



Saltash Town Council

Konsel An Dre Essa



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

9 September 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 15th September 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,

PP S Burrows
Town Clerk / RFO

To:

Essa	Tamar	Trematon
A Ashburn R Bickford R Bullock L Mortimore P Samuels Vacancy	S Gillies M Johns S Martin P Nowlan (Vice-Chairman) J Peggs J Suter	S Miller B Samuels (Chairman) B Stoyel S Slavin

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. Health and Safety Announcements.
3. Apologies.
4. 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.
5. 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.
6. To receive and approve the minutes from the Planning and Licensing Committee held on 18 August 2026 as a true and correct record. (Pages 6 - 13)
7. To consider Risk Management reports as may be received.
8. To receive and note recent Five Day Protocol Survey poll responses. (Pages 14 - 17)
9. To review the Planning and Licensing Business Plan Deliverables and consider any actions and associated expenditure; (Pages 18 - 19)
10. To receive a report on the Neighbourhood Planning Review and consider any actions and associated expenditure.

11. Planning:
a. Applications for consideration:

PA26/05533

Mrs Amelia Back - **Pendennis Trematon Saltash Cornwall, PL12 4SA**

Erection of a single rear extension. Erection of replacement side extensions with pitched roofs; and replacement of the existing roof, including replacement dormers; erection of a car port.

Ward: Trematon

Date received: 17 August 2026

Response date: Extended to 18 September 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJERD2FGM6H00>

PA26/05365

Messers K, S And M Hodge, Pickstone And Blank - **Land North East Of Latchbrook Farm Liskeard Road Saltash PL12 4RJ**

Proposed erection of three self-build dwellings, the formation of a new vehicular access together with associated works

Ward: Trematon

Date received: 17 August 2026

Response date: Extended to 18 September 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJ1HLSFGL6000>

PA26/05464

Mr D Beer - **14A Wearde Road St Stephens Saltash Cornwall PL12 4PP**

Erection of 1 number four bedroom house

Ward: Essa

Date received: 19 August 2026

Response date: Extended to 18 September 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJAM2FFG10U00>

PA26/05660

Mr James Artingstall Bloor Homes Exeter Limited - **Land At Phase 4, Treledan Broadmoor Farm Stoketon Saltash PL12 4SA**

Demolition of an existing barn and the construction of new residential development of 156 dwellings, public open space/landscape planting, pedestrian, cycle and vehicular links and associated infrastructure

Ward: Trematon

Date received: 25 August 2026

Response date: Extended to 18 September 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJPHHTFGLGK00>

PA26/05790

Mr Sangit Sedhain - **9 Meadway St Stephens Saltash Cornwall PL12 4NU**
Change of use from dwelling (Use Class C3) to children's care home (Use Class C2)

Ward: Essa

Date received: 25 August 2026

Response date: Extended to 18 September 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TK0LHIFGIQQ00>

PA26/05589

Helen and Megan Walker – **Mariner's Muse Antony Passage Saltash Cornwall PL12 4QT**

The provision of a new garage with studio/home office and new balconies to the existing dwelling.

Ward: Trematon

Date received: 25 August 2026

Response date: Extended to 18 September 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJLMLUFGIUB00>

PA26/05945

Mr and Mrs Robinson - **4 Frith Road Saltash Cornwall PL12 6EL**

Front and rear single storey extensions with rear decking and internal alterations with variation of Condition 2 of Decision Notice PA24/03713 dated 05.08.2024

Ward: Tamar

Date received: 2 September 2026

Response date: 23 September 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TKC3DFFGI0U00>

b. Tree applications:

None received.

c. Tree notifications:

None received.

12. Consideration of licence applications:

None received.

13. 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.
14. To consider any items referred from the main part of the agenda.
15. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
16. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 20 October 2026 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 18th August 2026 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, R Bullock, S Miller, L Mortimore, J Peggs, B Samuels (Chairman), P Samuels, B Stoyel and J Suter.

ALSO PRESENT: 2 Members of the Public, D Joyce (Office Manager / Assistant to the Town Clerk), E Lowton-Smith (Planning and General Administrator) and E Langdon (Communications and Engagement Officer) Cornwall Councillor Hilary Frank.

APOLOGIES: S Gillies, M Johns, P Nowlan (Vice-Chairman) and S Slavin.

60/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were 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.

