

8th September 2026

You are invited to attend a Hybrid Planning Committee Meeting on Tuesday 15th September 2026 at 11.30am at the Town Hall for the purpose of discussing the following business.

Yours faithfully,

Mrs R Quinn
TOWN CLERK

AGENDA

To receive apologies

To receive Councillors Declaration of Interest Forms

To discuss the following;

**1) NORTH WARD
2026/00370/FUL**

Location: Kingswood House, East Street, Llantwit Major

Proposal: Removing existing shopfront glazing, raising the height of the internal floor level. Proposed 2 egress side hung obscurely glazed windows. Frames and glazing to match existing. Change of Use of part of the ground floor from Retail to Residential Use.

Refer sheets 1 to 5 (original Town Council objection)

2) To discuss email thread re Planning Application 2026/00224/FUL – Archives, Mill Lay Lane, Llantwit Major

Refer sheet nos: 6 to 12

**3) WEST WARD
2026/00600/LBC**

Location: West Farm, West Street, Llantwit Major

Proposal: Enclosure of an existing open-fronted garage bay to create a utility space and reinstatement of a window to current blocked up opening.

**4) WEST WARD
2026/00643/FUL**

Location: 17 Spitzkop, Llantwit Major

Proposal: Single storey rear extension. Loft conversion to include dormers to front and rear including hip to gable conversion. Current driveway to be widened.

Consultee Comment for planning application 2026/00370/FUL

Application Number 2026/00370/FUL

Location Kingswood House, East Street, Llantwit Major

Proposal Removing existing shopfront glazing, raising the height of the internal floor level. Proposed 2 egress side hung obscurely glazed windows. Frames and glazing to match existing.

Case Officer Emma Danahay

Organisation

Name Llantwit Major Town Council

Address The Clerk, Llantwit Major Town Council, Town Hall, Church Street, Llantwit Major. CF61 1SD

Type of Comment

Object

Type

Comments

We wish to object to the above planning application on the grounds that it;

- 1.conflicts with Policies MG14 and MG15 of the Vale of Glamorgan Local Development Plan.
2. Potentially causes parking problems

The proposed development would result in the loss of an active retail unit within an established retail centre. Policies MG14 and MG15 seek to protect the vitality, viability and retail function of town, district, local and neighbourhood shopping centres by resisting changes of use that would undermine their primary retail role.

The proposal would reduce the proportion of retail premises available to serve local residents and visitors, contributing to a gradual erosion of the centre's retail character. The cumulative impact of additional non-retail uses may discourage footfall, weaken the attractiveness of the centre as a shopping destination, and reduce consumer choice.

Furthermore, there is insufficient evidence that the loss of this retail unit would not adversely affect the vitality and viability of the centre. The application does not adequately demonstrate that the proposal would maintain an appropriate balance of retail and non-retail uses or that there is a clear planning justification for departing from the objectives of Policies MG14 and MG15. Approval of this application could create an undesirable precedent for further losses of retail units, leading to the fragmentation of the shopping frontage and undermining the long-term sustainability of the centre.

Parking in this area is subject to restrictions and the conversion of this property to residential premises means that inevitably additional long-term parking is required. This cannot be accommodated adjacent to this property and will inevitably lead to increased congestion in this area.

So it is on these grounds that the Town Council objects to this conversion.

In addition, we note that construction work appears to have already started on this site prior to planning permission being obtained. Could this current activity please be looked at from a planning enforcement perspective?

Please see historical pictures of the retail premises attached.

Received Date 03/06/2026 09:29:32

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Rhian Bostanci

From: Ruth Quinn
Sent: 03 September 2026 10:12
To: Rhian Bostanci
Subject: FW: Planning Application 2026/00224/FUL Archives, Mill Lay Lane, Llantwit Major.

Sent from my iPad

Begin forwarded message:

From: Ruth Quinn
Sent: 27 August 2026 12:24
To: Jeremy Cutter <jdjones@valeofglamorgan.gov.uk>
Subject: RE: Planning Application 2026/00224/FUL Archives, Mill Lay Lane, Llantwit Major.

