



Mr Paul Swan  
Town Clerk & Responsible Financial Officer

To: Members of the Planning Committee

Thursday, 24 October 2024

You are hereby summoned to attend a meeting of the **Planning Committee** of the above-named Council to be held in the **Council Chamber** of the Town Hall, Bideford on **Wednesday 30 October 2024 at 6.30 pm** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. There is a legal right to film/record/photography/report public meetings.

A handwritten signature in blue ink, appearing to read 'Paul Swan'.

Paul Swan  
Town Clerk

### **AGENDA**

1. To receive apologies and reasons for absence.
2. To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting. Enc.
3. Public participation session of 15 minutes duration on items on the agenda.
4. To approve the minutes of the meeting held Wednesday 09 October 2024 as a true record. Enc.
5. To receive details from TDC on Listed Buildings & Conservation Areas in Torridge District on how listed buildings can be found and the process for reporting any issues or concerns in preserving these heritage assets. Enc.
6. To consider and resolve the enclosed Planning applications on behalf of the Council. Enc.
7. To receive details of those Planning Applications which have been granted/refused by Planning Authorities, and any notifications of Planning Appeals.

### **MEMBERS OF PLANNING COMMITTEE**

Councillors: Ms R Clarke (Town Mayor), Gordon, Mrs L Hellyer, S Inch, McKenzie, Taylor

**Date of Next Meeting: 20 November 2024**



## **Declaration of Interests at meetings**

- Where a matter relates to an interest in list A, the member shall not participate in a discussion or vote on the matter. He /she only need declare it if it is not already noted on the register of interests.
- Where the matter is in list A, but is a sensitive interest, the member shall not participate in a discussion or vote; the member shall disclose that there is an interest but not the nature of it.
- Where a matter relates to an interest on list B the member shall not vote and may only speak as a member of the public.
- A member only has to declare an interest in list B if it is not already on the register of interests.
- If the interest is in list B and is sensitive in nature and not already registered then the member shall disclose the interest but not the nature of it.
- Where a matter relates to the financial interest of a friend, relative or close associate (other than in list A) the member shall disclose the interest and not vote. He or she may speak but only as a member of the public.

### **List A:**

- 1 **Employment, office, trade or vocation** – carried on for profit by member or spouse or civil partner.
- 2 **Sponsorship** – any payments for the previous 12 months, other than by the Council, to assist in Council duties
- 3 **Contracts** – any current contracts between the Council and the member or his/ her spouse or civil partner or a company the member is a director or partner of.
4. **Land** – any beneficial interest in land within the area of the Council by member, spouse or civil partner.
- 5 **Licenses** - any license, alone or with others, by spouse, civil partner or member to occupy land in area of Council.
- 6 **Corporate Tenancies** - any tenancy where the Council is the landlord and the member, spouse or civil partner has a beneficial interest in the tenant.
7. **Securities** – a beneficial interest is held in a body that has land or business in the area of the Council by the member, spouse or civil partner that either exceeds £25,000 or the total share capital is in excess of one hundredth of the of the total shares issued.

### **List B:**

Any interests which relate to or is likely to affect:

1. Any body where the member has general control or management and was appointed by the Council.
2. Any body that the member is in a position of control or management and either:
  - (a) exercises functions of a public nature;
  - (b) is for charitable purposes; or
  - (c) has the purpose of influencing public opinion or policy (including political parties and trade unions)
3. Any gifts or hospitality that the member has received by virtue of his or her office in excess of £50.

*Further details can be found in the Bideford Town Council Code of Conduct*



**BIDEFORD TOWN COUNCIL**

**Minutes of the Planning Committee Meeting**

**held in the Town Hall, Bideford on**

**Wednesday 9 October 2024 at 6.30 pm.**

**PRESENT:** South Ward: Councillor S Inch  
East Ward: Councillor J McKenzie  
Councillor Mrs L Hellyer

**IN ATTENDANCE:** Mrs Claire Parsons – Administration Assistant

50. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor R Clarke ( South Ward) - Personal.

