



Town Council Offices  
Maison Dieu House  
Biggin Street  
Dover  
CT16 1DW

DATE OF ISSUE:  
28<sup>th</sup> November 2017

### DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the PLANNING COMMITTEE will be held at the Town Council Offices on Monday 4<sup>th</sup> December 2017 at 1pm when the business shown on the agenda below will be transacted.

Any member of the public who requires further information or has any special requirements in respect of this meeting please contact Allison Burton, Town Clerk, on 01304 242625.

Allison Burton  
TOWN CLERK

The Press and Public are welcome to attend.

### AGENDA

1. APOLOGIES FOR ABSENCE

Prior to a meeting, Councillors' apologies with a reason for absence from that meeting should be submitted to the clerk

2. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law

*(Guidance for Councillors concerning disclosable pecuniary and/or other interests is attached for your information).*

3. MINUTES

To approve the Minutes of the meetings of the Planning Committee held on 6<sup>th</sup> November 2017 (copy attached).

4. COMMITTEE BUDGET

To consider the latest out-turn against the Committee's 2017/18 budget (copy attached).

5. DETERMINED PLANNING CONSENTS

To note the decisions of Dover District Council on the following planning applications: -

<u>Application No:</u>	<u>Address</u>	<u>Decision</u>	<u>Town Council Decision</u>
DOV/17/00578	Buckland Community Centre, Roosevelt Road, Dover, CT16 2BT	Granted	Support
DOV/17/00891	208 Elms Vale Road, Dover, CT17 9PP	Granted	Support
DOV/17/00899	Ryder House, 115-116, London Road, Dover, CT17 0TQ	Granted	Support
DOV/17/00988	Land Adjoining 1 Malvern Road, Dover, CT17 9RF	Withdrawn	Support
DOV/17/01135	Unit 16, St James Retail/Leisure Development, Fronting Townwall Street, Dover, CT16 1QD	Granted	Support
DOV/17/01142	Land at 111-115, Folkestone Road, Dover, CT17 9SD	Granted	Support
DOV/17/01162	35 Elms Vale Road, Dover, CT17 9NZ	Granted	Support

6. APPLICATIONS FOR PLANNING CONSENT

To consider the following applications for planning consent: -

<u>Application No:</u>	<u>Proposal</u>
DOV/17/01263	Change of use to gym (Class D2) Unit 1H Clock Tower Lofts, Crabble Hill, Dover, CT17 0FA
DOV/17/01268	Erection of a two and three storey building incorporating 69no. 'Extra Care' apartments (C2 Use) for older persons, communal facilities, parking and landscaping (existing building to be demolished) The Old Sorting Office, Charlton Green, Dover, CT16 1AA
DOV/17/01289	Use of ground floor (part retrospective) for vehicle repair and MOT testing centre with ancillary office, waiting room and staff facilities Unit 1, Primrose Industrial Estate, Coombe Valley Road, Dover, CT17 0UP
DOV/17/01304	Change of use to residential (C3) 15 Castle Street, Dover, CT16 1PU
DOV/17/01342	Erection of a replacement 15 metre lattice tower and associated ancillary

- equipment (existing tower to be removed)  
Lord Warden House, Lord Warden Square, Dover
- DOV/17/01343 The removal of the existing 15 metre high lattice tower and its replacement with a new 15 metre high lattice tower and development ancillary thereto  
Lord Warden House, Lord Warden Square, Dover
- DOV/17/01347 Erection of a garage with roof terrace above and glass balustrade  
11 Hardwicke Road, Dover, CT17 9QL
- DOV/17/01349 Part change of use to form two self-contained flats on upper floors  
9 High Street, Dover, CT16 1DP
- DOV/17/01350 Conversion of 1st, 2nd and 3rd floors to form two self contained flats to include erection of internal partition walls.  
9 High Street, Dover, CT16 1DP
- DOV/17/01354 Crown raise 5no. chestnut trees to 3metres above adjacent alleyway and removal of one large limb  
3 Monastery Avenue, Dover, CT16 1AB
- DOV/17/01360 Conversion of dwelling into 1no 3 bed flat and 2no 1 bed flats (chimney to be demolished)  
28 Priory Hill, Dover, CT17 0AA
- DOV/17/01361 Change of use to gymnasium (Class D2 Use)  
First Floor, Block C, St James Retail Park, St James Street, Dover, CT16 1QD
- DOV/17/01372 Change of use and conversion to 6no self contained flats and erection of a two storey rear extension to include 2 self contained flats (existing single storey extension to be demolished)  
Kings Hall, 287 London Road, Dover, CT17 0SY
- DOV/17/01379 Conversion to form 6no dwellings to incl. demolition of existing gallery and insertion of new 1st and 2nd floor structure; Demolition of existing rear single storey extension and construction of new two storey extension to form 2no dwellings.  
Kings Hall, 287 London Road, Dover, CT17 0SY

## 7. LATE PLANNING APPLICATIONS & ANY OTHER ITEMS

To view any planning applications received since the preparation of the Agenda.

