

**MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL**  
**HELD ON 19<sup>th</sup> AUGUST 2025**

**PRESENT:** Cllrs; Harris, Lake, Leppard, Norris, K Pilcher and Seager, together with Kent County Council Ward Councillor Paul King and Kent County Council Community Warden Jan Henry.

1. **APOLOGIES** - Cllrs. S Pilcher, 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.*

- Various overgrown hedges/trees on footpaths/roads.
- Street lights not working.
- Faded white markings at Courtwood Roundabout.
- Garden help required.

4. **MINUTES OF THE MEETING**

- **Amendment to June and July Minutes:**

June Minutes. Item 7f) Speed Watch

A correction in the June Minutes, that the day of action was Kent Eastern Region and not County wide.

July Minutes. Item 4 Minutes of Meeting

Speed Watch remains the same and not known as Kent Eastern Region (KER) Speed Watch.

- The Minutes of the Meeting held 19<sup>th</sup> August 2025, were then approved and signed as a correct record, with above amendments, by Chairperson, Cllr Seager, proposed by Cllr., seconded by Cllr., agreed by all present.

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

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

Cllr Norris reported

There is a prior meeting on 26<sup>th</sup> August of residents, followed on 23<sup>rd</sup> September of a Flood Forum and Multi-Agency meeting.

A survey has been prepared by Cllrs, Harris and Norris, together with video evidence for presentation. This will be collated and sent to Kent County Council, prior to meeting.

b) **Clifftop Land (Gifted in Will)** – Solicitors had completed the transfer and now waiting for copy of signed title deeds. These would be forwarded when received.

- *Action/Resolution: A further resident's enquiry received on exact land and grass cutting, which Clerk had responded to, in that land was only in front of 61-65 Old Dover Road. Work can now proceed with removal of broken bench and installation of 2 new benches and was proposed by Cllr. Norris, seconded by Cllr. K Pilcher and agreed by all present. One to be in memory of a resident's wife and one in memory of land benefactor.*

c) **Bus Shelters** – Winehouse Lane shelter refurbishment completed, together with a bench seat.

Request for further two (2) new shelters at Alexandra Road stops, (Folkestone and Dover bound).

This was discussed and quotation received from previous contractor used, for matching shelter at Helena Road. *Action/Resolution: Acceptance was proposed by Cllr. K Pilcher, seconded by Cllr Lake and agreed by all present at a cost for two (2), of £11,567.00. Excluding VAT. Clerk to apply to Kent County Council by completing an Application Form "Parish Bus Stop Shelter Grant (PBSSG)" for the 2025/2026 financial year.*

d) **Other**

**Capel Court Park** – Members noted the Refusal by Dover District Council on Certificate of Lawfulness and are waiting Appeal decision by Government Inspectorate.

*Action/Resolution: To wait until further confirmation is received on status of appeal.*

Signed ..... Chairperson

16<sup>th</sup> September 2025

## 6. **PLANNING**

- a) **Applications:** Status of all pending applications, circulated and attached to minutes.
- b) **Other**
  - Status of footpath installation in Cauldham Lane. *Action/Resolution: to be discussed with DDC Planning Officer. Meeting arrangements to be made, for Cllrs. K Pilcher and Seager to attend.*
  - Waiting Appeal Application decisions from Government Inspectorate, on;
  - Refusal decision by Dover District Council on Certificate of Lawfulness, Capel Court Park for 24/01141 - the use of land as a caravan site.
  - Non-determination by Dover District Council, Lighthouse Inn, 25/00010 - Partial change of use and conversion to care home.

