



PENARTH TOWN COUNCIL

CYNGOR TREF PENARTH

PLANNING MATTERS | GUIDE TO PUBLIC SPEAKING

PLANNING MATTERS

Penarth Town Council's role is that of a statutory consultee; the Council is notified of all planning applications within its administrative boundaries and invited to submit observations on these applications to the Vale of Glamorgan Council accordingly.

The Council has a scheme of delegation which determines whether these observations are made by the Town Clerk, the Chair or Vice-Chair of Planning Matters, or by the Town Council as a whole.

Observations which are to be determined by the Town Council as a whole are discussed at the relevant monthly Council meeting.

Where there is an indication of a wider public interest, it may be that observations due to be made by the Town Clerk or the Chair/Vice-Chair of Planning Matters will instead be considered by the Town Council as a whole.

It is important that, as soon as you are aware of a planning application that you wish to provide objections, comments, or representations about, you check our website for how to best do this.

WRITTEN REPRESENTATIONS

Wherever possible, objections, comments, or representations to planning applications should be made in writing to the planning authority. For the area of Penarth, the planning authority is the Vale of Glamorgan Council.

Where objections, comments, or representations are made directly to the Town Council, the Council will ensure that these representations are forwarded onto relevant Town Councillors; in most cases, these will be the Councillors that represent your Ward, along with the Chair and Vice-Chair of our Planning Matters.

If it isn't clear if the Vale of Glamorgan Council has received these representations, we will also forward these onto them accordingly.

IN-PERSON REPRESENTATIONS

The Town Council accepts that, on occasion, those within the community with an objection or representation may wish to directly make these to Councillors in person rather than in writing. Where possible, this will occur at the next appropriate Council meeting.

NOTIFICATION TO SPEAK

Subject to the approval of the Town Clerk, the following people are eligible to make in-person representations at a Council meeting:

- Objectors to an application or their representative
- The applicant or their representative
- Any Councillor elected to the Vale of Glamorgan Council who does not hold a position on the Town Council

Requests to speak must be sent via the [Register to Speak Form](#) on our website, via email to enquiries@penarthtowncouncil.gov.uk, or via phone to 02920 700 721.

They must be received no later than 5.00pm **3 clear working days** prior to the Council meeting that you wish to speak at. This helps us to gauge the likely overall public attendance, prepare sufficient copies of agendas and reports, and allows us to offer support and advice to those unsure of how to proceed.

The length of a Council meeting is governed by our Standing Orders, which determines that a Council meeting should be no more than 2 hours in length. In instances where an application attracts objections or representations of a similar nature by more than one party, the Council will liaise with all interested parties to determine whether a single spokesperson can be nominated to speak to ensure that the meeting stays within these time limits.

BEFORE THE MEETING

You will be advised whether your notification to speak was accepted or not. Each individual accepted speaker will be allowed a maximum of 3 minutes to address the Council with their objections.

Planning decisions and observations can only be made on matters considered relevant, so prior to the meeting, we would recommend visiting www.planningaidwales.org.uk to see what matters are considered relevant and what are considered immaterial so you can build these into your 3 minute address.

You will also be advised of the relevant meeting time, location, and the Officer to whom you should liaise with when you arrive. This is usually either the Democratic Services Officer or the Principal Policy, Innovation and Development Officer.

You will be expected to arrive about 10 minutes prior to the start of the meeting.

DURING THE MEETING

The Town Mayor chairs each Council meeting. They will run through the agenda from start to finish, handing over speaking rights to various Officers who may present reports, to various Councillors who may have points of discussion relating to particular agenda items, and to the different Chair or Vice-Chair or each section of the Council meeting, such as Planning Matters.

When the application to which you are speaking about is reached, the Chair or Vice-Chair of Planning Matters will ask you to make your representation.

Members of the Council may wish to ask follow-up questions of clarification at the end of your 3-minute address, but they should not interrupt you during it.

Following your address and any questions from Council, Councillors will discuss and determine what their observation will be regarding the application. There is no right of reply with regards to this observation and it is not subject to any further discussion or appeal.

After you have made your representation, you can either stay until the end of the meeting, or you can leave.

Deferred Applications

Where Councillors feel that more analysis, information, or discussion is required, they may defer an application. This means that they will make a decision about the final observation to be submitted at a later date.

You will not be required to return to a subsequent meeting and repeat your representations unless any new, pertinent information has been obtained.

AFTER THE MEETING

In the days following the meeting, Council Officers will submit the Council's official observation to the Vale of Glamorgan Council. They will include this as part of their own consideration and decision with regards to whether to approve or reject the application in question.

You will be able to see any observations on any application via the Vale of Glamorgan Council's [Planning Register](#), including those made by the Town Council.

You will also be able to see when the final decision has been made by the Vale of Glamorgan Council.

OTHER STEPS TO TAKE

You may also wish to make representations to the Vale of Glamorgan Council as the planning authority for the area.

The Vale of Glamorgan Council has a dedicated Planning Committee that deals with planning application decisions. You can also [register to speak](#) at this Committee as well as at the Town Council.