



# ***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)

11 March 2026

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 March 2026 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	S Gillies	G McCaw
R Bickford	M Johns	S Miller
J Brady (Vice-Chairman)	S Martin	B Samuels (Chairman)
R Bullock	P Nowlan	B Stoyel
L Mortimore	J Peggs	
P Samuels	J Suter	

## 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 17 February 2026 as a true and correct record. (Pages 5 - 9)
6. To consider Risk Management reports as may be received.
7. To receive and review the Planning and Licensing Committee's Business Plan Deliverables and consider any actions and associated expenditure. (Page 10)
8. To receive a presentation on PA25/01075/PREAPP for Tavy View, Carkeel Saltash. (Pages 11 - 33)

9. Planning:  
a. Applications for consideration:

**PA26/00854**

C/o Mr David Phillips Urban Innovation Company (UIC) Ltd – **Pavement Outside 130 Fore Street Saltash PL12 6AS**

Advertisement consent for installation of "Pulse Smart Hub" with integrated digital screens at 2 locations within Saltash

**Ward: Essa**

Date received: 17 February 2026

Response date: Extended to 19 March 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TA6TB5FGMCE00>

**PA26/00853**

C/o Mr David Phillips Urban Innovation Company (UIC) Ltd – **Pavement Outside 130 Fore Street Saltash PL12 6AS**

Installation of "Pulse Smart Hub" with integrated digital screens at 2 locations within Saltash

**Ward: Essa**

Date received: 17 February 2026

Response date: Extended to 19 March 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TA6TB4FGMCD00>

**PA26/00362**

Mr. & Mrs. Beer-Stiff - **182 Callington Road Saltash Cornwall PL12 6LL**

Creation of Ground floor shower room, complete with accessible W.C. Hand Basin, Level Access shower, for disabled child

**Ward: Tamar**

Date received: 23 February 2026

Response date: Extended to 19 March 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T95JPRFGGLY00>

**PA26/01469**

Lesley Richards – **9 Lower Port View St Stephens Saltash Cornwall**

Proposed loft conversion with dormer and slate tiles on the roof

**Ward: Essa**

Date received: 10 March 2026

Response date: 31 March 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBBYUHFGI8E00>

b. Tree applications:

None received.

c. Tree notifications:

None received.

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 21 April 2026 at 6.30 pm

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 17th February 2026 at 6.30 pm

**PRESENT:** Councillors: A Ashburn, J Brady (Vice-Chairman), R Bullock, S Gillies, M Johns, G McCaw, S Miller, P Nowlan, B Samuels (Chairman), P Samuels, B Stoyel and J Suter.

**ALSO PRESENT:** D Joyce (Office Manager / Assistant to the Town Clerk) and E Lowton-Smith (Planning and General Administrator)

**APOLOGIES:** R Bickford, S Martin, L Mortimore and J Peggs.

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#### **125/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **126/25/26 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>
<b>B Samuels</b>	PA26/00243	Non-Pecuniary	Friends	Yes
<b>P Samuels</b>	PA26/00243	Non-Pecuniary	Friends	Yes

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

None received.

#### **127/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None received.

**128/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 20 JANUARY 2026 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.

Following a vote (8 in favour, 0 against, 4 abstentions) it was proposed by Councillor B Samuels seconded by Councillor B Stoyel and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 20 January 2026 were confirmed as a true and correct record.

**129/25/26 TO RECEIVE AND REVIEW THE PLANNING AND LICENSING COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the Committee's Business Plan Deliverables contained within the circulated reports pack.

It was **RESOLVED** to note.

**130/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**131/25/26 PLANNING:**

a. Applications for consideration:

**PA26/00243**

Keith Wildman – **1 Hessary View Saltash Cornwall PL12 6HX**  
Side Extension

**Ward: Tamar**

Date received: 3 February 2026

Response date: 24 February 2026

Following a unanimous vote (12 in favour, 0 against, 0 abstentions) it was proposed by Councillor Johns, seconded by Councillor Gillies and resolved to **RECOMMEND APPROVAL.**

Councillor B Samuels and Councillor P Samuels declared an interest in the next agenda item and left the meeting.

Councillor Brady in the Chair.

**PA26/00603**

Mr Simon Congdon – **Land South of Roodcroft Hatt Cornwall PL12 6PJ**

Change of Use of Land of existing maintenance area approved under PA21/02720 to provide overspill parking.

**Ward: Trematon**

Date received: 5 February 2026

Response date: 26 February 2026

Following a unanimous vote (10 in favour, 0 against, 0 abstentions) it was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL**.

Councillor B Samuels and Councillor P Samuels were invited and returned to the meeting.

Councillor B Samuels in the Chair.

**PA26/00714**

Daniella Clarke and Thomas Barker – **14 Bishops Close Saltash Cornwall PL12 6HP**

Extension over the existing garage to create a bedroom and conversion into the garage below to create a larger kitchen/dining area.

**Ward: Tamar**

Date received: 9 February 2026

Response date: 2 March 2026

Following a unanimous vote (12 in favour, 0 against, 0 abstentions) it was proposed by Councillor Nowlan, seconded by Councillor John and resolved to **RECOMMEND APPROVAL**.

b. Tree applications:

None received.

c. Tree notifications:

None received.