## 7. **DELEGATES' REPORTS**

- a) **Neighbourhood Watch** - Community Warden reported
  - Dangerous driving of motor-bike on Playing Field reported to Police.
  - Joint authority assistance given to resident on a scam.
  - Advertising board contractor checked with Trading Standards. Board to be removed.
- b) **CCTV/ICT**
  - Discussion on the possible purchase/update of some of the CCTV cameras. *Action/Resolution: Quote received for upgrading. Proposed by Cllr. Lake, seconded by Cllr. K Pilcher and agreed by all present, to be held on file for more considerations to be sought, before decision taken. Comments to be requested from Village Hall Management Committee.*
- c) **Health and Safety** – ongoing when contractors engaged.
- d) **Play equipment**
  - Annual Royal Society for Prevention of Accidents (RoSPA) inspection report received and noted.
  - Corrosion to Basketball surrounds to be refurbished. *Action/Resolution: Clerk to contact painter, agreed by all present.*
  - Self-closure of gate to be checked at Skatepark. *Action/Resolution: Clerk to contact engineer, agreed by all present.*
  - Overgrown hedge to be cut back in BMX location. *Action/Resolution: Clerk to contact grounds maintenance contractor, agreed by all present.*
  - Missing bolt on rebound fencing. *Action/Resolution: Cllr. Harris to replace.*
- e) **Highways and Traffic Management**
  - Highway Improvement Plan (HIP) – Next Meeting April 2026
  - Lights on Old Dover Road - *Action/Resolution: To be checked during winter months.*
  - Vehicle activated signs on New Dover Road (B2011) - Location and approximate costs received from Kent Highways. *Action/Resolution: Proposed by Cllr. K Pilcher, seconded by Cllr. Norris and agreed by all present, to commit to installation of one (1), mains powered sign at present, Folkestone end (Dover bound traffic). Exact costs to be requested.*
  - Additional tactile paved drop kerb, Beatrice Road. Design and costs received from Kent Highways. *Action/Resolution: Proposed by Cllr. Harris, seconded by Cllr. Seager and agreed by all present, to commit to installation, both sides of road, at Alexandra Road end, at a cost of £1,774.59,*
  - Provision of diversion signage M20/A20, when Roundhill Tunnels closed. *Action/Resolution: No update at present. Kent County Councillor, Paul King, to make some enquiries on decisions.*
- f) **Public Rights of Way**
  - No reply received yet from KCC PROW, on cycling on clifftop path and request for no cycling signage, using the existing way-marker signs for no cycling signage
  - Overgrown path, side of Reece Adams House to be checked.
- g) **Speed Watch** - All results of sessions are available on Parish Council Website LINK: [capellefernepc.org.uk](http://capellefernepc.org.uk)  
 Report received from Cllr. S Pilcher (attached to minutes)  
 4 sessions taken place, 2 in Capel Street and 2 in New Dover Road (B2011). 62 vehicles counted at Capel Street, with 15 offenders (24.2%), reported to Kent Police. 459 vehicles counted at New Dover Road, with 9 offenders (1.9%), reported to Kent Police. A Ford Transit driver received a “hand delivered letter” from a Police Officer. A Silver BMW is a new multiple offender, with recorded speeding on Capel Street (20mph) - Three (3) times within a year.

Signed ..... Chairperson  
16<sup>th</sup> September 2025

**h) Events**

- 80th VJ Day Celebrations – Friday, 15th August 2025.  
Everyone enjoyed. Thanks, extended to all volunteers and helpers, from Capel Cares, WI and Parish Council, in arranging the event.
- Afternoon Tea – Deferred to new year.
- Poppy Tableau – Plans on how to display at Memorial in Lancaster Avenue for Remembrance Day, to be discussed further.
- Christmas Events – Saturday, 6<sup>th</sup> December 2025.  
Tree to be arranged for delivery prior to 26<sup>th</sup> November. *Action/Resolution: Cllr. K Pilcher to visit Farm and choose suitable one.*

**i) Capel Cares** – All present agreed, the extra special coffee morning for commemorating VJ Day, was enjoyed by all, with over 70 guests attending.

**j) Grapevine Newsletter and social media**

New renovation advert, company checks carried out for eligibility.

Changes in deliverers taken place on some rounds

- Deliveries covered and rearranged for Elizabeth Drive and Lancaster Avenue.
- Volunteer request for end of September, delivery Capel Street, arranged.

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

Fire assembly point on MUGA location agreed, and to erect signs accordingly.

**l) Training/workshops/seminars**

Nothing to report.

**m) District and County Councillor Reports**

- District Councillor Martin Hibbert:  
Report attached to minutes on various aspects and their status.
- County Councillor Paul King:  
Confirmation to holding surgery at Farmers' Market on 2<sup>nd</sup> September was noted.  
Funding deficit reported in KCC, indicating there will be a need for cuts in the next budget. A lot of discussions, decisions, and options to be considered.

**n) Other**

Nothing to report.

**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. K Pilcher, seconded by Cllr. Lake and agreed by all present.

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

- Complimentary comment on Planters on New Dover Road, looking good.
- Cllr. Seager to attend Vicar Brian Williams final sermon.
- Wish List – no additions.

