

BIDEFORD TOWN COUNCIL



Town Hall
Bideford
Devon
EX39 2HS

Telephone:
Bideford (01237) 428817/8

Janine Gardner
Town Clerk and Responsible Financial Officer

Tuesday 17 March 2026

To: Members of the Tourism Committee

You are hereby summoned to attend a meeting of **Tourism Committee** of the above-named Council to be held in the Green House next to Torridge District Council, Riverbank House, Bideford EX39 2QG on **Tuesday 17 March 2026 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/photograph/report public meetings.

J Gardner
Clerk to the Council

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.
3. Public participation session of 15 minutes duration on items on the agenda.
4. To approve the minutes of the meeting held on 3 February 2026 as a correct record. (approved at Town Council meeting 3 February 2026)
5. Dr Teresa Tinsley to provide a presentation on Maritime Collaboration with Albaola/Spain
6. To receive a request, and information, from Torridge District Council regarding the use of the “Christmas Tree holders,.” to display “wayfinding aids.” – to follow

7. To receive updates regarding the following events:

a) Bideford Fair, incorporating Mayor's Parade and The Cream Tea Festival, Saturday, 6 June 2026.

The event is being planned and organised by Lucy Lowe (Southwest Entertainments) and Bideford Town Council and an update on the event will be given by Administration Officer, Claire Heller.

b) Landivisiau Twinning 50th Anniversary

Mayor Cllr Lawrence will be visiting Landivisiau in May 2026. Approval of a plan for reception in August 2026 for Landivisiau visitors.

c) Frost Fair and Christmas Lights Switch On

Lucy Lowe (Southwest Entertainments) will not be organising this event from now on. Approval required on whether to combine these two events.

d) Chudleigh Picnic.

Approval of a date that does not clash with the Carnival and other events.

e) Jigsaw Event.

Event scheduled to be held from 10-11 October 2026 with a budget of £1000. Chairman agreed to investigate alternative venues to the Pannier Market (see Minutes 3 February 2026). Approval of alternative venue required.

PART II (Closed Session)

To resolve to exclude members of the public and the press to progress a matter of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

8. UK Town of Culture 2028 Expression of Interest

At the Tourism Committee meeting on 3 February 2026, it was resolved that consideration would be given to Bideford submitting an Expression of Interest for Town of Culture 2028. The Expression of Interest is attached for the Committee's approval for submission to the Department for Culture, Media & Sport by 31 March 2026.

TOURISM COMMITTEE

Councillors:	D Bushby	J Craigie	C Hawkins
	J Hellyer	K Hind	P Lawrence (Chairman)
	S Smith		

Date of Next Meeting: 28 April 2026

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.



BIDEFORD TOWN COUNCIL

Minutes of the Tourism Committee

held in the Council Chamber of the Town Hall on,

Tuesday 3 February 2026 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby
	East Ward:	Councillor J Craigie Councillor J Hellyer
	South Ward:	Councillor P Lawrence (Chairman)
	West Ward:	Councillor C Hawkins

IN ATTENDANCE:	Miss Claire Heller (Administration Officer) Mr R Coombes (Deputy Town Clerk) Ms Lucy Lowe (SWENS) Mrs Zoe Ferreira (Henley Larder)
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27. **APOLOGIES FOR ABSENCE**

Councillor K Hind - Personal
Councillor Mrs S Smith - Personal

28. **DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**

There were no declarations of interest.

29. **PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION**

N/A

30. **MINUTES**

Proposed by Councillor Peter Lawrence and seconded by Councillor C Hawkins, the Minutes of the Meeting held on 11 November 2025 were approved and signed as a correct record.

(Vote – For: 5, Against: 0)

31. **REQUEST TO USE THE CHRISTMAS TREE HOLDERS.**

The Cultural Development Officer from Torridge District Council has approached The Council with a view to placing “Way finding aids” in their Christmas tree holders throughout the town. The officer withdrew from attending awaiting further information to present to members.

Chairman proposed, seconded by Councillor Craigie and

RECOMMENDED: The item be deferred awaiting presentation by the Cultural Development Officer.

(Vote – For: 5, Against: 0)

32. **EVENTS 2026/27**

a. Bideford Fair.

Members confirmed that the Bideford Fair, incorporating Mayor’s Introduction Parade, would be held on Saturday, 6 June 2026.

Ms Lowe indicated an approach from the Incorporation of Weavers, Fullers and Shearmen to drive sheep across the Long Bridge; she will liaise with them.

An acrobatic jet ski performer has been pencilled in.

Councillor Bushby advised he would request North Devon Classic Cars to attend.

Members confirmed the budget spend, stage PA arrangements as before.

The Chairman directed that the event will be co-managed by Ms Lowe and The Clerk.

b. Landivisiau Twinning.

For the 50th Anniversary it is expected that the Bideford Twinning Association will be hosting several members of the Landivisiau Council and possibly their mayor in addition to French members of the Landivisiau Association.

The Chairman agreed to contact The Twinning Association to confirm the dates of the visit and plan Bideford Town Council’s supporting event.

It was noted that he would Chair the AGM of this Twinning Association on Saturday 28 February 2026 in the Library, 10.30 am.

c. Chudleigh Picnic.

The Tourism Committee agreed to continue to support the event. The Chairman will establish a date that does not clash with the Carnival and other events.

d. Jigsaw Event.

The Event is scheduled to be held over the weekend 10 - 11 October 2026 with a singles

competition on Saturday 10 October and doubles on Sunday 11th October.

The Chairman will investigate alternative venues should the Panier Market be unavailable.

There will be a need for more people to support this event.

e. Afternoon Tea and Cream Tea Festival.

It was agreed that the Cream Tea Festival should become part of the Bideford Fair on 6 June 2026. The Chairman will investigate the provision of a marquee. The format will be discussed including judging and distinct categories of scone.

The Chairman, Mrs_Ferreira and the Clerk to lead.

f. Other Events.

Spanish Boat Visit 2028. Project in Albaola, Spain involving the construction of a replica 16th century Basque whaling ship, originally built in Pasaia. The Ship, the San Juan, will sail to Canada in 2027 but would be available to visit Bideford in 2028. The committee agreed to support this visit. The Chairman will contact the project administrator to confirm the Committee's support.

UK Town of Culture 2028 Competition. It was agreed that Bideford should submit an Expression of Interest by 31 March 2026. The draft proposal will be studied and finalised by a steering group.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 19:15.

Signature of Town Mayor: Date:

Signature of Chairman: Date: