



Saltash Town Council

Konsel An Dre Essa



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

11 September 2024

Dear Councillor

I write to summon you to the **Meeting of the Planning and Licensing Committee** to be held at the Guildhall on **Tuesday 17th September 2024 at 6.30 pm.**

The meeting is open to members of the public and press. Members of the public wishing to speak about a planning application should register either by email to enquiries@saltash.gov.uk or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX, **no later than 12 noon the day before the meeting** where the application will be considered.

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 online during normal working hours of 9:30 a.m. to 4:30p.m. at the Saltash Library Hub.

Yours sincerely,

S Burrows
Town Clerk/RFO

To:

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

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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Public Questions - A 15-minute period when members of the public may speak about a planning application.

Please note: Any member of the public requiring to speak about a planning application should register by email **no later than 12 noon the day before the meeting** where the application will be considered.

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the minutes from the Planning and Licensing Committee held on 20 August 2024 as a true and correct record. (Pages 6 - 10)
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:

PA24/06164

Mr & Mrs S Leverton – **Notter Farm Cottage Notter Saltash PL12 4RN**

Erection of 3 bay garage.

Ward: Trematon

Date received: 28/08/24

Response date: 20/09/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SHUG4EFG1W400>

PA24/06184

Mr David Lewis FAB Group Holdings Limited – **161-163 Fore Street Saltash PL12 6AB**

Application for a Lawful Development Certificate for an existing use as Planning Use E(e): Commercial, Business and Service (Provision of Medical or Health Services).

Ward: Essa

Date received: 03/09/24

Response date: 24/09/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SHUVASFGJLU00>

PA24/06323

Mr Michael Hearne – **109 St Stephens Road Saltash PL12 4BL**

First-Floor Rear Extension to Existing Dwelling.

Ward: Essa

Date received: 19/07/24

Response date: 18/09/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SI435CFGH YG00>

PA24/06420

Ms Les Richards Longmeadow Properties Ltd – **9 Lower Port View St Stephens Saltash PL12 4BY**

Demolish existing single garage and replace with double detached garage with home office/work space below without compliance of condition 2 of decision PA21/00921 dated 15/04/2021.

Ward: Essa

Date received: 20/08/24

Response date: 20/09/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SI9N3PFGLPH00>

PA24/06767

Samuel Darby Technical Coordinator – **Treledan Saltash PL12 6PR**

Non material amendment in relation to Decision Notice PA14/02447 dated 13/10/17 – Amended parking schedule to match planning drawing (Plot 173 – 1 Parking space allocated instead of 2).

Ward: Trematon

Date received: 03/09.24

Response date: 18/09/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SJ1CVWFGFZ400>

PA24/06871

Mr & Mrs Heap – **17 Pillmere Drive Saltash PL12 6XB**

First floor side extension.

Ward: Tamar

Date received: 05/09/24

Response date: 26/09/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SJAG3DFGLXZ00>

PA24/06917

Paul and Susannah Melling – **39 Lower Port View St Stephens Saltash PL12 4BY**

Alterations to windows, balcony, air source heat pump siting, shed and canopy, driveway widening.

Ward: Essa

Date received: 09/09/24

Response date: 30/09/24

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SJDOSEFGGCT00>

8. To receive recommendations from the Town Vision Sub Committee and consider any actions and associated expenditure. (Pages 11 - 24)
9. To receive a report on membership and quorum levels for the Planning and Licensing Committee and consider any actions. (Page 25)
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 confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 15 October 2024 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 20th August 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, J Foster, B Samuels (Chairman), P Samuels, B Stoyel and D Yates.

ALSO PRESENT: M Thomas (Senior Policy and Data Compliance Officer) and F Morris (Planning and General Administrator).

APOLOGIES: J Brady (Vice-Chairman), M Griffiths, S Lennox-Boyd, S Miller and J Peggs.

51/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

52/24/25 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.

None.

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

None received.

53/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None received.

54/24/25 **TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 16 JULY 2024 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 Foster and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 16 July 2024 were confirmed as a true and correct record.

