

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 15th JULY 2025

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

1. **APOLOGIES** - Cllr. K Pilcher, Kent County Council Ward Councillor Paul King and Parish Clerk Maureen Leppard.

2. **DECLARATION OF PERSONAL INTERESTS:**

Cllr. Young declared an interest in Agenda item number 10.

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.

- Residents requested an additional bus shelter by Alexandra Road. Seat in shelter at Winehouse Lane.
- Cut back of hedges on New Dover Road.
- Bonfires at Lighthouse Inn.
- Abandoned caravan and fly tipping Old Dover Road. *(Now removed)*.

4. **MINUTES OF THE MEETING**

Speed Watch have requested that they be known as Kent Eastern Region (KER) Speed Watch in the minutes in future.

The Minutes of the Meeting held 17th June 2025, were then approved and signed as a correct record by Chairperson, Cllr Seager, proposed by Cllr. S Pilcher, seconded by Cllr. Norris, agreed by all present.

5. **MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA**

- a) **Flooding – Capel Street/Lancaster Avenue.**

Cllr Norris has carried out an inspection of the chambers. Still no response from Kent County Council. There is a meeting on 23rd September of the Flood Forum but Cllr Norris would like a pre-meeting on 26th August. Evidence of recent flooding in June has been recorded. *Action/Resolution: To approach the Association of Local Council for advice. District Cllr Hibbert asked to be informed if help is needed. Cllr Paul King to be chased for an update on this matter.*

- b) **Clifftop Land (Gifted in Will) – Action/Resolution: Ongoing. Still no progress with solicitors. Grass still being cut.**

- c) **Health and Safety documents and Risk Assessments - Action/Resolution: Difficulty with Clerk's change of email address.**

- d) **Other**

Street pole damaged, is in hand with UK Power Networks.

Pot holes in Hurst Lane. Still chasing after two months, the PC would like an update as this is being paid by taxpayers. *Action/Resolution: Get the Contractors back as there is a latent defect. Passed to Cllr King as he is now the Kent County Council cabinet member for "Economic Development and Coastal regeneration. Copy in District Cllr Hibbert.*

6. **PLANNING**

- a) **Applications:** Status of all pending applications, circulated and attached to minutes.

- b) **Other - Capel Court Park** waiting Appeal Application to Government Inspectorate, on refusal decision by Dover District Council on Certificate of Lawfulness. *Action/Resolution: The residents are having a meeting in November and Cllr Lake raised concerns and says the PC should support the residents.*

7. **DELEGATES' REPORTS**

- a) **Neighbourhood Watch** - Community Warden reported

- Police involvement with victimised resident. PC Ellis has been informed.
- Police were involved in death of elderly resident. Concerns were raised about the dog left in the home. The RSPCA visited and left the dog overnight with food and water and collected the dog the next day for re-homing.
- Water leak Capel Street, still under investigations.

Signed Chairperson
19th August 2025

b) CCTV/ICT

- Request for CCTV footage from the Village Hall Management Committee. *Action/Resolution: After discussing the legality, passing of responsibility, following guidelines from Information Commissioner Office (ICO), and with the required paperwork deemed in place, the PC agreed to release CCTV footage of an incident at Village Hall.*
- Discussion on the possible purchase/update of some of the CCTV cameras. *Action/Resolution: To be investigated. Proposed by Cllr Lake, seconded by Cllr Harris and agreed by all.*

c) Play equipment

Annual Royal Society for the Prevention of Accidents (RoSPA) inspection of recreation equipment, carried out in July. Waiting reports.

d) Highways and Traffic Management

- Highway Improvement Plan (HIP)
 - Lights on Old Dover Road - Cllr Lake asked if there was any change in the lighting in ODR. Still long sections without light. *Action/Resolution: The PC decide to leave as it is now, but put on the agenda in October when the clocks change.*
 - Vehicle activated signs on New Dover Road (B2011) - *Action/Resolution: Still waiting for the design. The info was sent to Cllr King. A meeting was requested but no response.*
 - Additional tactile paved drop kerb, Beatrice Road. *Action/Resolution: Waiting Kent County Council Highways design team on cost.*
 - Provision of diversion signage M20/A20, when Roundhill Tunnels closed. *Action/Resolution: Nothing since December. District Cllr Hibbert says it is still ongoing and will chase. No update at present.*
 - Cut back to hedge in Capel Street ongoing. *Action/Resolution: Work completed.*

e) Public Rights of Way

- Cllr Lake has written to Kent County Council regarding cycling along the cliff top, especially in the recent high winds. *Action/Resolution: Can we use the existing way-marker signs for no cycling signage?*
- There are two wooden signposts broken and out of use. Rear of the church and Green Lane *Action/Resolution: Need replacing.*

f) Kent Eastern Region (KER) Speed Watch

Report given by Cllr. S Pilcher (attached to minutes), on 4 sessions, 20th June to 4th July. 16 offenders. 3 out of 9 on Old Dover Road speeding and a black Jaguar now tops the chart at over 50mph. *Action/Resolution: Could the Chart leader be published?*

All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

g) Events

80th VJ Day Celebrations (Friday, 15th August 2025)

- Everything is in hand for VJ Day. Cllr. Seager has organised the flags, bunting and serviettes. The cake is ordered and Capel Cares are doing everything else.

