



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

15 December 2021

Dear Councillor

I write to summon you to the **Meeting of the Planning and Licensing Committee** to be held at the Guildhall on **Tuesday 21st December 2021 at 6.30 pm.**

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, to be mindful and respect others space and to consider their own unique circumstances before attending.

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website www.cornwall.gov.uk.

Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. online at Saltash Library.

Yours sincerely,

C Cook
Locum Town Clerk

To:

Essa	Tamar	Trematon
R Bickford R Bullock G Challen J Foster M Griffiths S Lennox-Boyd	L Challen J Dent (Vice-Chairman) S Gillies S Martin J Peggs P Samuels	S Miller B Samuels (Chairman) D Yates

Agenda

1. Health and Safety Announcements
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.
Please note: Questions must be submitted in writing to the Guildhall 24 hours before the meeting and that responses may be in writing at a later date.
5. To receive and approve the minutes from the Planning and Licensing Committee held on Tuesday 16th November 2021 as a true and correct record. (Pages 8 - 17)
6. To consider Risk Management reports as may be received.
7. Planning:
 - a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
 - b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.

c. Applications for consideration:

PA21/09580

Mr Brian Venables – **Roodcroft Bungalow Hatt Saltash PL12 6PJ**

Demolition of existing bungalow and construction of 2/3 storey dwelling with partial basement on similar footprint of existing bungalow. New vehicular access to property.

Ward: Trematon

Date received: 22/11/21

Response date: 23/12/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QZU5JBFGKFH00>

PA21/10473

Mr & Mrs J Stephens – **Spar Stores 376 New Road Saltash PL12 6HW**

Change of use of A1 retail shop with owners accommodation to lock up A1 retail shop and 3 x 2 bedroom apartments.

Ward: Tamar

Date received: 15/11/21

Response date: 23/12/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R183JNFGM2W00>

PA21/10692

Mr F W Rogers – **Land At Pillmere Drive Saltash Cornwall**

Construction of 2 no. industrial units resubmission of withdrawn application PA21/08019.

Ward: Tamar

Date received: 12/11/21

Response date: 23/12/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R1KTPQFG0JQ00>

PA21/10915

Mr Martyn Tambling – **50 Callington Road Saltash PL12 6DY**

Demolition of single garage, formation of single storey side extension.

Ward: Tamar

Date received: 02/12/21

Response date: 23/12/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R1Y01HFGMOG00>

PA21/10930

Mr T Swabey - **18 Ashburgh Parc Latchbrook Saltash PL12 4XZ**

Raise the roof of the existing garage to form a second storey work room (home office and exercise room).

Ward: Trematon

Date received: 12/11/21

Response date: 23/12/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R1Y8FXFGMX800>

PA21/10967

Ms Liz Gay - **8 & 10 Hillside Road Saltash PL12 6EX**

Loft conversions and internal alterations.

Ward: Tamar

Date received: 17/11/21

Response date: 23/12/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R2034KFGGI600>

PA21/11072

Mr & Mrs Rizaro – **53 Old Ferry Road Saltash PL12 6BJ**

Twin dormer extension to the front of the property and single dormer to the rear.

Ward: Tamar

Date received: 15/11/21

Response date: 23/12/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R23Y0TFGJBZ00>

PA21/11087

Mr Chris Dinham – **Annexe At Tinkhams Farm House Carkeel Saltash PL12 6PH**

Change of use and redevelopment of existing barn to include a side extension into a dwelling.

Ward: Trematon

Date received: 15/12/21

Response date: 05/01/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R27QQ9FGK2M00>

PA21/11188

Mr & Mrs Lindeyer – **4 Higher Port View Saltash PL12 4BU**

Rear and side extensions.

Ward: Essa

Date received: 23/11/21

Response date: 23/12/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R2CQKPFGFO100>

PA21/11286

Mr William Trinick Antony Estate – **Erth Barton Farmhouse Elmgate Saltash PL12 4QY**

Change of use from a single dwelling to a guesthouse including minor changes to the interior of the house.

Ward: Trematon

Date received: 14/12/21

Response date: 04/01/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R2GIOKFGICL00>

PA21/11287

Mr William Trinick Antony Estate – **Erth Barton Farmhouse Elmgate Saltash PL12 4QY**

Listed Building Consent for change of use from a single dwelling to a guesthouse including minor changes to the interior of the house.

