



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

DATE OF ISSUE:  
4<sup>th</sup> February 2026

## 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, 9<sup>th</sup> February 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 note the approved the Minutes of the meeting of the Planning Committee held on the 22<sup>nd</sup> of December 2025 minute number 172 at the Town Council Meeting held 19<sup>th</sup> January 2026 (Copy attached).

#### 4. 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>
25-01310	35 Biggin Street, Dover, Kent, CT16 1BU	Granted	Support
25-01059	89 Eaves Road, Dover, CT17 9LU	Granted	Support
CON-24-00181-G	The Beacon, Project, Bench Street, Dover, Kent	Granted	Object
25-01214	Stepping Down, 248 Folkestone Road, Dover, Kent, CT17 9JP	Granted	Support
25/01212	Land On Southern Corner Of Flying Horse Lane And King Street, Dover, CT16 1NR	Granted	Support

#### 5. APPLICATIONS FOR PLANNING CONSENT

To consider the following applications for planning consent:

<u>Application No:</u>	<u>Proposal</u>
26/00093	Certificate of lawfulness (existing) for use as a 6 bedroom/person HMO. 23 Templar Street Dover CT17 0BP
26/00087	Outline planning application for the erection of up to 9 dwellings with associated parking and infrastructure (all matters reserved except access) Land West Of Roman Road Dover Kent
26/00075	Installation of photovoltaic panels on flat roof of 6-16 Waterloo Crescent Dover Marina Hotel And Spa Waterloo Crescent Dover CT17 9BP
26/00035	Variation of condition 2 (approved plans) of planning permission 22/01513 (Erection of 2no. semi-detached dwellings and associated works (workshop demolished)) to allow changes to include single storey rear extensions 9 Macdonald Road Dover CT17 0HB
26/00011	Change of use from dwellinghouse (Class C3) to 7-bed HMO (Sui Generis), replacement windows to ground floor side elevation, bin and cycle store 11 Barton Road Dover CT16 2NF
25/01408	Siting of an InPost Parcel Locker (retrospective) 18 St Giles Close Dover CT17 9HZ
25/01402	Display of 1internally illuminated ATM logo panel and 2 internally illuminated ATM signs 20 Biggin Street Dover CT16 1BH
25/01401	Installation of an ATM cash dispenser to front elevation 20 Biggin Street Dover CT16 1BH
25/01396	Erection of a replacement attached garage (demolition of existing

	garage)
25/01380	The Bungalow 1 Citadel Road Dover CT17 9DP Erection of external lift unit
25/01367	Block 11 Numbers 128 To 149 The Gateway Dover CT16 1LJ Replacement windows and doors to lower research, development and manufacturing building
26/00060	Megger Limited Archcliffe Road Dover CT17 9EN Part roof replacement including new walkway access and structural repairs to frame. Replacement rainwater outlets. Insert entrance canopy to southwest elevation. Internal alterations to passenger and security area including replacing wall and floor linings. Insert new partitioning, guard rail and fixed reception area. Installation of air source heat pump services.
26/00003	Cruise Terminal 1 Western Docks Dover CT17 9TF Erection of a building to incorporate 3 residential flats with amenity space, bin store and internal bike store (existing commercial units to be demolished)
26/00005	72 - 73 Tower Hamlets Street Dover CT17 0DX Removal and replacement of railings to the front elevation Albany House Albany Place Dover CT17 9AU

## 6. LATE PLANNING APPLICATIONS

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

## 7. LICENSING

- 1) To consider Grant of Premises Licence

To enable the sale of alcohol between 12:00 - 22:00 Monday to Sunday  
J B Sushi Bar, 35 Biggin Street, Dover, CT16 1BU

- 2) To consider Grant of Premises Licence

a) To enable the sale of alcohol between  
11:00am to 23:00pm Monday to Sunday

b) To enable the sale of alcohol for extended hours at Bank Holidays and on other limited days as specified in the application

Dover Sea Angling Association, 14 Priory Road, Dover, CT17 9RG

## 8. CONSULTATIONS

To note there are no current consultations

## 9. DATE OF NEXT MEETING

The date of the next meeting will be held on 9<sup>th</sup> March 2026.

**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, 22<sup>nd</sup> December 2025 at 6 p.m.

### PRESENT

Councillor Calder  
Councillor Lamoon  
Councillor Shread  
Councillor Odell  
Councillor Verrill (Chair)

#### 151. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bird, Collins, Cowan, Dawes, Kember, Councillors Mr Wanstall & Mrs Wanstall due to personal commitments

#### 152. DECLARATIONS OF INTEREST

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

#### 153. MINUTES

Committee noted the approved the Minutes of the meeting of the Planning Committee held on the 10th of November 2025 minute number 150 at the Town Council Meeting held 8th December 2025

#### 154. DETERMINED PLANNING CONSENTS

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

25/00958	6 Ladywell, Dover, Kent, CT16 1DQ	Granted	Support
25/01082	72 - 74 Biggin, Street, Dover, CT16 1BB	Refused	Object
25/01048	14 Minerva, Avenue, Dover, CT16 2PF	Granted	Support
25/01042	23 - 25, Worthington Street, Dover, CT17 9AG	Granted	Support

Chair

155. APPLICATIONS FOR PLANNING CONSENT

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

**RESOLVED:** That the following views be made to the Dover District Council in relation to the applications now considered:

Application No: 25/01214  
Proposal: Change of use of from dwellinghouse to a HMO for up to 10 persons Stepping Down 248 Folkestone Road Dover Kent CT17 9JP  
Comment: Support

Application No: 25/00467  
Proposal: Change of use and conversion to 6 self-contained apartments 33 And 35 Castle Street Dover CT16 1PT  
Comment: Object. The Council considers that, in the absence of detailed and agreed mitigation measures accepted by the Environment Agency, we cannot reasonably conclude that the proposed development would be safe, sustainable, or policy compliant.

