

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 17th FEBRUARY 2026

PRESENT: Cllrs; Alfsdotter, Leppard, Norris, K Pilcher, S Pilcher, Seager and Young together with Community Warden Jan Henry, District Councillor Martin Hibbert

1. **APOLOGIES** - Cllr. Harris and Lake.

2. **DECLARATION OF PERSONAL INTERESTS:**

Cllr. Young on item under 5d – Play Equipment.

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.

- Anti-social behaviour Capel Street/Lancaster Avenue.
- Removal of unused disabled parking lines in Cauldham Close.
- Concerns on pony grazing Old Dover Road.
- Use of PROW Albany to Old Dover Road.
- Helena Road bus shelter, vegetation encroachment.

4. **MINUTES OF THE MEETING**

The Minutes of the Meeting held 20th January 2026, 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.

No changes required after discussing item on investigation of access to Clifftop Land.

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

a) Flooding – Capel Street/Lancaster Avenue.

Cllr Norris reported: Next meeting with Kent Flood Forum is in April, when hopefully, outcome of KCC surveys should be known.

Gifted land on Clifftop

Future of the location was discussed. *Action/Resolution: Waiting response from Dover District Council on Article 4 relating to permitted development. Cllr. Seager to enquire with Cllr. Lake, on plaque wording for bench.*

Lighting Various (DDC): *Action/Resolution: Waiting planned replacement by Dover District Council.*

b) Other - None

6. **PLANNING**

a) Applications:

- Status of all pending applications, circulated and attached to minutes.
- Recent applications received. Concerns raised and reported to DDC on several conditions relating to: Development in Cauldham Lane and White Cliffs Inn, New Dover Road development. *Action/Resolution: Update on status required, with a one-liner email suggested, requesting why these have not been enforced. District Councillor Hibbert to be notified if no reply is received.*

b) Other - None

7. **DELEGATES' REPORTS**

Preferably to be received prior to agenda (one week before meeting). Address of item, to be no longer than 5 minutes.

a) **Neighbourhood Watch**

Community Warden reported on concerns raised:

- Pony grazing on Old Dover Road and kept in Albert Road. *Action/Resolution: This has been investigated by Police Community Support Officer (PCSO) Cheryl Ellis and the RSPCA notified. District Councillor Hibbert to make some more enquiries on what can be done within limits.*

Signed Chairperson
17th March 2026

Neighbourhood Watch continued

- Anti-social behaviour of throwing public waste bins in gardens. *Action/Resolution: Also, being dealt with by PCSO Cheryl Ellis.*
- Potholes in Hockley Sole and flooding on Alkham Valley Road reported to Kent Highways.
- Knocking on residents' doors. *Action/Resolution: Also, being dealt with by PCSO Cheryl Ellis.*
- Dog attack incident, concerns noted. *Action/Resolution: Information known and received, will be followed up with Kent Police and PCSO Cheryl Ellis.*

b) **CCTV/ICT** - Nothing reported.

c) **Health and Safety**

- Completion of Appendix C Health and Safety (H&S) Self-Assessment of Competency and check list to be carried out and returned to Kent County Council (KCC).
- Check with KCC on H&S Consultant to be named as Parish Council "competent person" on form.
- Check with H&S Consultant on update of annual fee.
Action/Resolution: To employ Consultant for a further year period, proposed by Cllr. Norris, seconded by Cllr. Seager and agreed by all present.

d) **Play equipment**

- Refurbish paintwork on MUGA (multi-use goal area) programmed. *Action/Resolution: Waiting for a period of dry weather, still on contractors list to do.*
- BMX trail-bars to be removed. *Action/Resolution: Still on contractors' list to do.*
- Noted: Buffer tyre on zip-wire will need replacing during the summer.
- Noted: Defibrillator cabinet at Village Hall cleaned – alarm not working.
- Increase in grounds maintenance charges for skate-park and pétanque court. *Action/Resolution: Cllr. Young declared an interest in item. Increase was proposed by Cllr.K Pilcher, seconded by Cllr. Alfsdotter and agreed by all present.*

