Tenby Town Council

Cyngor Tref Dinbych-Y-Pysgod

Tenby Town Council
De Valence Pavilion
Upper Frog Street
Tenby
Pembrokeshire
SA70 7JD

4 November 2026

To: All Members of The Planning Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of **THE PLANNING COMMITTEE** to be held on **TUESDAY 10 NOVEMBER 2026** in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby at **7:00 pm** for the purpose of transacting the business set out in the agenda below.

Members wishing to attend the meeting remotely will be provided digital access to facilitate this.

All members of the public are welcome to attend. Members of the public wishing to access the meeting remotely are welcome to do so via the link below.

Meeting link: Planning Committee Meeting Public Access Link

S. Dickins

Samuel Dickins
Town Clerk & Responsible Financial Officer / Clerc y Dref a'r Swyddog Ariannol Cyfrifol

Under Standing Orders adopted by this Council, photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is prohibited without the Council's prior written consent.

If you need further information regarding this agenda, please contact the Town Council Office: 01834 842 730 / tenbytowncouncil@btconnect.com.

Members of The Planning Committee

Councillor T Sloan (Chair)
Councillor J Badham
Councillor A Bolton
Councillor T Carmody
Councillor C Dale
Councillor E Lewis
Councillor D Morgan
Councillor J Phillips
Councillor P Spence

Please note Tenby Town Council is a statutory consultee for planning applications and does not make final planning determinations.

PLANNING COMMITTEE
A G E N D A
10 NOVEMBER 2026 at 7:00pm

1. Apologies for Absence

To receive, and consider for acceptance, any apologies for absence and to note other absences.
Local Government Act 1972 s 85

2. Declarations of Interest

To declare any interest(s) relating to the business to be transacted during the meeting and receive any dispensation requests from the Proper Officer.
Localism Act 2011 s 29 - 34

3. Public Participation

An opportunity for members of the public to raise issues of concern or interest, ask a question, make a statement, present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders, which limits public participation to a maximum of 30 minutes, with no individual speaker exceeding a maximum of five minutes each.
Tenby Town Council Standing Orders 3. e-f

4. Confirmation of the Minutes of the previous Meeting held on 13 October 2026 – To Follow

To confirm, as a correct and accurate record, the minutes of the previous meeting of the Planning Committee.
Local Government Act 1972 sch. 12 para. 41

5. Matters arising from the Minutes of the previous Meeting held on 13 October 2026

To consider any matters arising from the previous minutes for discussion, information or noting.

6. Planning Applications

To consider the following planning applications received:
The Town and Country Planning (Development Management Procedure) (Wales) Order 2012 Part 1A 2c – 2d.

Application Number: **NP/26/0488/FUL**
Proposal: **Extension to store, additional parking and associated works**
Location: **Five Ways Garage, Five Ways Garage, The Green, Tenby, Pembrokeshire, SA70 8EU**

Decision required by: 5 November 2026 Extension requested

Application Number: NP/26/0440/FUL
Proposal: Refurbishment and remodelling of dwelling to include fenestration changes, cladding to gable apexes, raised terrace to the rear and raised patio to the side, enlargement of entrance and driveway, swimming pool equipment house within rear garden and associated hard and soft external works
Location: Adastra, Queens Parade, Tenby, Pembrokeshire, SA70 7EH

Decision required by: 5 November 2026 Extension requested

Application Number: NP/26/0547/FUL
Proposal: Alterations to shop front to remove polished stone cladding polished aluminium arch glazing and replacement with traditional timber design including pilasters and capitals, fascia panels etc to match Tenby heritage features
Location: 13, High Street, Tenby, Pembrokeshire, SA70 7HD

Decision required by: 12 November 2026

Application Number: NP/26/0548/LBA
Proposal: Alterations to shop front to remove polished stone cladding polished aluminium arch glazing and replacement with traditional timber design including pilasters and capitals, fascia panels etc to match Tenby heritage features
Location: 13, High Street, Tenby, Pembrokeshire, SA70 7HD