55/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None received.

56/24/25 **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:

PA24/05152

Mrs Perdita Heller – **Grove Elmgate Saltash PL12 4QY**

New waterless toilets, showers and raised timber seating area installed for use with the permitted development for a 60 day temporary campsite (already permitted). The proposal is for the amenity structures to remain situated beyond the 60 days.

Ward: Trematon

Date received: 19/07/24

Response date: 21/08/24

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

PA24/05768

Mr R Allen – **Land South of Tinkhams Farm House Carkeel Saltash PL12 6PH**

Erection of a detached dwelling and garage with a new vehicular access and associated parking and amenity areas without compliance with Conditions 2 and 3 of decision notice PA23/04762 dated 26.10.2023.

Ward: Trematon

Date received: 02/08/24

Response date: 23/08/24

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

PA24/05900

Mr & Mrs Ryan James – **32 Hobbs Crescent Saltash PL12 4JJ**

Extension to form First floor accommodation, with ground floor kitchen extension, pitched roof to garage to replace flat roof.

Ward: Tamar

Date received: 12/08/24

Response date: 02/09/24

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

PA24/05913

Mackie - **15 Townswell Close Trematon Saltash PL12 4RY**

Construction of ground floor rear extension, front infill extension and associated glazing alterations.

Ward: Trematon

Date received: 01/08/24

Response date: 22/08/24

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

57/24/25 **TO RECEIVE CORRESPONDENCE FROM THE PLANNING INSPECTORATE re ROW/3295824: FOOTPATH AT BABIS LANE AND TOWN QUAY - MODIFICATION ORDER 2017 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed The Planning Inspectorate's correspondence re ROW/3295824: Footpath at Babis Lane and Town Quay - Modification Order 2017 contained within the circulated reports pack.

Councillor Bickford gave a brief overview of Modification Order 2017 concerning The Footpath at Babis Lane and Town Quay and the recent public inquiry.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to note the correspondence and that there is no objection from Saltash Town Council to the Inspector's proposed modification of (Addition of Footpaths at Babis Lane and Town Quay in the Parish of Saltash) Modification Order 2017.

58/24/25 **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.

59/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

60/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

61/24/25

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

It was proposed by Councillor Bullock, seconded by Councillor Foster and **RESOLVED** to issue the following Press and Social Media Release:

1. The Planning Inspectorate's notice of further modification to ROW/3295824: Footpath at Babis Lane and Town Quay - Modification Order 2017 and dates for submission of objections.

DATE OF NEXT MEETING

Tuesday 17 September 2024 at 6.30 pm

Rising at: 7.00 pm

Signed: _____
Chairman

Dated: _____

Recommendation from Town Vision Subcommittee held 15 August 2024 to Planning and Licensing Committee

25/24/25 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman led Members through the Town Council Business Plan Deliverables for quarter 1, contained and circulated within the reports pack.

Members of the Sub Committee contributed towards the discussions.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to:

1. Approve the format and design of the deliverables (as attached) and upload to the Town Council website for transparency;

2. Recommend to Planning and Licensing to:

a) Remove under 'Health and Wellbeing' the 'Aim' – To support and work with the Saltash Health Care Action Group when reviewing planning applications that are applicable – due to duplication of another 'Aim' – To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash;

b) Refer under 'Health and Wellbeing' the 'Aim' – To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash – to 'Housing' because the 'Aim' fits better under that Strategic Priority;

c) Remove under 'Housing' the 'Aim' – To ensure future housing projects and developments offer a variety of housing options inclusive of accessible properties – due to duplication of another 'Aim' – To support projects that deliver affordable and sustainable

housing whilst meeting a variety of user needs in keeping with policy;

- d) Remove under 'Housing' the 'Aim' – Special consideration be given to the Churchtown Farm development and resolution for occupation by Saltash residents – due to the 'Aim' not being achievable under the Town Council powers.

