



Saltash Town Council

Konsel An Dre Essa



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

13 May 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 19th May 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 or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX, **no later than three working days 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. 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,

A handwritten signature in black ink, appearing to read 'S Burrows'.

PP S Burrows
Town Clerk / RFO

To:

Essa	Tamar	Trematon
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. Civility and Respect Pledge Reminder.
The Town Council has adopted the Civility and Respect Pledge. Members are reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.
2. To elect a Chairman.
(Written Ballot)
3. To elect a Vice Chairman.
(Written Ballot)
4. Health and Safety Announcements.
5. Apologies.
6. 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.
7. 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 three working days 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.
8. To receive and approve the minutes from the Planning and Licensing Committee held on 21 April 2026 as a true and correct record. (Pages 6 - 17)
9. To review the Planning and Licensing Business Plan Deliverables and consider any actions and associated expenditure; (Pages 18 - 19)
10. To consider Risk Management reports as may be received.
11. To receive a report on Neighbourhood Priority Statements and consider any actions and associated expenditure. (Pages 20 - 35)

12. Planning:
a. Applications for consideration:

PA20/02746

Mr and Mrs Jane – **6 Linnet Court Latchbrook Saltash PL12 4UJ**

Single storey rear extension, with internal alterations. Boundary treatment works.

Ward: Trematon

Date received: 05 May 2026

Response date: 26 May 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDYGS5FGN5400>

PA26/02036

Mr Danny Butchers UK Wages – **The Annexe Tavy View Carkeel Saltash PL12 6NR**

Change of use of existing annex from C3 (dwellinghouse), to E(g)(i)(administrative office) to serve as the office for UK Wages, a local payroll business employing six members of staff.

Ward: Trematon

Date received: 05 May 2026

Response date: 26 May 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TCG41KFGKVZ00>

PA26/01750

Mrs. Pippa Hyam – **Wivelscombe Manor Elmgate Saltash Cornwall PL12 4QY**

Erection of machinery store.

Ward: Trematon

Date received: 06 May 2026

Response date: 27 May 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBVUSPFGG4M00>

PA26/01886

Mrs Karen Bowen – **28 Spencer Gardens St Stephens Saltash Cornwall PL12 4PE**

Conversion of existing garage to residential use.

Ward: Essa

Date received: 28 April 2026

Response date: 21 May 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TC3TGCFG L6N00>

PA26/02440

Mr Michael Bullock – **5 Deer Park Saltash Cornwall PL12 6HE**

Proposal to provide offroad parking at the front of 5 Deer Park, Saltash by removing the existing lawned area and building new retaining walls and a hard standing.

Ward: Tamar

Date received: 11 May 2026

Response date: 1 June 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDBI3EFGI6V00>

PA26/02792

Mr and Mrs D O'Brien – **25 St Stephens Road Saltash Cornwall PL12 4BG**

Loft Conversion to create two extra bedrooms with a shared dormer.

Ward: Essa

Date received: 11 May 2026

Response date: 1 June 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TE237SFGHS400>

PA26/03075

Mr and Mrs G Wellington – **1 Warraton Road Saltash Cornwall PL12 4HZ**

Construction of front entrance porch and garage/store. Formation of off road parking space.

Ward: Essa

Date received: 11 May 2026

Response date: 1 June 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TEMC6VFG1W400>

PA26/02892

St James Court (Saltash) Limited – **74-94 Fore Street Saltash Cornwall PL12 6JW**

Changes to the facade of the building following planning permission being granted under application PA24/09840

Ward: Tamar

Date received: 12 May 2026

Response date: 2 June 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TE918DFGLM500>

b. Tree applications:

None received.

c. Tree notifications:

None received.

13. Consideration of licence applications:

None received.

14. 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.

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

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

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

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

Date of Next Meeting: Tuesday 16 June 2026 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 21st April 2026 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, R Bullock, S Gillies, M Johns, G McCaw, S Miller, P Nowlan, B Samuels (Chairman) and B Stoyel.

ALSO PRESENT: 26 Members of the Public, 2 Representatives Persimmon Homes, D Joyce (Office Manager / Assistant to the Town Clerk) and E Lowton-Smith (Planning and General Administrator)

APOLOGIES: J Brady (Vice-Chairman), S Martin, L Mortimore, J Peggs, P Samuels and J Suter.

1/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/26/27 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 received.

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

None received.

3/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

A member of the public, on behalf of the resident who submitted the question, read the Public Question in accordance with the Town Council's Public Question Policy.

Date Received	Public Questions to the Town Council	Submitted By
16.04.26	<p>Question: We have the following question:</p> <ol style="list-style-type: none"> 1. Who will pay for the landscaping and ongoing maintaining of the greenspace proposed in the development. Will this be at the expense of the Saltash Council? Whilst it looks beautiful on plan, if it is not properly maintained or never implemented, this could leave the residents with an unsightly mess. 2. With the 1000 new homes being built at Treledan and then 300 new homes in this development, which could account for up to 5000 new residents in Saltash, how will existing services cope? e.g. Medical, GP, Schools, Recreation space, Roads, Waste and Sewerage. Is there a study that has been done on what the impact of these two developments will be to the existing community? The Treledan proposal was supposed to deliver a school and GP practice, and we would like to know under which conditions these would be provided. If this is not to be expected and further housing is being built we as a community have concerns about the wellbeing of the existing residents as well as the new ones who will arrive. If on the other hand, the Treledan development cannot complete its construction of the houses it has permission for, why is the council considering more housing? 3. We would like to know what the expected sales price point of the new properties will be. Will they be similar to what is offered in Treledan or higher or lower pricing? 4. The pedestrian access proposed in the North West Corner of the development would allow for pedestrians to enter into a narrow country lane that has cars exiting the A38. This lane is not 	P Gain