## 8. LICENCING

New Licence Application  
V Lounge  
7 Cannon Street  
Dover  
CT16 1BY

- Grant of Premises Licence  
To place on the Highway
- 2 Tables & 8 Chairs 08:00 to 23:00

Closing date for comments 10<sup>th</sup> December 2017

New Licence Application  
Charlton Centre Café  
Unit 17  
Charlton Centre  
High Street  
Dover  
CT16 1TT

Grant of Premises Licence

To enable the sale of alcohol between

- 11:00 to 04:00 Sunday to Thursday
- 11:00 to 05:00 Friday & Saturday

To enable the sale of alcohol or extended hours on New Year's Eve

- 11:00 to 06:00

To enable the provision of hot food and drink

- 23:00 to 04:00 Sunday to Thursday
- 23:00 to 05:00 Friday & Saturday

To enable the provision of hot food & drink for extended hours on New Year's Eve

- 23:00 to 06:00

Please Note: On the Premises Alcohol and Late night refreshments offered to public until 12 midnight and then off-sales until time specified when premises will be closed to the public and delivery service only.

Closing date for comments 21<sup>st</sup> December 2017

**9. CONSULTATIONS**

Dover District Council, proposal for former cinema site, Castle Street Dover, have your say  
<http://investindover.co.uk/PDF/Public-consultation-proposals-for-former-cinema-site-Castle-Street-Dover.pdf>

Dover District Council, proposed Commonwealth War Memorial, have your say  
<https://www.dover.gov.uk/Consultation/Commonwealth-Memorial/Commonwealth-Memorial-Dover-Consultation.aspx>

Consultation end date 10<sup>th</sup> December 2017

**10. INFORMATION ITEMS**

To note the urgent decision UD17/18-004 regarding change of time for the Planning Committee. Copy attached.

**11. DATE OF NEXT MEETING**

The next meeting will be held on the 15<sup>th</sup> January 2018

**NOTE: A COPY OF THIS DOCUMENT IN LARGER TYPE MAY BE OBTAINED ON REQUEST FROM THE COUNCIL OFFICES, MAISON DIEU HOUSE, BIGGIN STREET, DOVER.**

**COPIES OF THE DOCUMENTS MENTIONED IN THIS AGENDA ARE AVAILABLE FOR INSPECTION FROM THE TOWN COUNCIL OFFICES, MONDAY TO FRIDAY, (EXCLUDING PUBLIC HOLIDAYS) - 9.30 AM - 4.00 PM. COPIES MAY BE REQUESTED GIVING 1 WORKING DAY'S NOTICE AND WILL BE CHARGED AT 10P PER COPY.**



## **DECLARATIONS OF INTEREST**

### **Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest' explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and subject to any dispensations, withdraw from the meeting. Members should remember that a finding of a breach of the law with regard to DPI's carries a fine of up to £5,000 and a criminal record.

### **Other Significant Interest (OSI)**

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

### **Voluntary Announcement of Other Interests (VAOI)**

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone they should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

### **Notes:**

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representatives on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer etc would both probably constitute either an OSI or in some cases a DPI.







## DOVER TOWN COUNCIL

Minutes of the meeting of the PLANNING COMMITTEE held at the Council Offices, Maison Dieu House, Biggin Street, Dover, on Monday 6<sup>th</sup> November 2017 at 6pm.

### PRESENT

Councillor A Jenner(Chairman)  
 Councillor C Precious  
 Councillor R Walkden  
 Councillor J Lamoon  
 Councillor I Palmer  
 Councillor M Wood  
 Councillor J Heron  
 Councillor N Rix  
 Mr P Sherratt (Dover Society)

*Also present was Councillor S Jones*

### 166. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr Burke due to ill health, & Cllr Ward due to personal commitments.

### 167. DECLARATIONS OF INTEREST

Councillors present made no declarations of disclosable pecuniary and/or other interests as required by law.

### 168. MINUTES

The Committee considered the minutes of the meeting of the Committee held on the 9<sup>th</sup> October 2017.