51. **DECLARATIONS OF INTEREST**

There were no Declarations of Interest received.

52. **PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

53. **MINUTES**

The Minutes of the Meeting held on 18 September 2024 were approved and signed as a correct record.

(Vote – For: 3, Against: 0, Abstentions: 0)

54. **PLANNING APPLICATIONS**

- a. Application No: 1/0755/2024/FUL. Creation of driveway and dropped kerb 11 Abbotsham Road, Bideford, Devon, EX39 3AF. Applicant: Mrs J Coughlan (same address). Agent: None supplied. (Date received: 12 September 2024).

Proposed by Councillor Mrs L Hellyer, seconded by Councillor S Inch, and

**RESOLVED: Members recommended Refusal of the application on the following points:**

- **Highways Safety concerns being as there is no turning point and vehicles would reverse out of the driveway.**
- **The close proximity to the junction.**

(Vote – For: 3, Against: 0, Abstentions: 0)

- b. Application No: 1/0774/2024/FUL. Proposed start hill hut. Bideford BMX Club, Bideford BMX Clubhouse, Avon Road, Bideford. Applicant: Mr M Ellis, 8 Aiden Avenue, Barnstaple EX32 9PH. Agent: None supplied. (Date received: 13 September 2024).

Proposed by Councillor Mrs L Hellyer, seconded by Councillor J McKenzie, and

**RESOLVED: That the application is approved.**

(Vote – For: 3, Against: 0, Abstentions: 0)

- c. Application No: 1/0777/2024/FUL. Revised rear access to first floor, replacement windows at first floor and new rooflights in existing openings. 75 High Street, Bideford, Devon, EX39 2AA. Applicant: Mr A Gould, Coach&H-Developments Ltd, RT Marke & O, 89 High Street, Bideford, Devon EX39 2AT. Agent: Peregrine Mears Architects Ltd, Barnstaple. (Date received: 20 September 2024).

Proposed by Councillor S Inch, seconded by Councillor J McKenzie, and

**RESOLVED: That the application is approved.**

(Vote – For: 3, Against: 0, Abstentions: 0)

- d. Application No: 1/0723/2024/FUL. Erection of side extension and alterations to existing dwelling. 109 Stucley Road, Bideford, Devon, EX39 3EJ. Applicant: Mr L Crouch (same address). Agent: RGP Architects, Barnstaple. (Date received: 24 September 2024).

Proposed by Councillor S Inch, seconded by Councillor J McKenzie, and

**RESOLVED: That the application is approved.**

(Vote – For: 3, Against: 0, Abstentions: 0)

- e. Application No: 1/0832/2024/FUL. Conversion of former commercial premises to 3 no. dwellings. 13 – 17 Westcombe Lane, Bideford, Devon, EX39 3JQ. Applicant: Mr

G Scott, 67 Clovelly Road, Bideford EX39 3DG. Agent: Mr P Hinton, Bideford. (Date received: 26 September 2024).

Proposed by Councillor J McKenzie, seconded by Councillor S Inch, and

**RESOLVED: That the application is approved.**

(Vote – For: 3, Against: 0, Abstentions: 0)

- f. Application No: 1/0713/2024/FUL. Removal of existing car wash and extension to the existing petrol filling stations sales building together with the creation of an EV charging zone with canopy, substation, LV enclosures, 4 jet wash bays, bin store and associated works. Morrisons Petrol Station, Bideford, EX39 2LG. Applicant: c/o Agent, Motor Fuel Group 10 Bricket Road, St Albans, AL1 3JX. Agent: Miss L Burton, Carney Sweeney, Cardiff, CF24 0EB. (Date received: 30 September 2024).

Proposed by Councillor J McKenzie, seconded by Councillor S Inch, and

**RESOLVED: That the application is approved.**

(Vote – For: 3, Against: 0, Abstentions: 0)

55. **PLANNING AUTHORITY UPDATE**

The Chairman gave an update on planning application decisions received from TDC.

The business of the Meeting having been completed, the Chairman thanked the Members for their attendance and the Meeting concluded at 6.50 pm.