Decision required by: 12 November 2026

Application Number: NP/26/0541/FUL
Proposal: Installation of roof mounted photo voltaic panels and ground battery storage units
Location: 15-16, 17, 23 and 83-86, The Clicketts, Tenby, Pembrokeshire, SA70 8DT

Decision required by: 16 November 2026

Application Number: NP/26/0540/FUL
Proposal: Installation of roof mounted photo voltaic panels and ground battery storage units
Location: 5, 6, 10, 11 and 13, Leach Way, Tenby, Pembrokeshire, SA70 8BH

Decision required by: 25 November 2026

Application Number: NP/26/0542/FUL
Proposal: **Installation of roof mounted photo voltaic panels and ground battery storage units**
Location: **68, 69 and 86-89, Heywood Court, Tenby, Pembrokeshire, SA70 8BS**

Decision required by: 25 November 2026

7. Planning Decisions – To Follow

To note the final outcomes of planning applications Tenby Town Council has consulted on.

8. Draft Terms of Reference

To consider the draft terms of reference for recommendation to Full Council.

9. Any Other Items the Chair Deems Urgent

For report, information or for the agenda at a future Planning Committee meeting. Councils cannot lawfully decide items of business which are not specified in the agenda.
Local Government Act 1972 sch. 12 para. 10
Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

10. Date of the Next Meeting

To note the date of the next meeting of the Planning Committee which is scheduled for **TUESDAY 8 DECEMBER 2026** at **7:00pm** in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby.

Minutes of a meeting of the Planning Committee held on 13 October 2026 in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby at 7:00pm.

Members Present: Councillors T Sloan (Chair), A Bolton, T Carmody, J Phillips and P Spence.

Officers Present: S Dickins, Town Clerk & RFO. S Thompson, Deputy Town Clerk.

PLA 023/26-27 Apologies for Absence

Apologies were received and accepted from Cllr J Badham, E Lewis, D Morgan.

The absence of Cllr C Dale was noted.

PLA 024/26-27 Declarations of Interest

There were no declarations of interest.

PLA 025/26-27 Public Participation

There were no members of the public present.

PLA 026/26-27 Confirmation of the Minutes of the previous Meeting held on 8 September 2026

It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 8 September 2026 be **APPROVED** and were signed by the Chair.

PLA 027/26-27 Matters arising from the Minutes of the previous Meeting held on 8 September 2026

There were no matter arising.

PLA 028/26-27 Planning Applications

The following planning applications were received from Pembrokeshire Coast National Park Planning Authority, in its capacity as the local Planning Authority, for Tenby Town Council to consider:

Application Number:	**NP/26/0473/ADV**
Proposal:	**Replacement mounted board sign together with lighting & new logo sign**
Location:	**China Town Restaurant, Temple House, Lower Frog Street, Tenby, Pembrokeshire, SA70 7HZ**
Decision:	**SUPPORT: - Far more sympathetic design, considered illuminations, flush with structure.**

Initials: ……

Application Number:	**NP/26/0474/FUL**
Proposal:	**Removal of existing ground floor conservatory, proposed single storey rear extension & roof canopy, alterations to roof to allow for loft conversion, new external windows including Oriel gable window & lower ground floor external car port over existing drive**
Location:	**4, Tamarind Lodge, Haytor Gardens, Tenby, Pembrokeshire, SA70 8HW**
Decision:	**SUPPORT: - Aligning with Civic Society's comments, improvements address concerns from previous.**

Application Number:	**NP/26/0441/CLE**
Proposal:	**Certificate of lawfulness (4 Year Rule) for the use of the ground & upper floors of Gwynne House as a holiday let (C6)**
Location:	**Gwynne House, Bridge Street, Tenby, Pembrokeshire, SA70 7BU**
Decision:	**SUPPORT: - No Objection.**

