



**MINUTES OF THE ABOVE PARISH COUNCIL MONTHLY MEETING HELD IN RINGWOULD VILLAGE HALL  
8<sup>TH</sup> SEPTEMBER 2025 AT 7:00 PM.**

**149/25 To record those present and accept any apologies**

Present were Cllr Hogben (Chair), Cllr Wilson, Cllr Selwyn, Cllr Bremner, Cllr Hermer, Cllr Hansom, DDC Councillor Bates, Parish Clerk and five members of the public. Apologies received from DDC Councillor Richardson and KCC Councillor Porter.

**150/25 To Note any Declarations Pecuniary Interest (DPI), Other Significant Interests (OSI) or any Voluntary Interests**

Cllr Wilson declared an interest in item 157 iv) and v)

**151/25 To approve the following minutes:**

- a. Ordinary Meeting 14<sup>th</sup> July 2025
- b. Finance and General Purposes Meeting 31<sup>st</sup> July 2025

Both minutes were proposed as a true record of the meeting by Cllr Hogben, seconded by Cllr Bremner and all members voted in favour.

**152/25 Co-opt to fill the Parish Councillor vacancy**

The Council have had one nomination and the information was circulated to the Councillors. Kyra Meeke to be co-opted. This was proposed by Cllr Hogben, seconded by Cllr Wilson and all voted in favour. Clerk to contact DDC Elections team and Vision Ict to set up an email account for the new councillor. Kyra Meeke signed their Declaration of Acceptance of Office in the presence of the Parish Clerk. The Chair asked Kyra Meeke to join the meeting.

**153/25 Open session for members of the public to ask questions on items on the agenda**

(Visitors are welcome to speak on any item on the agenda for up to 3 minutes. This item will last for a maximum of 15 minutes, unless the Chair extends the time allowed.)

- i) A member of the public wanted to talk about the overgrown tree at Rowan Lee and when any further pruning will be done. This item was covered later under the agenda item 157 iv)
- ii) Cllr Hermer suggested the open session to be more open for the members of the public to discuss the items that are not only on the agenda. Cllr Hogben suggested that the Parish Council will review the standing orders and decide. To go on October meeting agenda.

**154/25 Verbal Reports by District and County Councillors**

**DDC member Cllr Martin Bates reported on the following:**

**1. Highways & Transport Network - Public Satisfaction Surveys**

This year, for the eighth year running, Kent County Council is taking part in the NHT Public Satisfaction Survey on highways and transport services. Whilst the main survey is being carried out by Ipsos, who are sending forms to a representative sample of households, they have also opted to take part in six web-based surveys on specific issues:

- Highway maintenance
- Accessibility
- Walking and cycling
- Public transport



- Road safety
- Tackling congestion

These surveys are publicly available online and will remain open until the end of February 2026. They may be accessed via our website using this link:

[National Highways and Transport Survey 2025-26 | Let's talk Kent](#)

The greater the take-up of the surveys, the more useful they will be in helping us to understand the priorities and concerns of people who live or work in Kent, so please feel welcome to complete any of the surveys which interest you, and to use your work and personal contacts to publicise them and to encourage other people to take part.

If you have any questions about the surveys or about how best to publicise them, please feel welcome to email or speak to me:

**Sara E Fletcher CEng MICE** | Asset Management Project Leader | Highways Asset Management and Inspections Team | Highways & Transportation | Kent County Council | Internal: 416756 | External: 03000 416756 | [www.kent.gov.uk/managing-highway-infrastructure](http://www.kent.gov.uk/managing-highway-infrastructure)

## 2. COMMUNITY GRANTS

A total of around £50k has been awarded to 72 different groups as part of Dover District Council's Community Grants Scheme. This will be followed by another round of funding in the winter months, when a further £50k will be available for local groups under the continuing Cost of Living Community Impact Fund.

The grant pot of £100k includes funding of £45k from the UK Shared Prosperity Fund.

