



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

DATE OF ISSUE:
8th May 2025

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT the 29th Annual Meeting of the TOWN COUNCIL will be held at Maison Dieu, Dover Town Hall, Biggin Street, Dover, Kent CT16 1DL on WEDNESDAY 14TH MAY 2025 at 6.00pm when the business shown on the agenda below will be transacted.

Please note that questions from members of the public to the Town Council must be received by the Town Clerk in writing, or by email, at least 3 clear days prior to the date of the meeting. Any member of the public who require further information, wishes to make representation to the Committee, or has any special requirements in respect of this meeting please contact the Town Clerk on 01304 242625.

Allison Burton
TOWN CLERK

AGENDA

1. INSTALLATION OF TOWN MAYOR

- 1a) To note the election of Councillor Edward Biggs as Town Mayor for the 2025/26 Municipal Year as resolved in Minute No. 278 on 16th April 2025.
- 1b) To receive the Town Mayor's declaration of acceptance of office.

2. APPOINTMENT OF MAYOR'S NOMINATED CIVIC PARTNER

To receive signification from the Town Mayor of the appointment of their Nominated Civic Partner for the period of their term of office.

3. 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.*

4. 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*). (Pages 1 to 2)

5. APPOINTMENT OF DEPUTY TOWN MAYOR

5a) To note the election of Councillor Anuj Bedi as Deputy Town Mayor for the 2025/26 Municipal Year as resolved in Minute No. 278 on 16th April 2025.

5b) To receive the Deputy Town Mayor's declaration of acceptance of office.

6. HONORARY RECORDER

To thank the Honorary Recorder, Judge Andrew Patience KC, for his 24 years voluntary service as Honorary Recorder for Dover Town Council.

7. HONORARY CHAPLAIN

To receive signification from the Town Mayor of the nominated Minister of the Deanery of Dover as Honorary Chaplain for the 2025/26 Municipal Year.

8. HONORARY FREEMEN OF THE TOWN OF DOVER

To receive the Town Clerk's calling of the Honorary Freeman Roll.

9. TOWN MAYOR'S CADET

To thank Cadet Marcel Klos for their contribution as Mayor's Cadet during the 2024/25 Municipal Year.

To receive signification from the Town Mayor of the appointment of Able Cadet Ross Scamp as the Town Mayor's Cadet for the 2025/26 Municipal Year and to present them with the swagger stick.

10. MINUTES

10a) To approve the Minutes of the Town Council meeting held on 16th April 2025 (copy attached). (Pages 3 to 8)

10b) To approve the Minutes of the Planning Committee held on 28th April 2025 (copy attached). (Pages 9 to 16)

11. COMMUNICATIONS FROM THE CHAIRPERSON

To note the Town Mayor's list of engagements since the last meeting (copy attached). (Pages 17 to 18)

12. TOWN COUNCIL FINANCIAL INFORMATION

To approve the schedule of payments made by the Town Council for ai) March & aii) April 2025 (copies attached). (Pages 19 to 22)

13. ANNUAL RETURN 2024/25

To consider the Chairperson of the Council & the RFO's report of 9th May 2025 concerning the SAPP 2025 and public access dates (copy attached). (Pages 23 to 24)

14. DATE OF THE NEXT MEETING

To note that the date of the next Town Council meeting will be held on Monday 14th July 2025.

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 - 9am to 5pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS NOTICE AND WILL BE CHARGED AT 10p PER COPY.

Agenda Item No 4

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.

Agenda item 9a)

DOVER TOWN COUNCIL

Minutes of the Meeting of the DOVER TOWN COUNCIL held in the Council Chamber, Maison Dieu House, Biggin Street, Dover, Kent on WEDNESDAY 16TH APRIL 2025 at 6.00pm.

PRESENT

The Right Worshipful the Town Mayor, Councillor E Biggs in the chair

Councillors

- | | |
|-------------------------------------|-------------------------|
| Councillor Bedi | Councillor Kember |
| Councillor Bird | Councillor Sawbridge |
| Councillor Brivio | Councillor Sawbridge |
| Councillor Calder | Councillor Shread |
| Councillor Collor (from item 6a ii) | Councillor Verrill |
| Councillor Cowan | Councillor Mrs Wanstall |
| Councillor Dawes | Councillor Wanstall |
| Councillor Jones | |

269. APOLOGIES FOR ABSENCE

The Town Council noted apologies for absence from Councillors Collins (personal commitments).

270. MINUTES

The Town Council approved the Minutes of the Town Council meeting held on 15th January 2025.

RESOLVED: That the Minutes of the Town Council meeting held on the 15th January 2025 be approved and signed by the Town Mayor.

271. COMMUNICATIONS FROM THE CHAIRPERSON

The Town Council noted the Town Mayor’s list of engagements since the last meeting.

272. PLANNING COMMITTEE

The Town Council considered the minutes of the Planning Committee meetings held on 27th January & 24th February 2025.

The Town Council noted UD/003 concerning the cancellation of the Planning Committee meeting scheduled for 17th March 2025.

Chairperson

RESOLVED: a) That Planning Committee Minute Nos. 202 to 211 & 243 to 251 be accepted as a true record.

Councillor Collor joined the meeting at 6.26pm

273. FINANCE & GENERAL PURPOSES COMMITTEE

The Town Council considered the minutes of the Finance & General Purposes Committee meetings held on 17th February & 7th April 2025, including resolved to recommend minute no's. 240, 264 & 267 and the reports thereon.