e) **Highways and Traffic Management**

- Highway Improvement Plan (HIP) – next review April 2026.
Action/Resolution: Additions to be added to Plan for consideration by Kent Highways and date to be arranged with Kent Highways Manager for some time in April.
 - Chevron signage Capel Street – junction Hockley Sole.
 - Double yellow lines/stop signs – junction Alexandra and Victoria Road.
 - Lorries in Layby – bollards or verge reinstatement, outside old Café just before Royal Oak.
- Hurst Lane: Pothole repairs. *Action/Resolution: Councillor to arrange meeting with KCC Highway Engineer to view and discuss the surface/pothole works, in various locations and other roads.*
- Vehicle activated signs (VAS), on New Dover Road (B2011): *Action/Resolution: Waiting installation date. To be pursued for an update.*
- Drop kerbs, Beatrice Road: Retrospective tactile paving and additional drop kerbs.
Action/Resolution: A scheduled date for installation March 2026.
- Provision of diversion signage M20/A20, when Roundhill Tunnels closed.
Action/Resolution: To obtain photographic evidence. Councillor to make enquiries of a resident to take some, when lorries are on B2011 due to diversion in place.

f) **Public Rights of Way (PROW)**

- Green Lane: *Action/Resolution: Green Lane bollards (Capel Street junction), repaired and padlocks replaced. All other bollards, in Lane checked, no further action required.*

g) **Speed Watch**

- One session undertaken, due to weather conditions. 230 vehicles recorded within a one-hour period. 6 Offenders (2.6%), between 46-55mph and reported to Kent Police. A new multiple offender – a white Vauxhall, speeding on 30th August and 28th October 2025.
- All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

h) **Events**

- Afternoon Tea – *Action/Resolution: Venues and costs still being investigated and waiting responses. Another venue in Folkestone being arranged for end of June.*

i) Capel Cares

- Group progressing well with many services for clients, including equipment loan, coffee mornings and help with transport for appointments and collect medications.

j) Grapevine Newsletter and social media

Adverts in newsletter confirmed. *Action/Resolution: payments clarified for all business inserts and inserting Hougham Truck Stop initiative.*

k) Village Hall Management Committee (VHMC)

- Noted: Retirement of Chairperson, Sally Cook. Will still be involved with Farmers' Market organisation.

l) Training/workshops/seminars

- Two (2) Councillors attending a workshop at DDC offices on reviewing the Village Resilience Plan.
- Training needs of Councillors discussed and noted for Kent Association of Local Councils investigation. *Action/Resolution: Include: 1) Understanding architect drawings on planning applications and 2) play equipment monitoring.*

m) District and County Councillor Reports

- District Councillor Martin Hibbert:
- **Planning** – being updated on progress and status with: Anaerobic Digester. Highway issues probable on Alkham Valley Road in egressing and entry. Signs and changes will be required, including the nearby bridge. Truck Stop. GSE Developers have a need to submit an Environment Assessment in any planning application and address issues raised by scoping survey.
- **Brock/Tap** signs when in use, continues to be chased.
- County Councillor Paul King: No report received.

n) Other

- **KALC Annual Award:** Presentation to take place at April meeting.

8. CORRESPONDENCE

- Broken sewer manhole cover on PROW ER241, reported to Southern Water and Farmer.
- Consultation by Dover District Council on Community Governance Review, part of, being the number of councillors allocated to each town/parish council in the district. Deadline: 2nd April 2026.
- Other items and list of emails and 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. S Pilcher, seconded by Cllr. Leppard, and agreed by all present, Noted: holding of funds for Capel Crafty Covers group.

10. MATTERS CONCERNING THE PARISH**a) Councillors' comments and "Wish List"**

- None presented.

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

11. DATE OF NEXT MEETINGS

- Surgery on Tuesday, 3rd March 2026 at Farmers' Market, 10am to 12noon.
- Next Parish Councillors' meeting will be Tuesday, 17th March 2026, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.
Apologies: Community Warden Jan Henry.

12. CONFIDENTIAL ITEMS - None.

The meeting closed at 9.00pm.

Signed Chairperson
17th March 2026

ASSOCIATED DOCUMENTS FOR MEETING - TUESDAY, 17th FEBRUARY 2026.