Community groups that benefit the local area were invited to apply for grants of between £100-£5,000. The scheme encourages and supports community-led activities that result in a direct community benefit for Dover District residents.

Successful applicants benefitting from this latest round of funding include: Royal British Legion, Dover White Cliffs branch; Deal Speaking Up Group; the Jubilee Centre in Sandwich; the Alkham Valley Community Project; and Home Start in Dover District.

The grant recipients were recommended by the Community Grants Scheme Appraisal Panel and agreed by the Cabinet Member for Community. For more details on the funding decision, please see the DDC website, or for more information on DDC community funding, please see the community pages.

A further round of grant funding will start on 17<sup>th</sup> September.



DOVER DISTRICT COUNCIL  
**COST OF LIVING  
COMMUNITY IMPACT FUND**

**Grants between  
£100 - £5,000**  
are available for community projects  
and initiatives to help with the cost  
of living this winter.

**Charities, Community Interest  
Companies and Community Groups**  
can apply online for grants by logging onto:  
[www.dover.gov.uk/CommunityGrants](http://www.dover.gov.uk/CommunityGrants)  
**Log on today**

**Opens 17 September 2025**  
Open for 4 weeks, closing date: 15 October 2025

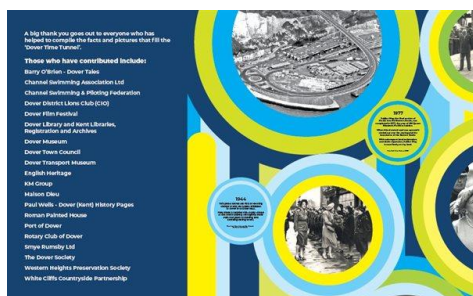
If you have any questions, or would like support in completing  
your application, please contact the Community Development Team at  
[communitygrants@dover.gov.uk](mailto:communitygrants@dover.gov.uk)



### 3. DOVER UNDERPASS RENOVATION

Preparation works are underway for the installation of a colourful new 'Dover Time Tunnel' artwork as part of key improvements to renovate the Townwall Street underpass. The artwork complements the multi million pound development of the Dover Beacon project alongside it, that remains on target for practical completion in 2026, and for 'topping out' (reaching the highest point in its construction) in September 2025.

The Dover Time Tunnel has been designed in-house by DDC and gives a fascinating insight into Dover's past. The bold and creative design includes an array of information and pictures from a whole range of partner organisations and individuals.



Contractors are starting work on fixing the base boards on which the new artwork will be attached over the next few weeks. The artwork features panels either side of the underpass, (sections of which are shown here).

The project is part of a range of works included in the underpass renovation launched in June as part of work to help better connect the high street and waterfront, and support and promote investment for the future.

The underpass works follow a range of consultation in 2023 through events and an online survey.

For more information on regeneration, please see our regeneration pages, or for more details on the underpass, please see the underpass pages on the DDC.

### 4. EMPLOYMENT OPPORTUNITIES

As DDC work with their partners to prepare for the next Big Jobs Fair in the autumn, three new job clubs are being introduced across the district to provide invaluable free support to residents looking for work. The new job clubs will include qualified staff to be on hand to assist with job searching, CV writing, filling out application forms and interview practice.



The monthly clubs, starting from September 2025, will take place in the following locations:

- Deal Welfare Club, Cowdray Square – every fourth Friday of the month starting from 26 September (24 October, 28 November, 28 January, 25 February etc)
- Dover Charlton Centre, working in collaboration with Dover Big Local – every first Monday of the month starting from 1 September (6 October, 3 November, 1 December, 5 January, 2 February etc)
- Sandwich Jubilee Centre, Jubilee Road – every third Friday of the month starting from 19 September (17 October, 21 November, 19 December, 16 January, 20 February etc)

The Big Dover Jobs and Volunteering Fair is coming to Cruise Terminal 2 at the Port of Dover on Wednesday 8 October. Dover District Council, the Department for Works and Pensions (DWP), Port of Dover, and Stagecoach are teaming up once again to showcase job opportunities, and a variety of volunteering opportunities across the area. Over 50 employers and volunteer groups are expected to exhibit, with a whole range of local jobs and volunteering opportunities available. The event is free to attend, and thanks to Stagecoach, a free shuttle bus will run throughout the event from Dover town centre to the cruise terminal. More details will follow soon.

