

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 16th SEPTEMBER 2025

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

1. **APOLOGIES** - Cllrs. Lake, 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 Street lights not working.

4. **MINUTES OF THE MEETING**

The Minutes of the Meeting held 19th August 2025, were approved and signed as a correct record, by Chairperson, Cllr Seager. Proposed by Cllr. K Pilcher, seconded by Cllr. Norris, and agreed by all present.

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

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

Cllr Norris reported: Councillors and the Flood Forum have been working with the previous flooded occupiers, to build a case. *Action/Resolution: A document has been produced, containing videos, photos and information. This is a follow up and a different approach for discussion with Kent County Council next week, at a multi-agency meeting.*

b) **Gifted land on Clifftop**

➤ 2 New benches, as agreed, will be purchased, when further quotes for installation have been received.

➤ Damage to grass noted, following incident of motorbike riding.

c) **Bus Shelters.**

2 New shelters at Alexandra Road bus stop locations, both Folkestone and Dover bound, have been ordered. *Action/Resolution: These are anticipated to be installed October/November. Grants from Kent County Council to be applied for and ready to be submitted.*

d) **Other - None**

6. **PLANNING**

a) **Applications:**

➤ Status of all pending applications, circulated and attached to minutes.

Recent applications received; Capel Court Park and Old Dover Road were discussed.

Action/Resolution: Agreed.

➤ **Councillors** to meet Senior Planning Officer at Dover District Council, to discuss all outstanding applications relating to the village and procedures.

b) **Other**

7. **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

➤ Community Warden had no reports.

➤ Concerns on damage to London House, Old Dover Road, noted and will be reported to Police.

b) **CCTV/ICT**

No comments received from Village Hall Management Committee on camera upgrades.

c) **Health and Safety** – Nothing to report

Signed Chairperson
 21st October 2025

d) Play equipment

- Overgrown hedge to be cut back at BMX trail location and bars removed.
- Missing bolt on rebound fencing replaced.
- Quote received to refurbish paintwork on MUGA (multi-use goal area) agreed.

Action/Resolution: Timescale for work will be 2 days. Public to be notified when date known.

e) Highways and Traffic Management

- Highway Improvement Plan (HIP) – next review April 2026.
- Hurst Lane: Summary of issues on road surface repairs, sent to KCC Ward Councillors for support on progression.
- Street Lighting (New Dover Road – refuge islands): The issue of non-repairs and the possible Kent Highways removal of posts (lighting). *Action/Resolution: Councillors noted the likelihood and agreed with Highways, "the road is already well lit with systems of streetlighting on both sides.*

Street Lighting (Other): Still waiting repairs by Dover District Council to their lights on various side roads. *Action/Resolution: To be chased as to status of legal proceeding with manufacturer.*
Vehicle activated signs (VAS), on New Dover Road (B2011): *Action/Resolution: Waiting fixed quote from Kent Highways, for installation of one VAS (Dover bound), as previously agreed.*

Drop kerbs, Beatrice Road: *Action/Resolution: Retrospective tactile paving and further installation of additional drop kerbs, to be carried out by Kent Highways imminently.*

Provision of diversion signage M20/A20, when Roundhill Tunnels closed. Action/Resolution: Still no response on this issue from any of the agencies involved, for providing additional signage.

f) Public Rights of Way (PROW) – No report**g) Speed Watch**

Report received from Cllr. S Pilcher (attached to minutes).

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

h) Events

Remembrance Day 11.11.2025. Invitations and wreaths to be organised.

Poppy Tableau – on final countdown. *Action/Resolution: Cllr. Seager reported, a meeting to be arranged to organise installation at Memorial in Lancaster Avenue. Working party: Cllrs: Harris, K Pilcher and Seager. Crafty Covers group keen to continue and having a stall at Christmas Fayre. Enquiries to be made to attend occasionally and share Capel Cares Coffee mornings.*

Afternoon Tea – Deferred to new year. *Action/Resolution: Options to be listed and presented at next meeting.*

Capel Cares – No report.

i) Grapevine Newsletter and social media

Valiant Sailor future new advertiser, with a request to have more copies of newsletter for them to distribute to customers.

j) Village Hall Management Committee (VHMC)

Christmas Events – Saturday, 6th December 2025.

Action/Resolution: Cllr. K Pilcher to visit Farm and choose Christmas Tree suitable for needs.

k) Training/workshops/seminars

Cllr. K Pilcher interested in attending Kent Highways and Transportation face to face meeting, when dates/times known.

l) District and County Councillor Reports

- District Councillor Martin Hibbert: No report.