Signature of Town Mayor: ..... Date: .....

Signature of Chairman:..... Date: .....

**Torrige** – a great place to live, work and visit

Riverbank House, Bideford, Devon, EX39 2QG



**Date:** 8 October 2024

Dear Clerk

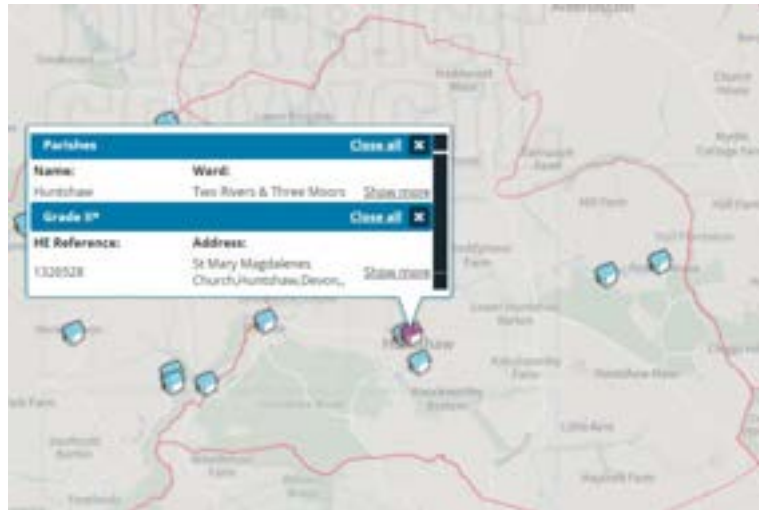
## **Listed Buildings & Conservation Areas in Torrige District**

The District Council's Internal Overview & Scrutiny Committee has requested that a communications plan be developed to inform all Parish and Town Councils how details on listed buildings can be found and the process for reporting any issues or concerns with regard to these heritage assets. This request was in response to a discussion around the importance of working in partnership to raise awareness around the heritage environment and the need to try to ensure that our listed buildings are maintained and preserved to an appropriate standard.

It is acknowledged that the District Council's Conservation and Enforcement Teams are a finite resource unable to routinely and proactively check on the condition on the 2000 plus listed buildings within Torrige District as well as the 20 Conservation Areas. As a result of the scale of the heritage assets across the district, Officers rely on information from those with a closer knowledge of the area where they live and this highlights the important role that Parish and Town Councils have in monitoring the historic environment. The purpose of this letter seeks to set out how you can check which buildings within your parish ward boundaries are listed together with the extent of any conservation areas.

The Council has developed interactive mapping which can be accessed via our website - <https://www.torrige.gov.uk/maps>. The initial interactive map view shows the ward and parish boundaries in Torrige with an Ordnance Survey base map. The drop-down menu in the top left of the screen will display all the other base maps which can be applied to the web map, which includes under the Heritage heading listed buildings and conservation areas. There is a detailed guide to using the interactive map - <https://www.torrige.gov.uk/maps/guide/opening-the-web-map>.

The extract below shows, as an example, the Huntshaw Parish boundary with all listed buildings identified. By clicking on the blue building icon, details of the address and Historic England reference are displayed.



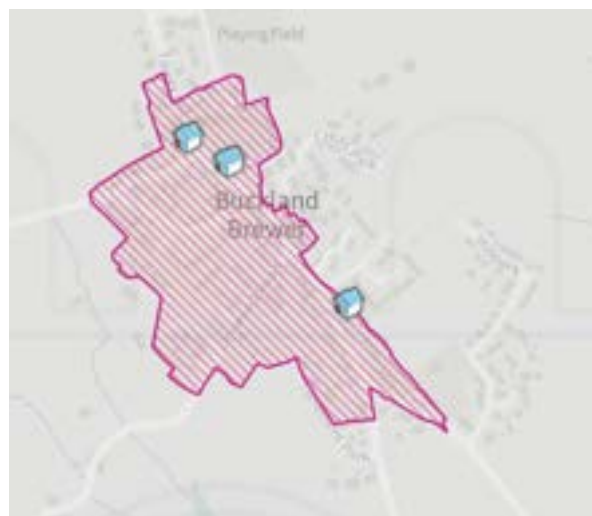
The 'show more' link displays the following:

**More Info** ✕

<b>HE Reference:</b>	1326528
<b>Address:</b>	St Mary Magdalenes Church, Huntslow, Devon, ..
<b>TDC Reference:</b>	32/00562/IISTAR
<b>Listed Date:</b>	10/4/60, 12:00 AM
<b>Grade:</b>	IISTAR

**More Information:**

The mapping also identifies the geographical extent of our conservation areas, as shown in the example extract below for Buckland Brewer:





It is hoped that in bringing this mapping tool to your attention it will enable your Town / Parish Council to identify the protected heritage assets more easily within your boundaries. The conservation area maps are also available on the Council's website as PDF's. The link is below:

[Conservation Areas | Torridge District Council](#)

There is a great deal of additional information available on the Historic England website with regard all aspects of listing and maintaining listed buildings.

[What are Listed Buildings? How England's historic buildings are protected | Historic England](#)

However, the ongoing care for the historic environment within Torridge is a shared commitment and if there are concerns over a listed building or a project for enhancing an area then please contact myself, the Conservation Officer (contact details below), or the Planning Support Team ([planning.support@torridge.gov.uk](mailto:planning.support@torridge.gov.uk), 01237 48711) initially.

The information in this letter is intended to allow discussion over what can be achieved to preserve and enhance the historic environment. The Council does have powers to tackle neglected buildings by, for example, seeking housing grants or serving repairs notices, but proactive discussion and involvement is the best place to start.

I hope this information is useful.

Yours faithfully,



Sarah Chappell  
Conservation Officer  
Torridge District Council

Email: [sarah.chappell@torridge.gov.uk](mailto:sarah.chappell@torridge.gov.uk) Tel: (01237) 428742

PLANNING APPLICATIONS RECEIVED FROM TDC FOR PERIOD

09 October – 30 October 2024

- a. Application No: 1/0919/2024/FULM. Proposed builders merchant building (Sui Generis) including access road and infrastructure, landscaping, parking and servicing. Land At Clarke Estate, Clovelly Road Industrial Estate, Bideford, EX39 3HN. Applicant: Mr B Waudby, Penhaven Developments, 59 Magdalen Street, Exeter, EX2 4HY. Agent: Mr F Smith, James Campbell Associates Ltd, Rochdale, OL16 3BN (Date received: 23 October 2024).

The documents associated with this link can be viewed here: <https://tinyurl.com/nhn24dby>

DECISIONS RECEIVED FROM TDC / DCC

09 October – 30 October 2024

- a. Application No: 1/0730/2024/FUL. Change of use to three flats and alterations (Re-submission of 1/0891/2022/FUL) (Variation of condition 9 of planning approval 1/0567/2023/FUL). Riverside Flats, Lower Meddon Street, Bideford

**Decision:      **Granted.****

**Conditions:      **Various conditions.****

The Decision Notice can be viewed on this link: <https://tinyurl.com/5x5694xx>

- b. Application No: 1/0734/2024/FUL. Construction of parking bay to front of dwelling. 37 Lime Grove, Bideford.

**Decision:      **Granted.****

**Conditions:**

The Decision Notice can be viewed on this link: <https://tinyurl.com/4577rtah>

- c. Application No: 1/0723/2024/FUL. Erection of side extension and alterations to existing dwelling. 109 Stucley Road, Bideford.

**Decision:      **Granted.****

**Conditions:**

The Decision Notice can be viewed on this link: <https://tinyurl.com/y664c7zb>

- d. Application No: 1/0757/2024/COUPD. Prior notification for the change of use from commercial, business and service (Class E) to 1no. dwellinghouse (Class C3) (Schedule 2, Part 3, Class MA). Braddicks Leisure Limited, 12 Chingswell Street.

**Decision:      **Granted.****

**Conditions:**

The Decision Notice can be viewed on this link: <https://tinyurl.com/4s4x9cvz>