	<p>wide enough for two cars to pass easily, let alone to have pedestrians on it. We believe this would be a dangerous access point.</p> <p>5. Can we get an undertaking that there will be no further development west towards the village of Trematon? I believe that the council should show a commitment to maintain the rural, low density nature of the village of Trematon. Any further development closer to this village could damage the nature of the village and undermine the assets of those that live in the village.</p> <p>6. Is there an assurance that any housing provided by the council will firstly be for the benefit of local residents and not designed to attract or be used by other councils to relocate residents to Saltash?</p>	
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As the public question related to Agenda Item 9, To receive and note a presentation from Persimmon Homes regarding Latchbrook Farm, the Chairman announced that Agenda Item 9 would be brought forward and that the response to the public question would be taken under that item.

4/26/27

TO RECEIVE AND NOTE A PRESENTATION FROM PERSIMMON HOMES REGARDING LATCHBROOK FARM.

The Chairman welcomed representatives from Persimmon Homes to the meeting.

Chris Thorne, Head of External Affairs, and Jamie Grant, Head of Land and Planning, gave a presentation on an outline planning application relating to proposed development on land west of Latchbrook Farm.

The presenters introduced themselves and outlined their roles, emphasising their commitment to engage with the local community. Background information was provided on Persimmon Homes, its operations across Cornwall and West Devon and its intention to work collaboratively with local authorities to support housing delivery within Cornwall.

They highlighted that the company has a strong track record of providing homes for locals. Homes are typically 25% cheaper than most competitors, achieved through vertical integration and control of the supply chain, allowing costs to be consolidated. They emphasised that its contractor base is predominantly local, supporting local employment.

It was clarified that the company does not currently own the Latchbrook site but holds an option over the land, with planning permission to be sought at the appropriate time on behalf of the landowners. Subject to approval, Persimmon would then proceed with purchasing the site.

The presenters outlined the work undertaken since the site was submitted to Cornwall Council two years ago as part of the call for sites process, and provided an overview of the consultation timeline, including public engagement events and discussions with consultees.

Key issues raised during consultation included infrastructure, flood risk, and the relationship with neighbouring developments such as Treleden. The outline application proposes 300 homes and a community hub, with its final use to be shaped through ongoing local feedback. It was noted that while specific services cannot be guaranteed, the developer can provide necessary infrastructure and create opportunities for facilities.

The technical aspects of the proposal were summarised, including a revision to the access arrangements following feedback from National Highways, potential interest from stagecoach providing a bus service, and the intention to provide 58% open space on the site, with biodiversity net gain expected to exceed 10%.

It was highlighted that drainage assessments and ground water monitoring are currently ongoing. The design of the development aims to reflect local character, with a green corridor and open spaces across different parts of the site.

The public question submitted were answered within the presentation as follows:

1. Responsibility for maintaining public open space (POS) will reside with the Management Company (ManCo) for the site, which will be established should planning permission be secured and is standard practice across new-build developments. At the start, directors of the ManCo will be senior figures from Persimmon Homes Cornwall & West Devon – to be clear, these roles are not remunerated positions. When the site is complete, they will resign allowing for residents of the site to take control. The ManCo is funded through financial contributions from residents of the site in a manner similar to how leaseholders in a block of flat would contribute towards a communal pot to manage common areas.
2. During the determination process with Cornwall Council, the statutory providers of the forementioned services will be consulted on the Application. Any requirement for expansion / improvement in existing provision needed to accommodate the expected increase in residents from the development is

envisaged to be secured by financial Section 106 / CIL contributions. Following preapp and public consultation to include ' a community/mobility hub approximately 0.05ha, including uses in the use classes defined as E(a)/ E(c)/F2(a) (up to 225sqm GIA)'. Flexibility has been allowed dependent on the need.

3. Persimmon Cornwall & West Devon is proud of its record in supporting local first-time buyers, families and young people to buy their own home in the region. Our average selling price is 20% below the UK national average, while around 50% of private sales go to first-time buyers. It is not possible at this stage to predict future price points for properties that may come forward many years from now, particularly given detailed planning permission would still need to be secured even if the outline consent sought through this application is granted. However, maintaining an offer along the lines set out above remains an important part of our approach and identity as a responsible local developer. Our sales data also shows that a substantial majority of homes are sold to local people. For example, at our nearest live site in Liskeard, half of all sales have been to buyers from Liskeard itself, while 75% have been to customers from across Cornwall.
4. A traffic-free pedestrian and cycle access is also promoted from Broad Lane. This has been located to meet relevant highway design standards and also located to pick up the likely desire line for new residents accessing local facilities and public transport infrastructure. The North West active travel connection is indicative as part of this Outline Application, with further detail to be assessed and determined as part of any future Reserved Matters application.
5. Regarding further development west - This is a matter for Cornwall Council and Saltash Town Council as part of any future Local Plan Review and/or Neighbourhood Plan.
6. Regarding an assurance that any housing provided by the council will firstly be for the benefit of local residents - This is a matter for Cornwall Council (or any future Registered Provider) of the Affordable Housing. Mechanisms are typically written into the S106 agreement to ensure that local people are prioritised when it comes to the delivery of affordable housing on new developments. We will work constructively with Cornwall Council as the local authority and will ensure there is a cascade mechanism implemented to address local housing need. The market housing provision on site will be 'open market'.

