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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 16th December 2025 at 6.30 pm

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

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and E LowtonSmith (Planning and General Administrator), and 2 Representatives of Brunel Recycling Ltd.

APOLOGIES: R Bickford, J Brady (Vice-Chairman), S Gillies, M Johns, S Martin, L Mortimore, P Nowlan, J Peggs and B Stoyel,

98/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

99/25/26 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None received.

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

None received.

100/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None received.

101/25/26 TO RECEIVE AND NOTE A PRESENTATION FROM BRUNEL RECYCLING LTD REGARDING ROODSCOFT WASTE MANAGEMENT FACILITY.

Members received a presentation from Nick Dunn, Environmental Consultant for Brunel Recycling, on the planning proposed to improve and maximise recycling rates of aggregates by requesting permanent retention of the Roodscroft Waste Management Facility and associated activities.

Nick Dunn provided a detailed explanation of the facility's various functions and operations, including information related to the proposed planning application scheduled for submission in the new year.

The application will outline plans for the installation and operation of a wash plant, the extension of the workshop, and the implementation of a sustainable drainage system.

Nick Dunn outlined the proposal and provided background information, including history of the site, key investment areas, employment opportunities, proposed landscape plans, biodiversity net gain and timeline.

Members asked various questions and received clarification from Nick Dunn and Managing Director Brian Venables. Clarification was provided on the attenuation basin and environmental controls, planting timescale, traffic, HGV routes and access arrangements, nature of site operations and aggregates recycling and transfers.

Members thanked the representatives of Brunel Recycling for their attendance at this evening's meeting.

It was **RESOLVED** to note.

102/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 18 NOVEMBER 2025 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor B Samuels, seconded by Councillor G McCaw and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 18 November 2025 were confirmed as a true and correct record.

103/25/26 TO RECEIVE AND REVIEW THE PLANNING AND LICENSING COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Office Manager / Assistant to the Town Clerk provided two pre-existing objectives that align with the Planning Committee terms of reference and the Town Council's six overarching strategic priorities.

It was proposed by Councillor B Samuels, seconded by Councillor R Bullock and **RESOLVED** to set the Business Plan Deliverables objectives for the Planning and Licensing Committee, as attached.

104/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

105/25/26 PLANNING:

a. Applications for consideration:

PA25/08504

K Sargent & H Spencer – 50 Victoria Road Saltash Cornwall PL12 4DN

Proposed off street parking

Ward: Essa

Date received: 24/11/2025

Response Date: 19/12/2025

It was proposed by Councillor R Bullock, seconded by Councillor G McCaw and resolved to **RECOMMEND APPROVAL.**

PA25/07063

Mr Robert Heys – St John Ambulance R/o Fore Street Saltash Cornwall Conversion of the old hall into a one bedroom dwelling on the first floor with parking below.

Ward: Tamar

Date received: 4/12/2025

Response Date: 22/12/2025

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

PA25/08494

Leanne Davis – **440 New Road Saltash Cornwall PL12 6HW**

Create parking in the front garden

Ward: Tamar

Date received: 9/12/2025

Response Date: 30/12/2025

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

b. Tree applications:

None received.

c. Tree notifications:

None received.

106/25/26 CONSIDERATION OF LICENCE APPLICATIONS:

None received.

107/25/26 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.

108/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

109/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

110/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 20 January 2026 at 6.30 pm

Rising at: 7:23p.m.

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	Continue working in partnership with Cornwall Council and key stakeholders 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			
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.	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			