Good afternoon

With reference below, I have spoken with Councillor Hanks and as agreed a copy will be placed on the agenda of our next Planning Committee meeting, date TBC.

Regards

Ruth

From: Jeremy Cutter
Sent: 25 August 2026 17:33
To: Ruth Quinn <Ruth.Quinn@llantwitmajortowncouncil.gov.uk>
Subject: Fwd: Planning Application 2026/00224/FUL Archives, Mill Lay Lane, Llantwit Major.

Dear Ruth,
I would be grateful if you could bring to email exchange copied below to the attention of the Town Council Planning Team.

The exchange relates to planning approval given for the property next door to us. We received the initial notification but we were never made aware of the amended application which the council considered would have a significant impact upon us. The council seek to defend their procedures as adequate yet they failed to ensure that we were informed of the significant changes being made.. They have reported that we were "consulted" on the amendment but this is an untrue statement.

We would also draw attention to the date on the architects amended plans and the fact that the "letter of notification" was (apparently) sent out on the same date! This struck us as "a bit fishy"!

We are not claiming that, had we been notified of the amended plans the outcome would have been any different, but at least we would have been aware of what was being proposed and had a chance to comment.

We are aware that we are not the first household where notifications have not been received and are concerned that there are obvious flaws in the current process where improvements are clearly needed. The Vale Planning team come across as unconcerned and uncaring about their failings and show no desire to even consider improvements. Hopefully this can be addressed.

Best regards

From: "Jones, Liam D" <jdjones@valeofglamorgan.gov.uk>
Date: 14 August 2026 at 16:11:26 BST
To: Ruth Quinn
Subject: RE: Planning Application 2026/00224/FUL Archives, Mill Lay Lane, Llantwit Major.

Dear Mr Cutter,

Thank you for your further email. I note the points you have raised and respond as follows:

1. Consultation/Notification

I note your comments regarding the terminology used within the officer report. Within the planning process, there is a distinction between consultation and publicity. The Council consults statutory and non-statutory consultees in order to obtain professional or technical advice on planning applications. Separately, the Council undertakes publicity and neighbour notification in accordance with the relevant legislative requirements to ensure interested parties are made aware of development proposals and are provided with an opportunity to make representations.

I acknowledge that the officer report refers to neighbouring properties having been 'consulted'. Whilst this may not be the most precise description of the process undertaken, I do not consider this to be a material issue. The relevant notification procedures were carried out and neighbouring occupiers were provided with an opportunity to comment on the application. The use of the term within the report does not alter the process followed or the validity of the decision reached.

2. Notification of amended plans

The Council's records indicate that the case officer submitted a request to our Business Support Team on 29 May 2026 to notify the neighbour to the east (Rushwood) on this application. The notification letter relating to the amended plans was also generated and dispatched on 29 May 2026 in accordance with normal procedures. I have the screenshot below, provided by our Business Support Manager, which shows that the letter was uploaded and

issued.

Reference

Recipient Address

Neighbourhood consultation_2026002241411 (1)
(1-2).pdf

The Owner/Occupier, RUSHWOOD, MILL LAY LANE, LLANTWIT
MAJOR, CF61 1QE

Whilst I acknowledge that you question the reliability of those records, I have seen no evidence that would lead me to conclude that the information is inaccurate. In relation to the website, the planning register is intended to provide public access to application documents and key stages in the process. It is not a comprehensive record of every administrative action undertaken during the determination of an application. The Council's records extend beyond the information displayed on the public-facing planning register.

I note your observations regarding the timing of the submission of amended plans and the issue of a notification letter. However, I do not consider this gives rise to any concern regarding the processing of the application. The Council's records confirm that the notification letter was generated and issued in accordance with normal procedures and, on that basis, I remain satisfied that the application was processed appropriately.

I also note your observation that the report (on page 4) refers to 'neighbouring properties' being reconsulted, whereas the further notification was issued to Rushwood only. I accept that this is not an entirely accurate description of the action taken. However, this is a minor administrative error in the wording of the report which does not affect the substance of the assessment, the decision-making process or the decision itself. The material fact is that a further notification was issued in respect of the amended plans to the property considered most directly affected by the amendment. I do not consider that any injustice has arisen from this minor error in wording.

