

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 Town Council Meeting held in the Town Hall, Bideford on

Thursday 27 June 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor K Bines Councillor J Gordon Councillor D McGeough
	South Ward:	Councillor S Inch Councillor Ms R Clarke Councillor P Lawrence
	West Ward:	Councillor A T Inch Councillor C Hawkins
	East Ward:	Councillor Mrs J Gubb Councillor J Hellyer Councillor J A McKenzie
IN ATTENDANCE:		Mr Paul Swan (Town Clerk) Mr R D Coombes (Deputy Town Clerk) Inspector E Seear (Bideford Police Station) 3 x Member of the Public

26. APOLOGIES FOR ABSENCE

Councillors D Bushby (North Ward – personal), K Hind (North Ward – personal), M Taylor (West Ward – personal), J Craigie (East Ward – Foodbank commitment) and Mrs L Hellyer (East Ward – personal).

27. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Councillor Mrs Gubb declared a non-pecuniary interest in Item 16. (Member, Bideford Bridge Trust.).

28. PUBLIC PARTICIPATION SESSION

There was no participation from the public.

29. **MINUTES**

The Minutes of the Meeting held on 16 May 2024 were approved and signed as a correct record.

(Vote – For: 11, Against: 0)

30. **ACCOUNTS**

To approve the payments listed.

It was proposed by Councillor S Inch, seconded and

RESOLVED: That the List of Payments be approved.

(Vote – For: 11, Against: 0)

31. **POLICE PRESENTATION**

- a. The Chairman invited Inspector Seear, to address the Council.
- b. Inspector Seear thanked the Chairman for the opportunity to address the Members.
 - The Police are busy.
 - There has been a broad rise in all crime (15%).
 - The outlook is bleak.
 - Anti-social behaviour is prevalent.
 - East-the-Water and the Town Centre afflicted by repeat offenders engaged in minor offences including shop lifting.
 - Police liaising with “big stores.”
 - Importance of CCTV to support investigations.
 - Small number of individuals.
 - Well known miscreant with five cases pending...
 - Bemoaned pressure of prison capacity, early release and offenders who breach (bail) conditions not returned.
 - “Non critical” crime not given custodial sentences.
 - Very difficult for the Police: lots of work engaged in collecting evidence with poor outcomes.

Inspector Seear suggested that there was good news in the form of Tier II, Hotspot patrols funded by the Home Office / PCC where “statistical analysis” had targeted Mill Street, High Street and the Quay.

For three hour patrols (twenty minutes out of sixty minutes) TDC Marshals would be augmented by the police (where possible).

The Police will be occupying 1 Queen Street, Jubilee Square within the next few weeks.

Inspector Seear identified two sites in relation to anti social behaviour and drug offences.

He emphasised that his team were very busy but were hopeful of identifying the delinquent responsible for the graffiti that is blighting the Town.

Councillor T Inch affirmed that the prevalence of graffiti did make the Town look awful. Evidently there were two “tags,” suggesting two perpetrators.

- CCTV had identified one individual.

Councillor T Inch noted the drug use in the Town specifically the ambience within Allhalland and Mill Streets.

- Report 101.

Councillor T Inch reported on the perception of Bideford being an unsafe Town; people are afraid to venture out of an evening. The sight of Patrol Marshals and “sniffer” dogs would be reassuring.

- Crime per capita “not out on a limb.” North Devon is a safe place; Bideford *is* in comparison to Barnstaple.

Councillor McKenzie noted that the Tier II patrols did not include East-the-Water / station area.

c. The Chairman thanked Inspector Seear for addressing the Council.

32. **DEVON COUNTY COUNCIL (COUNCILLOR) REPORT**

Members had sight of a report provided by Councillor Mrs Hellyer.

No points were raised.

33. **COMMUNICATION BROUGHT FORWARD ON THE DIRECTION OF THE MAYOR**

The Town Clerk had received a request from “Red Herring Productions” to use the Port Memorial, as part of a Festival production including part of the Pill Car Park and the Burton / Victoria Park.

Having met the organisers, in principle he was supportive, notwithstanding Completion of Booking Form (including Risk Assessment, Insurance, Method Statement).

Discussion followed considering overall benefits for the Community, refusal of a commercial request and integrity of the facility.

Members expressed support providing safeguards are in place.

34. **STAFFING, FINANCE AND GENERAL PURPOSES COMMITTEE**

The Minutes of the Meeting held on 13 June 2024 were approved and adopted.

(Vote – For: 11, Against: 0)

35. **MARKET MANAGEMENT COMMITTEE**

The Minutes of the Meeting held on 23 May 2024 were approved and adopted.

(Vote – For: 10, Against: 0, Abstention: 1)

36. **PLANNING COMMITTEE**

a. The Minutes of the Meeting held on 5 June 2024 were approved and adopted.

(Vote – For: 11, Against: 0)

b. The Minutes of the Meeting held on 26 June 2024 were approved and adopted.

(Vote – For: 10, Against: 0, Abstention: 1)

37. **TOURISM COMMITTEE**

The Minutes of the Meeting held on 25 June 2024 were approved and adopted.

(Vote – For: 11, Against: 0)

Councillor Bines requested that a letter of thanks be sent to the organisers of the Bideford Bike Show for their fundraising activities and the vitality brought to the Town.

38. **TOWN CENTRE PARTNERSHIP**

Councillor T Inch noted that one member was conspicuous for their regular non-attendance. He thought perhaps the Partnership should consider a replacement.

Members noted the Minutes.

39. **TORRIDGE DISTRICT COUNCIL – UPDATE**

There was no report; Councillor S Inch declared that the Council had not met.

40. **MAYORAL CHAINS / MACES**

The Mayor led discussion on the practicalities of safeguarding the Mayoral Chains when attending and returning from functions and insurance considerations.

PART II (CLOSED SESSION)

Proposed by Councillor Bines, seconded and

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

(Vote – For: 10, Against: 1)

The Members further discussed the Chains and their importance (symbolism) to the Community.

Councillor McKenzie, proposed and was seconded by Councillor Mrs Gubb that the current practise continues.

Councillor T Inch, proposed and was seconded by Councillor J Hellyer an amendment that provided for the return of the Chains at the end of each function. The Council's insurers are consulted where a function precludes a same day return.

The Chairman called for a vote, first on the amended proposal.

RESOLVED: That the Mayoral Chains are returned at the end of each function. The Council's insurers are consulted where a function precludes a same day return.

(Vote For: 8, Against: 3)

The amended proposal was carried.

Proposed by Councillor McKenzie, seconded and

RESOLVED: That the meeting returns to Standing Orders.

(Vote For: 11, Against: 0)

41. **BRIDGE TRUST**

Councillor McKenzie briefed Members on the income, expenditure, charitable donations and grants figures.

He confirmed that Councillor Mrs Gubb had been appointed a full member filling role left on the passing of former Councillor Christie.

The business of the meeting having been concluded the Mayor thanked the members for their attendance at the meeting which concluded at 19.34.

Signature of Town Mayor:

Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 27 June 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
14/06/2024	(blank)	R Wooldridge	Face Painting - Bideford Fair	250.00		250.00
		SWEMS	Bideford Fair Event Organisations	2,112.00		2,112.00
		Jumping Jacks Comedy Stunt Show	Bideford Fair	650.00		650.00
17/06/2024	(blank)	Bideford Twinning Association	Mayor / Mayoress Landi Twin 23-27 Aug	264.00		264.00
		Harkness Roses Peterborough	(blank)	6.99		6.99
19/06/2024	(blank)	Mimick Signs	2 x med feather flags, tank base, pole +	311.30	62.26	373.56
		Tamar Trading	PPE	165.66	8.01	173.67
		Post Office	Post	3.05		3.05
		Andrew Symons	Maintenance Items	32.76	6.56	39.32
		Pearsonhydraulics	Maintenance Items	18.09	3.62	21.71
		All Star	Fuel	361.07	72.21	433.28
24/06/2024	(blank)	RGB	Maintenance Items	75.10	15.02	90.12
		Acom	Seasonal worker	370.80	74.16	444.96
26/06/2024	(blank)	Clarity Copiers	Meter Copy Charge	216.64	43.33	259.97
		Morrisons	Refreshments - Regatta (Myr Allce)	44.17	8.33	52.50
27/06/2024	(blank)	Acom	Seasonal worker	453.20	90.64	543.84
Grand Total				5,334.83	384.14	5,718.97

Bank Balances at	6/27/2024	- Current Account	£	11,566.03
Bank Balances at	6/27/2024	- Deposit Account	£	523,646.39

Agenda Item 5.

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 8 August 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
24/7/2024	(blank)	Brunel Engraving Co Ltd	Brass Commemorative Bench Plaque	42.44	8.50	50.94
			Additional Plaque detail	30.00	6.00	36.00
		Amazon - Boston Seeds	Fast Growing Grass Seed	67.99		67.99
	BSTC15	CHSW	Donation in lieu of portrait pictures	200.00		200.00
25/07/2024	BSTC15	Acorn	Seasonal worker	370.80	74.16	444.96
26/7/2024	(blank)	RGB	Maintenance Items	373.26	74.65	447.91
		Trainline	Refund Travel Tickets	-127.80		-127.80
		Jewson	Maintenance Items	207.13	41.42	248.55
	BSTC15	Clarity Copiers	Meter Copy Charge	90.95	18.19	109.14
		SWEMS	BGT - Organsing and advertising	697.62		697.62
		BTCP-Little Green Town Project	Mature Fraxinus "excelsior" Altena Tree	-660.00		-660.00
30/7/2024	(blank)	Amazon	Construction Sight Warning Signs	29.93	6.00	35.93
		BJ's Value House	Maintenance Items	8.33	1.66	9.99
		Tamar Trading	Maintenance Items	307.24	61.46	368.70
	BSTC15	Lyds	Service Charges	44.22		44.22
31/07/2024	BSTC15	Amazon	Picture Frames	64.09	12.84	76.93
		SW Communications	Line / Broadband provision	52.69	10.54	63.23
		Lineal Software Ltd	Microsoft 365 License	145.58	29.12	174.70
		Mr T Bartlett	Plant Hire and Operation - Ford Rock	894.00		894.00
		Mr P Bevan	BGT - sound	350.00		350.00
1/8/2024	(blank)	Clarity Copiers	Meter Copy Charge	71.62	14.32	85.94
		Mow-It	Maintenance Items	105.85	21.17	127.02
		Pat Williams Ltd	Maintenance Items	14.83	2.97	17.80
		TDC	Legal Fees - Licence to occupy land	105.00	21.00	126.00
		Red Elephant Group	D-Day 3 x security provision	204.00	40.80	244.80
		Mimic Signs	Supply / fit taxi rank shelter sign	80.00	16.00	96.00
	BSTC16	D S Electrical	Unit 13 Daddon Court	600.00		600.00
		Lineal	Engineer - remote labour	42.50	8.50	51.00
		TDC - 128	T Hall Offices rent	313.72	62.74	376.46
		TDC - 127	T Hall Offices Service Charge	230.42	46.08	276.50
		Market recharge	TC staff	-3,482.36		-3,482.36
		Acorn	Seasonal worker	370.80	74.16	444.96
5/8/2024	(blank)	EDF	Decorative Lighting, Bideford Quay	369.88	73.98	443.86
6/8/2024	(blank)	Staff salaries inc Pension / HMRC	PAYE/NI/SALARY	28,150.68		28,150.68
		Ancient and Honourable Guild of Town Criers	Membership 2024 - 2025	30.00		30.00
2/8/2024	(blank)	Motor Parts Direct	Maintenance Items	7.57	1.51	9.08
		Allstar	Fuel	347.46	69.48	416.94
		Zurich Municipal	Insurance / Inspection Contract	4,372.70	55.00	4,427.70
7/8/2024	BSTC16	Acorn	Seasonal worker	370.80	74.16	444.96
		C+R Construction SW Ltd	Caddsdwn Unit	50,000.00	10,000.00	60,000.00
Grand Total				85,493.94	10,926.41	96,420.35

Bank Balances at	8/8/2024	- Current Account	£	36,668.73
Bank Balances at	8/8/2024	- Deposit Account	£	379,306.70

Report for Bideford Town Council from County Cllr Linda Hellyer

August 2024

At time of writing, part of Manteo way is due for surface dressing on August 5th. My Neighbourhood Highways officer has submitted various schemes for patching.

I have continued to attend many meetings as I am on 7 committees at Devon County Council (DCC). On behalf of the Childrens Scrutiny Committee, I have visited Taw View, our Dcc offices in Barnstaple, and met with our Public Health nurses and the Childrens social work initial assessment team.

The task group looking at our fostering service continues, and we have met separately with foster carers, social workers, and managers. We currently have 869 children in care in Devon. We do have a shortage of foster carers, as older people retire, and we are looking at recruitment and retention. One of the new things that has been set up to support foster carers is called Mockingbird. Most non foster families have someone they can turn to for advice and help e.g. grandparents. With Mockingbird, an experienced foster carer becomes a “hub” for 5 foster families. They can go to the hub carer for advice but also for help if e.g. they needed to attend a hospital appointment or there was a family emergency. The hub carer would look after the children. I am also on a task group looking at end of life care.