Members raised questions regarding the potential impact of the development on local infrastructure, including the Tamar Bridge, GP provision, school capacity, access arrangements, public rights of way, and wastewater infrastructure.

Concerns were expressed about the increased pressure the development could place on GP services and schools. It was noted that the developer could provide space for facilities such as a community hub, intended to create opportunities for services should providers come forward.

A Member advised that Saltash primary schools had reduced intake numbers because of fewer young children in the town and vacancies not being filled, and were seeking to attract families to safeguard future funding.

Members of the public also raised concerns that new families could include children of secondary school age, leading to questions about how both primary and secondary education provision would be accommodated, particularly given that the local secondary school is already at capacity.

The Chair highlighted that the responsibility for GP provision, school provisions and wider infrastructure falls with Cornwall Council. These are assessed at later planning stages, with conditions on planning applications applied where necessary.

Questions were raised about the impact on the road network, including Tamar bridge and local junctions. Members also sought clarification on the proposed access arrangements, focusing on the location of the single access point and how traffic would move through the junction and connect to surrounding roads.

Concerns were raised about pedestrian safety, crossing points and access to nearby cottages. The presenters advised that traffic modelling had been undertaken across the network and indicated that the proposal would not create significant additional impact. Regarding the single access point, testing had been carried out for visibility and turning movements. No new links are proposed, and connections would be directed towards Saltash from the existing network.

Pedestrian and cycle access would be incorporated and existing routes such as the Latchbrook slipway would remain. The status of public rights of way would also remain in place and be incorporated as a green corridor within the development.

Members queried wastewater capacity and the effects of wastewater in conjunction with the ongoing development at Treleden. The presenters explained that detailed drainage strategies are carried out at a later stage following outline approval.

The Chair thanked the presenters.

As the presentation related to planning application PA26/02250, Members agreed to bring the application forward and took the application as the next item of business to be considered.

5/26/27

PLANNING:

a. Applications for consideration;

PA26/02250

Persimmon Homes Cornwall – **Land West of Latchbrook Farm Trematon Cornwall PL12 4RJ**

Outline permission with some matters reserved (appearance, landscaping, layout and scale) for residential-led development, including site preparatory works as necessary; up to 300 residential units (Use Class C3); a community/mobility hub approximately 0.05ha, including uses in the use classes defined as E(a)/E(c)/F2(a) (up to 225sqm GIA), with associated car parking, landscaping works and public realm; other open space including amenity green space, natural and semi-natural green spaces, equipped and natural play spaces; associated infrastructure and internal estate roads.

Ward: Trematon

Date received: 13 April 2026

Response date: 4 May 2026

The Chair noted that several public objections had been submitted on the Cornwall Council website.

Members discussed the application received with a focus on infrastructure capacity, access concerns and whether the timing of further development was appropriate.

Members discussed how and when contributions toward local facilities would be determined. It was advised by the Chair that infrastructure provision would be determined by Cornwall Council.

Concerns were raised that local infrastructure, particularly schools and the road network were already significantly under pressure and that further housing should not precede essential investment in these areas.

Some Members highlighted the ongoing Treleden development, suggesting it was too soon to assess its full impact before considering additional large scale housing developments.

Access arrangements were a concern, with comments that the proposed access appeared unsafe and was shoehorned into the existing layout, questioning its suitability for a development of this scale.

The Chair noted that the proposal conflicts with both the Saltash Neighbourhood Development Plan and Cornwall's Local Plan. The development is beyond the settlement boundary and was considered unjustified in protected countryside and open land area adjacent to the boundary line.

It was further stated that the proposed mitigation did not outweigh the harm to the spatial strategy, and that approving the application could undermine public confidence in the adopted planning policy.

Following a vote (9 in favour, 0 against, 1 abstentions), it was proposed by Councillor Miller, seconded by Councillor Johns and was resolved to **RECOMMEND REFUSAL** on the basis of the following points:

1. The proposal conflicts with the Saltash Neighbourhood Plan and Cornwall's Local Plan as it would result in development in an unsustainable location not supported by adopted planning policy;
2. The site lies outside the defined settlement boundary, is not allocated for development and is designated as protected countryside / open land within the Saltash Neighbourhood Plan. The proposed development is therefore considered unjustified and contrary to policies which seek to direct growth to sustainable locations;
3. Existing infrastructure capacity, including schools, highways and local services, is insufficient to support development of the scale proposed, and that no adequate or timely mitigation has been demonstrated as part of the proposal;
4. The proposed access arrangements were considered unsafe and unsuitable for a development of this scale and likely to give rise to highway safety issues.

The Chair thanked both the public and the presenters in attendance at this evening's meeting.

The meeting was adjourned at 7.30pm and reconvened at 7.35pm.

6/26/27 **TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 17 MARCH 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 (9 in favour, 0 against, 1 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Ashburn and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 17 March 2026 were confirmed as a true and correct record.

7/26/27 **TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS.**

Members agreed to take Agenda Items 6 and 7 together.

8/26/27 **TO REVIEW THE PLANNING AND LICENSING BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;**

Members noted the inclusion of Town Vision's recommendations on planning and licensing achievements against the Committee's objectives.

It was **RESOLVED** to note.

9/26/27 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

10/26/27 **PLANNING:**

a. Applications for consideration:

PA26/00940

Mr Brian Venables Brunel Recycling Limited – **Roodscroft Waste Management Facility Roodscroft Hatt Saltash PL12 6PJ**

Waste management facility and associated activities, including the erection and operation of a wash plant, raising the height of the existing waste materials building, extension to the workshop and provision of a sustainable drainage scheme.

