

BIDEFORD TOWN COUNCIL



**Greenhouse
Riverbank House
Bideford
Devon
EX39 2HS**

Telephone:
(01237) 428938

Janine Gardner
Town Clerk and Responsible Financial Officer

Thursday, 23 July 2026

To: Members of the full Council

You are hereby summoned to attend the following meeting:

Meeting: Town Council

Meeting Date: Thursday, 30 July 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

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.

A handwritten signature in blue ink, appearing to be 'J Gardner'.

J Gardner
Clerk to the Council

A G E N D A

1. Apologies for Absence

To receive apologies and reasons for absence.

2. Declarations of Interest and Dispensations

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

Public participation session of 15 minutes duration on items on the agenda.

4. Minutes of the Previous Meeting

To approve the minutes of the meeting held on 18 June 2026 as a correct record.

5. Items Brought Forward by the Chair

6. Proposal to Install Digital Street Kiosks

To consider the attached report.

7. Committee Minutes

To adopt the minutes of the

- a) Amenities Committee on 23 July 2026 – *to follow*
- b) Planning Committee 3 June 2026, 24 June 2026 and 15 July 2026
- c) Resources Committee on 9 July 2026

8. List of Payments

To approve the list of payments.

Part II (Closed Session)

9. Exclusion of the Press and Public

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.

10. Christmas Lights – Outcome of Tender Exercise

To consider a report recommending the appointment of a contractor for the annual maintenance, installation and removal of the Christmas Lights.

11. Pannier Market – Licence for Alterations

To authorise the execution of a licence for alterations for the Pannier Market which has to be signed as a deed in accordance with the Council's Standing Order 23 as follows:

Execution and Sealing of Legal Deeds

- a) *A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.*

b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

12. Mayor's Robe

To consider a report recommending the purchase of a replacement robe for the Mayor.

Date of Next Meeting: 27 August 2026



BIDEFORD TOWN COUNCIL

MINUTES

Meeting: Town Council

Meeting Date: Thursday, 18 June 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby
Councillor K Hind (in the chair)
Councillor J Gordon
Councillor S Smith

South Ward

Councillor S Inch

West Ward

Councillor C Hawkins

East Ward

Councillor J Craigie
Councillor J Gubb
Councillor J Hellyer
Councillor J McKenzie

Also Present:

Inspector Ewan Seear, Torridge Sector Inspector, Devon and Cornwall Police
Tim Steer, Railfuture, Devon and Cornwall regional branch chair
J Gardner, Town Clerk and Responsible Financial Officer
One member of the public

33. Apologies for Absence

Apologies for absence were received from Councillors R Clarke, L Hellyer, T Inch and P Lawrence.

34. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

35. Public Participation

The Chair of Rail Future appealed to the Council to support his organisation's ambition to reinstate a rail link to Bideford.

36. Minutes of the Previous Meeting

It was proposed by Councillor K Hind, seconded by Councillor S Inch and **resolved** to approve the minutes of the meeting held on 21 May 2026 as a correct record.

(Vote – For: 9, Against: 0, Abstention: 1)

37. Items Brought Forward by the Chair

The Council agreed to host the Bideford & District Community Archive for a presentation at a future Council meeting.

38. Devon and Cornwall Police

The Torridge Sector Inspector for Devon and Cornwall Police summarised recent crime statistics for Bideford and the wider Torridge district, and explained the Police's response to illegal commercial activities, modern slavery and the illegal use of motor vehicles in the town centre and East-the-Water.

The Torridge Sector Inspector agreed to investigate the feasibility of spot action on illegal motoring activities in Bideford and highlighted the importance of reporting offences in order to provide the evidence base on the basis of which police resources could be deployed. The Council suggested appealing to residents via its social media channels to report any suspicious, criminal and/or illegal activities to Devon and Cornwall Police.

39. Annual Governance and Accountability Return

a) Report by the Internal Auditor

The Council considered the report by the Internal Auditor and noted that he had responded positively to internal control objective D in his report to the external auditor, but that he had commented that the Council had not met that control objective last year in his underlying qualitative report.

It was proposed by Councillor J Hellyer, seconded by Councillor D Bushby and **resolved** to note the report by the Internal Auditor for submission to the external auditor, subject to clarifying the Internal Auditor's treatment of internal control objective D.

(Vote – For: 10, Against: 0, Abstentions: 0)

b) Section 1 – Governance Statement

The Council considered Section 1 of the annual governance and accountability return 2025-26, the governance statement.

It was proposed by Councillor K Hind, seconded by Councillor S Inch and **resolved** to respond individually and positively to each of the eight assertions in Section 1 of the annual governance and accountability return 2025-26, the governance statement, in consecutive order.

(Vote – For: 10, Against: 0, Abstentions: 0)

c) Section 2 – Statement of Accounts 2025-26

The Council considered the Statement of Accounts 2025-26 set out in Section 2 of the annual governance and accountability return.

It was proposed by Councillor K Hind, seconded by Councillor S Inch and **resolved** to approve the Statement of Accounts set out in Section 2 of the annual governance and accountability return.

(Vote – For: 10, Against: 0, Abstentions: 0)

d) Period for the Exercise of Electors' Rights

The period for the exercise of public rights was the period during which the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. The period would last for 30 working days and must include the first 10 working days of July.

It was proposed by Councillor K Hind, seconded by Councillor S Inch and **resolved** to approve the period for the exercise of public rights from Monday, 29 June 2026 until Friday, 7 August 2026.

(Vote – For: 10, Against: 0, Abstentions: 0)

40. Maintenance of Defibrillators

The Council considered a report following the gifting of two defibrillators into the Town Council's ownership by the South Western Ambulance NHS Foundation Trust in December 2025.

It was proposed by Councillor D Bushby, seconded by Councillor J McKenzie and **resolved** to:

a) retain the defibrillators located at the fire station and Harbour Master's office.

b) note the costs associated with the replacement of batteries and pads.

(Vote – For: 10, Against: 0, Abstentions: 0)

41. Live Streaming of Council Meetings

The Council considered a report following a Council decision in 2024 to live-stream Council meetings.

The Council debated the public desire to access audiovisual recordings, particularly in light of the usage figures by Devon County Council and Torridge District Council.

It was proposed by Councillor J Craigie, seconded by Councillor J McKenzie and **resolved** to

- a) live-stream Council and committee meetings to the public.
- b) record audio recordings of Council and committee meetings on existing Council devices as a matter of record until the minutes of the meeting have been approved at the following meeting.

The motion was not carried.

It was then proposed by Councillor J Hellyer, seconded by Councillor D Bushby and **resolved** to

- a) not live-stream Council and committee meetings to the public.
- b) record audio recordings of Council and committee meetings on existing Council devices as a matter of record until the minutes of the meeting have been approved at the following meeting.

(Vote – For: 6, Against: 2, Abstentions: 2)

42. Youth Council

The Council considered a report regarding the reinstatement of a youth council in Bideford.

It was proposed by Councillor J Craigie, seconded by Councillor S Smith and **resolved** to support the reintroduction of a Youth Council for Bideford in principle, subject to:

- a) identifying funding to enable set up the Youth Council, ideally by employing a dedicated support worker.
- b) ensuring that the above arrangement becomes financially sustainable, e.g. by including ongoing support for a dedicated support worker in the Town Council's precept.

(Vote – For: 9, Against: 1, Abstentions: 0)

43. Committee Minutes

It was proposed by Councillor J McKenzie, seconded by Councillor S Inch and **resolved** to adopt the minutes of the Amenities Committee on 28 May 2026 as amended. Jack Gordon remove from attendance list, add S Smith to attendance list

(Vote – For: 9, Against: 1, Abstentions: 0)

The minutes of the Planning Committee meeting on 3 June 2026 would be submitted to the next meeting of the full Council on 30 July 2026.

44. Committee Memberships

The Council appointed the following councillors to its committees:

Amenities Committee:

Mayor, Deputy Mayor, Councillors Clarke, Craigie, Gordon, Gubb, Hawkins, S Inch, McKenzie, Smith and Taylor

Planning Committee:

Mayor, Deputy Mayor, Councillors Clarke, L Hellyer, S Inch, T Inch and McKenzie

Resources Committee:

Mayor, Deputy Mayor, Councillors Bushby, Clarke, Gubb, Hawkins, J Hellyer, L Hellyer, S Inch and McKenzie

Events working group

Mayor, Deputy Mayor, Councillors Bushby, Craigie, Gubb, S Inch, Smith

45. List of Payments

Councillor J Gubb declared a disclosable pecuniary interest in this agenda item 6 by virtue of payments being made to her spouse.

It was proposed by Councillor J McKenzie, seconded by Councillor S Inch and **resolved** to approve the payments listed.

(Vote – For: 9, Against: 0, Abstentions: 0)

Councillor J Gubb did not participate in the vote.

Part II (Closed Session)

46. Exclusion of the Press and Public

Due to the sensitive or confidential nature of the following item it was proposed by Councillor J McKenzie, seconded by Cllr J Craigie and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulated that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

(Vote – For: 10, Against: 0, Abstentions: 0)

47. Pannier Market

a) Construction Contract

The Council considered a Joint Contracts Tribunal (JCT) Intermediate Building Contract governing the refurbishment works at the Pannier Market which were due to commence imminently. The Council noted that the contract had to be signed by deed. The execution and signing of legal deeds were governed by the Council's Standing Order 23 as follows:

Execution and Sealing of Legal Deeds

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Councillor J Hellyer, seconded by Councillor D Bushby and **resolved** to enter into the Joint Contracts Tribunal (JCT) Intermediate Building Contract governing the refurbishment works at the Pannier Market to be signed as a deed in accordance with the Council's Standing Order 23.

(Vote – For: 10, Against: 0, Abstentions: 0)

b) Refurbishment

The Council considered a report appraising options to potentially bridge the funding gap for the Pannier Market refurbishment works.

It was proposed by Councillor D Bushby, seconded by Councillor J McKenzie and **resolved** to agree to maintain a general reserve for the Town Council at three months of net revenue expenditure at £210,000 and to offer £40,000 to contribute towards the funding shortfall at the Pannier Market to Torridge District Council, subject to:

- a) attracting additional Community Regeneration Programme funding.
- b) the currently excluded and currently unfunded works being capable of being completed at a later date.

(Vote – For: 8, Against: 0, Abstentions: 2)

Cllr Doug Bushby left the meeting.

48. Trust Port

The Council received a verbal update by Cllr Ken Hind.

49. Mayor's Robe

The Council considered a report recommending the replacement of the Mayor's robe.

The Council queried the potential suppliers' availability and capacity to deliver the works and requested a further report to the next meeting of the full Council to include quotes for the replacement of the fur with faux fur as well as any necessary repairs to the existing robe.

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 8:25pm.

Signature of Town Mayor:

Date:

PROPOSAL TO INSTALL DIGITAL STREET KIOSKS

Introduction

The Town Council first considered the installation of [Pulsehub](#) kiosks in 2024. Pulsehub provides, installs and maintains digital street kiosks which function as free community hubs, providing, among other things, Wi-Fi, public emergency calls, local information and integrated public-access defibrillators at zero cost to the taxpayer.

Because the provider is licenced by Ofcom, they are able to install along the public highway.

Chronology

- June '24 – Intros to Bideford Town Clerk (Paul Swan)
- July '24 – Torridge District Council introduction via Paul Swan to Town Centre Project Officer – very supportive of the project
- July '24 – Follow up presentation to the Town Council
- Aug / Sept '24 – Plot / potential location discussions with Town Clerk and Town Centre Project Officer
- Nov '24 – Presentation to Torridge District Council planners – reported limited feedback and cooperation from Torridge District Council, as a result, the project paused in July '25
- June '26 – Historic England feedback (attached) confirming suitable locations from a heritage perspective – Pulsehub and consultant team consider this supports reestablishing the project and taking forward planning
- July '26 – Reengagement with the Town Council

Each hub is fully funded by Pulsehub and provided at no cost to the public or local authorities on the basis of exclusive funding by revenue generated from advertising. This includes the defibrillators and all medical equipment. It also includes the ongoing repair and maintenance, including responses to vandalism, as well as electricity and internet costs. In broad terms, the hubs offer:

- Free public calls, Wi-Fi and mobile phone charging
- Digital maps and wayfinding
- Local Information and community noticeboard
- 999 emergency call access
- A public access defibrillator
- Bleed control kit
- Nasal Naloxone
- Support through Vulnerable Person Emergency Protocol (VPEP)
- 5% of digital screen space reserved for community and public messaging

Progress

Whilst previously six locations were discussed and agreed with the Town Council, based on the revised position, Pulsehub are now proposing submitting just two planning applications for two locations:

1. Kingsley Road
2. The Quay

as per the attached location plan.

Because the initial engagement dates back two years, the Council is invited to reaffirm its original support.

Recommendation

To agree in principle to the installation of two Pulsehub digital street kiosks at Kingsley Road and the Quay in Bideford.

Janine Gardner
Town Clerk and Responsible Financial Officer
July 2026

pulsehub.