RESOLVED: a) That Finance & General Purposes Committee Minute Nos. 233 to 239 & 241 to 242 and 260 to 263 & 265 to 266 & 268 be accepted as a true record;

b) That the Town Council provide an official dovertowncouncil.gov.uk email address to all Town Councillors with the cost of up to £1500 to be taken from the Councillor Training/Councillor External Expenses budget for 2024/25.

c) That the Town Council adopt the following policies subject to slight alterations identified in the draft documents being completed: -

- 1. The Violence at Work Policy;
- 2. The Sexual Harassment & Harassment Policy;
- 3. The revised Social Media and Electronic Communications Policy;
- 4. The revised Data Protection Policy.

d) That the Town Council appoint Amanda Insole as the RFO for Dover Town Council.

274. COMMUNITY & SERVICES COMMITTEE

The Town Council considered the minutes of the Community & Services Committee meeting held on 5th February & 2nd April 2025 (joint meeting with Civic & Special Projects), including resolved to recommend minute no's 217 & 220. Councillor Jones withdrew the report for resolved to recommend minute No. 220.

RESOLVED: a) That the Joint Community & Services Minute Nos. 212 to 216 & 218 to 219 & 220 to 221 be accepted as a true record and Joint Community & Services & Civic & Special Projects Committee Minute Nos. 252 to 259 be accepted as a true record;

b) That the Town Council adopt the "Motion to the Ocean" and write to the Government asking them to put the ocean into net recovery by 2030.

275. CIVIC & SPECIAL PROJECTS COMMITTEE

The Town Council considered the Civic & Special Projects Committee minutes for the meeting held on 10th February 2025.

The Town Council noted UD/004 concerning the cancellation of the Civic & Special Projects Committee meeting scheduled for 14th April 2025

RESOLVED: a) That Civic & Special Projects Committee Minute Nos. 222 to 232 be accepted as a true record.

Chairperson

276. TOWN COUNCIL FINANCES

The Town Council approved the schedule of payments made by the Town Council for December 2024, January, & February 2025.

The Town Council considered the Town Council budget out-turn report to the end of February 2025.

The Town Council considered the Responsible Financial Officer's report of 7th April 2025 concerning the Public Works Loan Board.

The Town Council considered the Chairperson of the Council & The Responsible Financial Officer's report of 8th April 2025 concerning the Cost-of-Living review.

The Town Council noted the out-turn to the end of 2024/25 Councillors' Ward Grant scheme (handed out at the meeting).

- RESOLVED:
- a) That the payments made by the Town Council in December 2024, January & February 2025 be approved and the schedules signed by the Chairperson;
 - b) That the Town Council approve the Town Council budget out-turn report to the end of February 2025.
 - c) That the Town Council make a payment of £250,000 to the Public Works Loan Board to reduce the outstanding capital on its loan for the purchase of Maison Dieu House. Funds to be taken from the reserve earmarked for that purpose;
 - d) That the Town Council agree an annual cost of living pay rise from 1 April 2025 of 3.5% to the mid-point in the Council's pay scales as laid out in the report. All arrangements to be delegated to the Proper Officer in consultation with the Chairman of the Council;

277. GOVERNANCE

The Town Council considered the Chairperson of the Council & Responsible Financial Officer's report of 7th April 2025 concerning the Review of Internal Audit 2024-5 and the current year (2025/26) Strategy.

The Town Council considered the Chairperson of the Council & Responsible Financial Officer's report of 8th April 2025 concerning the Review of the risk register and system of internal control.

The Town Council considered the Chairperson of the Council & Responsible Financial Officer's report of 7th April 2025 concerning Town Council investments 2025/26.

The Town Council considered the Town Clerk's report of 8th April 2025 concerning Dover District Council's letter of 12th March 2025 regarding a consultation on the Quadrennial Review of Parish Council Allowances 2025 - 2029.

The Town Council considered the Draft Schedule of Meetings for the 2025/26 Municipal Year.

- RESOLVED:
- a) That the review of Internal Audit 2024-25 and arrangements for 025-26 be approved;
 - b) That the appointment of McCabe Ford Williams as internal auditor for 2025/26 be approved;
 - c) That the system of internal controls is approved as being fully in accordance with the requirements of the Account and Audit Regulations 2015 and the Practitioners

Chairperson

Guide: Governance and Accountability for Smaller Authorities in England and Wales issued March 2025.

- d) That Investment Strategy and arrangements set out therein be approved;
- e) That Town Councillors are asked to let the Town Clerk have their comments on this consultation by Thursday 15th May 2025;
- f) That the schedule of meetings for the 2025/26 Municipal year be adopted.

278. TOWN MAYOR ELECT & DEPUTY TOWN MAYOR ELECT FOR 2025/26 MUNICIPAL YEAR

The Town Council considered nominations for Town Mayor Elect and Deputy Town Mayor Elect for the 2025/26 Municipal Year to take office on 14th May 2025.

Cllr Wanstall proposed and Cllr Shread seconded Councillor Sawbridge be appointed as Town Mayor Elect for the 2025/26 Municipal Year.

Cllr Brivio proposed and Cllr Jones seconded Councillor Biggs be appointed as Town Mayor Elect for the 2025/26 Municipal Year.

Cllr Dawes proposed and Cllr Verrill seconded Councillor Bedi be appointed as Deputy Town Mayor Elect for the 2025/26 Municipal Year.