Application Number:	**NP/26/0463/TPO**
Proposal:	**T1 Leylandii Cypress – Remove; G1 Elm – Pollard growing within Leylandii Cypress; T2 Sycamore – remove single limb overhanding neighbour; G21 Elm & various – around street lamp & highway clearance**
Location:	**Portadown, The Green, Tenby, Pembrokeshire, SA70 8EU**
Decision:	**SUPPORT: - No Objection.**

Application Number:	**NP/26/0462/TPO**
Proposal:	**T1 holm Oak – prune in accordance with annotated plan, T2 Ash – prune in accordance with annotated plan**
Location:	**6, Southlands, Tenby, Pembrokeshire, SA70 8HU**
Decision:	**SUPPORT: - No Objection.**

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Initials: ……

Application Number:	**NP/26/0504/FUL**
Proposal:	**Proposed rooflights, replacement windows, rear access ladder and replacement of rear canopy**
Location:	**T P Hughes, 13A Upper Frog Street, Tenby, Pembrokeshire, SA70 7JD**
Decision:	**SUPPORT: - Thorough application with supporting documentation.**

Application Number:	**NP/26/0489/FUL**
Proposal:	**Alterations to existing access and driveway**
Location:	**16, Haytor Gardens, Tenby, Pembrokeshire, SA70 8HW**
Decision:	**SUPPORT: - Thorough application with supporting documentation.**

PLA 029/26-27 Planning Decisions

The Committee noted that the progress of previous planning applications consulted on would be monitored under this standing item.

PLA 030/26-27 Any other Items the Chair Deems urgent

There were no other items deemed urgent.

PLA 031/26-27 Date of the next Meeting

It was noted that the next meeting of the Planning Committee was scheduled to be held on **10 November** at **7:00pm**.

Chair:…… Date:……

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Initials: ……

Planning Progression				
Application Number	Proposal	Location	Committee Response	Planning Detemination
NP/26/0473/ADV	Replacement mounted board sign together with lighting & new logo sign	China Town Restaurant, Temple House, Lower Frog Street, Tenby, Pembrokeshire, SA70 7HZ	SUPPORT: - Far more sympathetic design, considered illuminations, flush with structure.	Under Officer Consideration
NP/26/0474/FUL	Removal of existing ground floor conservatory, proposed single storey rear extension & roof canopy, alterations to roof to allow for loft conversion, new external windows including Oriel gable window & lower ground floor external car port over existing drive	4, Tamarind Lodge, Haytor Gardens, Tenby, Pembrokeshire, SA70 8HW	SUPPORT: - Aligning with Civic Society's comments, improvements address concerns from previous.	Under Officer Consideration
NP/26/0441/CLE	Certificate of lawfulness (4 Year Rule) for the use of the ground & upper floors of Gwynne House as a holiday let (C6)	Gwynne House, Bridge Street, Tenby, Pembrokeshire, SA70 7BU	SUPPORT: - No Objection.	Approved with Conditions
NP/26/0463/TPO	T1 Leylandii Cypress – Remove; G1 Elm – Pollard growing within Leylandii Cypress; T2 Sycamore – remove single limb overhanding	Portadown, The Green, Tenby, Pembrokeshire, SA70 8EU	SUPPORT: - No Objection.	Approved with Conditions
NP/26/0462/TPO	T1 holm Oak – prune in accordance with annotated plan, T2 Ash – prune in accordance with annotated plan	6, Southlands, Tenby, Pembrokeshire, SA70 8HU	SUPPORT: - No Objection.	Approved with Conditions
NP/26/0504/FUL	Proposed rooflights, replacement windows, rear access ladder and replacement of rear canopy	T P Hughes, 13A Upper Frog Street, Tenby, Pembrokeshire, SA70 7JD	SUPPORT: - Thorough application with supporting documentation.	Under Officer Consideration
NP/26/0489/FUL	Alterations to existing access and driveway	16, Haytor Gardens, Tenby, Pembrokeshire, SA70 8HW	SUPPORT: - Thorough application with supporting documentation.	Under Officer Consideration

PLANNING COMMITTEE – REPORT

Meeting Date: 10 November 2026

Agenda Item: 8

Subject: Draft Terms of Reference

Prepared by: Samuel Dickins, Town Clerk and Responsible Financial Officer

Purpose of Report: To consider the draft for the Planning Committee for recommended adoption.

