

# TRURO CITY COUNCIL



CITY OF TRURO

Town Clerk's Department  
Municipal Buildings  
Boscawen Street  
Truro TR1 2NE  
Tel. (01872) 274766  
www.truro.gov.uk  
email: info@truro.gov.uk

7 November 2025

To: The Mayor (Honorary Freeman Wells), Deputy Mayor (Councillor Rich), Chairman (Councillor Swain), Vice-Chairman (Councillor Wetherill) and Councillors Carlyon, Claxton, Collins, Douglas-Martin, Nolan, Griffiths, Tann, Tucker and other members of Truro City Council *for information*.

Dear Councillor

NOTICE IS HEREBY GIVEN that the meeting of the **PLANNING & LICENSING COMMITTEE** will be held at the **COMMITTEE ROOM (FIRST FLOOR), MUNICIPAL BUILDINGS, BOSCAWEN STREET, TRURO, TR1 2NE** on **THURSDAY 13 NOVEMBER 2025** at **7.00pm** for the transaction of the under mentioned business:

*Members of the public* have the right to speak at meetings of Truro City Council's Planning & Licensing Committee during consideration of planning applications, under the following conditions: Registration to speak must be made in writing, complete with your full name and contact details, either via email to info@truro.gov.uk or letter to the council offices, no later than 5pm on the Tuesday before the Thursday meeting. Only the first to register to speak for and against each application may be allowed to do so.

## A G E N D A

1. **COUNCILLORS IN ATTENDANCE AND APOLOGIES**  
To **note** apologies.
2. **DECLARATIONS OF INTEREST**  
To **receive** and **resolve** on any dispensation requests.
3. **MINUTES (Appendix A – TCAAC to follow)**
  - a. To **resolve** to approve the minutes of the Planning Committee meeting held on 23 October 2025.
  - b. To **note** the minutes of the Truro Conservation Area Advisory Committee meeting held 11 November 2025.
4. **PLANNING CONSULTATION**  
To **consider** and **resolve** on plans submitted in accordance with planning consultation procedure: The chairman's proposals are to be voted for 'en bloc', except for individual applications a Councillor may request to consider in greater detail at this meeting.
  - a. **Applications to be voted on en bloc.**
    - i. [PA25/07674](#) | Single storey flat roof extension | The Mallows Kenwyn Church Road Kenwyn Truro Cornwall TR1 3DR
    - ii. [PA25/07730](#) | Works to trees subject to a Tree Preservation Order (TPO), works include TRUO122-Oak. Crown lift to 3m. Reduce branches growing towards house by 2m to suitable pruning point. | 3 Monterey Gardens Truro Cornwall TR1 1JP
    - iii. [PA25/07518](#) | Non material amendment in relation to decision notice PA25/02832 dated 02/06/2025 to allow much smaller version of the original porch extension. New outer wall of block construction to tie in with the current porch. No longer extending forwards, so the driveway would not need regrading. Only a WC and wash handbasin now included, no shower or cupboard as originally planned | 6 Barton Meadow Kenwyn Truro Cornwall TR1 3NJ
    - iv. [PA25/07834](#) | Non-material amendment to decision notice PA24/09300 dated 05.02.2025 to replace the existing garage with a new garage that will be connected to the house. | 64 Tregolls Road Truro Cornwall TR1 1LD
    - v. [PA25/07810](#) | Works to trees subject to a Tree Preservation Order - crown reduction of 1.5 - 2 metres, reducing height from approximately 13m to 11.5m and crown spread from 14m to 12m of T1 (Ash tree) | 2 Cathedral View Kenwyn Truro Cornwall TR1 3UF
    - vi. [PA25/07906](#) | Works to trees subject to a Tree Preservation Order (TPO), works include T1 - Lime tree - Fell. In close proximity of house. Showing advanced decay and white rot inside stem | Bodinnick Kenwyn Church Road Kenwyn Truro Cornwall TR1 3DR

- vii. [PA25/07264](#) | Works to trees subject to a Tree Preservation Order (TPO): Fell 1x small Ash, 1x small Sycamore (self-seeded) and remove coppiced sycamore all within group T7. | 41 Tregolls Road Truro Cornwall TR1 1LE
- viii. [PA25/07952](#) | Works to trees subject to a Tree Preservation Order (TPO), works include Tree 1 Multi stemmed Laurel (not a tree) heavily cut back to well within wall. To prevent possible failure on to pavement or highway. Tree 2 Holly, mature tree with low amenity value, heavily weighted towards road and over pavement. Cut back to within line of wall to prevent possible failure into road. Tree 3 Yew, lower branches encroaching onto highway, cut back to clear highway. Tree 4 Beech, mature tree in good health. To large low limbs becoming over extended over drive. Reduce by approx. 10% to reduce lever arm and lessen possibility of failure. Tree 5 Cryptomere, One stem growing into footpath, remove this stem. Works for maintenance. Tree 6 Young Lucombe Oak, stem growing over road showing signs of weakness. Reduce branch by approx. 10-15% | Alverton Manor Hotel Tregolls Road Truro Cornwall TR1 1ZQ
- ix. [PA25/07859](#) | Listed Building Consent for the proposed change of use from office use to residential with self-contained basement flat and associated works with variation of condition 2 of listed building consent PA23/08981 dated 09.05.2024. | 19 Lemon Street Truro Cornwall TR1 2LS
- x. [PA25/08105](#) | Works to Trees covered by a Tree Preservation Order (TPO) - Remove young shoots from main stem to break of crowns of Trees 1, 3 & 4 (2 sycamores and a Turkey Oak) | 6 The Close Truro Cornwall TR1 1LY
- xi. [PA25/08186](#) | Replacement of windows and doors | CMA House Newham Road Newham Truro Cornwall TR1 2SU

**b. Applications to be considered individually at this meeting.**

- i. [PA25/07012](#) | Construction of three-storey side extension and a third-storey front extension including remedial works to the front of the building to provide 8 new flats | Hutton Heights Highertown Truro Cornwall
- ii. [PA25/07196](#) | Change of use from C2 (assisted support living facility) to C3 (1x residential dwelling). | Treseder House 111 Moresk Road Truro Cornwall TR1 1BP
- iii. [PA25/07310](#) | Reserved Matters application for the Bosvisack Trail at Langarth Garden Village to include details of the access, appearance, landscaping, layout and scale (details following outline consent PA20/09631 dated 05.04.2022). | Land North Of A390 Threemilestone Truro Cornwall
- iv. [PA25/08194](#) | Development of a petrol filling station (PFS) including a new sales building, underground tanks, pump island/canopy, forecourt, car parking, landscaping, boundary treatments, drainage infrastructure, associated access arrangements (including A390 junction and associated pedestrian access) and associated infrastructure (including an artificial badger sett) with variation of condition 1 in respect of decision notice PA24/07516 dated 01.01.22 | Land Off Higher Besore Road Gloweth Truro Cornwall

**5. LICENSING**

- a. LI25\_005906 - Zafiro's 3 New Bridge Street, Truro, TR1 2AA - Increase hours on Friday, Saturday and Wednesday for -
  - Regulated Entertainment
  - Late Night Refreshment
  - Anything with a similar description falling within
  - Supply of Alcohol
  - Opening Hours on the Premises
  - Non Standard timings to include Christmas Eve, Boxing Day and New Year's Eve
- b. LI25\_006027 - The Green, Truro College, Haven House, Quay Street, Truro, TR1 2HE - Sale by retail of alcohol

**6. URGENT APPLICATIONS**

To **discuss** and **resolve** a comment on any planning or licencing applications that have been received after publication of the agenda and that cannot, due to time constraints, be dealt with at a future meeting of this committee.

