

FOLKESTONE TOWN COUNCIL



The Town Hall

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AGENDA

Meeting: Planning Committee

Date: Thursday 14 May 2026

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.

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 2026/27 municipal year.

3. APPOINTMENT OF VICE CHAIR

To appoint a Vice Chair for the Committee for the 2026/27 municipal year.

4. DECLARATIONS OF INTEREST

To receive any declarations of either personal or prejudicial interest that Members may wish to make.

3. MINUTES

To receive the Minutes of the meeting of the Planning Committee held on 23 April 2026 and authorise the Chair of the Committee to sign them as a correct record.

6. REVIEW OF THE TERMS OF REFERENCE

In line with Councils adopted standing orders, members are asked to review the Terms of Reference for the Planning Committee. Any changes the Committee wish to make will need to be approved by Full Council at a future meeting.

4. PLANNING APPLICATIONS

(See attached list)

5. PREMISES LICENCES

(See attached list)

6. LATE PLANNING APPLICATIONS

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

7. DATE OF NEXT MEETING

Thursday 4 June 2026.

Councillors on Committee:

Councillor Charles Bain Smith

Councillor Bridget Chapman

Councillor Jane Darling

Councillor Christine Dickinson

Councillor Liz McShane

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'.



EMPLOYER
RECOGNITION
SCHEME
BRONZE AWARD



Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 23 April 2026 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, Liz McShane (7:18pm), John Renshaw, Jane Darling, Bridget Chapman and Christine Dickinson.

OFFICERS PRESENT: Jennifer Griffin (Administration Officer)

1. APOLOGIES FOR ABSENCE

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MINUTES

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 2 April 2026 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 2 April 2026 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Bridget Chapman

Seconded: Councillor John Renshaw

Voting: F: 5, Ag: 0, Ab:0

4. PLANNING APPLICATIONS

Application no	26/0444/FH/TCA
Location	Burlington Hotel, 3-5 Earls Avenue
Proposal	Works to trees in a conservation area comprising of T1 Holly and T2 Goat Willow fell to ground level. T3 Arbutus reduce by 4 metres vertically. T4 Elder reduce by 2.5 metres vertically.
Closing date	01/05/2026
Comment	No Objection

Application no	26/0504/FH
Location	Units 4, 5 & 6 Princes Gate, Bayle Street
Proposal	Change of use of Units 4 and 5 to Class F1(a) (education and learning), retention of Unit 6 for ancillary office use; insertion of two windows to rear elevation and relocation of door to existing frontage.
Closing date	30/04/2026
Comment	No Objection
Application no	26/0571/FH
Location	10 Earls Avenue
Proposal	Replacement windows from timber to uPVC to flats on ground, first and second floors
Closing date	05/05/2026
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.
Application no	26/0572/FH
Location	26 Walton Gardens
Proposal	Single storey rear extension and conversion of existing garage into additional living accommodation following removal of rear extension.
Closing date	05/05/2026
Comment	No Objection
Application no	26/0548/FH
Location	5 Wear Bay Crescent
Proposal	Erection of a single storey rear extension and the creation of parking area to front of property
Closing date	06/05/2026
Comment	Object. The Committee only objects to the parking space in that no detail is given to the retaining structure required to address the change of level and drainage, so water does not run into the road, and an application for a dropped curb. Could we have more details before a decision is made.
Application no	26/0586/FH
Location	27 Broadmead Road
Proposal	Erection of a single/two storey rear extension
Closing date	06/05/2026

Comment Object. The Committee do not object to the principle and most details of the proposed application. However, the skylights should be fixed closed and be obscured glass to protect the privacy of both future occupants of the applicant's site and the adjacent site.

5. PREMISES LICENCES

Application no PR202603-131042
Location Market Square, 19-21 Rendezvous Street
Proposal Alcohol ON & OFF sales, Late Night Refreshment and Recorded Music
Closing date 28/04/2026
Comment No Objection

Application no PR202603-131377
Location Tiki's Bar and Kiosk, Pumping Station, Coronation Parade, Sunny Sands
Proposal Alcohol ON & OFF sales
Closing date 06/05/2026
Comment No Objection. Although the Committee would like to note a suggestion that drinks be served in non-breakable cups to avoid broken glass that can be left on the beach.