The Jobs Fair is being funded by the UK Government through the UK Shared Prosperity Fund. For further information, visit [www.dover.gov.uk/jobclub](http://www.dover.gov.uk/jobclub)

## 5. LOCAL GOVERNMENT REORGANISATION AND DEVOLUTION

Government ministers want councils like yours in Kent and Medway to deliver the services they provide in a different way. In the biggest shake up of local government in almost 50 years, they want to merge councils across the historic county of Kent to create a number of unitary councils serving roughly 500,000 people each. We explain what a unitary council is below.

This is known as Local Government Reorganisation or LGR for short.

### How will councils change?

Under the current system Kent County Council (KCC) delivers some services like education, social services and roads, and district or borough councils deliver others like emptying your bins and providing council housing. In the proposed new system unitary councils would deliver all council services in one area. Medway Council operates in that way today. Ministers think the changes will make it simpler for residents to understand how things work and the new councils will be more efficient.

KCC, Medway and the 12 district and borough councils would no longer exist and would be replaced by a number of unitary councils. The existing councils are in the process of working out the best way to organise themselves including how many unitary councils there should be and what areas they should cover. They are being helped by experienced advisors KPMG to make sure their plans meet the government's key criteria and to gather the data and evidence needed to make a final decision.

### What happens next?

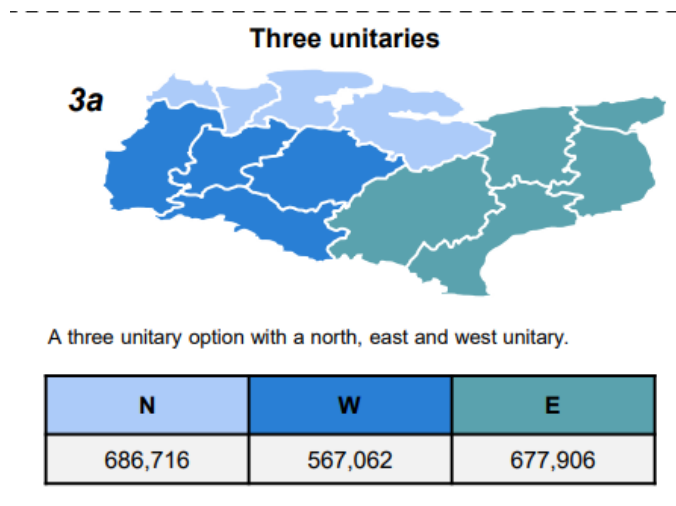
The government set a deadline of Friday 21 March 2025 for Kent's initial plans. Kent's full proposals and business plan need to be with ministers by Friday 28 November 2025. There will be a Town and Parish Council



meeting on 13<sup>th</sup> November to discuss this issue along with planning enforcement and the full council of DDC will be holding an extraordinary meeting on 19<sup>th</sup> November. The government will then take the decision about how many unitary councils there are and which areas they cover. When we get a decision, work will start in earnest on combining existing councils to create the new unitaries. Those new unitary councils could start delivering services from April 2028.

**N.B. At an extraordinary meeting, on 3<sup>rd</sup> September, of all Council Leaders within Kent a list of 7 possible options were reduced to two which will now go to completion of full draft business cases. The two chosen options were:**

**3A: For our unitary it will include: Dover, Thanet, Folkestone and Hythe, Ashford and Canterbury.**





**4B: For our area this will include Dover, Canterbury and Thanet**

**4b**



N	W	E	M
528,337	567,062	424,559	411,726

A four unitary option with unitaries in the north, west, centre and east with Folkestone and Hythe in the central unitary.