RESOLVED: That Councillor Edward Biggs is elected Town Mayor Elect and Councillor Anuj Bedi is elected Deputy Town Mayor elect and will take office on 14th May 2025.

279. TOWN COUNCIL COMMITTEE & EXTERNAL REPRESENTATION

The Town Council noted that Councillor Collins had resigned from the Finance & General Purposes Committee.

The Town Council considered Dover Town Council's representatives on external organisations for 2025/26.

The Town Council noted Councillor Brivio's verbal report concerning recent meetings of the Dover Fairtrade Network Group, RV Coleman Trust and the White Cliffs Community Rail Partnership.

The Town Council noted a verbal update on Dover District Council from DTC's DDC Councillors.

- RESOLVED:
- a) That Councillor Collor be appointed Dover Town Council's main External Representative and Councillor Brivio be appointed as reserve to the Dover Joint Transportation Board (non-decision making) for 2025/26;
 - b) That Councillor Brivio be appointed Dover Town Council's External Representative to the Dover Fairtrade Network for 2025/26;
 - c) That the Town Mayor be appointed Dover Town Council's External Representative to the Port & Community Forum (PCF) for 2025/26;
 - d) That Councillor Pam Brivio be appointed Dover Town Council's External Representative to the R Coleman Trust for the period 2025 to 2029;
 - e) That Councillor Brivio be appointed Dover Town Council's External Representative to the White Cliffs Countryside Rail Partnership for 2025/26;

Chairperson

f) That Councillor Dawes be appointed as Dover Town Council's White Ribbon Champion for 2025/26;

g) That Councillors Bird and Sawbridge be appointed Dover Town Council's External Representative to the City of Sanctuary Group.

280. QUESTIONS FROM THE PUBLIC

The Town Council noted that no questions from the public pursuant to Standing Orders 1 (d) to (m) inclusive and 3b (v) had been received.

281. DATE OF NEXT MEETING

The Town Council noted that the date of the next scheduled Town Council meeting will be at 6pm on Wednesday 14th May 2025 (Mayor Making).

The meeting finished at 7.33pm

THE RIGHT WORSHIPFUL THE TOWN MAYOR
(Councillor Edward Biggs)
CHAIRPERSON

Chairperson

Agenda item 9b)

DOVER TOWN COUNCIL

Minutes of the meeting of the PLANNING COMMITTEE held at the Council Offices, Maison Dieu House, Biggin Street, Dover, on Monday, 28th April 2025 at 6 p.m.

PRESENT

- Councillor Calder (Chair)
- Councillor Cowan
- Councillor Kember
- Councillor Lamoon
- Councillor Shread
- Councillor Verrill

Graham Margery Dover Society

282. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Biggs, Bird, Dawes & Sawbridge due to personal commitments and Councillor Collor due to ill health.

283. DECLARATIONS OF INTEREST

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

284. MINUTES

Committee noted the Approved Minutes of the meeting of the Planning Committee held on the 24th of February 2025 resolved in Minute No. 272 at the Town Council Meeting held 16th April 2025.

285. 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>
25/00123	17 Biggin Street Dover Kent CT16 1BH	Refused	Object

Chair

24/01134	140 Buckland Avenue Dover CT16 2NN	Granted	Support
25/00030	2 Milton Close Dover Kent CT16 2BG	Granted	Support
24/00815	Archcliffe Fort Archcliffe Road Dover CT17 9EL	Granted	Support

286. 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: 22/01380
Proposal: Variation of Condition 2 (approved plans) of Listed Building Consent DOV/19/01365 (Internal & external alterations to facilitate the change of use to 18 residential units (6 maisonettes, 7 flats, 3 townhouses and 2 cottages (conversion of existing outbuildings), including removal of external fire escape stair, balconies & canopy. Internal demolition of modern partitions, erection of new internal partitions to facilitate subdivision, vertical sub-division to facilitate 3 townhouse and 6 maisonettes, insertion of new staircases, 2no. entrance doors, dropping of 1no. window Cil to create door to provide access to roof terrace. Replace 3no door openings with windows to Southwest elevation. Replace window with door & door with window on South East elevation) to allow internal alterations, including alterations to the layout and configuration of proposed maisonettes and flats to facilitate change of use to 15 residential units (5 maisonettes, 5 flats, 3 town houses, 2 cottages), 1 building management unit and storage provision (conversion of existing buildings), retention of external fire escape, alterations to 2no. windows and relocation of refuse and cycle store (amended details) 7-8 Eastbrook Place St Marys Residential Home Maison Dieu Road Dover CT16 1RP

Comment: Support

Application No: 22/01381

Proposal: Variation of Condition 2 (approved plans) of planning permission DOV/19/01364 (Change of use of St Marys Residential home from care home (C2) to residential (C3) to create 18 residential units, (6 maisonettes, 7 flats, 3 town houses, and 2 cottages (conversion of existing buildings) and for the erection of 2 cottages at rear (total 20 units), landscaping, re-provision of parking and turning area, external alterations and other associated works) (S73) to allow reduction in number of residential units, alterations to internal layout and configuration of flats and maisonettes to create 15 residential units (5 maisonettes, 5 flats, 3 town houses, 2 cottages), 1 building management unit and storage provision (conversion of existing buildings), retention of external fire escape, alteration to 2 windows,

Chair

omission of erection of 2 cottages at rear, relocation of refuse and cycle storage and discharge of condition 19 (sound insulation) (amended details)
7-8 Eastbrook Place St Marys Residential Home Maison Dieu Road
Dover CT16 1RP

Comment: Support
Application No: 24/00986

Proposal: Change of use of land to residential garden
Land Rear 3 Newbury Close Dover CT17 9NE

Comment: Object. Taking into account objections from neighbours, the Town Council would also like to point out that the land is not directly behind the applicant's property, creating an awkward, poorly related curtilage. Approval could set a precedent for further loss of woodland in the area. Although private, the covenant reinforces the original intention that the land should remain undeveloped. The proposed change of use is contrary to the Dover District Core Strategy Policies DM15 and DM16, as well as Paragraphs 174 and 130 of the NPPF, and should therefore be refused.