**7. CORRESPONDENCE**

- a. To **note** letter confirming TPO at HALCYON, CRESCENT ROAD, TRURO. ([Appendix B](#))

8. **COMMUNITY HIGHWAYS IMPROVEMENT PROGRAMME 2026-2029 (Appendix C)**  
To **recommend** to Council a shortlist of schemes to be considered.
9. **DELEGATION OF POWER**  
To **note** the decisions made under delegated powers.  
*Standing Order 17. b Matters of Urgency*  
*When decisions of an urgent nature have to be made between meetings of Committees, the Town Clerk shall be given delegated powers to act in consultation with the appropriate Chairman or Vice Chairman and Mayor or Deputy Mayor, the decision to be reported back to the next Committee meeting.*
10. **DECISIONS (Appendix D)**  
To **note** the decisions on applications by the Local Planning Authority since the last meeting of the Planning Committee.
11. **TRURO TRANSPORT STRATEGY WORKING GROUP**  
Standing item for discussion / update.
12. **CHAIRMAN'S REPORT**  
To **receive** a verbal report from the chairman.
13. **ITEMS FOR FUTURE MEETINGS**  
TKNDP Steering Group Terms of Reference
14. **DATE OF NEXT MEETING**  
Thursday 4 December 2025



David Rodda MBE  
**Town Clerk**

# TRURO CITY COUNCIL



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## MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD 23 OCTOBER 2025 AT 1900 IN COMMITTEE ROOM (FIRST FLOOR), MUNICIPAL BUILDINGS, BOSCAWEN STREET, TRURO, TR1 2NE

**PRESENT:** Councillors Swain (Chairman), Wetherill (Vice-Chairman), Carlyon, Claxton, Nolan, Tann, Tucker, and Wells (Mayor).  
**ALSO IN ATTENDANCE:** William Thorpe-Stanley (Committee Clerk)  
**APOLOGIES:** Councillors Collins [personal], Douglas-Martin [personal], and Rich [business].

### 1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**.

P/25/891

### 2 DECLARATIONS OF INTEREST

Councillor Claxton - item 4.a.vii - non-pecuniary - to leave the room.

P/25/892

### 3 MINUTES

**a** The minutes of the Planning & Licensing Committee meeting held on 02 October 2025 were considered for accuracy. It was proposed by Councillor Swain, seconded by Councillor Claxton, and **RESOLVED** that they be considered a correct record and signed.

**P/25/893**

**b** The minutes of the TCAAC meeting held 21 October 2025 were **noted**. Members wished to record their thanks to the TCAAC Chairman for his well-written responses.

P/25/894

### 4 PLANNING CONSULTATION

[Councillor Claxton left the room at 19:13.]

#### **a En bloc applications.**

- |      |  |            |
|------|--|------------|
| i.   | Belvedere House Tregurra Lane Truro Cornwall TR1 1RD Support.  | PA25/06595 |
| ii.  | 58 Falmouth Road Truro Cornwall TR1 2HR Support.               | PA25/07065 |
| iii. | 8 Huthnance Close Truro Cornwall TR1 1YT Support.              | PA25/06606 |
| iv.  | Hebasca Comprigney Hill Kenwyn Truro Cornwall TR1 3EE Support. | PA25/07185 |
| v.   | Street Record Tregian Close Truro Cornwall Support.            | PA25/07185 |
| vi.  | 3 Penair Crescent Truro Cornwall TR1 1YS Support.              | PA25/06738 |

vii.	20 Copes Gardens Truro Cornwall TR1 3SN Support.	PA25/07581
viii.	Haven House Quay St Truro Cornwall TR1 2UY Support.	PA25/06675
ix.	Street Record Poltisco Close Truro Cornwall Moved for individual discussion.	PA25/07193
x.	Lander Court Strangways Terrace Truro Cornwall TR1 2NH Support.	PA25/07195
xi.	6 Clifton Gardens Truro Cornwall TR1 3HL Support.	PA25/07293
xii.	5 Clifton Gardens Truro Cornwall TR1 3HL Support.	PA25/07315
xiii.	4 Rosewin Row Truro Cornwall TR1 1HG Support.	PA25/07533
xiv.	20 Daniell Street Truro Cornwall TR1 2DN Support.	PA25/07254
xv.	10 Adelaide Terrace Truro Cornwall TR1 3EJ Moved for individual discussion.	PA25/07521

It was proposed by Councillor Swain, seconded by Councillor Carlyon, and **RESOLVED** that Truro City Council submit the Chairmans' recommendations in response to consultations for the above applications with the exception of 'ix.PA25/07193', and 'xv.PA25/07521' having been moved for individual discussion. **P/25/895**

[Councillor Claxton entered the room at 19:15.]

**b Applications considered individually.**

**i The Market Inn Back Quay Truro Cornwall TR1 2LL (PA25/06013)**

Members appreciated the lengths gone to by the developer to restore the building sympathetically.

It was proposed by Councillor Wells, seconded by Councillor Tann and **RESOLVED** to support the application. **P/25/896**

**ii Street Record Tristan Road Truro Cornwall (PA25/07172)**

Councillors felt more information was needed in order to give support for the proposal.

It was proposed by Councillor Swain, seconded by Councillor Tann and **RESOLVED** to support a crown lift, but not accept that felling works take place without further information being provided. **P/25/897**

**iii 2 Trennick Row Malpas Road Truro Cornwall TR1 1QL (PA25/05930)**

This application was considered with its partner application below. **P/25/898**

**iv 2 Trennick Row Malpas Road Truro Cornwall TR1 1QL (PA25/05931)**

It was proposed by Councillor Claxton, seconded by Councillor Carlyon and **RESOLVED** to recommend refusal of the scheme as amending the front **P/25/899**

elevation would adversely disturb the continued line of the row. Concern for pedestrian and cyclist safety will be risked in dropping the curb and allowing vehicular movements across the narrow pavement. An alternative scheme that utilises the rear of the property to facilitate electric vehicle charging is invited. If approved the surface should be permeable.