6. LATE PLANNING APPLICATIONS

Application no 26/0498/FH
Location Westgate House, 12 Cliff Road
Proposal Erection of a brick wall, to include a new access & pedestrian gates to the front boundary.
Closing date 08/05/2026
Comment Object. The Committee object to the height of the wall, it is not in keeping with other boundaries in the conservation area nearby. The Committee understands the need for a division, but the height is excessive.

Application no 26/0592/FH
Location 2 Church Street
Proposal Retrospective application for the installation of commercial kitchen extract flue to rear
Closing date 11/05/2026

Comment Object. No details are provided of how odour and noise is mitigated as set out in the two reports provided. The Committee also disagree with the Planning Statement that the building has no historical value at all, consideration should be given to how that is addressed.

Application no PR202603-130772
Location Okay Coffee, Ground Floor, 98 Sandgate Road
Proposal Alcohol ON sales ONLY
Closing date 10/05/2026
Comment No Objection

Application no PR202604-132270
Location Wilson's Casino, 28-30 Sandgate Road
Proposal Alcohol ON sales ONLY, Films, Live Music, Late Night Refreshment, Recorded Music
Closing date 14/05/2026
Comment No Objection

Councillor Liz McShane arrived at 7:18pm.

Application no PR202604-132193
Location Docker Brewery & Tap Room, Unit C, Five Acre Site, Park Farm
Proposal Alcohol ON & OFF sales, Recorded Music
Closing date 14/05/2026
Comment The Committee has concerns about the separation of a drinking establishment from a busy bit of an industrial estate where people are collecting building materials and this needs to be properly managed.

7. DATE OF NEXT MEETING

Thursday, 14 May 2026 at 7pm.

The meeting concluded at 7:26pm.

..... **Chair**

FOLKESTONE TOWN COUNCIL

Planning Applications for the meeting of the Planning Committee on Thursday 14 May 2026 at 7pm

Application no	26/0535/FH
Location	Flat 2, 4 Godwyn Road
Proposal	Erection of single storey rear extension and conversion of existing garage into a habitable room with a partial first storey extension above.
Closing date	12/05/2026
Link	Planning Application: 26/0535/FH
Application no	26/0618/FH
Location	27 Langdon Road
Proposal	Single storey rear extension.
Closing date	13/05/2026
Link	Planning Application: 26/0618/FH
Application no	26/0641/FH
Location	62 Coniston Road
Proposal	Single storey rear extension, porch extension & garage conversion to habitable room.
Closing date	18/05/2026
Link	Planning Application: 26/0641/FH
Application no	26/0648/FH
Location	5 Weymouth Close
Proposal	Erection of a single storey rear pitched roof extension.
Closing date	19/05/2026
Link	Planning Application: 26/0648/FH
Application no	26/0651/FH
Location	Land Rear 1, Wilton Road
Proposal	Works to tree subject to TPO No. 10 of 1990, comprising of T1 & T2 Holm Oak, reduction of 4 metres laterally and 2 metres vertically.
Closing date	21/05/2026
Link	Planning Application: 26/0651/FH

Application no 26/0628/FH/PA
Location 190 Dover Road
Proposal Determination as to whether the prior approval of the Local Planning Authority is required under Class M of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use from ground floor hot food takeaway (sui generis) to residential use (Class C3).
Closing date 21/05/2026
Link [Planning Application: 26/0628/FH/PA](#)

Application no 26/0589/FH
Location 22 Walton Manor Close
Proposal Erection of rear & side single storey extension following demolition of existing garage.
Closing date 22/05/2026
Link [Planning Application: 26/0589/FH](#)

Application no 26/0681/FH/TCA
Location 5 Earlscliffe Mews, Shornclyffe Road
Proposal Works to trees in a conservation area comprising of T1 Yew overall reduction by 3 metres. T2 Sycamore reduction of 3 metres vertically and 3 metres laterally.
Closing date 29/05/2026
Link [Planning Application: 26/0681/FH/TCA](#)

PREMISES LICENCE

Application no PR202604-132069
Location Hatch Chicken, The Goods Yard, Folkestone Harbour, Harbour Approach Road
Proposal Alcohol OFF sales ONLY
Closing date 25/05/2026
Link [Process: PR202604-132069](#)