

FOLKESTONE TOWN COUNCIL



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AGENDA

Meeting: **Planning Committee**
Date: **Thursday 19 June 2025**
Time: **7.00pm**
Place: **Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.**

To: **The Planning Committee**
(All other Councillors for information only)

YOU ARE HEREBY SUMMONED to attend a meeting of the Planning Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the agenda which is not fully covered in these papers is requested to contact the Town Clerk prior to the meeting.

Mrs Toni Brenchley
Town Clerk

1. **APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
2. **APPOINTMENT OF CHAIR**
To appoint a Chair of the Planning Committee for the 2025/26 municipal year.
3. **APPOINTMENT OF VICE CHAIR**
To appoint a Vice Chair for the Committee for the 2025/26 municipal year.
5. **DECLARATIONS OF INTEREST**
To receive any declarations of either personal or prejudicial interest that Members may wish to make.
6. **MINUTES**
To receive the Minutes of the meeting of the Planning Committee held on 29 May 2025 and authorise the Chair of the Committee to sign them as a correct record.

7. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted Standing Orders, the Committee is asked to consider the Terms of Reference for the Planning Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The current version is attached.

8. PLANNING APPLICATIONS

(See attached list)

9. RE-CONSULTATIONS

(See attached List)

10. PREMISES LICENCES

(See attached list)

11. LATE PLANNING APPLICATIONS

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

12. DATE OF NEXT MEETING

Thursday 10 July 2025.

Councillors on Committee:

Councillor Charles Bain Smith

Councillor Bridget Chapman

Councillor Jane Darling

Councillor Laura Davison

Councillor Christine Dickinson

Councillor John Renshaw

Material Considerations:

A material consideration is a matter that should be taken into account in deciding a planning application or on appeal against a planning decision. Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance, and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

However, issues such as loss of view, or negative effect on the value of properties are not material considerations.

There is no set list defining material considerations, the Local Planning Authority (Folkestone and Hythe District Council) will decide what is deemed to be 'material'.

Parking available for Councillors from 6.00pm on the precinct area at the front of the Town Hall.



Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 29 May 2025 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, Laura Davison, John Renshaw, Jane Darling, Bridget Chapman, Christine Dickinson.

OFFICERS PRESENT: Georgina Wilson (Corporate Support Officer), Jennifer Griffin (Administration Officer)

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Councillor Davison abstained from comment on Application 25/0831/FH.

3. PLANNING COMMITTEE MEETING

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 24 April 2025 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 24 April 2025 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Charles Bain Smith

Voting: F: 6, Ag: 0; Ab: 0

4. WEEKLY LIST

Councillors noted the comments sent to Folkestone & Hythe District Council via the Weekly Lists dated 23 April 2025 and 2 May 2025.

5. CHANGE IN MEETING SCHEDULE

The Committee were asked to consider altering the Meetings of the Planning Committee to three weekly to better align with Planning Application closing dates.

Councillor Laura Davison declared to the Committee that they would be leaving the Committee.

RESOLVED: That the Meetings of the Planning Committee change to three weekly to better align with Planning Application closing dates.

Proposed: Councillor Jane Darling

Seconded: Councillor John Renshaw

Voting: F: 6, Ag: 0; Ab: 0

7. PLANNING APPLICATIONS

Application no	25/0590/FH
Location	Flat C, 98 Bouverie Road West
Proposal	Replacement of windows from timber to UPVC at the front elevation.
Closing date	05/06/2025
Comment	Object. The Committee's previous comment still stands – UPVC is not an appropriate material as it is not recyclable, nor does UPVC preserve or enhance the character of the conservation area. UPVC is not necessary to use when there are timber alternatives available.
Application no	25/0877/FH
Location	1 Grimston Gardens
Proposal	Situated in a Conservation Area - T1 Bay- crown reduce all around by 1-2 meters. T2 Holly- reduce in height by approx. 3-4 meters. G1 and G2 mixed species shrubs- to be cut pruned and shaped all around by 1-2 meters and to be crown lifted off the footpath to a height of 3m.
Closing date	03/06/2025
Comment	No Objection
Application no	25/0831/FH
Location	Flat 1, 30 Grimston Gardens
Proposal	Retrospective application for timber office pod in front garden. (Resubmission of planning application 24/0875/FH).
Closing date	04/06/2025
Comment	No Objection though the Committee's previous comment still stands – No objection to the retrospective application. Object to the proposed UPVC bathroom window. This material is not recyclable. Given that this is in the conservation area, other materials would be more appropriate.
Application no	25/0876/FH
Location	104 Sandgate Road
Proposal	Advertisement consent for 1no. new internally illuminated projecting hanging sign and 1no. new internally illuminated fascia sign.
Closing date	09/06/2025
Comment	No Objection
Application no	25/0911/FH