Closer to home, Devon County Council’s Cabinet took the decision in March 2024 to close the North Devon Link Centres. The service will have formally closed on 26 July. Devon County Council (DCC) and Devon Partnership NHS Trust (DPT) are working hard to manage a smooth and supportive process for everyone affected.

Officers will provide an interim update for the Council’s Health and Adult Care Scrutiny Members in the Autumn on how service users have been supported individually in the transition to alternative services and activities.

What arrangements have DCC made: -

Officers have agreed short term funding for Devon Mental Health Alliance (DMHA) to increase capacity in this handover period through to at least the end of March 2025, during which time the DMHA will also be developing their wider offer across Devon.

The DMHA is a partnership between six local VCSE organisations providing support for people living with mental health problems across Devon. The Alliance leads on the implementation of the community element of the Community Mental Health Framework for which it receives national NHS funding. [Devon Mental Health Alliance | Working together for better mental health \(mentalhealthdevon.co.uk\)](https://www.mentalhealthdevon.co.uk)

The DMHA team has worked with service users to co-design that individual support.

The new offer is as follows:

Each centre will continue to receive two sessions a week in the form of facilitated peer support sessions, with a dedicated member of staff in attendance for at least the next 12 months: a model that has been agreed in consultation with service users. In addition to this

the Devon Mental Health Alliance will deliver weekly drop-in sessions in each of the three centres. **That means the transition support maintains the 3 x a week sessions service users have been used to.** (Most service users attend once or twice a week).

The Alliance are also running a range of other courses, including anger management and wellbeing activities, as well as developing a wider open access drop-in offer across the county, including supporting provision in areas previously served by Devon Recovery Learning College. These will be available to all people accessing the Link Centres, with a particular focus on providing goal-based outcomes and helping with PIP payments, bus passes etc. Mental Health Matters is also providing proactive support in this space to encourage engagement with their services. I will know more once the service reports back to Health scrutiny in the Autumn.

Please continue to report routine matters like potholes, overgrown vegetation, drainage issues etc direct to Devon County Council. If you google Devon County Council report a problem, a page will come up with icons. Click on the appropriate icon and follow the simple instructions. You will receive an automated email with a tracking number.

You can also report matters direct to the customer service desk by telephoning 0345 155 1015.

I am always happy for residents to contact me.

Linda.hellyer@devon.gov.uk

Telephone 07828758360



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 20 June 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby Councillor K Hind
	East Ward:	Councillor Mrs J Gubb Councillor J Hellyer Councillor Mrs L Hellyer
	South Ward	Councillor Ms R Clarke (Chairman)
	West Ward	Councillor C Hawkins
	Market Complex	Mrs K Austin

IN ATTENDANCE: Mr R Coombes (Deputy Town Clerk)
Mrs C Parsons (Website / Social Media officer)
Ms A Jackson (Marketing / Branding Presentation)
1 x Tenant
1 x Public

15. **APOLOGIES FOR ABSENCE**

N/A.

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

There were no declarations of interest.

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

A Tenant explained their Notice to Quit.

A member of the Public spoke in support of the Tenant and the need for the Town Centre to have more independent shop outlets.

Councillor Hawkins proposed a suspension of standing orders, seconded by Councillor Hind, to debate “a non-agenda item,” in relation to the outgoing tenant.

The Chairman directed that the subject would be discussed in Part II (12.a. To receive any terminations of leases by tenants...) and did not call for a vote to be made.

18. **MINUTES**

Proposed by Councillor Bushby and seconded by Councillor Hind, the Minutes of the Meeting held on 23 May 2024 were approved and signed as a correct record.

(Vote – For: 5, Against: 0, Abstention: 2)

19. **ACCOUNTS**

It was proposed by Councillor Mrs Hellyer and seconded by Councillor Bushby, and

RESOLVED: That the lists of payments for 23 May 2024 be approved.

(Vote – For: 7, Against: 0)

20. **CHAIRMAN’S / MARKET ADMINISTRATOR’S REPORT**

The Chairman confirmed that he would attend the Market on Saturday and again on Sunday, Bide-food Festival.

The Chairman confirmed her continued Market Complex visits / walk throughs.

The Clerk will establish a date from members to attend Holsworthy Market.

Mrs Austin confirmed that it is a lovely flat area with an amazing offer.

The Town Clerk has been given the go ahead to submit a Heritage grant application for a structural survey, of the Market Complex.

21. **MARKETING / BRANDING STRATEGY PRESENTATION**

- a. The Chairman welcomed Ms Abi Jackson, the Apothecary 8/9 Butcher’s Row, to the Meeting and invited her to make her presentation.
- b. Ms Jackson thanked the Chairman, and introduced her presentation, which is attached forming part of these Minutes, by explaining her twenty years’ experience of working within the brand / advertising industry. (She had been observing the issues (within the Complex), noting commentary on and off line, since taking up her tenancy; there has been a lot of negativity.)
- c. The Chairman thanked Ms Jackson and invited questions. Points included:
 - Development of Market Hall as an Event Venue / Community Hall.
 - The Facility does need to be used.
 - Improve reputation through working together.
 - Solid strategy – attract / approach dedicated businesses consider incentives.

- Councillor Bushby commended Ms Jackson for an excellent presentation. He asked how and when the process could be engaged in terms of identifying strengths, setting out and abiding (branding) protocols (division needs to stop).
 - Ms Jackson identified the need for a broad cross section of stakeholders for a first meeting to include tenants, Committee members, community managers noting outside interested parties who had made positive observations.

The inaugural meeting should allow for consideration of the Complex to play to its strengths, finance, social media, calendar (of Events), break down problems / issues / challenges in order to overcome them.

- Councillor Bushby asked if there was a (consultation) cost.
 - Ms Jackson explained that she would not charge, she has her own business to commit to, market and run, but there would be a consequent benefit from an invigorated Butcher's Row / Complex.
 - It would be a full time job for one; it will require joint working.

It was proposed by Councillor Bushby and seconded by Councillor Hawkins, and

RESOLVED: That the Committee engage with Ms Jackson to coordinate and implement a strategy to revitalise Butcher's Row and the Market Complex.

(Vote – For: 7, Against: 0)

Members discussed the constitution of the meeting to consider, develop, engage and implement the Marketing / Branding initiative.

It was proposed by Councillor Ms Clarke and seconded by Councillor Mrs Gubb, and

RESOLVED: That the inaugural meeting will commence at 5.30 pm on Thursday, 1 August 2024, made up of Committee members and identified stakeholders prior to the formal Market Management Committee Meeting (scheduled to commence at 6.30 pm).

(Vote – For: 7, Against: 0)

22. **MARKET HALL:**

a. Deposit Payments for future bookings.

Councillor Mrs L Hellyer led discussions that included:

- The process of hiring the Hall should not be made harder.
- Deposits for Commercial Booking / Event.
- Payment in full to confirm bookings.
- Occasions where Events have been pulled that could have allowed for other bookings; potential loss of income.

It was proposed by Councillor Ms Clarke and seconded by Councillor Mrs Gubb, and

RESOLVED: That the item is deferred.

(Vote – For: 5, Against: 2)

b. Market Hall Public Liability.

Members considered further information provided by the Council's insurer, Zurich, and the Solicitor at NABMA.

It was proposed by Councillor J Hellyer and seconded by Councillor Mrs L Hellyer, and

RESOLVED: That the minimum level of insurance cover for the hiring of the Market Hall is set at £10 million.

(Vote – For: 7, Against: 0)

23. **TENANT / TRADER REPRESENTATIVE**

The Chairman invited Mrs Austin to address the Committee.

Mrs Austin in thanking the Chairman confirmed that she had canvassed tenants eliciting the general request for more advertising, more marketing, a suggestion that the Town Crier is engaged to promote Hall Events and a date for the removal of the scaffolding.

The Clerk confirmed that the scaffolding is scheduled for removal on 21 July 2024.

Councillor Mrs Hellyer requested that the Banner, advertising "Market this Saturday," is removed when there is not a market scheduled.

24. **PART II (CLOSED SESSION)**

Proposed by Councillor Ms Clarke, seconded and

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

(Vote – For: 7, Against: 0)

The Chairman invited the Market Tenant to remain.

25. **CHAIRMAN'S REPORT**

Members considered a letter received from the Managing Director of the Devon Traders Association Limited on 31 May 2024.

It was proposed by Councillor Ms Clarke and seconded by Councillor Mrs L Hellyer and

RESOLVED: That a responding letter is sent to the Managing Director of the Devon Traders Association Limited, 3 / 4 Butcher's row providing for a final warning in relation to her conduct towards Landlord and fellow tenants.

(Vote – For: 7, Against: 0)

26. **TENANT / TRADER**

a. Terminations / Applications.

Members had noted and accepted the Notice to Quit given by the Tenant of 26 Market Place.

It was proposed by Councillor Ms Clarke and seconded by Councillor Mrs Gubb and

RESOLVED: That Mr Wade be offered the Tenancy to Market Place Shop Unit 26 on vacation by the present tenant. That he commits to reinstating any changes made.

(Vote – For: 7, Against: 0)

b. Tenant matters.

Members discussed an outstanding debt repayment plan.

It was proposed by Councillor Ms Clarke and seconded by Councillor Mrs Gubb and

RESOLVED: That the debtor confirms their structured payment plan noting that any deviation would lead to Court Action to recover any outstanding payment.

(Vote – For: 7, Against: 0)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 8.10 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 20 June 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
30/05/2024	(blank) BSPM6	Triangle Llyds	Broadband / line Service Charges	61.33 45.11	12.27	73.60 45.11
31/05/2024	(blank)	Robbie D Scaffolding Coastal Recycling	Bird Cage Scaffolding Waste removal	900.00 118.08		900.00 118.08
5/6/2024	BSPM7	Clear Sky Publishing TV Licence	N D Scene - Feature / advert (blank)	130.00 13.25	26.00	156.00 13.25
10/06/2024	(blank)	Mkt recharge Vodafone	TC staff costs Phone charges	3,482.36 27.59		3,482.36 33.11
11/06/2024	(blank)	Triangle Post Office	Broadband / line Special Delivery	61.33 7.95	12.27	73.60 7.95
14/06/2024	(blank)	Robeda Tamar Trading	Window / Roof Truss repair Maintenance Items	2,831.45 176.24	566.29	3,397.74 211.48
19/06/2024	(blank)	EDF (995) Nicholsons	Electricity Hygiene Items	341.30 228.95	17.07	358.37 274.74
20/06/2024	(blank)	JAG Signs Bideford Cobblers and Keys	Board updates Standard / Mortice x 2	769.07 126.00	153.81	922.88 126.00
Grand Total				9,320.01	874.26	10,194.27

Bank Balances at	6/20/2024	- Current Account	£	4,418.46
Bank Balances at	6/20/2024	- Deposit Account	£	35,035.92



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 1 August 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor K Hind
	East Ward:	Councillor Mrs J Gubb Councillor J Hellyer Councillor Mrs L Hellyer
	South Ward	Councillor Ms R Clarke (Chairman)
	West Ward	Councillor C Hawkins
	Market Complex	Mrs K Austin Mr P Jeffers
IN ATTENDANCE:		Mr R Coombes (Deputy Town Clerk) 0 x Tenant 1 x Public

27. **APOLOGIES FOR ABSENCE**

Councillor D Bushby (North Ward – 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**

Councillors Mrs L Hellyer and J Hellyer raised their concerns over the procedure and the syntax of Minute Number 17. Public Participation.

Proposed by Councillor Mrs Gubb and seconded by Councillor Hind, the Minutes of the Meeting held on 20 June 2024 were approved and signed as a correct record.

(Vote – For: 5, Against: 1)

31. **ACCOUNTS**

It was proposed by Councillor Mrs Hellyer and seconded by Councillor Ms Clarke, and

RESOLVED: That the lists of payments for 1 August 2024 be approved.

(Vote – For: 6, Against: 0)

32. **CHAIRMAN’S / MARKET ADMINISTRATOR’S REPORT**

The Chairman explained that he had met with a Mr Whitelaw, representative from Real Ideas, who would be conducting a Basic Feasibility Study of the Market (Minute Number 113. 18 April 2024 refers).

Initially they spoke with the Town Clerk and then visited the Market Complex where the Deputy Town Clerk introduced Mr Whitelaw to a number of the Tenants, the Market Hall and then through the Town highlighted five outlets run by former Market Tenants.

Discussion developed around DTAL suspending trading from the Market Hall, the implications and need to utilise the Hall. Community “buy in” would only be possible through turning around the negative perception / spectre associated with the facility.

Mrs Austin referenced the “rebranding initiative,” meeting, 13 August 2024, following on from the Presentation at the last Market Management Committee Meeting that would provide for positive ideas.

Experience suggested that the large open Hall was intimidating, appeared “too empty,” and that divided up, a smaller trading area would be more intimate and an attractive proposition.

Councillor Hind concurred referring to the success of the monthly Hartland Farmers’ Markets.

33. **MARKET HALL**

- a. Market Hall Event – 14 December 2024. Members had sight of correspondence between Town Trader representatives, Bideford Regeneration Board and the Town Clerk.