Ward: Trematon

Date received: 12 March 2026

Response date: Extended to 22 April 2026

The Chair noted that a high number of consultee comments had been made but were expected due to the nature of the proposal.

Members acknowledged the benefits of the development to the waste facility, including improved recycling measures and additional local employment, but raised concerns regarding the recent removal of trees resulting in increased visibility of the building in an area in close proximity to an area of natural beauty.

The Chair read out comments from Tamar Valley National Landscape, confirming that the site is not within the designated national landscape but lies within its immediate landscape setting. The Chair also noted that the applicants landscape plans include substantial tree planting around the edge of the development.

Members felt further clarification was required, as the landscaping and screening shown at pre-application stage appeared not to be evident. The increased height and visual impact of the building were considered more imposing than previously understood due to the recent removal of existing trees.

It was proposed by Councillor Miller, seconded by Councillor McCaw and recommended to refuse due to:

1. Lack of detail regarding the landscaping;
2. Overdevelopment of the site;
3. The existing structure is more visually imposing due to the increased height.

Following a vote of 4 in favour and 6 against the motion was not carried.

Subsequently, following a vote (7 in favour, 3 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Ashburn and resolved to **RECOMMEND APPROVAL** subject to clarification of more substantial landscaping plan.

PA26/01946

Mr Darren Bennetts – **Sunnycourt Carkeel Saltash Cornwall PL12 6NR**

Single story two bedroom detached dwelling with two parking spaces; with two parking spaces also retained for the existing dwelling.

Ward: Trematon

Date received: 10 April 2026

Response date: 1 May 2026

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor McCaw and resolved to **RECOMMEND APPROVAL.**

PA26/01524

Mr Nigel Palk – **Myrtle Cottage Fairmead Road Saltash Cornwall PL12 4JQ**

Replace roof to garden room and extend to back of house. Convert garage to bedroom and utility/WC.

Ward: Tamar

Date received: 14 April 2026

Response date: 5 May 2026

Councillor Stoyel left the meeting.

Following a unanimous vote, it was proposed by Councillor Johns, seconded by Councillor Gillies and resolved to **RECOMMEND APPROVAL.**

b. Tree applications:

None received.

c. Tree notifications:

None received.

11/26/27

CONSIDERATION OF LICENCE APPLICATIONS:

Premises Name and Address	Shillingham Vineyard, Shillingham Manor, Saltash, Cornwall, PL12 4QU
Applicant	Shillingham Vineyard LLP
Application Accepted	02.04.2026
Application Type	Grant
Licensable Activities	Sale of Alcohol on and off sales
Reference	LI26_001321
Representations Deadline	30.04.2026
Licensing Officer	Fiona Cannon
Ward	Trematon

Councillor Stoyel returned to the meeting.

Following a unanimous vote, it was proposed by Councillor Bullock, seconded by Councillor Nowlan and resolved to **RECOMMEND APPROVAL.**

12/26/27

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.

13/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

14/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

15/26/27 **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 May 2026 at 6.30 pm

Rising at: 8.01 pm

Signed: _____
Chairman

Dated: _____

To review the Planning and Licensing Business Plan Deliverables and consider any actions and associated expenditure.

Report to:

P&L

Date of Report:

13.5.26

Officer Writing the Report:

Office Manager / Assistant to the Town Clerk

Purpose of the report:

To review the Planning and Licensing Business Plan Deliverables.

Officer's Recommendations

To review and note.

Report Summary

To review and note the Committee's achievements over the past month and provide feedback or input as appropriate.

Signature of Officer:

Office Manager / Assistant to the Town Clerk

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> <p>Emailed Councillors details of Aprils Neighbourhood Priority Statement training event delivered by Cornwall Council.</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>A working group has been established to review the proposed sale of Burraton Field and to write to Cornwall Council to express concerns regarding the lack of transparency throughout the process.</p> <p>Discussions with consultants to arrange a guest speaker for April's P&L committee, supporting early engagement on pre-application matters.</p> <p>Proactively gathered information on Neighbourhood Priority Statements through discussions with Cornwall Council and the Neighbourhood Plan Team, strengthening the Town Council's understanding and future planning approach.</p> <p>Reviewed planning paperwork following a decision and identified that an informed landscape assessment had been included in the application. The Chairman was notified to ensure transparency and to strengthen our working relationship with the stakeholder.</p> <p>Planning Administrator and Office Manager/Assistant to the Town Clerk attended Cornwall Councils NPS training event.</p>		

To receive a report on Neighbourhood Priority Statements and consider any actions or associated expenditure

Report to:

Planning and Licensing Committee

Date of Report:

06.05.2026

Officer Writing the Report:

Planning and General Administrator

Purpose of the report:

To receive a report on the revised National Planning Policy Framework and the emerging Cornwall Local Plan, and to consider supporting the preparation of a Neighbourhood Priority Statement and the commissioning of a bespoke Settlement Spatial Plan, to ensure Saltash Town Council can proactively manage development pressures and clearly set out local priorities.

Officer's Recommendations

Members are asked to consider whether they wish to proceed with the recommendations outlined in this report and resolve to:

1. Approve the submission of a Neighbourhood Priority Statement (NPS) to Cornwall Council and confirm by issuing a formal letter of designation;
2. Delegate authority to the Town Clerk to sign and submit the letter of designation on behalf of Saltash Town Council;
3. Approve the appointment of Company A at a cost of £14,950, plus in person meeting expense of £100 for the two visits, allocated to budget code 6275 PR EMF Neighbourhood Plan to deliver a Settlement Spatial Plan (SSP), noting that this will also enable a full and evidence-based review of the Saltash Neighbourhood Development Plan;

4. Delegate authority to the Office Manager, in consultation with a Neighbourhood Plan Working Group comprising of Cllrs B Samuels, P Samuels and Brady and consider appointing one other member, to oversee delivery of the NPS and SSP process;
5. Delegate authority to the Office Manager to manage any additional public engagement costs working within budget code 6275 PR EMF Neighbourhood Plan, with progress and expenditure reported back to future committee meetings.