3. Recommend to Services to:

- a) Remove under 'Boosting Jobs and Economic Prosperity' the 'Aim' – To invest in Town Council employees – due to the 'Aim' not fitting within the Committees Terms of Reference, the 'Aim' is covered by the Personnel Committee;
- b) Remove under 'Health and Wellbeing' the 'Aim' – Maintain, promote and reinvest in Town Council play parks and recreational areas – due to duplication of the same 'Aim' under the 'Recreation and Leisure' Strategic Priority;
- c) Refer under 'Climate and Emergency' the 'Aim' – Continue to partake in No Mow May initiative to strategic areas – due to it fitting better under the 'Actions' of – Support community initiatives for tree planting and wildflower meadows;
- d) Amend under 'Climate and Emergency' the 'Aim' – Continue to implement sustainable, non-toxic grounds maintenance methods – to cover all environmental matters to - Continue to implement sustainable grounds maintenance methods and good environmental practices;
- e) Remove under 'Climate and Emergency' the 'Aim' – Seek further environmentally friendly alternatives for groups maintenance works within the Town Council service Delivery Department – due to duplication of the 'Aim' – Continue to implement sustainable grounds maintenance methods and good environmental practices;
- f) Refer under 'Climate and Emergency' the 'Aim' – Continue to be hedgehog friendly – due to it fitting better under the 'Actions' of -

Continue to implement sustainable grounds maintenance methods and good environmental practices;

- g) Refer under 'Recreation and Leisure' the 'Aim' – Promote mental health and wellbeing via the Town Council website to 'Health and Wellbeing' because the 'Aim' fits better under that Strategic Priority.

4. Recommend to Station Property to:

- a) Amend under 'Climate Emergency' the 'Aim' – To continue to support the Climate Change and Environmental Working Group with free use of Isambard House – due to the Working Group no longer existing – To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters.

5. Recommend to the Personnel, Planning and Licensing, and Services Committees to review and develop their Strategic Priorities against their 'Actions' at every Committee meeting.

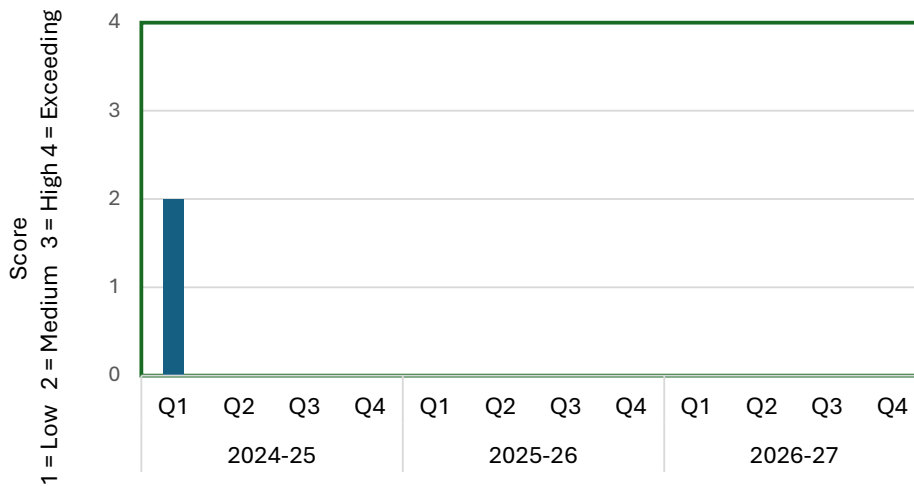
6. Recommend to the Library and Station Property Sub Committees to review and develop their Strategic Priorities against their 'Actions' at every Sub Committee meeting.

7. Refer to the Policy and Finance Committee to review Minute number 135/23/24 and consider the six Town Council Strategic Priorities under the Committees Terms of Reference;


8. Request the Devolution Sub Committee and Property Maintenance Sub Committee to consider the six Town Council Strategic Priorities under the Sub Committees Terms of Reference.


Members passed their thanks to the Administration Officer for her hard work in assisting the Town Clerk with the Business Plan deliverables.

Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity Aims of the Planning and Licensing Committee

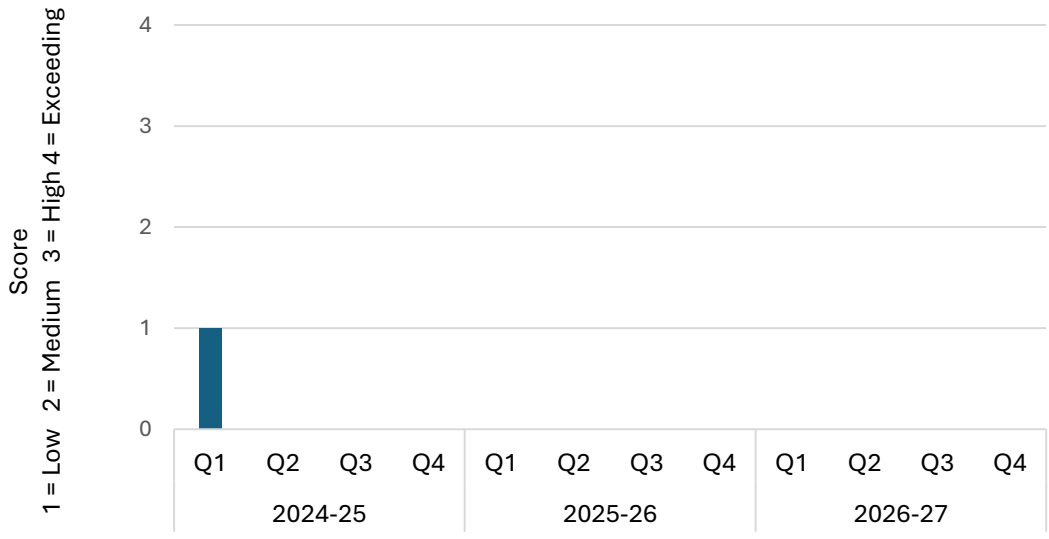


■ To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately	<p>Planning and Licensing applications</p> <p>Working in partnership with Cornwall Council to reach the right outcome for Saltash</p> <p>Training</p> <p>Awareness of economic opportunities</p> <p>National and Cornwall Local Plan Policy</p>	<p>Research Planning and Licensing applications and ensure all documentation is understood prior to consideration of the application</p> <p>Work within Planning Material consent</p> <p>Building good working relationships with Cornwall Council to achieve what Saltash deserves</p> <p>Councillors and staff to attend planning and licensing training when offered by Cornwall Council</p> <p>Refer to the National and Cornwall Local Plan Policy</p>	2	2			

Strategic Priority 2 - Health and Wellbeing		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p>	<p>Consideration as a Consultee to Planning applications that could impact the health care setting in Saltash</p> <p>Work in partnership with Saltash Health Care Action Group and seek advice as required</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on health care provision in Saltash</p> <p>Refer to the National and Cornwall Local Plan Policy</p>	1	1			
		To support and work with the Saltash Health Care Action Group when reviewing planning applications that are applicable		<p>Town Vision Sub Committee recommends to the Planning and Licensing Committee to remove this 'Aim' due to duplication of another 'Aim':</p> <p>To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash.</p>	N/A	N/A			
		To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash		<p>Town Vision Sub Committee recommends to the Planning and Licensing Committee to refer this 'Aim' to 'Housing' because the 'Aim' fits better under that Strategic Priority.</p>	N/A	N/A			