Application No: 25/00168

Proposal: Erection of side extension
19 Minerva Avenue Dover CT16 2PF

Comment: Support

Application No: 25/00291

Proposal: Installation/replacement of an ATM cash dispenser
18 - 19 Market Square Dover CT16 1NX

Comment: Object. While the Town Council has no objection in principle to the installation of an ATM in the vicinity of Market Square, it expresses serious concerns regarding the location & manner of installation as installation is a timber structure installed down a poorly lit alleyway increasing the likelihood of criminal activity and risk to personal security.

Application No: 25/00292

Proposal: Display of 1 internally illuminated ATM fascia sign and 1 non-illuminated surround sign lettering "free cash withdrawals" and Euronet Logo.
18 - 19 Market Square Dover CT16 1NX

Comment: Object. While the Town Council has no objection in principle to the installation of an ATM in the vicinity of Market Square, it expresses serious concerns regarding the location & manner of installation as installation is a timber structure installed down a poorly lit alleyway increasing the likelihood of criminal activity and risk to personal security.

Application No: 25/00311

Proposal: Erection of two buildings incorporating 29no. flats and home working hub (existing building to be demolished)
Karma Leisure Ltd Adrian Street Dover CT17 9AT

Comment: Strongly object. The Council echoes the strong concerns previously raised by The Dover Society when this application was first submitted and notes that the resubmission does not meaningfully address those concerns.

1. Harm to the Setting of Designated Heritage Assets

The proposed development is situated on a rising site adjacent to the

Chair

Western Heights Conservation Area, which is also a Scheduled Monument (No. 30282). This area has been identified as of High International Significance in the Alan Baxter Report (May 2010), commissioned by Kent County Council, Dover District Council, and Historic England.

The development would also impact the setting of the Grade II listed Wellington Dock (List Entry No. 1393605), as well as the Waterloo Crescent Conservation Area and the Grade II listed Unitarian Church. Government guidance clearly states that development proposals some distance from a listed building can adversely affect its setting, particularly where views or skylines are altered. This proposal would obstruct key views of Dover Castle from the A20 and York Street junction, which are important townscape views forming part of Dover's unique historic character.

Heritage Policy HE1 (Dover District Local Plan Regulation 19 Submission Draft 2023): Development proposals should preserve and, where appropriate, enhance the significance of heritage assets and their settings.

Policy DM1 (Settlement Boundaries): Proposals should respect the form and character of existing settlements.

Core Strategy Policy CP4: Seeks to ensure that new development respects and integrates with the character of its surroundings, including the historic environment.

2. Visual Impact and Inappropriate Design

The height, scale, and massing of the proposed buildings are entirely out of keeping with the surrounding built environment. The development lacks architectural cohesion with local character and threatens to dominate the streetscape. There is considerable concern that it will become another example of poor planning akin to the much-criticised Burlington House, which has since been demolished.

3. Impact on the Unitarian Church and Missed Opportunity for Enhancement

The Unitarian Church, a building of historical and architectural value which has survived two world wars, is currently a distinctive and attractive feature in this part of Dover. The proposed development will obscure views of the church and detract from its prominence, undermining any opportunity to enhance its setting.

4. Archaeological Sensitivity

The site lies within an area of high archaeological potential, particularly for Roman, Medieval, and potentially Bronze Age remains. Any development of this scale must be subject to a full archaeological assessment and appropriate mitigation, as per Policy HE2 (Archaeology) of the Draft Local Plan, to ensure that Dover's archaeological heritage is properly understood and recorded.

5. Overdevelopment and Lack of Sympathetic Integration

Chair

The overall size and density of the proposal represent overdevelopment of the site. The design lacks sympathetic integration with the Maritime Building and the surrounding streetscape, leading to a visually jarring effect that will harm the character of this important entrance to the town.

This development is inappropriate in terms of height, mass, design, and location. It would cause harm to the setting of several designated heritage assets, fails to reflect local architectural character, and ignores the archaeological significance of the site. Dover Town Council urges Dover District Council to refuse this application in line with its own local plan policies and national heritage protection guidance.

Application No:

25/00318

Proposal:

Change of use to 17 residential flats with associated internal/external alterations

1 - 5 Waterloo Crescent Dover CT16 1LA

Comment:

Neutral. While the Council acknowledges the potential benefit of bringing this prominent building back into productive residential use, it notes with concern the lack of sufficient parking provision for the proposed 17 flats. According to revised KCC parking strategy the current requirements in a town centre location are 1 parking space per unit and this application does not provide this.

This also conflict with Policy DM13 of the Dover District Local Plan, which requires that development proposals make appropriate provision for parking and servicing in accordance with adopted standards.