Report Summary

The Government's revised National Planning Policy Framework (NPPF), effective from 12 December 2024, introduced significant changes to national planning policy, including an increase in Cornwall's annual housing requirement from 2,707 to 4,421 homes. In response, Cornwall Council has begun preparing a new Cornwall Local Plan (CLP), with adoption anticipated in June 2029. Further information, including the timetable, is available on Cornwall Council's website:

<https://www.cornwall.gov.uk/planning-and-building-control/planning-policy/cornwall-local-plan-2050/local-plan-timetable/>

As part of this process, Cornwall Council has requested that all town and parish councils prepare a Neighbourhood Priority Statement (NPS) to provide up-to-date local insight on community needs, priorities, and aspirations. Town and parish councils have been requested to submit a letter of designation by Tuesday 26 May 2026, confirming their commitment to preparing a Neighbourhood Priority Statement.

Although the NPS is not a statutory document and carries no formal planning weight, it will form an important part of the evidence base informing the emerging Local Plan. Engagement in this process is therefore essential to ensure Saltash's priorities are reflected and to reduce the risk of speculative or unplanned development, particularly given the town's proximity to Plymouth and increasing development pressures.

Saltash's current Neighbourhood Development Plan (NDP), adopted in 2022 and valid until 2030, remains in force. However, changes to national policy and emerging development pressures mean some policies may carry reduced weight, and the plan

does not reflect more recent potential development areas identified through the Call for Sites. Best practice supports periodic review to ensure continued relevance.

To support both the preparation of the NPS and a wider review of the NDP, a Settlement Spatial Plan (SSP) has been identified as an appropriate and proactive approach. An SSP would provide an evidence-based spatial framework for managing future growth, identifying infrastructure needs, and strengthening the Town Council's position in responding to planning applications and engaging with Cornwall Council and developers. Importantly, the SSP process includes structured community engagement, which can directly inform the NPS while also supporting a comprehensive review of the NDP.

Cornwall Council has not provided dedicated funding for the preparation of NPS documents. Both the NPS and SSP will require officer input and some level of community engagement expenditure; however, this work is considered essential to ensure that future development is appropriately planned and aligned with local priorities. Failure to progress this work may reduce the Town Council's ability to influence strategic planning decisions and respond effectively to development pressures.

Please see **Appendix A for further information on the SSP, inclusive of timescales, work entailed and associated costs.**

Appendix B provides an example presentation demonstrating effective community engagement undertaken as part of a successful SSP delivered by another council.

How Does This Meet the Business Plan?

A Settlement Spatial Plan would support several of Saltash Town Council's strategic priorities by providing a clear direction and framework for shaping Saltash future growth. It would also guide where high quality, affordable homes should be located in response to the increased housing numbers required. By considering different growth scenarios and associated infrastructure needs, the SSP can help the Council influence how future growth aligns with Saltash community priorities.

Quotes Provided

- Company A (**Attached as Appendix A**):
£14,950 + VAT Settlement Spatial Plan
In person meeting expense of £100 for the two visits.
- Company B: Declined to provide a quote due to existing workload and lack of capacity.
- Company C: Attempts continue to be made to contact a consultant previously involved in the NDP.

Saltash Town Council has attempted to obtain three quotations from suitable providers, however due to the specialist nature of the work only one quotation to date has been received.

The Settlement Spatial Plan is currently a specialist and relatively unique product, and at present there appears to be no directly comparable alternative suppliers.

Procurement Threshold

Does this project meet the procurement threshold?

No

If no, provide further information on how the project will meet the financial regulation requirements for contracts under the threshold. For example:

- For contracts greater than £3,000 excluding VAT the RFO shall seek at least 3 fixed price quotes

Budgets

Budget Codes: 6275 PR EMF Neighbourhood Plan

Budget Availability: £23,053

Signature of Officer:

Planning and General Administrator



Dawn Joyce
Assistant to the Town Clerk
Saltash Town Council

BY EMAIL

Date 27 April 2026
Our Ref 5026_027

Dear Dawn,

Saltash Settlement Spatial Plan Proposal

Further to our recent Zoom meeting I set out below a proposal to produce a Settlement Spatial Plan (SSP) with Saltash Town Council.

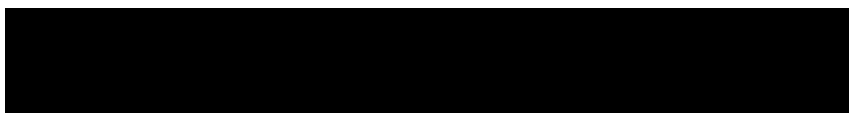
As we explained, we have designed this new product for town and parish councils to be proactive where they are facing likely large scale development proposals.

This is particularly useful where there is likely to be a period of several years without an up to date Local Plan. Although Cornwall Council (CC) has begun working on its new Local Plan it won't be in place for perhaps four years. This exposes Saltash to the risks of speculative planning applications, which you are now beginning to see, with potentially serious consequences for the town's infrastructure and character.