- County Councillor Paul King:

Local Government Reorganisation (LGR) – Kent and Medway Councils to identify and assess several models as part of the LGR process. Unitary options to be considered and developed into business cases, assessment, sharing data and costs for government. Concerns that the cost will ultimately be borne by the Kent taxpayer. Decision early next year.

Net Zero Policy – Changes and processes to go through on environment, is being addressed.

Vista Kent – administration ongoing. Decision still to be made.

Surgery at Village Hall - Due to another commitment, unable to hold surgery on Tuesday 7th October.

m) Other - Nothing to report.

8. **CORRESPONDENCE** - Items and List of emails and other received were circulated. (*Attached*).

- 2024 – 2025 Audit Return. *Action/Resolutions: Clerk reported receipt of External Auditor's Report and Certificate of Completion. One error of an incorrect date inserted for public notification to view accounts was noted.*
- Letter from MP Mike Tapp. *Action/Resolutions: All members present in agreement not to publish due to political content.*
- Placement of Royal British Legion Cross at National Memorial Arboretum and donation. *Action/Resolutions: Agreed to complete inscription on cross and return for installation at National Arboretum, with a donation of £20.*

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. Leppard, and agreed by all present.

10. **MATTERS CONCERNING THE PARISH**

a) **Councillors' comments**

- Cllr. Leppard reported a leaning tree, New Dover Road (Dover bound), between Avondale and Helena Road. *Action/Resolutions: Clerk to report to Kent Highways.*
- Community Warden on annual leave until Monday, 6th October.
- 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, 7th October 2025 at Farmers' Market.
- Next Parish Councillors' meeting will be Tuesday, 21st October 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 8.55pm.

Signed Chairperson
21st October 2025

ASSOCIATED DOCUMENTS FOR MEETING - TUESDAY, 16th SEPTEMBER 2025.


AGENDA item 3	SURGERY, Tuesday, 2nd September 2025
Street Lights on refuge island New Dover Road	Kent Highways - Not replacing.
AGENDA item 5	Matters arising, not covered elsewhere
Hurst Lane Surface	Engineer to meet Councillor.
Devolved Soft Landscape Maintenance 25-26	Purchase Order received. Waiting payment KCC.
Speed Indicator devices B2011	Waiting fixed quotation.
Retro Tactile paving Beatrice Road	Waiting installation.
Power Network Street Pole damaged/rotten	Waiting replacement.
Christmas Tree by 29 th November	Councillor to visit farm
Hedge 11 Capel Street	Waiting Kent Highways investigations.
Various DDC street lights not working	Manufacturer faulty lanterns. Waiting legal decision.
Faded white markings Courtwood Roundabout	Reported Kent Highways. Refs: 894337

AGENDA item 6a	PLANNING APPLICATIONS	SEPTEMBER MEETING
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 DDC Failed to give notice of its decision within the appropriate period (usually 8 weeks) on an application for permission or approval.	Awaiting Appeal Gov: Inspectorate
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	GRANT OF FULL PLANNING PERMISSION
25/00943	3 Alexandra Road Capel Le Ferne CT18 7LB Erection of single storey side and rear extension (existing conservatory to be demolished)	Waiting decision PC
25/00996	Capel Court Park, New Dover Road Capel Le Ferne CT18 7AZ Non material amendment to planning permission 6/67/18 (Use of land as a permanent caravan site) to remove condition i (seasonal occupancy restriction) to allow all year round occupation of caravans.	Waiting decision PC

Signed Chairperson
21st October 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 – County Association of the Year	Hi ...	Wed 20/08
My Community Voice Kent	Speed Watch [#497586777]	Yesterday, local Officers supervised a ...	Wed 20/08
National Association of Local Councils	Star Council Awards 2025/26 – Clerk of the Year	Hi Maureen, know...	Wed 27/08
Last week			
National Association of Local Councils	Star Council Awards 2025/26 – Final chance	Hi Maureen, it's your f...	Wed 03/09
Maureen Leppard	Fw: Cost of Living Community Impact Fund 2025 - Launching Soon!		Fri 05/09
This week			
Charmaine Keatley	Last call for tickets – KALC Finance Conference, 12th September	D...	Wed 16:01
Yesterday			
Dover District Council	 Housing for Tenants - Complete our survey for the chance to win a ...		Thu 12:34


FORWARDED


Fw: KALC Update Bulletin Week Ending 22nd August 2025 FORWA... Mon 18/08

 Issue 36- Refer ...