AGENDA item 3	SURGERY and FEEDBACK
Anti-social Behaviour – Lancaster and Capel Street	Being dealt with by Kent Police Community Support Officer
Trees growing through Helena Road bus shelter	Reported to Dover District Council
Public Right of Way not suitable for horses	Posted on social media
Pony concerns grazing on Old Dover Road	Being dealt with by Kent Police Community Support Officer
Disable parking lines in Cauldham Close	Not required anymore. Reported to Dover District Council

AGENDA item 5	MATTERS ARISING, not covered elsewhere
Hurst Lane Surface	Councillor to arrange meeting with Highway Engineer.
Devolved Soft Landscape Maintenance 25-26	Payment received from KCC.
Speed Indicator devices B2011	Waiting Installation.
Retro Tactile paving Beatrice Road	Waiting Installation.
Power Network Street Pole damaged/rotten	Waiting replacement.
Various DDC street lights not working	Legal decision now agreed. To be replaced mid-February.
Faded white markings Courtwood Roundabout	Reported Kent Highways. Refs: 894337

AGENDA item 6a	PLANNING APPLICATIONS	FEBRUARY MEETING
CON/22/0043/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	DDC Outstanding conditions still to be met.
25/01246	Great Cauldham Farm Cauldham Lane Capel Le Ferne CT18 7HQ Construction of an anaerobic digestion plant and associated infrastructure	Awaiting decision DDC
25/01360	Capel Garage 30 Old Dover Road Capel Le Ferne CT18 7HN Erection of a dwelling with new vehicular access and associated parking (self build) (existing buildings to be demolished)	Awaiting decision DDC
25/01388	23 Beatrice Road Capel Le Ferne CT18 7LH Erection of a single storey rear extension with hipped roof and installation of solar panels (rear extensions demolished)	GRANT OF FULL PLANNING PERMISSION
26/00020	38 Cauldham Lane Capel Le Ferne Folkestone Kent CT18 7HG Erection of rear extension to existing garage and conversion to home office.	Awaiting decision DDC
26/00042	1A Helena Road Capel Le Ferne Folkestone Kent CT18 7LG Erection of rear dormer and extension and reconfiguration of existing front dormer. Erection of ground floor rear extension. Replacement window and doors. Installation of timber cladding and aluminium detailing.	Awaiting decision DDC

Signed Chairperson
17th March 2026

AGENDA item 5b

[Home](#) > [Planning](#) > [Planning Applications](#) > [Article 4 Directions](#) > Article 4 Directions

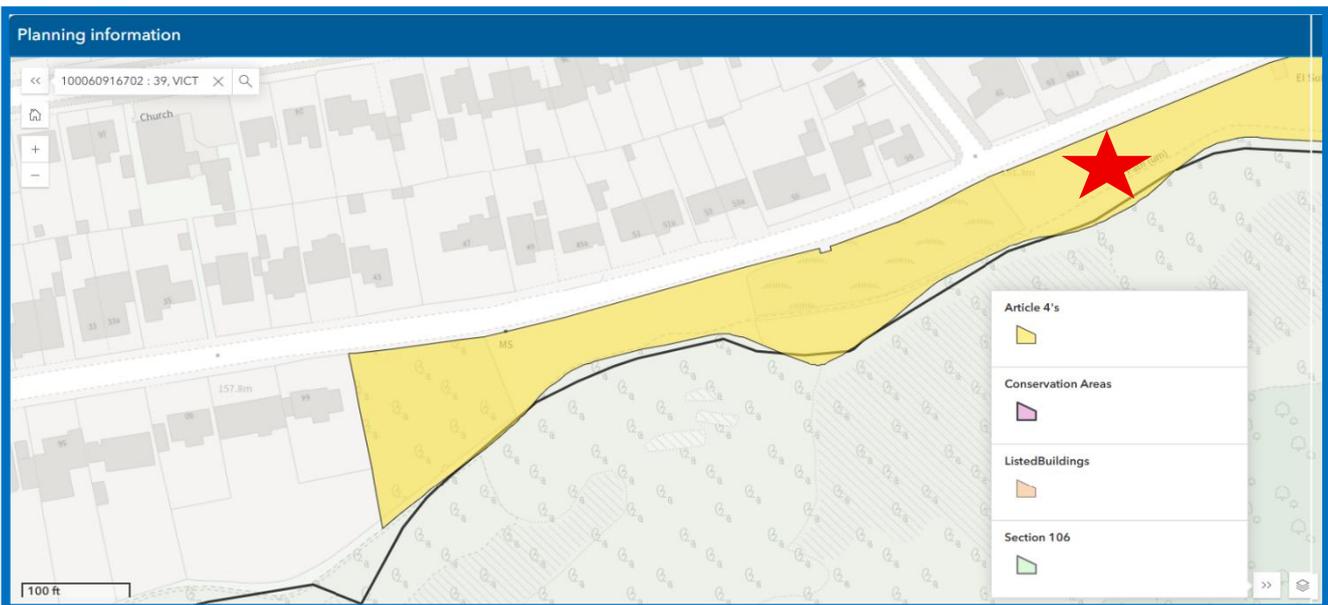
Article 4 Directions

» [Map showing Article 4 Directions](#) »

An Article 4 direction is made by the local planning authority. It restricts the scope of permitted development rights either in relation to a particular area or site, or a particular type of development anywhere in the authority's area.