3. Communication methods

I note your comments regarding recorded delivery and alternative methods of notification. There is no statutory requirement for neighbour notification letters to be sent by recorded delivery and this is not the Council's standard practice.

Whilst the Council considered it appropriate to notify Rushwood of the amended plans, it would not be practical or proportionate for the Council to undertake an assessment in every case as to whether individual neighbour notifications should be subject to a different method of service. The Council's notification procedures are undertaken in accordance with the relevant statutory requirements and are applied consistently across planning applications. Service arrangements are kept under review as part of the ongoing management of the service.

4. Approved roof works

Planning permission has been granted for the development shown on the approved drawings. The proposal includes alterations to the existing roof, including an amended ridgeline, which were considered as part of the planning assessment. The nature and extent of those alterations can be identified by comparing the existing drawings submitted as part of the application with the proposed drawings. The

officer's report specifically assessed the impact of the roof alterations and concluded that they would not result in unacceptable impacts on the character of the area or neighbouring residential amenity. The approved drawings show the roof profile authorised by the planning permission and, together with the decision notice, form the definitive record of what has been approved.

Having reviewed the matters raised, I remain satisfied that the application was processed in accordance with the relevant procedures and that the planning merits of the proposal were appropriately considered before the decision was issued.

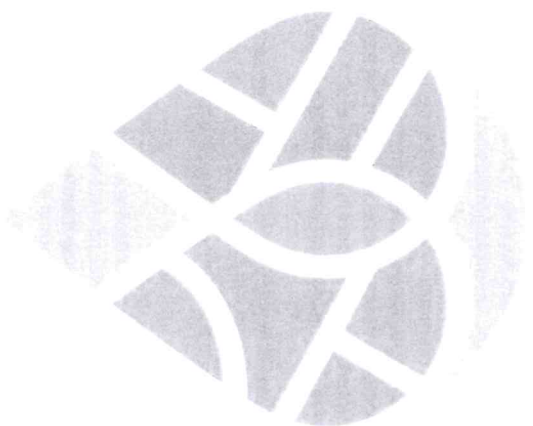
I trust the above clarifies the Council's position and addresses the points raised in your correspondence.

Yours sincerely,

Liam Jones
Operational Manager for Planning and Building Control / Rheolwr Gweithredol ar gyfer Cynllunio a Rheoli Adeiladu
Directorate of Place / Cyfarwyddiaeth Lle
Vale of Glamorgan Council / Cyngor Bro Morgannwg
tel / ffôn: 01446 704724
e-mail / e-bost: ldiones@valeofglamorgan.gov.uk

VALE of GLAMORGAN





Crew Place

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Correspondence is welcomed in Welsh or English / Croesewir Gohnebiaeth yn y Gymraeg
neu yn Saesneg.

From: Jeremy Cutter *
Sent: 13 August 2026 21:53
To: Jones, Liam D <ldjones@valeoflamorgan.gov.uk>
Subject: Fwd: Planning Application 2026/00224/FUL Archives, Mill Lay Lane, Llantwit Major.

Dear Mr Jones,
Thank you for responding to my mail to Mr Marcus Goldsworthy which I received yesterday morning.

Whilst you have provided detailed responses to several of my queries, for which I am grateful, I would appreciate some further explanation on a few issues which remain unclear to me.

1. The notification letter that you issued, dated 1st April 2026, is clearly a notification and within the 'notification' is an implied 'invitation to consult' with you, on the proposed development. In most professions, a 'consultation' can only be considered as having occurred between parties after the two involved parties have interacted. A invitation to consult cannot be equivalent to an actual consultation; for example, a medical professional cannot report that a consultation took place with his patient if that patient failed to turn up for an appointment. He can report that the patient 'did not attend' but he cannot report or record that the patient was 'consulted'!

Can you please clarify what definition is being used within your department for you to be able to record that we were 'consulted' and explain how and why that definition is so different from the common understanding and usage of the term?