## LOCAL ISSUES

### BEACH HUTS

The latest update from Property Services is:

Nos 1,2,8,9,15,16,23 are let (7)

Nos 4,5,10,21 – in legal process of signing up. (4)

Nos 7,11,22 – uneconomical to repair and need to be replaced.

No 17 is awaiting repair

No 12 is now owned by DDC following completion of sale. Discussions to be held regarding continued use. (1)

All let and pending huts are on a lease until February 2028.

**KCC Member Cllr Bridget Porter was unable to attend the meeting and sent her report:**

KCC held its inaugural Devolution and Local Government Committee meeting on 28<sup>th</sup> July 2025

Minutes 08.09.2025





There is widespread concern about the timescale being imposed on Kent in such a significant issue. Members are concerned about the potential costs to residents of Kent in terms of transitional and operational costs falling on residents.

KCC and districts have been invited by the government to submit their proposals for Local Government Reorganisation by 28<sup>th</sup> November 2025. The government has yet to inform Kent of its required timetable for devolution.

KCC and Districts are working with KPMG who will be producing business cases for 7 options for Local Government Reorganisation. These 7 include a new hybrid model which emerged at the Committee Meeting. KCC Members remain unconvinced of the merits of LGR but will continue to work with partners to see if a workable solution can be found. KCC Members believe strongly that there should be thorough consultation with the public and impacted organisations but this could be better carried out when there is further clarity on options, costs and any benefits.

Linden Kemkaren ,Leader of KCC met with District Leaders on August 13<sup>th</sup> .

A Questionnaire is available on Budget Consultation 2026-27 on [www.letstalk.kent.gov.uk](http://www.letstalk.kent.gov.uk).

I met with Tom Williams and Lezanne Cesar on 30<sup>th</sup> July. We discussed Highways Improvement Plans for villages in Dover North. So far they have met with Guston PC and Great Mongeham PC to schedule works to be carried out by KCC.

Cllr Peter Osborne, Cabinet Lead for Highways and Transport has invested £67 million to repair Kent roads. This money will go towards repairing potholes, road resurfacing and preventing further damage.

Cllr Diane Morton has been focusing on Blue Badges for the disabled with the intention of making things easier and turnaround times quicker. Now 42% of applications are completed within 15 days provided they are straightforward.

Cllr David Wimble and Cllr Dean Burns opened their first ReUse shop at Romney Marsh Household Waste Site.

KCC plan to rollout this initiative at all Household Waste Sites.

On 26<sup>th</sup> August KCC hosted a seminar in partnership with Women's Safety Initiative and other Violence Prevention Charities to discuss the real issues of Violence Against Women and Girls, which covered topics of Domestic Violence , Coercive Control and Drinks Spiking . A lively discussion followed with Questions and Answers from the audience.

#### **155/25 Finance**

- a. To approve the payment schedule for September was proposed by Cllr Hogben seconded by Cllr Bremner and all members voted in favour.



To	Reason	Gross amount	How paid	Vat
A Nigol	Clerk wages August	990.42	BACS	0.00
A Nigol	Clerks' expenses	97.50	BACS	0.00
HMRC	Paye NI	1090.20	BACS	0.00
R K Graphics	Self-adhesive stickers	93.60	BACS	15.60
R K Graphics	Stickers, aluminium panels	223.20	BACS	37.20
Zurich Municipal	Annual Insurance	1059.56	BACS	0.00
J Harrison	Sept grass cutting invoice 1230	545.00	BACS	0.00
J Harrison	August maintenance Invoice 1231	1229.21	BACS	0.00
Croner	HR subscription	132.44	DD	21.04
Castle water	Allotment water charges	34.03	DD	0.00
Hopkins	Defib aftercare	748.44	BACS	124.74

August Income:

Field rent: 4x 18.00 =72.00

Allotments: 73.00

Total: 145.00

- b. To note reconciliation for July and August. The reconciliation for July and August was noted.
- c. To review and agree on cost for first aid course. To spend £395 on First aid course for the Councillors was proposed by Cllr Wilson seconded by Cllr Bremner and all members voted in favour. This covers all day training course for 12 people. The Parish Council decided to extend this opportunity to Kingsdown Conservation group and Kingsdown swimming group if they would like to attend. Clerk to email details to KCG.