Afternoon Tea (Saturday, 18th October 2025)

- With approximately 60 residents to be invited, it was felt that at £20 per head, would be too expensive. Giving vouchers was discussed. *Action/Resolution: Cllr Leppard said that Folkestone Bowls Club do cream teas at about £12 per head.*

Poppy Tableau

- As the tableau will have over 3000 poppies on it, the group have outgrown the small room in the Village Hall and need to move to the small hall. This will be charged at £8 per hour. One and a half hours sessions at £12. Cllr Seager has already booked the next three and asked for a further 5 sessions required. The cost will be £96. *Action/Resolution: The PC decided to cover this cost, proposed by Cllr. Lake and seconded by Cllr. S Pilcher and agreed by all present. Cllr. Seager will ask the VHMC if the tableau can go out on Farmers' Market Day, if space is available.*

h) Capel Cares

The group are going to be involved with VJ Day.

They have 40-45 residents each time and the cakes will be discussed at the next meeting.

Kent Award application, update in September required.

i) Grapevine Newsletter and social media

- The delivery in Elizabeth Drive was missed this month. Cllr Lake to investigate.
- Kath Hounsell has volunteered to cover when the usual deliverers are away. Thanks to Kath, much appreciated.

j) Village Hall Management Committee (VHMC)

- The VHMC have requested use of the playing field on 7th September for the Garage Sale Safari.
Action/Resolution: Agreed, subject to any inclement weather.
- The Xmas Tree lighting will be on 12th December.

k) Training/workshops/seminars

Cllrs. Seager and S Pilcher recently attended a Devolution Conference. With 300 people and reported:

- We are described as ‘Poor Kent.’
- Still nothing definite on numbers, it could be two areas or up to 5.
- If it is smaller areas we could align with other parishes. It would give us more weight.
- Both Cllrs came away worried at the outcome.

l) District and County Councillor Reports**➤ District Councillor Martin Hibbert**

- Cllr Hibbert stated that no one seems to know where they will be in the Devolution. He promised to keep the PC informed.
- With the new Planning and Infrastructure bill decisions will be handed down, not local. Decisions will be taken away from parishioners.
- The new Entry/Exit System is due to come in force in October. DDC have asked Port of Dover for a presentation.
- Operation Brock is now in force as it is the start of the summer holidays.

County Councillor Paul King:

No report.

m) Other

- Community Warden Jan Hendry stated that at the end of Old Dover Road, a tent had been dumped. As this is private land no further action will be taken.
- District and County Councillors’ report. The PC have decided to ask District Cllr. Hibbert and County Cllr. King, to submit their reports in advance of the meetings in future so Parish Councillors can discuss.

8. CORRESPONDENCE - Items and List of emails received were circulated. (*Attached*).**9. 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. Lake, seconded by Cllr. S Pilcher and agreed by all present.

10. MATTERS CONCERNING THE PARISH**a) Councillors’ comments**

- Hedge cutting – Cllr. Seager proposed that the hedge opposite Amin’s shop be cut by B Young Grounds Maintenance as usual.
- Wish List - Bus stop at Alexandra Lane. Seat in the bus stop at Winehouse Lane and anything else outstanding from the first wish list.

b) Approve resolution to discuss any confidential issues on agenda item 13 – None.

11. DATE OF NEXT MEETING

- Surgery on Tuesday, 5th August 2025 at Farmers’ Market.
- Next Parish Councillors’ meeting will be Tuesday, 19th August 2025, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

12. CONFIDENTIAL ITEMS - None.

The meeting closed at 9.00pm.

Signed Chairperson
19th August 2025

ASSOCIATED DOCUMENTS FOR MEETING - TUESDAY, 15th JULY 2025.

AGENDA item 3

SURGERY, Tuesday, 1st July 2025 and other feedback for meeting 15th July 2025

KENT HIGHWAYS REPORTED ITEMS

- New Dover Road (B2011) - footpath behind bus stop, opposite Battle of Britain Memorial Site. Complete length of hedgerow is overgrown and obstruction the access along the path. Many elderly, disabled and blind people use this access to bus stop, shop etc. Requires cutting back please. Your reference number is: **886842**.
- Hedgerow and overhanging trees are overgrown obstructing footpath. Difficult to pass buy to gain access to bus stop and other local amenities from Caravan Park to Winehouse Lane. Your reference number is: **886843**

DOVER DISTRICT COUNCIL REPORTED ITEMS


- Refurbished bus shelter, B2012/Winehouse Lane
Request for installation of a seat, waiting response.