Application No: 25/01055  
Proposal: Permanent use as a car park Broadlees Car Park Upper Road Guston CT16 1HW  
Comment: Support

Application No: 25/01059  
Proposal: Widening of existing vehicular access and extension to existing off-street parking. 89 Eaves Road Dover CT17 9LU  
Comment: Support

Application No: 25/01212  
Proposal: Change of use land for outdoor seating area and the erection of a building for food outlet (Sui Generis) (retrospective) Land On Southern Corner of Flying Horse Lane and King Street Dover CT16 1NR  
Comment: Support

Application No: 25/01224  
Proposal: Erection of a 5-storey hotel, covered walkway and associated parking and landscaping Site 1C The Electric Hotel Marina Curve Dover CT17 9FQ  
Comment: Support

Application No: 25/01225  
Proposal: Variation of Condition 2 (approved plans) of planning permission 22/01509 for "Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/20/01236 (application under Section 73) (Erection of 3no. three and four storey motel buildings (90 bedrooms in total), 1no. two storey reception building, 2no. single storey buildings for welfare and storage, installation of solar panels to roof of motel and reception buildings and associated coach, lorry, and car parking)" for the revision of approved plans to

Chair

	allow repositioning of motel blocks, reception and depot and parking area
	Dover Marina Curve Phase 1A Dover Harbour Dover
<u>Comment:</u>	Support
<u>Application No:</u>	25/01241
<u>Proposal:</u>	Reserved matters application for the details of scale, appearance, layout and landscaping for 4 dwellings pursuant to outline application 21/01710 for the erection of up to 5no. residential dwellings (all matters reserved except access) including discharge of condition 14
	Land West Of 455 Folkestone Road Dover CT17 9JX
<u>Comment:</u>	Support
<u>Application No:</u>	25/01270
<u>Proposal:</u>	Insertion of perspex panelling behind existing balustrade to first floor balconies
	Dover Marina Hotel and Spa Waterloo Crescent Dover CT17 9BP
<u>Comment:</u>	Support. However, the Council requests that, where practicable, consideration be given to the use of recycled or sustainably sourced perspex (or equivalent recycled transparent material). This would help to minimise environmental impact and would align with both national and local objectives relating to sustainability and responsible use of materials.
<u>Application No:</u>	25/01271
<u>Proposal:</u>	Erection of clear Perspex panelling behind existing balustrading to first floor balconies
	Dover Marina Hotel and Spa Waterloo Crescent Dover CT17 9BP
<u>Comment:</u>	Support. However, the Council requests that, where practicable, consideration be given to the use of recycled or sustainably sourced perspex (or equivalent recycled transparent material). This would help to minimise environmental impact and would align with both national and local objectives relating to sustainability and responsible use of materials.
<u>Application No:</u>	25/01310
<u>Proposal:</u>	Alterations to shop front facade 35 Biggin Street Dover Kent CT16 1BU
<u>Comment:</u>	Support
<u>Application No:</u>	25/01320
<u>Proposal:</u>	Erection of rear first floor extension 53 Farthingloe Road Dover CT17 9LD
<u>Comment:</u>	Support
<u>Application No:</u>	25/01334
<u>Proposal:</u>	Installation of metal shutters (retrospective) 23 - 25 Worthington Street Dover CT17 9AQ
<u>Comment:</u>	Object. While the Council does not object to the principle of external shutters for security purposes, the design, materials, and appearance of the installed metal shutters are considered unsympathetic to the historic character and visual qualities of the Worthington Street Conservation Area. This is contrary to the objectives of local planning policy and supplementary guidance from DDC aimed at preserving and enhancing the appearance of heritage assets.
<u>Application No:</u>	LS/AWI/KEN002:001588
<u>Proposal:</u>	Application for stopping Up Order, Highways Act 1980 Section 116 Land at Thorntons Lane Dover

Chair

Comment: No objection.

156. LATE PLANNING APPLICATIONS

Application No: 25/01292

Proposal: Change of use and conversion of a dwelling to 2 self-contained flats, erection of a rear extension, alterations to existing side extension and to windows/doors, internal alterations and associated parking  
8 Elms Vale Road Dover CT17 9NW

Comment: Object.

Loss of family housing

The proposal would result in the loss of a four-bedroom family home, which is a type of accommodation in high demand in the Dover area. The conversion to two smaller flats reduces the stock of larger homes suitable for families, contrary to national and local housing policies which seek to retain family-sized dwellings in sustainable locations.

Parking and highway concerns

The proposed development includes parking for two flats, but the potential demand could effectively double the number of vehicles associated with the site. The increase in vehicle movements and parking requirements raises concerns regarding highway safety, congestion, and on-street parking pressure in the surrounding area. Access to the property cross a pedestrian pavement adjacent to a busy roundabout & a key crossing on a school route. In increase in vehicle movements across the paving also increases the risk to vulnerable pedestrians .The application does not sufficiently demonstrate that parking and access arrangements are safe and adequate.

Application No: 25/01346

Proposal: Conversion of ground floor retail shop into three separate units with associated external alterations  
72 - 74 Biggin Street Dover CT16 1BB

Comment: Support

157. LICENSING

Committee noted there were no current licencing applications

158. CONSULTATIONS

Committee noted that there were no consultations

159. DATE OF NEXT MEETING

The date of the next meeting to be held on 9<sup>th</sup> February 2026.

The meeting closed at 7.14 p.m.

Councillor P Verrill  
CHAIR

Chair