

MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 18th FEBRUARY 2025

PRESENT: Cllrs; Lake, Norris, K Pilcher, Seager and Young together with KCC Community Warden Jan Henry and District Councillor Martin Hibbert.

1. APOLOGIES

Apologies received from Cllrs; Alfsdotter, Harris, Leppard and S Pilcher.

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

None

4. MINUTES OF THE MEETING

The Minutes of the Meeting held on 21st January 2025, were approved and signed as a correct record by the Chairperson, Cllr Seager, proposed by Cllr. K Pilcher, seconded by Cllr. Young and agreed by all present.

5. MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA

a) Flooding – Capel Street/Lancaster Avenue.

Kent County Council response received. Flood Forum meeting held with affected residents.

Action/Resolution: Cllr. Norris to organise a reply to KCC. Work done on blockage. System built poorly. Yearly inspections to be requested as preventative maintenance. A further flood forum meeting being arranged.

b) White Planters – Action/Resolution: Will be re-painted when weather improves. The two in Old Dover Road removed.

c) Clifftop Land (Gifted in Will) – Action/Resolution: Waiting to receive communication from Solicitors. (Post meeting) - Land Registry documents received and to be signed by Councillors, to complete transfer.

d) Devolved Maintenance of KCC Verges/Playing Field – KCC Changes in responsibility for Health and Safety (H&S) document. To be decided on whether Parish Council continue, with engagement of a H&S Consultant. *Action/Resolution: Agreed to continue with KCC Devolved Maintenance of Soft Landscape Assets - B2011 and other locations. Clerk to complete questionnaire and return. Quotes received and a 3-year contract agreed with Harmer and Sons for cutting verges and field. Proposed by Cllr. K Pilcher, seconded by Cllr. Lake and agreed by all present. Waiting quote for strimming St Mary's Churchyard. If received post meeting with little change, to be accepted. Proposed by Cllr. Young, seconded by Cllr. Seager and agreed by all present.*

e) Health and Safety documents and Risk Assessments – Quotes received from Health and Safety Consultants and presented to members. Also circulated, new Health and Safety Policy and Employer Risk Assessments. *Action/Resolution: All documents being reviewed, including those for all Staff and Contractors, and then will be approved by consultant chosen. Proposed by Cllr. Young, seconded by Cllr. Norris and agreed by all present.*

All contractors to provide relevant documents prior to work.

f) Other

Technical assistance – to be sought on saving documents and access for Councillors.

Additional street lighting request for Old Dover Road – Kent Highways reviewed crash data over five-years. It shows no recorded personal injury crashes to warrant installation. Councillors to decide if to add this into Village Highway Improvement Plan. Further investigation required, should Parish Council budget allow.

Signed Chairperson
18th March 2025

6. PLANNING

a) Applications:

Status of applications pending, circulated as attached to minutes.

b) Other

Concerns expressed and noted on earth moving activity with Cauldham Lane development, including provision of pavement and related issues reported.

7. DELEGATES' REPORTS

a) Neighbourhood Watch

- No new issues reported from Community Warden.
- Impolite phone call dealt with by Kent Police Safety Unit.
- Caravan Old Dover Road, removed as abandoned vehicle.
- Thanks were expressed to Jan and other volunteers for the recent Community Lunch held at the Village Hall, where 46 members of the community received a hot meal.

b) CCTV – Nothing to report.

c) Play equipment

- Trees heights on boundaries – Tree works resulting from survey, programmed with selected contractors, together with reducing tree height on Elizabeth Drive boundary.
- Wet-pour surface – Works to repair cracks of wet-pour surface in junior play area, programmed with contractor.

d) Highways and Traffic Management - Faults as reported, logged for Kent Highways attention:

Highway Improvement Plan (HIP)

- Reinstatement of Vehicle Activated Signs (VAS) on B2011 - *Action/Resolution: Kent Highways have assessed. Viability and costings pending.*
- Provision of diversion signage, when Roundhill Tunnels closed - *Action/Resolution: Money set aside by outside agencies. Continues to move forward.*
- Tactile paving on drop kerbs Beatrice Road (not a private driveway). *Action/Resolution: Retro fit waiting Kent Highways Design Team to action.*
- Other- District Cllr. Hibbert chasing MP regarding the policy and regulations relating to several highway and caravan site issues.

e) Public Rights of Way

Paths reported to be slippery in some locations.

Vegetation trimmed on Clifftop path.

f) Speed Watch

No report. All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

g) Events

80th VE Day Celebrations (8th May 2025) - More enquiries to be made and details will follow.

Poppies and Post-box toppers meeting being held at Farmers Market.

Memorial backdrop netting discussed regarding wildlife issues. Project is work in progress.

h) Capel Cares

52 People attended last Coffee Morning.

Request to order a wreath for laying on 11th November event agreed.

i) Grapevine Newsletter and social media

New volunteer deliverer found. Others on file if required.

j) Village Hall Management Committee (VHMC)

Speed-hump at car park entrance - report noted and passed to VH Management Committee.

Tree in Lancaster Avenue obscuring street light to car park entrance, reported to Kent Highways for cut back.

k) Training/workshops/seminars

➤ Details of forthcoming events, received and circulated to Councillors.

➤ Cllrs. Seager and K Pilcher to attend Chair's Conference,

l) District Councillor Martin Hibbert:

Report attached.

Signed Chairperson
18th March 2025

8. CORRESPONDENCE

Items received and List of email items received were circulated. (*Attached*).

9. CHEQUES/BACS PAYMENTS

Cheques and BACS payments were approved and authorised (*Attached*).

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

Signed by the Chairperson Cllr. Seager, having been confirmed by Clerk/Responsible Finance Officer.

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

- Signage on Old Dover Road.
- Winehouse Lane Bus Shelter to be chased with Dover District Council.
- Village Hall Car Park Lights and tree opposite entrance obscuring light. (See 7j).
- Speed-hump highlight. (See 7j).
- Numerous and multiple potholes on Hurst Lane, Cauldham Lane and Hockley Sole Lane. Report to Kent Highways.

b) Approve resolution to discuss any confidential issues on agenda item 12 – None.**11. DATE OF NEXT MEETING**

- Surgery on Tuesday, 4th March 2025 at Farmers' Market.
- Next Parish Councillors' meeting will be Tuesday, 18th March 2025, at 7.30pm, in the Village Hall, (small hall), Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

12. CONFIDENTIAL ITEMS - None.

The meeting closed at 9.24pm. == END ==

Signed Chairperson
18th March 2025

ASSOCIATED DOCUMENTS FOR MEETING - TUESDAY, 18TH FEBRUARY 2025

DEVOLVED MAINTENANCE KENT COUNTY COUNCIL				AGENDA ITEM 5d			
REIMBURSEMENT FROM KENT COUNTY COUNCIL 2024				£1,209.32			
Capel Grounds Maintenance 2025							
Harmer and Sons - Working to the specification. All figures are subject to VAT.							
Areas 1, 2 and 3 including the grass encroachment on the footpaths and MUGA Court at the playing field							
Re: 61- 67 Old Dover Rd - Additional cost to carry out 12 mows per season							
	2025	2026	2027	Total cost for 3 years	Fixed Monthly cost based on 8 Invoices per year over 3 years		
Area 1 B2011 Verges	£2,085.00	£2,207.00	£2,324.00	£6,616.00	£275.66		
Area 3 other areas	£960.00	£1,008.00	£1,056.00	£3,024.00	£126.00		
SUB Total - KCC Works	£3,045.00	£3,215.00	£3,380.00	£9,640.00	£401.66	x 8 £3,213.28 pa	x 3 yrs = £9,639.84
Area 2 Playing fields Lancaster Ave	£2,585.00	£2,735.00	£2,880.00	£8,200.00	£341.67		
Total	£8,675.00	£9,165.00	£9,640.00	£27,480.00	£743.33		
Re: 61- 67 Old Dover Rd							
Based on 12 mows	£380.00	£400.00	£420.00	£1,200.00			
HEALTHY & SAFETY CONSULTANT QUOTES				AGENDA ITEM 5d			
Simon Wakeham CMIOSH Director/Principal Consultant HSE Advisor Ltd Deal Kent Website HSE Advisor Ltd Health, Safety & Enviromental Services	<ol style="list-style-type: none"> 1. Provide remote competent health and safety advice – this includes by phone, email, message etc. 2. Provide master health and safety policy documents. We can also provide staff handbook and contract documents if necessary. 3. Provide master health and safety forms, these are for contractor assessment and management, accident and incident reporting, risk assessment and more. 4. Provide an online portal for storage of health and safety documentation. 5. Complete health and safety risk assessments on behalf of the Parish Council. 6. Complete contractor audits and review method statements, risk assessments etc. 7. Provide a monthly legal update to ensure the recipients are kept up to date with changes to legislation, HSE enforcement priorities, case law etc. <p>We will update and maintain the documents on a regular basis. Our price for this service for a year is £1,680 + VAT. However, based on our conversation I expect the demands on our time to be relatively limited. Therefore, I can discount this to £1,200 + VAT for a year.</p>						
John Heath CMIOSH, OSHCR, FIIRSM ,AIFireE, DipFD Risk Safety Services, Snargate Street, Dover Website Risk Safety Services - Risk Safety Services	Carry out a pre-qualification checks of your existing or future contractors. We will check all risk assessments, method statement (RAMS), COSHH, training records/experience, insurance etc, any issues with paperwork we will assist the contractor filling in the gaps if needed. I will include a retainer service which includes health safety and fire support by email and telephone advise line. Also, you will be able to use our details on any forms as your health and safety consultants if needed. As you are a parish, I have reduced the price to £500 plus vat per year. Or around £41.00 per month.						
Lee Stampton CMIOSH, Cert Ed - Director Health and Safety South East Ltd, Whitfield, Dover	Day rate is £550 plus vat/day and work will be undertaken at a pro-rata rate of day rate for you Day rate is £550 plus vat Website Health & Safety South East Taking the weight of health and safety						
John Barnacle CMIOSH MIEMA CEnv CSMP & CertEd. Managing Director All About Risk Ltd Broadstairs Linked with above Lee Stampton - Website - Under construction	Assuming that you use just one contractor and they supply the normal documentation i.e. copies of their Health and Safety Policy, Insurances and RAMS (Risk Assessment and Method Statements) for the work they undertake, I would estimate this is probably a day's work to assess any documentation and complete any feedback reports that maybe required, as well as completion of KCC's Health and Safety Self-Assessment of Competence form. As I mentioned previously my day rate is £400.00 and I am a fully Chartered member of IOSH (CMIOSH) and a Chartered Environmentalist. Day rate is £400.00						

Signed Chairperson
18th March 2025

	PLANNING APPLICATIONS – FEBRUARY MEETING	AGENDA ITEM 6a
22/00043/A	Land Between Nos 107 And 127 Capel Street Capel Le Ferne Kent Non material amendment to correct description of reserved matters application 22/00043 to read ' Reserved matters application seeking approval of appearance, landscaping, layout and scale further to outline planning permission 19/00669 as varied under S73 21/01406 for the erection of 34 dwellings' and revision to condition 5 to allow a phased delivery of the archaeological investigation	Awaiting decision DDC
24/00257	Land South East Of Great Cauldham Farm Cauldham Lane Capel Le Ferne CT18 7HQ Outline planning application for the erection of up to 90 dwellings with associated parking and infrastructure following demolition of existing dwelling; with all matters reserved except access.	Grant of Outline Planning Awaiting decision notice DDC
24/00263	32 Old Dover Road Capel Le Ferne CT18 7HN Erection of a glamping pod with associated parking (amended plans)	Withdrawn
24/00920 CON/23/00 401/C	Land South Of Cauldham Lane Capel-Le-Ferne CT18 7HG Variation of condition 4 (approved plans) of planning permission 23/00401 (Outline application for the erection of up to 16 dwellings (with all matters reserved except access)) to replace approved document 19064-H-03 P1 – Proposed Offsite Works, with 19064-H-04 P1 – Offsite Works Discharge of condition 9 (Geotechnical Site Investigation), 19 (Construction Management Plan), 28 (Ecology) pursuant to application 23/00401 - Outline application for the erection of up to 16 dwellings (with all matters reserved except access)	Awaiting decision DDC
24/01141	Capel Court Park New Dover Road Capel Le Ferne CT18 7AZ Certificate of Lawfulness (existing) for the continued use of land as a caravan site	Awaiting decision DDC
24/01173	164 Capel Street Capel Le Ferne CT18 7EY 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
24/01278	18 George Close Capel Le Ferne CT18 7UB Erection of a balcony with glass balustrade to first floor rear elevation	Granted Permission
24/01339	25 Avondale Road Capel-Le-Ferne CT18 7LJ Certificate of Lawfulness (Existing) for the stationing of a static caravan	Awaiting decision DDC
24/01243	136 New Dover Road Capel Le Ferne CT18 7JZ Erection of garden room	Awaiting decision DDC
25/00010	The Lighthouse Inn 111 Old Dover Road Capel Le Ferne Kent CT18 7HT Partial change of use and conversion to care home	Awaiting decision DDC

Signed Chairperson
18th March 2025

25/00037	Frajolan 21 Albany Road Capel Le Ferne CT18 7JT Erection of a single storey side/rear extension for use as an annexe	Awaiting decision DDC
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Emails, Brochures, magazines, etc., correspondence item - AGENDA item 8

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.

Alison Stevens	Civility and Respect Pledge and Standards Consultation - Dear Cle...	24/01/2025 12:06
Alison Stevens	For Parish and Towns Councils with cemeteries/burial grounds - F...	22/01/2025 13:34

FORWARDED

clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 30 January 2025 - FOWARDI...	30/01/2025 10:35
clerkcapellefernepc@btinter...	Fwd: Dover District Council- Planning Application consultation ...	29/01/2025 13:19
clerkcapellefernepc@btinter...	Fwd: Work on Tree in Village Hall Grounds overhanging park an...	24/01/2025 15:07
clerkcapellefernepc@btinter...	Work on Tree in Village Hall Grounds overhanging park and pub...	24/01/2025 10:12
clerkcapellefernepc@btinter...	Work on Tree in Village Hall Grounds overhanging park and pub...	24/01/2025 10:05
clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 23 January 2025 - FORWARD...	23/01/2025 12:22
clerkcapellefernepc@btinter...	Fwd: Weekly Bulletin Week Ended 24th January 2025 - FORW...	21/01/2025 12:10
clerkcapellefernepc@btinter...	Fwd: Events newsletter - FORWARDING FOR INFORMATION --...	21/01/2025 10:40
clerkcapellefernepc@btinter...	Fwd: Meeting -29th January 2025 - FORWARDING FOR INFO...	21/01/2025 10:39

Other items received

1. Royal British Legion leaflet - Anything is possible.

WISH LIST AGENDA item 11a
Bus Shelters and Seats – Alexandra Road/NDR
5 a-side flood lighting

Signed Chairperson
 18th March 2025

FORWARDED

clerkcapellefernepc@btinter...	Fwd: Minutes and slide presentation - FORWARDING FOR INFO...	03/02/2025 19:45
clerkcapellefernepc@btinter...	Fwd: RE: Re: Fwd: Capel le Ferne : Devolved Maintenance of th...	03/02/2025 13:08
clerkcapellefernepc@btinter...	Fwd: FW: Devolution Revolution: Government announcement ...	01/02/2025 07:59
clerkcapellefernepc@btinter...	Fwd: RE: Proposal for Anaerobic Digestion (AD) facility at Great...	01/02/2025 07:57
clerkcapellefernepc@btinter...	Fwd: Your Essential 2025 Guide to Planning Impactful Commu...	31/01/2025 18:56
clerkcapellefernepc@btinter...	Fwd: RE: National Flood Forum Support in Capel-le-Ferne - FO...	31/01/2025 14:22
clerkcapellefernepc@btinter...	Fwd: Ward Councillor Report - February 2025 - FORWARDING ...	30/01/2025 19:32
clerkcapellefernepc@btinter...	Fwd: RE: Chief executive's bulletin - 30 January 2025 - FORW...	30/01/2025 14:45
clerkcapellefernepc@btinter...	Fwd: RE: Proposal for Anaerobic Digestion (AD) facility at Great...	30/01/2025 14:43
clerkcapellefernepc@btinter...	Fwd: RE: Renewal Confirmation [Version Ref: 129487201] - F...	06/02/2025 16:17
clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 6 February 2025 - FORWARDI...	06/02/2025 09:56
clerkcapellefernepc@btinter...	Fwd: Devolution update - FORWARDING FOR INFORMATION - ...	05/02/2025 15:32
clerkcapellefernepc@btinter...	Fwd: Kent not accepted onto Devolution Priority Programme - ...	05/02/2025 13:55
clerkcapellefernepc@btinter...	Fwd: KALC News - February 2025 - For clerks to circulate to th...	05/02/2025 11:52
clerkcapellefernepc@btinter...	Fwd: ReferKent Spotlight Session for professionals: Kent's wate...	04/02/2025 14:36
clerkcapellefernepc@btinter...	Fwd: VE & VJ 80 Flags of Celebration - ----- Original Messag...	04/02/2025 14:34
clerkcapellefernepc@btinter...	Fwd: Events newsletter - FORWARDING FOR INFORMATION --...	04/02/2025 11:38
clerkcapellefernepc@btinter...	Fwd: Re: The Parish Council Support Scheme Round 3 - FORW...	04/02/2025 08:02
clerkcapellefernepc@btinter...	Fwd: East Kent urgent treatment centre review - public engagem...	13/02/2025 12:03
clerkcapellefernepc@btinter...	Fwd: Chief executive's bulletin - 13 February 2025 - FORWARDI...	13/02/2025 11:06
clerkcapellefernepc@btinter...	Fwd: KALC Weekly Training Bulletin - To all Clerks and Area Comm...	12/02/2025 17:25
clerkcapellefernepc@btinter...	Fwd: Weekly bulletin for the week ending the 14th February 202...	12/02/2025 16:28
clerkcapellefernepc@btinter...	Fwd: Re: Consultancy Advice - Devolved Maintenance of the High...	09/02/2025 18:13
clerkcapellefernepc@btinter...	Re: Re: Re: Consultancy advice - Hi Lee Yes that will be fine to pas...	06/02/2025 16:22
clerkcapellefernepc@btinter...	Fwd: RE: RE: RE: Capel le Ferne : Devolved Maintenance of the Hi...	06/02/2025 16:18

Signed Chairperson
18th March 2025

Ward Councillor Summary Report February 2025

- **Devolution** - Both KCC and DDC unsure of the way forward. Many unanswered questions as to final structure. Awaiting response from Gov. to invite both county and district councils to join Devolution Priority Programme. This will place them on a fast-track programme to deliver institution and possible Mayors elected in May 2026 or earlier. This may mean no KCC elections in May. Still uncertainty who will be tasked to do the preparatory work and what consultations will take place and at what levels. Business as usual during process, and this may take several years to deliver.

If selected the Gov White paper says:

1. All are expected to develop proposal for reorganisation within specified timeline.
 2. Need to work together to develop proposals that are in the best interests of the whole area, rather than developing competing proposals.
 3. Gov. will write to councils to formally invite councils to submit proposals.
 4. Gov. will have a phased approach to delivering reorganisation – prioritising areas to set selection criteria,
 5. Gov. will work closely with local leaders to support them in developing robust proposals. May include decision to postpone elections. Outline proposals feedback by May 2025. Very short timeline.
 6. DDC will be informed by Gov. if they have been selected on Friday 31st, 2025. Good to note that NACL have published and circulated their response and guidance to the devolution white paper. As ever the devil is in the white paper details. I will try and keep you update as best I can.
- **TAP** - Still waiting for a scheduled meeting with Mike Tapp MP. Some good news regarding the local signage issues at the Roundhill Tunnel and traffic diversions when TAP is activated. At a Dover Joint Traffic Transportation Board meeting on the 12th of Dec 24 a KCC report was presented where it was noted under Appendix D -Externally Funded Schemes -23-DO-ext-27 funding had been appropriated for the provision of suitable designed signage. A request has been made for a representative from Capel councillors to be involved in the signage designs and proposed locations given their local knowledge and direct experience when rogue traffic impact on the local community. Tom Williams, KCC Highway Manager, Dover, is currently dealing with this request via the appropriate section and will update us on progress.
This work is important as there has been a significant increase in TAP activation during the last quarter of 2024. TAP was triggered 20 times in October 20 in November and 19 in in December. Over 226% increase on the previous year. KCC and Kent and Medway Resilience Forum intend to discuss this matter with Dover Harbour Board to seek answers.
 - **Improvement to M2, A2, M20, A20 and the two Roundabouts.** No further information available.
 - **Dover Fast Track** - Up and running from 17th Nov 2024. Currently running a service from 0700 to 1900hrs. Timetable will be expanded in Spring to manage first and last services of trains at Dover Priory. Currently still using diesel buses but electric vehicles expected later this year. Service uptake is currently around 400 journeys per day with and increase of passengers around 20% per week as public mixed reactions are overcome.
 - **EES (European Entry and Exit system).** - Introduction date still in obeyance with several Schengen countries still dragging their heels on agreement. The delay has helped with DHB reaching an agreement with the French for both cars and coaches to be processed at the Western Terminal. They state that they have the needed infrastructure in place and are confident that they are able manage the traffic controls effectively. Border Force are planning a similar system on the UK controls in Calais!
 - **Quality Bus Partnership** - Moves a foot to bring this back to life in some form or other. There is an item on the next Cabinet agenda recommending the creation of a local bus focus group.
 - **Port Health Funding** - Little change with DEFRA still paying monthly for the border check service at Dover. But there are still no checks taking place in Coquelles. However, Port Health report that the co-operation they receive from Border Force is useful and improving as they do not have the power to stop vehicles. This has resulted in Port Health officers during searching finding illicit goods and BF find illegally imported meat. The benefit of working hand in hand increasing seizures – a win, win outcome!
 - **The Great British Spring Clean** - Project meetings are taking place and are considering the following possible approaches:
 - hosted litter picks involving local communities and organisations.
 - offering loan of equipment upon request
 - return of REACH awards

Watch this space. Cllr Martin Hibbert. 1/02/25

Signed Chairperson
18th March 2025

INCOME/EXPENSE 18.02.25. To be confirmed and agreed**AGENDA ITEM 9**

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO		BANK A/Cs	Reconciled
	Brought Forward					44,676.37					
23.01.25	KALC	Chairmanship Conference - Cllrs. K Pilcher/P Seager	140.00	28.00	168.00		R	BACS			
23.01.25	HMRC	PAYE	536.24		536.24		R	DD			
28.01.25	Staff Expenses	Broadband & Energy	25.00		25.00		R	SO			
29.01.25	Various	Adverts	491.00			491.00	R	BACS			
30.01.25	Kent Cables	Monthly SIM	37.50	7.50	45.00		R	DD		In Hand	5.06
31.01.25	Nat West	Liquid A/c Interest	75.04			75.04	R	INT		Current A/c	1,220.57
31.01.25	Nat West	Reserve A/c Interest	15.21			15.21	R	INT		Reserve A/c	12,753.30
07.02.25	Kent Cables	Monthly Contract	20.00	4.00	24.00		R	DD		Liquid A/c	30,480.45
18.02.25	Staff	Salaries February	642.91		642.91			BACS			44,459.38
										Less Un-Reconciled	642.91
			1,281.66	11.50	1,441.15	45,257.62					43,816.47
						43,816.47					43,816.47

Signed Chairperson
18th March 2025