SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 19th May 2026 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, R Bullock, S Gillies, S Miller, P Nowlan (Vice-Chairman), B Samuels (Chairman), P Samuels and J Suter.

ALSO PRESENT: 1 Member of the Public, D Joyce (Office Manager / Assistant to the Town Clerk) and E Lowton-Smith (Planning and General Administrator)

APOLOGIES: J Brady (Vice-Chairman), L Mortimore, J Peggs and B Stoyel.

16/26/27 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.

17/26/27 TO ELECT A CHAIRMAN.

The outgoing Chairman invited Members to indicate their interest in standing for the position of Chairman of the Planning and Licensing Committee for the forthcoming municipal year.

Councillor B Samuels showed interest.

A written ballot was conducted.

Following the ballot, the outgoing Chairman Councillor B Samuels confirmed that a majority vote had been achieved.

It was proposed by Councillor Suter, seconded by Councillor Gillies and **RESOLVED** that Councillor B Samuels be elected Chairman of the Planning and Licensing Committee for the municipal year 2026/27.

The Chairman Councillor B Samuels in the Chair.

18/26/27 **TO ELECT A VICE CHAIRMAN.**

The Chairman invited Members to indicate their interest in standing for the position of Vice Chairman of the Planning and Licensing Committee for the forthcoming municipal year.

Two nominations were received from Councillor Ashburn and Councillor Nowlan.

A written ballot was conducted.

Following the ballot, the Chairman confirmed that a majority vote had been achieved.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** that Councillor Nowlan be elected Vice Chairman of the Planning and Licensing Committee for the municipal year 2026/27.

19/26/27 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

20/26/27 **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
Ashburn	PA26/03075	Non-Pecuniary	Friend	Yes

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

None received.

21/26/27 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None received.

22/26/27 **TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 21 APRIL 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 (7 in favour, 0 against, 2 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 21 April 2026 were confirmed as a true and correct record.

23/26/27 **TO REVIEW THE PLANNING AND LICENSING BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;**

It was **RESOLVED** to note.

24/26/27 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

25/26/27 **TO RECEIVE A REPORT ON NEIGHBOURHOOD PRIORITY STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Office Manager/Assistant to the Town Clerk provided a summary of the report received and contained within the circulated reports pack.

It was noted that the current Saltash Neighbourhood Development Plan (NDP) expires in 2030 and due to recent Government changes, it no longer carries significant weight. The Town Council must therefore ensure its priorities are clearly represented in Cornwall's emerging Local Plan through the development of a Neighbourhood Priority Statement (NPS), which will require substantial community engagement.

The Settlement Spatial Plan (SSP) was identified as a useful and unique document, assessing development pressures and infrastructure impacts across Saltash. This process will include public engagement, workshops and Member involvement in shaping priorities and scenarios, leading to a final SSP document to support the completion of the NPS.

Councillor B Samuels noted that a comprehensive evidence base document is required to support consideration of larger planning applications and that consultation will follow a similar process as the Saltash NDP but on a shorter timescale.

Councillor Bickford supported the proposed approach and agreed it should progress through the working group but questioned when all Members would have the opportunity to contribute prior to public consultation. It was confirmed that the working group would meet initially to develop the framework, followed by structured workshops involving the working group and invited Members to help shape the engagement exercise. Wider Member review and input would be incorporated at key stages throughout the process.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** 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. Appoint Councillor Nowlan to the Neighbourhood Plan Working Group and provide delegated authority to the working group and Office Manager to oversee delivery of the NPS and SSP process;

4. **RECOMMEND** to Full Council the appointment of Company A to deliver a Settlement Spatial Plan (SSP) at a cost of £14,950, plus £100 for two in-person visits with associated costs to be allocated to budget code 6275 PR EMF Neighbourhood Plan and to approve a payment schedule of three equal instalments, upon appointment, at the mid-point and on completion;

5. **RECOMMEND** to Full Council to provide delegated 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 Planning and Licensing Committee meetings.

26/26/27 PLANNING:

a. Applications for consideration:

PA26/02746
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

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL.**

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

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND APPROVAL** subject to additional parking made available as declared in original pre-application.

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

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL.**

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

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Nowlan and resolved to **RECOMMEND APPROVAL.**

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

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Suter and resolved to **RECOMMEND APPROVAL.**

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

Following a unanimous vote (9 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL.**

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

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

Following a unanimous vote (8 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor B Samuels and resolved to **RECOMMEND APPROVAL.**

Councillor Ashburn was invited and returned to the meeting.

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

Following a vote (8 in favour, 0 against, 1 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Nowlan and resolved to **RECOMMEND APPROVAL.**

b. Tree applications:

None received.

c. Tree notifications:

None received.

27/26/27 CONSIDERATION OF LICENCE APPLICATIONS:

None received.

28/26/27 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.

29/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

30/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

31/26/27 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (9 in favour, 0 against, 0 abstentions) it was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to issue the following Press and Social Media releases;

1. The Town Council to confirm submission of a Neighbourhood Priority Statement;

2. Election of Chair and Vice-Chair for the Planning and Licensing Committee.

DATE OF NEXT MEETING

Tuesday 16 June 2026 at 6.30 pm

Rising at: 7:13 p.m.

Signed: _____
Chairman

Dated: _____