**v 5 Prospect Place Truro Cornwall TR1 1HW (PA25/07414)**

The committee felt that the terraces would lead to overlooking and the garage become a separate living space, were this to be approved members hoped a condition that the garage be ancillary would be made.

It was proposed by Councillor Nolan, seconded by Councillor Tann and **RESOLVED** to object to the proposal as cause for overlooking to the front and rear from the terraces in addition to the garage conversion being overdevelopment.

**P/25/900**

**vi Unit 1 Pydar Street Truro Cornwall TR1 2BD (PA25/05662)**

Members acknowledged the betterments made thus far to the application and note HEP's comments that it was now just acceptable but it was felt strongly that a building surrounded by Listed buildings and in the Conservation Area must host appropriate signage.

It was proposed by Councillor Wells, seconded by Councillor Tann and **RESOLVED** to object to the proposal until a painted timber scheme is presented.

**P/25/901**

**vii 109A Kenwyn Street Truro Cornwall TR1 3DJ (PA25/05697)**

It was proposed by Councillor Swain, seconded by Councillor Tann and **RESOLVED** to support the application.

**P/25/902**

**a.ix Street Record Poltisco Close Truro Cornwall (PA25/07193)**

It was proposed by Councillor Tann, seconded by Councillor Swain and **RESOLVED** to make representation that there is not enough information in the application to support.

**P/25/903**

**a.xv 10 Adelaide Terrace Truro Cornwall TR1 3EJ (PA25/07521)**

It was proposed by Councillor Nolan, seconded by Councillor Tann and **RESOLVED** to support the application and request that the Truro Conservation Area Advisory Committee's comments on window style be considered.

**P/25/904**

**5 LICENSING**

None.

**P/25/905**

**6 URGENT APPLICATIONS**

None.

**P/25/906**

**7 CORRESPONDENCE**

**a** An email informing the Council of a consultation on the removal of Hackney Carriage 'taxi zones' dated 29.09.2025 was **noted**.

**P/25/907**

**b** A letter of notification of appeal against enforcement at Tregolls House 44 - 46 Falmouth Road Truro dated 08.10.2025 was **noted**. It was proposed by Councillor Carlyon, seconded by Councillor Swain and **RESOLVED** to support Cornwall Council Enforcement.

**P/25/908**

**P/25/909**

**c** Email from the case officer for PA25/05791 - 1 Sandhurst Terrace. It was proposed by Councillor Tucker, seconded by Councillor Tann and **RESOLVED** to support the granting of planning permission.

**P/25/910**

- 8 TRURO & KENWYN NEIGHBOURHOOD DEVELOPMENT PLAN (TKNDP) STEERING GROUP**  
Members discussed points they would like to include in the terms of reference and raised questions to be investigated before bringing a first draft to the next meeting. P/25/911
- 9 DELEGATION OF POWER**  
None. P/25/912
- 10 DECISIONS**  
The decisions by Cornwall Council since the last meeting of the planning committee were **noted**. P/25/913
- 11 TRURO TRANSPORT STRATEGY WORKING GROUP**  
Councillors heard that further counts on the improved A30 were ongoing. P/25/914
- 12 CHAIRMANS REPORT**  
The Chairman advised the committee that Treveth had put a statement out regarding the Pudar Street development. P/25/915
- 13 DATE OF NEXT MEETING**  
The date of the next meeting is 13 November 2025. P/25/916

The meeting closed at 2034.

-----  
Chairman



Mr David Rodda  
Town Clerk's Department  
Municipal Buildings  
Boscawen Street  
Truro  
TR1 2NE

**Your ref:**  
**My ref:** TPO25/00005  
**Date:** 21 October 2025

By email: [clerk@truro.gov.uk](mailto:clerk@truro.gov.uk)

Dear Sir

**TOWN AND COUNTRY PLANNING ACT 1990**  
**THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND)**  
**REGULATIONS 2012**  
**HALCYON, CRESCENT ROAD, TRURO TREE PRESERVATION ORDER 2025**

Please find enclosed copy notice of confirmation of the Order today sent to the persons interested in the site.

The Order has been confirmed without modification.

Yours sincerely

Kathryn Paice  
Senior Development Support Officer  
Planning and Sustainable Development  
Tel: 01872 322222  
Email: [kathryn.paice@cornwall.gov.uk](mailto:kathryn.paice@cornwall.gov.uk)

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Cornwall Council Planning, New County Hall,  
Treyew Road, Truro, TR1 3AY

Tel: 0300 1234 100 [www.cornwall.gov.uk](http://www.cornwall.gov.uk)



**My ref:** TPO25/00005  
**Date:** 21 October 2025  
**Please ask for:** Kathryn Paice  
**Direct line no:** 01872 322222  
**e-mail:** Kathryn.paice@cornwall.gov.uk

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990  
 THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND)  
 REGULATIONS 2012  
 HALCYON, CRESCENT ROAD, TRURO TREE PRESERVATION ORDER 2025**

On the 01 September 2025 the Council made the above Tree Preservation Order, a copy of which was sent to you. The Council has considered whether or not the Order should be confirmed. All objections and representations received have been fully considered by the Council in arriving at its decision. The Order was confirmed on the 13<sup>th</sup> October 2025.

With regard to the effects of the Council's decision and for more information about the procedure to make an application to cut down or carry out work on protected trees please contact the Council's Planning Officer Julia Preece (email: [julia.preece@cornwall.gov.uk](mailto:julia.preece@cornwall.gov.uk), tel: 01872 322222)

Anyone aggrieved by the Council's decision can challenge it by applying to the High Court under Section 288 of the Town and Country Planning Act 1990. An application to the High Court can be made on the grounds:-

- (i) that the Order is not within the powers of the Town and Country Planning Act 1990; or
- (ii) that the requirements of the Act or the Town and Country Planning (Tree Preservation) (England) Regulations 2012 have not been complied with in relation to the Order.

An application to the High Court must be made within six weeks from the date of the Council's decision to confirm the Order.