Application No:

25/00319

Proposal:

Conversion from offices and former Yacht Club to 17no residential flats, to include erection of new partitions, thermal upgrading of external walls; blocking of existing and insertion of new openings; insertion of lift; removal of staircase; install 1 new staircase from ground to 5th floor; install 3no smoke shafts. External works to include replace 3no windows with AOV window units; insertion 3no AOV roof lights; replacement of roof covering; replacement of existing external balustrading; removal of external fire escape stair from side elevation; patch re-rendering, extension to part 3rd floor; installation of solar panels.

1 - 5 Waterloo Crescent Dover CT16 1LA

Comment:

Neutral. While the Council acknowledges the potential benefit of bringing this prominent building back into productive residential use, it notes with concern the lack of sufficient parking provision for the proposed 17 flats. According to revised KCC parking strategy the current requirements in a town centre location are 1 parking space per unit and this application does not provide this.

This also conflict with Policy DM13 of the Dover District Local Plan, which requires that development proposals make appropriate provision for parking and servicing in accordance with adopted standards.

Application No:

25/00321

Proposal:

Erection of part single, part two storey rear extension and insertion of lantern to existing flat roof extension

96 Manor Road Dover Kent CT17 9JZ

Chair

Comment: Support
Application No: 25/00335
Proposal: Erection of single storey side extension
 95 St Davids Avenue Dover CT17 9HN

Comment: Support
Application No: 25/00342
Proposal: Display of internally illuminated freestanding digital screen
 Priory Service Station 6 - 12 Folkestone Road Dover CT17 9RU

Comment: Object. The Council has taken into consideration the objections submitted by neighbouring residents and shares their concerns. The proposed digital screen is of a significant size and is situated adjacent to a designated conservation area. The installation of a large, illuminated digital display in this location is considered inappropriate and out of character with the surrounding historic environment. Such a screen would create visual intrusion, especially at night, potentially impacting the amenity of nearby residential properties and the setting of the conservation area. The proposal may also be contrary to Policy HE1 (Heritage) of the Dover District Local Plan (Regulation 19), which requires development to preserve or enhance the character and appearance of conservation areas. The only purpose of the screen is to provide advertising revenue to the provider and landholder & this should not take precedence over residents amenity or policies.

Application No: 25/00371
Proposal: Variation of condition 8 (BREEAM), 15 (heritage public engagement strategy) and 22 (heritage interpretation) on planning permission 24/00181 Full application for the erection of an up to four storeys in height building for uses including education, offices, studio, gallery and cafe (Use Classes E(g)(i), E(b) and F1) to allow changes to wording

Comment: The Beacon Project Bench Street Dover Kent
 Object. The original conditions relating to environmental sustainability (BREEAM), heritage public engagement, and heritage interpretation formed a key part of the planning approval and were critical in balancing the scale and impact of the proposed development in such a sensitive historic location.
 The Town Council is concerned that the requested changes to the wording of these conditions may serve to delay or dilute the delivery of the heritage engagement and interpretation elements of the project & sustainability of the building. These were included specifically to ensure the development would respect, reflect, and actively contribute to the understanding of Dover's rich historic environment. In the Council's view, this variation appears to be an attempt to deprioritise environmental sustainability, public engagement and interpretation obligations which were conditions of the granting of planning permission in favour of progressing the construction phase. This is not acceptable, particularly given the site's proximity to significant heritage assets and its location within a historically sensitive area.

Application No: 25/00379
Proposal: Erection of a front dormer window, metal flooring over basement, erection of an outbuilding, terrace and glass balustrade
 115 Heathfield Avenue Dover CT16 2PD

Chair

Comment: Support
Application No: 25/00403
Proposal: Outline application for the erection of 4 dwellings (with access, appearance, layout and scale reserved) (existing workshop to be demolished)

9 Macdonald Road Dover CT17 0HB

Comment: Neutral. The Council supports, in principle, the provision of new housing in this area, particularly where it contributes positively to the local character and meets identified housing needs. However, the Council notes that Macdonald Road and the surrounding area already experience significant pressure on parking availability. As such, the Council would only be able to fully support the development if adequate parking provision of at least 4 parking spaces is incorporated into the proposals to help alleviate existing congestion and address concerns raised by neighbouring residents.

Application No: 25/00408

Proposal: T11- Cut Leaved Plane - remove low sucker growth; T12 - Cut Leaved Plane - remove low sucker growth to 3 metres above ground level; T16 - Cut Leaved Plane - crown lift to 5.5 metres over road; T17 - Cut Leaved Plane - remove basal suckers and crown lift to 5 metres to clear adjoining building by 2 metres; T18 - Cut Leaved Plane - remove basal suckers; T19 - Cut Leaved Plane - remove lower sucker growth on main trunk and stems to provide 2 metres clearance from adjoining building; T20 - Cut Leaved Plane - remove basal suckers; T21 - Cut Leaved Plane - crown lift by removing sucker growth to 3 metres above ground level, all the subject of Tree Preservation Order No 1 of 2010.

South Kent College - Dover Branch Maison Dieu Road Dover CT16 1DH

Comment: Support

Application No: 25/00411

Proposal: Erection of a two-storey side and rear extension above existing commercial unit with mansard roof to create an additional two-storeys for 6 apartments, with internal and external alterations and other associated works

5 King Street Dover CT16 1NW

Comment: Object. The proposal would result in the creation of a total of 10 residential apartments at the site. However, there is no provision included for parking to serve the existing or additional units. This is of particular concern given the town centre location, where on-street parking is already heavily used and local capacity is limited. According to revised KCC parking strategy the current requirements in a town centre location are 1 parking space per unit and this application does not provide this. The newly designed Market Square is already used as a carpark and is not monitored especially evenings and weekends.