The Chairman explained the intention to work with Mill Street, High Street and Grenville Street traders culminating in the Town’s Late Night Shopping, “Victorian Event.”

SWEMS would coordinate the Market offer.

Mrs Austin, having attended “(Town) Trader” Meetings indicated that there would be District Council finance. She indicated that Butcher’s Row Tenants would take part in

the “window decorating,” competition but asked if the Committee would support decoration costs for the thoroughfare. (The Clerk requested that she provide cost details.)

She spoke of the Victorian element, including a Penny Farthing appearance and Merlin!

It was proposed by Councillor Mrs Hellyer and seconded by Councillor Mrs Gubb, and

RESOLVED: That the Council host and support the Market Element of the Bideford Traders’ Late Night Victorian Event on 14 December 2024.

(Vote – For: 6, Against: 0)

- b. Signing of the Lease, rescheduling. Members noted that currently the Civic Event, historically scheduled for the first Saturday of December, would be held in an empty Market Hall. They considered recommending to Council moving the Commemoration to coincide with the aforementioned Event scheduled for 14 December 2024.

Councillor Mrs Hellyer having proposed recommending that the Signing of the Lease be rescheduled to 14 December 2024 (seconded by Councillor Mrs Gubb) subsequently withdrew her proposal following an interjection by Councillor J Hellyer and subsequent discussion.

It was proposed by Councillor J Hellyer, seconded by Councillor Mrs L Hellyer and

RECOMMENDED: That the Signing of the Lease is rescheduled to be held on Saturday 14 December 2024 unless a future booking provides the opportunity for the Civic Event to be held on 7 December 2024.

(Vote – For: 3, Against: 1, Abstention: 2)

34. **TENANT / TRADER REPRESENTATIVE**

- a. To receive reports/requests:

Mr Jeffers raised various points that included:

- Council’s Plan for the Market.
- Introduction of Farmers’ Markets during the winter months.
- Rent reduction.
- Rent tables in the Butcher’s Row thoroughfare.
- Host Burton art / photography.
- Town Band Market Hall performance(s).

He conceded that no liaison / approach had been made (with the Burton).

(The Clerk will sound out the Secretary of the Town Band.)

Mrs Austin advised that:

- She had researched a “background sound,” provider that for an annual licence fee of £150 (for the building), without recourse to PPL / PRS allow for music to be played. Modest priced blue tooth speakers had been identified. A computer link / mobile ‘phone would be required.

- Tenants should like access to the Market Hall to avail themselves of the toilet facilities, in the absence of the Café Tenant.
 - The Clerk indicated that a tenant did have key / access. Back up provision can be arranged in their absence.
- The hand dryer in the ladies washer is no longer effective; there is also a sign precluding the use of hand towels.
 - Councillor J Hellyer indicated that reintroducing hand towels would be a cheaper alternative to replacing the hand dryer. (The Clerk to action.)

(Councillor Hind left the Meeting.)

b. Promote Butcher's Row Units.

Councillor J Hellyer suggested that local artists could exhibit in the vacant Units.

Mr Jeffers and Mrs Austin led with the introduction of “pop up” shops in the vacant Butcher's Row Units. Mrs Austin further suggested that a Tourist Information Hub could be set up and moved from one Unit to another including historical pictures / maps / information.

Mr Jeffers did wonder if the “business plan,” element of the application form discouraged submission (the Chairman did confirm that it provided a simple but necessary tool).

The Clerk advised that he invited potential applicants to field questions during the process, offering help.

Councillor J Hellyer described the Bridge Trust mentoring process.

35. **PART II (CLOSED SESSION)**

Proposed by Councillor Hawkins, seconded and

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

(Vote – For: 5, Against: 0)

The Chairman invited the Market Tenant to remain.

36. **CHAIRMAN'S REPORT**

There was no report.

37. **TENANT / TRADER**

- a. Terminations / Applications. The Clerk confirmed that 26 Market Place Shop Unit had been vacated to be occupied by Mr Wade.

b. Tenant matters.

The Clerk confirmed receipt of payment in lieu of rental arrears.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.36 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

DRAFT

BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 1 August 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
24/06/2024	(blank)	E.ON Next	26 Mkt Plce 1 - 28 Apr 24	64.11	4.78	68.89
25/06/2024	(blank)	Encompass Security Solutions	Call out / re-set alarms	60.00	12.00	72.00
28/06/2024	(blank)	Llyds	Service Charges	39.77		39.77
		Coastal Recycling	Waste removal	140.64		140.64
01/07/2024	BSPM7	TV Licence	(blank)	13.25		13.25
		Mkt recharge	TC staff costs	3,482.36		3,482.36
10/07/2024	(blank)	Vodafone	Phone charges	26.49	5.30	31.79
12/07/2024	(blank)	EDF (995)	Electricity	179.49	35.90	215.39
19/07/2024	BSPM10	Real Ideas	Feasibility Study	1,215.00		1,215.00
	BSPM11	DCS Pest Ctrl (Crmwll) Ltd	Pest Control	120.00		120.00
23/7/2024	BSPM11	J Fisher	5 x secure bldg	200.00		200.00
25/7/2024	BSPM11	Triangle	Broadband / line	61.75	12.35	74.10
29/7/2024	BSPM11	EDF (985)	Gas	7.25	0.36	7.61
		SES/SWW	Business Water	174.94		174.94
30/7/2024	BSPM11	Llyds	Services Charges	30.82		30.82
31/07/2024	(blank)	Coastal Recycling	Waste removal	123.70		123.70
	BSPM11	Valda Energy	Electricity	23.65	1.18	24.83
1/8/2024	(blank)	Tamar Trading	Maintenance Items	71.07	14.22	85.29
		Jewson	Maintenance Items	10.47	2.09	12.56
	BSPM16	TV Licence	(blank)	13.25		13.25
		Mkt recharge	TC staff costs	3,482.36		3,482.36
Grand Total				9,540.37	88.18	9,628.55
Bank Balances at	01/08/2024	- Current Account	£	2,953.75		
Bank Balances at	01/08/2024	- Deposit Account	£	44,731.78		





BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 25 July 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby (Chairman) Councillor D McGeough
	South Ward	Councillor Mrs R Clarke Councillor P J Lawrence
	East Ward:	Councillor Mrs J Gubb Councillor Mrs L Hellyer Councillor J McKenzie
	West Ward	Councillor T Inch
IN ATTENDANCE:		Mr P Swan (Town Clerk) Mr R Coombes (Deputy Town Clerk)

12. **APOLOGIES FOR ABSENCE**

Councillor S Inch (South Ward – personal).

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

Councillor Mrs J Gubb declared a pecuniary interest in item 6. (related to “Seasonal Worker”).

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

There was no public participation.

15. **MINUTES**

Councillor Lawrence highlighted an anomaly in the Minute numbering; the Clerk will address.

Proposed by Councillor Bushby and seconded by Councillor McKenzie, the Minutes of the Meeting held on 13 June 2024 were approved and signed as a correct record.

(Vote – For: 7, Against: 0, Abstention: 1)

16. **CHAIRMAN'S ITEMS**

- a. Correspondence had been received thanking the Bideford Town Council for the planting of new trees on Bideford Quay.

It was noted that Councillor Mrs Hellyer had contributed £600.00, from her Devon County Council (DCC) Locality Fund, towards the overall cost.

The Chairman instructed the Clerk, in acknowledging the praise, to inform the correspondent of the part DCC contribution.

- b. Children's Hospice South West thanked the Council for the donation of £200.00 in lieu of payment to the local photographer who had recently taken mayoral and civic officer portraits (and effectively made a charitable gift of their fee).

17. **ACCOUNTS**

It was proposed by Councillor Bushby and seconded by Councillor Ms Clarke, and

RESOLVED: That the lists of payments for 25 July 2024 be approved.

(Vote – For: 7, Against: 0)

18. **INTERNAL AUDITOR**

Members had sight of two quotations for the post of Internal Auditor following the retirement of the present incumbent.

It was proposed by Councillor Lawrence and seconded by Councillor Ms Clarke, and

RESOLVED: That Parish and Town Audit Services be offered the opportunity to conduct the Council's bi-annual internal audit of accounts.

(Vote – For: 6, Against: 0, Abstention: 2)

19. **FINANCIAL UPDATE – QUARTER ONE**

Members had sight previously of the first quarter financial update for the Council including the New Depot status.

The Clerk provided a detailed explanation, in accordance with (iaw) Standing Orders, of the

Council's first financial quarter performance.

He highlighted the financial activity of the Caddsdawn Project facility, the drawing down of the Public Works loan, and the potential to consider the inclusion of a mezzanine, greenhouse and office space in the next financial year.

Councillor Mrs Hellyer confirmed that £10,000.00 was earmarked for two new bus shelters at the top of Manteo Way.

The Clerk and Chairman discussed the expected timeline for occupation of the facility to be before the end of the year but potentially end of October / early November 2024.

Councillor T Inch praised the Clerk for the quality of the document / presentation thereof.

20. **FIRE / INTRUDER ALARM RESPONSE PAYMENT**

The Clerk briefed members on the occurrence of out of hours response by Council officers to Fire / Intruder Alarm.

Discussion included TDC policy, albeit more assets / tenants including housing and the current cascade system that commences with the former Market Officer and followed by the Deputy Town Clerk.

It was proposed by Councillor Mrs Hellyer seconded by Councillor Ms Clarke, and

RESOLVED: That officers who attend Council "call outs," out of hours, are paid a flat call out fee of £50.00.

(Vote – For: 8, Against: 0)

21. **PAPERLESS AGENDA TRIAL**

The Clerk explained the SF&GP "trial," engaging fully with IT. He gave detail on projected savings over four years, including costings attributable to distributing the Council agendas: postage and photocopying / paper resource. He alluded to the reduction on the Environmental (impact).

Discussion followed that included purchase of six tablets exclusive for member access to Council website and individual E mails, prohibitive cost of Modern Gov (exclusive) system, individual competency and experiences of DCC and TDC operations.

It was proposed by Councillor McKenzie seconded by Councillor Ms Clarke, and

RESOLVED: That the trial is supported.

(Vote – For: 8, Against: 0)

22. **SOCIAL MEDIA**

Members had sight of a proposed Bideford Town Council Social Media Policy.

Councillor Lawrence expressed reservations intimating that had he voted against a Council

motion he would not be able to provide an explanation on Social Media as it could be deemed conflicting with: (Town Councillors and Council staff must not:) “Post content that is contrary to the democratic decisions of the Town Council.”

Discussion followed including points on censure, personal standards, safeguards, best practice and opportunity to revisit the document.

It was proposed by Councillor McKenzie seconded by Councillor Lawrence, and

RESOLVED: That the Policy in it’s present form is rejected.

(Vote – For: 4, Against: 3, Abstention: 1)

23. **TOWN RANGERS TASKS UPDATE.**

Councillor Mrs Gubb thanked the Rangers for the Gammaton Road pavement, “reclamation;” Councillor McKenzie concurred.

The Chairman highlighted concerns over the misappropriation of resource used for protecting the Planters during the Soap Box Derby. He highlighted also that the Organisers had deemed it fit to remove one, without permission, and were unable to provide the location of said item.

Members speculated repositioning planters on the day and factoring a cost element during the grant process.

The business of the meeting having been completed, Members provided positive feedback on the manner in which the Meeting had been conducted leading with the Agenda / Pack availability on screen.

