Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year	What we achieved	Completed	Already do
To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately	Continue working in partnership with Cornwall Council and keystakeholders to reach the right outcome for Saltash All Councillors to attend planning training annually to keep up to date with current and national planning and licensing laws and local plan policies	Office Manager / Planning and General Administrator			1	Continuing to engage and correspond with Treledan developers. Contacted regarding school provisions, grit bins and noticeboards. Subject to their approval, Treledan are happy for Saltash Town Council to send across the details of having a notice board installed. Contacted Cornwall Council regarding school provisions. Reviewed Councillors planning training and registered Saltash Town Council's interest in planning training. sessions with CALC. Emailed Councillors details of Aprils Neighbourhood Priority Statement training event delivered by Cornwall Council. Councillor Nowlan to attend Planning Enforcement and Appeals Training in July with CALC. Designation Letter sent to Cornwall Council to produce a Neighbourhood Priority Statement that will feed in to Cornwall Councils Local Plan. Review of the neighbourhood plan to commence with the appointed contractor, as initial meetings are to commence Friday 20 June 2026. Councillors Ashburn, Bickford, Bullock, Miller, Nowlan, B Samuels, P Samuels, Suter and Stoyel attended Session 1 Workshop for the Settlement Spatial Plan on 13 July 2026. Work is underway by the Officers and Steering Group to identify stakeholder enagegement for session 2 to be held on 21 September 2026. The Office Manager/Assistant to the Town Clerk, Chair and Vice Chair met virtually with ONH to discuss the second SSP workshop which will include stakeholder participation, and developed a draft stakeholder matrix to identify and involve key stakeholders. Officers attended the third Cornwall Council NPS training session on 12 August 2026, which focused on understanding place, local economy, design, character and heritage to help inform the emerging NPS. Saltash Town Council held a key stakeholder workshop on 21 September to undertake scenario planning, with key stakeholders identifying opportunities and constraints associated with the potential scenarios. Councillors, Officers and the Town Clerk attended Cornwall Council's Local Plan Stakeholder Workshop on 29 September, contributing to discussions on future development priorities affecting Saltash. **Completed a three week public engagement programme for the SSP project which concluded on 31 October. Feedback from surveys and engagement sessions are to be included into the Neighbourhood Priority Statement. Additional community engagement was delivered through sessions at China Fleet, Livewire and local Schools.** **The Chairman of Planning and Licencing Committee ensured the Town Council's views were represented at Cornwall Council's Planning Committee regarding the Smart Pulse Hub proposal on Fore Street.** **Officers attended NPS Training session on 4 November on Nature, Environment, Climate Change and Designated Landscapes.** **Local training attended by Officers through Cloudy IT on ONH AI Planning Esstentials**		
To review the Town Council planning policy and procedure and make recommendations to Town Council to ensure that the Town Council is able to meet any additional requirements of the planning process.	Continue to strengthen the Town Council's role in the planning process working with key stakeholders Councillors and staff to attend training when available and provided by Cornwall Council and CALC on the National Planning and Policy Framework	Office Manager / Planning and General Administrator			1	Advice sought from CALC on pre-applications to ensure correct procedure is followed. Received presentation from Brunel Recycling regarding pre-application. Followed up on attending an Open Day. Continuing to work with Community Link Officers on the Community Highways Improvemnent Programme. A working group has been established to review the proposed sale of Burraton Field and to write to Cornwall Council to express concerns regarding the lack of transparency throughout the process. Discussions with consultants to arrange a guest speaker for April's P&L committee, supporting early engagement on pre-application matters. Proactively gathered information on Neighbourhood Priority Statements through discussions with Cornwall Council and the Neighbourhood Plan Team, strengthening the Town Council's understanding and future planning approach. Reviewed planning paperwork following a decision and identified that an informed landscape assessment had been included in the application. The Chairman was notified to ensure transparancy and to strengthen our working relationship with the stakeholder. Planning Administrator and Office Manager/Assistant to the Town Clerk attended Cornwall Councils NPS training event. Planning Administrator and Office Manager/Assistant to the Town Clerk attended Cornwall Councils Month 2 Training - Understanding Data, Early Engagement, Analysing Responses for the Neighbourhood Priority Statement on 1 July 2026. Plymouth Local Plan Scoping Consultation and Cornwall Council Planning Consultation Draft Validation Guide shared with Members, with feedback invited on matters relevant to Plymouth as a neighbouring authority and to inform consideration of potential planning implications.		

						OMAttTC, PGA, DEM and CO are working collaboratively to develop and deliver the October 2026 public engagement consultation for the SSP, including stakeholder engagement, drop in sessions and consultation materials. DEM and CO producing a communications toolkit, library consultation materials, leaflets, noticeboard posters, social media content, videos, mail drop, press releases, banners, bus stop advertising and councillor interviews to maximise community participation. PGA attended Cornwall Council's NPS training session on housing on 2 September 2026. PGA and OMAttTC attended Scribe Training on How to read a planning application, focusing on the design element of an application. **Facilitated engagement between residents and developers by hosting an Extraordinary Meeting on 27 October on the update regarding Aldi's proposed development at Burraton Sports Field, ensuring community questions and concerns could be raised and addressed.**		