Where an Article 4 direction is in effect, a planning application may be required for development that would otherwise have been permitted development.

Article 4 directions are used to control works that could threaten the character of an area of acknowledged importance, such as a conservation area. This enables the council to control these minor developments so as to ensure that they accord with its policies to protect the character of a Conservation Area or the visual amenities of other areas and prevent developments that do not accord with those policies.



Signed Chairperson
17th March 2026

AGENDA item 7d		Recreational Facility Report					Date Inspected 09/02/26			
	Item	Structure	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	Structure	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 plus other general signs of corrosion

	Item	Structure	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	√	√	√	√	X	√	√	√
	Grind Rail	√	√	√	√	√	√	√	√
	Bench	√	√	√	√	√	√	√	√
Perimeter Fence	√	N/A	√	N/A	√	√	√	√	

Pale blue spray paint graffiti on side panels

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

Corrosion on MUGA structure

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

Village Hall Defib Cabinet cleaned internally.

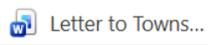
	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Pétanque Court	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√
	Running Gear	√	√	√	N/A	√	N/A	N/A	√
	Zip Wire Seat	√	N/A	√	N/A	√	N/A	N/A	√
	Rubber Tyre Stops	X	N/A	√	N/A	√	N/A	N/A	√
	Ramps and Platforms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

Damage on stop tyre, split appearing, will need replacing within the next 6 months

Signed Chairperson
17th March 2026

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.

	The HeArt of Aylesham Dear All, Please see attached free sessions being held in Aylesham, which have be...	29/01/2026
		
t	We've partnered with Staysure! Celebrate with 20%** off your travel insurance [#605426880] Hello Maure...	27/01/2026
	Join Us for our Workshop on Burial Law and Cemetery Management Let's get togetherOur venue based ...	26/01/2026
	SAVE THE DATE - Attachments to Illuminated Street furniture on the Highway and other ancillary works G...	19/01/2026
	Fw: Invitation to Town and Parish Councils online Teams briefing: 4th February 4.30pm on the Council's lat...	22/01/2026
	Fw: Making Connections Dover FORWARDING FOR INFORMATION	22/01/2026
	Fw: Chief executive's bulletin - 22 January 2026 FORWARDING FOR INFORMATION	22/01/2026
	Re: DDC Street Lights manufacturing issues FORWARDING FOR INFORMATION RESPONSE RECEIVED FRO...	21/01/2026
	Fw: Abuse and Intimidation Guidance FORWARDING FOR INFORMATION	20/01/2026
	 Councillors' gui...	
	Fw: NALC events FORWARDING FOR INFORMATION	20/01/2026
	Fw: Register: Horizon 2026 FORWARDING FOR INFORMATION	20/01/2026
	Fw: KALC Update Bulletin for week end of 23 January 2026 FORWARDING FOR INFORMATION	20/01/2026
	Fw: Powerpoint attachment Public Health presentation FORWARDING FOR INFORMATION	27/01/2026
	 Dover Area Co...	
	Fw: Highways and Transportation Enquiry - Enquiry 931197 FORWARDING FOR INFORMATION	27/01/2026
		
	Fw: QUADRENNIAL REVIEW OF TOWN AND PARISH COUNCIL ALLOWANCES - EKJIRP RECOMMENDATIONS	26/01/2026
	 Letter to Towns...  EKJIRP Parish ...	
	Fw: Minutes of meeting - Wednesday 21st January FORWARDING FOR INFORMATION	23/01/2026
	 Minutes -KALC ...	
	Fw: Keep up with the latest updates from Kent County Council. FORWARDING FOR INFORMATION	23/01/2026

Signed Chairperson
17th March 2026

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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.