The Chairman thanked the members for their attendance and the meeting concluded at 7.40 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Meeting - 25 July 2024

Number (All)							
Date Entered	PV	Description	Extended Description	Net	VAT	Gross	
28/06/2024	(blank)	BJ's Value House	Maintenance Items	8.32	1.66	9.98	
		Just Office	Stationery	104.27	20.86	125.13	
		Llyds	Charges	60.33		60.33	
		MS Auto Repairs	Hilux - Air Con regas	53.00	10.60	63.60	
		SW Communications	Line / Broadband provision	52.69	10.54	63.23	
7/1/2024	BSTC4	TDC - 128	T Hall Offices rent	313.72	62.74	376.46	
		TDC - 127	T Hall Offices Service Charge	230.42	46.08	276.50	
	BSTC9	Market recharge	TC staff	-3,482.36		-3,482.36	
7/3/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96	
		Wessex Trophies	Mayors Daychain Upgrade	179.90	0.00	179.90	
8/7/2024	(blank)	TDC	Ford Rock	-2,500.00		-2,500.00	
7/12/2024	(blank)	T Barlett	Plant Hire and Operation - Ford Rock	998.00		998.00	
09/07/2024	(blank)	Staff salaries inc Pension / HMRC	PAYE/NI/SALARY	28,644.42		28,644.42	
17/07/2024	(blank)	Amazon	Bid Got Talent	150.00		150.00	
			IT Cabling	8.65	1.73	10.38	
		BJ's Value House	Maintenance Items	24.96	4.99	29.95	
		Mow-It	Maintenance Items	94.40	18.88	113.28	
		Jewson	Maintenance Items	26.15	5.23	31.38	
		Offtek	IT Hardware	27.51	5.50	33.01	
		Leather Company	Secure case	223.33	44.67	268.00	
19/07/2024	(blank)	All Star	Fuel	466.00	93.19	559.19	
		EDF (D513)	14A Christmas Lights	46.44	9.29	55.73	
	BSTC13	Bid Got Talent	Prizes	200.00		200.00	
		D S Electrical	Unit 13 + Festoon Quay lighting	727.35	25.47	752.82	
		Lineal Software Ltd	Microsoft 365 License	145.58	29.12	174.70	
		Acorn	Seasonal worker	370.80	74.16	444.96	
		Zonkey Solutions	Annual hosting + maintenance + suppo	595.00	119.00	714.00	
		Pannier Pantry	D Day Buffet	1,000.00		1,000.00	
	BSTC14	EDF	Decorative Lighting, Bideford Quay	369.48	73.90	443.38	
		Acorn	Seasonal worker	370.80	74.16	444.96	
		EDF (CADCOEDA)	Bridge Floodlighting	165.09	8.25	173.34	
		Pollyfield Community Centre	D-Day - bar services and cooked food it	300.00		300.00	
		Tudor Enviornmental	Maintenance Items	75.40	15.08	90.48	
		Red Elephant Group	D-Day 3 x security provision	204.00	40.80	244.80	
		Energy Performance Services	Caddsdwn Unit Commercial EPC calc	550.00	110.00	660.00	
		APS Civils Ltd	Construction Management Services	776.25	155.25	931.50	
		C+R Construction SW Ltd	Caddsdwn Unit	21,770.00	4,354.00	26,124.00	
22/07/2024	(blank)	Garlands	Stationery	5.00		5.00	
23/7/2024	(blank)	Andrew Symons Ltd	Repair of maintenance machine	320.50	64.10	384.60	
		Hedges Direct	Flora	209.70	41.94	251.64	
		The Print Space	Mayoral / officer potraits	63.30	12.66	75.96	
	BSTC14	EDF (D513)	14A Christmas Lights	37.17	1.86	39.03	
		Tamar	Maintenance Items	19.17	3.83	23.00	
Grand Total				54,375.54	5,613.70	59,989.24	

Bank Balances at 7/25/2024 - Current Account £ 10,665.37
 Bank Balances at 7/25/2024 - Deposit Account £ 395,000.00



BIDEFORD TOWN COUNCIL

Minutes of the Planning Committee Meeting

held in the Town Hall, Bideford on

Wednesday 17 July 2024 at 6.30 pm.

PRESENT:

North Ward:	Councillor K Bines (Chairman) Councillor J Gordon
South Ward:	Councillor Ms R Clarke (Town Mayor) Councillor S Inch
East Ward:	Councillor Mrs L Hellyer
West Ward:	Councillor M Taylor

IN ATTENDANCE: Mrs Lesley Dixon-Chatfield – Asst to the Town Clerk

23. **APOLOGIES FOR ABSENCE**

Councillor J McKenzie (East Ward) – work.

24. **DECLARATIONS OF INTEREST**

No Declarations of Interest were submitted at this point of the meeting.

25. **PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

26. **MINUTES**

The Minutes of the Meeting held on 26 June 2024 were approved and signed as a correct record.

(Vote – For: 5, Against: 0, Abstentions: 1)

27. **PLANNING APPLICATIONS**

- a. Application No: 1/0540/2024/ADV. Erection of a non-illuminated static hoarding. Land At Grid Reference 243002 126516, Abbotsham Road, Bideford, Devon. Applicant: Mr J Artingstall, Bloor Homes, Horizon House, Guardian Road, Exeter EX1 3PD . Agent: None supplied. (Date received: (21 June 2024).

Proposed by Councillor Mrs Hellyer, seconded and

RESOLVED: That the application is refused for the following reason –

The sign is a distraction to Highway users and would be inappropriate, a previous application from this company (1//0095/2014/ADV) was refused for this reason.

(Vote – For: 6, Against: 0)

- b. Application No: 1/0467/2024/FUL. Erection of a new garage (Amended Red Edge). 41 Thornton Close, Bideford, Devon, EX39 3ND. Applicant: Mr D Crouch (same address). Agent: Mr P Wilson, Monkleigh. (Date received: (5 July 2024).

Proposed by Councillor Ms Clarke, seconded and

RESOLVED: That the application is approved on the proviso that –

- **The concerns raised by South West Water are addressed.**
- **The dispute with Devon County Council Highways is resolved regarding the use of their service strip.**

(Vote – For: 6, Against: 0)

28. **PLANNING AUTHORITIES UPDATE BY CLERK**

Members noted the decisions received from Torridge District Council since the last meeting.

The business of the meeting having been completed, the Chairman thanked Members for their attendance and the meeting concluded at 6.55 pm.

Signature of Town Mayor: Date:

Signature of Chairman:..... Date:



BIDEFORD TOWN COUNCIL

Minutes of the Planning Committee Meeting

held in the Town Hall, Bideford on

Wednesday 7 August 2024 at 6.30 pm.

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

IN ATTENDANCE: Mrs Claire Parsons – Administration Assistant

Councillor S Inch took the chair for the election of the Chairman of the Committee.

29. **ELECTION OF CHAIRMAN**

Councillor Mrs L Hellyer was proposed by Councillor J McKenzie and was seconded by Councillor S Inch, and it was

RESOLVED: That the Chairman for the Planning Committee is Councillor Mrs L Hellyer for the remainder of the Mayoral year 2024 /2025.

(Vote – For: 4, Against: 0, Abstentions: 0)

30. **ELECTION OF VICE CHAIRMAN**

Councillor S Inch was proposed by Councillor J McKenzie and was seconded by Councillor J Gordon, and it was

RESOLVED: That the Vice Chairman for the Planning Committee is Councillor S Inch for the remainder of the Mayoral year 2024 /2025.

(Vote – For: 4, Against: 0, Abstentions: 0)

31. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Cllr Ms R Clarke (South Ward) – Personal
Cllr M Taylor (West Ward) – Personal

32. **DECLARATIONS OF INTEREST**

No declarations of interest were submitted at this point in the meeting.

33. **PUBLIC PARTICIPATION SESSION**

There were no members of the public present.

34. **MINUTES**

The Minutes of the Meeting held on 17 July 2024 were approved and signed as a correct record.

(Vote – For: 3, Against: 0, Abstentions: 1)

35. **TO RECEIVE PUBLIC PATH DIVERSION ORDER 001/2024 – ABBOTSHAM PUBLIC FOOTPATH NO.1 REVOKED 24 JULY 2024 - CONSIDER AND SEND REPRESENTATION TO TORRIDGE DISTRICT COUNCIL**

Members discussed the correspondence submitted by Torridge District Council for the Public Diversion Order 002/2024- Abbotsham Public Footpath no.1 at some length.

It was proposed by Councillor S Inch, and Seconded by Councillor J McKenzie and

RESOLVED: That the Public Diversion Order 002/2024 Abbotsham Public Footpath no.1 is refused as members are concerned that there is no clarification as to whether the buffer of trees between Point B and Point C had been retained.

Councillor S Inch to call this in.

(Vote – For: 4, Against: 0, Abstentions: 0)

36. **PLANNING APPLICATIONS**

- a. Application No: 1/1266/2022/REMM (Re-consultation). Reserved matters application for details of appearance, landscaping, layout and scale for 61 no. dwellings and associated works pursuant to application 1/1086/2017/OUTM (Amended plans). Land North Of Clovelly Road, Bideford, Devon. Applicant: Mr C Woodhead, Horton Estate

Development Ltd and Greatworth Developments Ltd c/o Agent, Motivo, Bluebell Road, Yeovil, BA20 2FG. Agent: Mr S Travers. Boon Brown Architects, Yeovil, BA20 2FG. (Date received: 18 July 2024).

Proposed by Councillor Mrs L Hellyer, seconded, and

RESOLVED: That members have no objections to the amended details of the Proposed Site Plan in principle.

Members concur with and support the comment submitted by the Designing Out Crime Officer that 2x indicated visitor parking spaces adjacent 58-59 be separated from the area of open space with for example, the inclusion of railings or hedging.

(Vote – For: 4, Against: 0, Abstentions: 0)

- b. Application No: 1/0639/2024/COUPD. Prior notification for the change of use from commercial, business and service (Class E) to 6no. units (Class C3) (Schedule 2, Part 3, Class MA). 75 High Street, Bideford, EX39 2AA. Applicant: Mr A Gould, Coach & H Developments Ltd, R T Marke & Co, High Street Bideford, EX39 2AT. (Agent: C Linane, Peregrine Mears Architects Ltd, Barnstaple. (Date received: 23 July 2023).

Proposed by Councillor J Gordon, seconded, and

RESOLVED: That the application is approved.

(Vote – For: 4, Against: 0, Abstentions: 0)

- c. Application No: 1/0629/2024/FUL. Change of use of ground floor retail unit and store rooms to 2no. residential units. 5 Grenville Street, Bideford, EX39 2EA. Applicant: Mr P Milton, Trimstone Manor Hotel, West Down, Ilfracombe, EX34 8NR. Agent: Mr A Kingdon, Rockholm, Barnstaple, EX31 1 QD. (Date received: 26 July 2024).

Proposed by Councillor S Inch, seconded, and

RESOLVED: That the application is approved.

(Vote – For: 4, Against: 0, Abstentions: 0)

- d. Application no: 1/0630/2024/LBC. Change of use of ground floor retail unit and store rooms to 2no. residential units. 5 Grenville Street, Bideford, EX39 2EA. Applicant: Mr P Milton, Trimstone Manor Hotel, West Down, Ilfracombe, EX34 8NR. Agent: Mr A Kingdon, Rockholm, Barnstaple, EX31 1 QD. (Date received: 26 July 2024)

Proposed by Councillor S Inch, seconded, and

RESOLVED: That the application is approved, subject to the Conservation Officer being satisfied.

(Vote – For: 4, Against: 0, Abstentions: 0)

36. **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 7.00 pm.

DRAFT



BIDEFORD TOWN COUNCIL

**Minutes of the Tourism Committee Meeting
held in the Council Chamber, Town Hall**

Tuesday 6th August 2024 at 6.00 pm

- PRESENT:**
- East Ward: Councillor Mrs J Gubb
 - South Ward: Councillor Ms R Clarke (Town Mayor)
 - North Ward: Councillor D Bushby
Councillor J Gordon
Councillor K Hind
 - West Ward: Councillor P Lawrence
Councillor C Hawkins
- IN ATTENDANCE:** Mrs L Dixon-Chatfield, Town Clerk’s Asst

017 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

None.

018 **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

There were no declarations of interest received at this point in the meeting.

019 **PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

020 **MINUTES**

Proposed by Councillor P Lawrence and seconded by Councillor Ms R Clarke, the minutes of the meeting held on 25th June 2024 were approved and signed as a correct record.

(Vote – For: 5, Against: 0, Abstentions: 2)

021 **TO DE-BRIEF ON BIDEFORD'S GOT TALENT.**

The Chairman drew member's attention to the Financial Analysis (which forms part of these minutes) and they discussed the figures. They had also received a de-brief sheet with items to be discussed for next year's event. From this they concluded:

- More improvement is required on the backdrop ie the panels providing the "corridor" for contestants to enter the stage. Some sort of covering is required to make it look less industrial.
- They agreed that big generic banners are needed for outside the Pannier Market, not necessarily just for this event but designed so that they show an event is on in the Pannier Market Hall that has been organised by this Council. There needs to be a blank space that can have the event and date added.
- They agreed that an adjustment with the lighting is necessary, whilst it was an improvement on last year, more "fine-tuning" was needed. Councillor Lawrence suggested that Mr Clark from Up Close Theatre would be a good person to assist as he has extensive experience in stage lighting.
- Members discussed the age categories which this year were 13 years and
- under, 14 years and over. They agreed to keep them as they are for next year.
- Members did not see the need for skirting around the stage but were interested in looking at the costings of purchasing a modular stage, for this and other events in the Pannier Market.

Members were very pleased with how the event had run and had received positive feedback. They all agreed, however, that whoever is invited in to run the bar will need to be asked for a donation to the event. Councillor Bushby made a suggestion of the Council running its own bar.

The Chairman pointed out that the allocated budget had been £3,500 and that there had been a clear underspend. All members agreed and discussed the allocation of funds for providing entertainment for the Town.

The Clerk notified members that she had sent out seven letters to larger businesses to request a donation for sponsorship; she had received two donations. The Chairman pointed out that perhaps the timing was wrong and that the letters need to go out earlier as businesses do receive requests for other Town events.

Councillor Hind and Councillor Ms Clarke both wished to formally recognise that the event was very well organised and came under budget. They congratulated the organising team.

022

TO UPDATE ON CHUDLEIGH PICNIC.

The Chairman reminded members that the event date is Sunday 1st September from 12.30pm until 4.30pm. She requested that as many members as possible help in setting up. This would be from 10.30am.

The Clerk gave a brief history on how the event was started (to celebrate 100 years of the Chudleigh Memorial) and Councillor Bushby added that this was an event essentially for East the Water residents, although not exclusively.