Yours faithfully

**SERVICE DIRECTOR LEGAL AND ASSURANCE (MONITORING OFFICER)**

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**TOWN AND COUNTRY PLANNING ACT 1990  
THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND)  
REGULATIONS 2012**

**HALCYON, CRESCENT ROAD, TRURO  
TREE PRESERVATION ORDER 2025**

THE CORNWALL COUNCIL, in exercise of the powers conferred on them by section 198 of the Town and Country Planning Act 1990 make the following Order—

**Citation**

1. This Order may be cited as **HALCYON, CRESCENT ROAD, TRURO TREE PRESERVATION ORDER 2025**.

**Interpretation**

2. (1) In this Order “the authority” means **THE CORNWALL COUNCIL**

(2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

**Effect**

3. (1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall—

(a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or

(b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of, any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

**Application to trees to be planted pursuant to a condition**

4. In relation to any tree identified in the first column of the Schedule by the letter “C”, being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

DATED THIS 1<sup>st</sup> day of September 2025

Signed on behalf of THE CORNWALL COUNCIL

SERVICE DIRECTOR LEGAL AND ASSURANCE (MONITORING OFFICER)

Authorised by the Council to sign in that behalf

**CONFIRMATION OF ORDER**

This Order was confirmed by THE CORNWALL COUNCIL without modification on the 13<sup>th</sup> day of October 2025

Signed on behalf of THE CORNWALL COUNCIL

SERVICE DIRECTOR LEGAL AND ASSURANCE (MONITORING OFFICER)

Authorised by the Council to sign in that behalf

**VARIATION OF ORDER**

This Order was varied by THE CORNWALL COUNCIL on the \_\_\_\_\_ day of \_\_\_\_\_ by a variation order under the reference number \_\_\_\_\_ a copy of which is attached

Signed on behalf of THE CORNWALL COUNCIL

Authorised by the Council to sign in that behalf

**REVOCATION OF ORDER**

This Order was revoked by THE CORNWALL COUNCIL on the \_\_\_\_\_ day of \_\_\_\_\_

Signed on behalf of THE CORNWALL COUNCIL

Authorised by the Council to sign in that behalf

## SCHEDULE

### SPECIFICATION OF TREES

#### Trees specified individually (encircled in black on the map)

<u>Reference on Map</u>	<u>Description</u>	<u>Situation</u>
None	N/A	N/A

#### Trees specified by reference to an area (within a dotted black line on the map)

<u>Reference on Map</u>	<u>Description</u>	<u>Situation</u>
None	N/A	N/A

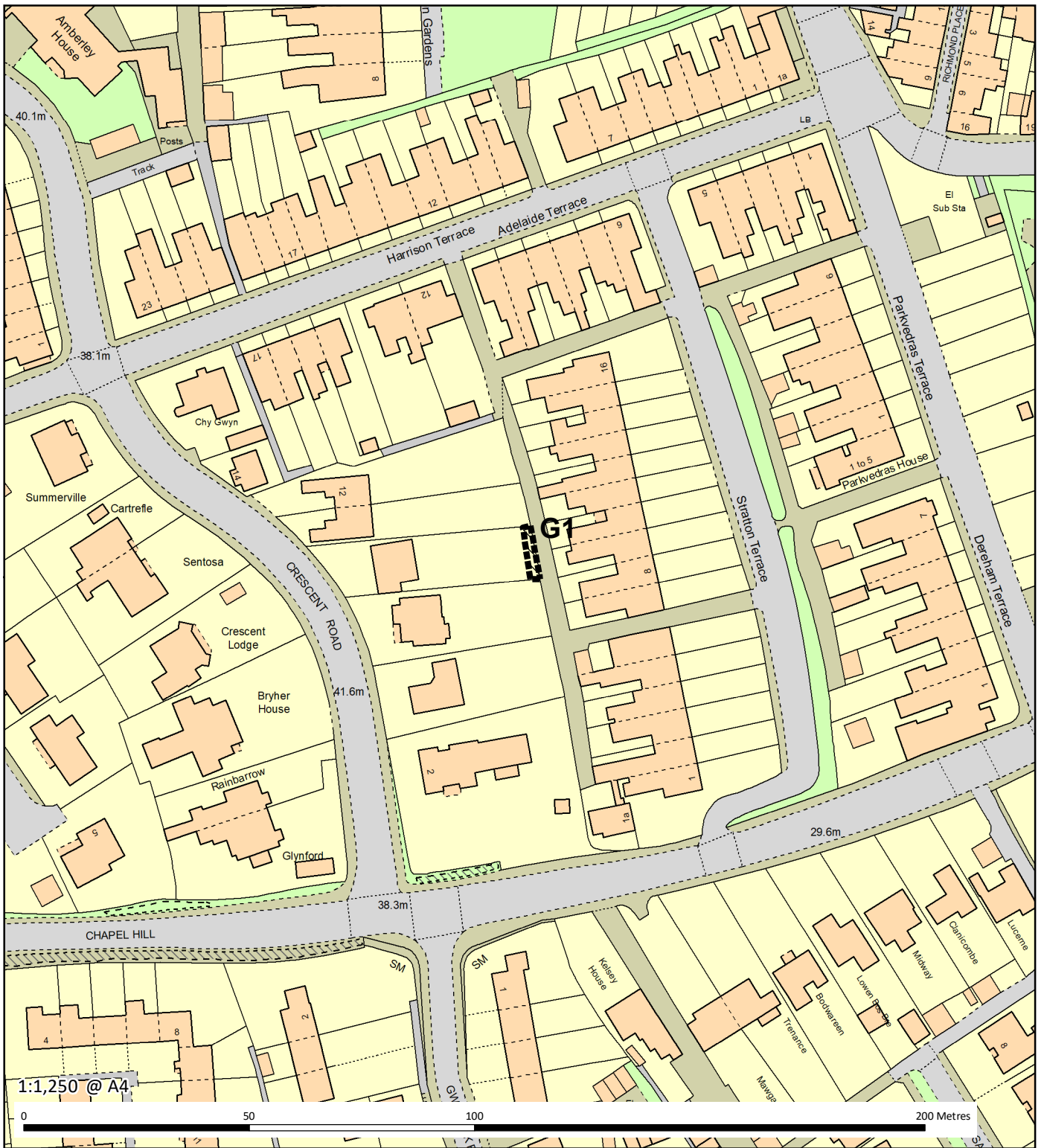
#### Groups of Trees (within a broken black line on the map)

<u>Reference on Map</u>	<u>Description</u>	<u>Situation</u>
G-1	5 Lime trees	In the position identified on the map within a broken black line

#### Woodlands

(within a continuous black line on the map)

<u>Reference on Map</u>	<u>Description</u>	<u>Situation</u>



Grid Reference: 181171 038611

Based on the Ordnance Survey mapping with the permission of the Controller of his Majesty's Stationery Office © Crown Copyright. Cornwall Council AC0000817921 Year 2025

Date: 27th August 2025

Tel: 0300 1234 151 [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

**Subject:** INFO: Community Highways Improvement Programme

Information Classification: CONTROLLED

**To: CAP representatives [Roseland & Truro Community Area Partnership]**

*Please find below a message from Councillor Dan Rogerson, Cabinet Member for Transport, regarding the Community Highways Improvement Programme, which he has asked us to circulate to you. As he indicates, please let Naomi Belert, Community Link Officer know if you have any queries.*

Dear colleagues

### **Community Highways Improvement Programme: 2026-2029**

I'm pleased to share with you the arrangements for the **Community Highways Improvement Programme** for the duration of this administration. This initiative will see over **£3 million** invested across the **Community Area Partnership (CAP)** areas to deliver local highway improvements aligned with our **Local Transport Plan (LTP)** objectives.

