



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

DATE OF ISSUE:  
20th November 2024

## 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, 25<sup>th</sup> November at 6 p.m. 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 the Town Clerk on 01304 242 625.

Allison Burton  
TOWN CLERK

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive any 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 on.)*

### 3. MINUTES

To Consider the Minutes of the meeting of the Planning Committee held on the 4<sup>th</sup> November 2024 (Copy attached).

4. COMMITTEE BUDGET

To note the budget out-turn against the Committee's 2024/25 budget (Copy attached).

To note the 2025/26 budget process is underway. Members wishing to make representations should contact the Chair of the Committee. The Town Council budget will be resolved at the Full Town Council meeting on Wednesday 15th January 2025

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>
21/01425	Dover Town Hall, High Street, Dover, CT16 1DL	Granted	Support
24/00957	409-411 Folkestone Road Dover, CT17 9JT	Granted	Support
24/00181	The Beacon Project Bench Street Dover,	Granted	Object
24/00841	Former United Reformed Church, High Street, Dover, CT16 1DP	Granted	Support

6. APPLICATIONS FOR PLANNING CONSENT

To consider the following applications for planning consent:

<u>Application No:</u>	<u>Proposal</u>
24/00293	Erection of a drive thru restaurant, car parking, car charging bays, substation, landscaping and associated works, including Customer Order Displays (COD) and a height restrictor Land At the Corner of Townwall Street and Woolcomber Street Dover CT16 1QF
24/01065	Erection of a classroom building (existing temporary classroom to be removed) Vale View County Primary School Vale View Road Dover CT17 9N
24/01147	Variation of condition 2 (approved plans) of Listed Building Consent 23/01431 (Works to facilitate conversion of Protea House to form ground floor conference /function room to include: Ground floor: Removal of load bearing walls and 2no chimney breasts. Basement: infill and insert new openings and partitions to form treatment rooms extending the existing hotel spa facilities. Remove existing and insert new partitions including Infill openings. Rear NW elevation infill 1no ground floor window) to allow for additional structural steelwork to ground floor Removal of existing historic fabric between new steelwork due to lack of stability. Revised drawings to show updated details Dover Marina Hotel and Spa Waterloo Crescent Dover CT17 9BP

- 24/01158      Erection of a first-floor side extension, conversion of garage to habitable accommodation with alterations to windows/doors and insertion of roof lights  
30 Elm Park Gardens Dover CT17 9NQ
- 24/01162      Change of use and conversion to create self-contained flat to include the insertion of 2 lightwells  
Westbury House 1 Westbury Road Dover CT17 9QH
- 24/01163      Change of use to hand car washing (suis Generis)  
173 - 177 Snargate Street Dover CT17 9BZ
- 24/01189      Erection of first floor balcony to rear and associated external stairs  
16 Godwyne Road Dover CT16 1SW

7.      **LATE PLANNING APPLICATIONS**

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

8.      **RELOCATION OF SLOW WORMS**

To consider chairpersons report regarding the relocation of slow worms (copy attached)

9.      **LICENSING**

To note there are no Licence applications

10.     **DATE OF NEXT MEETING**

The next meeting will be held on Monday, 27<sup>th</sup> January 2025 at 6 p.m.

**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, 9.30AM - 4.30PM. COPIES MAY BE REQUESTED GIVING 1 WORKING DAY'S NOTICE AND WILL BE CHARGED AT £1 PER BLACK & WHITE COPY AND £2 PER COLOUR 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, 4<sup>th</sup> November 2024 at 6 p.m.

### PRESENT

Councillor Calder (Chair)  
 Councillor Collins  
 Councillor Kember  
 Councillor Lamoon  
 Councillor Sawbridge  
 Councillor Shread  
 Councillor Verril

Mr G. Margery – The Dover Society

### 132. APOLOGIES FOR ABSENCE

Apologies received from Councillors Biggs Collor & Cowan due to personal commitments & Councillor Bird due to ill health & resignation from the planning committee Councillors Wanstall & Mrs Wanstall

### 133. DECLARATIONS OF INTEREST

Councillor Kember declared an interest in agenda item 6 planning applications 24/01026 as she is related to the architect whom submitted the plans.

### 134. MINUTES

The Committee considered the minutes of the meeting of the Planning Committee held on 7<sup>th</sup> October 2024.

**RESOLVED:** That the minutes of the meeting of the Planning Committee held on 7<sup>th</sup> October 2024 be signed by the Chair.

### 135. COMMITTEE BUDGET

The Committee noted the budget out-turn against the Committee's 2024/25 budget.

