Lane Capel-Le-Ferne CT18 7HG</p> <p>Variation of condition 4 (approved plans) of planning permission 23/00401 (Outline application for the erection of up to 16 dwellings (with all matters reserved except access)) to replace approved document 19064-H-03 P1 - Proposed Offsite Works, with 19064-H-04 P1 - Offsite Works</p>	Awaiting decision DDC
24/01173	<p>164 Capel Street Capel Le Ferne CT18 7EY (junction Winehouse Lane)</p> <p>Variation of condition 2 (approved plans) of planning permission 17/00201 for "Erection of 4no. detached dwellings, creation of new vehicular accesses and parking" to allow external material and design changes of plot A</p>	Awaiting decision DDC
25/00010	<p>The Lighthouse Inn 111 Old Dover Road Capel Le Ferne Kent CT18 7HT</p> <p>Partial change of use and conversion to care home</p>	Awaiting decision DDC
25/00138 25/00521	<p>7 Helena Road Capel Le Ferne CT18 7LG</p> <p>Erection of side elevation, front porch and rear extension</p> <p>Variation of condition 2 (approved plans) of planning permission 25/00138 for the "erection of side elevation, front porch and rear extension" to increase the side extension by a further 300mm</p>	GRANTED PERMISSION Awaiting decision DDC
25/00248	<p>Longships Cauldham Lane Capel Le Ferne CT18 7HG</p> <p>Erection of 9 dwellings (custom build) with access, landscaping and associated works</p>	Awaiting decision DDC
CON/22/00043 /B	<p>Land Between Nos 107 And 127 Capel Street Capel Le Ferne Kent</p> <p>Discharge of condition 5 (archaeology) pursuant to application 22/00043 Reserved matters application for approval of landscaping, layout, scale and appearance pursuant to outline application DOV/19/00669 for 34 dwellings</p>	Awaiting decision DDC

AGENDA item 7f SPEED WATCH REPORT

Speedwatch

Period – 21 May to 17 June 2025

Date	Time	Location	Vehicles	Offenders	%	Notes
23 May	15.30-16.30	NDR, George Close to Folkestone	215	3	2%	49 to 56 mph
6 June	12.30-13.30	NDR, George Close to Folkestone	182	10	5%	46 to 51 mph
6 June	10.30-12.30	NDR, George Close to Folkestone	410	3	1%	46 to 59 mph
6 June	08.00-09.00	NDR, George Close to Folkestone	280	4	1%	47 to 58 mph
6 June	17.00 to 18.00	NDR, George Close to Folkestone	253	18	7%	46 to 53 mph
9 June	12.30-13.00	NDR, George Close to Folkestone	79	4	5%	46 to 54 mph
10 June	06.30-08.30	NDR, opposite shop	430	24	6%	46 to 57 mph

No new multiple offender – two Kias still top of the leader board.

Jeff Stanley attended the Speedwatch Conference on 14 June 2025, with other members of the Speedwatch team. It appears our figures are getting worse, and this was noted by the Chief Inspector. Still hold the record for the top speeder in a 40mph zone (90mph) and we are in the top 5 for cars speeding in a 20mph zone. In almost every chart Capel was represented. 46 offenders caught by the last speed van. Speedwatch signs have been attached to street furniture on NDR.

Sam Pilcher

17 June 2025
















Signed Chairperson
15th July 2025

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

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.