**132/25/26 CONSIDERATION OF LICENCE APPLICATIONS:**

Premises Name and Address	Trevethan Distillery Ltd, Unit 14 Edgcumbe Trade Park, Tamar View, Industrial Estate, Edgcumbe Road, Carkeel, Saltash, PL12 6LD
Applicant	Trevethan Distillery
Application Accepted	2 February 2026
Application Type	Grant
Licensable Activities	Sale by retail of alcohol
Reference	LI26_000230
Representations Deadline	9 March 2026
Licensing Officer	Fiona Cannon
Ward	Trematon

Following a unanimous vote (12 in favour, 0 against, 0 abstentions) it was proposed by Councillor Stoyel, seconded by Councillor McCaw and resolved to **RECOMMEND APPROVAL.**

**133/25/26 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.

**134/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**135/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**136/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 17 March 2026 at 6.30 pm

Rising at: 6.39 pm

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

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

Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year	What we achieved	Completed	Already do
To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately	<p>Continue working in partnership with Cornwall Council and keystakeholders to reach the right outcome for Saltash</p> <p>All Councillors to attend planning training annually to keep up to date with current and national planning and licensing laws and local plan policies</p>	Office Manager / Planning and General Administrator			1	<p>Continuing to engage and correspond with Treledan developers. Contacted regarding school provisions, grit bins and noticeboards. Subject to their approval, Treledan are happy for Saltash Town Council to send across the details of having a notice board installed.</p> <p>Contacted Cornwall Council regarding school provisions.</p> <p>Reviewed Councillors planning training and registered Saltash Town Council's interest in planning training sessions with CALC.</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>Continue to strengthen the Town Council's role in the planning process working with key stakeholders</p> <p>Councillors and staff to attend training when available and provided by Cornwall Council and CALC on the National Planning and Policy Framework</p>	Office Manager / Planning and General Administrator			1	<p>Advice sought from CALC on pre-applications to ensure correct procedure is followed.</p> <p>Received presentation from Brunel Recycling regarding pre-application. Followed up on attending an Open Day.</p> <p>Continuing to work with Community Link Officers on the Community Highways Improvement Programme.</p> <p>Office Manager/Assistant to Town Clerk and Planning and General Administrator attended two CALC planning training sessions; Introduction to Planning and Enforcement and Appeals.</p> <p>Chair of Planning and Licensing Committee, Office Manager/Assistant to Town Clerk and Planning and General Administrator attended Cornwall Council NPPF Training.</p>		

# Agenda Item 8



Mr Danny Butchers And Mrs Samantha Potter  
8 Geffery Close  
Landrake  
Saltash  
PL12 5HA

**Your ref:**

**My ref:**

**Date:**

PA25/01075/PREAPP

3 December 2025

Dear Mrs Samantha Potter

**Pre-application  
enquiry reference  
Proposal**

PA25/01075/PREAPP

Pre application advice for change of use of existing stand alone building to an office for UK Wages

**Location  
Applicant**

Tavy View Carkeel Saltash Cornwall

Mr Danny Butchers And Mrs Samantha Potter

I refer to your enquiry received on 17 October 2025 concerning the above and would inform you that this letter is written on the basis of the information supplied with your enquiry and the submitted drawings.

**Site context**

The site comprises a residential dwelling, Tavy View, large annexe and residential curtilage. The dwelling is a detached bungalow with an attached two-storey annexe. To the front of the dwelling is a large tarmacked parking area.

The site is located within Carkeel, a short distance from Carkeel industrial estate where there are numerous services and facilities. The public highway (single track, C-class) lies to the west of the site, with neighbouring residential dwellings to the north, south and across the road. A field/area of scrubland lies to the east. Google Streetview appears to show that the surrounding buildings are solely residential dwellings with no other uses in the surrounding area.

**Proposal**

This pre-application enquiry has been submitted with the view to the purchase of the dwelling by the applicants who wish to utilise the ground floor of the existing annexe for their business UK Wages. This would result in the change of use of the site to a mixed use of residential and commercial. Part of the annexe would function as an office space for the business, which currently employs 6 members of staff (one part time). It is proposed that the hours of operation will be Monday - Friday, 0900-1700 with no weekend operations. The business is administrative and as such the office will not be open to members of the public. Any visits that do occur will be by appointment only. Deliveries to the site will be minimal. No external alteration will be made to the building, minor internal alterations will be carried out to adapt one room for office use. No signage will be installed.

Development Management Service  
Cornwall Council

Correspondence Address: Cornwall Council Planning Dept, New County Hall, Treyew Rd, Truro, TR1 3AY

planning@cornwall.gov.uk

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### **Relevant constraints**

- Parish - Saltash
- Neighbourhood Development Plan - Saltash (made)
- Community Infrastructure Levy - Band 4
- Zones of Influence Natura 2000 Sites - Plymouth Sound and Estuaries SAC

### **Site planning history**

E2/03/01391/FUL - Construction of garage (approved with conditions)

PA17/06211 - Garage redevelopment to form additional living accommodation (approved with conditions)

PA18/09332 - Non material amendment for changing the round window on the west gable to a square one and two additional rectangle windows on this gable (approved unconditional)

### **Relevant planning policies and guidance**

Saltash Neighbourhood Development Plan 2021 - 2030

- Policy EM 4 - Home based enterprise

Cornwall Local Plan Strategic Policies 2010 - 2030

- Policy 1 Presumption in favour of sustainable development
- Policy 2 Spatial strategy
- Policy 5 Business and tourism
- Policy 12 Design
- Policy 13 Development standards
- Policy 16 Health and wellbeing
- Policy 27 Transport and accessibility

National Planning Policy Framework 2024

- Section 2. Achieving sustainable development
- Section 6. Building a strong competitive economy
- Section 8. Promoting healthy and safe communities
- Section 9. Promoting sustainable transport
- Section 12. Achieving well-designed places

### **Principle of development**

There are two local planning policies that relate to proposals such as these and are considered key for the assessment of this proposal.

Policy EM 4 of the Saltash Neighbourhood Development Plan (NDP) 2021 - 2030 states: "Home based enterprise proposals requiring planning permission will be supported where it can be shown that there will be no unreasonable adverse impact affecting nearby residents and countryside, the character and appearance of the locality, or local road and footpath/cycle routes by reason of visual impact, vehicle movements and parking, noise vibration, special lighting, advertising and activity outside of normal business hours".

Policy 5 of the Cornwall Local Plan relates to business and tourism. It states "Proposals for new employment land and uses should be:

- a) Well integrated with our city, towns and villages; or

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- b) Within areas that are well served by public transport and communications infrastructure; or
- c) In the countryside and smaller rural settlements be of a scale appropriate to its location or demonstrate an overriding business need to be in that location such as farm diversification; or
- d) An extension to an existing business where re-location would be impractical or not viable."

The site is located within the settlement of Carkeel and is accessible by foot and public transport. Equally, services and facilities are accessible from the site by a range of transport modes including walking and public transport. As such, it is likely that the proposal would accord with the policy 5 of the Cornwall Local Plan.