Background: Council currently holds either outdated, or incomplete terms of reference for its committees.

These draft terms of reference have been brought to the Planning Committee to consider in the first instance for recommendation for adoption at the forthcoming Full Council Meeting on 10 November 2026.

Key Points: Terms of reference are important governing documents for Councils to outline the powers, make up and areas of responsibility for Committees and other groups.

The draft terms of reference proposes formally expanding the scope of the Planning Committee to encompass local transport matters (i.e. recommendations and considerations regarding highways or responding to transport policy questions on behalf of the Council. This model is adopted in a number of other councils as a result of the thematic overlap between planning considerations and transport / highways matters.

Terms of Reference are normally considered at the Annual Town Council Meeting and are approved by Full Council in accordance with the Town Council's Standing Orders (4).

Implications: **Organisational Clarity and Accountability**: Failure to have up to date and suitable terms of reference limits Council's clarity around Committee responsibilities.

Proper Officer Clarity: Failure to have up to date and suitable terms of reference limits the Proper Officer's clarity regarding which matters should be considered by which Committees in pursuance of good governance.

Recommendation: To consider the draft terms of reference for recommendation for adoption at the forthcoming Full Council Meeting on 10 November 2026.

ITEM 8

TERMS OF REFERENCE FOR THE PLANNING & TRANSPORT COMMITTEE

Purpose and Areas of Responsibility

The Planning & Transport Committee is one of three Standing Committees of Tenby Town Council ("the Council"), together with the Personnel Committee and Policy, Resources & Finance Committee.

In accordance with the Council's Standing Orders, Financial Regulations and other policies, the Planning & Transport Committee shall oversee- and respond to planning applications, planning matters, planning consultations and planning policy development on behalf of the Council in its capacity as a statutory consultee for local planning matters. The Committee shall also consider matters pertaining to transport and transport policy, considering and recommending highways improvements and responding to transport consultations on behalf of the Council.

Accountability

The Planning & Transport Committee reports to- and is accountable to the Council via the minutes of its meetings and the Chair and shall operate in accordance with the Council Standing Orders.

Constitution

The Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of and Chair and Vice-Chair, elected annually at its first meeting of the municipal year, plus seven other councillors. All of its members shall be appointed to it by resolution at the Annual Town Council meeting.

The Town Clerk is designated as Committee Advisor, attending meeting where necessary. The Town Clerk may appoint other officers to support the Committee in transacting its business, or delegate another officer to advise the Committee in their absence.

Authority, Powers and Duties

The Planning & Transport Committee has delegated authority from the Council under Standing Order No. 4 to make decisions i.e. by resolution, in accordance with its terms of reference, provided that any expenditure is within budget.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.

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Approval Date: XX XXXX XXXX
Minute Number: XX

Under Standing Order No. 4 the Planning & Transport Committee is authorised to appoint subcommittees and sub-groups e.g. working parties for the purposes to be specified by the Committee.

Under Standing Order No. 15 xvi, where a planning application is received and can neither be considered at an ordinary nor extraordinary meeting of the Committee for timely response, the Proper Officer shall refer to the Chair whether the application is considered suitably minor in nature for a delegated response under section 101 of the Local Government Act. Where determined that a section 101 delegated response is acceptable, the proper officer, in consultation with the Committee's members shall inform a response for submission to be reported at the next meeting of the Committee.

Committee Budget

The Planning & Transport Committee will prepare and submit its estimates of income and expenditure for the next financial year and its budget requirement to Full Council annually no later than December.

Review

Terms of Reference for the Planning & Transport Committee shall be reviewed annually at the Council's Annual Meeting.

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