Gemma Seaber-Shinn		Pre-Order Free copies today! The South East Guide for Parent Carers of Chil...	Wed 11:07 AM
This month			
My Community Voice Kent		Tell us what you think of our new crime prevention training for businesses [...]	Thu 06-05
My Community Voice Kent		Neighbourhood Watch Week exclusive offer for Coordinators [#450108114]	Wed 06-04
My Community Voice Kent		Volunteer Recognition Awards nominations are open! [#446262928] Volun...	Mon 06-02
May			
My Community Voice Kent		Drugs and disorder [#444223108] Drugs and disorder	Wed 05-28
Mv Community Voice Kent		Neighbourhood Watch Week 2025 - Coordinatot information [#439698580]	Fri 05-16
clerkcapellefernepc@btinternet.com clerkcap...		Re: Restoration of the lychgate at St Mary's Capel le Ferne FORWARDING ...	Thu 05-22
clerkcapellefernepc@btinternet.com clerkcap...		Local Government Reorganisation Briefing for Town and Parish Councils - T...	Tue 05-20
clerkcapellefernepc@btinternet.com clerkcapellefe...		Events newsletter FORWARDING FOR INFORMATION Original Message Fr...	Tue 05-20
clerkcapellefernepc@btinternet.com clerkcap...		Notification of play area inspection in July for Capel-Le-Ferne Parish Council	Sun 05-18
clerkcapellefernepc@btinternet.com clerkcap...		Re: Fwd: Cauldham Lane - Capel le Ferne FORWARDING FOR INFORMATI...	Sun 05-18
clerkcapellefernepc@btinternet.com clerkcap...		PC Annual Meting - 20th May 2025 FORWARDING FOR INFORMATION Or...	Fri 05-16
clerkcapellefernepc@btinternet.com clerkcap...		Re: Local Government Reorganisation - Transfer of Assets Training - for for...	Fri 05-23
clerkcapellefernepc@btinternet.com clerkcap...		Dover District Council - Calendar of Council Meetings 2025-26 FORWARD... +1	Thu 05-22
clerkcapellefernepc@btinternet.com clerkcap...		Road Safety & Active Travel Group Newsletter FORWARDING FOR INFOR... +1	
clerkcapellefernepc@btinternet.com clerkcapellefe...		Chief executive's bulletin - 22 May 2025 FORWARDING FOR INFORMATIO...	Thu 05-22
clerkcapellefernepc@btinternet.com clerkcap...		Faulty street lights Thanks Lisa for reporting these lights. Much appreciate...	Thu 05-22
clerkcapellefernepc@btinternet.com clerkcap...		RE: RE: Highways and Transportation Enquiry - Enquiry 873948 FORWARDI...	Thu 05-22
clerkcapellefernepc@btinternet.com clerkcap...		Resurfacing Hurst Lane/Hockley Sole Lane - Potholes, Capel-le-Ferne FOR...	Thu 05-22

Signed Chairperson
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clerkcapellefernepc@btinternet.com clerkcap...		VENUE CHANGE - EXTRAORDINARY MEETING ON LOCAL GOVERNMENT R...	Thu 05-29
clerkcapellefernepc@btinternet.com clerkcap...		Tides equipment disposal FORWARDING FOR INFORMATION Original Me...	✉ 🚩 📌
		 Equipment disp...  Equipment disp... 	
clerkcapellefernepc@btinternet.com clerkcapellefe...		Chief executive's bulletin - 29 May 2025 FORWARDING FOR INFORMATIO...	Thu 05-29
clerkcapellefernepc@btinternet.com clerkcap...		Chairmans' Forum 22nd July 2025 FORWARDING FOR INFORMATION Ori...	Wed 05-28
clerkcapellefernepc@btinternet.com clerkcap...		RE: Old Dover Road, Capel Le Ferne FORWARDING FOR INFORMATION Or...	Wed 05-28
clerkcapellefernepc@btinternet.com		Invite for Prevent & Radicalisation Awareness Workshop @ Dover District C...	Thu 06-05
		  	