Chair

The Committee noted the 2025/26 budget process is underway. Members wishing to make representations should contact the Chair of the Committee. The Town Council budget will be resolved at the Full Town Council meeting on Wednesday 15th January 2025

**136. 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>
24/00903	50 St Radigunds Road, Dover, CT17 0LE	Granted	Support
24/00649	196-197 London Road, Dover, CT17 0TF	Granted	Support
24/00669	Limekiln Street CT17 9EF	Refused	Object

**137. 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: 24/00663
- Proposal: Application for permission in principle for the erection of 2 dwellings Land North of Vale View Road Dover CT17 9NP
- Comment: Support
- Application No: 24/00922
- Proposal: Replacement windows and doors 317 London Road Dover CT17 0SY
- Comment: Object. The conservation area’s value is largely derived from its historic and architectural features, including original windows and doors that maintain the area’s traditional aesthetic The property is a listed building. Historic England’s guidance states that doors & windows should be kept wherever possible. The front door was purpose-made for the front of the home and is usually the most important feature on the most visible side of the house. Otherwise like for like replacement is preferred to composite & double glazing as a material
- Application No: 24/01026
- Proposal: Erection of 2 storey rear extension and single storey front porch extension. Installation of drop kerb to facilitate off-street parking 82 Durban Crescent Dover Kent CT16 2JJ
- Comment: Support
- Application No: 24/01066
- Proposal: Erection of an outbuilding (retrospective) 38 Mount Road Dover CT17 9LF

Chair

- Comment: Support  
Application No: 24/01072  
Proposal: Erection of two storey office building (existing building/covered area demolished)  
 Old Harbour Station Elizabeth Street Dover CT17 9FE
- Comment: Support
- Application No: 24/01075  
Proposal: Alteration and conversion of a storage building and covered area to form a new two storey office building with the installation of new windows, door and part roof to form front elevation.  
 Old Harbour Station Elizabeth Street Dover CT17 9FE
- Comment: Support  
Application No: 24/01076  
Proposal: Removal of paint and levelling compound to steps/treads to the clock tower and Ladywell staircases.  
 Dover Town Hall High Street Dover CT16 1DL
- Comment: Support  
Application No: 24/01086  
Proposal: Change of use to HMO for up to 8 people (Sui Generis)  
 13 Castle Hill Road Dover CT16 1QW
- Comment: Object. Town Council object to the concentration of HMOs within Dover Town, rather than spread evenly across the district. This leads to an intensified impact on local resources, infrastructure, and community cohesion in an already economically & socially challenged town. The prevalence of HMOs in a single area can lead to various issues: With an increasing number of HMOs, local services such as waste management, parking, and public amenities may struggle to meet the higher demands placed upon them. The concentration of HMOs often brings a temporary population to areas traditionally populated by long-term residents, potentially affecting the overall stability and sense of community. Intensified residential densities associated with HMOs can lead to noise disturbances, reduced green space availability, and strain on public services, which can impact the quality of life for everyone.
- Application No: 24/01087  
Proposal: Remove 2no internal doors, erection of partitions to form ensuites, replacement stairs between 2nd and third floor.  
 13 Castle Hill Road Dover CT16 1QW
- Comment: Object.  
Application No: 24/01096  
Proposal: Erection of garage to front garden and installation of drop kerb to facilitate vehicular access, reduction of ground levels and construction of retaining wall to rear garden  
 15 Hardwicke Road Dover Kent CT17 9QL
- Comment: Support. Subject to at permeable surface used for the driveway & hardstanding
- Application No: 24/01098  
Proposal: Erection of a telephone kiosk  
 Telephone Box Outside National Westminster Bank Market Square  
 Dover CT16 1NG
- Comment: Object. Given the widespread use of mobile phones, the functional necessity of a telephone kiosk is limited. A needs analysis was

undertaken for the Market square development which showed the need for a reduction in public telephones and surplus kiosks were removed at that time & this application is a retrospective steeple adding to more clutter in the public realm

Application No: 24/01099  
Proposal: Display of internally Illuminated digital display integrated within telephone kiosk  
 Telephone Box Outside National Westminster Bank Market Square Dover CT16 1NG  
Comment: Object. Given the widespread use of mobile phones, the functional necessity of a telephone kiosk is limited. A needs analysis was undertaken for the Market square development which showed the need for a reduction in public telephones and surplus kiosks were removed at that time & this application is a retrospective steeple adding to more clutter in the public realm

