

APPENDIX A

SALTASH SSP/NPS

PROJECT INCEPTION AGENDA

Ref: 4026_030
Date: 19 June 2026

No.	Activity	By
1	<p>Appointments:</p> <ul style="list-style-type: none"> - Client appointment confirmation/purchase order - ONH engagement letter and ToCs <p>PO has been raised.</p> <p>PO has been sent but monies cannot be released until approved.</p> <p>DJ to chase approval.</p> <p>Invoice will be issued in three instalments as per the quote received and approved by the Town Council.</p> <p>First instalment expected end of the month, invoices are being batched and sent week after next.</p> <p>Engagement letter will be sent with ToCs. Contract paperwork is all ONH need.</p>	<p>Client</p> <p>ONH</p>
2	<p>Project finances:</p> <ul style="list-style-type: none"> - Invoicing (client contact name if different) - BACS payments <p>Invoice will be issued through Xero, and payments received via Starling bank. Payment to be made via BACS.</p>	<p>ONH</p> <p>ONH</p>
3	<p>Project administration:</p> <ul style="list-style-type: none"> - project governance arrangements <p>DJ explained that the project is structured under STC governance, with the Working Group taking the lead.</p> <p>Members delegated the OM/ATTC & P&GA to work with the working group to ensure consistency and governance.</p>	<p>Client</p>

<p>OM/AttTC confirmed the P&L Committee is a full standing Committee, which reports to FTC.</p> <p>Councillors expressed during the last P&L that the wider council would like to be involved at the right opportunities in the process. ONH has advised that at this early stage it would be appropriate to involve a limited number of Members (maximum of 10), with all Members invited to attend the second phase meeting, at which key stakeholders will also be in attendance.</p> <p>Project updates will be provided throughout the process to P&L on a monthly basis at Committee meetings.</p> <p>The working group currently consists of four members: Cllr B Samuels, Cllr P Samuels, Cllr Nowlan, Cllr Brady.</p> <p>No other members internal or external are planned to join the steering group at this stage.</p> <p style="text-align: center;">- client project leader and contact(s) responsibilities etc</p>	Client
<p>DJ confirmed as the lead Officer for the project and will liaise with the Chairman, Vice Chairman of Planning and Licensing, and the Steering Group, and wider council when required. DJ to serve as the first point of contact for ONH.</p> <p>DJ to collate views from Members and feedback as required.</p> <p style="text-align: center;">- ONH project leader and contact(s) responsibilities etc</p> <p>Neil is the Project Leader, and Matthew Jennings the Project Consultant.</p> <p>Matt has experience in Mapping layering insights, which will be a key part of the project.</p>	client/ONH
<p>Neil and Matt to be copied into all emails.</p> <p style="text-align: center;">- document management & CC data access</p> <p>STC to manage documents. Email will be used to share documents; any large documents will be sent via 'WeTransfer'.</p> <p>Cornwall Council use the same mapping system as ONH.</p> <p>ELS to check with CC if the data mapping can be shared.</p> <p>An agreement may need to be signed on how the data is used.</p> <p>Matt asked if OS Mapping licence can be confirmed. DJ to chase up.</p> <p>DJ to check if Parish online mapping is still utilised by the Town Council.</p> <p style="text-align: center;">- external communications</p>	Client