Smarter Streets | Safer Communities

Certified



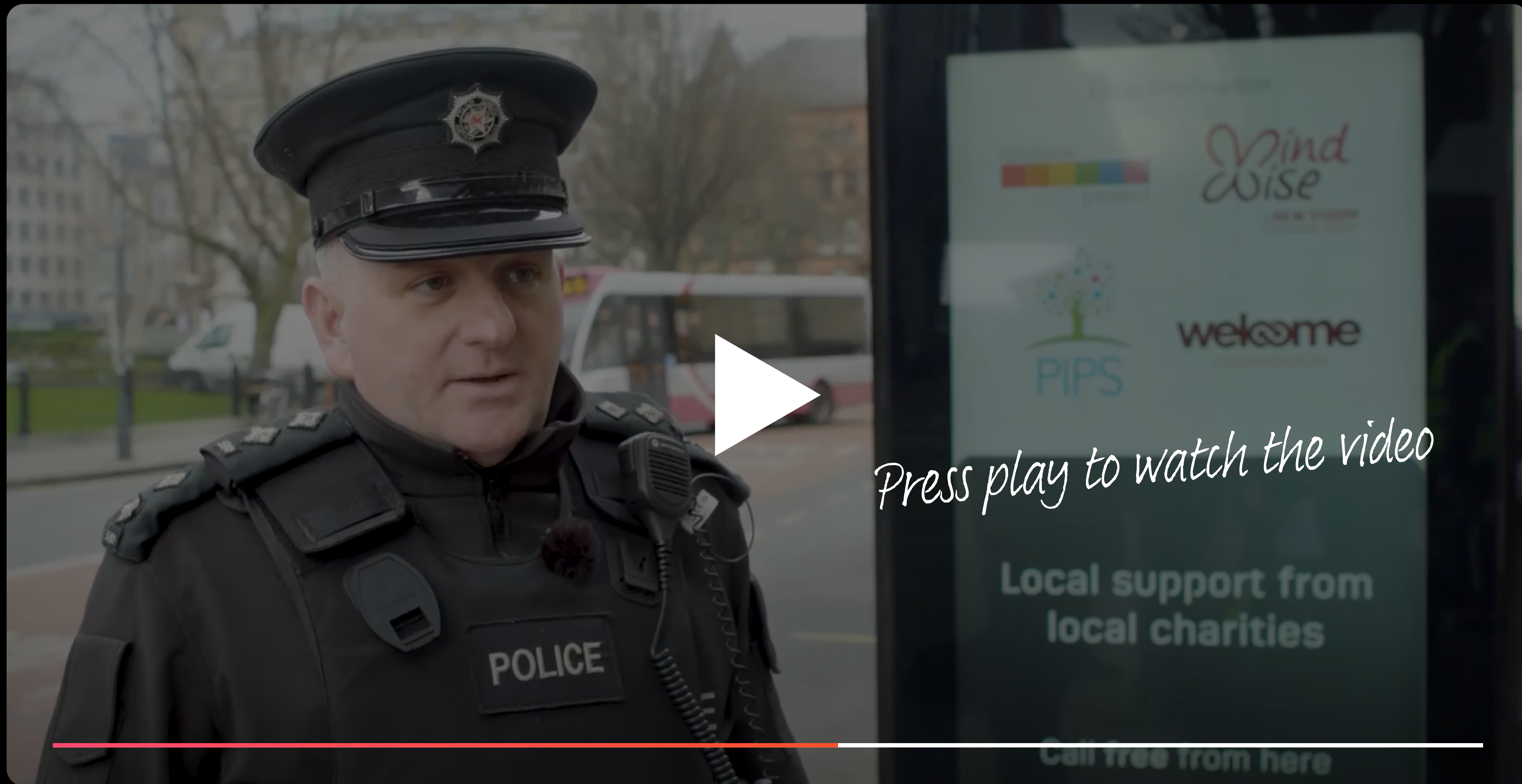
Corporation



British
BIDs
APPROVED BID
SUPPLIER
2024/25



Bridging the digital divide by creating state-of-the-art street furniture that incorporates digital services and life-saving equipment to make people feel better connected and safer in their communities.



A purpose-driven company



- A British SME who has created the pulsehub which has revolutionised the humble telephone kiosk.
- We are passionate about engagement. Our approach is personable and sociable, echoing the voices of the communities we work with.
- We have transformed our business into a B-Corp to concretise our ethos of maximising social value.
- We have changed the legal structure of the business so that it exists to serve the needs of stakeholders alongside shareholders.
- Externally audited to ensure we meet and adhere to a high standard of social and environmental performance.





An established product

- We designed and developed a network of pulsehubs that were installed in Belfast six years ago.
- Having tested and developed our product we are now rolling out to other towns and cities across the UK.
- Our vision is to provide everyone, free of charge, the ability to connect to information, communicate, feel safe and have access to emergency lifesaving equipment.

What we offer



Keeping
people
connected



Saving
lives



Smart
tech
platform



Sharing
information

Our solution: the pulsehub



pulsehub.

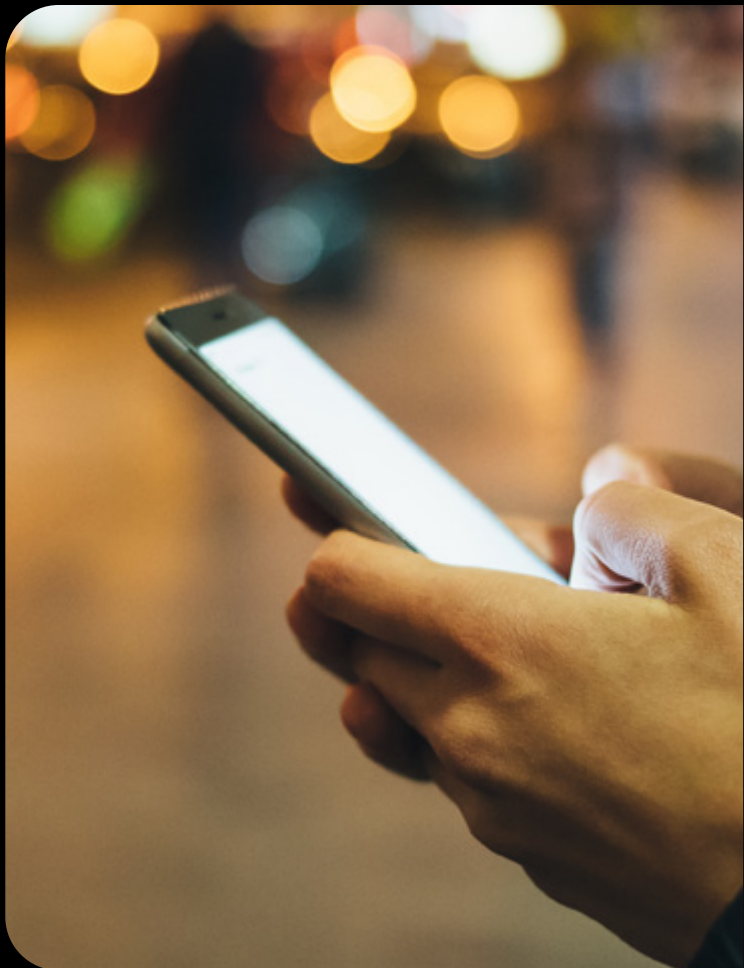
Say hello to the pulsehub

Whilst having a substantially smaller footprint than a traditional telephone kiosk design, the pulsehub provides a multitude of additional services in comparison. Each feature carefully considered and designed to serve a specific purpose for the local community.