Our SSP product can serve a number of purposes:

- to shape emerging Local Plan proposals
- to inform representations made on major planning applications and appeals
- to scope out the site allocation and other policy options in a new neighbourhood plan

CC has not yet published the templates for its new Neighbourhood Priority Statement (NPS) approach but based on our review of its completed pilot work, we believe an SSP will have an excellent fit. Only some minor adaptations may be needed to deliver a timely and credible output that will meet CC's needs and establish a clear position for the Town Council. Should CC not fully embrace the outcome of the SSP in its Local Plan, then the Town Council will have an important evidence base to challenge the Local Plan at its examination in due course.



SSP Key Features

The SSP is based on an exploratory scenario planning (XSP) method through which a small number of technically plausible future scenarios for the town are built and tested with stakeholders – the local communities, infrastructure operators (e.g. schools, surgeries, utilities etc), the LPA(s) and land interests.

The scenarios expose the crucial inter-relationships between population growth and distribution on the one hand, with the supporting infrastructure – social, commercial, transport, green and utilities – on the other. They do not therefore leave such matters as ‘somebody else’s problem’ to resolve at a later, most often too late, stage.

The method is highly creative and enables the Town Council to use its deep understanding of how the town functions in reality to inform the scenarios. It also avoids trying to predict the future and leaving a future plan a hostage to fortune. Instead, it will enable the Town Council, and we would hope CC via the NPS output, to adopt a flexible strategy that can anticipate and react to events into the medium term.

For clients wanting to go beyond the technical exercise and to engage their local communities in debating the scenarios, which we encourage, we help them develop stimulating online and offline content. Here, CC will expect such an engagement stage as part of its NPS templated process in any event. But we also encourage and support clients to engage with the most relevant infrastructure providers and even land interests to understand their positions.

Our core role is to manage the project, build the scenarios for your team to validate, guide the stakeholder engagement activities and facilitate the two workshops. We produce the workshop slide packs and output notes for the Steering Group, and then the final SSP report.

We are pleased that SSPs have proven very popular with town and parish council clients across the country over the last year. We have delivered more than a dozen in a wide variety to settlements, including those larger (St. Neots) and smaller than Saltash, and some a similar size (Buckingham). In one very recent case in Essex, we have now been appointed by the local planning authority itself to take an SSP output for a 2,500 home strategic growth area (we produced for a parish council) and help it convert the main features into a new Local Plan policy.

Scope of Work

Our SSP scope comprises:

- Data mapping and evidence gathering
- Stakeholder mapping and analysis with the Steering Group
- Scenario building
- Scenario testing through stakeholder (including community) engagement
- Preferred strategy and action plan recommendations

We would then frame the SSP output to reflect CC’s NPS preferences, on the assumption that should be a straightforward task.

It includes an online inception call, two online steering group meetings and two in-person workshops of the steering group and invited stakeholders. We also make time for occasional communications via email and phone call and for helping you liaise with CC as necessary.

The output is an illustrated report that summaries the process followed, the evidence analysed, the nature of the engagement activities and the preferred strategy and actions arising from that work. This is presented to the steering group to take forward once approved.

Project Team

I will lead the ONH project team with support from other team members that are expert in data mapping, community engagement and document production. I am one of the very few UK-based members of the international Consortium for Scenario Planning and have led on most of our SSP projects in major towns so far. I have over 30 years' of professional planning experience and ten years in the corporate sector.

Timetable

We would be able to commence the project within four weeks of appointment, with the final report expected four to five months after project commencement, depending on the summer holiday period.

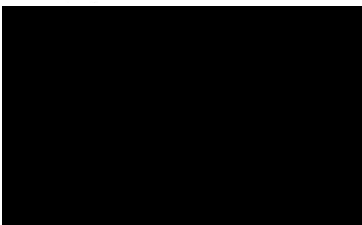
Fee

The fee product is priced at **£14,950 + VAT**. We will also charge an in-person meeting expense of £100 for the two visits (there is no fee for online meetings). There are no other expenses. We would invoice in three equal sums on appointment, at the mid-point and on completion.

In making its decision I respect that the Town Council may wish to test the market. However, we know that at present the SSP product is unique with no effective substitutes yet available. I am therefore mindful that our other SSP clients have appointed us using the NALC Model Financial Regulations that allow for competitive quote exemptions in this type of circumstance.

If you have any queries, please come back to me.

Best regards,



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NEIGHBOURHOOD DEVELOPMENT PLAN

What is a Neighbourhood Plan?

A neighbourhood plan is a way of deciding:

- Growth
- Environment
- Facilities
- Design

for Buckingham as a whole.



What can happen without a Neighbourhood Plan?

Without a neighbourhood plan these things are more likely:

- unplanned and uncoordinated speculative development
- inadequate facilities overall

Isn't there already a Neighbourhood Plan?

The previous neighbourhood plan is now nearing the end of its useful life. Since 2015 changes have been made to planning, allowing Buckingham to be more detailed about what kind of development it wants and needs in our plan.





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NEIGHBOURHOOD DEVELOPMENT PLAN

What is Buckinghamshire Local Plan?

The Local Plan and the Neighbourhood Plan together form the overall development plan for Buckingham and the county.

Buckinghamshire Council is currently researching a new Local Plan. All of the sites we are looking at in the scenarios consultation were submitted to Buckinghamshire Council in their call for sites.



How does the wider area influence Buckingham?

Development pull factors for the north of the county - Buckingham is close to new city Milton Keynes, Silverstone and the East West Rail Station at Winslow.

Push factors away from developing in the south of the county - London's Green Belt and the Chiltern's Area of Outstanding National Beauty.



What can we do?

By being realistic with Buckingham's Neighbourhood Plan we can ensure new homes allocated to Buckingham through the Local Plan go in the right areas, with the necessary facilities that town residents want and need.





