

Neighbourhood Plan Steering Group

Report to:

P&F

Date of Report:

1 July 2026

Working Group Recommendations

To note the update and invite Members who wish to observe and contribute to the initial workshop to confirm their attendance at the first in-session meeting with consultants for the Settlement Spatial Plan, to be held on Monday 13 July at 5:30pm at the Guildhall.

Working Group / Cllr Writing the Report:

Office Manager / Assistant to the Town Clerk on behalf of the Steering Group.

Report Summary

An initial virtual meeting was held on 19 June 2026 involving the Office Manager/Assistant to the Town Clerk, the Planning and General Administrator, and the Chairman and Vice-Chairman of the Planning and Licensing Committee, who together form half of the Steering Group.

The meeting covered a range of introductory matters, including governance arrangements, project administration, payment procedures, key contacts and initial project milestones, as well as the proposed next steps. See **Appendix A** for notes from the meeting.

The project is currently in the evidence gathering and scenario development stage, with the consultants preparing for Workshop 1 on 13 July 2026.

The four Steering Group members will attend, supported by officers. The consultants have advised that additional Members are welcome to attend during these early stages; however, they have recommended keeping attendance limited to ensure a focused and productive session.

Following Workshop 1, the consultants will develop a number of growth and development scenarios for Saltash, which will be discussed with the wider Town Council and stakeholders during the next phase of engagement proposed for September 2026.

The Settlement Spatial Plan will provide the evidence base and growth strategy that is expected to inform the Town Council's Neighbourhood Priorities Statement.

Since the initial meeting, officers have arranged access for the consultants to Cornwall Council's Mapping Service data. Cornwall Council has confirmed that it can provide the majority of datasets it holds to approved third-party contractors on the Town Council's behalf.

Officers have also compiled an initial list of key stakeholders and are in the process of obtaining direct contact details to support engagement during the second phase of the project.

In addition, officers attended Cornwall Council's introductory NPS training session covering data analysis, early community engagement and consultation techniques, and the assessment of consultation responses.

The current programme anticipates stakeholder engagement during September 2026, public engagement during October 2026 and completion of a draft Settlement Spatial Plan ahead of the Cornwall Local Plan Scoping Consultation closing on 6 November 2026.

The scoping consultation is intended to gather views that will help shape the content of the Local Plan before detailed policies are drafted.

The Local Plan will guide where housing, employment land, infrastructure and community facilities are located over the coming decades. If Saltash by means of an SSP has a clear position on suitable and unsuitable locations for growth, it will allow the Town Council to put this evidence before Cornwall Council at an early stage.

The Town Council has now received the formal designation notice from Cornwall Council for the Saltash Area (attached **Appendix B**). This will be publicised locally through a press release, together with details of the proposed project timetable, once this has been agreed following the Steering Group meeting on 13 July 2026.

Signature of Cllr / Working Group Title:

Office Manager / Assistant to the Town Clerk on behalf of the Steering Group.