This programme builds on the success of the previous "Community Network Highways Scheme", which has delivered over 800 schemes in local communities. Following feedback from councillors and a review of our experience to date, the approach has been refined to ensure it better reflects our priorities and gives Cornwall Councillors a clearer role in deciding how funding is spent. The CAPs will generate ideas for and bring forward potential schemes. Cornwall Councillors in each CAP will decide which schemes will be developed and costed. Once this has taken place, they will then make a final recommendation on the allocation of funding to schemes.

Before we launch the programme next week, I wanted to write to you to outline the key elements. Details are in the **attached briefing note**.

### **Programme Overview**

- **Funding:** £1 million per year from 2026/27 to 2028/29. As you will see, there is an opportunity for Town & Parish Councils to make contributions to local schemes where they are in a position to do so.

- **Allocation Method:** Funding is distributed to CAP areas using a formula based on population and road length, a fairer reflection of local need than the previous population-based approach.
- **Eligible Improvements** (key points):
  - Schemes must support Local Transport Plan (LTP) goals and relate to the local highway network (carriageways, verges, footways — excluding trunk roads).
  - Public rights of way improvements are eligible where they enhance everyday access and connectivity.
- **Key exclusions:**
  - Isolated on-street parking restrictions (e.g. yellow lines); such restrictions will only be considered as part of a wider scheme.
  - Feasibility studies, for value for money reasons. However, options appraisals may be considered if they clearly define the issue and location.
  - Residents' parking schemes, due to their strategic nature and complexity.

**Process and Timeline for first round:**

- **w/c 3 November 2025** Programme will be launched to CAP members.
- **By 31 December 2025:** Each CAP member (Cornwall Councillors and Town/Parish Councils) may submit one Expression of Interest (EoI) via an online form\*  
 . **Please note that the online form will not be available before 3 November 2025.** *\*See paragraph 4.2 of the briefing note.*
- **By early February 2026:** Cornwall Councillors in each CAP will make a final decision on which EOIs should be developed and costed
- **By end of March 2026:** Cornwall Councillors will recommend budget allocations.
- **By April 2026:** Final programme signed-off
- **Ongoing:** CAPs will receive monthly monitoring reports on scheme progress through to completion.

I'm confident that, with Members working with you through your CAPs, we can bring forward a diverse and impactful range of schemes that support our transport objectives and deliver real benefits for highway users across Cornwall.

If you have any further questions about this Programme, please contact your Community Link Officer in the first instance.

Best wishes

Dan

**Cllr. Dan Rogerson**  
**Bodmin St Mary's and St Leonard | Cornwall Council**  
**Cabinet Member for Transport**  
E: [cldr.dan.rogerson@cornwall.gov.uk](mailto:cldr.dan.rogerson@cornwall.gov.uk)



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## Guidance Note

### Community Highways Improvement Programme 2026-2029

#### 1. Introduction

- 1.1. Since 2018, Community Area Partnerships - CAPs (and their predecessors Community Network Panels - CNPs) have each received a share of £1m per annum of Local Transport Plan funding to deliver local highway improvement schemes.
- 1.2. To date the programme has successfully delivered over 800 local schemes which help to meet the Local Transport Plan objectives.
- 1.3. The Portfolio Holder for Transport has reviewed this programme and this updated guidance sets out the budget and procedures for the programme for 2026-2029.

#### 2. Budget

- 2.1. The funding of £1m per year for the period 1 April 2026 to 31 March 2029 has been distributed across CAPs using a formula which takes into consideration both the population of the area and the road length. The annual allocation to each CAP area is shown in the table below.

<b>Community Area Partnership</b>	<b>Annual Allocation 2026/27 to 2028/29</b>
Camel Valley	£97,538
China Clay Area and Luxulyan	£47,320
Cornwall South	£75,189
Falmouth and Penryn	£60,176
North Cornwall	£65,805
North Kerrier and East Penwith	£104,022
Penwith	£82,779
Roseland and Truro	£89,296
Saints Coast	£85,734
South East Cornwall	£134,659
South Kerrier	£67,684
Tamar to Moor	£89,798
<b>TOTAL</b>	<b>£1,000,000</b>

- 2.2. A further £50,000 per year has been set aside to cover the cost of assessing expressions of interest and any other unexpected costs.
- 2.3. CAPs can offer up match funding to increase the funding available (e.g. Town/Parish Councils may wish to make contributions to local schemes). The budget can be split between multiple schemes within a CAP or amalgamated towards a larger scheme.
- 2.4. Allocations should be spent within the financial year, unless approval has been granted by Cornwall Council's Highway Asset Manager to roll forward or bring forward future funding. This is to ensure that the programme is deliverable within the capacity of the Highways team. Where funding for multiple years is combined, it should be noted that delivery may not be possible until later in the programme period.
- 2.5. Cornwall Council can recover VAT on purchases; this includes highways improvements. Scheme costs are therefore net of VAT.

### 3. Eligible schemes

- 3.1. The funding is top sliced from Local Transport Plan (LTP) funding allocated to Cornwall Council by central government. Local authorities have a statutory duty to prepare and implement a Local Transport Plan (LTP) under the Transport Act 2000. The funding should therefore be used to deliver the goals of the [Cornwall Transport Plan](#) (latest version approved by full Council in April 2022):

- **Tackle Climate Change** - *Respond to the challenges of climate change by ensuring we have a resilient, carbon neutral transport network, and we support communities to live locally.*  
This can include schemes that support walking, cycling and public transport, reducing the need to travel or switching to electric or cleaner fuels.
- **Support economic prosperity** *by improving sustainable transport links for business and access to employment, education and training.*  
Suitable schemes include those that improve sustainable transport access to shops, education, tourism and business activities. This can be for customers or deliveries.
- **Respect and enhance the beautiful natural and historic environment** *through the way in which we travel and deliver transport.*  
Suitable schemes include those that deliver a town and village street scene that respects our Cornwall heritage and culture, provides a safe, accessible, and attractive place for residents whilst substantially reducing environmental harm from vehicle operations including air pollution. Transport schemes that support nature recovery can be included.
- **Support healthy active lifestyles and wellbeing** *by providing the right facilities and environment for walking and cycling to become the natural choice for local trips*  
Improvements to make walking and cycling easier and safer will be supported. Measures identified in the [Healthy Streets tool](#) can be considered. Schemes that improve access to the environment for more people, especially those who

currently have limited access e.g., children, people with disabilities, can also be considered.

- **Support community and road safety** - *Ensure our communities are safer and more enjoyable places to live by reducing the negative impacts of transport.*

Suitable schemes include those that reduce speeds or traffic volumes (e.g. village gateways or vehicle activated signs -see [guidance note](#) for more information) or reduce anti-social behaviour and the fear of crime whilst travelling. Physical measures to support existing 20mph routes may be considered.