Ward: Trematon

Date received: 14/12/21

Response date: 04/01/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R2GIOVFGICM00>

PA21/11401

Mr Leonard Screech – **Two Hoots A388 Between Dirty Lane And Junction South Of The Cardinals Hatt Carkeel PL12 6PH**

Change of use of workshop (general industrial class B2) to dwelling (dwelling house class C3).

Ward: Trematon

Date received: 07/12/21

Response date: 28/12/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R2O07HFGFKB00>

PA21/11850

Mr & Mrs Steve & Ann Jameson – **Land To The West of 6 Churchtown Drive St Stephens PL12 4FB**

Proposed two dormer bungalows with integral garages, access, parking and external works to replace the large single dwelling approved under PA19/06318.

Ward: Essa

Date received: 13/12/21

Response date: 03/01/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R3C8ELFGFO400>

PA21/12003

Mrs Lisa Richardson – **South Broadmoor Elmgate Saltash PL12 4QX**

Proposed removal of existing lean-to and replacement and an extension to form new entrance, utility and WC. Replacement of UPVC windows with new timber sash windows. Slate hanging to first floor, to rear and to side elevations.

Ward: Trematon

Date received: 15/12/21

Response date: 05/01/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R3JHJ3FGKLK00>

PA21/12004

Mrs Lisa Richardson – **South Broadmoor Road From Junction West Of South Broadmoor House To Longlands Lane Elmgate Saltash**

Listed building consent for the proposed removal and replacement of existing lean-to and an extension to form new entrance, utility and WC. Replacement of UPVC windows with new timber sash windows. Slate hanging to first floor, to rear and to side elevations.

Ward: Trematon

Date received: 15/12/21

Response date: 05/01/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R3JHJ4FGKLL00>

d. Tree applications: None.

e. Tree notifications: None.

8. Consideration of licence applications: (Pages 18 - 26)

Premises Name & Address	Foreign Muck, 1 The Courtyard, Fore Street, Saltash, PL12 6JR.
Applicant	Foreign Muck Limited
Application Accepted	02/12/2021
Application Type	Grant
Licensable Activities	Sale by retail of alcohol
Reference	LI21_005875
Representations Deadline	30/12/2021
Licensing Officer	Terianne Findlay

9. Correspondence.

10. Public Bodies (Admission to Meetings) Act 1960

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

11. To consider any items referred from the main part of the agenda

12. Public Bodies (Admission to Meetings) Act 1960

To resolve that the public and press be re-admitted to the meeting.

13. To consider urgent non-financial items at the discretion of the Chairman.

14. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 18 January 2022 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 16th November 2021 at 6.30 pm

PRESENT: Councillors: R Bullock, G Challen, J Dent (Vice-Chairman), S Gillies, S Lennox-Boyd, S Martin, S Miller, B Samuels (Chairman), P Samuels and D Yates.

ALSO PRESENT: C Cook (Locum Town Clerk) and F Morris (Planning and General Administrator)

APOLOGIES: R Bickford, L Challen, M Griffiths, S Lennox-Boyd (late arrival), J Peggs, P Samuels (late arrival), and G Taylor.

100/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

101/21/22 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
G Challen	PA21/09128	Non-Pecuniary	Friend	Yes
S Martin	PA21/09885	Non-Pecuniary	Acquaintance	Yes
R Bullock	PA21/09909	Non-Pecuniary	Friend	Yes
S Lennox-Boyd	PA21/10120	Non-Pecuniary	Applicant is Councillor's Architect	Yes
S Lennox-Boyd	PA21/10148	Non-Pecuniary	Applicant is Councillor's Architect	Yes
G Challen	PA21/10220	Non-Pecuniary	Friend	Yes

- b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

102/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

103/21/22 TO RECEIVE AND APPROVE THE MINUTES FROM THE EXTRAORDINARY PLANNING AND LICENSING COMMITTEE HELD ON 5TH OCTOBER 2021 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor B Samuels, seconded by Councillor R Bullock and **RESOLVED** that the minutes of the Extraordinary Planning and Licensing Committee held on 5th October 2021 were confirmed as a true and correct record.