Location	2 Broadfield Road
Proposal	Works to trees subject to TPO No 13 of 1991, T1 Common Beech, Cut back 2 metres side growth. Cut back the drive side by the same amount and shape into the canopy. T2 Silver Birch, fell to ground level.
Closing date	08/06/2025
Comment	Object. This would engender the loss of a fine, mature silver birch tree which contributes greatly to the street scene and character of the conservation area. The Committee do not object to the works on the beach tree.
Application no	25/0878/FH/TCA
Location	2 Albion Villas
Proposal	Works to trees in a Conservation Area comprising of T1 Holm Oak crown reduce by approx. 3-4 metres, T2 Magnolia fell to ground level, T3 Bay fell to ground level & T4 Laburnum reduce all around by approx. 1 metre.
Closing date	09/06/2025
Comment	Object. There is no justification for felling two trees that contribute to the character of the conservation area.
Application no	25/0896/FH
Location	1 Broadview
Proposal	Erection of a combined rear extension and replacement garage.
Closing date	09/06/2025
Comment	No Objection
Application no	25/0825/FH
Location	St Peter's Church, The Durlocks
Proposal	Alterations to the fleche
Closing date	12/06/2025
Comment	Object. While the Committee do not disagree with the principle of changing the materials to make the fleche weatherproof but there are no reassuring details as to how this will be done. Proposals appear to cut off ventilation to the timber structure which would be important. Given the Churches importance as a landmark, and since it is Grade 2 Listed, the Committee wishes to ensure this is done properly. A Listed Building Application needs to be made.

PREMISES LICENCE

Application no PR202505-116564

Location	Pomus Folkestone, 53 Tontine Street
Proposal	Recorded Music, Alcohol ON & OFF Sales
Closing date	09/06/2025
Comment	There are no details available, however the Committee wishes to note its strong objection to the loss of a community space where young artists were able to exhibit.

8. LATE PLANNING APPLICATIONS

Application no	25/0941/FH
Location	57-59 Sandgate Road
Proposal	Advertisement consent for 1 no. internally illuminated fascia sign.
Closing date	13/06/2025
Comment	No Objection

Application no	25/0745/FH
Location	12 & 12A Bouverie Road West
Proposal	Retrospective application for change of window and rear and side doors.
Closing date	17/06/2025
Comment	Object. UPVC is not an appropriate material as it is not recyclable nor does UPVC preserve or enhance the character of the conservation area. UPVC is not necessary to use when there are timber alternatives available. The form of the proposed windows doesn't even respect the historic shape and opening of the building.

Application no	25/0940/FH
Location	65 to 67 Sandgate Road
Proposal	Change of use from bank (class E) to hot food take away to include air conditioning condensers and extract grilles.
Closing date	17/06/2025
Comment	No Objection

Application no	25/0970/FH
Location	65 to 67 Sandgate Road
Proposal	Advertisement Consent for the installation of 3No. new fascia signs and one internally illuminated projecting sign.
Closing date	17/06/2025
Comment	No Objection

ANY OTHER BUISNESS

Councillor Laura Davison introduced a Special Motion to be signed by the members of the Planning Committee for Councillor Davison to retire from the Committee.

6. DATE OF NEXT MEETING

Thursday, 19 June 2025 at 7pm.

The meeting concluded at 7:52pm.

..... Chair

FOLKESTONE TOWN COUNCIL



TERMS OF REFERENCE

Planning Committee

1. To exercise the Town Council's right under the Town and Country Planning Act 1990 to be notified of planning applications and Orders affecting the Folkestone Town area by:
 - a) Considering all such applications and Orders.
 - b) Attending site meetings arranged by the Committee or the Planning Authority.
 - c) Submitting comments direct to the Planning Authority, considering the Planning Authority's decisions or, where appropriate noting the date an application is referred to the Secretary of State.
 - d) Where appropriate, seek Section 106 or CIL agreements for new developments to encourage planning gain as a method of benefiting the community.
2. To consider all Enforcement Notices and Appeals in relation to planning applications in the Folkestone Town area and comment directly to the relevant authority as appropriate.
3. To consider and respond directly on all consultations relating to Local, Regional and Structure Plans.
4. To exercise the powers and duties of the Town Council on all Highways (Planning) matters.
5. To prepare and submit to the Town Council proposals for a transport strategy for Folkestone.
6. To exercise the interests of the Town Council in the consultation process under Section 5(3)(e) of the Licensing Act 2003 with regard to the formulation of a licensing policy for licensable activities (the sale by retail of alcohol, the provision of regulated entertainment and the provision of late night refreshment).
7. To exercise the interests of the Town Council in the consultation process under Section 158(e) of the Gambling Act 2005 with regard to the issue of licences.
8. To exercise the powers and interest of the Town Council on applications regarding Street Furniture and Occasional Theatre licences and Street Trading Consents.
9. To consider and make recommendations on issues concerning the Local Plan and plans for the Council and town future strategies.
10. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and submit these to the Finance and General Purposes Committee in the Autumn to calculate the precept for the ensuing year.
11. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.
12. To exercise the powers and duties of the Town Council on the following highways and transportation matters:
 - a) Policy procedure and legislation
 - b) Road traffic regulation and enforcement