## 156/25 Planning

- a) Noted:





- i) 25/00694 Kingsdown Place Upper Street Kingsdown CT14 8EU Certificate of Lawfulness (proposed) for the installation of solar panels to south roof slope. Certificate Proposed Granted.
- ii) 25/00374 6 Jarvist Place Kingsdown CT14 8AL. Erection of a dwelling (self-build) Planning permission granted.

The Parish Council had decided to object to the application for the following reasons: Overdevelopment, Unsuitable access – particularly during building works. No turning space for HGVs. The Parish Council believes that the access to the rear garden has not been used for years and would like to know if the owner of 6 Jarvist Place has it on their deeds that they can use this rear entrance as an access to the garden. The Parish Council decided to contact the owner of the property and share the concerns about the access during the building works.

b) To note the applications as listed, consider, and agree any comments to be sent to the District Council.

- i) 25/00929 446 Dover Road, Walmer, CT14 7PD Lateral reduction on road side by 2-3 metres of one Sycamore (T1) and prune back lateral branches overhanging boundary by approximately 2-3 metres of one Sycamore (T4), both the subject of Tree Preservation Order No 2 of 1969. No comments.
- ii) 25/00931 Beech Tree Cottage, Back Street, Ringwould, CT14 8HL. Erection of a single storey rear extension (existing conservatory to be demolished). No comments.
- iii) 25/00927 Northcote, Northcote Road, Kingsdown, Deal. Erection of a dojo. No comments.
- iv) Notice of the intention to make an Order to temporarily close Restricted Byway ER19 at Ringwould. The Parish Council received a notice from KCC about the closure of Byway ER19 in Ringwould for 6 Months. Cllr Hogben wrote to KCC to express Parish Council concerns about walkers and horse riders not seeing these notices. Ringwould Road is very dangerous and walking along it at this point is perilous as there is a steep hill, poor visibility and traffic travelling in excess of 50mph. Ringwould Road is the main road into Kingsdown. Cllr Hogben queried whether it's not be possible to leave ER19 open and to provide a safe route alongside the development by means of site fencing or barriers. Cllr Hogben has written to Heather Waller, PROW officer for KCC for clarification.

### **157/25 Management of Trees & Woodland**

- i) New contractor for removal of wood from Freedown Woods.  
The Parish Council agreed to allow new contractor to start removal of the wood from Freedown woods now that the nesting season is over. New contractor to send insurance documents to Clerk. The Parish Council agreed to charge £50 for each truck load of wood. No use of chainsaw allowed.
- ii) Camping issues in Freedown Woods. Security company. There have been no further camping issues in Freedown Woods. The Parish Council decided to investigate possibility to use security company in the future like St Margarets Cliff's Parish Council does. Cllr Wilson to get more information for October meeting.
- iii) Start date of footpath clearing The Lynch. ER15 is now fully blocked and the works will have to start as soon as possible. Clerk to inform the Contractor.



- iv) Branches removed from tree overhanging at Rowan Lee. To discuss whether further pruning can be done. The owner of the property who's family has been affected by the overhanging tree to their property shared their concerns and stress about the overhanging tree. The Parish Council discussed and agreed to pollard the whole tree and cut it back as much as possible. This was proposed by Cllr Hermer seconded by Cllr Meeke and all members voted in favour. Clerk to inform the contractor to start with works as soon as they are available.
- v) Freedown path clearance - update on works. The contractor will continue clearing Freedown path. To go on October meeting agenda.
- vi) Tree works on Droveway, Hangmans Lane and allotments. The Parish Council reviewed the quotes and decided to spend £4500 to carry tree works on Droveway, Hangman's Lane and allotments. This includes four tree surgeons work for six days, all waste chipped or removed. This was proposed by Cllr Hermer seconded by Cllr Hansom and all members voted in favour.