**b)** Approve resolution to discuss any confidential issues on agenda item 12 – None.

**11. DATE OF NEXT MEETING**

- Surgery on Tuesday, 2<sup>nd</sup> September 2025 at Farmers' Market.
- Next Parish Councillors' meeting will be Tuesday, 16<sup>th</sup> September 2025, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.  
*Apologies from Cllr. Lake*

**12. CONFIDENTIAL ITEMS** - None.

**The meeting closed at 9.50pm.**

Signed ..... Chairperson  
16<sup>th</sup> September 2025

# ASSOCIATED DOCUMENTS FOR MEETING - TUESDAY, 19<sup>th</sup> AUGUST 2025.

| AGENDA item 3                                 | SURGERY, Tuesday, 5 <sup>th</sup> August 2025         |
|-----------------------------------------------|-------------------------------------------------------|
| Hedge 11 Capel Street                         | Waiting Kent Highways investigations.                 |
| Various street lights not working             | Manufacturer faulty lanterns. Waiting legal decision. |
| Faded white markings Courtwood Roundabout     | Reported Kent Highways. Refs: 894337                  |
| Help in garden for resident.                  | Clerk to enquire.                                     |
| Tree overhanging from Memorial Site           | KP to enquire with Manager on cut back.               |
| Christmas Tree by 29 <sup>th</sup> November   | Clerk to enquire                                      |
| AGENDA item 5                                 | Matters arising, not covered elsewhere                |
| Hurst Lane Surface                            |                                                       |
| Play Safety Inspection Equipment              |                                                       |
| 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 skatepark | Replaced                                              |

| AGENDA item 6a | PLANNING APPLICATIONS                                                                                                                                                                                                                                                                             | AUGUST MEETING                                  |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 24/01141       | Capel Court Park New Dover Road Capel Le Ferne CT18 7AZ<br>Certificate of Lawfulness (existing) for the continued use of land as a caravan site                                                                                                                                                   | REFUSED<br>Awaiting Appeal<br>Gov: Inspectorate |
| 24/01173       | 164 Capel Street Capel Le Ferne CT18 7EY (junction Winehouse Lane)<br>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<br>Partial change of use and conversion to care home<br>DDC Failed to give notice of its decision within the appropriate period (usually 8 weeks) on an application for permission or approval.                                | Awaiting Appeal<br>Gov: Inspectorate            |
| 25/00248       | Longships Cauldham Lane Capel Le Ferne CT18 7HG<br>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<br>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<br>Erection of a single storey rear extension                                                                                                                                                                                    | Awaiting decision DDC                           |

