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## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 16th June 2026 at 6.30 pm

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

**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:** R Bickford, J Brady, S Gillies, L Mortimore and J Suter.

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#### **32/26/27 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.

#### **33/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **34/26/27 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.

**35/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None received.

**36/26/27 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 19 MAY 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, 1 abstention), it was proposed by Councillor B Samuels, seconded by Councillor Nowlan and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 19 May 2026 were confirmed as a true and correct record.

**37/26/27 TO REVIEW THE PLANNING AND LICENSING BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;**

The Chairman discussed adding the review of the neighbourhood plan to commence with the appointed contractor as an additional item, as initial meetings are to commence Friday 20 June 2026.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Johns and **RESOLVED** to note the Planning and Licensing Business Plan Deliverables, adding the additional item (as attached).

**38/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**39/26/27**      **PLANNING:**

a. Applications for consideration:

**PA26/03249**

Mr and Mrs Gordon-Brown – 7 Coombe Road St Stephens Saltash  
Cornwall PL12 4ER  
Proposed extension to existing kitchen on front elevation

**Ward: Essa**

Date received: 18 May 2026

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

**PA26/01290**

Mr Dale Lyndon Brett – 67 Fore Street Saltash Cornwall PL12 6AJ  
Change of use for 2 upper floors to become residential (3 bedroom maisonette), lower floor remains commercial

**Ward: Essa**

Date received: 29 May 2026

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

**PA26/03107**

Mr D Harrison – 127 Old Ferry Road Saltash Cornwall PL12 6BL  
Non-material amendment to decision notice PA23/06306 dated 15/04/2024 for the revision of the drainage scheme.

**Ward: Essa**

Date received: 5 June 2026

Following a vote (6 in favour, 3 against, 0 abstentions), it was proposed by Councillor Miller, seconded by Councillor Ashburn and resolved to **RECOMMEND REFUSAL** on the basis that it does not comply with the original application, particularly in light of the drainage issues that were identified at the time of its initial approval.

b. Tree applications:

None received.

c. Tree notifications:

None received.

**40/26/27**      **CONSIDERATION OF LICENCE APPLICATIONS:**

None received.

**41/26/27 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.

**42/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**43/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**44/26/27 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 21 July 2026 at 6.30 pm

Rising at: 6.47 pm

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

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

What we will deliver	Lead Officer	Resources	Ongoing	Year	What we achieved	Completed	Already do
<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>	<p>Office Manager / Planning and General Administrator</p>			<p>1</p>	<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> <p><b>Councillor Nowlan to attend Planning Enforcement and Appeals Training in July with CALC.</b></p> <p><b>Designation Letter sent to Cornwall Council to produce a Neighbourhood Priority Statement that will feed in to Cornwall Councils Local Plan.</b></p> <p><b>Review of the neighbourhood plan to commence with the appointed contractor, as initial meetings are to commence Friday 20 June 2026.</b></p>		
<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>	<p>Office Manager / Planning and General Administrator</p>			<p>1</p>	<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&amp;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>		