#### **158/25 Allotments**

- i) Update from Cllr Bremner.  
Cllr Bremner updated on the following: New members have signed up for the allotment. The owners of one plot have not been cultivating their plot. Parish Council agreed to send a letter to inform the holder that they need to cultivate their plot within one Month.
- ii) Talk about getting planning permission for allotment parking. The Parish Council agreed to visit the area on 20<sup>th</sup> September 8.30am to discuss and review the options of creating a parking area for allotment holders. To go on October meeting agenda.
- iii) To discuss and review the lease between the Learning Opportunities School and PC. Cllr Bremner and Cllr Wilson had met with Learning Opportunities school to discuss their outstanding payment, which now has been paid. The school would also like to take on another plot.
- iv) Compost heap. Cllr Bremner reported that the Compost heap has been has become a dumping ground and the allotment holders have to put their cuttings right at the end of the compost heap. The Contractor to clear the area and install some notices for the allotment holders.

#### **159/25 Playing Fields**

- i) Rospa safety report follow up. The Parish Council reviewed the report and agreed to carry out the maintenance works. Clerk to forward the reports to the Contractor.
- ii) Update from Insurance company regarding the damage. – The insurance company have asked questions which the Clerk has answered – as yet no update from the insurance company. Cllr Meeke suggested reporting to the police again. Cllr Wilson to report.
- iii) To review and discuss the replacement of the damaged gate. This item was deferred.
- iv) Updated signs for parks and recs x 5. To spend £325 +VAT on signs and recs was proposed by Cllr Wilson seconded by Cllr Hermer and all members voted in favour.

#### **160/25 S. 106 Allocations**

Cllr Hogben reported that the developer contributions officer at DDC had responded to our list of S106 spending suggestions for the Parish. They suggested that as the S106 has not yet been signed, we speak to the case officer in charge of the Woodhill Farm development for more information – Cllr Hogben to contact them.

#### **161/25 Neighbourhood Plan**

- i) Update from Cllr Hogben. Next steering group meeting 17<sup>th</sup> September. Helen Williams has joined the steering group to help with the policy on 2<sup>nd</sup> homes.



- ii) To discuss other sources of funding. Cllr Hogben has been looking for other options for funding. Cllr Bridget Porter from KCC forwarded some useful information about the Combined Members Grant, which could be useful. Cllr Hogben to follow up.

**162/25 Health and safety policy review**

This item was deferred.

**163/25 Update on speeding issues**

There have been a couple of road accidents on A258 and Ringwould road. They all have been reported to Police and KCC Highways.

**164/25 Parish Bus Stop Shelter Grant 2025/2026**

Clerk to observe the grant and bring it back to the October meeting.

**165/25 Correspondence**

- a) Kent Police newsletter. This was noted.
- b) Email from a local resident regarding the blocked drain on the corner of St. James's Road and several other locations. Clerk had reported it to KCC and they have been cleared.
- c) Email from a local resident regarding the tree at the bottom of their garden on the footpath ER2.  
The Parish Council will investigate the land ownership and report it back at the October meeting.

**166/25 Matters of General Interest**

(For councillors to highlight issues that do not require a decision or for items on the next agenda.)

None.

**167/25 To agree date of next meeting.** 13<sup>th</sup> October 7pm in Ringwould Village Hall.

**168/25 Confidential Matters** – To exclude the public under the Public Bodies (Admission to Meetings) Act 1960, and Section 12a of the Local Government Act 1972, due to the sensitivity of the items to be discussed. None.

Meeting closed at 21:05

A Nigol  
Parish Clerk