Feature types	pulsehub	Telephone Kiosk
Keeping People Connected		
Paid calls	X	✓
Free phone calls	✓	X
Free charging for devices (including wireless)	✓	X
Small cell technology (to support mobile offloading - 5G)	✓	X
Free public WiFi	✓	X
LoRaWAN (long range wide area network) ready	✓	X
Smart Tech Platform		
Internet of Things (IoT) connectivity	✓	X
Open-source data collection and sharing	✓	X
Air quality monitoring	✓	X
Footfall counting - advanced	✓	X
Evolutionary technology – built to stand the test of time	✓	X
Saving Lives		
Public access defibrillator	✓	X
Nasal Naloxone opiate antagonists and bleed control kit	✓	X
Specific 999 call function	✓	X
Emergency call button and emergency service protocols	✓	X
Built-in CCTV monitoring for evidentiary purposes	✓	X
Bleed control kit	✓	X
Information Sharing		
Override protocols for policing purposes	✓	X
Public and emergency messaging	✓	X
5% + free community advertising	✓	X
Public interface and local information	✓	X
Local maps and wayfinding	✓	X
Digital advertising to modernise streetscapes	✓	X

Who benefits from the pulsehub?

pulsehub delivers a community-focused network of smart street furniture with life-saving equipment in towns and cities across the UK.



1

The individual
Delivering free phone calls, WiFi, phone charging and free access to real-time hyper local information, enabling people to feel connected and informed on the street and in the community.



2

Councils inc., town and city management
Free access to smart data including air quality monitoring, and free advertising space, enabling better management of our streets, greater support for local initiatives and a more informed community.



3

Police and other emergency services
Direct access to life-saving equipment and ability to override screen content if required to spread messages to the public in response to real-life scenarios.



4

Life-saving equipment
Increase the availability of defibrillators, bleed control kits and nasal naloxone on the street, along with emergency buttons to improve community resilience, public safety and security.



5

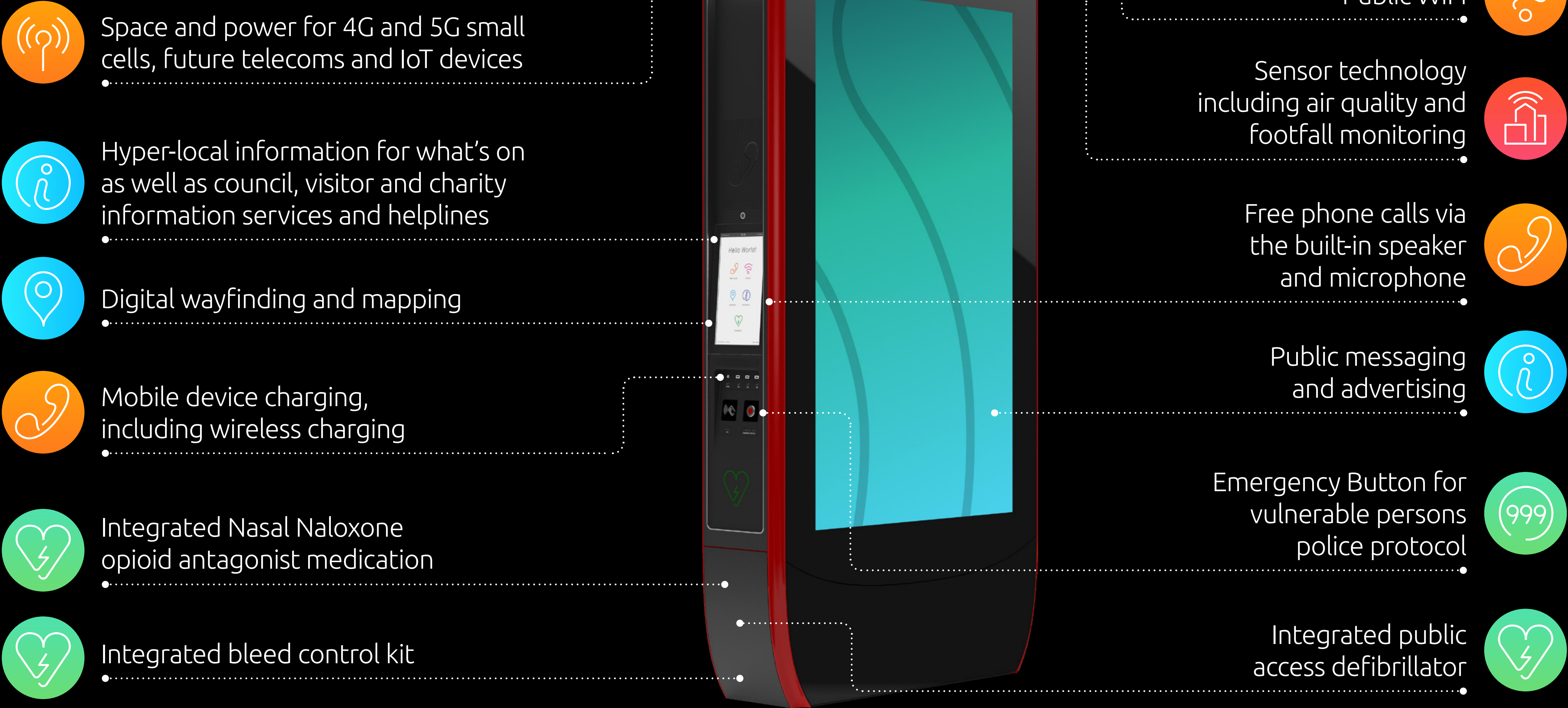
Tourism and local businesses
Public access to free live hyper-local mapping, local tourist attractions, what's on information, and free advertising for businesses providing a crucial role in promoting the local area to visitors.