Policy EM4 of the NDP identifies that applications for home-based enterprise must not cause an adverse impact on nearby residents. As identified earlier in this report, the site is located within a residential area of Carkeel where there are neighbouring residential dwellings on three sides. The impact on neighbours will be considered in further detail below, but from this policy it is clear that for the principle of the development to be acceptable there cannot be a significant adverse impact on neighbours in terms of visual impact, vehicle movements, parking and noise. If it can be demonstrated that the use of the annexe for business use would be acceptable in terms of neighbour impacts, then the principle will be considered acceptable.

#### **Impact on neighbour amenity**

Policy 12 of the Cornwall Local Plan advises that development proposals should protect individuals and property from:

- a) overlooking and unreasonable loss of privacy;
- b) overshadowing and overbearing impacts; and
- c) unreasonable noise and disturbance.

Ultimately, an assessment as to the impacts upon the amenities of neighbours can only be undertaken through the study of details plans and any third-party comments received in response to a formal planning application.

As identified in the above section, the impact on neighbour amenity is a crucial consideration when determining if this proposal is acceptable. For ease, I will consider each potential impact separately.

#### **Overlooking and overbearing**

You have confirmed within your submission that there would be no external alterations involved in the proposal. As such, I do not anticipate that there would be any issues relating to overlooking and overbearing. The officer's report for application PA17/06211 (the creation of the annexe) identifies that there would likely be additional overlooking of neighbouring properties created by the first floor of the annexe, though quite limited due to the restrictive angle. Your proposal confirms that you wish to only utilise the ground floor of the annexe for office space. If you decided to utilise the first floor as well then overlooking issues would need to be taken into account.

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### **Visual Impact**

Similarly to above, you have confirmed that there will not be any external alterations required. As such, the visual impact of the change of use would be negligible. It could be argued that the parking of potentially up to 8 cars could have a visual impact on the surrounding area. However, the property appears to benefit from 5 double bedrooms across the bungalow and annexe, so theoretically there could be 10 cars associated with the dwelling. As such, visual impact is not of significant concern.

### **Vehicle movements and parking**

Within your submission it is identified that your members of staff utilise various methods of transport including car sharing and walking and as such usually arrive in a total of 4 cars. This would be in addition to your own vehicles. As above, it could be argued that the parking of this many cars could have a visual impact on the surrounding area. However, the property appears to benefit from 5 double bedrooms across the bungalow and annexe, so theoretically there could be 10 cars associated with the dwelling if it were to be fully occupied as a home. As such, it is unlikely that the parking of this many cars would create a significant issue.

The proposed office use will result in vehicular movements to and from the site. However, it is likely that these would be concentrated at the beginning and end of the working day when staff arrive to and depart from work, with additional deliveries throughout the day. Despite this, the capacity of the dwelling to house 10 people would also result in significant vehicle movements. Therefore, the vehicle movements that would be created through the addition of the business use are unlikely to be a significant issue.

### **Noise**

All development proposals within Cornwall must ensure that they do not result in significant noise levels to neighbouring properties. It is considered that noise impacts are going to be the most important aspect to consider in terms of neighbour impacts. At this point in time, it is not possible to assess what the impact will be with regards to noise. Any forthcoming application would need to demonstrate that the proposed business use would not create adverse levels of noise that would be significant enough to cause an impact. The best way to demonstrate this would be through a noise assessment produced by a suitably qualified individual. Such an assessment would then be reviewed as part of an application.

### **Activity outside of normal business hours**

You have confirmed within your submission that the operational hours of the business are 9-5 Monday - Friday. As such, it is unlikely that there would be any business activity outside of normal business hours. If an application was made and was successful, it would likely be subject to a condition limiting the operational hours of the business to those you have identified.

### **Access and highway impacts**

Policy 27 of the Cornwall Local Plan relates to transport and accessibility. It states that all developments should provide safe and suitable access to the site for all people and not cause a significantly adverse impact on the local or strategic road network that cannot be managed or mitigated.

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It has been confirmed that the existing access arrangements will be retained. This is considered acceptable. As has been mentioned earlier in this report, the dwelling could potentially have 10 vehicles associated with it. It is not considered that the business use would create significant additional vehicle movements beyond this.

### **Climate Emergency Development Plan Document**

The Climate Emergency Development Plan Document will need to be fully considered in the preparation of any application. Below are the relevant policies:

Policy C1 - Climate change principles

Policy T1 - Sustainable transport

Policy T2 - Parking

Policy G1 relates to the provision of bat boxes, bird boxes and/or bee bricks in new development. I would encourage you to incorporate one of these, even though no external alterations are proposed.

### **Biodiversity Net Gain**

Biodiversity Net Gain requirements will apply to any future development.

Biodiversity is calculated using the Statutory Biodiversity Metric. The metric is a spreadsheet-based tool and calculates the value of habitats as 'biodiversity units'. There are three types of unit that are measured in the metric:

- o Area habitat units
- o Hedgerow units including lines of trees, and
- o Watercourse units

The Biodiversity Metric should be used in line with the relevant rules, guidance and user guide. A small sites metric has also been produced for use on smaller development sites. This metric should only be used for developments that are defined as small sites within the relevant user guide. Both metrics should be completed by a competent person, and using a suitably qualified ecologist is strongly encouraged. You must be a qualified assessor to undertake a river condition assessment.

There are national minimum information requirements and local information requirements which are required to support an application submitted on or after 2 April 2024. These are set out in the validation guide.

Exemptions may apply, details of which can be found at:

<https://www.cornwall.gov.uk/planning-and-building-control/planning-advice-and-guidance/biodiversity-net-gain-bng/#Exemptions>

### **Community Infrastructure Levy**

The Community Infrastructure Levy (CIL) Charging Schedule came into effect in Cornwall on 1 January 2019. This means that any development granted permission after this date may be liable to pay the levy. CIL allows local authorities to raise funds from new building projects undertaken in their area. It is governed by the CIL Regulations 2010 (as amended). CIL is charged as a fixed rate per square metre of

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new floor space created. The money raised can be used to help fund a wide range of infrastructure that is needed to support development. The CIL Charging Schedule sets out the rates charged on new development in Cornwall. It also details the types of development that will not be charged and those that can apply for exemption/relief from paying CIL. Since 1 January 2020, indexation has applied to the adopted rates. These are set out in the Annual CIL Rate Summary 2023. This shows the rates that will be applied to permissions granted during the calendar year 2023.

