

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 15th July 2025 at 6.30 pm**

**PRESENT:** Councillors: A Ashburn, R Bickford, S Gillies, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels (Chairman), P Samuels, B Stoyel and J Suter.

**ALSO PRESENT:** 2 Members of the Public, D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** J Brady (Vice-Chairman), R Bullock, S Martin and L Mortimore.

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#### **38/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **39/25/26 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.

#### **40/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None received.

**41/25/26      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 17 JUNE 2025 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 Peggs and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 17 June 2025 were confirmed as a true and correct record.

**42/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

43/25/26

**TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION  
SUB COMMITTEE AND CONSIDER ANY ACTIONS.**

Members received the recommendation from Town Vision as contained with the circulated reports pack.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to review the Planning and Licensing deliverables to ensure all 'Aims' fit within the remit of the Committee as a consultee.

Members received the Planning and Licensing Committee's Deliverables as contained within the circulated reports pack.

The Officer Manager / Assistant to the Town Clerk gave a detailed summary of the current position and requested that Members consider the aims which have been set for the Planning and Licensing Committee comparing these to the committee's Terms of Reference.

Members discussed the Deliverables 'Aims' and in particular highlighting the difficulty of ensuring that certain aims are met, when considering that the Town Council is a consultee within the planning process.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to approve the recommendation subject to the following:

1. Under Strategic Priority 1 – Boosting Jobs and Economic Prosperity - retain the 'Aim' – To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately;
2. Remove Strategic Priority 2 – Health and Wellbeing '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 – as the review of applications and their economic impact is ensured within Strategic Priority 1;
3. Remove Strategic Priority 3 – Housing 'Aims' – 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;
4. Add under Strategic Priority 3 – Housing 'Aim' - To exercise full delegated authority to respond on behalf of Saltash Town Council to all licensing and development applications including applications related to listed buildings, conservation areas, advertisement consents and other relevant planning matters received from Cornwall Council;

5. Add under Strategic Priority 3 – Housing ‘Aim’ - To review the Town Council Planning Policy Procedure and make recommendations to the Town Council to ensure that the Town Council is able to meet any additional requirements of the planning process;
6. Remove Strategic Priority 5 – Climate Emergency ‘Aim’ – 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;
7. Remove Strategic Priority 6 – Recreation and Leisure ‘Aim’ – To support improvement in keeping with planning policies for open green spaces, leisure and recreational in review of planning and licensing applications in Saltash.
8. To delegate to the Office Manager / Assistant to the Town Clerk to review all deliverables ‘what success looks like’ to ensure they are achievable within the remit reporting back to the following Planning and Licensing Committee meeting.

44/25/26

**TO RECEIVE A REPORT ON THE SURVEY POLL PROCESS AND CONSIDER ANY ACTIONS.**

Members received the report on the Survey Poll process as contained within the circulated reports pack.

The Chairman briefed the meeting on the background to the survey poll process, making particular reference to the need for a robust and majority response to Survey Polls from members for onward transmission to Cornwall Council Planning Department.

Members discussed the report in detail. Councillor P Samuels considered that the report encompassed a retrospective analysis of the process, as carried out by the last council, prior to May’s elections. As the Town Council has now entered a new term of office, with several members recently joining, it was felt that this is not the right time to make a change.

Members concurred and felt that this matter should be given more time.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to revisit the proposal in three months’ time.

**45/25/26      PLANNING:**

a. Applications for consideration:

**PA25/04185**

Antony Estate – **Field To South of Churchtown Cemetery Farm Lane St Stephens Saltash**

Change of use of part of a field to a natural burial ground.

**Ward: Essa**

Date received: 17/06/25

Response date: 18/07/25

Members acknowledged that the application concerned the permitted use of the Town Council's Churchtown Cemetery car park, as well as recognising the Town Council's vested interest in the future use of land at Churchtown Farm, therefore comments on this application would not be received.

It was proposed by Councillor B Samuels, seconded by Councillor Bickford and **RESOLVED** to note.

**PA25/04394**

Mr O Bennetts – **18 Higher Port View Saltash PL12 4BX**

Creation of a mobility parking space.

**Ward: Essa**

Date received: 23/06/25

Response date: 18/07/25

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND APPROVAL**.

**PA25/04696**

Mr and Mrs Langley – **115 St Stephens Road Saltash PL12 4NQ**

Single storey extension

**Ward: Essa**

Date received: 07/07/2025

Response date: 28/07/2025

It was proposed by Councillor McCaw, seconded by Councillor B Samuels and resolved to **RECOMMEND APPROVAL**.

b. Tree Application:

**PA25/04231**

Mr Darus Weatherill – **Elmside Coombe Saltash PL12 4ET**

Works to Trees covered by a Tree Preservation Order (TPO) - Pine - Tree 1 - Remove it totally as it is fundamentally unsafe for my tenant. Beech - Trees 2/3 - Preventing access to empty septic tank. Also pipes are old, run very close to the trees so potential damage caused by massive root structure, also starting to cause damage to the foundations of house and pathways.

**Ward: Essa**

Date received: 17/06/25

Response date: 18/07/25

The Chairman informed Members of the Saltash Town Council Voluntary Tree Wardens' Report and after much discussion, the following decision was based on the advice provided by the Voluntary Tree Warden.

It was proposed by Councillor P Samuels, seconded by Councillor Ashburn and resolved to **RECOMMEND**:

1. **APPROVAL** of the felling of Pine Tree 1 subject to a detailed plan for suitable replacement and of the removal of the low branch on the north (river) side of the trunk of the beech tree which leans over the driveway;
2. **REFUSAL** of the complete felling of Beech Trees 2 and 3.

**46/25/26      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.

**47/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**48/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

49/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 19 August 2025 at 6.30 pm

Rising at: 7.15 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_