2. In your answer to Question 4 of my previous mail you state - "Whilst I appreciate that you state the notification letter was not received, the Council can only rely on the records available to it, which indicate that the letter was generated and dispatched in accordance with the Council's normal procedures."

The Council's Final Report text on page 4 states that 'the neighbouring properties were reconsulted on 29th May'. I believe this statement is now accepted as being incorrect and that any letter relating to the revised application was now apparently sent only to Rushwood. Your mail seeks to support this.

However, it is also noted that the Applicant's Architect's amended drawings are also dated 29th May. It therefore seems, from the records available, that on 29th May, the drawings were amended by the Applicant's Architect team, copies then formally submitted to the council, presumably all logged in and allocated to the designated planning officer who must have immediately cancelled all other work activities, reviewed and given proper consideration of all the changes and be able to identify that there was a significant change regarding the eastern boundary detail which warranted notification to Rushwood. He would then need to have drawn up a notification letter and got it posted that same day! Such diligence and apparent efficiency does not seem to correlate with other aspects of performance where errors and/or omissions are identified.

On the council web pages for this planning application there is a section headed 'Consultations'. This section appears to record and summarise the dates when notifications were issued; with a Neighbours List and a Consultee List. This records and reports all those notified on 1st April and also records that Llantwit Major Town Council were advised of the planning decision on 13th July 2026. This supposed formal record of the consultation process makes no record of any notice being sent to Rushwood on 29th May, i.e. on a date between the other noted dates!

In view of your statement, as quoted above, and these above paragraphs, it appears that your records and statements are inaccurate and inconsistent, as such it is difficult to accept that your records can be relied on to record that any letter was posted to Rushwood on 29th May.

3. It is accepted that it would not be viable for all notifications to be sent out via recorded delivery. However on occasions when amendments are such that there is a particular affect upon an individual adjacent property the use of such a process would avoid problems such as we have suffered. Does the council record and report upon known failures in their current communication processes?

It must also be noted that many state agencies have over many years introduced more modern processes for communication. The VoG Council makes regular contact with me and others via email yet the Planning Department seems unable to adopt an electronic system for notifications but relies upon it for providing access to information. Are you able to advise whether your current processes are reviewed regularly and whether there are any aspects that are considered to be outdated, inefficient or ineffective?

4. Having now had a chance to view the approved plans in more detail, I have noted that approval has been given for the development to include re-roofing. I can find no clear indication on the drawings or in available narrative that establishes whether the approval given by your department allows for the height of the roof apex (and hence the end walls) to be increased above their current height. Can you confirm that the apex of the roof on the approved drawings does not allow for any increase in height from the current roof apex? If you are not able to confirm this then what change in roof height have you given consent for? How was this change identified from the submitted drawings? How and where was this considered in your processes and reports?

Your clarification on the above points would be appreciated.

Best regards
Jeremy Cutter

Sent from my iPad

From: "Jones, Liam D"
<ldjones@valeofglamorgan.gov.uk>
Date: 11 August 2026 at 15:24:12 BST
To: _____
Subject: FW: Planning Application

2026/00224/FUL. Archives, Mill Lay Lane,
Llantwit Major.

Dear Mr Cutter,

Thank you for your email regarding planning application 2026/00224/FUL at Archives, Mill Lay Lane, Llantwit Major. As the Operational Manager for the planning service I have been asked to respond on behalf of the Council. I note the concerns raised both in relation to the consultation carried out during the planning process and the advice you received following discussions with the case officer. Having reviewed the application file and discussed this with the case officer I have set out below my response to the specific questions raised in your correspondence.

Questions 1 and 2 – Consultation and notification

There is a statutory requirement for the Local Planning Authority to publicise planning applications. In this case, neighbouring properties were notified of the application by letter on 1 April 2026. The purpose of this process is to make interested parties aware of the application and provide an opportunity to comment upon it. Where amended plans are received during the course of an application, there is not an automatic requirement to undertake further neighbour notification in every case. The Local Planning Authority considers whether any amendments are material and whether further consultation is appropriate. In this instance, following receipt of amended plans, a further notification letter was issued to Rushwood on 29 May 2026 because the amendment related to the part of the proposal closest to your property. The term 'consultation' within the officer report refers to the Council undertaking the required publicity and notification procedures and providing interested parties with an opportunity to comment. It does not imply that comments were received from those consulted.