Signed ..... Chairperson  
16<sup>th</sup> September 2025

| AGENDA item 7d                                                                                            |                            | Recreational Facility Report |              |       |           |                     | Date Inspected 18/08/25 |                     |             |
|-----------------------------------------------------------------------------------------------------------|----------------------------|------------------------------|--------------|-------|-----------|---------------------|-------------------------|---------------------|-------------|
|                                                                                                           | Item                       | Stucture                     | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage                 | Area Cleanliness    | Fit for Use |
| Childrens Play Area                                                                                       | Roundabout                 | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Toddler Swings             | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Junior Swings              | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Alpine Crossing            | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Multi-play                 | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Balance Bar                | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Giant Steps                | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Perimeter fence            | √                            | N/A          | √     | N/A       | √                   | √                       | √                   | √           |
|                                                                                                           | Mystical World Unit        | √                            | N/A          | √     | X         | √                   | N/A                     | √                   | √           |
| Evidence of some subsidence below ladder on Mystical World                                                |                            |                              |              |       |           |                     |                         |                     |             |
|                                                                                                           | Item                       | Stucture                     | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage                 | Area Cleanliness    | Fit for Use |
| Outdoor Gym Equipment                                                                                     | Step Up & Treadmills       | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Pull Down & Shoulder Press | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | The Bench                  | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Junior Recumbent Bike      | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Senior Recumbent Bike      | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Hand Bike                  | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Leg Press                  | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Junior Cross Trainer       | √                            | √            | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Senior Cross Trainer       | √                            | √            |       | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | Senior Fitness Bike        | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Junior Fitness Bike        | √                            | √            | X     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Chest Press                | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Seated Row                 | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Leg Press & Oblique        | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Welcome Sign               | √                            | N/A          | √     | N/A       | √                   | √                       | √                   | √           |
| Some paint damage on Junior Bike                                                                          |                            |                              |              |       |           |                     |                         |                     |             |
|                                                                                                           | Item                       | Stucture                     | Moving Parts | Paint | Surfacing | Free from Vandalism | Signage                 | Area Cleanliness    | Fit for Use |
| Skate Park                                                                                                | Beatrice Rd end Ramp       | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Centre Ramp                | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Elizabeth Drive end Ramp   | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Grind Rail                 | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Bench                      | √                            | √            | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Perimeter Fence            | X                            | N/A          | √     | N/A       | √                   | √                       | √                   | √           |
| Tension slack on gate.                                                                                    |                            |                              |              |       |           |                     |                         |                     |             |
|                                                                                                           | Item                       | Stucture                     | 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                     | X                   | √           |
|                                                                                                           | BMX Jump Ramp              | √                            | N/A          | √     | √         | √                   | N/A                     | √                   | √           |
|                                                                                                           | BMX Slalom Poles           | √                            | N/A          | √     | N/A       | √                   | N/A                     | X                   | √           |
|                                                                                                           | MUGA                       | X                            | 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         | Batteries end date 01/10/26  |              |       |           | Check Unit          | √                       | Pad Expiry 22/03/28 |             |
| Corrosion on MUGA structure                                                                               |                            |                              |              |       |           |                     |                         |                     |             |
| BMX DOUBLE RAMP Surface worn on double ramp but not serious. Undergrowth needs cutting back on BMX Course |                            |                              |              |       |           |                     |                         |                     |             |
|                                                                                                           | Item                       | Stucture                     | 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                 | √           |
|                                                                                                           | Groud Mats                 | √                            | N/A          | √     | √         | √                   | √                       | √                   | √           |
|                                                                                                           | Petanque Court             | N/A                          | N/A          | N/A   | √         | √                   | N/A                     | √                   | √           |

Signed ..... Chairperson  
16<sup>th</sup> September 2025



AGENDA item 7d



Signed ..... Chairperson  
16<sup>th</sup> September 2025

**AGENDA item 7m General Ward Updates – July 2025****TAP**

*Triggered less times than during the same month last year (June), seven times. So far in 2025 the queues have only reached Court wood twice. Still awaiting promised delivery of new improved diversion signage to help eliminate rogue HGV incidents and provide better control of all traffic.*

**RiS 3 – Road Improvements-A2**

*DDC still awaiting the go ahead from KCC to commence work on improvements to the Whitfield roundabout.*

**EES – European Entry and Exit System**

*Due to go live in October. However, the enabling legislation must go through European Parliament first and then go to EU Commission who will set the date. But there are apparently some EU countries who remain concerned. The decision to implement must be taken by a unanimous vote of the council of Ministers.*

*Much preparatory work has been undertaken by Eurotunnel and Port of Dover. Dover Harbour Board recently announced the opening of the new customs hall at the Western Terminal. Uncertainty remains on how the system will work and lack of sight of the operational infrastructure. It has been asked that DDC/Councillors have the opportunity to view controls ahead of the EES implementation.*

**Stagecoach Connect**

*Unfortunately, is still losing money and funding will cease within the next nine months. Stagecoach appears to have lost interest in this community service initiative. DDC are chasing them to possibly trial on a scheduled route.*

**Local Cycling Routes**

*Consultation on the local cycling and infrastructure plan ended on the 27th May. It will now go to Cabinet for adoption; possibly in September this year.*

**Summer Traffic Plans**

*The Kent Resilience Forum will be in place for the summer rush and in continuation. They will be using Operation Fennel as the basis for their strategy. BROCK will be in place as from Wednesday 16th July and all the relevant agencies plan to have the necessary resources in place. The start of the summer spike will be 19th July which is the first Saturday after most schools have broken up.*

*DHB traffic projections seem to be indicating that traffic flows have evened up with fewer peaks and troughs. Interestingly, the first weekend shows fewer bookings than last year! Perhaps the public have learnt from previous experience! One to watch!*

**We Care Roadside Campaign**

*A Highways initiative. End of campaign due to take place highways at end of August. National Highways to relocate signs to make them more visible due to greenery growth. National Highways processing DDC application for funding of compact bins. Also request made to fund trailing of roadside litter bins in lay-bys on Sandwich by pass.*