All full planning applications, including householder applications and reserved matters following an outline planning permission, and applications for lawful development certificates, are required to submit a CIL Form 1: Additional Information form. You are encouraged to submit this form with your planning application as it may delay registration and validation of your application without it. Completion of this form will enable the Council to determine whether the development might be required to pay a CIL, or whether it is eligible to apply for relief.

For more information on CIL and how it may affect your development, please visit the Council's website at [www.cornwall.gov.uk/cil](http://www.cornwall.gov.uk/cil). Please send any queries to [cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk)

### **Community engagement**

The majority of local councils (parish, town and city councils) welcome pre-application planning discussions. If you intend to progress with an application, I strongly advise you to undertake early engagement with the Parish Council and local ward member before further developing your proposals. I would also strongly advise you to consult with nearby residential occupiers, residents associations and local amenity groups in advance of submission should you pursue a planning application.

You can contact Saltash Town Council at [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk), and the local member for the area, Councillor Paul Cadour at [cllr.paul.cador@cornwall.gov.uk](mailto:cllr.paul.cador@cornwall.gov.uk).

### **Conclusion**

To conclude, there is potential for the principle of this development to be acceptable, but at this stage officers cannot confirm whether an application would be supported. The site is located within the settlement of Carkeel and is well served by public transport within walking distance, along with numerous services and facilities. The surrounding area is residential and as such there is potential for neighbouring properties to be adversely impacted by the proposal. Matters of parking and vehicular movements are not of significant concern due to the size of the dwelling at present, similarly matters of overlooking and overbearing are not of significant concern as there are no external alterations proposed. There is some doubt over how much noise would result from the business use in terms of normal operations, visitors, vehicle movements etc. We would want to see a noise assessment submitted with a planning application that successfully demonstrates that there will be no significant impact on the neighbouring properties in terms of noise, identifying any mitigation that may be required. Without such information we cannot confirm whether such a proposal would be supported. Before pursuing a full planning application, I would strongly suggest that you discuss your intentions with the occupants of the surrounding dwellings, and due to the nature of the site and surroundings it would be worth consulting with the town council also.

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### **Consultation on the Cornwall and Isles of Scilly Nature Recovery Strategy**

The Cornwall and Isles of Scilly Nature Recovery Strategy is now out for consultation until 6<sup>th</sup> January 2025: [Cornwall and Isles of Scilly Nature Recovery Strategy | Let's Talk Cornwall](#). Policy G4 of the Climate Emergency Development Plan Document (DPD) will be applied to all applications (unless excluded) validated after the date the strategy is adopted. The strategy is likely to be adopted in Spring 2025. The strategy will also support a strategic approach to off-site BNG delivery.

The Environment Act 2021 creates a statutory obligation for Cornwall Council to produce a Local Nature Recovery strategy every 5 years. Local Nature Recovery Strategies are based on the Lawton Principles that nature recovery should be “bigger, better and more connected”. The LNRS will steer coordinated local action to support the delivery of the national 25 Year Environment Plan – which aims to create a Nature Recovery Network of 500,000 hectares of additional habitat in England. Our strategy describes opportunities and priorities for Cornwall to help nature recover. It is the Strategy that informs the detail of the map-based Local Nature Recovery Network.

The Network is a map-based representation of the Strategy. Zones 1 and 2 comprise the Nature Recovery Network:

- Zone 1: Existing Nature Recovery Network (15% of Cornwall’s land area): Zone 1 includes areas currently benefiting from existing environmental protection: Sites of Special Scientific Interest, Special Protection Areas, Special Areas of Conservation, National Nature Reserves, and Marine Conservation Zones. When combined with our Local Nature Reserves, County Wildlife Sites (which has lesser levels of protection) and irreplaceable habitat, these sites collectively make up the best-known existing areas for nature. The Existing Nature Network and environmental designations featured within it, are all subject to existing national and local policies and legislation, which must be adhered to when considering any activity within Zone 1.
- Zone 2: Nature Recovery Opportunity Areas: This is made up of non-statutory designations and irreplaceable habitats within the Existing Nature Network, priority habitats that are not currently designated (and should be retained and restored as part of any project or development), areas of existing habitat (that can be restored and enhanced to provide greater benefits to wildlife) and areas that could be suitable for habitat creation.
- Zone 3: Recovery beyond the network: Nature recovery can take place anywhere.

The Local Nature Recovery Strategy (LNRS) provides more information on these zones. Policy 4 of the Climate Emergency DPD requires that ‘where development is sited within or adjacent to an adopted Local Nature Recovery Network it should demonstrate how the proposal will maintain and enhance the integrity and connectivity of the network and support the principles of the Local Nature Recovery Strategy.’ There is no adopted Local Nature Recovery Network at this time and this policy will not be applied until one is in place.

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You can view the draft nature recovery network maps here: [Map | CIOS LNRS](#). You can find further guidance on how to use the mapping tool here: [CIOS LNRS](#)

### **Interaction of the LNRN with BNG**

The Defra Biodiversity Metric measures and scores the extent, type and quality of habitats to determine whether the net gain achieved is sufficient and appropriate. Through our extensive mapping work, the Strategy seeks to direct development away from higher nature-value land and incentivise delivery of offsets in the most beneficial locations for nature recovery. The Strategy can support a strategic approach to off-site BNG delivery, agreeing locations to expand and connect existing habitats and provide nature-based solutions. By helping to determine the 'strategic significance' aspect of the biodiversity metric, the Strategy aims to incentivise the delivery of off-site BNG in the LNRN.

### **Cornwall Design Review Panel**

Cornwall Council expects all new development to be of the highest quality, and we are committed to raising the standard of design. The Cornwall Design Guide (CDG) 2021 provides a guide to delivering high quality places in Cornwall. This recognises the important role that the Design Review Panel plays in embedding great design practice.