The lack of any dedicated parking risks exacerbating existing congestion and would place further strain on surrounding residential and commercial areas This also conflicts with Policy DM13 of the Dover District Local Plan, which requires development to make appropriate provision for parking in accordance with adopted standards.

Application No: 25/00423

Chair

Proposal: Replacement roof tiles
Aldi Foodstore Ltd Cherry Tree Avenue Dover CT16 2NL

Comment: Support

Application No: 25/00428

Proposal: Change of use from retail to 1 residential flat
1 Beaconsfield Avenue Dover Kent CT16 2LS

Comment: Support. However, the Council asks that a condition be included within any permission granted to require adequate soundproofing of party walls, particularly where the flat may adjoin other residential properties. This will help protect the amenity of both future occupants and neighbouring residents and support a good standard of living in line with local planning policies.

287. LATE PLANNING APPLICATIONS

Application No: 25/00407

Proposal: Modification of legal agreement (under S.106 of the Town and Country Planning Act 1990) under planning permission 17/01268 to reduce the age limit on entry
Elkington House Charlton Green Dover Kent CT16 1AP

Comment: Support

288. LICENSING

Committee considered the application for Grant of a Premises Licence:

To enable the sale of alcohol
Monday to Saturday 08:00 to 23:00
Sunday 10:00 to 23:00

Location: Dylan Super Store, 51 High Street, Dover, CT16 1EB

RESOLVED: That Dover Town Council objects to the grant of a premises licence for Dylan Super Store, 51 High Street, Dover, CT16 1EB, to enable the sale of alcohol Monday to Saturday 08:00-23:00 and Sunday 10:00-23:00.
Due to serious concerns regarding the applicant's fitness to hold a licence, following a reported incident in October of the previous year in which the licensee was found to have sold alcohol to minors. This is a clear breach of licensing objectives, particularly with regard to the protection of children from harm and the prevention of crime and disorder.

289. DATE OF NEXT MEETING

The date of the next meeting to be confirmed.

The meeting closed at 7.25 p.m.

Councillor A Calder
CHAIR

Chair

Mayoral Engagements Attended from 16th April to 14th May 2025

APRIL 2025

16th 1800 Full Town Council Meeting at MDH
19th 1045 Unveiling of St. James Plinth at Charton Cemetery
23rd 1030 Zeebrugge Raid (St. George's Day 1918) Commemorations at St. James Cemetery
25th 1000 Chair of FHDC's visit to RSPB Dungeness
26th & 27th Belgian Zeebrugge Raid Commemorations

MAY 2025

4th to 7th Visit to Twin Town of Split
6th 1845 DEPUTY MAYOR - Folkestone Mayor Making
7th 1800 DEPUTY TOWN MAYOR - Annual Town Meeting at MDH
8th 1730 VE Day 80th Commemorations at Marina Curve
9th 0900 Bi-monthly catch-up with Leader DDC at DDC Offices
11th 1030 DEPUTY MAYOR - VE Day Commemorations at People of Dover's War Memorial
15th 1900 Sandwich Town Council Mayor Making
16th 1000 Councillors Meeting with Mike Tapp MP at MDH
1800 Full Town Council Meeting (Mayor Making) at Maison Dieu, Dover Town Hall