Martin Hibbert 16th July 2025

Signed ..... Chairperson  
16<sup>th</sup> September 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.*

|                                        |                                                            |                                                                   |                                      |
|----------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------|
| National Association of Local Councils | Star Council Awards 2025/26 – Climate Response of the Year | Hi M...                                                           | Wed 10:11                            |
| <b>Last week</b>                       |                                                            |                                                                   |                                      |
| Dover District Council                 | Press Release                                              | Work starts on Dover Time Tunnel artwork as part of...            | Fri 08/08                            |
| National Association of Local Councils | Utility Aid - Expert energy support                        | Hi Maureen, do you need ener...                                   | Fri 08/08                            |
| National Association of Local Councils | Star Council Awards 2025/26 – Young Councillor of the Year | Hi Ma...                                                          | Wed 06/08                            |
| Maureen Leppard                        | Re: Capel-le-Ferne Grapevine Newsletter Advert             | Thank you, Peter, ...                                             | Mon 04/08                            |
| <b>Last month</b>                      |                                                            |                                                                   |                                      |
| Touring                                | ↪                                                          | Subsidised live events for community spaces in Kent               | Hi, You may ... Thu 31/07            |
| clerkcapellefernepc@btinternet.com     | ↪                                                          | Fw: Dover Community Panel - Design Codes                          | N.B. Your email and t... Wed 30/07   |
| National Association of Local Councils | Outlook                                                    | Council Awards 2025/26 – Councillor of the Year                   | Hi Maureen, ... Wed 30/07            |
| National Association of Local Councils |                                                            | Star Council Awards 2025/26 – Council of the Year                 | Hi Maureen, wh... Wed 23/07          |
| clerkcapellefernepc@btinternet.com     | ↪                                                          | Fw: Unlock expert planning support—Join CPRE from just £5 a month | Fri 18/07                            |
| My Community Voice Kent                |                                                            | Tender Opportunity [#475607887] 🛎️ Tender Opportunity: Therap...  | 11/07/2025                           |
| Dover District Council                 |                                                            | Housing Staff Visit New Homes in Sholden                          | Your latest news and u... 11/07/2025 |

**FORWARDED**

|                                                           |                            |           |
|-----------------------------------------------------------|----------------------------|-----------|
| Fw: Chief executive's bulletin - 14 August 2025           | FORWARDING FO...           | Thu 11:44 |
| Fw: KALC Annual Finance Conference - 12 September 2025    | FORW...                    | Tue 12/08 |
| Fw: Capel Playground                                      | FORWARDING FOR INFORMATION | 📧 📌       |
| Fw: Events newsletter                                     | FORWARDING FOR INFORMATION | Tue 12/08 |
|                                                           |                            |           |
| Fw: Planning Appeal The Lighthouse Inn                    | FORWARDING FOR INFO...     | Sun 10/08 |
| 📎 ufm10_Dover_S...                                        | 📎 ufm17_S78_No...          |           |
| Fw: CALL FOR MOTIONS FOR KALC AGM (DEADLINE MONDAY 29T... |                            | Fri 08/08 |
| Fw: Re: PLANNING ENFORCEMENT MEETING                      | FORWARDING FOR I...        | Fri 08/08 |
| Fw: Dangerous motorbike incident at Capel-Le-Ferne park   | FORWA...                   | Fri 08/08 |