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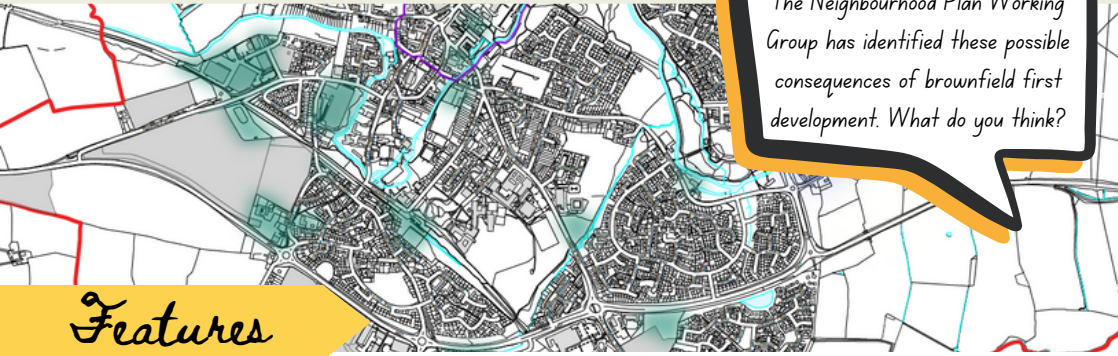
NEIGHBOURHOOD DEVELOPMENT PLAN

IN ALL SCENARIOS: BROWNFIELD FIRST

Brownfield sites are those inside the town's existing boundary. This could be up to 650 homes and 2,000 more people (13% increase). The town would need 190 new primary school places, 130 new secondary school places and a new GP.

As many sites would be less than 10 houses, this won't trigger contributions for local facilities and these may not be built.

The Neighbourhood Plan Working Group has identified these possible consequences of brownfield first development. What do you think?



Features

- Less impact on the countryside
- Most houses would be smaller than average - which suits older downsizers, and younger first time buyers and renters
- Less car dependent as most locations already in walking distance of town centre or active travel routes around the town
- Boost for the town centre - increasing footfall and night time economy and less empty retail units
- Opportunity to improve town's appearance in key locations
- Could allocate space for sixth form centre or other key buildings

other things to consider

- High density housing - impact on local character, appearance and heritage assets
- May mean fewer large homes and fewer affordable homes
- Potential parking and traffic issues
- Some 'brownfield' is currently green space, existing buildings or in industrial use
- Little planning gain - most sites are small and don't trigger contributions towards facilities like schools
- Lack of facilities may make town less attractive for families



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NEIGHBOURHOOD DEVELOPMENT PLAN

SCENARIO ONE: SOUTHERN EXTENSION

Building on brownfield only arguably doesn't work. It may add more pressure on the town without providing the facilities needed.

Building to the south could be up to 3,250 homes and increase the population to 22,500 (50% increase). The town would need 900 new primary school places (2 new schools), 650 secondary school places (expand existing schools) and 3 new GPs (new large surgery).



The Neighbourhood Plan Working Group has identified these possible consequences of scenario one development. What do you think?

Features

- Location would provide good connections to new train station at Winslow
- More affordable housing
- Broader mix of homes including family homes
- Provide facilities, including new primary schools, to the south of

the town, meeting demand in the existing area

- New southern distributor road, better connecting Lace Hill and Gawcott Road - may make commuting towards Milton Keynes easier, and reduce residential traffic on A421

other things to consider

- Loss of land west of London Road, planned for industrial use
- Greater car dependency without upgrading public transport, walking and cycling infrastructure
- Difficult to create active travel (walking and cycling) from south to town centre
- Lack of existing facilities to south of town
- Additional car parking needed in the town centre

- Might increase 'commuter town' identity and won't deliver A421/A422 link road to west
- Carbon release from land, and loss of land for future carbon capture
- increased demand on utilities infrastructure and waste facilities, challenges in upgrading facilities



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NEIGHBOURHOOD DEVELOPMENT PLAN

SCENARIO TWO: WESTERN EXTENSION

Building to the west could mean up to 2,000 new homes and increase the population to 20,000 (33% increase). The town would need 580 new primary school places (1 new school), 420 new secondary school places (expand existing schools) and 2 new GPs (new surgery).



The Neighbourhood Plan Working Group has identified these possible consequences of scenario two development. What do you think?

Features

- Could mean a link road between A421 and A422, easing town centre traffic issues.
- Improves access to jobs in Silverstone
- More affordable housing
- Broad mix of types of homes
- New primary school in the west would also serve existing homes in the area, improving facilities in the area

other things to consider

- Residents may be reliant on cars to reach town centre or new train Winslow train station, unless cycle and walking routes improved
- Additional car parking needed in the town centre
- Carbon release from land, and loss of land for future carbon capture
- Some sites may be at risk of flooding
- Would significantly increase demand on utilities' infrastructure and waste facilities, challenges in upgrading and securing land for new facilities on time