RESOLVED: That the minutes of the meetings of the Committee held on the 9<sup>th</sup> October 2017, be approved as a correct record and signed by the Chairman

### 169. COMMITTEE BUDGET

Chairman

The Committee noted the latest out-turn against the Committee's 2017/18 budget.

#### 170. DETERMINED PLANNING CONSENTS

The Committee noted the decisions of Dover District Council on the following planning applications:

<u>Application No:</u>	<u>Address</u>	<u>Decision</u>	<u>Town Council Decision</u>
DOV/17/00760	47 Biggin Street, Dover, CT16 1DB	Granted	Object
DOV/17/00923	Unit 4A, St James Retail/Leisure Development, Townwall Street, Dover, CT16 1QD	Granted	Support
DOV/17/01069	Prince of Wales Pier, Western Docks, Dover, CT17 9BX	Granted	Support
DOV/17/01131	1 - 6 St Martins House, Hawkesbury Street, Dover, CT17 9EG	Granted	Support

#### 171. APPLICATIONS FOR PLANNING CONSENT

The Committee considered applications for planning consent passed to the Town Council for consultation purposes.

RESOLVED: That the following observations be passed to the Dover District Council in relation to the applications now considered:

Application No: DOV/17/00807

Proposal: Change of use to a recruitment agency (Use Class A2) (Financial & Professional Services) and installation of a new shopfront (amended details) (re-advertisement)  
9 King Street, Dover, CT16 1NR

Comment: Object. The Committee has no objection to the change of use. However, a quality traditional shop front in keeping with the striking architectural features of the building in close proximity to the Conservation Area would be preferred.

Application No: DOV/17/01162

Proposal: Erection of a single storey rear extension and alterations to front bay window  
35 Elms Vale Road, Dover, CT17 9NZ

Comment: Support

Application No: DOV/17/01225

Proposal: Outline application for the erection of 31 dwellings (all matters reserved)  
Ferrybridge House, Abbey Road, Dover, CT17 0LF

Comment: Object The site is not in the Land Allocation Local Plan for residential development. The Council supports KCC objections on the basis that the development does not provide safe and secure access in accordance with the NPPF.

Chairman

- Application No: DOV/17/01230  
Proposal: Erection of a detached dwelling, formation of vehicle access and parking  
Land rear of 117 Manor Road & Adjoining, 437 Folkestone Road, Dover, CT17 9JX
- Comment: Object - The Council believes access is unsuitable & being along a single unmade track. The development is over intensificated, removing garden & amenity space from the area.
- Application No: DOV/17/01231  
Proposal: Erection of a detached single storey community building incorporating public toilets, access ramps and steps  
Land Adjacent CAB Building, Maison Dieu Gardens, Maison Dieu Road, Dover, CT16 1TG
- Comment: Strongly Support
- Application No: DOV/17/01242  
Proposal: Erection of a two-storey rear extension with terrace and associated external staircase  
18 Percival Terrace, Dover, CT17 9SU
- Comment: Support
- Application No: DOV/17/01246  
Proposal: Erection of four dwellings  
Land between 67 and 73, Hillside Road, Dover, CT17 0JQ
- Comment: Strongly Support- The Council is delighted the quality of the design and recognise that parking is not required as it is on main transport route, but would like to suggest that maybe some of the land at the rear of the properties could not be used to accommodate vehicles.
- Application No: DOV/17/01248  
Proposal: Installation of an antenna for data communications to North East corner of building  
Burgess Marine Ltd, Channel View Road, Dover, CT17 9TP
- Comment: Support- The Council support this application with the proviso that the structure will pose no threat to the people in the immediate vicinity with materials used within the best practice.
- Application No: DOV/17/01251  
Proposal: Display of six free-standing non-illuminated advertisement panelled screens around seating area  
Gala Bingo Hall, 49 Biggin Street, Dover, CT16 1DB
- Comment: Object- The Council object strongly to this application. Point of the Dover District Councils Guidance to Shop Fronts & Signage within a Conservation Area should be followed. The Council is concerned the signage will leave less than 1.2 metres of footpath.