TOTAL ENGAGEMENTS ATTENDED 2024/25

Mayor: 112
Deputy Mayor: 10
Civic Representative: 7

Date: 07/04/2025

Dover Town Council

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Time: 14:18

Co-Op Current Account

List of Payments made between 01/03/2025 and 31/03/2025

MARCH 2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/03/2025	DVLA Swansea	DD/DVLA	29.31		Vehicle tax
03/03/2025	Skoda Financial services	DD/WVFS	493.24		Civic car
03/03/2025	CoOp	DD/COOP	1.00		Bank charges
03/03/2025	Invicta IT Solutions Ltd	DD/INVICTA	1,588.41		It support
03/03/2025	Invicta IT Solutions Ltd	DD/INVICTA	-546.03		P/Ledger Electronic Payment
03/03/2025	Euronics	DC/EURONIC	619.00		Office Equipment
05/03/2025	Hutchison 3G UK Ltd	DD/H3G	109.23		phones
05/03/2025	CoOp	DD/COOP	2.10		Bank charges
05/03/2025	CoOp	DD/COOP	12.00		Bank charges
06/03/2025	Argos Business Solutions Ltd	DC/ARGOS	54.99		Sundries
10/03/2025	CoOp	DD/COOP	1.00		Bank charges
10/03/2025	The Art Club	DC/ARTCLUB	10.65		Sundries
14/03/2025	Cash Book 6	E24/40/11	146.10		IMPREST CB6
14/03/2025	Satswana Limited	E24/40/1	180.00		Professional fees
14/03/2025	Mr J F Harvey	E24/40/2	263.21		Premises Maintenance
14/03/2025	Rebels Coffee	E24/40/3	625.00		cts
14/03/2025	Hipperson Ltd	E24/40/4	3,492.00		Remembrance
14/03/2025	The Great Outdoor Gym Company	E24/40/5	114.00		seafront facilities
14/03/2025	Stark Building Materials	E24/40/6	645.49		Horticulture
14/03/2025	Pure Cleaning Services	E24/40/7	996.90		Seafront facilities
14/03/2025	Walker Construction (UK) Ltd	E24/40/8	1,716.00		Events
14/03/2025	MTStudios Ltd	E24/40/9	582.00		it support
14/03/2025	William Walker Garden Maintena	E24/40/10	179.86		Horticulture
14/03/2025	Business Stream	DD/BUSINES	20.95		P/Ledger Electronic Payment
17/03/2025	Marks & Spencer	DC/M&S	13.50		Sundries
17/03/2025	CoOp	DD/COOP	1.00		Bank charges
18/03/2025	H M Land Registry	DD/HMLANDR	7.00		land searches
18/03/2025	Starlink Internet Services ltd	DC/STARLIN	75.00		Wifi
18/03/2025	Capita	DD/PENSION	5,995.79		Salary
19/03/2025	Dover TC	DD/SALARY	17,309.74		Salary
19/03/2025	Benenden Healthcare	DD/BENENDE	77.50		Salary
20/03/2025	Ecotricity	DD/ECO	20.06		Electricity
20/03/2025	Ecotricity	DD/ECO2	21.07		Electricity
20/03/2025	Ecotricity	DD/ECO3	524.89		Electricity
20/03/2025	Ecotricity	DD/ECO4	143.31		Electric
21/03/2025	Southern Communications Ltd	DD/SOUTHER	158.44		phones
21/03/2025	Easyjet	DC/EASYJET	727.27		Mayoralty
21/03/2025	HMRC	DD/HMRC	7,130.60		Salary costs
21/03/2025	PBA	DD/PBARET	-26.00		PBA Return
24/03/2025	CoOp	DD/COOP	1.00		Bank charges
25/03/2025	D-ENERGI Business Complex	DD/DENERGI	1,967.76		Gas
28/03/2025	Mr M P Hammond	E24/41/2	216.00		Allotments
28/03/2025	East Kent Recycling Ltd	E24/41/3	192.00		Allotments
28/03/2025	William Walker Garden Maintena	E24/41/4	241.00		Horticulture
28/03/2025	Invicta IT Solutions Ltd	E24/41/5	557.03		It supports
28/03/2025	Metta Media Ltd T/A ACCLC	E24/41/6	3,678.00		Professional fees
28/03/2025	Key Services South East Ltd	E24/41/7	1,982.33		Allotments

Continued on Page 2

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/03/2025	Girling Solicitors	E24/41/1	51.00		professional fees
30/03/2025	Suez Recycling & Recovery Hold	DD/SUEZ	96.30		Waste
31/03/2025	CoOp	DD/COOP	1.00		Bank charges
Total Payments			<u>52,499.00</u>		

Date: 03/05/2025

Dover Town Council

Page 1

Time: 17:20

Co-Op Current Account

List of Payments made between 01/04/2025 and 30/04/2025

APRIL 2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2025	Cash Book 4	E24/42/4	1,600.00		Imprest
01/04/2025	Cash Book 5	E24/42/8	191.42		Imprest
01/04/2025	DVLA Swansea	DD/DVLA	29.31		Vehicle tax
01/04/2025	Skoda Financial services	DD/VWFS	493.24		Civic car
01/04/2025	Invicta IT Solutions Ltd	DD/INVICTA	1,042.38		Computer Support
02/04/2025	Hutchison 3G Uk Ltd	DD/H3G	64.94		phones
03/04/2025	Survey Monkey	DC/SURVEYM	310.00		Subscriptions
04/04/2025	BD Cleaning Services	E24/42/1	60.00		Premises maintenance
04/04/2025	Wingham Well Spring	E24/42/2	23.40		Office Sundries
04/04/2025	Cactus Graphics Ltd	E24/42/3	2,292.00		signage
04/04/2025	Invicta IT Solutions Ltd	E24/42/5	1,365.98		IT support
04/04/2025	KALC	E24/42/6	42.00		Development
04/04/2025	Hipperson Ltd	E24/42/7	2,088.00		Maintenance
04/04/2025	APEX Clean Ltd	E24/42/9	720.00		cleaning
04/04/2025	Harmer & Sons Ltd	E24/42/10	120.00		Horticulture
04/04/2025	Pure Cleaning Services	E24/42/11	1,226.40		Maintenance
04/04/2025	Miss K Dry	E24/42/12	28.80		Expenses
04/04/2025	National Association of Local C	E24/42/14	42.00		Development
04/04/2025	St. Peter & St. Paul Charlton	E24/42/15	500.00		Cllr Grant
04/04/2025	The Great Outdoor Gym Company	E24/42/16	84.00		sundries
04/04/2025	IMPREST CB9	E24/42/13	25.75		Imprest
04/04/2025	Argos Business Solutions Ltd	DC/ARGOS	259.00		Office Supplies
04/04/2025	CoOp	DD/COOP	2.10		Bank charges
04/04/2025	CoOp	DD/COOP	12.00		Bank charges
07/04/2025	CoOp	DD/COOP	1.00		Bank charges
14/04/2025	CoOp	DD/COOP	1.00		Bank charges
15/04/2025	Kent County Council	900194777C	-3,000.00		RTO
17/04/2025	KALC	E25/1/1	2,152.37		Subscription
17/04/2025	Society of Local Council Clerk	E25/1/2	144.00		Development
17/04/2025	Rialtas Business Solutions Ltd	E25/1/3	2,902.80		Computer support
17/04/2025	Plantex uk technical irrigatio	E25/1/4	1,647.62		Allotments
17/04/2025	Stephen Insole	E25/1/5	90.00		Allotments
17/04/2025	Invicta IT Solutions Ltd	E25/1/6	642.57		Computer Support
17/04/2025	C Brewer & Sons Ltd	E25/1/7	19.99		seafont facilities
17/04/2025	Stark Building Materials	E25/1/8	534.69		P/Ledger Electronic Payment
17/04/2025	Dover District Council	E25/1/9	8,241.69		By-election
17/04/2025	Key Services South East Ltd	E25/1/10	97.80		Allotments
17/04/2025	Capita Resourcing Limited	E25/1/11	563.90		Payroll services
17/04/2025	Bates Office Services Ltd	E25/1/12	93.81		Office supplies
17/04/2025	Mr J F Harvey	E25/1/13	193.57		Allotments
17/04/2025	community ad web ltd	E25/1/14	216.00		Communications
17/04/2025	D Sharp	E25/1/15	285.00		Contract cleaning
17/04/2025	Harrison External Display Syst	E25/1/16	534.00		Flagpole
17/04/2025	Charbec Fencing	E25/1/17	1,675.00		Town Workshop
17/04/2025	Equans E&S Infrastructure UK L	E25/1/18	1,008.18		Public Realm
17/04/2025	Future Foundry CIC	E25/1/19	4,000.00		Council Grant
17/04/2025	William Walker Garden Maintena	E25/1/20	920.25		Allotments