104/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

105/21/22 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.

c. Applications for consideration:

PA20/11505

R & S Murrain & Young – **Longlands Burrell Lodge Road From Longlands To Castle Hill St Stephens PL12 4QH**

Change of use and conversion for barns to dwelling and studio and associated works.

Ward: Trematon

Date received: 27/10/21

Response date: 19/11/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL** on the grounds of Section 12 of the Saltash Neighbourhood Plan being an additional consideration to refusal and not suitable under Policy 7 of the Cornwall Local Plan as per the pre-application.

PA21/07306

Mr & Mrs Thompson – **Smallacombe Carkeel Saltash Cornwall PL12 6NW**

Construction of new steel frame stable block finished with timber cladding.

Ward: Trematon

Date received: 27/10/21

Response date: 19/11/21

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND APPROVAL**.

Councillor Challen declared an interest in the next agenda item and left the meeting.

PA21/09128

Mr M Sully – **436 New Road Saltash PL12 6HW**

Demolition of existing garage and single storey rear extension, proposed rear single storey extension.

Ward: Tamar

Date received: 13/10/21

Response date: 19/11/21

It was proposed by Councillor Bullock, seconded by Councillor Martin and resolved to **RECOMMEND APPROVAL**.

Councillor Challen was invited and returned to the meeting.

PA21/09161

Mrs Nenia Gartland – **5 Wesley Lane Saltash PL12 6TT**

Change of use from dwelling to tattoo studio and office.

Ward: Essa

Date received: 20/10/21

Response date: 19/11/21

It was proposed by Councillor Challen, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL**.

PA21/09446

Mr Jeffrey Harrison – **Tor Linhay Barn The Annexe Tor Hill Saltash PL12 4QG**

Installation of 2 Air Source Heat pumps. Removal of 2 old oil storage tanks.

Ward: Trematon

Date received: 21/10/21

Response date: 19/11/21.

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL**.

PA21/09447

Mr Jeffrey Harrison – **Tor Linhay Barn The Annexe Tor Hill Saltash PL12 4QG**

Listed Building Consent for the installation of 2 Air Source Heat pumps. Removal of 2 old oil storage tanks.

Ward: Trematon

Date received: 21/10/21

Response date: 19/11/21.

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL**.

Councillors S Lennox-Boyd and P Samuels joined the meeting during the discussion of the next agenda item.

PA21/09449

Liz Waugh – **Riverside Cottage Forder Saltash PL12 4QR**

Removal of section of boundary wall and formation of new parking bay.

Ward: Trematon

Date received: 13/10/21

Response date: 19/11/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL** on the grounds of the destruction of the appearance of the entire area and the amenity value being in a conservation area. The Consultee comments from Historic Environment Planning dated 04.11.21. in connection with the adverse effects caused by the proposal to remove the boundary wall of the cottage being an additional consideration to refusal.

PA21/09450

Liz Waugh – **Riverside Cottage Forder Saltash PL12 4QR**

Listed Building Consent for removal of section of boundary wall and formation of new parking bay.

Ward: Trematon

Date received: 13/10/21

Response date: 19/11/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL** on the grounds of the destruction of the appearance of the entire area and the amenity value being in a conservation area. The Consultee comments from Historic Environment Planning dated 04.11.21. in connection with the adverse effects caused by the proposal to remove the boundary wall of the cottage being an additional consideration to refusal.

PA21/09780

Richard Cawston – **River House 7 The Moorings Babis Lane St Stephens Saltash PL12 4FG**

Single storey extension.

Ward: Essa

Date received: 19/10/21

Response date: 19/11/21

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL** subject to the applicant meeting the requirements of South West Water Services and conditions relating to the water main.

Councillor Martin declared an interest in the next agenda item and left the meeting.

PA21/09885

Mr & Mrs S Olney – **157 St Stephens Road Saltash PL12 4NH**

Construction of two storey rear extension to dwelling to provide entrance lobby, study, bathroom and utility.