The new Cornwall Design Review Panel (CDRP) is an independent body comprising architects, urban designers, landscape architects, engineers, transport planners, heritage experts and other design-related professionals. Panel members have a local interest and recognised expertise in their field to provide design support in the assessment of development proposals.

Its purpose is to encourage design excellence and draws on a pool of external design expertise. It should be seen as a forum within which developers and their teams are able to test and refine ideas and is therefore best consulted within the pre-application period. CDRP does not have any statutory planning function but its advice reports are a material consideration in our decision-making.

The nature of the review is proportionate to the scheme and can be used for both large, small-scale and sensitive development. Please see Cornwall Design Review Panel - Cornwall Council for further information on the panel and how to submit a scheme for review.

### **Access and facilities for Fire Service**

Cornwall Council Building Control, Planning and the Fire & Rescue Service have produced guidance on water supplies for firefighting and access for fire appliances. The Guidance can be found on the Council's 'Additional Development Guidance' webpage via the link as follows: <https://www.cornwall.gov.uk/planning-and-building-control/planning-advice-and-guidance/planning-technical-guidance/>

You should note that this letter does not constitute a formal decision by the Council (as local planning authority). It is only an officer's opinion given in good faith, and without prejudice to the formal consideration of any planning application. However, the advice note issues will be considered by the Council as a material consideration in the determination of future planning related applications, subject to the proviso that circumstances and information may change or come to light that could alter the position. It should be noted that the weight given to pre-application advice notes will decline over time and that the Local Planning Authority dispose of pre-application records after three years. Therefore, pre-application

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records that are more than three years old will not hold any weight in the subsequent determination of related planning applications.

Yours sincerely

**Ellen Lawrence**

**Development Officer  
Development Management Service  
Tel: 01872 322222  
Email: [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk)**

# *Pre-Application Planning Support Statement*

*Proposal: Change of use of a stand-alone building Class C3 (Dwellinghouse) to a business office (Use Class E(g)(i) (Administrative Office)*

*Business Name: UKWages Limited*

*Applicant: Mr Danny Butchers & Mrs Samantha Potter*

*Applicant Contact Details: Tel: 07702091739 E-mail: sam.k.potter@outlook.com*

*Local Planning Authority: Cornwall Council*

*Address of Proposed Residence: Tavy View, Carkeel, Saltash, PL12 6NR*

## *1. Background and Purpose of the Proposal*

*This pre-application submission seeks advice regarding the proposed change of use of an existing stand-alone building located within the residential curtilage of a home we wish to purchase, to serve as the office for UK Wages, a local payroll business employing six members of staff.*

*The proposed change of use from an existing residential property (Use Class C3) to an administrative office (Use Class E(g)(i)).*

*The business has strong roots in Saltash, having originally operated under the name Bookwise, founded in 1993 by Mr. Simon Bird. The business runs payroll for many local businesses in the area, such as the Local Parish Councils for Botus Fleming, Pillaton and Landrake. For over 16 years, Bookwise successfully operated from an office on Simon's residential property, providing payroll and account services to the local community and employing the same number of staff. Following a family change in circumstances, the business moved to a rented commercial unit at Carkeel Industrial Estate, Saltash (1 Bridge Court, Kingsmill Road Saltash PL12 6LS). Since taking over the family business, Mr. Danny Butchers has continued its legacy under the new name UK Wages. We now wish to bring the business back to its original home-based setting, combining family life with local employment while creating a sustainable and environmentally responsible workspace.*

*The current existing use of the site is a self contained form of additional living accommodation for the current owners daughter. The proposal involves no external alterations to the building. Internal reconfiguration includes installation of workstations.*

## *2. Site and Surrounding Context*

*The property is a detached residential building consisting of a bungalow connected to a separate two-storey contained living space. The property is situated within a primarily residential area to the north and south with small and large commercial units to the east 0.5miles away at Carkeel Industrial estate (where the current office space is rented).*

*The two-storey building is a stand-alone structure, with a separate entrance to the main bungalow residence. However it is also connected via a utility room to the main dwelling with a locked door that can allow access directly from the main house to the office. See Fig.1 & 2. We would be proposing a change of use for the lower ground floor of the two-storey building from a residential contained annex class C(3) to an administrative office E(g)(i).*

*The proposed office use is low-impact, involving standard office hours (Mon-Fri 9am-5pm), minimal noise, and no industrial activity. No significant increase in noise, waste generation, or light pollution anticipated.*

*The site benefits from ample, secure gated parking, accommodating all staff vehicles and our own vehicle, with parking for up to 8 Cars. The property benefits from being a 3min walk to public transport via pavements on a main road.*

*There are no restrictive covenants on the land preventing commercial use.*

## *3. Proposed Use and Operation*

*Proposed Use Class: E(g)(i) – Offices to carry out any operational or administrative functions.*

*Intended Occupier: Administrative business*

*Number of Staff: 5 full-time employees and 1 Part-time employee.*

*Hours of Operation: Monday–Friday, 09:00 – 17:00; no weekend operations.*

*Public Access: The site will not be open to the general public. Visits will be by appointment only.*

*Deliveries: Minimal; occasional courier deliveries during normal working hours.*

## *4. Physical Works*

No major structural works are proposed.

Minor internal alterations to adapt one room for office use - desks, computers, bookcases, printer.

No changes to external elevations, boundary treatments, or roofline.

No signage will be required.

## 5. Access, and Parking

Existing access arrangements will remain unchanged.

The property benefits from ample, secure gated parking, accommodating all staff vehicles and our own vehicle. See Fig.3. Currently the 6 members of staff arrive at the rented office in 4 cars. A mixture of car sharing and walking. The residence we are looking to purchase has parking within the gate for up to 8 vehicles, with an additional 2 spots within the boundary outside the gate. See Fig.4. This ensures there will be no on-street parking impact or loss of amenity for neighbouring properties. The boundary of the property and parking is screened by shrubbery, ensuring no visual impacts from cars. See Fig.5. The current office only allows parking for 2 vehicles - the rest of the staff have crowded off-street parking, avoiding double yellow lines, with the added worry of HGV's constantly using the road they park on.