The Clerk advised that the portaloos were booked and would arrive on the Friday, the Rangers would secure them into the same positions as before and they would be collected on the Monday. The Rangers would also provide wheelie bins which would be labelled for rubbish/recycling as necessary.

Booked are:

- North Devon Hog Roast
- Hockings Ice Cream van
- Splat the Rat
- Bideford Youth Pipe Band
- Swiss Miss Bakes
- Burton Activity
- Up Close radio providing background music and PA

The Clerk would make sure there were vouchers for the ice creams and would arrange for flyers to be delivered to the immediate neighbourhood outlining that there would be activity in the Chudleigh Fort park area.

Members discussed a “wet weather contingency” and asked the Clerk to contact ND Hog Roast (as this is the highest expense of the event) to find out more.

The Chairman concluded that the event is a really nice, relaxed afternoon and looked forward to seeing her fellow members there.

023 **TO DISCUSS IDEAS FOR VE DAY 80 BEACON LIGHTING (8TH MAY 2025).**

Members noted the ideas already put forward from the previous meeting and the Chairman called upon them for further ideas or expansion of those put forward.

The Clerk gave a very brief explanation of the Beacon Lightings (historically) for the benefit of a “new to Tourism Committee” member.

The Chairman pointed out that she personally favoured using the Pollyfield Centre again as they have all the facilities and are a big space. She added, that with more improvements being made to the Centre, it could be an even better venue next year.

Members discussed an idea to hold the event in the Pannier Market and light the Beacon on one end or the other of Longbridge, but logistically this could be very difficult, if indeed possible with permissions required from Highways.

Councillor Bushby noted the idea of using the Pannier Market and added that this was a good space that would be of no cost. He also noted that the Pollyfield Centre had done an excellent job for D-Day 80, so either venue would be good. There was as much to see of the Beacon itself from Pollyfield as from the Pannier Market. It was more about facilities. The Pannier Market would require a lot of organising which could fall flat on its face whereas the Pollyfield Centre is less work and easy to organise.

Members asked if it would be possible that the Pollyfield Centre would let the Council have the space for no charge at all. For D-Day there had been some charges. The Chairman said they could be approached.

They also considered making up banners ready for the event.

The Chairman suggested that a decision is made at the next meeting as time would soon start slipping away.

024 **TO DISCUSS IDEAS FOR OTHER EVENTS**

The Chairman invited members to put forward ideas:

- A Tractor Run (Councillors Gordon & Bushby)
- Jigsaw Puzzle Day/Event – (Councillor Lawrence)
- Cream Tea Festival
- Toy Fair
- Railway Festival & Model Train Event (Councillors Bushby & Hind)

025 **SET DATES FOR BIDEFORD FAIR, BIDEFORD'S GOT TALENT AND CHUDLEIGH PICNIC FOR 2025**

The Chairman requested that the dates be set for the Tourism Committee led events. The Clerk explained that the Mayor's Parade had already been agreed to be integrated into Bideford Fair in 2025 – on 7th June.

Members set the dates as follows:

Bideford Fair/Mayor's Parade – Saturday 7th June 2025

The Clerk has pencilled in this date with Torridge District Council and will contact them to confirm.

Members agreed that SWEMS be invited to organise the Bideford Fair side of the event as previously done.

Bideford's Got Talent

Members agreed that Auditions would take place on Friday 18th July 2025 with the Finals on Friday 25th July. They further agreed that SWEMS be invited to organise the event.

Chudleigh Picnic

Members agreed Sunday 31st August 2025.

026 **DISCUSS DESIGN FOR PORT MEMORIAL DECORATIVE BED 2025**

Members felt that the theme of VE-80 should be the design for the Port Memorial Bed. The Clerk showed them the basic logo and they agreed to work on that as the flower bed with a backboard with a similar message to the D-Day-80 design, using the information in the Beacon Lighting guide from the Pageant Master.

The Clerk agreed to get costings.

027 **DISCUSS SUPPORTING THE PROVISION OF PRIZES FOR A TOWN CHRISTMAS EVENT**

The Chairman asked the Clerk to explain, who briefed members on the Town Christmas Event on 14th December involving the Town Centre and the Pannier Market with a Food Festival in the Market Hall, street entertainment in the Town Centre and involvement of the Traders. Main details are yet to be confirmed but the Town Clerk had requested that this Committee discuss the provision of prizes for a Christmas Window Display competition.

Members unanimously felt that this type of competition is already covered with trophies that are awarded at the Mayor’s Introduction each year and that it would be a duplication. They therefore felt that this Council could not support the provision of prizes for a trader’s event.

Proposed by: Councillor Bushby and seconded by Councillor Lawrence, and

RECOMMENDED: That the event is not financially supported by this Council.

(Vote: For: 7, Against: 0)

028 **DATE OF THE NEXT MEETING**

The Chairman informed members that the next meeting would be Tuesday 17th September 2024 at 6.00pm.

The business of the meeting having been completed, the Chairman thanked the members for their attendance, and the meeting concluded at 7.25 pm.

Signature of Town Mayor:Date:

Signature of Chairman:Date:



Bideford's Got Talent Financial Analysis

Agenda Item 5

	Actual	Budget	Variance	Explanation
Income				
Cash	455.00	500.00	45.00	
Credit Card	49.13	-	(49.13)	
Total Income	504.13	500.00	(4.13)	
Revenue Expenditure				
Indirect Labour	337.50	-	(337.50)	
Direct Labour	675.00	-	(675.00)	
Sound and Lighting	350.00	-	(350.00)	
Security	204.00	-	(204.00)	
Prizes	350.00	-	(350.00)	
SWEMS	697.62	-	(697.62)	
Stage	75.00	-	(75.00)	
General	-	3,500.00	3,500.00	
Total Income	2,689.12	3,500.00	3,425.00	
Profit / (Loss)	(2,184.99)	(3,000.00)	(815.01)	

Notes:-

Set up worked better for:

- Changing rooms
- Stage
- Judges table, sound & light, broadcast siting
- No access to Butcher's Row
- Bar

Items to discuss for next year:

- Increase footfall via improved marketing
- More improvement on the backdrop ie the panels
- Skirting for bottom of the stage – banner style BGT or BTC or plain
- Re-visit age category
- Big banners to go outside the Pannier Market building – banners that can have the dates changed on them.
- S&L would like to work on the lighting
- Push for More Contactless Payment -Cheaper easier and more secure.



BIDEFORD TOWN COUNCIL

Minutes of the Decarbonisation and Environment Committee Meeting held in the Council Chamber, on Tuesday 2 July 2023 at 6.30 pm

PRESENT: East Ward: Councillor J Craigie
Councillor K Hind
Councillor J Gubb
Councillor J Gordon (Chairman)

North Ward: Councillor K Bines

South Ward Councillor R Clarke

IN ATTENDANCE: Mr P Swan (Town Clerk)

1. ELECTION OF CHAIRMAN

Councillor Gordon was proposed by Councillor Bines and seconded by Councillor Clarke.

RESOLVED: That Councillor Gordon is appointed as Chairman of the Committee for the coming year.

(Vote: For: 6, Against: 0)

(Councillor Gordon assumed the Chair and thanked the Members for their vote.)

2. ELECTION OF A DEPUTY CHAIRMAN

Councillor Bines was proposed by Councillor Gubb and seconded by Councillor Clarke.

RESOLVED: That Councillor Bines is appointed as Deputy Chairman of the Committee for the coming year.

(Vote: For: 5, Against: 0, Abstention: 1)

3. APOLOGIES FOR ABSENCE

Councillor J McKenzie.

4. **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

There were no Declarations of Interest.

5. **PUBLIC PARTICIPATION PERIOD**

1 member of the public present.

The member of the public explained their view on the importance of moving away from a meat based farming production system and the pressure this puts on the farming community. They then explained about moving towards a plant based agricultural system and the benefits of doing so in terms of the vast amounts of land this would release.

6. **MINUTES**

The Minutes of the Meeting held on 15 August 2023 were approved and signed as a correct record.

(Vote – For: 2, Abstention: 4)

7. **TO SUBMIT IDEAS VIA PROJECT INITIATION FORMS FOR NEXT MEETING**

The Town Clerk updated the Committee on the budget and that the 2% of precept will be restored for 2025/26.

The Chair advised that the Committee should put together an action plan and he would take the lead on this.

Councillor Bines recommended to that the Town Council consider a 25% plant based offering on all council held events.

The Committee wanted to strongly promote the uptake of a paperless system for all councillors.

8. **TO RECOMMEND TO THE STAFFING FINANCE & GENERAL PURPOSE COMMITTEE UPON THE CARBON FREE MAINTENANCE EQUIPMENT**

It was recommended to full council that they accept and resolve upon the quotation for the carbon free maintenance equipment to be funded by the 24/25 environmental budget.

Proposed by Councillor Craigie Seconded by Councillor Hind.

9. **NEXT MEETING DATE**

The next meeting will be held on 6 August 2024.

The Committee advised that a regular 5 weekly meeting be added to the Council Schedule when issued next year.

The Chairman thanked the Members for their attendance and support. He concluded the Meeting at 19:00 pm.

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

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

DRAFT

29/05/24

Design, Management & Operational Statement



urban
innovation
company

.pulse

Foreword

This document supports applications for Planning Permission and Advertisement Consent for Pulse Smart Hubs by Urban Innovation Company (UIC).

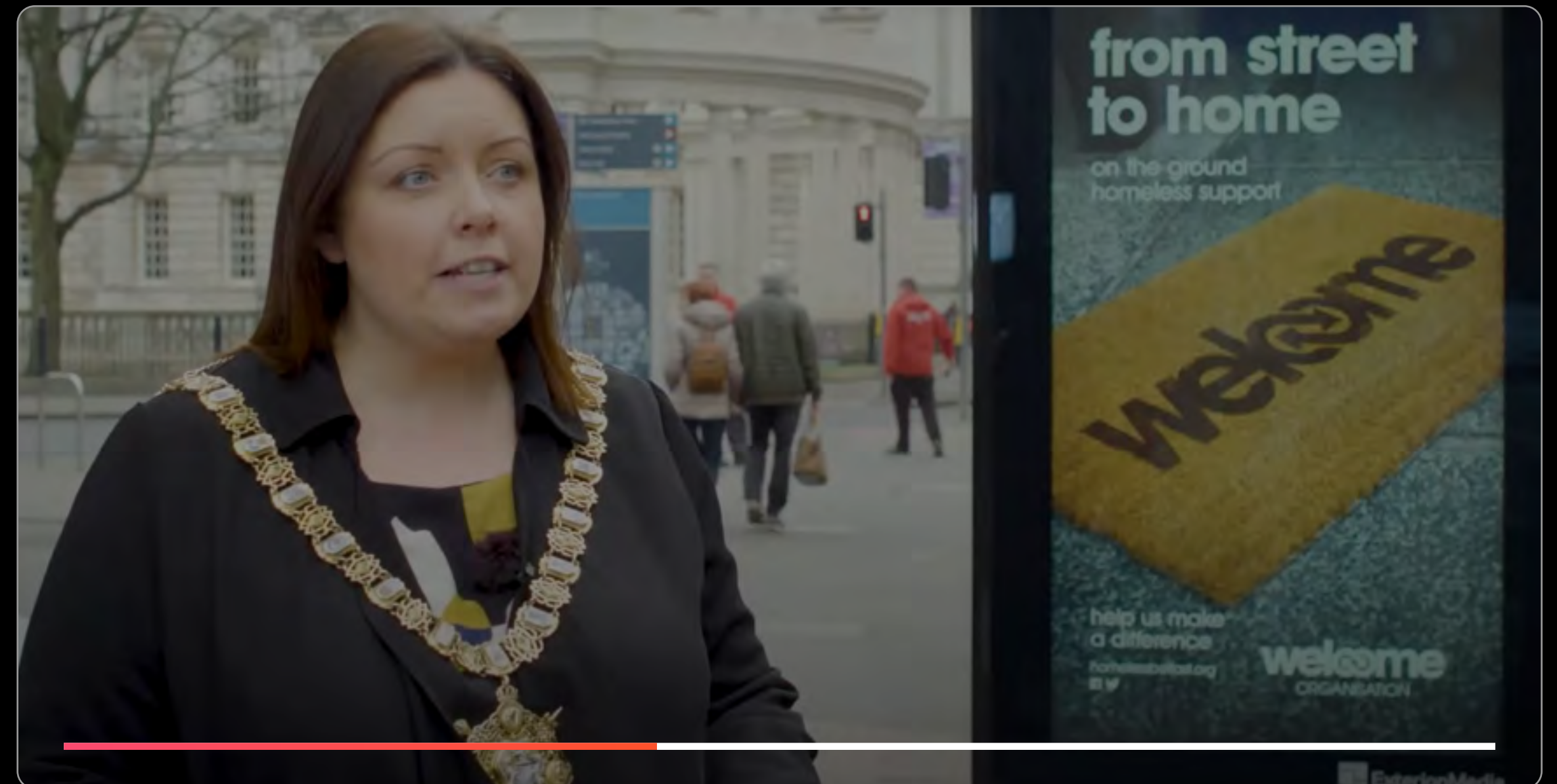
The Pulse Smart Hub is a modern-day piece of street furniture that supports the health and vitality of the communities we serve. The Pulse Smart Hub is free all-year round to the user, local stakeholders, and taxpayer.