6

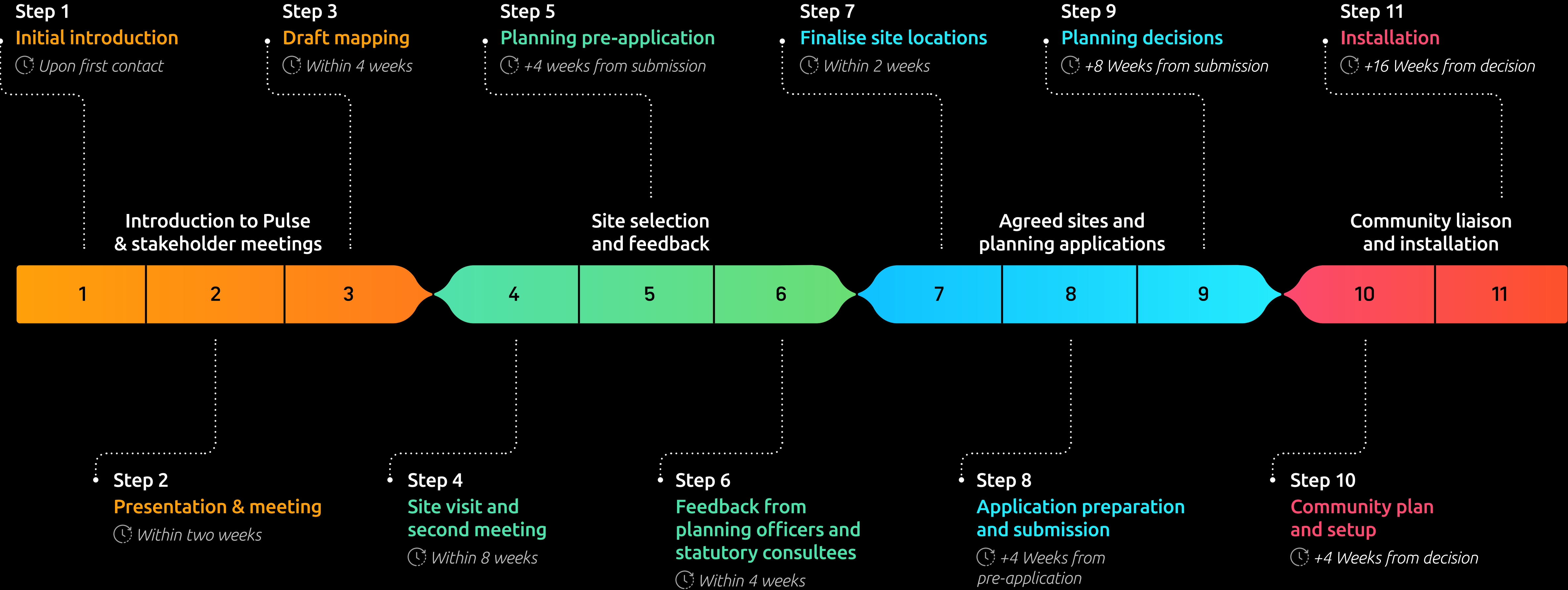
Charities and outreach organisations
Free to use advertising and messaging space, direct access to hotlines to support the vulnerable and provision of life-saving equipment to better support the vulnerable in our society.

The user experience



Timeline to installation

Our timeline runs from initial introductions with key stakeholders, through to the planning process, community engagement and installation.



Communication is at the heart of everything we do.

The relationships and partnerships we establish are for now and the future.

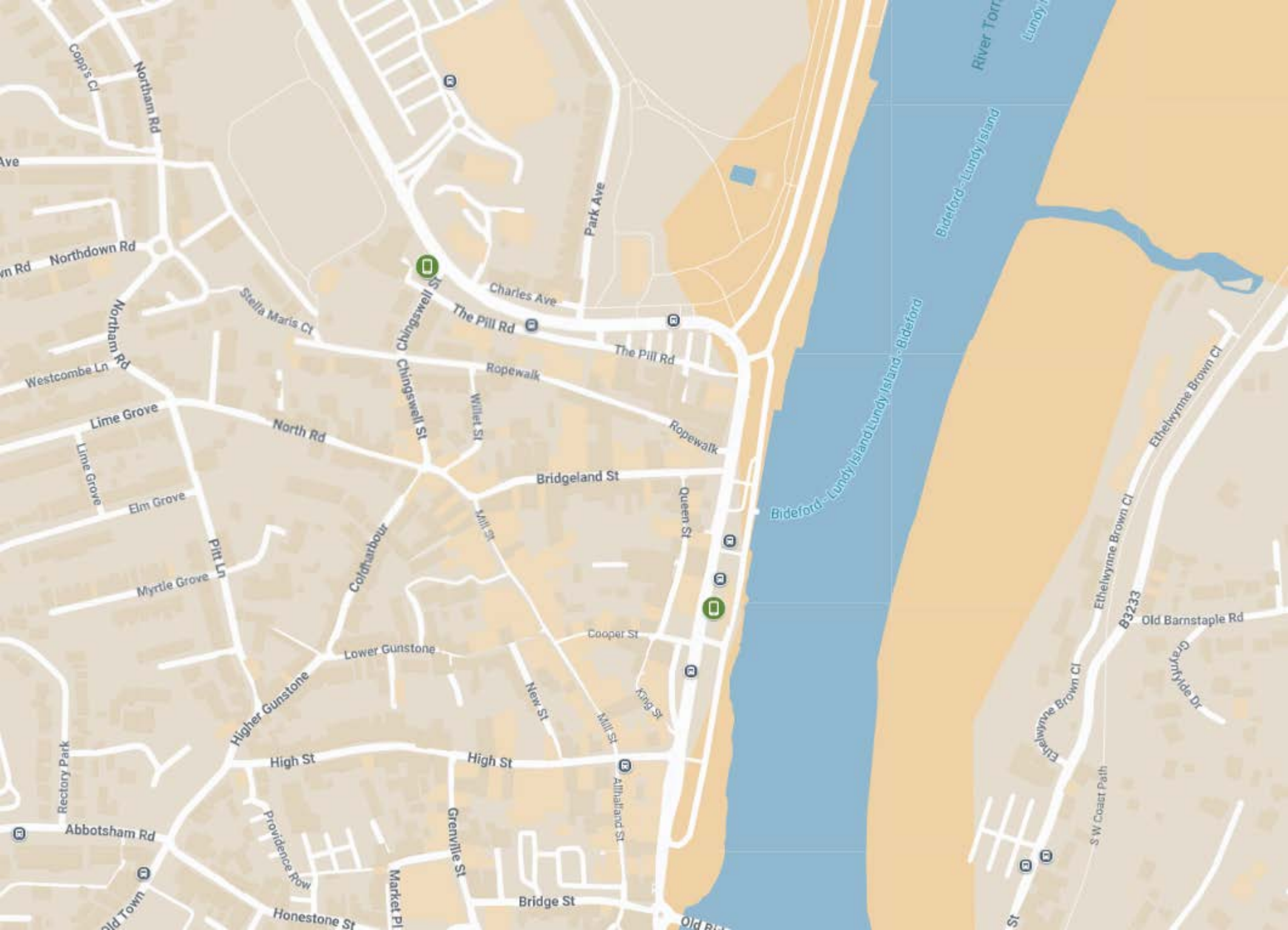
We'd love to hear from you

Got a query? Please contact us on team@pulsehub.uk and we will be happy to answer your questions!



www.pulsehub.uk







BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Planning Committee

Meeting Date: Wednesday, 3 June 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

South Ward

Councillor S Inch (Chair)

Councillor P Lawrence

East Ward

Councillor L Hellyer

Also Present:

C Heller, Administration Officer

1. Apologies for Absence

No apologies for absence were received from Councillor R Clarke, Councillor J Hellyer, Councillor J McKenzie and Councillor T Inch

2. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

3. Public Participation

No members of the public attended the meeting.

4. Minutes of the Previous Meeting

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the minutes of the meeting held on 13 May 2026 as a correct record.

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

5. Consideration of Planning Applications

To consider and resolve the enclosed Planning applications on behalf of the Council.

a. Application No. **1/0340/2026/LBC**

<https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

Proposal to remove existing fascia sign and glazing manifestations and replace for new.