Request ID	Submitted date	Request subject	Request details	Address details	Last updated	Files uploaded	Status	Fee	Pay
00004111	01-07-2025	Environmental Crime Report - Problem with commercial (trade) waste	This was reported previously to Environment Protection on 26.06.2025 (Christopher Brown), who sta...	• DDC burning commercial waste must stop with immediate effect. Have also advised that should further reports be made, the Council may open a formal investigation.					
00004110	01-07-2025	Waste Services - Report an abandoned vehicle	Abandoned Caravan - Old Dover Road, Capel-le-Ferne, near to 157, CT18 7HX. InNo visible occupant...	Different Address		0	Received	No Payment Required	No Payment Required
00004109	01-07-2025	Environmental Crime Report - Fly Tipping		Different Address		0	Received	No Payment Required	No Payment Required
00004026	23-06-2025	Environmental Protection Report - Smoke / Bonfire Nuisance		Different Address		0	Received	No Payment Required	No Payment Required







AGENDA item 5 Matters arising, not covered elsewhere	JULY 2025
Hedge Capel Street & Hurst Lane Surface	Hedge Capel Street now cut back Hurst Lane - waiting Kent Highways investigations.
Play Safety Inspection Equipment	Programmed for July. Completed waiting report.
Devolved Soft Landscape Maintenance 25-26	Purchase Order received. Waiting payment Kent County Council
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 - Will be checking all locations, signs etc.
Street Lights Not working	Manufacturer faulty lanterns. Leaking. Waiting replacement.

Signed Chairperson
19th August 2025

AGENDA item 6a	PLANNING APPLICATIONS	JULY MEETING
24/00920	Land South Of Cauldham Lane Capel-Le-Ferne CT18 7HG 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	GRANTED PERMISSION
24/01141	Capel Court Park New Dover Road Capel Le Ferne CT18 7AZ Certificate of Lawfulness (existing) for the continued use of land as a caravan site	REFUSED Awaiting Appeal Gov: Inspectorate
24/01173	164 Capel Street Capel Le Ferne CT18 7EY (junction Winehouse Lane) 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	Awaiting decision DDC
25/00010	The Lighthouse Inn 111 Old Dover Road Capel Le Ferne Kent CT18 7HT Partial change of use and conversion to care home	Awaiting decision DDC
25/00138 25/00521	7 Helena Road Capel Le Ferne CT18 7LG Erection of side elevation, front porch and rear extension 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	GRANTED PERMISSION GRANTED PERMISSION
25/00248	Longships Cauldham Lane Capel Le Ferne CT18 7HG Erection of 9 dwellings (custom build) with access, landscaping and associated works	Awaiting decision DDC
CON/22/00043/B	Land Between Nos 107 And 127 Capel Street Capel Le Ferne Kent 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	Awaiting decision DDC
25/00715	The Hideaway Lancaster Avenue Capel Le Ferne Folkestone CT18 7LX Erection of a single storey rear extension	Awaiting decision PC

My Community Voice Kent		Nominations are closing soon for NW Volunteer Recognition Awards 2...	Fri 06-27
ocpqueries@kent.gov.uk	!	Kent County Council Moves to Oracle Cloud: Key information about wh...	Mon 06-23
BANNON, Lynne (EAST KENT HOSPITALS U...		Charity Ball Invite We are writing to invite you to book tickets for our ...	Wed 06-18
		 Buble Charity B...	