Approved 19.12.23

- c) Highways management and maintenance
- d) Parking
- e) Road signs and signposting, including street naming
- f) Footway and street lighting
- g) Traffic orders
- h) Traffic calming measures

FOLKESTONE TOWN COUNCIL

Planning Applications for the meeting of the Planning Committee on Thursday 19 June 2025 at 7pm

Application no	25/0964/FH
Location	69 Sandgate Road
Proposal	Retrospective application for the Installation of external flue on rear elevation.
Closing date	26.06.25
Link	Planning Application: 25/0964/FH
Application no	25/0967/FH
Location	12 Middle Mead
Proposal	Single storey side and rear extension
Closing date	18.06.25
Link	Planning Application: 25/0967/FH
Application no	25/0969/FH
Location	Hillcroft, Crete Road West
Proposal	Proposed erection of detached garage outbuilding.
Closing date	18.06.25
Link	Planning Application: 25/0969/FH
Application no	25/0944/FH
Location	82 Guildhall Street
Proposal	Conversion of 3 self-contained flats to 4 self-contained flats, re-build of front entrance staircase, addition of front rooflight, front bay window re-configuration and enlarged rear existing dormer.
Closing date	19.06.25
Link	Planning Application: 25/0944/FH
Application no	25/0951/FH
Location	Mermaid Beach, Marine Walk
Proposal	Temporary siting of mobile sauna
Closing date	03/07/2025
Link	Planning Application: 25/0951/FH
Application no	25/0968/FH
Location	5 Stanley Court, Shearway Road, Shearway Business Park
Proposal	New window to the side elevation.
Closing date	24/06/2025
Link	Planning Application: 25/0968/FH

Application no 25/0846/FH
Location 10 Radnor Park Road
Proposal Formation of a new vehicular access onto classified road with hardstanding.
Closing date 26/06/2025
Link [Planning Application: 25/0846/FH](#)

Application no 25/1000/FH
Location 56 Surrenden Road
Proposal Erection of dormer window to front roof slope.
Closing date 26/06/2025
Link [Planning Application: 25/1000/FH](#)

Application no 25/0994/FH
Location 13 Joyes Road
Proposal Variation of condition 2 (approved plans) of planning permission 25/0546/FH to allow for amendment to roof from hip to gable.
Closing date 27/06/2025
Link [Planning Application: 25/0994/FH](#)

Comment on Application 25/0546/FH – “No Objection”

Application no 25/0940/FH
Location 65 to 67 Sandgate Road
Proposal Installation of air conditioning condensers and extract grilles.
Closing date 26/06/2025
Link [Planning Application: 25/0940/FH](#)

Application no 25/1040/FH
Location 43 Sandgate Road
Proposal Listed Building Consent for the installation of replacement ATM tablet with new branding.
Closing date 27/06/2025
Link [Planning Application: 25/1040/FH](#)

Application no 25/1026/FH
Location The Manor Office, 43 Castle Hill Avenue
Proposal Erection of two new detached dwellings.
Closing date 02/07/2025
Link [Planning Application: 25/1026/FH](#)

Application no	25/1062/FH
Location	Ground Floor Business Premises, 2 Church Street
Proposal	Retrospective application for the retention of commercial extract flu to rear of property.
Closing date	10/07/2025
Link	Planning Application: 25/1062/FH

RECONSULTATIONS

Application no	25/0562/FH
Location	Flat A, 32 Morehall Avenue
Proposal	Single storey rear extension
Closing date	25.06.25
Link	Planning Application: 25/0562/FH
Previous Comment	<i>"No Objection"</i>

PREMISES LICENCE

Application no	PR202505-117325
Location	Delish Chicken, 87 Cheriton High Street
Proposal	Alcohol ON & OFF Sales
Closing date	01/07/2025
Link	Process: PR202505-117325