



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX*

*Telephone: 01752 844846*

[www.saltash.gov.uk](http://www.saltash.gov.uk)

12 November 2025

Dear Councillor

I write to summon you to the **Meeting of the Planning and Licensing Committee** to be held at the Guildhall on **Tuesday 18th November 2025 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](mailto: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.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website [www.cornwall.gov.uk](http://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,

PP S Burrows  
Town Clerk / RFO  
To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
A Ashburn R Bickford J Brady (Vice-Chairman) R Bullock L Mortimore P Samuels	S Gillies M Johns S Martin P Nowlan J Peggs J Suter	G McCaw S Miller B Samuels (Chairman) B Stoyel

## 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 review the Planning and Licensing Business Plan Deliverables and consider any actions and associated expenditure.
6. To receive and approve the minutes from the Planning and Licensing Committee held on 21 October 2025 as a true and correct record. (Pages 5 - 9)
7. To consider Risk Management reports as may be received.
8. To receive an invite from Persimmon Homes and consider any actions. (Pages 10 - 11)
9. Planning:
  - a. Applications for consideration:

### **PA25/07609**

M Trendall – **Yellow Tor Villa, Fairmead Road, Saltash, Cornwall PL12 4QE**

Conversion and extension of building to dwelling house.

**Ward: Essa**

Date received: 20/10/2025

Response Date: 20/11/2025

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T3TL7WFGICA00>

**PA25/07561**

Bloor Homes Exeter Ltd – **Land at Phase 3, Treledan, Broadmoor Farm, Stoketon, PL12 6PQ**

Reserved matters application for demolition of an existing barn and the construction of new residential development including affordable housing, public open space (including play space and allotments), landscape planting, drainage works, pedestrian, cycle and vehicular links and associated infrastructure (details following outline consent PA14/02447 dated 13.10.2017)

**Ward: Trematon**

Date received: 06/10/2025

Response Date: 27/11/2025

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=T3RIEDFGGX B00>

b. Tree applications:

None received.

c. Tree notifications:

**PA25/08131**

Mrs Joanne Mugleston – **Gawen House, Forder, Saltash, Cornwall PL12 4QR**

Application for tree works within a conservation area: Fell Cypress Fir

**Ward: Trematon**

Date received: 29/10/2025

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T4T27VFGH O700>

10. Consideration of licence applications:

None received

11. 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.


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


13. Public Bodies (Admission to Meetings) Act 1960:

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

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

Date of Next Meeting: Tuesday 16 December 2025 at 6.30 pm

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Planning and Licensing Committee	What does success look like?	Actions
<div>Page 4</div> 	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, as a consultee, in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately	Planning and Licensing applications  Working in partnership with Cornwall Council to reach the right outcome for Saltash  Training  Awareness of economic opportunities  National and Cornwall Local Plan Policy	<p><b>PA25/04185 - 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.</b></p> <p><b>PA25/04394 - Approved - creation of a mobility parking space.</b></p> <p><b>PA25/04225 - Approved - proposed garage and change of use of land to residential.</b></p> <p><b>PA25/04177 - Approved the application, subject to careful consideration of its potential impacts and a thorough review of the submitted details.</b></p> <p><b>PA25/05519 - Members reviewed the application, noted its location on the boundary liasied with adjacanet Botus Fleming and agreed it was appropriate for Saltash Town Council to comment to avoid no respresentation / comment on planning application.</b></p>

Strategic Priority 3 - Housing		Aims of the Planning and Licensing Committee	What does success look like?	Actions
	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>	<b>PA25/05454 - Members acknowledged that the designs were in keeping with the character of the area and appreciated the inclusion of measures to protect local wildlife, particularly hedgehog highways.</b>
		To exercise full delegated authority to respond on behalf of Saltash Town Council to all licensing and development applications, including applications relating to Listed Buildings, Conservation Areas, advertisement consents, and other relevant planning matters received from Cornwall Council.	<p>Receive and consider planning applications</p> <p>Respond to five-day protocol's</p> <p>Respond to consultations</p> <p>Ensure committee members are familiar with planning legislation and local planning frameworks.</p>	<p><b>PA25/04231 - Reviewed a tree application and made informed decisions based on the TPO and advice provided by the Voluntary Tree Warden.</b></p> <p><b>PA25/05176 - reviewed and proposed approval subject to taking into consideration the health and safety concerns and land access</b></p>
		To review the Town Council planning policy and procedure and make recommendations to Town Council to ensure that the Town Council is able to meet any additional requirements of the planning process.	<p>Regularly review of the Town Council's planning policy and procedures</p> <p>Continue to strengthen the Town Council's role in the planning process</p> <p>Councillors and Staff to attend training when available and provided by Cornwall Council on the NPPF</p>	<p><b>P&amp;L held on 15.07.25 Minute nr. 43/25/26 - Received the Town Vision recommendation and reviewed the Committee's deliverables. Aim's have been amended or removed where necessary to ensure they align with the P&amp;L Committee's Terms of Reference and remain within its remit.</b></p> <p><b>Members attended Cornwall Council's Planning Framework Training on 10 July 2025. Those unable to attend have been advised that a recording of the session is available on Cornwall Council's website for reference.</b></p> <p><b>P&amp;L held on 15.07.25 Minute nr. 44/25/26 Survey PollProcess Review to be actioned.</b></p>

