

To receive a report on the Neighbourhood Plan Review and consider any actions and associated expenditure

Report to:

Planning and Licensing

Date of Report:

10 July 2026

Officer Writing the Report:

Office Manager / Assistant to the Town Clerk

Purpose of the report:

The Neighbourhood Plan Steering Group and Office Manager / Assistant to the Town Clerk to provide regular updates on the Settlement Spatial Plan project and Neighbourhood Priority Statement.

Pursuant Minute:

P&L held on 19.5.26 Minute 21/26/27.

Officer's Recommendations

To note.

Report Summary

Settlement Spatial Plan (SSP)

ONH has now been formally appointed as the Council's consultant for the Settlement Spatial Plan (SSP), and work has commenced on the development of future growth and development scenarios for Saltash.

On 13 July 2026, members of the Steering Group, together with other interested Members, met with ONH to discuss the SSP process and its objectives. As part of the visit, ONH's Managing Director, Neil Homer, and Cllr Nowlan undertook a tour of Saltash to provide context on existing development, proposed growth areas, infrastructure constraints and the town's overall functionality.

Discussions focused on the key challenges and opportunities facing Saltash, including infrastructure provision, development pressures, community priorities, the town's relationship with the City of Plymouth, and the opportunities and constraints arising from Saltash's unique position on the River Tamar and within the wider Tamar Valley landscape.

ONH will now use this information to prepare a series of draft scenarios for consideration. A further stakeholder and Member workshop is planned for September, where the draft scenarios will be presented for discussion and review.

To support future consultation and public engagement activities, a review of the Council's website provision was undertaken. This identified that the existing Town Council website does not provide the functionality required to effectively host project information, consultation materials and interactive engagement opportunities throughout the SSP process.

As a result, ONH has been commissioned to develop a dedicated SSP website, linked to the Town Council's website, to provide a clear and accessible platform for project information and public consultation. Delegated authority had previously been granted to the Office Manager to utilise available project funds for public engagement activities, and the website proposal falls within the approved budget provision.

The Neighbourhood Planning Steering Group supported this approach, recognising the importance of providing residents with easy access to project information and opportunities to engage with the process.

The dedicated website will incorporate local photographs, videos, Council branding and project materials where available. During development, content will remain password protected, allowing the Council to review and approve information prior to publication.

The website will play a key role in supporting future consultation activities and ensuring residents can remain informed and engaged as the SSP progresses.

Neighbourhood Priority Statement (NPS)

The Administration Team has attended the initial training sessions within Cornwall Council's programme of engagement for the Neighbourhood Priority Statement (NPS). These monthly sessions cover a range of topics and provide valuable opportunities to share information, discuss best practice, and address issues arising throughout the NPS process.

The most recent session focused on evidence gathering, community engagement, and consultation requirements for the development of the NPS. Cornwall Council has provided Saltash Town Council with a local data profile containing key demographic, housing, economic and transport information to help inform the process.

The Town Council is working closely with the appointed consultants ONH and other stakeholders to ensure that evidence gathered through the SSP supports the development of the NPS.

A key element of community engagement will be Cornwall Council's Let's Talk Survey, which seeks feedback on topics including housing, local facilities, transport and community priorities. Cornwall Council will analyse the survey responses and provide reports to support preparation of the NPS.

The Town Council intends to undertake additional engagement activities to gather information for the SSP, which will in turn help inform the NPS.

The training also highlighted the importance of broader community engagement, including public meetings, community events, newsletters, posters, noticeboards and informal discussions. Councils are expected to demonstrate engagement not only with residents, but also with local businesses and those who work within the area. These principles will be embedded within the Town Council's approach to consultation through both the SSP and NPS processes.

A Consultation Statement will be required as part of the NPS submission. This will need to demonstrate how consultation was undertaken, summarise the feedback received, explain how comments were considered, and identify any changes made as a result. Consultation evidence older than three years should not be relied upon, and any differences between community feedback and the available evidence base must be clearly documented. In addition, the draft NPS will be subject to a statutory minimum six-week public consultation period.

The NPS programme is scheduled to continue until February 2027, with Cornwall Council providing ongoing guidance, templates, stakeholder information and additional evidence sources throughout the process. Councils are encouraged to make use of available datasets, including housing needs surveys, flood risk information, transport plans, conservation area appraisals and landscape character assessments.

Further training sessions are scheduled throughout the programme. The Office Manager and Planning and General Administrator will continue to attend these sessions and provide updates to Members as appropriate.

To ensure a coordinated approach, officers are currently developing a combined project timeline for both the SSP and the NPS. This will help align consultation activities, evidence gathering, key milestones and submission deadlines across both projects.

Next Steps:

- Completion of draft SSP growth scenarios by ONH.
- Member and stakeholder workshop in September 2026.
- Launch of the dedicated SSP website - date to be confirmed.
- Roll-out of community engagement activities October 2027.

The SSP and NPS will provide an important evidence base to help shape future growth, infrastructure requirements and planning priorities for Saltash. Officers will continue to work closely with ONH, Cornwall Council and stakeholders to ensure both projects progress in accordance with the agreed timetable.

Budgets

Budget Codes:

6275 PF EMF Neighbourhood Plan

Budget Availability:

£22,962.00

Committed Spend:

£15,050.00

Remaining Balance:

£7,912.00

Signature of Officer:

Office Manager / Assistant to the Town Clerk