## 6. Local Employment and Travel

All six staff members are Saltash residents living within a four-mile radius of the site. The proposed property is only 0.5 miles from our current premises See Fig.6, allowing staff to continue walking or car sharing, maintaining existing sustainable travel patterns and avoiding any increase in traffic levels. The new location benefits from being a 3 min walk from 2 bus stops (Trelanka & Carkheel Barns), with pavements from the bus stops to the property. Regular bus services are available from Plymouth, Callington, Saltash, Launceston, Merrymeet and Plympton. Offering staff members the choice of public transport to the office. See Fig.7 & 8. The proposed change is not expected to generate significant additional traffic.

## 7. Rationale for the Change of Use

*Financial Sustainability* – The business currently pays a higher rent for its commercial premises than our mortgage. Relocating to our property would create long-term financial sustainability, reduce unnecessary overheads, and provide greater security and control over the premises.

*Environmental Commitment* – As advocates of renewable energy, we intend to install solar panels and electric vehicle (EV) charging points on-site. We currently use an electric car and plan to install car ports for staff use, supporting Cornwall Council's climate change objectives and reducing the business's carbon footprint. The business currently offers a cycle to work scheme, that staff have enquired about, however the risk of leaving bikes on the current rented office street, with no bike racks has deterred them. However at our proposed property, we can install bike racks, and the ample parking is secured by a locked electric gate.

*Improved Working Environment* – The new office offers a riverside outlook and a quiet, natural setting—promoting staff wellbeing and productivity compared to the current industrial estate location.

*Operational Efficiency* – By consolidating our living and working environments, we can reduce to one household vehicle, simplify utilities, and improve operational efficiency. The current office space (not including kitchenette and Toilet) is 33.37sqm, and the proposed new office space is 33.07sqm (not including kitchenette and Toilet). So there is no space reduction for staff, yet they benefit from a newly renovated office space, toilet/utility and kitchen including dining & seating (Which they currently do not have). See Fig.9 - 18.

## 8. Planning Policy Context

This proposal aligns with several key policies in the Cornwall Local Plan: Strategic Policies 2010–2030, including: Policy 2: Spatial Strategy – Supports sustainable development that strengthens local

communities and the economy. Policy 5: Business and Tourism – Encourages the growth and retention of businesses, especially those that support local employment.

Policy 12: Design – Requires development to maintain and enhance the character of its setting.

Policy 27: Transport and Accessibility – Seeks to reduce the need to travel by car and promote sustainable modes of transport.

Policy 23: Natural Environment – Promotes sustainability and environmental protection through renewable energy and reduced emissions.

## 9. Conclusion

This proposal represents a modest, low-impact change of use that will enable a long-established local business to operate sustainably within the Saltash community. It supports six local jobs, reduces travel and emissions, promotes renewable energy, and ensures no adverse impact on neighbouring properties. The change of use aligns with Cornwall Local Plan objectives for sustainable development, local employment, and environmental stewardship. We respectfully request the Council's feedback and guidance to help shape a formal planning application that aligns with local and national planning policy.



Fig 1 - Connecting utility room from the main dwelling with a locked door that can allow access directly from the main house to the office



*Fig 2 - Main dwelling entrance on Left - Office entrance seen on right*



*FIG 3 - Parking for 8 Cars*



*FIG 4 - Parking for 2 extra Cars within the boundary outside the gate*



*FIG 5 - Property and parking is screened by shrubbery*

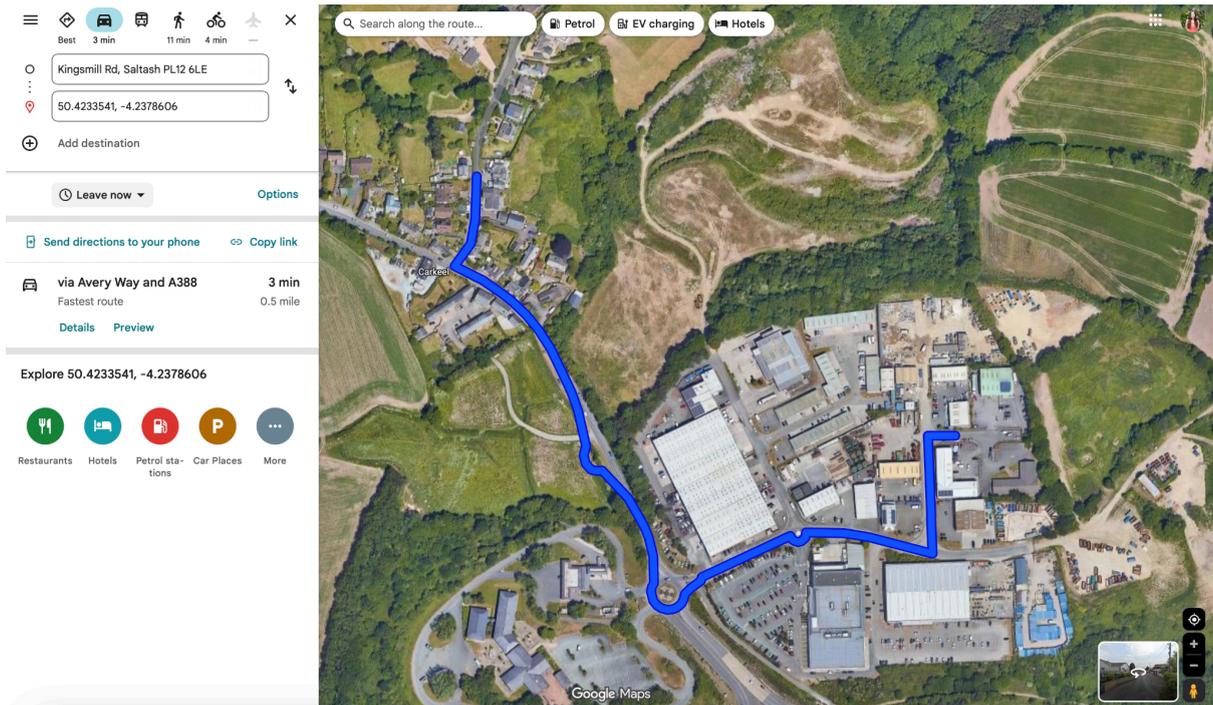


FIG 6 - Rented Office 1 Bridge Court is 0.5miles from proposed property Tavy View