### 138. LATE PLANNING APPLICATIONS

Application No: 24/00986  
Proposal: Change of use of land to residential garden, raised platform and erection of an outbuilding for use as dog kennels (retrospective)  
 Land Rear 3 Newbury Close Dover CT17 9NE  
Comment Object. While the application states that the kennels are for domestic use, it is notable that the applicant is listed as a registered Doberman breeder on the website Champdogs.co.uk. This designation suggests that the outbuilding and kennels may be used for commercial breeding purposes, which is a business operation rather than a domestic use. Commercial activities in a residential area are typically subject to different planning legislation and should be appropriately evaluated under regulations governing business operations, including additional considerations for noise, waste, and impact on neighbouring properties. The application involves land beyond the immediate garden area, in a wooded area separate from the main residential plot. This raises questions about the intended use of the outbuilding, as it is unclear why such a structure, if truly intended for domestic purposes, would need to be located in a wooded area instead of the established garden. The use of this distant location could signal an intent to operate away from the residential property, further supporting concerns of a commercial purpose incompatible with the residential character of Newbury Close. It is our understanding that there may be deed restrictions related to this wooded area that specifically prohibit construction or development. Allowing this retrospective application could set a problematic precedent for disregarding legally binding covenants on this land.

Application No: 24/01082  
Proposal: Display of one externally illuminated fascia sign  
 The Diamond Heathfield Avenue Dover CT16 2PD  
Comment: Support  
Application No: 24/01134

Chair



Proposal: Change of use and conversion to 3 flats, plus 1 dwelling to include insertion of 7 roof lights, 1 roof lantern and alterations to doors/windows (2 single storey side extensions to be demolished, 1 dwelling to be retained)  
140 Buckland Avenue Dover CT16 2NN

Comment: Object. No outdoor amenity space provided. It has no views, low ceilings & eaves causing lowered head heights. Too intensive a development of the building

Application No: 24/01138

Proposal: Display of 3 internally illuminated digital advertising screens  
Maybrook House Queens Gardens Dover CT17 9AH

Comment: Object. The proposed screens are adjacent to a conservation area and immediately next to the scheduled monument (RPH), both of which represent significant heritage value and character within the Dover community. The presence of large, illuminated digital displays would impede views of the castle from residential areas which are characteristic & much valued amenity in the town and will compromise the visual integrity of this historic setting. These conservation-sensitive locations are not suitable for such modern, commercial displays, as they create visual clutter and disrupt the intended appearance of these heritage sites. Such impediments are likely to reduce the visual appeal for residents and tourists alike, potentially diminishing the overall experience of these historically significant locations. The instillation is particularly concerning, as the character of the surrounding landscape should be preserved and protected for the benefit of both the community and future generations. This location is situated near roads where drivers could be easily distracted by brightly lit, changing advertisements, posing a safety hazard. Road safety studies often cite illuminated signage as a contributing factor to driver inattention, and this location should be carefully evaluated for potential risks. The addition of these screens could increase the likelihood of accidents and reduce the safety of both drivers and pedestrians.

**139. LICENSING**

The Committee noted that there were no Licencing applications

**140. DATE OF NEXT MEETING**

The next meeting will be held on 25th November 2024 at 6 p.m.

The meeting closed at 7.07p.m.

Councillor A Calder  
CHAIR

Chair

## Detailed Income &amp; Expenditure by Budget Heading 20/11/2024

Month No: 8

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Planning</b>							
<u>201 Planning</u>							
4201 Planning	0	500	500		500	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
Planning :- Income	0	0	0			0.0%	
Expenditure	0	500	500	0	500	0.0%	
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	0	500	500	0	500	0.0%	
Net Income over Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
Movement to/(from) Gen Reserve	<u>0</u>						



# DOVER TOWN COUNCIL

**Report to:** Planning Committee  
Meeting date 25<sup>th</sup> November 2024

**From:** Cllr A Calder Chairperson to Planning Committee

**Date written:** 20<sup>th</sup> November 2024

**Subject:** Relocation of slow worms to High Meadow Local Nature Reserve.

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## 1. INTRODUCTION

Planning application number DOV/22/01305 for the Erection of 81no. dwellings and 4no. 3/4 storey buildings containing 39no. flats, relocation of vehicle access, creation of vehicle access, parking, landscaping and infrastructure (existing buildings demolished) Land at Barwick Road Dover CT17 0LH came before this committee in June 2023 and was given full support by Council.

## 2. INFORMATION

To meet the developers' obligations to their planning applications under Section 106 of the Town and Country Planning Act 1990, a preliminary ecological appraisal was commissioned and results showed a reptile presence of a small population of slow worm within the site.

The High Meadow local nature reserve has been identified as being able to provide high-quality habitat for slow worms. The developer has agreed to pay all costs relating to the migration, there is no liability for the Council. WCCP will agree to monitor and maintain habitat quality and assess relocation success.

## 3. DECISION

The Committee is asked to Resolve to Recommend

1. To be party to the transfer of slow worms from Land at Barwick Road Dover CT17 0TJ to High Meadow local nature reserve.