61/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

62/26/27 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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
Bullock	PA26/04798	Non-Pecuniary	Known to the applicant	Yes

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

None received.

63/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None received.

64/26/27 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 21 JULY 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, 2 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 21 July 2026 were confirmed as a true and correct record.

65/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

66/26/27 TO REVIEW THE PLANNING AND LICENSING BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

It was **RESOLVED** to note.

67/26/27 TO RECEIVE A REPORT ON THE NEIGHBOURHOOD PLANNING REVIEW AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and noted the Officer's report contained within the circulated reports pack and considered the stakeholder groups identified within the stakeholder matrix.

During discussion of those proposed to be invited to the stakeholder engagement session scheduled for September, Members queried the omission of Cornwall Council Ward Members from the list of invitees and sought clarification from the Steering Group.

Members acknowledged the valuable local knowledge, strategic understanding and community insight that Cornwall Council Ward Members could contribute to the process and were of the view that they should be invited to participate in the September stakeholder engagement session.

The Office Manager / Assistant to the Town Clerk (OM/AttTC) provided clarification regarding the purpose of the stakeholder matrix and the initial scenario-building workshop scheduled for September. Members

were advised that the stakeholder matrix is a working document and that stakeholder categories may evolve throughout the project as engagement requirements develop.

Further clarification was provided regarding the relationship between the Settlement Spatial Plan (SSP) being undertaken by Saltash Town Council and Cornwall Council's Local Plan process, including how the SSP will support the development of the Town Council's Neighbourhood Priority Statement (NPS) for submission to Cornwall Council.

The OM/AttTC further advised that the SSP engagement programme is being led by Saltash Town Council to identify local priorities and explore possible growth scenarios for Saltash, with the outcomes informing the preparation of the Council's NPS.

The OM/AttTC additionally advised that Cornwall Council would be facilitating a separate Local Plan stakeholder workshop on 29 September. Whilst some stakeholders may choose to participate in both events, Members noted that the SSP stakeholder workshop and Cornwall Council's Local Plan stakeholder workshop are distinct engagement exercises serving different purposes.

Questions were raised regarding the inclusion of the Tamar Valley National Landscape, the Duchy of Cornwall, landowners and amenity groups within the initial stakeholder workshop.

In response, the Chairman outlined the rationale for their inclusion, noting the potential contribution these organisations could make in relation to infrastructure considerations, including water supply and flood risk matters. The OM/AttTC further advised that landowners may be able to provide information in relation to potential development opportunities and site constraints.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Peggs and **RESOLVED:**

1. To approve the stakeholder matrix, as attached, and confirm that the following stakeholder groups be invited to attend the initial stakeholder engagement workshop scheduled for 21 September 2026;

- Cornwall Councillors;
- Cornwall Council Planning Officers;
- Cornwall Highways;
- Saltash Town Councillors and Officers;
- Amenity Groups;
- Healthcare;
- Environment Agency;
- Duchy of Cornwall;
- Tamar Valley NL Board.

2. To place Land Owners into the 'Keep informed' category of the stakeholder matrix;
3. To note that the final in-person visit from ONH will take place on 21 September and that, thereafter, the remaining work will be led by Members and Officers, with ONH providing support and advice as required;
4. To note that the stakeholder matrix, as attached, is a working document and may be amended throughout the Settlement Spatial Plan process as engagement requirements evolve.

68/26/27 TO RECEIVE CORNWALL COUNCIL'S PLANNING PROTOCOL REVIEW AND ENGAGEMENT SURVEY AND CONSIDER ANY ACTIONS.

Members received and noted the report regarding Cornwall Council's Planning Protocol Review and considered submission of a response on behalf of the Town Council to the future engagement survey.

The Chairman encouraged Members to participate in the consultation by submitting individual responses, in addition to any collective response made by the Town Council.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to delegate to the Planning and General Administrator to collate Members' comments on the Cornwall Council's Planning Protocol Review and submit a response on behalf of Saltash Town Council before the consultation deadline on 17 September 2026.

69/26/27 TO RECEIVE THE SCOPING CONSULTATION FOR SOUTH HAMS AND WEST DEVON JOINT LOCAL PLAN AND CONSIDER ANY ACTIONS.

Members received and noted the report and considered the merits of submitting a response on behalf of the Town Council to the South Hams and West Devon Joint Local Plan Scoping Consultation.

