



Saltash Town Council

Konsel An Dre Essa

*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk*

30th October 2020

Dear Councillor

I write to summon you to the meeting of **Saltash Town Council** to be held on the virtual Zoom platform on **Thursday 5th November 2020 at 7:00 p.m.**

The meeting is open to members of the public and press. Members of the public and press wishing to attend the meeting require the following details:

Web link:

<https://us02web.zoom.us/j/81101031833?pwd=VXo5R2hBNTJaUzBINFdZWm1rTnZaUT09>

Meeting ID: 811 0103 1833

Password: 873952

Dial by your location: 0131 460 1196 United Kingdom

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely

R Lane
Town Clerk

To:

| Saltash North | Saltash South | Saltash East | Saltash West |
|---------------|---------------|-------------------------|--------------|
| S Gillies | M Fox | R Bickford | G Challen |
| J Peggs | S Lennox-Boyd | M Parker | J Dent |
| W Phillips | S Martin | J Rance – Vice Chairman | S Miller |
| B Samuels | A Pinckney | P Samuels – Chairman | D Yates |

Agenda

1. Announcements:
 - a. To confirm that all present can hear the proceedings.
 - b. Roll call of Members, Public and Press present.
 - c. To confirm the meeting is quorate.
 - d. Meeting procedure.
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting.

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the Council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this especially if you are speaking or taking an active role.

3. Prayers.
4. Apologies.
5. 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.
 - b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
 - c. To consider dispensations required.
6. Chairman's Report.
7. Monthly Crime Figures.
8. Report by Community Enterprises PL12.
9. CNP report for noting or matters arising – No report.
10. CNP action points for reports – No action points.
11. To receive a report on behalf of Safer Saltash.
12. To receive a report from Cornwall Councillors.
13. To consider Risk Management reports as may be received.

14. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.

15. To receive the Minutes of the Full Town Council Meeting held on Thursday 1st October 2020.

16. Finance:

- a. To advise the following receipts in:
 - i. September 2020.

- b. To advise the following payments in:
 - ii. September 2020.

- c. Urgent and essential works actioned by the Clerk under Financial Regulations.

- d. To note that bank reconciliations up to 30th September 2020 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

17. To ratify the COVID-19 Delegated Decision Register:

| Ref Nr. | Details | Decision Agreed | Committee | Sub Committee |
|----------------|----------------|------------------------|------------------|----------------------|
| | None | | | |

18. Correspondence:

- a. Saltash Heritage Museum – Cornwall Heritage Awards Ceremony 2020.

19. To receive the minutes and consider recommendations of the following Committees:

- a. Personnel held on Tuesday 29th September 2020.

- b. Burial Authority held on Tuesday 6th October 2020.

- c. Joint Burial Board held on Tuesday 13th October 2020.

- d. Services held on Wednesday 14th October 2020.

- e. The Extraordinary Personnel Committee held on Tuesday 27th October 2020.

20. To receive the minutes of the following Sub Committees:
- a. Station Property held on Tuesday 3rd November 2020.
21. To appoint a Member to the Joint Burial Board Committee.
22. To consider COVID-19 updates.
23. To review the Guildhall Recovery Plan - Phase 2 Version 1.1.
24. Cornwall Council – Christmas Free Parking.
25. To consider a proposal to install a loudspeaker system in Fore Street and to apply for S106 monies to fund this.
26. Cornwall Gateway Community Network Area - Highways Scheme.
27. To consider introducing monthly virtual Planning and Licensing Committee meetings.
28. To consider the Chairman and Vice Chairman of the Planning and Licensing Committee to receive and distribute where necessary the Cornwall Council weekly Planning and Licensing Notifications.
29. To ratify the COVID-19 Planning, Licensing, Tree Applications and Survey Polls Delegated Decision Register for the months of April to June 2020:

| Ref Nr. | Details | Decision Agreed | Committee |
|---------|---|---------------------------------------|----------------------|
| 04 | <p>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 overhanging branches on Yew (T3) on trees within Conservation Area –</p> <p>REFUSAL. Proposed works excessive & out of all proportion identified need bearing in mind site's</p> | STC Members that declared no interest | Planning & Licensing |