Our Hubs provide improved connectivity, access to hyper local information and services, real-time data, and direct access to emergency lifesaving equipment. The Pulse Smart Hub actively removes barriers to entry and champions social inclusion for all.

We develop collaborative relationships with key local stakeholders to ensure that impactful solutions are delivered. Each area comes with its own local needs and through dialogue with stakeholders we can tailor the Hubs to create tangible and meaningful impact.

This document explains the evolution of the Pulse Smart Hub, the design and software detailing, installation, and long-term management and operation of the Hubs. This document also includes relevant technical appendices to support our applications.

Press play to watch the video



For more information about us and what we offer, check out our website or click on the video above.

→ www.pulsesmarthub.co.uk

Table of contents

Click on the page titles below to jump to that section in this document

Chapter 1: Designed to serve the community	4	Chapter 2: The Pulse Smart Hub experience	26
The problem		→ Key principles	27
→ A snapshot of the problem	5	→ The user experience	28
→ Current limitations	6	→ Design and functionality	29
The solution	7	→ Locating our Hubs and accessibility	31
→ The Pulse Smart Hub	8	→ Installation	32
→ Our vision	9	→ Ongoing maintenance and management	33
→ What the Pulse Smart Hub offers	10	→ Addressing anti-social behaviour	34
→ Who benefits from the Pulse Smart Hub?	11		
Belfast: A case study	12	Chapter 3: The business and how we operate	35
→ Our Belfast partnerships in action	13	→ Who are Urban Innovation Company?	36
→ Belfast statistics	22	→ Who founded Pulse?	37
→ Working with the local community	23	→ How are we funded?	38
What makes us different			
→ Community-first approach	24	Technical appendices	39
→ Our commitments	25		

Chapter 1

Designed to serve the community

- The problem
- The solution
- Belfast: A case study
- What makes us different



A snapshot of the problem

We live in an age where reliable internet connection, local services and life-saving equipment are a necessary part of daily life but access to them is not equal for all. This lack of connection stifles economic growth and socio-economic inclusion, and fails to alleviate pressures on public services.



In the UK alone, approximately 13-19 million people over the age of 16 are experiencing some form of digital poverty. It's important to support people who are not online.



The public payphone has become obsolete and needs to adapt to meet the expectations of modern society, where people desire both digital connectivity and safety on the streets.



Tightening of the public purse has placed a massive burden on local services, organisations and community networks, impacting vital information sharing and public safety protocols.

Current limitations

Communication, access to information, and safety through our towns and cities is erratic, inconsistent and unreliable. This impacts not only the individual but also the wider community.



1

The individual

People who need to use services or be able to communicate but have no access to a mobile phone, Wi-Fi, a dead battery or have no signal.



2

Councils inc., town and city management

Limited budgets to advertise events, and limited avenues to promote wider-council services or undertake important environmental monitoring.



3

Police and other emergency services

Spreading urgent messages across an area can be expensive, time-consuming, and difficult to do effectively.



4

Community safety

There is a lack of easily accessible life-saving equipment in the public realm, putting lives at risk and reducing the chances of survival.



5

Tourism and local businesses

As retail and businesses in town and city centres decline, there is a need to harness new technology to promote what's on and the visitor experience.



6

Charities and outreach organisations

Charities are facing rapidly increasing costs, limiting the quality and extent of their outreach which directly impacts those most in need.

The solution

Bridge 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

Our solution: The Pulse Smart Hub



.pulse

Say hello to the Pulse Smart Hub

Whilst having a substantially smaller footprint than a traditional telephone kiosk design, the Pulse Smart Hub 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	The Pulse Smart Hub	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 City Platform		
Internet of Things (IoT) connectivity	✓	X
Open-source data collection and sharing	✓	X
Air quality monitoring	✓	X
Footfall counting - advanced (in development)	✓	X
Evolutionary technology - built to stand the test of time	✓	X
Saving Lives		
Public access defibrillator	✓	X
Nasal Naloxone opiate antagonists	✓	X
Specific 999 call function	✓	X
Emergency call button and emergency service protocols	✓	X
Built-in CCTV monitoring for evidentiary purposes	✓	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

Our vision

Our Vision is to provide everyone, free of charge, the ability to connect to information, communicate, feel safe and have access to emergency life-saving equipment.

We want to continue being the leaders of this space, driving real public and community benefits, saving lives, and connecting people in the areas we operate.



What the Pulse Smart Hub offers (Our four pillars)



Keeping
people
connected



Saving
lives



Smart
city
platform



Sharing
information

Who benefits from the Pulse Smart Hub?

Pulse 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

Community safety

Provision of more defibrillators and life-saving equipment on the street along with emergency safety 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.

Belfast: A case study

Through our work in Belfast we have established partnerships with key local organisations to deliver a bespoke network of Hubs across the city.

This partnership working has directly influenced the improved functionality of the Pulse Smart Hubs in response to feedback.



1 The Individual

Our Hubs provide people with reliable connection 24/7 all year round. Using the simple public interface on the side of the Hubs, people have access to:

- ◆ Free phone calls.
- ◆ Free Wi-Fi provision.
- ◆ Free mobile device charging, including wireless charging.

The Hubs also have additional space for other telecom technological advances. For example, the Hub is 4G and 5G small cell ready to support capacity for a wider telecoms and mobile network rollout.



The Individual

4,000+
calls
per
year

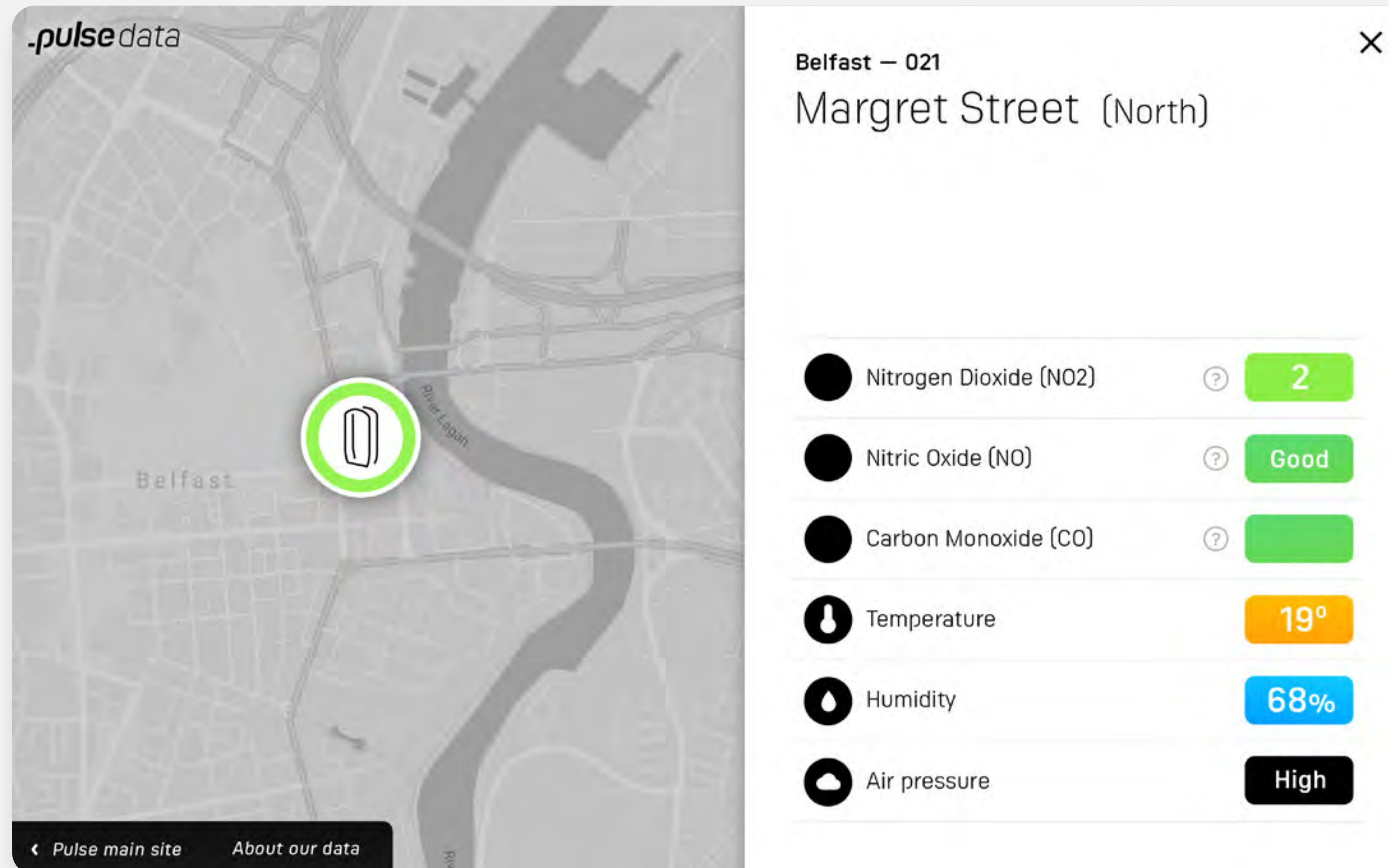




The Individual

- 📞 Homelessness charities are among the top 10 most called numbers
- 📞 Taxi services are the most frequently called landline numbers

2 Councils inc, town and city management



The Internet of things (IoT) is a network of devices and other technologies that connect and exchange data with other devices and systems over the Internet.



Our Hubs provide power, data and space for IoT technology to enable a better understanding of the environment around us. The Hubs are installed with environmental sensors to collect the following data:

- ♦ Air quality including:
 - + Nitric Oxide
 - + Nitrogen Dioxide
 - + Carbon Monoxide data

