



OFFICER DELGATED DECISION REGISTER 2020

The following are decisions that have been taken by the Clerk as Proper Officer of the Town Council under the Emergency Scheme of Delegation as a result of the Coronavirus Bill 2020 and associated Government Restrictions. The Register is made in accordance with the 2014 Openness of Local Government Bodies Regulations.

For further details, please contact the Town Clerk by email at townclerk@saltash.gov.uk. Information exempted under the Freedom of Information Act 2000 and the General Data Protection Regulations marked * will not be published.

Date of Decision	Reference Number	Decision Taken By	Details	Decision Agreed	Financial Value	S137 Yes or No	Committee	Sub Committee
27.03.2020	01	Cllrs P Samuels & B Phillips	Increase all business credit cards (X3) limits during the pandemic to allow supplier continuity.	APPROVED	£2,500 per card		Policy & Finance	
30.03.20	02	Councillors B Phillips & P Samuels	To approve that we pause the sending out of invoices for Allotment rental and pontoon berth fees for 2020/21 until further notice	APPROVED	N/A		Policy & Finance	
31.03.2020	03	Cllrs P Samuels, B Phillips & R Bickford	Acknowledgment of notice to suspend works due to COVID-19 at Saltash Station	APPROVED			Policy & Finance / Town Council	Station
01.04.20	04	STC Members	Survey Poll - PA20/01562 - 14 Lower Fore Street Saltash PL12 6JX - Consent to reduce carry out various works on lateral branches and lower crown lateral branches. full crown thinning by 10% on Lucombe Oak (T1) Remove three scared small branches and prune back protruding spur to main stem on Yew (T2) and Reduce height of all over hanging branches on Yew (T3) on trees within Conservation Area	REFUSAL	N/A		Planning & Licensing	
02.04.2020	05	Cllrs B Phillips, P Samuels & C. Challen	Precept funds to be placed with Cornwall & Barclays Saver which will take balances above the £500,000 Risk Threshold	APPROVED	Above £500,000 Risk Threshold		Policy & Finance	

06.04.20.	06	STC Members	Survey Poll - PA20/00765 Praesepe Holdings Ltd – 15 Lower Fore Street Saltash Cornwall PL12 6BA Change of use of the ground floor to an Adult Gaming and Amusement Centre with Bingo (Sui Generis)	REFUSAL	N/A	Planning & Licensing
07.04.2020	07	STC Members	Survey Poll - PA20/00766 - 15 Lower Fore Street - Stick with original position & request call-in	REFUSAL	N/A	Planning & Licensing
14.04.20	08	STC Members	PA20/02154 - 6 Westbourne Terrace, Saltash, PL12 6BX - Conversion of loft space and construction of rear dormer	APPROVED	N/A	Planning & Licensing
14.04.20	09	STC Members	PA20 03062 - Saltash Library Callington Road Saltash PL12 6DX - Carry out minor alterations and change of use to form coffee / tea bar on ground floor and replace aluminium glazing with uPVC double glazed units	NOTED	N/A	Planning & Licensing
14.04.20	10	STC Members	PA20/00030 1 The Long Barn, Notter, Saltash, Cornwall, PL12 4RN. Proposed two storey extension to the front & internal alterations.	REFUSAL	N/A	Planning & Licensing
15.04.20	11	STC Members	PA20/02074 - 35 Pondfield Road Latchbrook PL12 4UA - Proposed loft conversion by altering the roof pitch and creation of a rear dormer	APPROVED	N/A	Planning & Licensing
16/04/2020	12	Cllrs B Samuels	Agreed to set up an annual payroll for members allowance	APPROVED	£200	Personnel
17.04.20	13	STC Members	PA20/01981 - Units 3 And 4 Sellick Industrial Units Gilston Road Saltash Cornwall PL12 6LF Two storey extension to industrial unit raising yard level including retaining structure covered external storage, security gates and fence. Steps to allow western power access beyond site.	APPROVED	N/A	Planning & Licensing