- **Provide equal opportunities for everyone**, *regardless of age, postcode, income level or ability; to access the services they need and to have a say on transport solutions in their communities.*

Suitable schemes include those which particularly benefit people with limited transport options due to geography, disability, age or affordability.

3.2. **Extent:** Improvements to any part of the highway network (e.g. carriageway, verge, footway) qualify (i.e., A, B, C and Uclass roads, excluding trunk roads).

Improvements to public rights of way (PROW) may be considered where the proposal improves everyday access and connectivity linked to the goals listed above.

3.3. Funding **cannot** be used for the following:

- **Schemes involving purchase of third party land** as these have resulted in significant delay and cost in previous programmes.
- **Schemes including on-street parking restrictions (often yellow lines) in isolation.** On-street parking restrictions work best when they free up road space to improve access for public transport or visibility for pedestrians crossing or vehicles at junctions. It should be noted that parked cars can help keep vehicles speeds down and removing them may make a road less safe for vulnerable users. Yellow lines are best delivered as part of a wider package rather than for small changes such as protecting access to individual properties, as they can be expensive in isolation, due to legal costs for the required Traffic Regulation Order (TRO).
- **Schemes which significantly harm nature.** To support delivery of the Nature Recovery Strategy, schemes should be designed to avoid harm to nature, enhance biodiversity, and contribute positively to nature recovery by integrating green infrastructure, protecting habitats, and supporting ecological connectivity.
- **Feasibility studies**, as these do not always offer value for money; option appraisals will be considered however, if they can clearly define the problem and location.
- **Residents' Parking schemes (and related feasibility studies)** are not eligible due to the need for these schemes to be considered on a strategic rather than local basis. These schemes are often complex in nature, cost more than the available budget and can result in delay in the delivery of the programme.
- **Off Street Parking** (as this is not on the Highway)

- **Drainage improvements** – these are included within the Council’s capital maintenance programme
- **Relining of white or yellow lines** - this is funded from the Highways maintenance budget. Areas of concern should be identified by reporting this online [Report a problem with a road or pavement - Cornwall Council](#) or via the Highways & Environment Manager.

3.4. Examples of good practice from previous programmes are attached as Appendix 1.

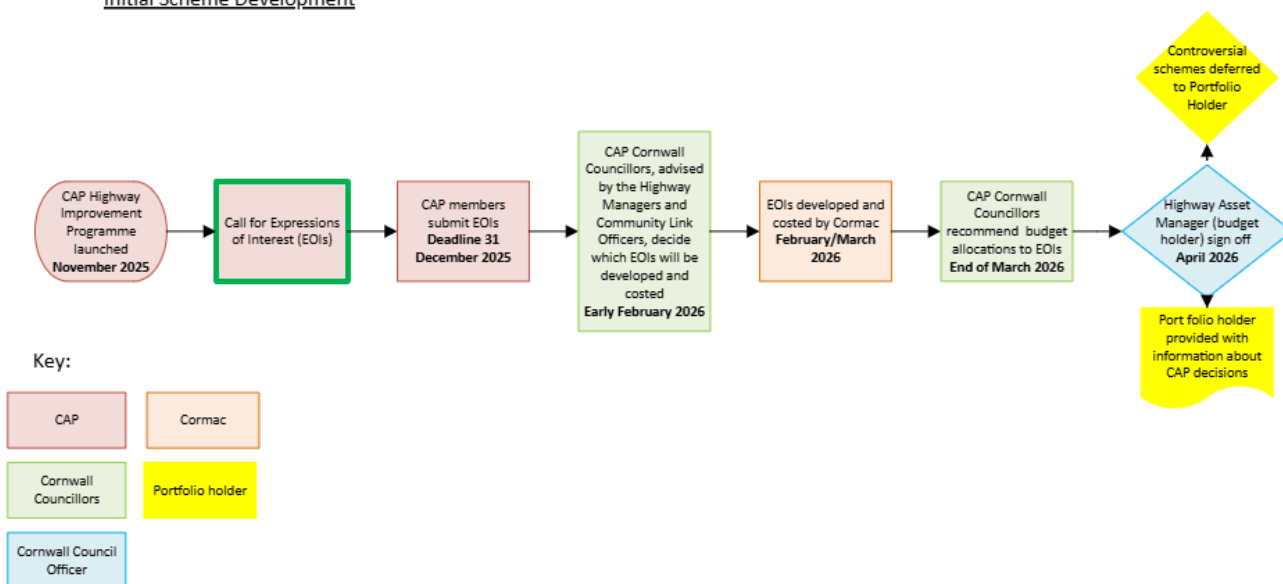
3.5. A wider Local Transport Plan programme delivers a mixture of strategic programmes and larger schemes, which are prioritised against the LTP goals. Community Area Partnership (CAPs) can nominate schemes for this programme and they will be assessed against the prioritisation criteria set out in the LTP, although need always exceeds funding so there is a long list of unfunded schemes. More significant, strategic schemes are often funded via separate government funds.

3.6. The Council also has a separate government funded highway maintenance programme, so Community Highways Improvement Programme funding cannot be used to meet this need.

#### 4. Scheme identification, prioritisation and approval process

4.1. The process to request schemes to be included in the programme is set out in the diagram below. Dates are included for the first round of EOIs. Further rounds of EOIs will be launched in early autumn 2026 and 2027. The CAPs will generate ideas for and bring forward Eois. The Cornwall Councillors in each CAP will make the final decision on which Eois will be developed and costed. Once this has taken place, they will make a final recommendation on the allocation of funding to schemes, for final sign-off by Cornwall Council.