[illegible]

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 21st October 2025 at 6.30 pm**

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

**ALSO PRESENT:** D Joyce (Office Manager / Assistant to the Town Clerk)

**APOLOGIES:** R Bickford, J Brady (Vice-Chairman), S Gillies, M Johns and P Nowlan.

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#### **73/25/26     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **74/25/26     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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Bullock	PA25/06484	Non-Pecuniary	Knows the applicant	Yes

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

None received.

#### **75/25/26     PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None received.

**76/25/26      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 18 SEPTEMBER 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 P Samuels and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 18 September 2025 were confirmed as a true and correct record.

**77/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**78/25/26      TO RECEIVE A REPORT ON THE SURVEY POLL PROCESS AND CONSIDER ANY ACTIONS.**

Members received the report outlining the current survey process and data relating to Members' responses to survey polls over the past three months.

Members noted the increase in response rates and agreed that, based on the data provided, no changes to the existing process are necessary at this time.

It was **RESOLVED** to note.

**79/25/26      PLANNING:**

a. Applications for consideration:

**PA25/06484**

Jason Wilkinson – **102 Callington Road, Saltash PL12 6EA**

Construction of garage and workshop (extension of existing garage).

**Ward: Tamar**

Date received: 16/09/25

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



**PA25/06687**

Sue Ninnis – **41 Hillside Road, Saltash PL12 6EX**

Extension of two existing dormers.

**Ward: Tamar**

Date received: 25/09/25

It was proposed by Councillor Peggs, seconded by Councillor Bullock and resolved to **RECOMMEND REFUSAL** due to overdevelopment of the site and the designs not in keeping with surrounding properties.

**PA25/07392**

Jacob Landers – **1 Riverside Cottage, Forder, Saltash PL12 4QS**

Two storey rear extension.

**Ward: Trematon**

Date received: 08/10/2025

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

**PA25/06861**

Lee Fredrick – **432 New Road, Saltash PL12 6HW**

Proposed single storey rear and side extension.

**Ward: Tamar**

Date received: 13/10/2025

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

**PA25/07404**

Steven Barrow – **82 North Road, Saltash PL12 6BE**

Retrospective application for a driveway and associated works

**Ward: Tamar**

Date received: 14/10/2025

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

b. Tree applications:

**PA25/06963**

Betty Walkey – **27 Coombe Road, St Stephens, Saltash PL12 4ES**  
Application for tree works within a TPO Area: T1 - Oak - Re pollard one oak by approximately 2.5 meters back to previous cut points as indicated in the photos whilst being mindful to maintain shape and form keeping the maximum cut diameter under 50mm. T2 - Crimson Maple - Reduce one crimson maple by 1.5 meters over the property to prevent the canopy projecting further. T3 - Oak - Reduce one over extended oak limb over the property by 2.5 meters taking it back to the average crown line

**Ward: Essa**

Date received: 22 /09/25

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

**PA25/07036**

Donna Jordan – **Rear of 28 The Brook, Saltash PL12 6UL**  
Application for tree works within a Conservation Area: Group of Ash stems, reduction to trees currently stand at about 10 meters, we want to cut 4 meters leaving 6 meters.

**Ward: Tamar**

Date received: 23/09/25

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

**80/25/26      CONSIDERATION OF LICENCE APPLICATIONS:**

None received.