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| | location importance of the trees themselves individually and collectively. | | |
| 06 | <p>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.</p> <p>1. Property in conservational area & not in keeping with surrounding ethos.</p> <p>2. 24-hour operational access not suitable area proposed.</p> <p>3. General disturbance.</p> | STC Members that declared no interest | Planning & Licensing |
| 07 | <p>Survey Poll - PA20/00766 - 15 Lower Fore Street - Stick with original position & request call-in - REFUSAL</p> | STC Members that declared no interest | Planning & Licensing |
| 08 | <p>PA20/02154 - 6 Westbourne Terrace, Saltash, PL12 6BX Conversion of loft space and construction of rear dormer - APPROVED</p> | STC Members that declared no interest | Planning & Licensing |
| 09 | <p>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.</p> | STC Members that declared no interest | Planning & Licensing |

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| 10 | <p>PA20/00030 1 The Long Barn, Notter, Saltash, Cornwall, PL12 4RN. Proposed two storey extension to the front & internal alterations – REFUSAL on grounds of:</p> <p>1. Overdevelopment of site.</p> <p>2. Unacceptable change to character of the property.</p> | STC Members that declared no interest | Planning & Licensing |
| 11 | <p>PA20/02074 - 35 Pondfield Road Latchbrook PL12 4UA - Proposed loft conversion by altering the roof pitch and creation of a rear dormer – APPROVED</p> | STC Members that declared no interest | Planning & Licensing |
| 13 | <p>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</p> | STC Members that declared no interest | Planning & Licensing |
| 14 | <p>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 with conditions:</p> <p>1. Highway impact survey on Avery Way/A388.</p> <p>2. Retention of barn with suitable provision for local wildlife (bats and barn owls).</p> <p>3. Sufficient tree planting to mask development and retention of current Cornish</p> | STC Members that declared no interest | Planning & Licensing |

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| | hedges; which are to be watered as necessary. | | |
| 15 | 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 | STC Members that declared no interest | Planning & Licensing |
| 16 | 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 | STC Members that declared no interest | Planning & Licensing |
| 17 | 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 on grounds of noise & lights affecting local residents. | STC Members that declared no interest | Planning & Licensing |

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| 19 | <p>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.</p> <p>However, please note address on Planning Application incorrect. Alma Cottage is on Cumble Tor Lane, proposed buildings back onto Thornwell Lane. It is recollected that this mistake has occurred before on another application.</p> | STC Members that declared no interest | Planning & Licensing |
| 23 | <p>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 the application with Officer's conditions.</p> | STC Members that declared no interest | Planning & Licensing |
| 25 | <p>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</p> | STC Members that declared no interest | Planning & Licensing |

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| 26 | <p>PA20/02456 - Apple Tree Cottage, Longlands Lane, Burraton Coombe, Saltash, Cornwall, PL12 4QF. - New extension to the front of the dwelling – APPROVED</p> | STC Members that declared no interest | Planning & Licensing |
| 27 | <p>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.</p> | STC Members that declared no interest | Planning & Licensing |
| 28 | <p>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</p> | STC Members that declared no interest | Planning & Licensing |
| 29 | <p>PA20/03519 - 30 Killigrew Avenue St Stephens Saltash Cornwall PL12 4PR - Construction of single storey porch on South West elevation - APPROVED</p> | STC Members that declared no interest | Planning & Licensing |