Location: Amplifon, 2 The Quay, Bideford, Devon

Applicant: Hidden Hearing Ltd

Date Received: 12 May 2026

It was proposed by Councillor L Hellyer, seconded by Councillor P Lawrence and **resolved** to recommend to the local planning authority Torridge District Council to approve the application.

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

b. Application No. **1/0244/2026/FUL**

<https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

Reapplication/amendment

Installation of replacement wind turbine, associated infrastructure following removal and decommissioning of the existing turbine

Location: Wind Turbine At Grid Reference 249009 123720, Gammaton, Devon

Applicant: Mr Peter Lake

Date Received: 13 May 2026

It was proposed by Councillor P Lawrence, seconded by Councillor L Hellyer and **resolved** to recommend to the local planning authority Torridge District Council to approve the application.

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

c. Application No. **1/0345/2026/FUL**

<https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

Construction of staff car park and access

Location: Bideford Medical Centre, Abbotsham Road, Bideford

Applicant: Mr James Bellamy

Date Received: 19 May 2026

It was proposed by Councillor S Inch, seconded by Councillor P Lawrence and **resolved** to recommend to the local planning authority, Torridge District Council, to approve the application.

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

d. Application No. 1/0358/2026/FUL

<https://publicaccess.torridge.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

Erection of 1no. dwelling in lieu of planning approval
1/0497/2025/FUL (Self-Build)

Location: Alverdiscott Road, Bideford

Applicant: Mr Mick Molloney

Date Received: 21 May 2026

It was proposed by Councillor S Inch , seconded by Councillor P Lawrence and resolved to recommend to the local planning authority, Torridge District Council, to approve the application subject to sewerage and access.

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

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 6.46pm.

Signature of Town Mayor: Date:

Signature of Chair: Date:



BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Planning Committee

Meeting Date: Wednesday, 15 July 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

South Ward

Councillor P Lawrence

East Ward

Councillor L Hellyer (Chair)

Councillor J McKenzie

North Ward

Councillor D Bushby

Councillor K Hind

Also Present:

C Heller, Administration Officer

1. Apologies for Absence

Apologies for absence were received from Councillors S Inch and R Clarke. Apologies were not received from Councillor T Inch.

2. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

3. Public Participation

No members of the public attended the meeting.

4. Minutes of the Previous Meeting

It was proposed by Councillor J McKenzie, seconded by Councillor L Hellyer and **resolved** to approve the minutes of the meeting held on 24 June 2026 as a correct record.

(Vote – For:5, Against: 0, Abstention: 0)

5. Consideration of Planning Applications

To consider and resolve the enclosed Planning applications on behalf of the Council.

a. Application No. 1/0440/2026/FUL

Erection of 1no. dwelling and associated works, public bench and landscaping

Location: Land At Grid Reference 243890 125702, High Park Close, Bideford, Devon

Applicant: Mr Paul Knox

Date Received: 17 June 2026

It was proposed by Councillor P Lawrence, seconded by Councillor J McKenzie and **resolved** to recommend to the local planning authority Torridge District Council that the application be refused on the basis that Devon County Highways objected as the proposal would require the removal of public highway rights, which the Highway Authority would not support and Southwest Water objected as the proposed discharge of surface water to the public combined sewerage network is not an accepted method of surface water disposal.

(Vote – For:0, Against:5, Abstention:0)

b. Application No. 1/0448/2026/FUL

Use of building as class E (c)(ii) office space, replacement roof and glazed facade, inclusion of PV and associated works

Location: Old Bridge Antiques, The Pill, Kingsley Road, Bideford

Applicant: Blueberry Estates

Date Received: 25 June 2026

It was proposed by Councillor L Hellyer, seconded by Councillor J McKenzie and **resolved** to recommend to the local planning authority Torridge District Council to approve the application.

(Vote – For:5, Against:0, Abstention:0)

c. Application No. 1/0449/2026/FUL

Alterations to existing shop front

Location: Unit 10 Affinity Outlet Devon Bideford Devon EX39 3DU

Applicant: 0003 Affinity Atlantic Village (Freeholdco) Ltd c/o Global Mutual Ltd

Date Received: 6 July 2026

It was proposed by Councillor P Lawrence, seconded by Councillor J McKenzie and **resolved** to recommend to the local planning authority, Torridge District Council, to approve the application.

(Vote – For:5, Against 0, Abstention:0)

d. Application No. 1/0998/2025/REMM

Reserved matters application for Internal Access, Appearance, Landscaping, Layout and Scale for 10 dwellings pursuant to application 1/1015/2014/OUTM

Location: Land At Grid Reference 243152 126528 Abbotsham Road Bideford Devon

Applicant: Bloor Homes

Date Received: 9 July 2026

It was proposed by Councillor P Lawrence, seconded by Councillor L Hellyer and resolved to recommend to the local planning authority, Torridge District Council, to approve the application

(Vote – For:5, Against: 0, Abstention: 0)

6.Planning Applications Outcomes and Appeals Notification

To receive details of those Planning Applications which have been granted/refused by Planning Authorities, and any notifications of Planning Appeals.

7.Northern Devon Local Plan Scoping Consultation – Draft Response for Planning Committee Consideration

It was proposed by Councillor P Lawrence and seconded by Councillor L Hellyer and **resolved** to recommend to the Northern Devon Local Plan Scoping Consultation to approve the Draft Response following proposed amendments.

(Vote – For:5, Against: 0, Abstention: 0)

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 6:42pm.

Signature of Town Mayor: Date:

Signature of Chair: Date:



BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Planning Committee

Meeting Date: Wednesday, 24 June 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

South Ward

Councillor S Inch (Chair)

Councillor P Lawrence

East Ward

Councillor L Hellyer

Also Present:

C Heller, Administration Officer

13. Apologies for Absence

Apologies for absence were received from Councillors J McKenzie, R Clarke and T Inch.

14. Declarations of Interest and Dispensations

Councillor S Inch declared an interest as a member of both Bideford Town Council and Torridge District Council.

15. Public Participation

No members of the public attended the meeting.

16. Minutes of the Previous Meeting

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the minutes of the meeting held on 3 June 2026 as a correct record with the caveat that

the Minutes will be changed to reflect that Councillor J Hellyer is not a member of the Planning Committee.

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

17. Consideration of Planning Applications

To consider and resolve the enclosed Planning applications on behalf of the Council.

a. Application No. 1/0344/2026/LA

Construction of 2no. highway access junctions including carriageway construction, public shared footpath/cycleway, soft landscaping and street lighting alterations.

Location: Land At Grid Reference 246820 126153, Manteo Way, Bideford.

Applicant: Mr Adrian Redwood Torridge District Council

Date Received: 1 June 2026

It was proposed by Councillor P Lawrence, seconded by Councillor L Hellyer and **resolved** to recommend to the local planning authority Torridge District Council to approve the application.

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

b. Application No. 1/0412/2026/FUH

Insertion of 1no. lower ground floor window

Location: 27 Greenfield Close, Bideford, Devon, EX39 3RY

Applicant: Mrs Karen Pyman

Date Received: 10 June 2026

It was proposed by Councillor L Hellyer, seconded by Councillor S Inch and **resolved** to recommend to the local planning authority Torridge District Council to approve the application.