Question 3 – Recorded delivery

There is no statutory requirement for neighbour notification letters to be sent by recorded delivery and this is not the Council's standard practice. The Council issues a significant number of consultation letters each year and the use of recorded delivery for

all planning notifications would not be proportionate or financially practical. The planning legislation requires applications to be publicised through prescribed procedures, which include neighbour notification letters and, where appropriate, site notices or press notices.

Question 4 – Verification of receipt

Whilst the Council does not operate a system for verifying receipt of individual consultation letters, records held by the Council show that a further neighbour notification letter relating to the amended plans was generated and dispatched to Rushwood on 29 May 2026 through the Council's external mailing service in accordance with normal procedures. Whilst I appreciate that you state the notification letter was not received, the Council can only rely on the records available to it, which indicate that the letter was generated and dispatched in accordance with the Council's normal procedures. In addition, planning application documents, including amended plans, are published on the Council's online planning register where interested parties may view application documents and monitor the progress of an application.

Question 5 – Impact on adjacent land and boundary matters

The planning system and private property rights are separate legal matters.

It is not uncommon for planning applications to propose development up to, or close to, a site boundary. Furthermore, certain forms of domestic extension can be constructed under permitted development rights without the need for a planning application and may, subject to compliance with the relevant limitations and conditions, also be positioned on or adjacent to a boundary. The role of the Local Planning Authority is therefore not to determine whether a proposal is located on a boundary, but to assess whether it would give rise to unacceptable planning impacts, including impacts upon neighbouring residential amenity, character and appearance, highway safety and other material planning considerations. Having reviewed the approved drawings, I note your concern regarding the relationship of the proposed roof projection to the site boundary. However, planning permission does not determine ownership boundaries, nor does

it confer any right to build outside land within the applicant's control.

In considering this application, officers assessed the proposal against the policies of the adopted Local Development Plan, including the effect of the amended scheme on neighbouring residential amenity. The officer report specifically acknowledges that the amended two-storey element would be positioned adjacent to the boundary with your Rushwood and assesses the relationship with your property, including separation distances, overlooking and potential overbearing impacts, before concluding that the proposal would not result in unacceptable harm in planning terms.

The absence of objections from neighbouring residents does not determine whether a proposal is acceptable. The Council determines a large number of planning applications where neighbours may perceive impacts arising from development. Officers are required to assess all relevant material planning considerations irrespective of whether representations are received. In this case, the report contains a specific assessment of the proposal's impact on neighbouring residential amenity and reaches a conclusion based on the planning merits of the scheme.

With regard to your concerns about foundations, roof overhangs, site access and any potential encroachment beyond the applicant's ownership boundary, planning permission does not grant any right to build on land outside the applicant's control, to oversail a neighbouring property, or to enter adjacent land without appropriate consent. Equally, the grant of planning permission does not determine ownership boundaries. Any dispute concerning the precise position of a boundary, foundations, roof projections, encroachment onto neighbouring land, or rights of access for construction are private civil matters between the relevant landowners and fall outside the scope of the planning permission granted by the Council.

I trust the above clarifies the Council's position. Having reviewed the application file, I am satisfied that the application was processed in accordance with the relevant planning procedures and that the impacts of the proposal on neighbouring amenity were considered as part of the planning assessment before the decision was made. As noted above,

matters relating to property boundaries, access rights and any encroachment onto neighbouring land are separate civil matters and are not determined through the planning process.

Yours sincerely,

Liam Jones
Operational Manager for Planning and Building Control /
Rheolwr Gweithredol ar gyfer Cynllunio a Rheoli
Adelliadu
Directorate of Place / Cyfarwyddiaeth Lle
Vale of Glamorgan Council / Cyngor Bro Morgannwg
tel / ffon: 01446 704724
e-mail / e-bost: ljones@valeofglamorgan.gov.uk

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Correspondence is welcomed in Welsh or English /
Crosewir Gohibaeth yn y Gymraeg neu yn Saesneg.