The Office Manager / Assistant to the Town Clerk (OM/AttTC) advised that similar scoping consultations had recently been received from neighbouring town and parish councils. Due to ongoing national changes to the planning policy framework and the requirement for local authorities to review their Local Plans, such consultations are being issued frequently and are often accompanied by relatively short response deadlines.

The OM/AttTC suggested that Members may wish to consider delegating authority to the Planning and General Administration Committee, in consultation with the Chairman and Vice Chairman, to

consider Members' comments and prepare and submit a response on behalf of the Town Council where future consultations are received within constrained timescales.

During discussion, Members requested that a link to the current scoping consultation be circulated to enable them to review the document and provide comments for consideration.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to:

1. To note the report and delegate authority to the Planning and General Administrator to collate Members' comments on the South Hams and West Devon Joint Local Plan and submit a response on behalf of Saltash Town Council before the consultation deadline on 17 September 2026;
2. To delegate authority to the Planning and General Administrator to coordinate responses to Local Plan surveys and consultations on behalf of the Town Council, by collating Members' comments and preparing a draft response for consideration and approval by the Chairman and Vice-Chairman prior to submission.

70/26/27 PLANNING:

a. Applications for consideration:

PA26/04762

Mr Johannes Jansen – 26 Hobbs Crescent Saltash Cornwall PL12 4JJ

Proposed Side and Rear Extensions

Ward: Tamar

Date received: 21 July 2026

Response date: Extension 20 August 2026

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

PA26/05238

Kensington Alice Jefferies - Waitrose Ltd Tamar View Industrial Estate Prideaux Close Saltash PL12 6LD

Advertisement Consent for 3 off Building Letters; 1 off Totem; 1 off Hotem; 3 off. Banner signs; 1 off Vehicle Entrance Freestanding Panel; 1 off Service Vehicle. Freestanding Panel' 1 off Bicycle Park Freestanding Panel; 3 off Customers with Children. Freestanding Panel; 6 off Blue Badge Holders Freestanding Panel; 8 off Trolley Bay Vinyl; 1 off Opening Hours; 1 off Safety Manifestations; 1 off Bus Service. Freestanding Panel; 1 off Welcome Letters; 2 off Charging Point Panel; 1 off Waite & Rose - Bus Stop; 1 off Fade to clear vinyl;

1 off Photographic block out vinyl; 1 off Cafe Vinyl; 1 off Pick Up Vinyl; 1 off Uber Eats, Deliveroo & Just Eat Panels; 1 off Cafe Pavement Board; 1 off Britannia Entrance Sign (existing post); 1 off Britannia Entrance Sign (new post); 13 off Britannia Max Stay Reminder; 2 off Britannia Blue Badge 450x600 (existing post); 2 off Britannia Blue Badge 450x600 (new post); 3 off Britannia T&C 600x800 (existing post) and 4 off Britannia T&C 600x800 (existing post).

Ward: Trematon

Date received: 6 August 2026

Response date: 27 August 2026

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

Councillor Bullock declared an interest in the following item and left the meeting.

PA26/04798

Saltash RFC – Saltash Rugby Football Club Moorlands Lane Saltash Cornwall PL12 4HJ

Installation of new lighting columns along with LED floodlighting to the 1st team Rugby pitch to 200lux.

Ward: Tamar

Date received: 10 August 2026

Response date: 31 August 2026

Members noted comments on the Cornwall Council planning register regarding the accuracy of the submitted site plan and the potential impact of the proposed lighting on wildlife.

The Chairman read advice from the Cornwall Council Planning Officer confirming that if there were any matters relating to land ownership or site boundaries, these are easily resolved and are not a reason to object to the application.

The applicant present at this evenings meeting was invited to speak and responded to Members' questions regarding the proposed operating times of the lights and anticipated installation timescale.

Following a unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL**, subject to Cornwall Council considering appropriate conditions to minimise the impact on wildlife and to ensure that the timing of the floodlighting is used only for matches and training.

Councillor Bullock was invited and returned to the meeting.

PA26/04516

Mrs Laura Viant Cornwall Council – Saltash Community School
Wearde Road St Stephens Saltash PL12 4AY

Proposed construction of a new classroom building, to provide two general teaching classrooms, breakout space, sanitary facilities and associated areas, along with associated site works to provide access to the building.