Signed ..... Chairperson  
16<sup>th</sup> September 2025



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

|                                                                                                                                                                                                            |                                  |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------|
| Fw: Professional help with a planning matter                                                                                                                                                               | FORWARDING FOR I...              | Thu 07/08 |
| Fw: Chief executive's bulletin - 7 August 2025                                                                                                                                                             | FORWARDING FOR ...               | Thu 07/08 |
| Fw: Outstanding work Update                                                                                                                                                                                | FORWARDING FOR INFORMATION       | Wed 06/08 |
| Fw: KALC NEWS - AUGUST 2025 - For Distribution to all Staff and C...                                                                                                                                       |                                  | Tue 05/08 |
| Fw: Updated Highway Information Pack                                                                                                                                                                       | FORWARDING FOR INFO...           | Tue 05/08 |
|  Highway Inform...                                                                                                         |                                  |           |
| Fw: Events newsletter                                                                                                                                                                                      | FORWARDED FOR INFORMATION        | Tue 05/08 |
| Fw: Kent Police - Your recent submission                                                                                                                                                                   | FORWARDING FOR INFO...           | Mon 04/08 |
| Fw: VJ Day 80 - Far East Prisoners of War                                                                                                                                                                  | FORWARDING FOR INFO...           | Fri 01/08 |
|                                                                                                                                                                                                            |                                  |           |
| Fw: Update: Nuts and Bolts Training and Upcoming CiLCA Training ...                                                                                                                                        |                                  | Thu 31/07 |
| Fw: Training Bulletin - To all Clerks and Area Committee Chairs for c...                                                                                                                                   |                                  | Thu 31/07 |
| Fw: Chief executive's bulletin - 31 July 2025                                                                                                                                                              | FORWARDING FOR IN...             | Thu 31/07 |
| Fw: Minutes - July 23rd July                                                                                                                                                                               | FORWARDING FOR INFORMATION Fr... | Tue 29/07 |
|  Minutes -KALC ...                                                                                                         |                                  |           |
| Fw: Email correspondence re planning enforcement                                                                                                                                                           | FORWARDIN...                     | Sat 26/07 |
| Fw: Parish Bus Stop Shelter Grant 2025/2026                                                                                                                                                                | WELL ... THIS IS GOO...          | Fri 25/07 |
|  PBSSG Applicati...  PBSSG Procedu... |                                  |           |
| Fw: Operation Brock - Permit Controls                                                                                                                                                                      | FORWARDED FOR INFORM...          | Fri 25/07 |
| Fw: CCTV at Capel-le-Ferne                                                                                                                                                                                 | FORWARDING FOR INFORMATION an... | Fri 25/07 |
|  Uniview 8mp Tu...  Quote KCQ133...  |                                  |           |
| Fw: Building Site Cauldan Lane, Capel - Hours of Works                                                                                                                                                     | FORWARD...                       | Thu 24/07 |
|  Video.mov  Video_1.mov              |                                  |           |
| Fw: Chief executive's bulletin - 24 July 2025                                                                                                                                                              | FORWARDING FOR IN...             | Thu 24/07 |
| Fw: VAS Review: Capel-le-Ferne                                                                                                                                                                             | FORWARDING FOR INFORMATION       | Wed 23/07 |
| Fw: VAS Review: Capel-le-Ferne                                                                                                                                                                             | FORWARDING FOR INFORMATION       | Wed 23/07 |
| Fw: Events newsletter                                                                                                                                                                                      | FORWARDING FOR INFORMATION       | Tue 22/07 |
| Fw: Unlock expert planning support—Join CPRE from just £5 a month                                                                                                                                          |                                  | Fri 18/07 |

Signed ..... Chairperson  
16<sup>th</sup> September 2025

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

|                                                                                                                                                                                                       |                             |                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fw: VJ Day 80 - We remember                                                                                                                                                                           | FORWARDING FOR INFORMATION  | Fri 18/07                                                                                                                                                                     |
| Fw: General Ward Report 2025                                                                                                                                                                          | FORWARDING FOR INFORMATION  | Fri 18/07                                                                                                                                                                     |
|  general ward u...                                                                                                    |                             |                                                                                                                                                                               |
| Fw: Land at Cliff Top, Old Dover Road, Capel-le-Ferne                                                                                                                                                 | FORWARDI...                 | Fri 18/07                                                                                                                                                                     |
| Fw: Statement of Community Involvement - have your say                                                                                                                                                | FORWA...                    | Thu 17/07                                                                                                                                                                     |
|  consulttionplan...                                                                                                   |                             |                                                                                                                                                                               |
| Fw: Chief executive's bulletin - 17 July 2025                                                                                                                                                         | FORWARDING FOR IN...        | Thu 17/07                                                                                                                                                                     |
| Fw: Consultation on the Draft Dover District Council Statement of C...                                                                                                                                |                             | 16/07/2025                                                                                                                                                                    |
| Fw: Agenda 23rd July and Minutes                                                                                                                                                                      | FORWARDING FOR INFORMAT...  | 16/07/2025                                                                                                                                                                    |
|  Minutes -KALC ...  Agenda Area C... |                             |                                                                                                                                                                               |
| Fw: Item for next Dover meeting                                                                                                                                                                       | FORWARDING FOR INFORMATI... | 16/07/2025                                                                                                                                                                    |
|  LGR.docx                                                                                                            |                             |                                                                                                                                                                               |
| Fw: KALC Update Bulletin Week Ending 18th July 2025                                                                                                                                                   | No preview...               | 16/07/2025                                                                                                                                                                    |
| Fw: Events newsletter                                                                                                                                                                                 | FORWARDING FOR INFORMATION  |   ; |

|                                                  |
|--------------------------------------------------|
| <b><u>AGENDA item 10a</u></b>                    |
| <b>WISH LIST</b>                                 |
| Bus Shelters and Seats – Alexandra Road/NDR      |
| 5 a-side flood lighting                          |
| More lights in Old Dover Road                    |
| Drop kerbs Beatrice Road/Alexandra Road junction |