Ward: Essa

Date received: 14/10/21

Response date: 19/11/21

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND REFUSAL on the grounds of:**

1. Not in keeping with the street scene.
2. Overdevelopment.
3. The concerns of neighbours to be taken into consideration as follows:
 - a. 159 Original Cottage Section Back Room Daylight.
 - b. Back Room North Window as Emergency Exit.
 - c. Ability to Service portion of Cottage North Wall Blocked.
 - d. Access to Cottage North Side Protected by Covenant.
 - e. Natural Clearance of Caustic Fumes and Particulate 2.5 accumulating as a result of Neighbourhood Burning of Wet/Dry Logs from various sources.
 - f. Approval for Partial Demolition of Existing Works and Construction of New Works should only be granted once findings of critical Site Survey and Proposals are made known.
 - g. Intrusion on privacy.
 - h. Maintained appearance of historical properties.
 - i. Appearance.

Councillor Martin was invited and returned to the meeting.

PA21/09907

Mr Andrew Bevan – **2 Biscombe Gardens Saltash PL12 6EG**

To clad the outside of the property.

Ward: Tamar

Date received: 20/10/21

Response date: 19/11/21

It was proposed by Councillor Challen, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL subject to the Fire Officer confirming the following in accordance with fire regulations:**

1. The cladding is a suitable product for this particular building.
2. The cladding is fit for purpose for this specific location, bearing in mind the effect on neighbouring properties.

Councillor Bullock declared an interest in the next agenda item and left the meeting.

PA21/09909

Mr & Mrs Graham & Valerie Thomas – **4 Station Court Culver Road Saltash PL12 4DR**

Construction of 6 residential apartments, together with car parking and associated site works without compliance with Condition 3 of decision notice E2/05/00899/FUL dated 07.10.2005

Ward: Essa

Date received: 21/10/21

Response date: 19/11/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL**. The window panels to be reinstated with obscure glazing and fixed shut as per Condition 3 of decision notice E2/05/00899/FUL dated 07.10.2005.

Councillor Bullock was invited and returned to the meeting.

PA21/10008

Janine Haigh – **1 Smiths Way Latchbrook PL12 4TP**

Single storey rear extension, garage conversion and internal access into loft space.

Ward: Trematon

Date received: 28/10/21

Response date: 19/11/21

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND APPROVAL**.

Councillor S Lennox-Boyd declared an interest in the following agenda item and left the meeting.

PA21/10120

Mr William Ben – **12 Essa Road Saltash PL12 4ED**

Conversion of leftover unit into two dwellings.

Ward: Essa

Date received: 01/11/21

Response date: 22/11/21

It was proposed by Councillor Challen, seconded by Councillor Dent and resolved to **RECOMMEND APPROVAL**.

Councillor Challen left the meeting and did not participate in PA21/10148.

Councillor Lennox-Boyd was invited and returned to the meeting.

Councillor Lennox-Boyd declared an interest in the next agenda item and left the meeting.

PA21/10148

Mr Martin Knipe – **Land At Dartana Forder Saltash**

Permission in principle for erection of a single storey sunken dwelling and use of existing access.

Ward: Trematon

Date received: 05/11/21

Response date: 19/11/21

It was proposed by Councillor Yates, seconded by Councillor Dent and resolved to **RECOMMEND REFUSAL** due to:

1. A lack of sufficient detailed information.
2. The absence of an Environmental Report.
3. The location which borders on a sensitive area and is outside the planning boundary as defined in the latest Neighbourhood Development Plan.

Councillors Challen and Lennox-Boyd were invited and returned to the meeting.

Councillor Challen declared an interest in the next agenda item and left the meeting.

PA21/10220

Mr & Mrs P Brandon – **23 Deer Park Saltash PL12 6HE**

Single-storey rear extension. Loft conversion to provide additional bedroom with access to flat roof balcony at rear and balcony to front.

Ward: Tamar

Date received: 15/10/21

Response date: 19/11/21

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL**.

Councillor Challen was invited and returned to the meeting.

d. Tree applications:

PA21/07837

Mrs Keren Rogers – **Lime Tree House Fairmead Road Saltash PL12 4JH**

Works to a Lime tree subject to a TPO – to reduce height by 2m from its current height of 18m approximately, to lift canopy by 1.5m and to cut back to the boundary wall with Oaklands House.

Ward: Tamar

Date received: 30/09/21

Response date: 18/11/21

The Chairman informed Members of Saltash Town Council's and Cornwall Council's Tree Wardens' reports.

It was proposed by Councillor Gilles, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND REFUSAL** in line with the recommendations of both the Cornwall Council Tree Officer's Report and the Saltash Town Council Tree Warden's Report.