**81/25/26      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.

**82/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**83/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**84/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 18 November 2025 at 6.30 pm

Rising at: 6.45 pm

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

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

## APPENDIX A

*Dear Members,*

*We would like to invite and welcome elected Members' involvement in a forthcoming Q&A session hosted by Persimmon Homes. This invitation is a great opportunity for early engagement and feedback on major and strategic development proposals — helping everyone be informed and consider a range of perspectives from the outset.*

*This session relates to: **Cornwall Council Ref. PA25/00725/PREAPP – Latchbrook Farm, Saltash***

*Outline permission for residential-led development, including preparatory works as necessary; up to 350 residential units (Use Class C3); including potential land area of approximately 0.05ha for community uses (Use Class F2(a-b) (up to 225sqm), with associated car parking, landscaping works and public realm; other open space including parks, amenity green space, natural and semi-natural green spaces, equipped and natural play spaces; associated infrastructure and internal access roads. All matter reserved except for detailed vehicular access off the B3271 and other associated highways works.*

*The session will involve a presentation from the applicant's team showing the early design of the scheme and how it has evolved. Followed by a Questions and Answers session. The outcome of this session is envisaged to assist in:*

- Understanding the proposals before they become formal applications.*
- Highlighting how you see the proposal fits with the wider strategic policies and priorities of the Council.*

***Raise issues of local importance and highlight any particular goals/aspirations.***

*This session will play key role in providing feedback to us that can help shape proposals as they develop into final schemes. You'll have the opportunity to ask questions and raise concerns directly with developers and designers.*

***Who should attend?***

*Members of Saltash Town Council, and any Member with an interest in the proposal.*

***How to get involved:***

*Please join as for a Questions and Answers session event being held at Isambard House, Albert Road, Waterside, Saltash, Cornwall, England, PL12 4EB.*

*///occurs.rezoning.amounting on Monday 24th November 2025, from 12:30pm – 1.30pm. Please note a standing public consultation exhibition event will then follow from 2pm until 7.30pm.*

*Please do not hesitate to contact us, should you have any questions ahead of the event.*

As an aside, I have forwarded the invoice reminder onto the client.

Kind regards,

**Christian Evans MSc MRTPI**

**Senior Planner**

**RPS, a Tetra Tech Company**

**To receive an invite from Persimmon Homes and consider any actions.**

**Report to:** P&L

**Date of Report:** 18.11.25

**Officer Writing the Report:** Office Manager / Assistant to the Town Clerk

**Purpose of the report:**

To receive an invitation to a Questions and Answers session event being held at Isambard House hosted by Persimmon Homes.

**Officers Recommendations**

To note the invitation and that a standing public exhibition event is to be held at Isambard House hosted by Persimmon Homes on Monday 24th November from 2pm until 7.30pm.

**Report Summary**

The Town Council has received an invitation from RPS Tetrattech to attend an upcoming Q&A session, hosted on behalf of Persimmon Homes, regarding the pre-application PA25/00725/PREAPP – Latchbrook Farm, Saltash. Please see the attached invitation (**Appendix A**) for details.

The Administration Department has attempted to locate the pre-application and received the following response from a Cornwall Council Planning Officer:

The pre-app you refer to is not currently available to view publicly. However, I am aware that the developer is intending to run a period of public consultation where details of the scheme will be available.

The public consultation event will be run from 17th November until 7th December. An online questionnaire and website will be made available in addition to leaflets and a freepost questionnaire form being sent by the applicants team to approximately 650 addresses.

It is my understanding that an 'in person' Q&A meeting with Saltash Town Council is also to be arranged.

Finally, there is to be standing public exhibition event to be held on Monday 24th November from 2pm until 7.30pm. The venue will be Isambard House, at the Railway Station.

If you would like to make contact with the applicants team, please contact RPS.

The Administration Department has requested additional details regarding why the application is not currently available to the public and when it is expected to become viewable.

CALC advises, in their model approach to pre-application discussions, that the Council's policy is not to hold private meetings with developers unless there is a necessary and compelling reason that can be clearly justified to the public.

**Signature of Officer:**

Office Manager / Assistant to the Town Clerk

## SALTASH TOWN COUNCIL VOLUNTARY TREE WARDENS' REPORT

### **PA25/08131 - Mrs Joanne Muggleston – Gawen House, Forder, Saltash, Cornwall PL12 4QR**

Application for tree works within a conservation area: Fell Cypress Fir Ward:  
Trematon

Two Wardens inspected the small fir tree which stands between a private driveway and the stream in Forder. The tree is visible from the public road, (behind the shed, centrally in the attached photo) softening the view houses and therefore a public amenity. It is close to the road but not encroaching, and as a columnar tree it is not likely to encroach for some years. It does limit visibility around the corner but cars are only moving slowly here because it's a sharp bend.

We do not recommend agreeing to fell this tree, though limited work of removing any low branches that are spreading should be allowed.



**Adrian White, STC Voluntary Tree Warden**