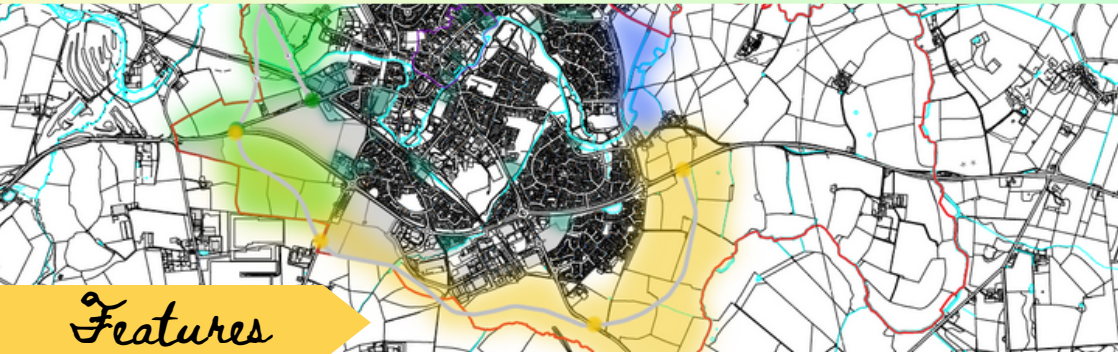
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NEIGHBOURHOOD DEVELOPMENT PLAN

SCENARIO THREE: SOUTHERN & WESTERN EXTENSION

Building to the west and south could mean up to 4,250 new homes and increase the population to 25,500 (70% increase).

The town would need 1,300 new primary school places (3 schools) and 900 new secondary school places (1 school) and 4 new GPs (new large surgery).



Features

- The same key features from Scenarios 1 and 2 would likely be true for Scenario 3
- Could create enough funding to invest in public transport hubs, creating connectivity to new Winslow train station and Silverstone Park
- Also likely to create enough development funding to create new link roads in key locations including to the south of town and A421/A422

other things to consider

- Active travel – walking and cycling routes, from some sites may be difficult
- Increase in car use
- Scale of development would be significant
- Would significantly increase demand on utilities infrastructure and waste facilities and therefore in upgrading and securing land for new facilities on time

The Neighbourhood Plan Working Group has identified these possible consequences of scenario three development. What do you think?

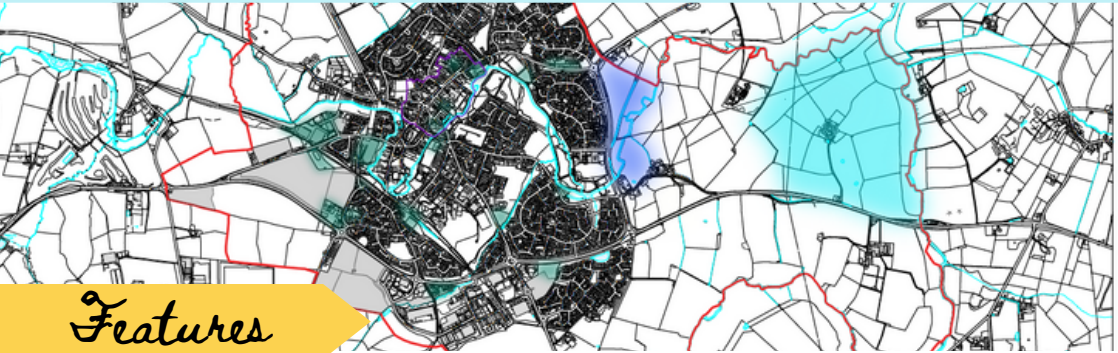


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NEIGHBOURHOOD DEVELOPMENT PLAN

SCENARIO FOUR: SATELLITE VILLAGE

Land put forward in the call for sites around White House Farm, in Bourton, within Buckingham's parish boundary but outside the town's edge, could create a satellite village. This scenario would lead to 2,200 new homes and increase the population to 20,000 (33% increase). Given its scale and location the development would need to be self-contained, with its own primary school, GP surgery, community centre, open spaces and shops.



Features

- More affordable housing
- Broad mix of types of homes, including family homes
- Avoids town growing outwards for a number of years

other things to consider

- Would not lead to many infrastructure improvements in the town itself, including roads, public transport or active travel
- Greater car dependency as no employment sites or secondary school in the village
- Greater landscape effects in a Local Landscape Area
- Carbon release from land, and loss of land for future carbon capture

The Neighbourhood Plan Working Group has identified these possible consequences of scenario three development. What do you think?



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NEIGHBOURHOOD DEVELOPMENT PLAN

What is a Design Code?

A design code is an additional document that makes up part of a neighbourhood plan. The design code can require developers to build new homes within particular rules the town sets. Including:

- Using and protecting historic design features specific to Buckingham
 - How streets are laid out, including making space for cycling, walking, parking and public transport
 - How nature and green spaces should be part of each development: rivers, trees, flooding and biodiversity
 - How buildings and streets should look
 - Energy efficiency requirements for buildings
 - How public spaces should look, feel and work for the communities that will use them
- A new design code will be created, using local and expert knowledge.



Why is the Canal marked on all scenarios?

You may have noticed that alongside the Brownfield sites all scenarios include the potential development of the Buckingham canal area.

This idea was agreed in the original neighbourhood plan, and stated that there could be development in the canal area, but only where certain conditions were met - including being beneficial to the historic significance of the canal arm. Does this still hold?





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NEIGHBOURHOOD DEVELOPMENT PLAN

What happens next?

- Scan the QR code to give your feedback or use the postcards provided at a pop up event.
- Services that would be impacted by new development have been asked for feedback, including transport, education, housing and health
- The working group has also commissioned local studies to build evidence about housing and environmental needs for the area
- Where evidence is found that specific sites would not be suitable for development they will be removed from any proposed plans going forward
- The feedback and evidence will be brought together. This will help the working group to decide which scenarios are possible and which may not work
- A draft of the new Buckingham Neighbourhood Development Plan and Design Code will be prepared by the working group.
- There will be further consultation on this draft.



Final steps: referendum

Finally, residents will be invited to vote on whether they agree with the final plan in a formal referendum