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| <p>32</p> | <p>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:</p> <p>Condition 3. Construction Phase Surface Water Management Plan; believed that submitted information meets stated requirement to provide information. Council is not in a position to comment on its likely success, that is a matter for the planning & flooding authorities. Owners requirements for maintenance & inspection must be laid down in such a way that any future purchaser is aware of & complies with these requirements.</p> <p>Condition 4. No development shall commence until a scheme for the provision & management of passage for otters & other wildlife via the gabion baskets has been submitted. Believed that submitted information meets stated requirement to provide information. Council is not in a position to comment on its likely success, that is a matter for the planning authority’s advisors to assess. Owners requirements for keeping access clear and viable must be laid down in such a way</p> | <p>STC Members that declared no interest</p> | <p>Planning & Licensing</p> |
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| | <p>that any future purchaser is aware of & complies with these requirements.</p> <p>Condition 6. No development above ground floor slab level of any part of the development hereby permitted shall take place until details of the planting & maintenance of the sedum roof have been submitted The information presented meets the requirement.</p> <p>Condition 7. Prior to the first occupation of the dwelling hereby approved, details of any boundary enclosures or fencing on the western, southern & eastern boundaries of the site shall be submitted. The submitted document appears to meet the requirement. It should be noted that the existing boundaries include close panelled fences, it is assumed that these will be removed to meet the boundary as described. It is also assumed that the fencing against the Latchbrook will allow animal access to the water including as described in the condition 4 response.</p> | | |
| 33 | <p>PA20/03524 - 62 Oaklands Drive Saltash Cornwall PL12 4LU - 62 Oaklands Drive Saltash Cornwall PL12 4LU – APPROVED</p> | STC Members that declared no interest | Planning & Licensing |
| 34 | <p>PA20/03748 - 7 Essa Road Saltash Cornwall PL12 4ED - First Floor extension, reconstruction of rear balcony,</p> | STC Members that declared no interest | Planning & Licensing |

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| | replacement of flat roof over garage with pitch roof and cladding to upper external walls – APPROVED | | |
| 35 | 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 | STC Members that declared no interest | Planning & Licensing |
| 37 | PA20/03778 - 141 St Stephens Road Saltash PL12 4NH - Proposed single story extension to the rear - APPROVED | STC Members that declared no interest | Planning & Licensing |
| 38 | PA20/03599 - Thornwell Trematon Saltash Cornwall PL12 4RU - Construction of a single storey, timber-framed, self-contained one bedroom annexe – APPROVED subject to the annex being tied to the present family & specifically not to be used as a second home. | STC Members that declared no interest | Planning & Licensing |
| 40 | 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 overhanging branches on Yew | STC Members that declared no interest | Planning & Licensing |

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| | (T3) on trees within Conservation Area – REFUSAL & REQUEST A CALL IN. | | |
| 41 | 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 | STC Members that declared no interest | Planning & Licensing |
| 45 | 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 provided planning authority confirms it meets the requirements of the decision notice for PA16/11562, Erection of Two Contemporary Detached Dwellings, Land West Of Polmear Homer Park Saltash Cornwall PL12 6HJ. | STC Members that declared no interest | Planning & Licensing |
| 46 | 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 | STC Members that declared no interest | Planning & Licensing |
| 47 | PA20/04560 - 25 Higher Port View Saltash PL12 4BX Non-Material amendment to | STC Members that declared no interest | Planning & Licensing |

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| | application no. PA19/06847 dated 26/09/19 to extend new extension to the side by approx. 750mm - APPROVED | | |
| 48 | PA20/04335 - 8 Lower Port View St Stephens PL12 4BY - Partial demolition of front boundary wall and construction of a single garage - APPROVED | STC Members that declared no interest | Planning & Licensing |
| 49 | PA20/00030 - 1 The Long Barn Notter Saltash Cornwall PL12 4RN External and internal alterations – APPROVED the Revised Plans. | STC Members that declared no interest | Planning & Licensing |

30. Public Bodies (Admission to Meetings) Act 1960

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

31. To consider any items referred from the main part of the agenda.

32. Public Bodies (Admission to Meetings) Act 1960

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

33. To consider urgent non-financial items at the discretion of the Chairman.

34. Press and social media releases.

35. Date of next meeting: Thursday 3rd December 2020 at 7:00 p.m.

36. Common Seal:

To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Please note: It is Members responsibility to disclose a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting.

Please leave the form in your folder provided for the Administration Officer to collect at the end of the meeting.

Councillor: _____

Committee: _____

Date of Meeting: _____

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.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at the meeting.
- c. To consider dispensations required.

| Agenda Item | Pecuniary/Non-Pecuniary | Reason | Left the Meeting | Remained at Meeting and did not Vote | Ongoing Dispensation | Dispensation Requested | No Interest Declared |
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