## Carkeel Trelanka (E-bound)

Buses point east →

[Map](#) · [Street View](#) · cordwmtd · 0800COA10553



<p>14/10/2025</p> <p>23:24</p> <p><b>To</b> 12 Plymouth City Centre 2461 - SN16 OGU</p> <p>Wednesday 15 October ↓</p>	<p><b>Sched-uled</b> 23:25</p> <p><b>Ex-pected</b> 23:27</p>	<p><b>Bus services</b></p> <ul style="list-style-type: none"> <li>12 Plymouth - Callington Go Cornwall Bus</li> <li>12A Plymouth - Launceston Go Cornwall Bus</li> <li>450 Saltash Town Service Saltash Red Bus</li> <li>451 Merrymeet - Saltash Saltash Red Bus</li> <li>DC6 Plympton - Duchy College, Sto... Stagecoach South West</li> </ul>	<p><b>Nearby stops</b> <a href="#">Map</a></p> <p>opp Trelanka ←</p> <p>12 12A 450 451 DC6</p>
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[Contact](#) · [Data sources](#) · [Privacy policy](#) · [Privacy settings](#)

FIG 7 - Bus Stop Trelanka services - 0.1mile from Proposed Property Tavy View

## Carkeel Barns (N-bound)

Buses point north ↑

[Map](#) · [Street View](#) · corgatat · 0800COC04312

14/10/2025    23:25    ↻

**To**  
**12 Callington**  
 2005 - WK18 BVM

	Sched-uled	Ex-pected
	23:43	23:44

Wednesday 15 October ↓

### Bus services

- 12 Plymouth - Callington**  
Go Cornwall Bus
- 12A Plymouth - Launceston**  
Go Cornwall Bus
- 450 Saltash Town Service**  
Saltash Red Bus
- 451 Merrymeet - Saltash**  
Saltash Red Bus
- DC6 Plympton - Duchy College, Stoke Climsland via Plympt...**  
Stagecoach South West

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FIG 8 - Bus Stop Carkeel Barns services - 0.1mile from Proposed Property Tavy View



FIG 9 - Proposed Property Tavy View - Kitchen/Dining



*FIG 10 - Proposed Property Tavy View - Toilet/Utility*



*FIG 11 - Proposed Property Tavy View - Separate Staff Entrance*



*FIG 12 - Proposed Property Tavy View - Office Working Space*



*FIG 13 - Proposed Property Tavy View - Office Working Space & River View*



*FIG 14 - Proposed Property Tavy View - Office Working Space*



*FIG 15 - Current office only allows for 2 parking spaces - the rest of the staff have to park on the street, where there are lots of double yellows and HGV's constantly using the road they park on.*



*FIG 16 - Current Office Kitchenette - No space to sit down to enjoy a break.*



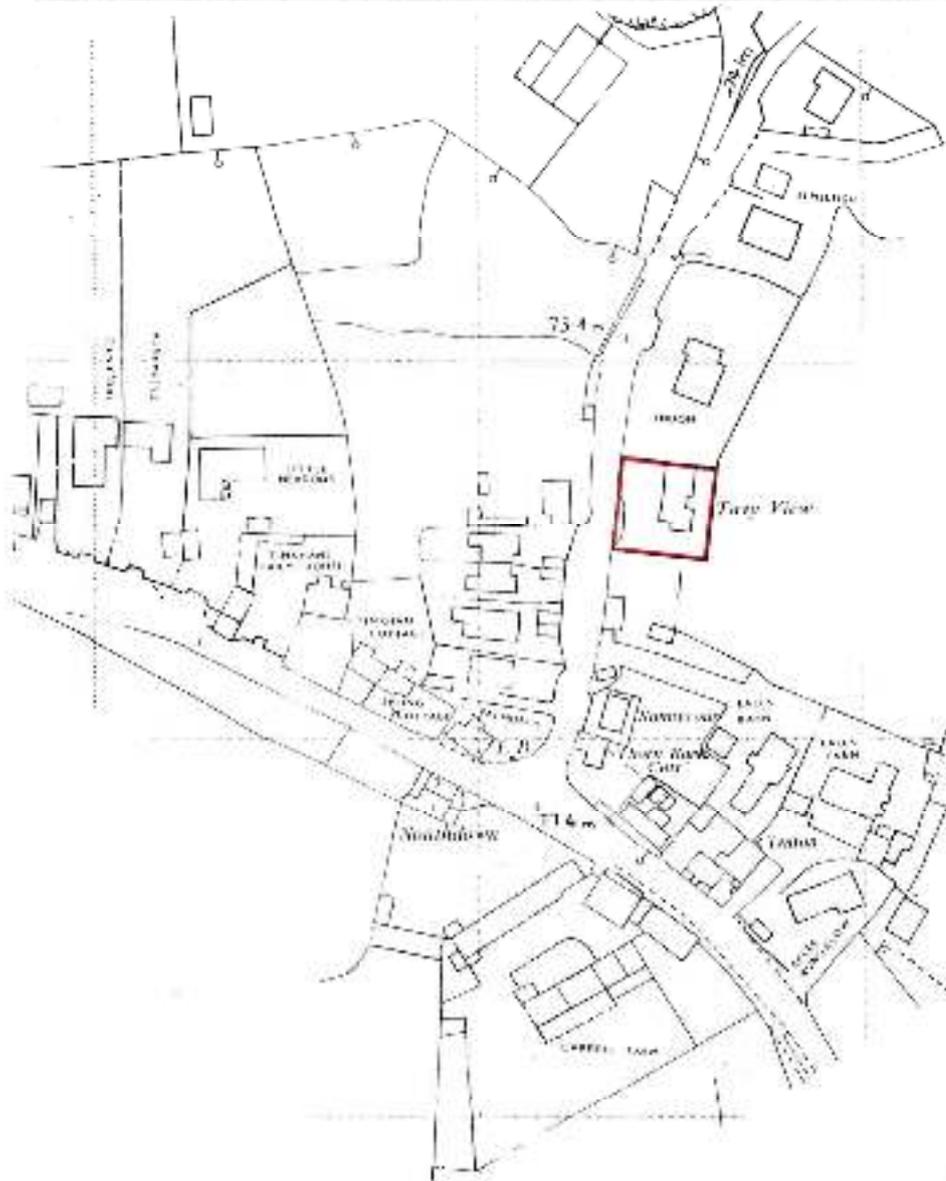
*FIG 17 - Current Office Toilet - no window to air*