Community Highway Improvement Programme - Initial Scheme Development



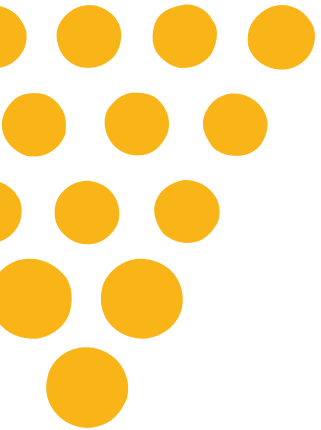
- 4.2. **Expressions of Interest (EOIs):** Scheme nominations must be submitted by the deadline through an online Expression of Interest form available on the Council's [Local Transport Plan webpage](#). *These forms should reflect the issue/problem affecting the community not the proposed solution.* Technical advice will be available from Cormac's Highways Managers, supported by Cormac's Designers, about potential solutions which reflect the concepts of the LTP and resolve the issues communicated. Only **one** EOI per Cornwall Councillor and **one** per parish/town council may be submitted per round of funding.
- 4.3. Cornwall Councillors are encouraged to reach a consensus view at all stages where they are involved. Where the Chair/Vice-Chair of the CAP is a town/parish councillor, Cornwall Councillors are encouraged to invite them to their discussions on the EOIs. Cornwall Councillors will have the final decision on which schemes are recommended to proceed.
- 4.4. **Consultations**
- 4.4.1. The level of consultation will be dependent upon the impact the scheme may have on the highway network. Those requiring a Traffic Regulation Order (TRO) will have to follow the agreed statutory process. Please see Appendix 2 note on TROs for more detail. However, with the Cornwall Councillor and CAP both being aware of the agreed proposals at the outset this should shorten the time frame for the informal consultation and before formal consultation commences.
- 4.4.2. Schemes will vary in complexity and as such their consultation phase may vary in length. It is therefore intended that clear timelines are agreed for each scheme upon commission and where these timelines are affected by increased complexity at consultation stage this is to be made clear as soon as possible to the Cornwall Councillor and CAP.
- 4.4.3. For efficiency, where possible, approved schemes will be in one package per CAP, per EOI round, for the TRO procedures. This will enable economies of scale but could increase delivery times. Where a scheme within a TRO package increases in complexity, causing delay; so as not to prejudice the package delivery in a timely manner, the Highway Asset Manager will mitigate these circumstances by moving such schemes into the following year's list of schemes.
- 4.5. **Design and delivery** of schemes will be managed by Cormac on behalf of Cornwall Council. Value for money will be achieved by undertaking a single TRO consultation per CAP and packaging the schemes together. Cormac will also ensure that, where possible, synergies with other programmes such as planned maintenance are factored into construction programme leading to cost savings in areas such as Traffic Management by combining schemes. This will also have the benefit of reducing local disruption for communities affected by the works through effective programme management. The findings of an independent report on Cormac were generally

positive and showed that core business areas of Cormac are performing adequately and delivering value for money. The overall conclusion for the highway maintenance service is that Cormac are delivering good performance in national benchmarking and surveys but there is a need to improve local public perception

- 4.6. **Timescale for delivery:** Implementation of works on the highway causes disruption to traffic flow. Therefore, the aim is to maximise efficiency and minimise disruption. Implementation will be linked to maintenance regimes if practicable. Timescales will therefore be variable but the aim is to complete delivery within 12 months of the completed project brief.
- 4.7. A **monitoring report** will be submitted to CAPs each month setting out progress from formal consultation to scheme completion.

## 5. Notes:

- 5.1. This note and particularly any timescales are for guidance only and adjustments may need to be made to the programme as it is progressed. The deadlines introduced for the rounds of Community Highways Improvement Programme funding are to ensure that resource issues within Cormac can be planned to avoid, as far as possible, foreseeable time delays. Phasing over three years is therefore proposed. Early delivery of EOIs and decisions on budget allocations (within the timescale protocol) will significantly assist the delivery teams in programming the specialist resources available to these tasks.
- 5.2. TRO enforcement can only commence once the necessary lines and signs are in place and the legal order is in place. If an area of new parking restriction falls into an existing priority enforcement route, it will be included in regular patrols by Civil Enforcement Officers. However, if the restrictions are in a location that is patrolled on an ad-hoc basis or in an area that does not have visits, it is very unlikely the area would receive regular patrols at present. Speed limits and other moving restrictions are enforced by the police and are prioritised on the basis of risk.



# Community Network Highways Scheme

## *Examples of Best Practice*

 [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

# Pendeen

School Road, Pendeen safety improvements – Enable safer crossing route between main housing estate and local primary school. Widened footway, installed a build out to slow traffic and help with crossing, reduced speed limit to 20mph for Pendeen with associated signing. Total cost = £42,000, including £10,000 from 20 mph programme.

Before



After



# Mylor

Lemon Hill, Mylor – The aim was to improve pedestrian safety along Lemon Hill which had narrow lengths of pathway where pedestrians are unable to pass each other and access the shops safely. Following a feasibility study, a new footway was constructed, with a traffic build out to slow traffic. Parking bays to formalise existing parking and updated street lighting also enhanced the impact of the scheme. The cost was £36,000 with £11,000 contribution from Mylor Parish Council.



After implementation



# Chacewater

Kerley Hill, Chacewater – The aim was to provide an improved informal crossing to facilitate safer passage from/to Trelawney Road/Kerley Vale, particularly for children walking to school. Following a feasibility study, the scheme installed a buildout at the crossing point to slow traffic and new waiting restrictions. The cost was £23,000 with a contribution of £1300 from Chacewater Parish Council.

After installation



# Bude

Kings Hill, Bude – The aim was to improve safety for pedestrians crossing the road from the housing areas to the canal. A pedestrian refuge and realignment of the carriageway with new road markings narrowed the carriageway reducing speeds. Dropped kerbing with tactile surfacing (for visually impaired users) on either side of the road also improved accessibility for all users. The cost was £15,000.

After installation



# Looe

In Station Road, Looe, parking on the footway led to several near misses with pedestrians. Cornish Crest bollards have been installed to prevent parking on the footway. The cost was £2300.

Before



After



# Saltash

Old Ferry Road, Saltash. The aim was to improve pedestrian safety. This small scheme provided a connection between two footways on the shore side of the road with a virtual footway. Road lining was also repositioned. The cost was £1500.

Before



After



# St Blazey

Rundles Walk, St Blazey – The aim was to encourage more cycling and walking through improving a public right of way which connected to other multi use trails. The slippery path was resurfaced and upgraded, costing £22,000 including a £8,700 contribution from the Local Transport Plan.

Before



After



# St Austell

Trevanion Road, St Austell – the aim was to reduce speeding and therefore safety on a key transport route around the town. A vehicle activated sign was installed, costing £10,000.

After installation



# Godolphin

Godolphin – The aim was to provide safe access to the primary school for pedestrians, particularly school children. Following a feasibility study, a new section of footpath was installed with new village name plates. The cost was £12,500.

After installation



# Newquay

Bishops School pedestrian crossing – The aim was to create a safer junction and pedestrian crossing facilities in the vicinity of the busy school. Following a feasibility study, a raised table was installed at the junction to slow traffic, replacing speed cushions further along the road. A crossing point was also installed and street lighting updated. The total cost was £62,500 with a contribution of £40,000 from the Local Transport Plan.

Before



After



# Withiel, Bodmin

Withiel – The aim was to reduce delays and congestion on a single track road. A fully surfaced passing place was constructed on Whitehay Hill. The cost was £21,000.

Before



After



# Trevarrian, near Mawgan Porth

Trevarrian Traffic Calming – the aim was to reduce speeding through the village. Gateways were installed on on all 3 entrances into the village, costing £15000.