<p>First stage of external communications will be straightforward, with the project to become more visible as it progresses.</p> <p>ONH asked about providing an existing webpage for the Neighbourhood Plan or Priority Statement. DJ explained that on the STC site there is a dedicated page for the adopted Neighbourhood Plan, but it is outdated and needs to be reviewed to reflect where the project is heading, including deciding what archived material should be referenced, this is an opportunity to refresh with how to present SSP and NPS content, make it more appealing with options to edit in-house.</p> <p>BS explained that the current Neighbourhood Plan is not up to date, as it was completed several years before the referendum by an external consultant. It sits on a separate domain, and previous attempts to integrate it with the main site did not work.</p> <p>Access to that page is limited, although slight amendments can be made, and it is still referenced from the Town Council website.</p> <p>ONH advised that they have produced a digital, web-based product for other councils, not a standalone SSP site, but a page for councils without their own platforms or that have inherited something done a while ago. It would have its own domain, hosted and refreshed for three years. ONH will send further information separately with a quote should the Town Council wish for ONH to assist in set up and content.</p> <p>BS advised that when the page was first created externally people could view the NDP online, comment and follow the referendum process.</p> <p>ONH advised STC could replicate something similar. Better for stakeholder engagement to visualise the project and scenarios than read lots of text about it.</p> <p>ONH upload case studies to their own website but will check with STC first before doing this.</p> <ul style="list-style-type: none"> - project plan and milestones <p>First session is booked for 13 July – Steering group to attend, possible extension to Council Members but advised to keep small with only ten – twelve attendees at this early stage preferable.</p> <p>The second session (date to be confirmed) is proposed for the third or fourth week of September, as advised by ONH. key stakeholders to be invited.</p> <p>This will be followed by public engagement in October, ensuring that relevant information is prepared in advance of Cornwall Council’s anticipated Local Plan Scope Consultation timetable later in the year.</p> <p>The output of the Settlement Spatial Plan (SSP) may take a number of forms; however, it is currently expected to provide the</p>	<p>ONH</p>
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<p>foundation for STC to submit their Neighbourhood Plan Statement (NPS).</p> <p>ONH highlighted the rapidly evolving planning landscape and has reviewed current planning applications on Cornwall Council's website. There is a recognised risk that the Local Plan may not be progressed or adopted within a timeframe that would assist STC now when applications are coming in from developers.</p> <p>ONH will provide scenarios for Saltash to consider and determine best outcomes based on stakeholder and public engagement and evidence.</p> <p>The NPPF is due to be published in the next four weeks.</p> <p>Cornwall will be going to Reg 20 scoping consultation on 25 September until 6 November. STC may want to use that as first opportunity to let Cornwall know what STC are doing.</p> <p>Target date of finishing SSP by 6 November, so that STC are in a better position in relation to planning applications and development proposals.</p> <p>There will be P&L Committee Meetings on 20 October or 17 November. BS advised that an extraordinary meeting can be arranged with one agenda item if needed, as there will be lots to discuss, but would require a weeks' notice.</p> <p>ONH to provide project plan outlining the key milestones, work backwards from those dates to see if all dates work.</p> <p>ONH to build scenarios between session 1 and 2, and Stakeholder Engagement may need two or three weeks, to work out where community sits on trade offs that the SSP scenarios will expose.</p> <p>BS suggested the library for public engagement as it is a popular place for people to visit and the refurbishment will be complete by October.</p> <p>An exhibition for a few weeks would be the preferred route.</p> <p>Cllrs to engage with the public at an engagement session, answer questions and encourage residents to complete a survey whether digital or physical paper copies.</p> <p>The working group will receive the first report from ONH after the second session, end of September, and will be provided content for material online and offline.</p> <p>After Stakeholder Engagement, ONH will put together a final SSP report, ready for potentially an extraordinary P&L in early November if required.</p> <p>ONH enquired about Cornwall Council completing pilot of NPS last year and asked if they have published findings. P&GA advised that nothing had been received yet.</p>	<p>ONH</p>
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	<p>Cornwall Councils NPS Event Programme has an engagement workshop in July.</p> <p>DJ explained that CC want town and parish councils to use CC 'Lets Talk Survey'. Matt advised that survey might be broad and may not feed in well to SSP engagement and may need to do own survey. ELS to send 'Let's Talk' Survey to ONH when it is received. ONH to look at how it will all fit together.</p>	<p>Client</p> <p>Client</p>
4	<p>Project context:</p> <ul style="list-style-type: none"> - update on recent local planning issues - political context etc <p>BS and DJ provided an overview of current planning issues. ELS to send ONH a list of any planning applications or pre-apps received/outlines/vision docs. ONH asked that if the working group are aware of anything ONH may not have seen in the public domain, anything relevant information they know of or if any developers engage with STC, to let them know. ONH can provide questions to ask developers.</p> <p>STC is politically stable, no local elections this May. Bi-Election coming up for one town councillor seat. All Cllrs are focused on what is fundamentally important for the Saltash community when it comes to Planning.</p>	<p>client</p> <p>ONH</p>
5	<p>Next Steps:</p> <ul style="list-style-type: none"> - Session 1 (13 July) - Session 2 (TBC) - Cornwall LP Reg 20 scoping consultation <p>PN to show Neil around Saltash prior to the first session. If Councillors are interested in the project and Working Group members wish to invite them to session one, ONH recommends up to a dozen people for this session. First session will be to build three or four scenarios. ONH to provide PowerPoints, slides to circulate in advance and build the scenarios.</p> <p>Session two would be a larger group, with Cornwall Councillors attending and key stakeholders such as local authority, Cornwall Education, Economic Development and Regeneration brief, Transport and Highways brief, GP provision/patient participation group, GWR, Stagecoach etc. ONH to send a list of suggested stakeholders. STC to invite key stakeholders a few months in advance.</p> <p>STC to follow NPS route and timeline or follow own timeline.</p>	<p>ONH</p> <p>STC</p> <p>ONH</p> <p>Client</p> <p>Client</p>