Ward: Essa

Date received: 11 August 2026

Response date: 1 September 2026

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

a. Tree applications:

None Received.

b. Tree notifications:

None Received.

71/26/27 CONSIDERATION OF LICENCE APPLICATIONS:

None received.

72/26/27 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.

73/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

74/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

75/26/27 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 15 September 2026 at 6.30 pm

Rising at: 7.15 pm

Signed: _____
Chairman

Dated: _____

To receive and note recent Five Day Protocol Survey poll responses

Report to:

Planning and Licensing Meeting

Date of Report:

8 September 2026

Officer Writing the Report:

Planning and General Administrator

Purpose of the report:

To receive and note the outcome of a survey poll undertaken in accordance with the Five Day Protocol.

Officer's Recommendations

Members are asked to note the results of the Survey Poll relating to Planning Application PA26/00853 and Advertising Consent Application PA26/00854 for the proposed installation of a Pulse Smart Hub with integrated digital screens at 6 Fore Street, Saltash.

Report Summary

The Five Day Protocol is a process used by Cornwall Council when its Planning Officer's recommendation differs from the comments submitted by Saltash Town Council on a planning application.

In these cases, the Town Council is given five working days to consider the officer's reasons and decide whether to change or maintain its original view before the application is determined. If the Town Council wishes to maintain its original view, it may also request that the application is considered by Cornwall Council's Planning Committee before a final decision is made.

This process ensures the Town Council has an opportunity to respond before the application is determined.

Planning and Licensing Held on 17 March 2026, Minute Nr 144/25/26

PA26/00853 and PA26/00854 - Pulse Smart Hub, Fore Street

At its meeting on 17 March 2026, the Planning and Licensing Committee resolved to recommend refusal of applications PA26/00853 and PA26/00854 on the grounds that the proposals conflicted with the Saltash Neighbourhood Development Plan Policies ENV2 and TC2, on the basis of the following points:

1. Harm to visual amenity and local character from an intrusive illuminated digital display;
2. Increased street clutter impacting the appearance and accessibility of the public realm;
3. Light pollution and potential disturbance to nearby residential properties;
4. Advertising content not aligned with the local town centre identity, favouring national commercial advertising;
5. Highway safety concerns due to close proximity to roadside with the potential distraction to drivers.

Following this resolution, Cornwall Council invoked the Five Day Protocol as the Planning Officer intended to recommend approval of the applications. The Planning Officer advised that:

- The Town Council's concerns regarding visual impact, street clutter, light pollution, advertising content and highway safety had been carefully considered.
- Highway concerns relating to an additional hub near the Fore Street/Wesley Road junction were addressed through its removal from the proposal. Following this amendment, Highways Development Management raised no objection to the remaining hub outside 6 Fore Street.
- The remaining hub is modest in scale (approximately 2.54m high with a footprint of 1.28m x 0.35m) and, due to its siting adjacent to the building frontage and existing street furniture, would not have an unacceptable impact on pedestrian movement, footway width or highway safety.
- The proposal is located within an established commercial town centre environment and, having regard to its scale, design and location, is not considered harmful to the character and appearance of the area. The site is also outside the Saltash Conservation Area.
- Concerns regarding light pollution and residential amenity were considered, however, given the existing street lighting, illuminated shopfronts, vehicle movements and other sources of artificial illumination within the town centre,

the proposal is not considered to result in unacceptable impacts on nearby occupiers.

- The detailed assessment of the proposed digital advertisements, including luminance and amenity impacts arising from the display screens, is being considered separately under the associated Advertisement Consent application.
- The proposal is considered to comply with Saltash Neighbourhood Development Plan Policies ENV1 and ENV3 by respecting the established character of the area and providing a well-designed addition to the public realm.
- Concerns regarding conflict with Neighbourhood Development Plan Policy TC2 were considered, however, due to the hub's limited footprint and position outside the principal pedestrian route, the proposal is not considered to prejudice the operation of the town centre, opportunities for outdoor seating or social activity, or conflict with the aims and objectives of the policy.
- Concerns that advertising displayed on the hub may favour national commercial advertising over local businesses were noted, however, this is not considered to be a material planning consideration.

In light of the above, the Planning Officer intended to recommend approval of the applications and requested that the Town Council consider the following options under the Protocol for Local Councils:

1. Agree with the Officers' recommendation;
2. Agree to disagree; or
3. Request that the Local Planning Authority consider referring the matter to Planning Committee.