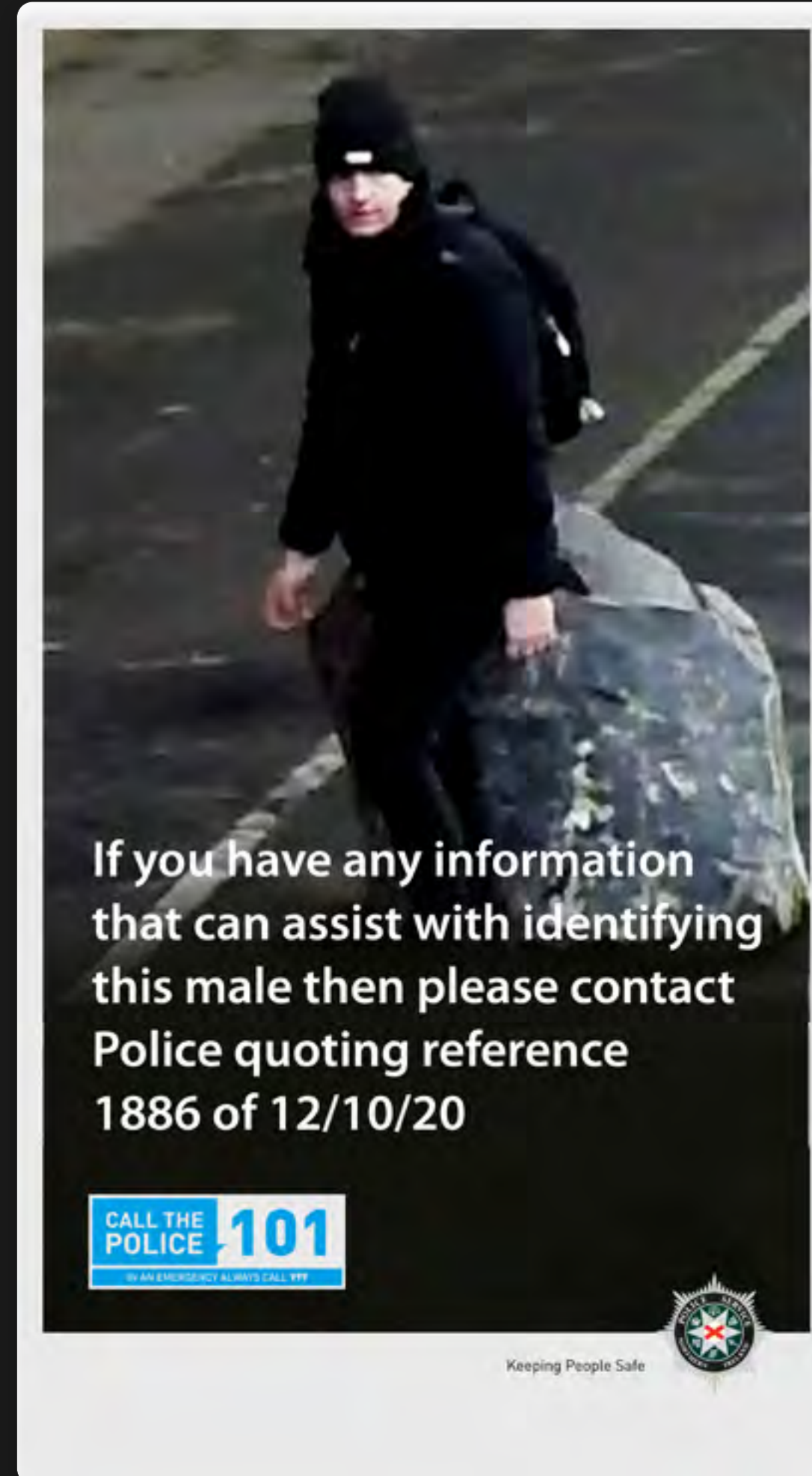
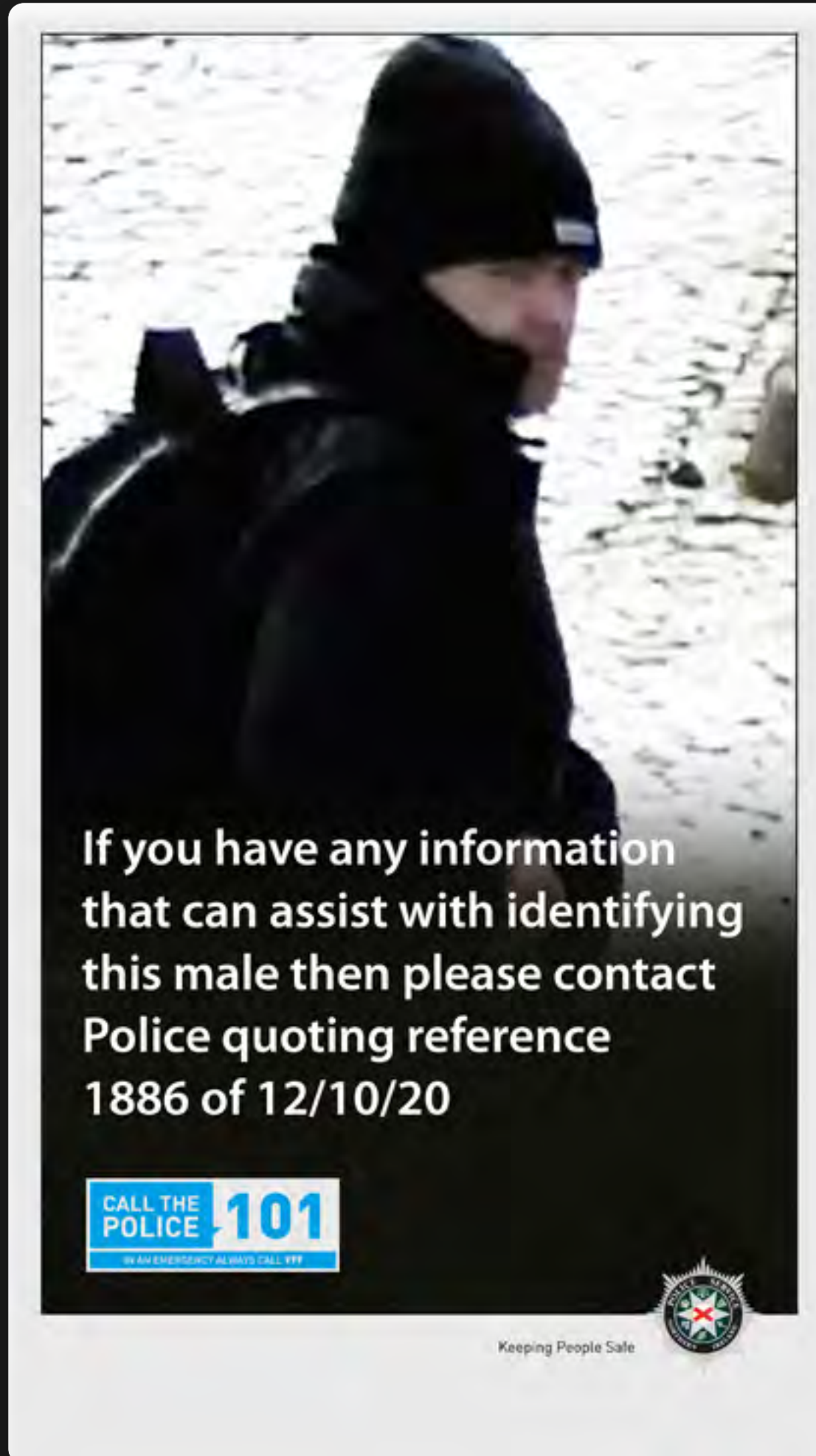


The information the Hubs collect is shared free of charge with local stakeholders providing invaluable information about an area and will assist in forming strategies to address concerns.

3 Police and other emergency services

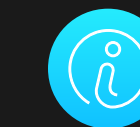


Through collaborative working with Police Service Northern Ireland (PSNI) we have developed a series of protocols in the event of emergencies to protect the safety and wellbeing of people in Belfast.



PSNI have direct access to Pulse software enabling immediate override of the large screen content to respond to real-life scenarios such as:

- ◆ Pandemic information.
- ◆ Severe weather conditions.
- ◆ Major structural collapse.
- ◆ Major fire or explosion.
- ◆ War or terrorism.
- ◆ Major public disorder or criminal activity.



In 2020 the emergency override function was activated by PSNI to alert the public of a dangerous man on the loose. This led to his capture within hours of the messaging being placed on the screens.



4 Community safety

We are committed to improving public health and safety on our streets, and having easy and quick access to public life-saving equipment can mean the difference between life and death.



Cardiac arrest survival rates are 70% if a defibrillator is used within five minutes. It is the number one intervention to increase the likelihood of survival out of hospital. Each Hub will be fitted with key lifesaving equipment:

- ◆ Public access defibrillator to respond to someone having a sudden cardiac arrest.
- ◆ Public access Nasal Naloxone to respond to someone having an opioid overdose.



We are working closely with Health and Social Care Northern Ireland and drug outreach organisations to continue developing such initiatives.

The Hubs are now a mainstay for protecting people on the streets of Belfast. On average, one defibrillator is deployed by Northern Ireland Ambulance Service each month across Belfast.





Community safety

We are fully committed to supporting and protecting anyone in need of help or in danger. Our Hub acts as a safety beacon for people in the community.



Working with the Police and local stakeholders across Belfast we have put in place safety protocols. In the event of an emergency, from the Hub people can:

- ◆ Call 999 Emergency Services.
- ◆ Activate an Emergency Button.




Our Hubs act as a place of safety for anyone who is in immediate danger due to domestic abuse, stalking, or any other imminent threat.


The Emergency Button can be pressed by anyone feeling vulnerable and by doing so, the Police are called, advertisement screens confirm the emergency services are enroute and CCTV cameras turn on for evidentiary purposes.




We are continuing to focus on delivering vulnerability initiatives and responding to ever improving technology to improve the safety and lives of people in the community.

5 Tourism and local businesses 6 and Charities and outreach organisations

 Our Hubs support and improve services and functions in the urban area.

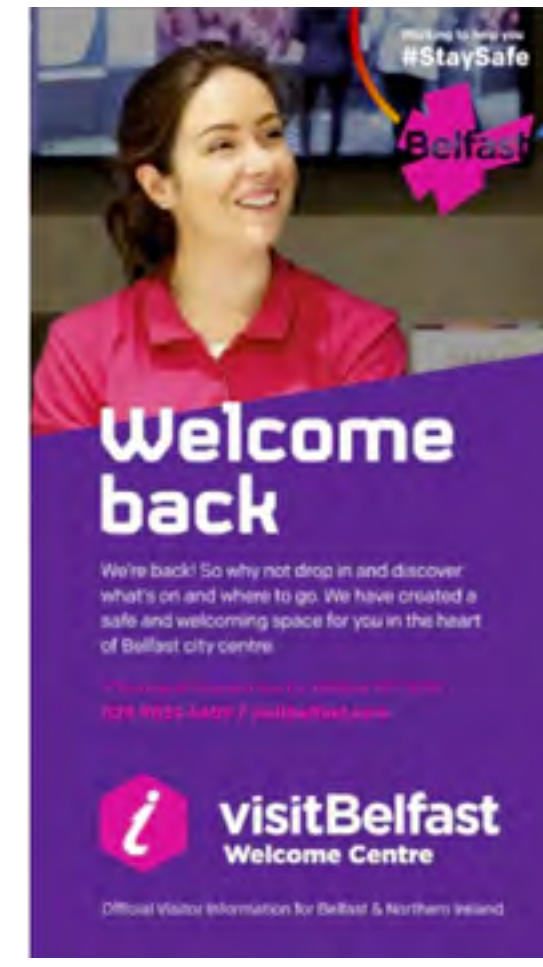
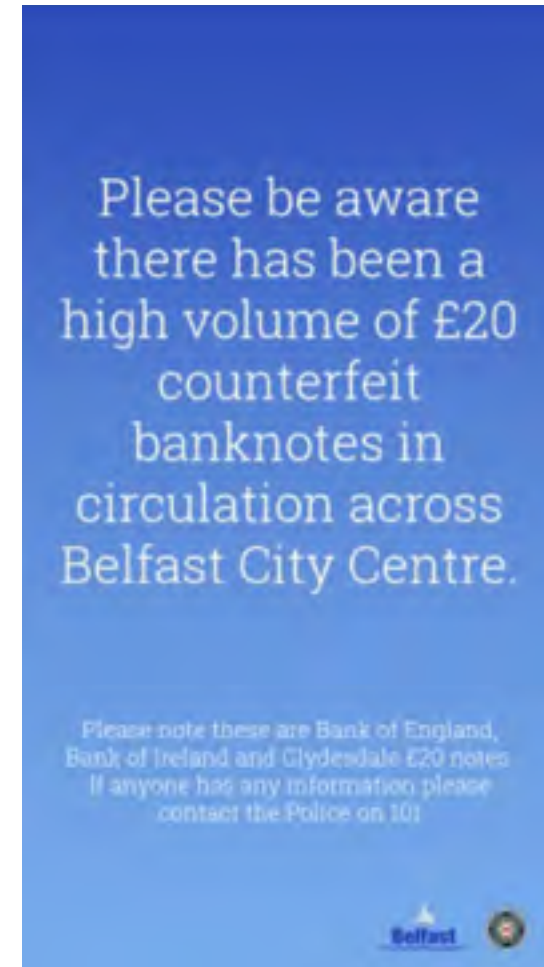
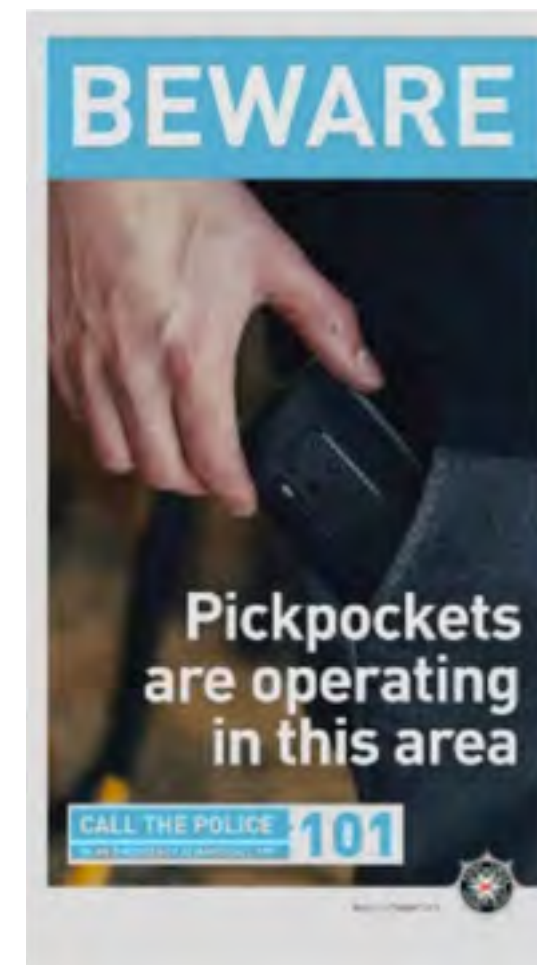
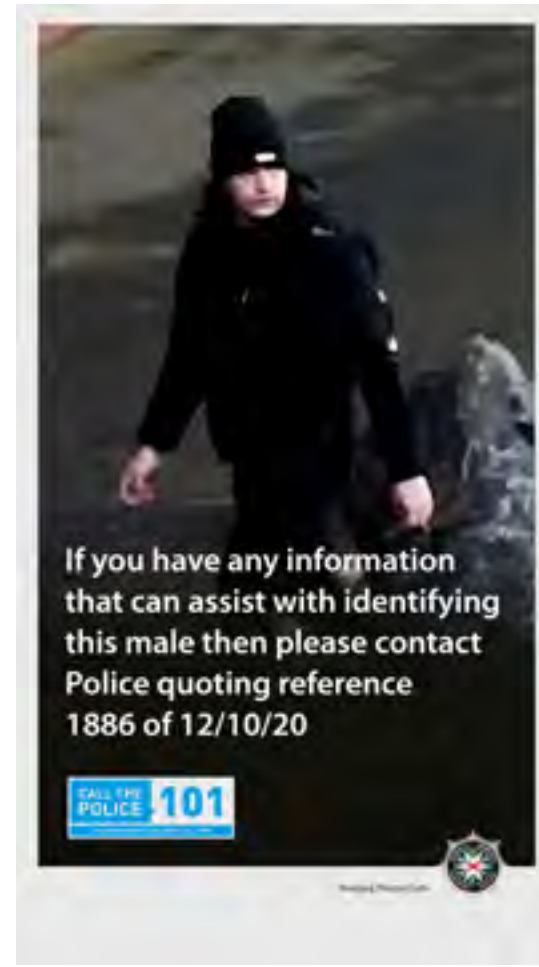
 We support local organisations to keep the community and visitors informed.