PA21/10284

Kelly Crompton Guinness – **Lewis Mews New Road Saltash PL12 6AX**

T12 Ulmus Spp (Elm Species) – fell due to die back and decay.

Ward: Tamar

Date received: 21/10/21

Response date: 19/11/21

The Chairman informed Members of Cornwall Council's and Saltash Town Council's Tree Wardens' Reports.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** for removing the tree as per the Cornwall Council and Saltash Town Council Tree Wardens' recommendations.

e. Tree notifications:

PA21/10291

Great Western Railway – **Saltash Station Albert Road Saltash PL12 4EB**

Tree Works to various tree species within a Conservation Area.

Ward: Essa

Date received: 14/10/21

Response date: 19/11/21

The Chairman informed Members of Cornwall Council's and Saltash Town Council's Tree Wardens' Reports.

It was resolved to note.

106/21/22 CONSIDERATION OF LICENCE APPLICATIONS:

None.

107/21/22 CORRESPONDENCE.

None.

108/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

109/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

110/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that the public and press be re-admitted to the meeting

111/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

112/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 21 December 2021 at 6.30 pm

Rising at: 7.58 pm

Signed: _____
Chairman

Dated: _____

Licensing Act 2003

Extract from Premises Licence Application relating to:-

**Foreign Muck
1 The Courtyard
Fore Street
Saltash
PL12 6JR**

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

Section 5 of 21**OPERATING SCHEDULE**

When do you want the premises licence to start?

/ /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end

/ /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The premises is a small coffee shop within an enclosed gated courtyard, which is locked overnight. Inside the premises, it has an open kitchen area and approximately five tables and chairs to seat about twelve customers. There are two doors/ point of entry and windows on both the frontage and on one side of the premises. There are also approximately seven tables and chairs immediately outside in the courtyard, which the premises also serve.

There is a privately occupied residential flat above the premises.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Section 6 of 21**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes

☒ No

Section 7 of 21**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes

☒ No

Section 8 of 21**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes

☒ No

Section 9 of 21**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

Section 10 of 21
PROVISION OF LIVE MUSIC
See guidance on regulated entertainment
Will you be providing live music?
<input type="radio"/> Yes <input checked="" type="radio"/> No
Section 11 of 21
PROVISION OF RECORDED MUSIC
See guidance on regulated entertainment
Will you be providing recorded music?
<input type="radio"/> Yes <input checked="" type="radio"/> No
Section 12 of 21
PROVISION OF PERFORMANCES OF DANCE
See guidance on regulated entertainment
Will you be providing performances of dance?
<input type="radio"/> Yes <input checked="" type="radio"/> No
Section 13 of 21
PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE
See guidance on regulated entertainment
Will you be providing anything similar to live music, recorded music or performances of dance?
<input type="radio"/> Yes <input checked="" type="radio"/> No
Section 14 of 21
LATE NIGHT REFRESHMENT
Will you be providing late night refreshment?
<input type="radio"/> Yes <input checked="" type="radio"/> No

Section 15 of 21**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

☒ Yes☐ No**Standard Days And Timings**

MONDAY

Start 12:00

End 20:30

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start 12:00

End 20:30

Start

End

WEDNESDAY

Start 12:00

End 20:30

Start

End

THURSDAY

Start 12:00

End 20:30

Start

End

FRIDAY

Start 12:00

End 20:30

Start

End

SATURDAY

Start 12:00

End 20:30

Start

End

SUNDAY

Start 12:00

End 20:30

Start

End

Will the sale of alcohol be for consumption:

☒ On the premises☐ Off the premises☐ Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

Continued from previous page...

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

Section 17 of 21**HOURS PREMISES ARE OPEN TO THE PUBLIC****Standard Days And Timings****MONDAY**Start End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Start End **TUESDAY**Start End Start End **WEDNESDAY**Start End Start End **THURSDAY**Start End Start End **FRIDAY**Start End Start End **SATURDAY**Start End Start End **SUNDAY**Start End Start End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

Section 18 of 21**LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

All staff responsible for alcohol sales will be fully trained to perform their role. They will be trained on the contents of the premises licence including times of operation and all conditions. They will also be trained on the requirements of the Challenge 25 Policy, which we will operate and the correct procedure to be followed when refusing service to any person who is drunk, underage or appears to be underage.