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

c. Application No. 1/0386/2026/LA

Installation of an anemometer (Public Art)

Location: Land At Landvisiau Walk, Bideford, Devon,

Applicant: Mrs Claire Gulliver, Torridge District Council

Date Received: 10 June 2026

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to recommend to the local planning authority, Torridge District Council, to approve the application.

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

d. Application No. 1/0429/2026/LBC

First floor rear extension and internal alterations

Location: 18A Bridgeland Street, Bideford, Devon, EX39 2QE

Applicant: Mr Philip Hinton

Date Received: 15 June 2026

It was proposed by Councillor S Inch , seconded by Councillor P Lawrence and resolved to recommend to the local planning authority, Torridge District Council, to approve the application subject to the agreement of the Heritage Officer.

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

e. Application No. 1/0428/2026/FUL

First floor rear extension and internal alterations

Location: 18A Bridgeland Street, Bideford, Devon, EX39 2QE

Applicant: Mr Philip Hinton

Date Received: 15 June 2026

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and resolved to recommend to the local planning authority, Torridge District Council, to approve the application subject to the agreement of the Heritage Officer.

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

f. Confirmation Of Tree Preservation Order — TPO 007/2025

Land at Chudleigh Fort, East the Water, Bideford, Devon

This Order was confirmed by Torridge District Council without modification on the 12th day of June 2026.

The requisite time within which to make an application to the High Court under section 284 and section 288, Town & Country Planning Act 1990 is six weeks from 12th June 2026 to challenge the confirmation of the Tree Preservation Order.

It was resolved that the application did not require a recommendation by the Planning Committee but should be recorded as noted. Proposed by Cllr S Inch, seconded by Cllr L Hellyer.

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 6.38pm.

Signature of Town Mayor: Date:

Signature of Chair: Date:



BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Resources Committee

Meeting Date: Thursday, 9 July 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby

Councillor K Hind

South Ward

Councillor S Inch

Councillor P Lawrence

West Ward

Councillor C Hawkins

East Ward

Councillor J Gubb

Councillor J Hellyer

Councillor L Hellyer

Councillor J McKenzie

Also Present:

Councillor D McGeough

Councillor T Inch (from 6:45pm)

Councillor S Smith

J Gardner, Town Clerk

1. Election of Chair

It was proposed by Councillor J McKenzie, seconded by Councillor J Gubb and **resolved** to elect Councillor D Bushby as the Committee's Chair for the 2026-27 civic year.

(Vote – For: 9, Against: 0, Abstentions: 0)

2. Election of Deputy Chair

It was proposed by Councillor D Bushby, seconded by Councillor J McKenzie and **resolved** to elect Councillor S Inch as the Committee's Deputy Chair for the 2026-27 civic year.

(Vote – For: 9, Against: 0, Abstentions: 0)

3. Apologies for Absence

Apologies for absence were received from Councillor R Clarke.

4. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

5. Public Participation

No members of the public attended the meeting.

6. Minutes of the Previous Meetings

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the minutes of the meeting of the Staffing, Finance & General Purposes Committee held on 30 April 2026 as a correct record.

(Vote – For: 8, Against: 0, Abstention: 1)

7. Items Brought Forward by the Chair

None.

8. Terms of Reference

a) Resources Committee

The Committee considered the Committee's terms of reference.

It was proposed by Councillor P Lawrence, seconded by Councillor K Hind and **resolved** to approve the Committee's terms of reference.

(Vote – For: 9, Against: 0, Abstentions: 0)

b) Events Working Group

The Committee considered the working group's terms of reference.

The Committee suggested that the group's membership would be fluent as different councillors may take interest in different events, and that the group's meeting frequency would be determined by demand.

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the working group's terms of reference.

(Vote – For: 9, Against: 0, Abstentions: 0)

9. 2026-27 Quarter 1 Budget Monitoring

The Committee considered the Council's budget monitoring report for the first quarter of the 2026-27 financial year.

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the budget monitoring report for the first quarter of the 2026-27 financial year.

(Vote – For: 8, Against: 0, Abstention: 1)

The Committee further considered a report detailing the cashbook transactions during the first quarter of the 2026-27 financial year.

It was proposed by Councillor D Bushby, seconded by Councillor L Hellyer and **resolved** to approve the cashbook transactions report for the first quarter of the 2026-27 financial year.

(Vote – For: 9, Against: 0, Abstentions: 0)

10. Bank Reconciliations

On 7 May 2026, the Council had appointed Cllr K Hind as its signatory for bank statements and quarterly bank reconciliations (ref. minute 11) who verified and signed bank reconciliations and the underlying hard copy bank statements in accordance with Financial Regulation 2.6.

The hard copy bank statements had not arrived in time for this meeting and therefore the Committee would receive Cllr Hind's report at the next Committee meeting.

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the quarterly bank reconciliation dated 30 June 2025.

(Vote – For: 9, Against: 0, Abstentions: 0)

11. Grant Applications

The Committee considered two grant applications from the Society for Nautical Research as well as the North Devon Forum for Autistic Spectrum Conditions and ADHD. The latter had been circulated to councillors on Monday, 6 July 2026.

The Committee noted that neither application represented an urgent application to be considered outside the normal grants process. However, the Committee also noted that £850 remained in the Council's 2026-27 grants budget.

It was proposed by Councillor K Hind, seconded by Councillor P Lawrence and **resolved** to award the following:

- a) the last £200 of the £750 required to the Society for Nautical Research.
- b) £200 to the North Devon Forum for Autistic Spectrum Conditions and ADHD.

(Vote – For: 9, Against: 0, Abstentions: 0)

12. Manor Court Presentments Update

The Committee noted the updates regarding the Manor Court presentments.

13. Working Arrangements During Periods of High Temperatures

The Committee considered a report regarding working arrangements for office-based Council employees during periods of high temperatures.

It was proposed by Councillor S Inch, seconded by Councillor P Lawrence and **resolved** to agree the hot weather plan.

(Vote – For: 9, Against: 0, Abstentions: 0)

Part II (Closed Session)

14. Exclusion of the Press and Public

Due to the sensitive or confidential nature of the following item it was proposed by Councillor D Bushby seconded by Cllr P Lawrence and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulated that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

(Vote – For: 9, Against: 0, Abstentions: 0)

15. Asset Transfer Working Group

The Committee noted an update by its asset transfer working group.

16. Christmas Lights

The Committee noted an update regarding the procurement of the Council's Christmas Lights.

17. Landivisiau Twinning 50th Anniversary Gift

The Committee considered a suggestion for a gift to mark the 50th anniversary of the twinning with Landivisiau.

It was proposed by Councillor J McKenzie, seconded by Councillor L Hellyer and **resolved** to commission a wood carving of a Breton Horse at a cost of £500.