Fw: Events newsletter FORWARDING FOR INFORMATION Tue 19/08

Fw: National Day of Action. FORWARDING FOR INFORMATION Thu 21/08

 Community Spe...

 National Day of...

Fw: Chief executive's bulletin - 21 August 2025 FORWARDING FO... Thu 21/08

Fw: Training Bulletin - To all Clerks and Area Committee Chairs for c... Tue 26/08






Fw: "Permission to play drums (Indian musical instrument)" FORW... Tue 26/08

Fw: Chief executive's bulletin - 28 August 2025 FORWARDING FO... Thu 28/08

Fw: Planning Appeal The Lighthouse Inn FORWARDING FOR INFO... Fri 29/08

Signed Chairperson
21st October 2025

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

Fw: KCC Active Travel Business Grants 2025 is now open for applicat...	Fri 29/08
 KCC Active Trav...	
Fw: Appendix D - Externally Funded Schemes - 23-DO -Ext-87 FO...	Fri 29/08
Fw: Events newsletter FORWARDING FOR INFORMATION	Tue 02/09
Fw: KALC News - September 2025 FORWARDNG FOR INFORMATI...	T...  
Fw: Chief executive's bulletin - 4 September 2025 FORWARDING F...	Thu 04/09
Fw: Cost of Living Community Impact Fund 2025 - Launching Soon!	Fri 05/09
Fw: The Duchess of Kent FORWARDING FOR INFORMATION	Fri 05/09
Fw: Cost of Living Community Impact Fund 2025 - Launching Soon!	Fri 05/09
Fw: Duchess of Kent - Period of Royal Mourning - Guidance for Loc...	Mon 08/09
 250905 A Perio...	
Fw: Events newsletter Hi Maureen, check out our upcoming events...	Tue 11:06
Fw: KCC HIGHWAYS AND TRANSPORTATION AUTUMN SEMINARS F.	Tue 11:14
 Parish Seminars...	
Fw: CALL FOR MOTIONS FOR KALC AGM (DEADLINE MONDAY 29T...	Tue 18:08
Fw: Benches and bases, Clifftop Land FORWARDING FOR INFORM...	Wed 10:58
Fw: Chief executive's bulletin - 11 September 2025 FORWARDING ...	Thu 11:11

AGENDA item 8 Other items received

- 2024 – 2025 Audit Return documents.
- Letter from MP Mike Tapp
- Royal British Legion Cross at National Memorial Arboretum and donation
- Viking Direct brochure
- Clerks and Councils Direct magazine

AGENDA item 10a

WISH LIST

Bus Shelters and Seats – Alexandra Road/NDR

5 a-side flood lighting

AGENDA item 9**INCOME/EXPENSE 16.09.25. 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					86,946.56					
21.08.25	Dover District Council	Bin - Albany Road	195.00		195.00		R	BACS			
22.08.25	Capel Cares/Royal B L	Donations from VJ Day	600.00		300.00	300.00	R	BACS			
26.08.25	B Young	Grounds Maintenance	155.00	31.00	186.00		R	BACS			
28.06.25	Staff Expenses	Broadband & Energy	25.00		25.00		R	BACS			
01.09.25	Harmer and Sons	Grass Cutting	731.25	146.25	877.50		R	BACS			
01.09.25	Kent Cables	Monthly SIM	37.50	7.50	45.00		R	DD			
29.08.25	Nat West	Manager A/c Interest	108.23			108.23	R	INT			
29.08.25	Nat West	Reserve A/c Interest	20.64			20.64	R	INT			
08.09.25	Kent Cables	Monthly Contract	20.00	4.00	24.00		R	DD			
08.09.25	Kent County Council	Drop kerbs Beatrice Rd	1,774.59		1,774.59		R	BACS			
13.09.25	K Pilcher expenses	VJ Day cake	50.00		50.00		R	BACS		In Hand	5.06
14.09.25	Stephen Huxtable	St Mary's grass cut x 2	280.00		280.00		R	BACS		Current A/c	1,109.80
15.09.25	Dover District Council	Grapvine - August	550.00		550.00		R	BACS		Reserve A/c	21,076.64
16.09.25	Various	Adverts	316.00			316.00	R	BACS		Manager A/c	61,192.84
16.09.25	Staff	Expenses **	16.24	3.25	19.49			BACS			83,384.34
16.09.25	Staff	Salaries September	642.91		642.91			BACS			
			5,522.36	192.00	4,969.49	87,691.43				Less Un-Reconciled	662.40
						82,721.94					82,721.94

** Business cards

Signed Chairperson
21st October 2025