Continued on Page 2

List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/04/2025	Amazon.co.uk - CARD PAYMENT	DC/AMAZON	42.70		Events
17/04/2025	Marks & Spencer	DC/M&S	102.55		Sundries
17/04/2025	Dover TC	DD/SALARY	16,016.91		Salary
17/04/2025	Capita	DD/PENSION	6,779.84		Salary
17/04/2025	Benenden Healthcare	DD/BENENDE	77.50		Salary
22/04/2025	Southern Communications Ltd	DD/SOUTHER	158.44		phones
22/04/2025	Business Stream	DD/BUSINES	18.70		Water
22/04/2025	Dover District Council	DD/DDC	1,406.75		Rates
22/04/2025	Amazon.co.uk - CARD PAYMENT	DC/AMAZON2	10.69		Premises maintenance
22/04/2025	Starlink Internet Services ltd	DC/STARLIN	75.00		Wifi
22/04/2025	HMRC	DD/HMRC	8,376.95		Salary
22/04/2025	Squarespace	DC/SQUARES	250.93		Subscriptions
22/04/2025	Squarespace	DC/SQUARE2	6.90		Subscriptions
23/04/2025	Ecotricity	DD/ECO1	22.20		Electric
23/04/2025	Ecotricity	DD/ECO2	23.13		Electric
23/04/2025	Ecotricity	DD/ECO3	132.58		Electric
23/04/2025	Ecotricity	DD/ECO4	490.67		Electric
23/04/2025	Amazon.co.uk - CARD PAYMENT	DC/AMAZON3	23.24		Office sundries
25/04/2025	Beech Grove Community	E25/2/1	75.00		Donation
25/04/2025	River Caterers	E25/2/2	100.00		Events
25/04/2025	Albane McGuinness	E25/2/3	250.00		Events
25/04/2025	R G Williams plumbing & Heatin	E25/2/4	301.99		Premises maintenance
25/04/2025	William Walker Garden Maintena	E25/2/5	168.75		Allotments
25/04/2025	National Association of Local C	E25/2/6	84.00		Training
25/04/2025	Bates Office Services Ltd	E25/2/7	217.07		P/Ledger Electronic Payment
25/04/2025	The Great Outdoor Gym Company	E25/2/8	2,132.40		Seafront Facilities
25/04/2025	Dover District Council	E25/2/9	20.00		Zeebrugge
25/04/2025	Hipperson Ltd	E25/2/10	1,602.00		Premises maintenance
25/04/2025	Metta Media ltd T/A ACCLC	E25/2/11	3,770.40		Professional fees
25/04/2025	Exclusive carpets & painting & decorating	E25/2/12	1,426.00		Public Realm
25/04/2025	Love Blooms	E25/2/13	200.00		Events
25/04/2025	Stephen Insole	E25/2/14	60.00		Allotments
25/04/2025	East Kent Recycling Ltd	E25/2/15	432.00		Allotments
25/04/2025	Crawford Group	E25/2/16	501.50		Allotments
25/04/2025	DVLA Swansea	DC/DVLA	195.00		vehicle tax
28/04/2025	D-ENERGI Business Complex	DD/DENERGI	1,048.28		Gas
28/04/2025	CoOp	DD/COOP	1.00		Bank charges
28/04/2025	Dover District Council	DC/DDC	25.00		Parking
30/04/2025	Suez Recycling & Recovery Hold	DD/SUEZ	95.77		Waste

Total Payments 82,309.80



DOVER TOWN COUNCIL

Report to: Dover Town Council

From: Cllr Edward Biggs, Chairperson of Dover Town Council & Amanda Insole, Responsible Financial Officer

Date written: 9.5.25

Subject: SAPPP and public access dates

1. INFORMATION

The Town Council acknowledged they were in receipt of the Practitioner's Guide is issued by the Smaller Authorities' Proper Practices Panel(SAPPP) at its meeting on April 16th 2025.

The dates for the exercise of public rights with regard to Accounts for the period ending 31 March 2025 will be 10th June to 22nd July 2025 inclusive.

2. DECISION

That the dates for the exercise of public rights for access to Accounts be noted.

Policy/Regulation

Practitioners Guide – March 2025