**AGENDA item 9****INCOME/EXPENSE 19.08.25. To be confirmed and agreed**

| Date                   | To/From Whom           | Particulars of Payment   | Amount   | VAT    | TOTAL<br>EXPENSES | TOTAL<br>RECEIPTS |   | Cheque,<br>BACS,<br>DD, SO |  | BANK A/Cs                 | Reconciled       |
|------------------------|------------------------|--------------------------|----------|--------|-------------------|-------------------|---|----------------------------|--|---------------------------|------------------|
|                        | <b>Brought Forward</b> |                          |          |        |                   | <b>90,938.81</b>  |   |                            |  |                           |                  |
| 17.07.25               | Playsafety Limited     | Annual Inspection        | 320.00   | 64.00  | 384.00            |                   | R | BACS                       |  |                           |                  |
| 17.07.25               | P Seager               | Hall Poppy Workshops     | 36.00    |        | 36.00             |                   | R | BACS                       |  |                           |                  |
| 18.07.25               | Wellers Law Group      | Legal Fees Clifftop Land | 864.00   | 172.80 | 1,036.80          |                   | R | BACS                       |  |                           |                  |
| 21.07.25               | Dover District Council | Grapvine                 | 550.00   |        | 550.00            |                   | R | BACS                       |  |                           |                  |
| 22.07.25               | Stephen Huxtable       | Grass St Mary's Church   | 560.00   |        | 560.00            |                   | R | BACS                       |  |                           |                  |
| 24.07.25               | HMRC                   | PAYE                     | 593.07   |        | 593.07            |                   | R | BACS                       |  |                           |                  |
| 28.07.25               | Harmer and Sons        | Grass Cutting            | 731.25   | 146.25 | 877.50            |                   | R | BACS                       |  |                           |                  |
| 28.07.25               | Staff Expenses         | Broadband & Energy       | 25.00    |        | 25.00             |                   | R | SO                         |  |                           |                  |
| 28.07.25               | Kent Cables            | Monthly SIM              | 37.50    | 7.50   | 45.00             |                   | R | DD                         |  |                           |                  |
| 31.07.25               | Nat West               | Liquid r A/c Interest    | 121.88   |        |                   | 121.88            | R | INT                        |  |                           |                  |
| 31.07.25               | Nat West               | Reserve A/c Interest     | 25.61    |        |                   | 25.61             | R | INT                        |  | <b>In Hand</b>            | <b>5.06</b>      |
| 07.08.25               | Kent Cables            | Monthly Contract         | 20.00    | 4.00   | 24.00             |                   | R | DD                         |  | <b>Current A/c</b>        | <b>1,457.80</b>  |
| 12.08.25               | Viking                 | Ink Cartridges           | 95.38    | 19.08  | 114.46            |                   | R | BACS                       |  | <b>Reserve A/c</b>        | <b>25,056.00</b> |
| 19.08.25               | Various                | Adverts                  | 763.00   |        |                   | 763.00            | R | BACS                       |  | <b>Liquidy A/c</b>        | <b>61,084.61</b> |
| 19.08.25               | Staff                  | Expenses **              | 14.00    |        | 14.00             |                   |   | BACS                       |  |                           | <b>87,603.47</b> |
| 19.08.25               | Staff                  | Salaries May             | 642.91   |        | 642.91            |                   |   | BACS                       |  | <b>Less Un-Reconciled</b> | <b>656.91</b>    |
|                        |                        |                          | 4,742.69 | 413.63 | 4,902.74          | 91,849.30         |   |                            |  |                           |                  |
|                        |                        |                          |          |        |                   | <b>86,946.56</b>  |   |                            |  |                           | <b>86,946.56</b> |
| ** Land Registry check |                        |                          |          |        |                   |                   |   |                            |  |                           |                  |

Signed ..... Chairperson  
16<sup>th</sup> September 2025