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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 18th August 2026 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, R Bullock, S Miller, L Mortimore, J Peggs, B Samuels (Chairman), P Samuels, B Stoyel and J Suter.

ALSO PRESENT: 2 Members of the Public, D Joyce (Office Manager / Assistant to the Town Clerk), E Lowton-Smith (Planning and General Administrator) and E Langdon (Communications and Engagement Officer) Cornwall Councillor Hilary Frank.

APOLOGIES: S Gillies, M Johns, P Nowlan (Vice-Chairman) and S Slavin.

60/26/27 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.

61/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

62/26/27 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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
Bullock	PA26/04798	Non-Pecuniary	Known to the applicant	Yes

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

63/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None received.

64/26/27 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 21 JULY 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, 2 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 21 July 2026 were confirmed as a true and correct record.

65/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

66/26/27 TO REVIEW THE PLANNING AND LICENSING BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

It was **RESOLVED** to note.

67/26/27 TO RECEIVE A REPORT ON THE NEIGHBOURHOOD PLANNING REVIEW AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and noted the Officer's report contained within the circulated reports pack and considered the stakeholder groups identified within the stakeholder matrix.

During discussion of those proposed to be invited to the stakeholder engagement session scheduled for September, Members queried the omission of Cornwall Council Ward Members from the list of invitees and sought clarification from the Steering Group.

Members acknowledged the valuable local knowledge, strategic understanding and community insight that Cornwall Council Ward Members could contribute to the process and were of the view that they should be invited to participate in the September stakeholder engagement session.

The Office Manager / Assistant to the Town Clerk (OM/AttTC) provided clarification regarding the purpose of the stakeholder matrix and the initial scenario-building workshop scheduled for September. Members

were advised that the stakeholder matrix is a working document and that stakeholder categories may evolve throughout the project as engagement requirements develop.

Further clarification was provided regarding the relationship between the Settlement Spatial Plan (SSP) being undertaken by Saltash Town Council and Cornwall Council's Local Plan process, including how the SSP will support the development of the Town Council's Neighbourhood Priority Statement (NPS) for submission to Cornwall Council.

The OM/AttTC further advised that the SSP engagement programme is being led by Saltash Town Council to identify local priorities and explore possible growth scenarios for Saltash, with the outcomes informing the preparation of the Council's NPS.

The OM/AttTC additionally advised that Cornwall Council would be facilitating a separate Local Plan stakeholder workshop on 29 September. Whilst some stakeholders may choose to participate in both events, Members noted that the SSP stakeholder workshop and Cornwall Council's Local Plan stakeholder workshop are distinct engagement exercises serving different purposes.

Questions were raised regarding the inclusion of the Tamar Valley National Landscape, the Duchy of Cornwall, landowners and amenity groups within the initial stakeholder workshop.

In response, the Chairman outlined the rationale for their inclusion, noting the potential contribution these organisations could make in relation to infrastructure considerations, including water supply and flood risk matters. The OM/AttTC further advised that landowners may be able to provide information in relation to potential development opportunities and site constraints.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Peggs and **RESOLVED:**

1. To approve the stakeholder matrix, as attached, and confirm that the following stakeholder groups be invited to attend the initial stakeholder engagement workshop scheduled for 21 September 2026;

- Cornwall Councillors;
- Cornwall Council Planning Officers;
- Cornwall Highways;
- Saltash Town Councillors and Officers;
- Amenity Groups;
- Healthcare;
- Environment Agency;
- Duchy of Cornwall;
- Tamar Valley NL Board.

2. To place Land Owners into the 'Keep informed' category of the stakeholder matrix;
3. To note that the final in-person visit from ONH will take place on 21 September and that, thereafter, the remaining work will be led by Members and Officers, with ONH providing support and advice as required;
4. To note that the stakeholder matrix, as attached, is a working document and may be amended throughout the Settlement Spatial Plan process as engagement requirements evolve.

68/26/27 TO RECEIVE CORNWALL COUNCIL'S PLANNING PROTOCOL REVIEW AND ENGAGEMENT SURVEY AND CONSIDER ANY ACTIONS.

Members received and noted the report regarding Cornwall Council's Planning Protocol Review and considered submission of a response on behalf of the Town Council to the future engagement survey.

The Chairman encouraged Members to participate in the consultation by submitting individual responses, in addition to any collective response made by the Town Council.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to delegate to the Planning and General Administrator to collate Members' comments on the Cornwall Council's Planning Protocol Review and submit a response on behalf of Saltash Town Council before the consultation deadline on 17 September 2026.

69/26/27 TO RECEIVE THE SCOPING CONSULTATION FOR SOUTH HAMS AND WEST DEVON JOINT LOCAL PLAN AND CONSIDER ANY ACTIONS.