*FIG 18 - Current Office Space for 6 employees is 33.37sqm, and the proposed new office space is 33.07sqm. (Please note this space is actually smaller due to boxed out area in top right of photo)*



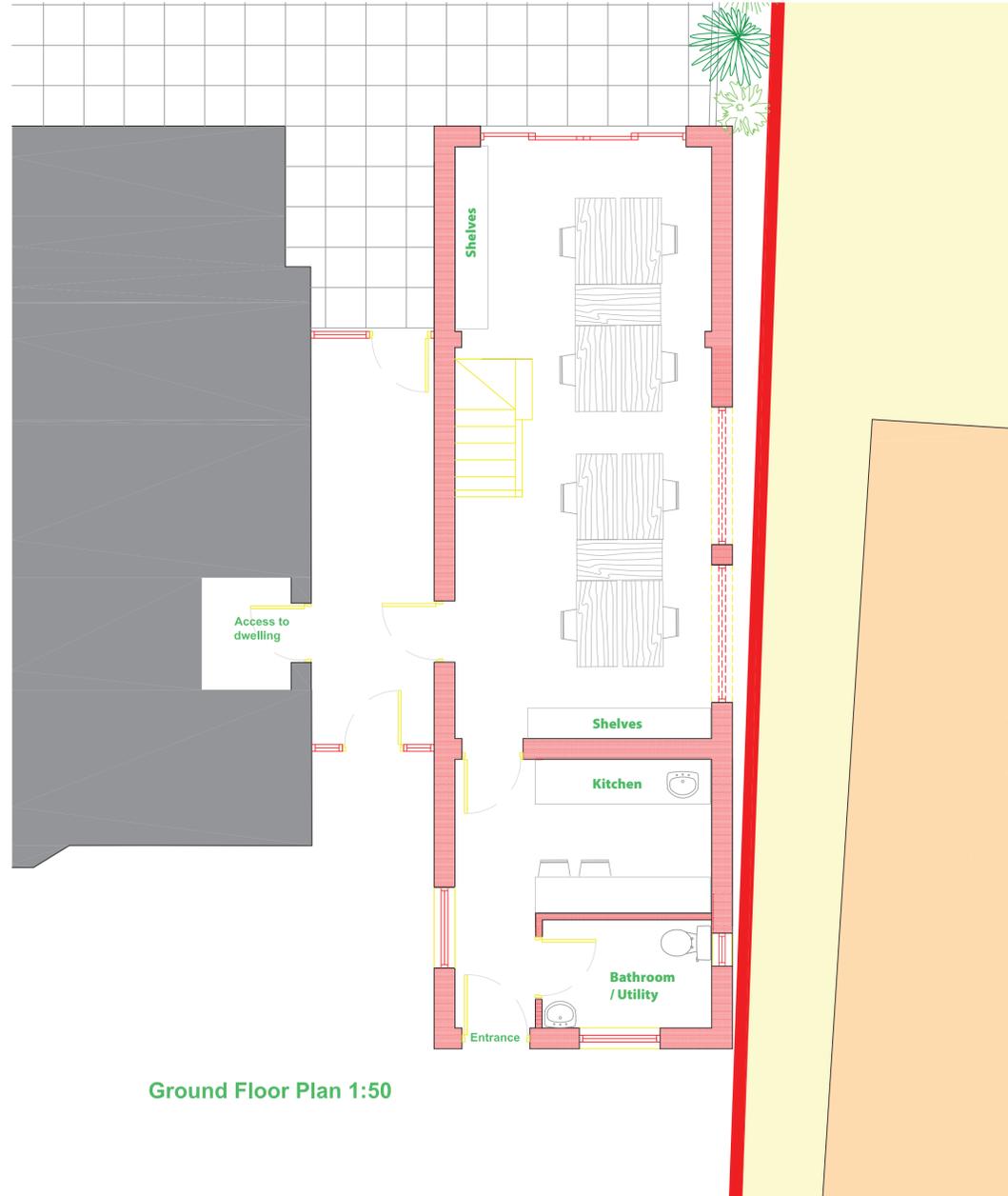
L.M. <b>H.M. LAND REGISTRY</b>		TITLE NUMBER <b>CL134610</b>		
ORDNANCE SURVEY PLAN REFERENCE	SX 4160	SECTION: A	Scale 1/1250 Derived from 1/2500	
COUNTY CORNWALL	DISTRICT GARDIN		© Crown copyright	



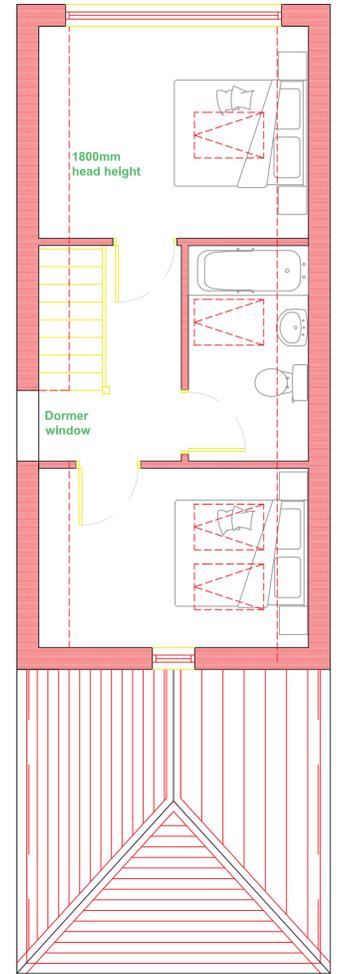
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Site Plan 1:100  
EV charge point exact location to be confirmed



Ground Floor Plan 1:50



First Floor Plan 1:50