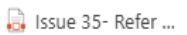



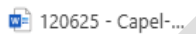




FORWARDED

clerkcapellefernepc@btinternet.com		Fw: Events newsletter FORWARDING FOR INFORMATION	Tue 10:29 AM
clerkcapellefernepc@btinternet.com		Fw: Training Bulletin - To all Clerks and Area Committee Chairs for circu...	Fri 07-04
clerkcapellefernepc@btinternet.com		Re: Underage booking in village halls Thank you, Chloe, for sending y...	Fri 07-04
clerkcapellefernepc@btinternet.com		Fw: GrantFinder - News alert: New Round of Large Grants for Urgent a...	Fri 07-04
clerkcapellefernepc@btinternet.com		Fw: Chief executive's bulletin - 3 July 2025 FORWARDING FOR INFOR...	Thu 07-03
clerkcapellefernepc@btinternet.com		Fw: Planning Reform FORWARDING FOR INFORMATION	Wed 07-02
clerkcapellefernepc@btinternet.com		Fw: Events newsletter FORWARDING FOR INFORMATION	Wed 07-02
clerkcapellefernepc@btinternet.com		Fw: KALC News - July 2025 FORWARDING FOR INFORMATION	Wed 07-02
		 _kalcnewsJuly20...	
June			
clerkcapellefernepc@btinternet.com		Fw: Chief executive's bulletin - 26 June 2025 FORWARDING FOR INFO...	Thu 06-26
clerkcapellefernepc@btinternet.com		Fw: Local Government Reorganisation Presentation for Town and Parish...	  
		 LGR Update - T... 	
clerkcapellefernepc@btinternet.com		Fw: DOVER Unmet Demand Survey FORWARDING FOR INFORMATION	Wed 06-25
clerkcapellefernepc@btinternet.com clerkcapellef...		Fwd: RE: Highways and Transportation Enquiry - Enquiry 873948 FOR...	Mon 06-23
clerkcapellefernepc@btinternet.com		Fw: Protect Your Community This Summer FORWARDING FOR INFOR...	Thu 06-19
clerkcapellefernepc@btinternet.com		Fw: Chief executive's bulletin - 19 June 2025 FORWARDING FOR INFO...	Thu 06-19

Signed Chairperson
19th August 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

clerkcapellefernepc@btinternet.com		Fw: Highways and Transportation Enquiry - Enquiry 884564/884565 F...	Wed 06-18
clerkcapellefernepc@btinternet.com		Fw: Events newsletter FORWARDING FOR INFORMATION	Wed 06-18
clerkcapellefernepc@btinternet.com		Fw: Events newsletter FORWARDING FOR INFORMATION	Wed 06-18
clerkcapellefernepc@btinternet.com		Fw: KALC Update Bulletin - Week ending 20th June 2025 - For distributi...   	Wed 06-18
clerkcapellefernepc@btinternet.com		Fw: Flooding Issues in Capel le Ferne FORWARDING FOR INFORMATI... 	Tue 06-17
clerkcapellefernepc@btinternet.com clerkcapellef...		Fwd: Hi MAUREEN, we've published the all-new digital edition of Local ...	Mon 06-16
National Association of Local Councils		Hi MAUREEN, we've published the all-new digital edition of Local Coun...	Mon 06-16
clerkcapellefernepc@btinternet.com		Fw: Notification of play area inspection in July for Capel-Le-Ferne Paris...	 
clerkcapellefernepc@btinternet.com		Fw: Chief executive's bulletin - 12 June 2025 FORWARDING FOR INFO...	Thu 06-12

AGENDA item 8**CORRESPONDENCE - Brochures, magazines, etc.**

1. Clerks Direct Magazine
2. Capel, Hawkinge, Ad Magazine

AGENDA item 5c**HEALTH & SAFETY DOCUMENTS UPDATE**

CONTRACTOR	NO CHANGE	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	

Signed Chairperson
19th August 2025

AGENDA item 9**INCOME/EXPENSE 15.07.25. 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					93,229.53					
18.06.25	Viking	Paper and Note books	60.45	12.09	72.54		R	BACS			
19.06.25	Capel Village Hall	Hire of Hall Afternoon Tea	60.00		60.00		R	BACS			
27.06.25	Harmer and Sons	Grass Cutting	731.25	146.25	877.50		R	BACS			
30.06.25	Dover District Council	Ground Rent	112.50		112.50		R	BACS			
30.06.25	Staff Expenses	Broadband & Energy	25.00		25.00		R	SO			
30.06.25	Kent Cables	Monthly SIM	37.50	7.50	45.00		R	DD			
30.06.25	Nat West	Liquid Manager A/c Interest	127.62			127.62	R	INT			
30.06.25	Nat West	Reserve A/c Interest	28.03			28.03	R	INT			
03.07.25	Dover District Council	Grapevine	550.00		550.00		R	BACS		In Hand	5.06
03.07.25	B Young	Grounds Maintenance	80.00	16.00	96.00		R	BACS		Current A/c	1,722.45
07.07.25	Kent Cables	Monthly Contract	20.00	4.00	24.00		R	DD		Reserve A/c	29,030.39
15.07.25	Various	Adverts	197.99			197.99	R	BACS		Liquidy A/c	60,962.73
15.07.25	Staff	Expenses **	115.72	23.19	138.91			BACS			91,720.63
15.07.25	Staff	Salaries May	642.91		642.91			BACS		Less Un-Reconciled	781.82
			2,030.34	209.03	2,644.36	93,583.17					
						90,938.81					90,938.81

**** VJ Day Bunting, Flags, Banners £89.77 + VAT £18.00**
**** WinZip Subscription £25.95 + VAT £5.19**

Signed Chairperson
19th August 2025