## 172. LATE PLANNING APPLICATIONS

- Application No: DOV/17/01205  
Proposal: Formation of a dropped kerb and parking  
106 Melbourne Avenue, Dover, CT16 2JH
- Comment: Support
- Application No: DOV/17/01222  
Proposal: Part infill of existing first floor balcony and installation of a

Chairman

- replacement window  
 Dover Marina Hotel, Waterloo Crescent, Dover, CT17 9BP

Comment: Support -

Application No: DOV/17/01223

Proposal: Blocking 1st floor balcony & installation of window. Internal works to convert to 4no enSite bedrooms to include removal of existing and erection of new partition walls, creation of new openings, replacement of windows with French doors and creation of new openings through party wall all to 1st floor.  
 Dover Marina Hotel, Waterloo Crescent, Dover, CT17 9BP
- Comment: Support

Application No: DOV/17/01284

Proposal: Erection of single storey side extension and conversion of garage to office/games room  
 149 Markland Road, Dover, CT17 9NL
- Comment: Support

Application No: DOV/17/01290

Proposal: Erection of an attached dwelling with Juliette balcony to first floor (existing conservatory to be demolished)  
 13 St David’s Avenue, Aycliffe, CT17 9HU
- Comment: Strongly Object - The Council objects to this application. It is over intensification in a very busy estate, reducing green space and amenity for neighbours.

Application No: DOV/17/01291

Proposal: Display of 1no. internally illuminated fascia sign, 1no. internally illuminated projecting sign and window film to first floor  
 Unit 2, 11-16, Biggin Street, Dover, CT16 1BD
- Comment: Support

Application No: DOV/17/01319

Proposal: Erection of a rear dormer roof extension  
 16 Pardoner's Way, Dover, CT16 2DE
- Comment: Support

**173. LICENSING AND CONSENTS**

New Licence Application Nando’s Unit 4 St. James Street Dover CT16 1QD  
 Grant of Premises License to enable the provision of hot food and drink Monday to Sunday 23:00 to 00:00 to enable the sales of Alcohol Monday to Sunday 11:00 to 00:00

RESOLVED: That the Town Council has no objection to New Licence Application Nando’s Unit 4 St. James Street Dover CT16 1QD Grant of Premises License to enable the provision of hot food and drink Monday to Sunday 23:00 to 00:00 to enable the sales of Alcohol Monday to Sunday 11:00 to 00:00

**174. CONSULTATIONS**

No Consultations.

**175. INFORMATION ITEMS**

Chairman

No Information items.

**176. DATE OF NEXT MEETING**

The next meeting will be held on the 4<sup>th</sup> December 2017 at 6pm.

The meeting closed at 19.47pm

Councillor A Jenner  
CHAIRMAN

Chairman



		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Planning</b>								
<u>201</u>	Planning							
4201	Planning	18,831	191	16,000	15,809	15,000	809	94.9 %
	Planning :- Expenditure	<b>18,831</b>	<b>191</b>	<b>16,000</b>	<b>15,809</b>	<b>15,000</b>	<b>809</b>	<b>94.9 %</b>
1050	Misc Income	10,000	0	0	0			0.0 %
	Planning :- Income	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Net Expenditure over Income</b>	<b>8,831</b>	<b>191</b>	<b>16,000</b>	<b>15,809</b>			
	Planning :- Expenditure	<b>18,831</b>	<b>191</b>	<b>16,000</b>	<b>15,809</b>	<b>15,000</b>	<b>809</b>	<b>94.9 %</b>
	Income	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>8,831</b>	<b>191</b>	<b>16,000</b>	<b>15,809</b>			





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**DOVER TOWN  
COUNCIL**  
**Cons No: UD 17/18 – 004**

# Memorandum

**To:** Councillor Ann Jenner – Chairman Planning Committee and  
All Members of the Planning Committee

**From:** Allison Burton – Town Clerk

**cc:** Karen Dry – Land & Community Officer

**Date:** 14<sup>th</sup> November 2017

**Re:** **CHANGE OF TIME FOR THE PLANNING COMMITTEE ON 4<sup>th</sup>  
DECEMBER 2017**

You were consulted by me regarding the change of time for the Planning Committee meeting scheduled for 6pm on 4<sup>th</sup> December 2017. Due to the working hours of staff members over the Christmas Light Switch on Weekend, you were of the opinion that the meeting time should be moved to 1.00pm within the working day but remain on the 4<sup>th</sup> December 2017.

Using delegated powers under Standing Order 23 A and as the decision cannot wait until the next meeting of the Planning Committee, I have authorised the time change of the meeting to 1.00pm on the 4<sup>th</sup> December 2017 and appropriate notices have been put in place to inform the public of the change of time.

This decision will be reported to the next meeting of the Planning Committee to be held on 4<sup>th</sup> December 2017.

Officer signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'Allison Burton', written over a horizontal line.