The training will be recorded in documentary form that will be available for inspection on request by a member of any relevant authority. The records will be retained for at least 12 months.

An incident book will be maintained to record any activity of a violent, criminal or anti-social nature. The record will contain the nature of the incident, the time and date, the people involved and action taken; and details of the person responsible for the management of the premises at the time of the incident. This incident book will be available for inspection on request by a member of any relevant authority. The records will be retained for at least 12 months.

There will be a safeguarding policy of refusing admission to persons who are drunk and/ or disorderly. I am already a member of Pubwatch and attend Pubwatch meetings to promote good practice throughout the town with regard to safe and responsible drinking environments. Our existing business is within close proximity to the premises and is not known as a venue that causes concern.

Service will be by way of table service to persons seated both inside and outside the premises. This will allow a capacity limit to prevent overcrowding and any opportunity that could lead to crime and disorder. Drinks will be served in toughened glasses for customers using the outside area, except for the sale of bottles of wine for consumption in the outside seating area. The collection of glasses and bottles will be undertaken on regular intervals to ensure there is no build-up of empty receptacles in and around the premises. No drinking vessel, glass or bottle shall be taken away from the premises.

The Licence Holder and Designated Premises Supervisor will ensure that any outside area included in the licence will be controlled in a safe and effective manner to the same standard operated within the premises building and will pay special attention at all times, to the impact that the use of the outside area has on the surrounding community.

b) The prevention of crime and disorder

CCTV will be installed, maintained and compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document. The CCTV equipment will be maintained in good working order, regularly checked for accuracy and will continually record 24/7 both inside and outside the premises, covering all areas where the public have access. Images will be retained for a minimum of 30 days. The CCTV system will be capable of downloading images to a recognisable viewable format of every person entering or leaving the premises.

This system will also be connected to the current system that is operational at the existing business applying for this new licence at this additional premises. This system software is capable of allowing playback of images at full screen resolution and to allow pause and slow motion effects. At all times the premises are open for business, there will be a member of staff who is capable of operating the CCTV system and downloading images at the request of a police officer or images will be made available within a 24 hour period from the time the image is captured.

A drugs policy will be adopted detailing the actions to be undertaken to minimise the opportunity to supply or use illegal substances in or around the premises. Staff will be made aware of the actions required in line with this policy.

c) Public safety

Seating will be provided for no more than 16 persons (internal seating) and 20 persons (external seating) in the premises at all times whilst the premises are in operation. The external area will be seating only to prevent any overcrowding. Suitable and sufficient lighting will be provided and maintained within this area.

A Fire Risk Assessment has been undertaken at the premises and any additional necessary control measures will be implemented immediately. Fire doors will be maintained and unobstructed at all times. Records of these checks will be retained and available for inspection at the request of an authorised officer from a relevant responsible authority.

d) The prevention of public nuisance

Prominent, clear and legible notices shall be displayed at all exits requesting that patrons respect local residents and leave the premises and the area quietly. It is intended that during the evenings, this premises will allow us to provide a waiting area for customers who are unable to immediately be seated at the restaurant (Foreign Muck). Therefore the intended licence trading times will be during the busiest times at the restaurant and not late night, therefore reducing the opportunity for any public nuisance.

Control of light pollution

The use of additional lighting in the external area will cease at 21:00hrs except for security or health and safety reasons.

Smoking

A suitable receptacle for smoking-related litter will be provided for patrons smoking on the premises. Prominent, clear and legible notices will be displayed in any area used for smoking, requesting that patrons use this area quietly.

e) The protection of children from harm

The Challenge 25 - Proof of Age Scheme will be in operation and a notice shall be displayed advising patrons that they may be required to prove their age before purchasing alcohol. If a young person who appears to be 25 years or under asks for alcohol, they will be required to prove their age before they are served, unless the staff are certain (from personal knowledge or because they have seen proof of age on a previous occasion) that the person is 18 years or over.

The forms of proof of age that will be accepted are; a passport, a photo driving licence, or a proof of age card that has the PASS accreditation hologram. Photocopies will not be accepted.

All staff will be trained in this policy on induction and at regular intervals thereafter. All training will be recorded in documentary form that will be available for inspection at the request of an authorised officer from a relevant responsible authority. The records will be retained for at least 12 months.