Due to the timescales set out within the Five Day Protocol, the Town Council's response was determined by a Survey Poll.

Survey Poll Result

- Agree with the Officer's recommendation: 2 votes
- Agree to disagree: 1 vote
- Request that the Local Planning Authority consider referring the matter to Cornwall Council's Planning Committee: 8 votes

The majority response was to request that the Local Planning Authority consider referring the applications to Cornwall Council's Planning Committee. This response was submitted to Cornwall Council within the required timescale.

Next Steps

Cornwall Council's Planning Officer confirmed the local elected Member had already been in touch and called the application to Cornwall Council's Planning Committee.

Cornwall Council's next available committee will be on the 28 September, and the Planning Officer will try to have the application determined at this committee.

Signature of Officer:

Planning and General Administrator

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

Report to:

Planning and Licensing Committee

Date of Report:

02.09.26

Officer Writing the Report:

Planning and General Administrator

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:

Planning and General Administrator

What we will deliver	Lead Officer	Resources	Ongoing	Year	What we achieved	Completed	Already do
Page 19 Continue working in partnership with Cornwall Council and keystakeholders to reach the right outcome for Saltash All Councillors to attend planning training annually to keep up to date with current and national planning and licensing laws and local plan policies	Office Manager / Planning and General Administrator			1	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. Contacted Cornwall Council regarding school provisions. Reviewed Councillors planning training and registered Saltash Town Council's interest in planning training. sessions with CALC. Emailed Councillors details of Aprils Neighbourhood Priority Statement training event delivered by Cornwall Council. Councillor Nowlan to attend Planning Enforcement and Appeals Training in July with CALC. Designation Letter sent to Cornwall Council to produce a Neighbourhood Priority Statement that will feed in to Cornwall Councils Local Plan. Review of the neighbourhood plan to commence with the appointed contractor, as initial meetings are to commence Friday 20 June 2026. Councillors Ashburn, Bickford, Bullock, Miller, Nowlan, B Samuels, P Samuels, Suter and Stoyel attended Session 1 Workshop for the Settlement Spatial Plan on 13 July 2026. Work is underway by the Officers and Steering Group to identify stakeholder enagement for session 2 to be held on 21 September 2026. The Office Manager/Assistant to the Town Clerk, Chair and Vice Chair met virtually with ONH to discuss the second SSP workshop which will include stakeholder participation, and developed a draft stakeholder matrix to identify and involve key stakeholders. Officers attended the third Cornwall Council NPS training session on 12 August 2026, which focused on understanding place, local economy, design, character and heritage to help inform the emerging NPS.		
Continue to strengthen the Town Council's role in the planning process working with key stakeholders Councillors and staff to attend training when available and provided by Cornwall Council and CALC on the National Planning and Policy Framework	Office Manager / Planning and General Administrator			1	Advice sought from CALC on pre-applications to ensure correct procedure is followed. Received presentation from Brunel Recycling regarding pre-application. Followed up on attending an Open Day. Continuing to work with Community Link Officers on the Community Highways Improvemnent Programme. 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. Discussions with consultants to arrange a guest speaker for April's P&L committee, supporting early engagement on pre-application matters. 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. 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. Planning Administrator and Office Manager/Assistant to the Town Clerk attended Cornwall Councils NPS training event. Planning Administrator and Office Manager/Assistant to the Town Clerk attended Cornwall Councils Month 2 Training - Understanding Data, Early Engagement, Analysing Responses for the Neighbourhood Priority Statement on 1 July 2026. Plymouth Local Plan Scoping Consultation and Cornwall Council Planning Consultation Draft Validation Guide shared with Members, with feedback invited on matters relevant to Plymouth as a neighbouring authority and to inform consideration of potential planning implications. OMAttTC, PGA, DEM and CO are working collaboratively to develop and deliver the October 2026 public engagement consultation for the SSP, including stakeholder engagement, drop in sessions and consultation materials. DEM and CO producing a communications toolkit, library consultation materials, leaflets, noticeboard posters, social media content, videos, mail drop, press releases, banners, bus stop advertising and councillor interviews to maximise community participation. PGA attended Cornwall Council's NPS training session on housing on 2 September 2026. PGA and OMAttTC attended Scribe Training on How to read a planning application, focusing on the design element of an application.		