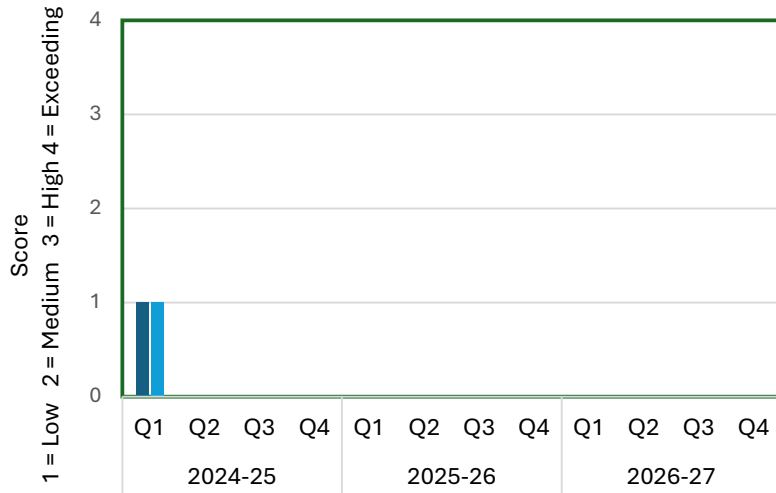
Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Planning and Licensing Committee



- To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash

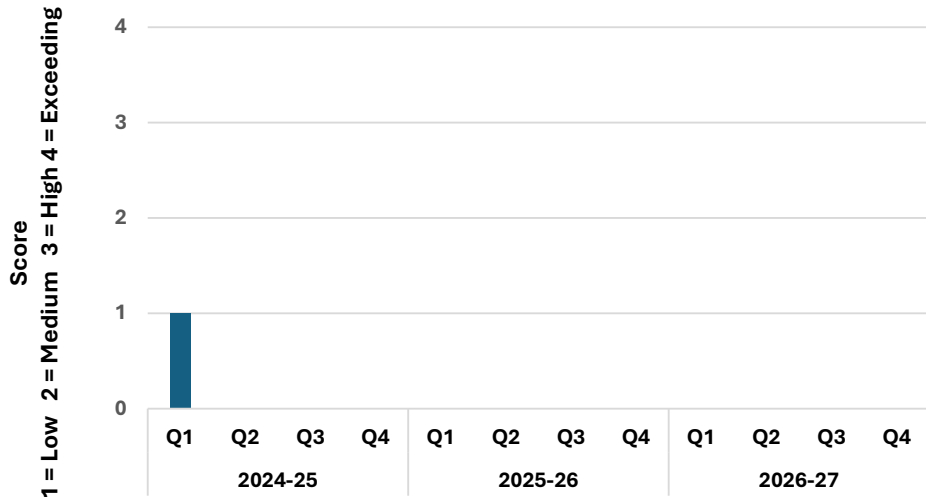
Strategic Priority 3 - Housing		Aims of the Planning and Licensing Committee		What does success look like?		Actions		Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)		2024-25			
										Q1	Q2	Q3	Q4
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Create and support sustainable neighbourhoods</p>	<p>Consideration as a Consultee to Planning applications that delivers affordable and sustainable housing whilst meeting a variety of user needs</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on a balanced range of quality new/affordable housing and sustainable neighbourhoods</p> <p>Refer to the National and Cornwall Local Plan Policy</p>	1	1							
		To ensure future housing projects and developments offer a variety of housing options inclusive of accessible properties		<p>Town Vision Sub Committee recommends to the Planning and Licensing Committee to remove this 'Aim' due to duplication of another 'Aim':</p> <p>To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy.</p>	N/A	N/A							
		Special consideration be given to the Churchtown Farm development and resolution for occupation by Saltash residents		<p>Town Vision Sub Committee recommends to the Planning and Licensing Committee to remove this 'Aim' due to it not being achievable under the Town Council powers.</p>	N/A	N/A							
		To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Create and support sustainable neighbourhoods</p>	<p>Consideration as a Consultee to Planning applications that provide all types of housing in Saltash</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on a balanced range of quality new/affordable housing</p> <p>Refer to the National and Cornwall Local Plan Policy</p>	1	1							

Business Plan
Strategic Priority 3 - Housing
Aims of the Planning and Licensing Committee

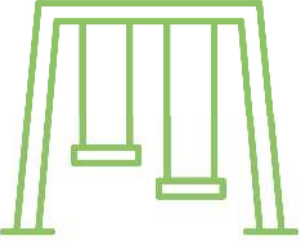


- To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy
- To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash

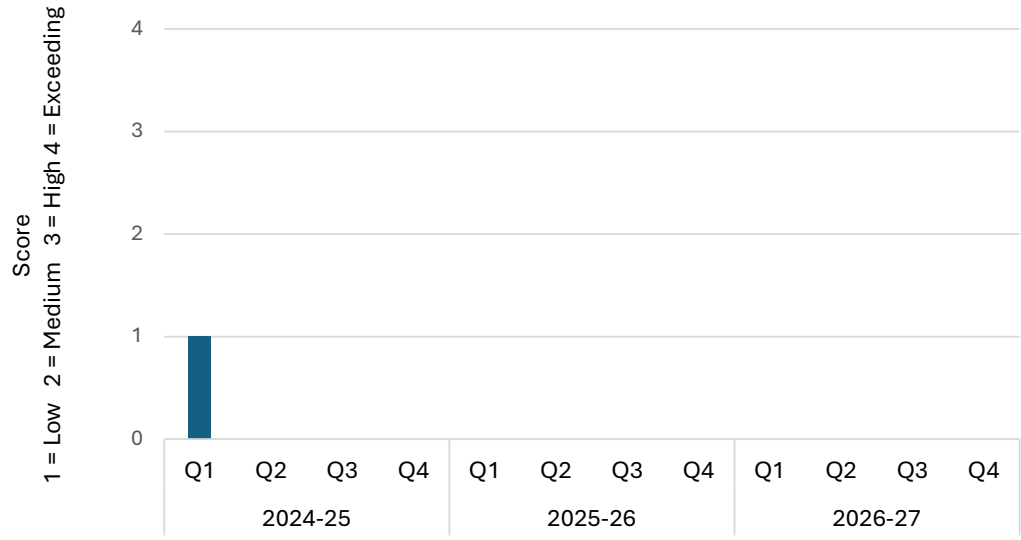
Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Planning and Licensing Committee



- To continue to acknowledge a climate emergency and considerations given to planning and licensing applications to ensure developments are sustainable and meeting future climate demands

Strategic Priority 6 - Recreation and Leisure		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>To support improvement in keeping with planning policies for open green spaces, leisure and recreational in review of planning and licensing applications in Saltash.</p>	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Cornwall Council Saltash Lesiure Centre Working Group</p>	<p>Consideration as a Consultee to Planning applications to meet the growing demand for recreation and lesiure in Saltash</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on additional sport, recreation and lesiure facilities</p> <p>Refer to the National and Cornwall Local Plan Policy</p> <p>Seek the advice of Cornwall Council as required</p> <p>Seek the advice of Saltash Lesiure Centre Working Group who have experience in lesiure services as required</p>	<p>1</p>	<p>1</p>			

Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Planning and Licensing Committee



- To support improvement in keeping with planning policies for open green spaces, leisure and recreational in review of planning and licensing applications in Saltash.

Planning and Licensing Committee –Membership and Quorum Levels.

The Committee is asked to consider if the level of membership and quorum is reduced.

Current Terms of Reference: 16 members with a quorum of 7.

Standing Orders state that the quorum of a committee will not be less than 3.

There have recently been problems ensuring the meeting is quorate on the day and can go ahead. The Planning Administrator has frequently had to phone councillors to confirm their attendance. This is not a sustainable practice as the administration team does not have the capacity to do this.

The Committee will need to consider representation of each ward, availability of committee members to attend regularly and committee members making declarations of interest which may require them to leave the meeting leading it to becoming inquorate.

Examples:

Other Town/Parish Council Planning Committees in Cornwall:

Bodmin: 16 councillors, quorum 4.

Newquay: 7 councillors with 2 substitutes, quorum 3.

Launceston: 7 councillors plus Mayor and Deputy Mayor, quorum 5.

Falmouth: 8 councillors, quorum not stated.

End of report

Senior Policy and Data Compliance Officer