Before



After



## Community Highways Improvement Programme Appendix 2 - Briefing Note on Traffic Regulation Orders

Highway Authorities have the legal power to introduce various traffic restrictions within their areas through the creation of Traffic Regulation Orders (TROs). These restrictions can include:

- Waiting and loading restrictions
- Speed limits
- Access and moving restriction controls

Such measures may be included in the Community Highways Improvement Programme (CHIP), provided they align with the broader objectives of the Local Transport Plan. However, residents' parking schemes are not eligible for funding through this programme.

All TROs must be justified by one or more of the following statutory reasons:

- To avoid danger to road users
- To prevent damage to the road or a buildings
- To facilitate the safe and efficient movement of traffic including pedestrians
- To prevent unsuitable traffic from using certain roads
- To preserve the character or amenity of an area including improving air quality.

In line with legal requirements, TROs are subject to a minimum 21 day public consultation. In Cornwall this process is usually managed by Cormac on behalf of Cornwall Council.

Consultation notices are:

- Displayed at the proposed site/s
- Published in local newspapers
- Made available online at: <https://letstalk.cornwall.gov.uk/hub-page/transport>

Statutory bodies such as the Police and Fire Brigade are also notified.

Anyone may support or object to the proposals by submitting written comments, online, by email or by post, within the consultation period. All consultation feedback is carefully reviewed by Cornwall Council before any decision is made on whether to implement the proposals in full or in part.

A TRO scheme developed by a Community Area Partnership (CAP) could cover multiple locations and include a range of restriction types. Combining multiple measures into a single TRO scheme, offers efficiencies such as fewer site visits, a

single public notice covering all proposals and a streamlined consultation and delivery.

When a package of TRO proposals is consulted upon at the same time, individual elements can be amended or removed before the Order/s are formally sealed. Not all proposals need to be supported to proceed. For example, if six waiting restrictions are proposed in a town, the outcome might be that three are implemented as advertised, one is modified, and two are withdrawn based on consultation feedback.

Modifications are generally limited to making a restriction less severe, for instance, changing a 'No Waiting At Any Time' restriction to apply only during daytime hours.

If an increase in restrictions is requested following consultation, a further consultation is usually required to ensure all affected parties are informed. This will add costs to the scheme, depending on the scale and extent of the changes.

To achieve economies of scale, all Order/s within a TRO scheme need to be progressed at the same time same time. If delays occur with one or more elements, it is possible to progress the remaining proposals but this will incur additional costs.

A TRO does not become legally enforceable until the Order/s are formally sealed. This must take place within two years of the consultation start date and only once all required signs and road markings have been installed.

The typical consultation cost for a single waiting restriction is around £7000. While the consultation costs for other types of restrictions are generally similar, construction costs can vary considerably depending on the type and scale of the restrictions. As more locations and types of restrictions are included in a TRO scheme, overall costs will increase accordingly.

The stages for a TRO are set out below

#### Stage 1 – Scheme Inception

- Project management - scheme set up / invoicing / order requisition / archiving / scheme close down
- Client updates
- Checking / Approvals

#### Stage 2 – Preliminary Design and Consultation

- Stakeholder meeting
- First Site visit for Scope out/measurements/check buildability
- New Road and Street Works Act (NRSWA) searches/checking/collation (to locate utilities which might affect the buildability)

- Review waste disposal implications
- Production of consultation plans
- Agree preliminary designs with stakeholders
- Drafting of TRO / Notice / Legal documentation
- Production of Consultation Package / Lets talk (online consultation finder)
- Second Site Visit to erect site notices
- Submit public notice/advertise in local press
- Dealing with enquires /responses to consultation
- Third site visit to remove site notices

### Stage 3 – Scheme Approval

- Collating feedback and production of Consultation Report
- Scheme feedback meeting
- CC Approval to proceed with TRO
- Reply to Consultation respondees
- Let's talk updates

### Stage 4 – Construction Package

- Land searches update
- Production of Construction Package/ drawings/ Short Duration Project Management Plan
- Production of Final TRO / Final Notice
- Collating / checking of NRSWAs

### Stage 5 – Post Construction

- Fourth Site visit (post-works check)
- Sealing of Order (by Cornwall Council solicitor)
- Confirm Order/s in Appyway
- Submit final notice/advertise in local press
- Final Distribution of Order including issue press notice
- Create 'as built' plans
- Letter advising TRO operational date to all responders to consultation

Application	Decision	Truro City Council
<b>PA25/06602</b>   Works to trees subject to a Tree Preservation Order - G001 (Common Ash) - remove, G002 (Common Ash) - laterally reduce the western branches of the group by 2.5 metres, G003 (Common Ash) reduce the height of the group by 2.5 metres and the spread by 1.5 metres, T001 (Sycamore) - dismantle the wounded central stem to 0.5 metres above the aforementioned wound to reduce the mechanical forces on the wound and T002 (Common Ash) - remove   Brunel Court Truro Cornwall	Approved with conditions	Support.
<b>PA25/05889</b>   Construction of an incidental home office and studio.   52 Falmouth Road Truro Cornwall TR1 2HR	Approved with conditions	Support.
<b>PA25/07581</b>   Non-material amendment to decision notice PA25/05991 dated 06.10.2025 for a reduction in depth of windows to north-west elevation and increase in size of bathroom window to south-east elevation.   20 Copes Gardens Truro Cornwall TR1 3SN	Approved unconditional	Support.
<b>PA25/06186</b>   Replacement of the existing handrail with a handrail more sympathetic with the local surroundings   3 Upper Lemon Villas Lemon Street Truro Cornwall TR1 2PD	Approved with conditions	Support.
<b>PA25/06839</b>   Works to Trees covered by a Tree Preservation Order (TPO) - G1 - Holm Oak, Sycamore and Hazel - Prune away from 1 Chellew Road by 1m - 2m. No limbs greater than 50mm diameter to be removed.   Land West Of 1 Chellew Road Chellew Road Truro Cornwall TR1 1LR	Approved (Statutory/one condition only)	Support.
<b>PA25/06826</b>   Works to Tree(s) subject to a preservation order (TPO) T1 - Crown reduction   5 Barton Meadow Kenwyn Truro Cornwall TR1 3NJ	Approved with conditions	Support.
<b>PA25/06840</b>   Works to Tree(s) subject to a preservation order (TPO) Prune back 1-2m to boundary   15 Chellew Road Truro Cornwall TR1 1LR	Approved with conditions	Support.
<b>PA25/05697</b>   Demolition of existing store, formation of new outdoor deck area and two new external door openings and construction of timber fencing   109A Kenwyn Street Truro Cornwall TR1 3DJ	Approved with conditions	Support.
<b>PA25/06788</b>   Works to Trees covered by a Tree Preservation Order (TPO) - 1 - Sycamore - Crown reduction. 2 - Sycamore - Crown reduction. 3 - Saplings and Immature Trees - Removal of all within 8m of boundary wall.   Land Rear Of Richmond Terrace Richmond Terrace Truro Cornwall	Approved with conditions	Support.