

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

Report to:

Planning and Licensing Meeting

Date of Report:

10 August 2026

Officer Writing the Report:

Planning and General Administrator

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 25/26/27.

Officer's Recommendations

Members are requested to:

1. Note the update and consider the stakeholder matrix attached as Appendix C, confirming those to be invited to the key stakeholders in-person meeting to be held at 6:00 pm on Monday 21 September at the Guildhall, listed under 'Keep Engaged':
 - Cornwall Council Planning Officers
 - Saltash Town Council Councillors and Officers
 - Cornwall Council Highways
 - Amenity Groups
 - Healthcare
 - Environment Agency

- Land Owners
 - Duchy of Cornwall
 - Tamar Valley NL Board
2. Confirm that they are content for Cornwall Councillors to be invited to participate in the engagement process at the same time as the wider stakeholder groups, and for Cornwall Councillors, as a key stakeholder, to be classified as 'Keep Satisfied' rather than 'Keep Engaged'. **Please note** that this approach would mean that Cornwall Councillors would not be involved in the initial scenario-building stage of the project lead by ONH to be held on Monday 21 September.
 3. To note that the final in-person visit from ONH will take place on Monday 21 September. Thereafter, the remaining work will be led by officers and Members, with ONH providing behind-the-scenes support and advice as required.
 4. To note the matrix is a working document and will remain flexible throughout the SSP process.

Report Summary

Settlement Spatial Plan (SSP)

On 13 July 2026 members of the Steering Group and other interested Members met with ONH to discuss the Settlement Spatial Plan (SSP) process and its objectives. The meeting provided an opportunity to explore the scope of the project, discuss local priorities, and consider the issues and opportunities that may influence future growth and development within Saltash. Slides and notes from the meeting are attached as **Appendix A and B**.

On 21 July 2026 the Office Manager/Assistant to the Town Clerk, Chair and Vice Chair of Planning and Licensing, also members of the steering group, met virtually with ONH to discuss arrangements for the next session to include stakeholders, and to begin developing a draft stakeholder matrix, attached as **Appendix C**.

Members are asked to note that the stakeholder matrix is a working document and will remain flexible throughout the SSP process with additional stakeholders if identified at a later stage to be added later as the matrix develops.

As the project develops, stakeholders may move between categories depending on the relevance of specific topics, consultation stages and emerging priorities.

The stakeholder groups listed within the recommendation have been identified by the Steering Group and ONH as organisations and bodies with a significant interest in, influence on, or expertise relevant to the Settlement Spatial Plan process. The

proposed invitees reflect those categorised within the draft stakeholder matrix as requiring active engagement during the early stages of plan preparation.

Members are invited to consider whether the proposed list is appropriate and whether any additional stakeholder groups should be included.

The Steering Group agreed that stakeholders identified within the "Keep Engaged" category of the draft matrix will be invited to attend the initial stakeholder workshop scheduled to be held at the Guildhall on 21 September at 6pm.

Work is continuing with the dedicated SSP website. The Planning and General Administrator and Office Manager/Assistant to the Town Clerk will work with the Communications department to create a list of photographs highlighting various areas for Saltash for inclusion on the website.

The website will play an important role in supporting consultation activities, improving accessibility to project information and helping to ensure the community remains informed and engaged as the SSP progresses.

Neighbourhood Priority Statement (NPS)

Cornwall Council is continuing its Neighbourhood Priority Statement (NPS) programme and has arranged a Local Plan stakeholder workshop on 29 September 2026 at Isambard House. Creative Kernow will run the workshops, supported by the Local Plan Team. The workshops will be community-led conversations, using local knowledge and experience. Saltash Town Council has been asked to provide details of local stakeholders who may be interested in attending. The next Cornwall Council NPS training session will take place on 12 August 2026 and will focus on understanding place, local economy, design character and heritage, as well as conditions that help businesses succeed. The session will look at ways of assessing the strengths and challenges of an area and will introduce a range of tools and templates to support this work.

Officers will continue to attend the Cornwall Council training programme and work closely with ONH to ensure that evidence gathered through the SSP process supports the preparation of an evidence led Neighbourhood Priority Statement.

Budgets

Budget Codes:

6275 PF EMF Neighbourhood Plan

Budget Availability:

£17,962.00

Committed Spend:

£12,150.00

Remaining Balance:

£5,812.00

Signature of Officer:

Planning and General Administrator