clerkcapellefernepc@btinternet.com; Nation...	➔	Chief executive's bulletin - 5 June 2025 FORWARDING FOR INFORMATION	Thu 06-05
clerkcapellefernepc@btinternet.com		KALC News - June 2025 - For distribution to all staff and councillors. FOR...	✉ 🚩 📌
clerkcapellefernepc@btinternet.com		Events newsletter FORWARDING FOR INFORMATION	Wed 06-04
clerkcapellefernepc@btinternet.com clerkcapellefe...		Star Council Awards 2025/26 – Nominations are now open! FORWARDING...	Tue 06-03
clerkcapellefernepc@btinternet.com clerkcapellefe...		Volunteer Recognition Awards nominations are open! [#446262928] FOR...	Mon 06-02
clerkcapellefernepc@btinternet.com clerkcap...		Dover District Town and Parish Charter Consultation FORWARDING FOR I...	Mon 06-02
clerkcapellefernepc@btinternet.com		Chief executive's bulletin - 12 June 2025 FORWARDING FOR INFORMATION	11:14 AM
Yesterday			
clerkcapellefernepc@btinternet.com; Al...	➔	Training Bulletin - To all Clerks and Area Committee Chairs for circulating to...	Wed 2:21 PM
clerkcapellefernepc@btinternet.com		Events newsletter FORWARDING FOR INFORMATION	Wed 11:06 AM
This month			
clerkcapellefernepc@btinternet.com; Alison S...	➔	Don't Miss These Big Green Week Events! FORWARDING FOR IMFORMATI...	Tue 8:28 PM
Alison Stevens		Local Council Clerks Week! Dear All Clerks and Area Committees Please se...	Tue 2:36 PM
			
clerkcapellefernepc@btinternet.com		Overgrown hedge FORWARDING FOR INFORMATION	Tue 9:08 AM
		    	
clerkcapellefernepc@btinternet.com		Funding for Village Halls - England FORWARDING FOR INFORMATION Ma...	Fri 06-06
		 Platinum Jubile...  Platinum Jubile... 	
clerkcapellefernepc@btinternet.com		Additional Tickets Now Available – KALC Extraordinary General Meeting (E...	Thu 06-05

Signed Chairperson
15th July 2025

AGENDA item 10**INCOME/EXPENSE 17.06.25. To be confirmed and agreed**

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO		BANK A/Cs	Reconciled
	Brought Forward					93,024.76					
19.05.25	Capel Groundworks	Repairs to trip hazard	280.00	56.00	336.00		R	BACS			
20.05.25	B Young	Grounds Maintenance	45.00	9.00	54.00		R	BACS			
23.05.25	HMRC	VAT Reimbursed	3,061.16			3,061.16	R	BACS			
27.05.25	Harmer and Sons	Grass Cutting	731.25	146.25	877.50		R	BACS			
27.05.25	Youngs Accountancy	Internl Audit 2024-2025	100.00		100.00		R	BACS			
28.02.25	Client Gallagher	Insurance 2025-2026	2,382.50		2,382.50		R	BACS			
28.02.25	Staff Expenses	Broadband & Energy	25.00		25.00		R	SO			
28.02.25	Kent Cables	Monthly SIM	37.50	7.50	45.00		R	DD			
30.05.25	Nat West	Manager A/c Interest	123.25			123.25	R	INT			
30.05.25	Nat West	Reserve A/c Interest	28.82			28.82	R	INT			
04.06.25	P Burton Speed Watch	Palm repair	70.00		70.00		R	BACS		In Hand	5.06
09.06.25	Kent Cables	Monthly Contract	20.00	4.00	24.00		R	DD		Current A/c	2,902.46
11.06.25	Various	Adverts	1,421.00			1,421.00	R	BACS		Reserve A/c	30,002.36
13.06.25	Capel Groundworks	Advert	138.00			138.00		BACS		Manager A/c	60,835.11
14.04.25	Craft Expenses	PSeager	10.55		10.55			BACS			93,744.99
17.06.25	Staff	Salaries May	642.91		642.91			BACS		Less Un-Reconciled	515.46
			8,325.48	222.75	4,556.91	796.99					
						93,229.53					93,229.53

Signed Chairperson
15th July 2025