(Vote – For: 8, Against: 1, Abstentions: 0)

18. Request by an Employee to Change Working Hours

The Committee considered a request by an employee to change their working hours.

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the request.

(Vote – For: 9, Against: 0, Abstentions: 0)

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 7:28pm.

Signature of Chair:

Date:

Signature of Town Mayor:

Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 30 July 2026						Agenda Item 8		
	Invoice Date	Supplier	Allocation	VAT	NET	TOTAL	Payment	Governance
1	22/06/2026	C Heller	Refund misc items purchased for Regatta	£0.00	£393.75	£393.75	22/06/2026	TC
2	05/06/2026	Pauline Mills	Floral Pedestals - Mayor Introduction	£0.00	151.00	£151.00	26/06/2026	TC
3	21/06/2026	J Fisher	Securing of M Hall (11 days: Apr - Jun)	£0.00	£440.00	£440.00	26/06/2026	Mkt
4	04/06/2026	The Royal Hotel	Mayor Introduction Buffet (Myr's Allee)	£378.58	£1,892.92	£2,271.50	26/06/2026	TC
5	24/06/2026	Staff / HMRC / DCC	Salary / National Insurance / Pensions		£37,105.53	£37,105.53	24/06/2026	TC
6	21/06/2026	Tamar Trading	Maintenance Items	£3.76	£18.79	£22.55		TC
7	22/06/2026	RGB	Maintenance Items	£19.53	£97.66	£117.19		TC
8	04/06/2026	EDF	Quay Decorative Lighting	£9.02	£180.35	£189.37	23/06/2026	TC
9	18/05/2026	Source for Business	Water (Caddsdwn)	0	55.05	£55.05	23/06/2026	TC
10	03/06/2026	SWW	Market	0	241.72	£241.72	23/06/2026	PM
11	14/06/2026	BJ's Value House	Maintenance Items	£0.00	12.24	£12.24	CC032	TC
12	14/06/2026	Morrisons Bideford	Maintenance Items	1.08	5.42	£6.50	CC033	TC
13	18/06/2026	Morrisons Bideford	Maintenance Items	£28.62	143.09	£171.71	CC034	TC
14	19/06/2026	Mow It	Maintenance Items	£2.08	10.42	£12.50	CC035	TC
15	22/06/2026	Blakewell Services Limited	Maintenance Items	45.93	229.67	£275.60	CC036	TC
16	23/06/2026	Aldi	Maintenance Items	0.56	2.82	£3.38	CC037	TC
17	01/06/2026	M Gubb	PPE	£0.00	68.74	£68.74	26/06/2026	TC
18	29/05/2026	D Keightley	PPE	0	45.00	£45.00		TC
19	05/03/2026	Torridge District Council	Market Hall Non-Domestic Rates Bill 26/27	0	1117.20	£1,117.20	23/06/2026	PM
20	23/06/2026	Acorn	Seasonal worker	82.67	413.33	£496.00	30/06/2026	TC
21	30/06/2026	Myles Clough Management Services	Pannier Market refurbishment project management	£441.25	£2,206.25	£2,647.50		TC
22	29/05/2026	Wollens	Legal fees	£166.00	£830.00	£996.00		TC
23	30/06/2026	Myles Clough Management Services	Pannier Market refurbishment quantity surveying fees	£323.07	£1,615.33	£1,938.40		TC
24	01/07/2026	Limited	Financial software monthly subscription	£34.80	£174.00	£208.80		TC
25	30/06/2026	PFM Intelligence UK Limited	Footfall counter and analysis Pannier Market	£123.40	£617.00	£740.40		PM
26	30/06/2026	Robeda Joinery	Iroko timber - Moreton Park bench	£14.62	£73.10	£87.72		TC
27	01/07/2026	Lineal	Licenses / Support	£36.17	£180.84	£217.01		TC
28	30/06/2026	Acorn	Seasonal worker	£413.33	£82.67	£496.00	07/07/2026	TC
29	30/06/2026	Clarity	Meter copy charge	£6.87	£34.37	£41.24	DD	TC
30	30/06/2026	Jewson	Maintenance Items	£3.12	£15.59	£18.71		TC
31	02/07/2026	E.On Next	Electricity - Maintenance Depot	£3.31	£66.17	£69.48	DD	TC
32	26/06/2026	G J Heaman	MOT + Vehicle Maintenance - Renault Traffic	£71.18	£395.89	£467.07	02/07/2026	TC
33	01/07/2026	Screwfix Ltd	Maintenance Items	£1.00	£4.99	£5.99	CC038	
34	01/07/2026	BJ's Value House	Maintenance Items	£3.71	£18.53	£22.24	CC039	
35	03/07/2026	Background Sounds Ltd	Annual Payment	£30.00	£150.00	£180.00	CC040	PM
36	03/07/2026	Screwfix Ltd	Maintenance Items	£1.70	£8.49	£10.19	CC041	
37	03/07/2026	Toolstation	Maintenance Items	£1.58	£7.91	£9.49	CC042	
38	03/07/2026	Zurich	Insurance cover for Pannier Market construction works	£0.00	£1,075.20	£1,075.20	06/07/2026	TC
39	08/07/2026	Canva	Upgrade to business licence	£5.96	£29.77	£35.73	08/07/2026	TC
40	10/07/2026	Zonkey Solutions Ltd	Annual website hosting and maintenance/support	£119.00	£595.00	£714.00		
41	11/07/2026	Fizzog Face Painting	Face painting at Chudleigh Picnic	£0.00	£225.00	£225.00		
42	06/07/2026	HBH Woolacotts	Woods Cortina XL 18K Portable Air Conditioner	£166.66	£833.33	£999.99	TC - 10% deposit paid	
43	14/07/2026	Medisave	Replacement pads for defibrillator	£26.00	£129.98	£155.98	14/07/2026	TC
44	07/07/2026	Acorn	Seasonal worker	£82.67	£413.33	£496.00	14/07/2026	TC
45	15/07/2026	TTS Training Services Ltd	Portable Appliance Testing (PAT) qualification for employee	£39.00	£195.00	£234.00		
46	15/07/2026	Focus Group	Broadband Caddsdwn Maintenance Depot	£49.39	£9.88	£59.27		
47	14/07/2026	Acorn	Seasonal worker	£82.67	£413.33	£496.00	21/07/2026	TC
	24/07/2026	Staff / HMRC / DCC	Salary / Tax National Insurance / Pensions		£31,033.13	£496.00	24/07/2026	TC
	10/07/2026	In Stitches	Work clothing	£11.40	£57.00	£68.40		
				£2,829.69	£84,115.78	£56,408.34		
			Bank Balances at 03/07/2026 - Current	£ 23,994.52				
			Bank Balances at 03/07/2026 - Deposit	£ 550,317.00				
			Bank Balances at 03/07/2026 - Reserves Account	£ 85,000.00				
			Bank Balances at 03/07/2026 - Current (Mkt)	£ 22,873.80				
			Bank Balances at 03/07/2026 - Deposit (Mkt)	£ 36,187.40				