21.04.20	14	STC Members	PA20/00982 - Plimto Developments Hole Farm Kingsmill Road Carkeel Saltash Cornwall PL12 6LD - Development of 21 industrial units [B1, B2, B8] with associated roads, parking and landscaping.	APPROVED	N/A	Planning & Licensing
22.04.20	15	STC Members	PA20/02725 - 50 Edwards Crescent Latchbrook Saltash Cornwall PL12 4UG - Construction of single storey rear and side extension to enlarge kitchen/dining room and provide shower room, utility room and garage. 2 parking spaces.	APPROVED	N/A	Planning & Licensing
24.04.20	16	STC Members	Survey Poll - PA19/10928 - New View Windows Ltd 9 Moorlands Lane Saltash Cornwall PL12 4HJ. Change of use from B1 light industrial to B1 light industrial, B2 general industrial and B8 storage and for retention of storage containers to rear. To stick with original position and request a call-in	REFUSAL	N/A	Planning & Licensing
24.05.20	17	STC Members	PA20/02635 - St Stephens Primary School Long Park Road St Stephens Saltash Cornwall PL12 4AQ - Construction of a MUGA (Multi Use Games Area) canopy (decision PA18/03381) with variation of conditions 2 and 3	REFUSAL	N/A	Planning & Licensing
24.04.20.	18	STC Members	Survey Poll - Re: Support for Power for the People Campaign - Local Electricity Bill	REFUSAL		Full Town Council
29.04.20	19	STC Members	PA20/02274 - Land East Of Alma Cottage Trevollard Lane Trematon Cornwall PL12 4RU - Application for planning permission for the replacement of two old agricultural sheds with one	APPROVED	N/A	Planning & Licensing
04.05.20	20	Councillors B Phillips, P Samuels & M. Parker	Agreed to cancel all Guildhall bookings up to the end of June	APPROVED		Services

04.05.20	21	STC Members	February 2020 Bank receipts & Payments noted via email	NOTED	N/A	Full Town Council
04.05.20	22	STC Members	March 2020 Bank receipts & Payments noted via email	NOTED	N/A	Full Town Council
05.05.2020	23	STC Members	Survey Poll PA20/01224 - Land At Junction Of Callington Road And Pilmere Drive Saltash Cornwall - Erection of a two storey industrial building; vehicle valeting on the ground floor; offices on the first floor plus store.	APPROVED	N/A	Planning & Licensing
11.05.20	24	Councillors R Bickford and D Yates	To approve the evaluation process for consultant applications received for Saltash Waterside: Proposed Public Realm and Flood Protection Improvements	APPROVED	£50,000	Policy & Finance / Services
13.05.20	25	STC Members	PA20/03601 - Tor House Tor Hill Saltash PL12 4QG - Ash (T1) - fell as it has grown in the breadth of the bridleway at the base of a historic fallen wall which is to be rebuilt. Oak (T2) - fell as it has grown in the breadth of the bridleway at the base of a historic fallen wall which is to be rebuilt. Ash (T3) - fell as leaning heavily, obstructing bridleway at riders' head height and risks damaging wall on both sides of the bridleway.	APPROVED	N/A	Planning & Licensing
13.05.20	26	STC Members	PA20/02456 - Apple Tree Cottage, Longlands Lane, Burraton Coombe, Saltash, Cornwall, PL12 4QF. - New extension to the front of the dwelling.	APPROVED	N/A	Planning & Licensing

20.05.20	27	STC Members	PA20/02906 - The Boat House Castle Hill Forder Saltash Cornwall PL12 4QR - Works to trees in a Conservation Area, namely fell two dead mature hornbeam trees (around 2.5 - 3 metres tall) and trim tops down to sound wood of three mature hornbeam trees (removing approximately 60 cm of 2.5 metre trees),	NOTED	N/A	Planning & Licensing
20.05.20	28	STC Members	PA20/03400 - Windrush House Pill Lane North Pill Saltash PL12 6LJ - Proposed 3 storey extension to the West Elevation., with adjoining first floor storey extension, with balcony, extending over garage and a single storey extension to the South Elevation.	APPROVED	N/A	Planning & Licensing
20.05.20	29	STC Members	PA20/03519 - 30 Killigrew Avenue St Stephens Saltash Cornwall PL12 4PR - Construction of single storey porch on South West elevation	APPROVED	N/A	Planning & Licensing
01.04.20	30	All Members	Mayor and Deputy Mayor to remain in post as well as all Chairs and Vice Chairs of each Committee and Sub Committees until such time as Council can resume full operations.	APPROVED		Policy and Finance / Full Town Council
28.05.20	31	Councillors M.Parker, B.Phillips & P.Samules	Agreed to send out Pontoon & allotment Invoices on a pro rata basis from the 1st June 20 - 31st March 21	APPROVED		Services/ Policy and Finance
27.05.20	32	All Members	PA20/03769 - Crannog House Barkers Hill St Stephens Saltash Cornwall PL12 4QB - Submission of details to discharge conditions 3, 4, 6 and 7 in respect of Decision Notice PA19/10391 dated 25th March 2020	RECOMMENDATIONS	N/A	Planning & Licensing

20.05.20	33	All Members	PA20/03524 - 62 Oaklands Drive Saltash Cornwall PL12 4LU - 62 Oaklands Drive Saltash Cornwall PL12 4LU	APPROVED	N/A		Planning & Licensing
26.05.20	34	All Members	PA20/03748 - 7 Essa Road Saltash Cornwall PL12 4ED - First Floor extension, reconstruction of rear balcony, replacement of flat roof over garage with pitch roof and cladding to upper external walls.	APPROVED	N/A		Planning & Licensing
21.05.20	35	All Members	PA20/03894 - Brambles Longlands Lane Burraton Coombe Saltash Cornwall PL12 4QF - Non-material amendment for changes to external finishes and replace garage doors with bi-fold doors in the playroom area (Application number PA19/11220 dated 29th January 2020 relates)	APPROVED	N/A		Planning & Licensing
02.06.20	36	Library Sub Committee Members	Reopening of library safety measures - Delegated authority to allocate up to £2,000 maximum budget plus additional sums at the discretion of Chairman.	APPROVED		£2,000	Library Sub Committee
8.06.20	37	All Members	PA20/03778 - 141 St Stephens Road Saltash PL12 4NH - Proposed single story extension to the rear	APPROVED	N/A		Planning & Licensing
9.06.20	38	All Members	PA20/03599 - Thornwell Trematon Saltash Cornwall PL12 4RU - Construction of a single storey, timber-framed, self-contained one bedroom annexe	APPROVED	N/A		Planning & Licensing
15.06.20	39	Councillors B Phillips & P Samuels	To Increase the overall credit card limit to £7,500 and for the Administration Officer to have a card	APPROVED	N/A		Policy & Finance
11.06.20	40	All Members	Survey Poll: PA20/01562 14 Lower Fore Street Saltash PL12 6JX - Consent to reduce carry out various works on lateral branches and lower crown lateral branches. full crown thinning by 10% on Lucombe Oak (T1)	REFUSAL	N/A		Planning & Licensing

01.06.20	41	All Members	Remove three scared small branches and prune back protruding spur to main stem on Yew (T2) and Reduce height of all over hanging branches on Yew (T3) on trees within Conservation Area. PA20/03776 - Trematon Castle, Trematon Castle Castle Hill Forder Saltash Cornwall PL12 4QW - Listed Building Consent for internal and external refurbishment works to Higher Lodge.	APPROVED	N/A	Planning & Licensing
23.06.20	42	Councillors B Phillips & P Samuels	To split the mayors allowance over 12 months instead of 10 for 20/21	APPROVED	N/A	Policy & Finance
30.06.20	43	Councillors P Samuels & G Challen	To extend Guildhall Cancellation up until the 31st July 20	APPROVED	N/A	Services
30.06.20	44	Councillor B Samuels	Approved to hire & insurance two vans for Service Delivery usage for Staff Welfare	APPROVED	N/A	Services
18.06.20	45	All Members	PA20/04556 - Land West Of Polmear Homer Park Saltash Cornwall PL12 6HJ Non-Material Amendment to application no. PA16/11562 dated 17/02/2017 namely, changes to external wall cladding, window sizes, locations , provision of obscure glazing and removal of lower ground floor balustrade.	APPROVED	N/A	Planning & Licensing
18.06.20	46	All Members	PA20/04173 - MFG Tamar Service Station Carkeel Roundabout Saltash PL12 6LF Installation of 3no. New Bay Wash Machines, with new Air/Water and Vacuum Machines and Bay. Removal of existing bin store and formation of new bin store in new location	APPROVED	N/A	Planning & Licensing

18.06.20	47	All Members	PA20/04560 - 25 Higher Port View Saltash PL12 4BX Non-Material amendment to application no. PA19/06847 dated 26/09/19 to extend new extension to the side by approx. 750mm	APPROVED	N/A	Planning & Licensing
25.06.20	48	All Members	PA20/04335 - 8 Lower Port View St Stephens PL12 4BY - Partial demolition of front boundary wall and construction of a single garage	APPROVED	N/A	Planning & Licensing