Members received and noted the report and considered the merits of submitting a response on behalf of the Town Council to the South Hams and West Devon Joint Local Plan Scoping Consultation.

The Office Manager / Assistant to the Town Clerk (OM/AttTC) advised that similar scoping consultations had recently been received from neighbouring town and parish councils. Due to ongoing national changes to the planning policy framework and the requirement for local authorities to review their Local Plans, such consultations are being issued frequently and are often accompanied by relatively short response deadlines.

The OM/AttTC suggested that Members may wish to consider delegating authority to the Planning and General Administration Committee, in consultation with the Chairman and Vice Chairman, to

consider Members' comments and prepare and submit a response on behalf of the Town Council where future consultations are received within constrained timescales.

During discussion, Members requested that a link to the current scoping consultation be circulated to enable them to review the document and provide comments for consideration.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to:

1. To note the report and delegate authority to the Planning and General Administrator to collate Members' comments on the South Hams and West Devon Joint Local Plan and submit a response on behalf of Saltash Town Council before the consultation deadline on 17 September 2026;
2. To delegate authority to the Planning and General Administrator to coordinate responses to Local Plan surveys and consultations on behalf of the Town Council, by collating Members' comments and preparing a draft response for consideration and approval by the Chairman and Vice-Chairman prior to submission.

70/26/27 PLANNING:

a. Applications for consideration:

PA26/04762

Mr Johannes Jansen – 26 Hobbs Crescent Saltash Cornwall PL12 4JJ

Proposed Side and Rear Extensions

Ward: Tamar

Date received: 21 July 2026

Response date: Extension 20 August 2026

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

PA26/05238

Kensington Alice Jefferies - Waitrose Ltd Tamar View Industrial Estate Prideaux Close Saltash PL12 6LD

Advertisement Consent for 3 off Building Letters; 1 off Totem; 1 off Hotem; 3 off. Banner signs; 1 off Vehicle Entrance Freestanding Panel; 1 off Service Vehicle. Freestanding Panel' 1 off Bicycle Park Freestanding Panel; 3 off Customers with Children. Freestanding Panel; 6 off Blue Badge Holders Freestanding Panel; 8 off Trolley Bay Vinyl; 1 off Opening Hours; 1 off Safety Manifestations; 1 off Bus Service. Freestanding Panel; 1 off Welcome Letters; 2 off Charging Point Panel; 1 off Waite & Rose - Bus Stop; 1 off Fade to clear vinyl;

1 off Photographic block out vinyl; 1 off Cafe Vinyl; 1 off Pick Up Vinyl; 1 off Uber Eats, Deliveroo & Just Eat Panels; 1 off Cafe Pavement Board; 1 off Britannia Entrance Sign (existing post); 1 off Britannia Entrance Sign (new post); 13 off Britannia Max Stay Reminder; 2 off Britannia Blue Badge 450x600 (existing post); 2 off Britannia Blue Badge 450x600 (new post); 3 off Britannia T&C 600x800 (existing post) and 4 off Britannia T&C 600x800 (existing post).

Ward: Trematon

Date received: 6 August 2026

Response date: 27 August 2026

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

Councillor Bullock declared an interest in the following item and left the meeting.

PA26/04798

Saltash RFC – Saltash Rugby Football Club Moorlands Lane Saltash Cornwall PL12 4HJ

Installation of new lighting columns along with LED floodlighting to the 1st team Rugby pitch to 200lux.

Ward: Tamar

Date received: 10 August 2026

Response date: 31 August 2026

Members noted comments on the Cornwall Council planning register regarding the accuracy of the submitted site plan and the potential impact of the proposed lighting on wildlife.

The Chairman read advice from the Cornwall Council Planning Officer confirming that if there were any matters relating to land ownership or site boundaries, these are easily resolved and are not a reason to object to the application.

The applicant present at this evenings meeting was invited to speak and responded to Members' questions regarding the proposed operating times of the lights and anticipated installation timescale.

Following a unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL**, subject to Cornwall Council considering appropriate conditions to minimise the impact on wildlife and to ensure that the timing of the floodlighting is used only for matches and training.

Councillor Bullock was invited and returned to the meeting.

PA26/04516

Mrs Laura Viant Cornwall Council – Saltash Community School
Wearde Road St Stephens Saltash PL12 4AY

Proposed construction of a new classroom building, to provide two general teaching classrooms, breakout space, sanitary facilities and associated areas, along with associated site works to provide access to the building.

Ward: Essa

Date received: 11 August 2026

Response date: 1 September 2026

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

a. Tree applications:

None Received.

b. Tree notifications:

None Received.

71/26/27 CONSIDERATION OF LICENCE APPLICATIONS:

None received.

72/26/27 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.

73/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

74/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

75/26/27 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 15 September 2026 at 6.30 pm

Rising at: 7.15 pm

Signed: _____
Chairman

Dated: _____

