



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

DATE OF ISSUE:
23rd May 2025

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 Tuesday, 27th May 2025 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 Allison Burton, Town Clerk, on 01304 242625.

Allison Burton
TOWN CLERK

The Press and Public are welcome to attend.

AGENDA

1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

To appoint a Chairman and Vice-Chairman of the Committee for the 2025/26 Municipal Year.

2. APOLOGIES FOR ABSENCE

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

3. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law. (Copy attached page 1)

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

4 MINUTES

To note the approved minutes of the meeting of the Planning Committee held on 28th April 2025 as resolved in Minute No. 10 at the Town Council Meeting held 14th May 2025 (copy attached pages 3-7).

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>
25/00168	19 Minerva, Avenue, Dover, CT16 2PF	Refused	Object
25/00291	18-19 Market Square, Dover, CT16 1NX	Granted	Object
24/00590	The Yard, 2 Poulon Close, Dover, CT17 0HL	Granted	Support
25/00250	1 Archcliffe fort Archcliffe Road Dover, CT17 9EL	Granted	Support
25/00249	2 Farthingloe Cottages, Folkestone Rd, Dover CT15 7AA	Granted	Support

6. APPLICATIONS FOR PLANNING CONSENT

To consider the following applications for planning consent: -

<u>Application No:</u>	<u>Proposal</u>
25/00467	Change of use and conversion to 7 self-contained apartments 33 And 35 Castle Street Dover CT16 1PT
25/00490	Change of Use from 'Suis Generis' to book shop (Class E) (part retrospective) 3 Ladywell Dover CT16 1DQ
25/00493	Insertion of external door to rear elevation Dover Marina Hotel And Spa Waterloo Crescent Dover CT17 9BP
25/00498	Works to facilitate conversion of existing veterinary practice to 7-self-contained units. Removal of existing & erection of new partitions; blocking of existing & creation of new openings through party walls; Remove 2no staircases between lower ground and ground floor. Remove 1no staircase between ground and first floor. Remove 2no staircases between second and third floor level and introduction of new staircases to access the third floor in new locations. External works include Front elevation replace 2no lower ground floor entrance doors with windows. Form 2no stair under croft entrance doors. Rear elevation Infill 2no rear elevation windows. Insert 2no rooflights. Proposed 2 storey rear extensions (existing rear addition demolished). 33 And 35 Castle Street Dover CT16 1PT
25/00503	Change of use of storage building to two dwellings 35 High Street Dover CT16 1EB
25/00506	Insertion of window to side elevation Basement Flat 93 Maison Dieu Road Dover CT16 1RU

25/00562

Insertion of ground and first floor openings
17 Biggin Street Dover CT16 1BH

7. LATE PLANNING APPLICATIONS & ANY OTHER ITEMS

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

8. LICENSING

To note there are no licencing applications

9. DATE OF NEXT MEETING

The next meeting will be held on the 30th of June 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, 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, 28th April 2025 at 6 p.m.

PRESENT

Councillor Calder (Chair)
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

<u>Comment:</u>	Support
<u>Application No:</u>	25/00335
<u>Proposal:</u>	Erection of single storey side extension 95 St Davids Avenue Dover CT17 9HN
<u>Comment:</u>	Support
<u>Application No:</u>	25/00342
<u>Proposal:</u>	Display of internally illuminated freestanding digital screen Priory Service Station 6 - 12 Folkestone Road Dover CT17 9RU
<u>Comment:</u>	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.
<u>Application No:</u>	25/00371
<u>Proposal:</u>	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 The Beacon Project Bench Street Dover Kent
<u>Comment:</u>	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.
<u>Application No:</u>	25/00379
<u>Proposal:</u>	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