	Fw: Hi Maureen, we've published a new online resource showcasing practical case studies on devolution. F..	02/02/2026
	Fw: Adoption:- Archaeology of Dover Supplementary Planning Document (SPD) FORWARDING FOR INFO...	29/01/2026
	Fw: Chief executive's bulletin - 29 January 2026 FORWARDING OR INFORMATION	29/01/2026
	Fw: Your 2026 community update FORWARDING FOR INFORMATION	28/01/2026
	Fw: LGA virtual events - Councillor safety - February-March 2026 FORWARDING FOR INFORMATION	28/01/2026
	Fw: Completed Enforcement Form 1199192 FORWARDING FOR INFORMATION ATTACHED	27/01/2026
	 Review Your Su... 	
	Fw: Free Workshop: Understanding Neighbourhood Area Committees – Wednesday 4 February FORWAR...	27/01/2026
	Fw: Cauldham Lane FORWARDING FOR INFORMATION	05/02/2026
	Fw: Chief executive's bulletin - 5 February 2026 FORWARDING FOR INFORMATION	05/02/2026
	Fw: Invitation to Town and Parish Councils online Teams briefing: 4th February 4.30pm on the Council's lat...	04/02/2026
	Fw: Drain Scheduled Clean Program - Enquiry 931197 FORWARDING FOR INFORMATION Logged Date: 2...	04/02/2026
	Fw: Register now for Horizon 2026 FORWARDING FOR INFORMATION	03/02/2026
	Fw: KALC News - February 2026 FORWARDING FOR INFORMATION	03/02/2026
	Fw: NALC events FORWARDING FOR INFORMATION	03/02/2026
	Fw: DDC outlines budget proposals FORWARDING FOR INFORMATION	03/02/2026
	Fw: Hi Maureen, we've published a new online resource showcasing practical case studies on devolution. F..	02/02/2026
	Fw: NALC events FORWARDING FOR INFORMATION	10/02/2026
	Fw: Chairmanship Conference – 26 February Future-Proofing Your Council FORWARDING FOR INFORMA...	09/02/2026
	 KALC Chairman...	
	Fw: Hi Maureen, we are pleased to launch bookings for an exclusive study tour at Taunton Town Council. F..	09/02/2026
	Fw: Community Governance Review FORWARDING FOR INFORMATION	09/02/2026
	 Appendix 1 - El...  Appendix 2 - C...  Terms of Refer...  Letter for Clerk...	
	Fw: Local Government Reorganisation Consultation Update FORWARDING FOR INFORMATION	06/02/2026
	Fw: Have your say on the way councils in Kent and Medway are organised FORWARDING FOR INFORMAT...	05/02/2026

Signed Chairperson
17th March 2026

INCOME/EXPENSE 17.02.26. 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					64,053.70			
20.01.26	Kent County Council	Grass Cutting payment	1,323.23			1,323.23	R BACS		
20.01.26	Forvis Mazars	Audit fee 2024-2025	315.00	63.00	378.00		R BACS		
21.01.26	K Pilcher	WD40	5.50		5.50		R BACS		
23.01.26	HMRC	PAYE	748.54		748.54		R BACS		
27.01.26	Village Hall	Annual Rent	204.00		204.00		R BACS		
28.01.26	J Harris Reimbursed	Land Registry checks	28.00			28.00	R BACS		
28.01.26	Staff Expenses	Broadband & Energy	25.00		25.00		R S/O		
30.01.26	Nat West	Manager A/c Interest	69.40			69.40	R INT		
30.01.26	Nat West	Reserve A/c Interest	16.89			16.89	R INT	In Hand	5.06
30.01.26	Kent Cables	Monthly Contract	37.50	7.50	45.00		R DD	Crafty Covers	50.00
09.02.26	Resident donation	Clifftop Land	200.00			200.00	R BACS	Current A/c	905.32
09.02.26	Kent Cables	Monthly SIM	20.00	4.00	24.00		R DD	Reserve A/c	21,646.81
13.02.26	Kent County Council	Grass additional pay	9.95			9.95	R BACS	Manager A/c	41,663.94
17.02.26	Staff	Expenses **	7.00		7.00		BACS		64,271.13
17.02.26	Staff	Salaries February	685.61		685.61		BACS		692.61
			3,695.62	74.50	2,122.65	65,701.17		Less Un-Reconciled	
						63,578.52			63,578.52
**	Land Registry Clifftop								

Signed Chairperson
17th March 2026