

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:

4 September 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 asked to note the contents of this report and the following key dates for stakeholder and public engagement:

- 21 September 2026, 6pm, Guildhall: In-person stakeholder engagement session with the Town Council's appointed consultants.
- 7 October 2026, 5:30pm, Saltash Library: Stakeholder engagement presentation to seek feedback on the proposed scenarios and encourage wider promotion of the consultation through stakeholder networks.
- 9 October to 31 October 2026: Public consultation period, providing residents with opportunities to review the proposals and submit feedback on future growth scenarios of Saltash.

Report Summary

Settlement Spatial Plan (SSP)

Since the previous update, officers and the appointed consultants have progressed preparations for the Settlement Spatial Plan public consultation, including the development of growth scenarios, stakeholder engagement arrangements, consultation materials, communications planning and the dedicated project webpages. Preparatory work is on schedule for the commencement of public consultation on 9 October 2026.

Progress to date:

- Initial stakeholder engagement completed.
- Growth scenarios being finalised by consultants.
- Consultation timetable agreed.
- Public engagement venues identified.
- Communications plan drafted.
- Dedicated project webpages in development.
- Survey methodology agreed.
- NPS officer training attended.

The Administration Department working collaboratively with the Communications Department continues to develop the SSP public engagement programme which is scheduled to be run from Friday 9 October until Saturday 31 October.

Work is progressing on a comprehensive engagement and communications plan designed to maximise awareness and participation. This includes direct engagement with key stakeholders, community groups, local businesses and schools, together with a programme of public drop-in sessions where residents will be able to view information, discuss growth scenarios and provide feedback via a survey.

Planned engagement opportunities include in-person sessions at Saltash Library, Co-op, Ashtorre Rock and Meet Your Councillor events.

The second in-person engagement session involving previously identified key stakeholders, the Town Council and the appointed consultants is scheduled for 21 September 2026. At this session, draft scenarios will be presented for discussion and feedback before being refined and used as part of the wider public engagement process.

A further stakeholder presentation is scheduled for Wednesday 7 October 2026 at 5:30pm at Saltash Library. The purpose of the session is to engage a wider range of identified stakeholders, seek their views on the proposed scenarios, and encourage them to support and promote the consultation through their organisations and community networks and encourage participation in the survey.

Officers are also exploring a network of survey drop off points across the town to make participation as convenient as possible, enabling residents to submit paper surveys at various community locations throughout the consultation period.

The Communications Department is developing a range of promotional materials to support the consultation, including leaflets, posters, social media campaigns, press releases, banners and bus stop advertising. A town wide mail drop is being organised in partnership with the Town Messenger.

Officers will additionally visit local businesses to distribute promotional materials and encourage the display of posters and leaflets to help increase awareness of the consultation.

Work is also underway to produce a communications toolkit containing ready made resources for Councillors, stakeholders and community organisations to share through their own networks and communication channels.

Planning is progressing for the main consultation display at Saltash Library, which will be available throughout the consultation period and will include information boards, growth scenarios and interactive engagement opportunities designed to encourage feedback and discussion from residents.

In addition, Councillor video interviews are being planned to help explain the purpose of the Settlement Spatial Plan and Neighbourhood Priority Statement, to encourage public participation and raise awareness of the consultation period.

Promotional activity will commence in advance of the consultation opening and continue throughout October ensuring residents have multiple opportunities to engage with the process and share their views on the future growth of Saltash.

The Town Council's appointed consultants continue to develop the dedicated project webpages. Plans include making the consultation survey available online, together with a Frequently Asked Questions (FAQ) section that will enable officers to regularly upload responses to questions raised by residents throughout the consultation period.

A comprehensive social media campaign is also being prepared to support the consultation, with promotional activity scheduled both in advance of and throughout October to maximise public awareness, participation and engagement.

All public engagement activities have been designed to meet the requirements of the Neighbourhood Priority Statement (NPS) process. The consultation will provide a robust evidence base, demonstrating the extent of community engagement undertaken and supporting the Town Council in the final preparation and adoption of the NPS.

Based on the approval and feedback received from Members, it was agreed to proceed with two advertisements in local paper to support promotion of the SSP Public Consultation and maximise community awareness and engagement.

One will be published in September edition of the Observer and the second in October with distribution to reach approximately 7,500 households.

All associated costs for public engagement to date has remained within budget.

Neighbourhood Priority Statement (NPS)

Officers attended an NPS training session on housing. Topics covered included understanding housing need, identifying the types of homes required within communities, local housing priorities, potential locations for future housing growth and the call for sites process. The session also provided an overview of affordable housing, together with Cornwall Council's approach to the allocation of housing numbers.

[Cornwall Council NPS - Housing Presentation](#)

Officers will continue working with ONH and participating in relevant Cornwall Council training opportunities to ensure the Neighbourhood Priority Statement is informed by evidence and local engagement findings.

Timeline:

- 21 September – Stakeholder Workshop with ONH Consultants
- 28 September – Scenarios returned by ONH Consultants
- 29 September – Cornwall Council Scoping Consultation Stakeholder Meeting
- 7 October – Key Stakeholder Preview of Consultation (Saltash Library Hub)
- 9 October – Launch event 9am Saltash Library Hub
- 9 - 31 October – Public Consultation

Budgets

Budget Codes:

6275 PF EMF Neighbourhood Plan

Budget Availability:

£17,962.01

Committed Spend:

£13,255.07

Remaining Balance:

£4,706.94

SSP Project Budget Spent to Date:

ONH to deliver SSP	£15,050.00
Website Development and Domain Hosting:	£2,100.00
Advertising (Bus stops, banners, leaflets)	£949.00
FB Advert Boost	£100.00
Survey Drop Off Boxes	£56.07
Consultation Adverts in Sep and Oct Observer	£2,076.55
Total to date:	£20,0331.62

Signature of Officer:

Planning and General Administrator