From: Jeremy Cutter
Sent: Tuesday, 04 August 2026 18:14:33
To: Goldsworthy, Marcus J
<MLGoldsworthy@valeofglamorgan.gov.uk>
Subject: Planning Application 2026/00224/FUL
Archives, Mill Lay Lane, Llantwit Major.

You don't often get email from j'.

Dear Sir,

I refer to the above planning application recently
managed and approved by your office.

We live in Rushwood, which is adjacent to the above
property and therefore have a high interest in the
proposed development. We were notified, by the
council, on 1st April 2026, that a planning submission
had been made by the new owners.

The decision to approve the submission was made on
9th July 2026.

We reviewed the plans in detail upon notification in
April and concluded that there were no grounds for us
to raise any viable objections to the proposal, which
included the plan to increase the height and size of the
structure, particularly on the side adjacent to our
home. The plans indicated that the structure would
remain a metre or so away from the boundary line.

In discussion with the men on site yesterday, 3rd
August 2026, we were told that revised plans had been
submitted and it was these revised plans that had been
approved. We have never received any information or
notification that revised plans had been submitted.

On searching the VoG website we located the
application and found that the revised, and now
approved, plans indicate that the eastern wall of the
extension would now follow the line of the boundary
between the properties. This would result in the
footings and the roof encroaching beyond the boundary
line and into our property.

Upon noting what has been "approved", we got in touch
with our local councillor, Mrs Sally Hanks, who kindly
advised that she would follow this up with the Case
Officer, Mr. Huw Davies, and ask him to contact us
directly. Mr. Davies called us this morning but his
responses to our concerns were very dismissive,
unhelpful and totally unsympathetic. They could be
summarised as - 'we sent you the letter, you didn't
respond, if the plans include an over-sailing into your
property, or access is required for construction, then
that is between you and the builder to resolve, nothing
to do with VoG approving the plans. If you're not happy
with my responses then complain to the council or to
the Ombudsman'.

You may now understand my reason for contacting
you.

May I refer you to the associated "Approved Final
Report" document dated 13th July 2026:

1. Page 4. Representations. The written text in this
section is false and misleading. We received
'notification' in early April regarding the initial
application. We received no 'notice' regarding the
revisions. To report that we were 'consulted' is an
untrue and misleading statement.

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Question 1. Can you please clarify whether the council has any obligation to consult with affected parties or does the sending of a notice, with no record of such notice being delivered/received, fulfil their duties?

Question 2. If there is no obligation to consult then why does the "Approved Final Report" include a section headed by "Consultation".

2. Page 4. Representations. We checked with the occupants of the dwelling on the other side of 'Archives' as to whether that had received any updated notification of revised application. They confirmed that nothing had been received other than the early April notice. In our discussion with Mr Davies he corrected the written statement to say that the update was only ever sent to Rushwood.

Question 3. When an amended application is made which has a significant potential impact on an adjacent land-owner, justifying an individual letter of notice, then why was such a notice not sent under 'recorded delivery' or similar process.

Question 4. On the basis that Proof of Posting has never been regarded as being Proof of Delivery; does the VoG Planning Department have any verification process for ensuring that important mailings have been received. If not, why not, and if so, why have we been let down by your processes?

3. Page 9. Second and Third sentences. From this text it is clear that the VoG Planners were aware that the revised wall, which was originally 1m - 1.2m from the boundary, 'would now sit directly on the boundary with Rushwood'. There appears to be no recognition - despite being indicated on the associated drawings - that the roof line as well as the footings would extend beyond the 'Red Line Boundary' of the applicants property.

Question 5. Is it normal planning practice for approval to be given for a development that interferes with an adjacent property without having any direct consultation with the adjacent owner or at least having some form of confirmation from the applicant that adjacent owners' consent has been secured. This relates to the permanent structure as well as consent for access for construction.

Your response to the questions raised would be appreciated.

Kind regards
Jeremy Cutter