 Via the interactive screen, the Hubs provide free access to hyper local services including:

- ◆ Digital maps and way finding.
- ◆ Tourist and visitor information.
- ◆ Live 'what's on' information.
- ◆ Live transport information.
- ◆ Information on Council services.
- ◆ Information on Charities.
- ◆ Local weather.
- ◆ Direct access to key telephone numbers to support the vulnerable.



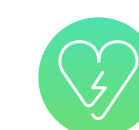
Tourism and local businesses and Charities and outreach organisations



We commit to giving a minimum of 5% of screen time on the main advertising screens to the Council, local stakeholders and organisations to promote the area, local services, events and support networks. This equates to 650 free messaging slots per Hub, per day.



This provides a valuable channel to reach residents, workers, visitors and tourists with important public messaging and campaigns.



Our Hubs have enabled charities to extend their outreach to those in need. We have provided free messaging on the Hubs for charities including Welcome Organisation, MindWise, PIPS and the Rainbow Project.

Statistics from our network in Belfast (Operating since 2019)

Over 10%
of all display time has
been given over to
local organisations

3,500+
users of the
free Wi-Fi

Over
20,000,000
free public
messages shown

650
free public messaging
slots available per
Hub per day

Over £2m
of free advertising
space given over to
the local community

Environmental sensors collected Nitric Oxide,
Nitrogen Dioxide and Carbon Monoxide data

Over 260 hours of
direct stakeholder
engagement including
sitting on the
nighttime volunteer
steering group

1 defibrillator
deployed every month

We have run 15
hours of free public
defibrillator training

2,000+ people per year
accessing information
on local charities

4,000+
calls per year

Wayfinding used
an average of 45
times per month

2,000+ people
accessing Council
information each year

223
local event pages
viewed per month

Working with the local community

We are passionate about community engagement.

We maintain regular dialogue with all stakeholders to ensure a seamless day-to-day operation and a constant look to the future to make sure our Hubs respond to technological changes as well as the needs of the community.

Our case study demonstrates that through relationships with Police Services, Public Health and Ambulances Services, Tourism Boards, Councils and City Centre Management we have been able to refine the functionality of the Hubs to respond to local matters. A perfect example of this has been the implementation of the Emergency Button to protect the public and help people feel safer on our streets.



Community-first approach



Patrick Fisher
Founder and CEO

[View my LinkedIn profile](#)

“

We're proud to be paving the way for community-first smart street furniture and delivering communication, connectivity, and lifesaving equipment that's specifically tailored to the local area it serves.

Unlike the big corporations, our team dedicates itself to working closely with the public, third-sector stakeholders, and partners to ensure each bespoke network maximises the benefits that it provides and addresses the needs of the local community, both now, and in the future.”

Our commitments

1

We are passionate about community engagement and listen and value the perspectives of others.

2

Our approach will be personable and sociable, echoing the voice of the community itself.

3

We are committed to maintaining and strengthening the community relationships we establish.

4

We are committed to ensuring seamless operation meaning our work doesn't end when the Hubs are installed.

5

We will always look to the future to ensure the technology within the Hubs evolves with the needs of the community.

6

We maintain regular dialogue with all stakeholders to maximise the benefits of the Hubs to the community at all times.

Chapter 2

The Pulse Smart Hub experience

- Key principles
- The user experience
- Design and functionality
- Locating our Hubs and accessibility
- Installation
- Ongoing management
- Addressing anti-social behaviour



Key principles

A quintessential British design brought up to the new age in terms of smart phones and digital technology. The Pulse Smart Hub represents the 21st century evolution of the telephone kiosk.

The Pulse Smart Hubs create a digital network across the public realm, enhancing the availability of modern infrastructure. Cross subsidised by advertising revenues, the Hubs provide the following benefits:

Connectivity

Meeting the demands of modern life with free phone calls direct from the device, phone charging (including wireless) and free public Wi-Fi.

Smart City Platform

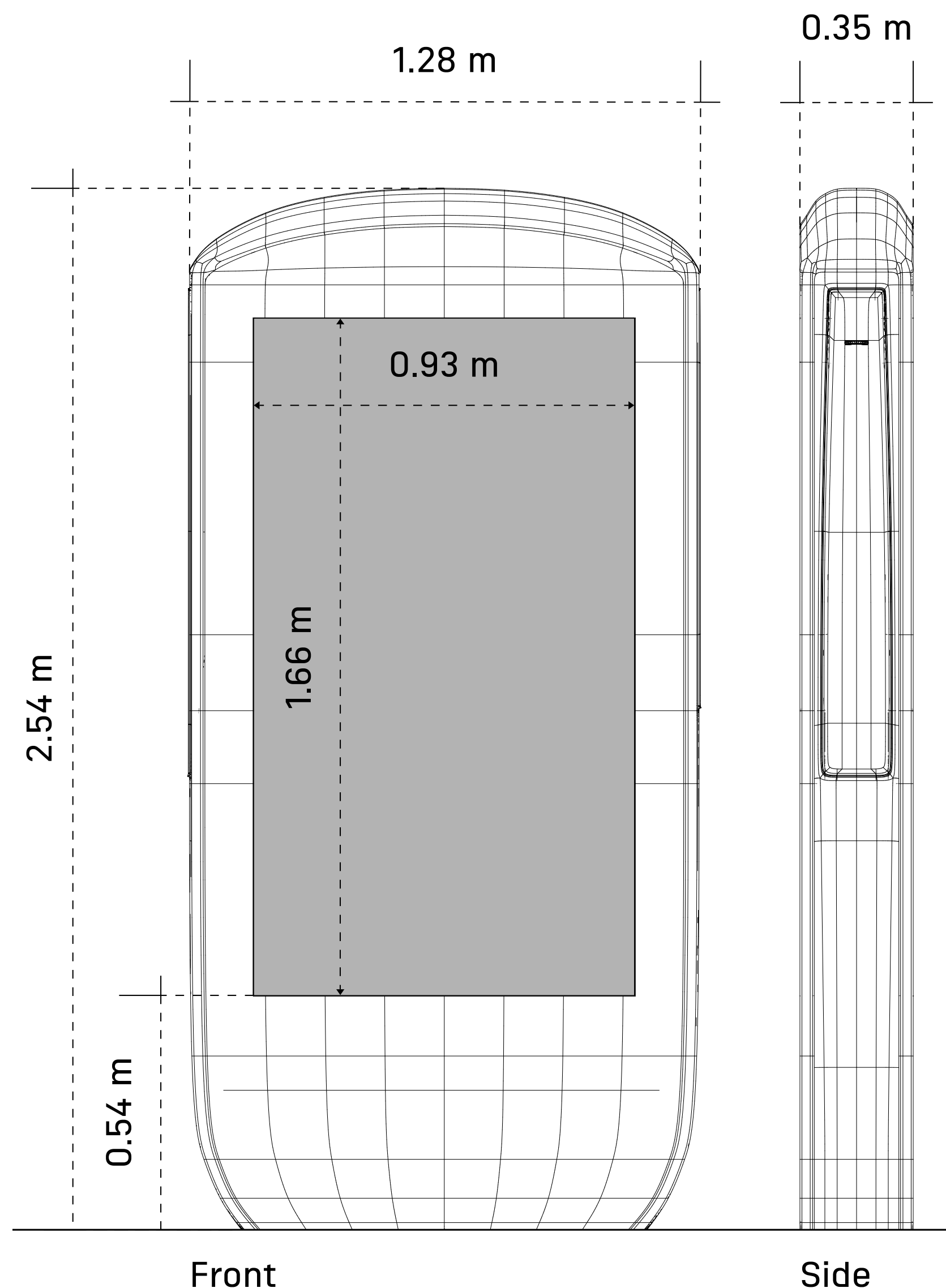
Technology focused on improving people's lives and tackling local issues such as air quality monitoring.

Saving Lives

Equipped with emergency safety features along with a lifesaving defibrillator, and further innovations such as Naloxone medication to tackle opioid overdose.

Sharing Information

Promoting a thriving community through public messaging and advertising, plus an intuitive interactive touch-screen giving access to a variety of platforms – local wayfinding, charities, tourism, council information and events.



Routemaster bus
Glass and gloss red trim. Front and back profile.



Red Telephone Box
Totem in glass and gloss red finish. Iconic curved top.



Red letter box
High gloss red totem with similar profile and curved removable top cap.



Smartphone
Very similar shape and proportions. Curved corners. High gloss and glass. Cutting edge digital technology and display that covers the majority of the main outer face.

The user experience



Space and power for 4G and 5G small cells, future telecoms and IoT devices



Hyper-local information for what's on as well as council, visitor and charity information services and helplines



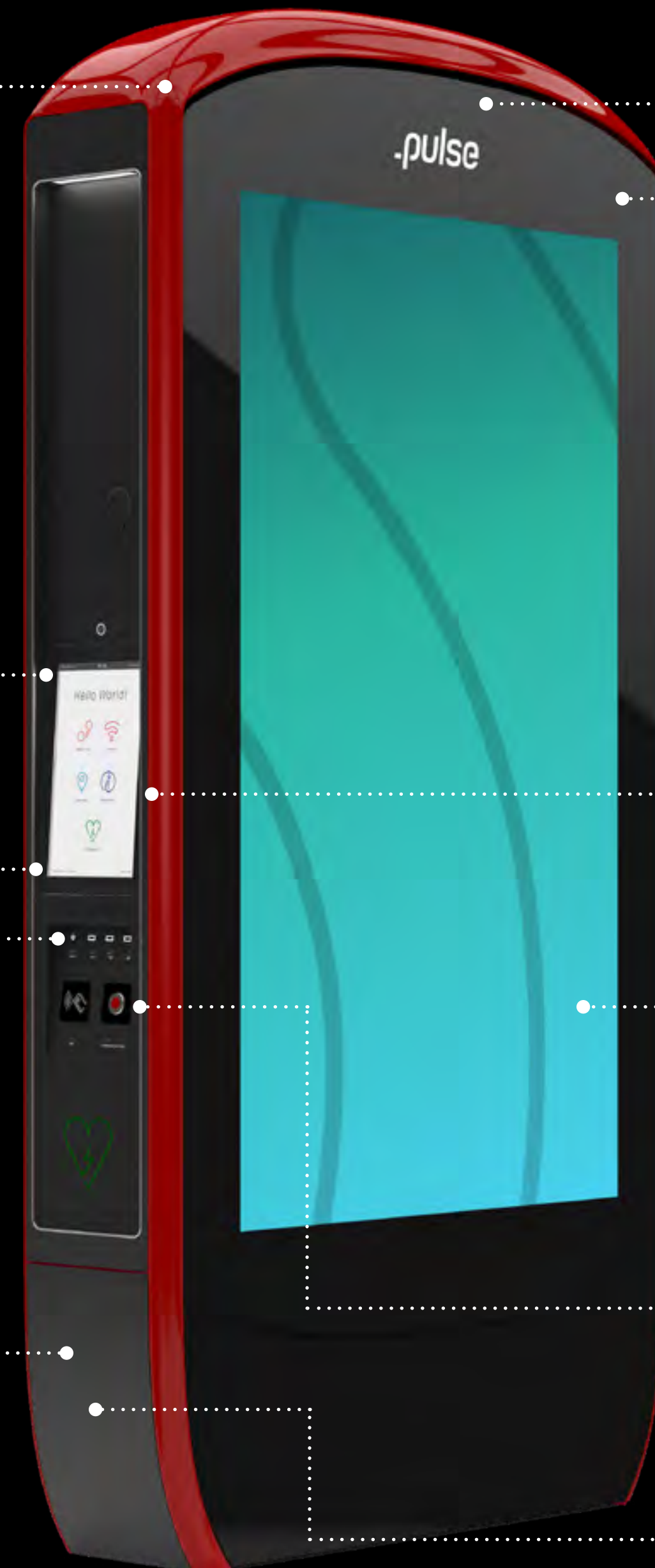
Digital wayfinding and mapping



Mobile device charging, including wireless charging



Integrated Nasal Naloxone opioid antagonist medication to reverse narcotic overdoses



Public WiFi



Air quality and environmental sensors



Free phone calls via the built-in speaker and microphone



Public messaging and advertising



Emergency Button for vulnerable persons police protocol



Integrated public access defibrillator



Design and functionality

Exterior / materials

- ◆ Our Pulse Smart Hubs are free-standing structures featuring a fully accessible interactive tablet along with larger digital display screens on two sides.
- ◆ The dimensions of the Hubs are 2,540mm tall, 1,280mm wide and 350mm wide.
- ◆ Careful research and selection of materials has been undertaken to ensure that the Pulse Smart Hub maintains the highest quality standards while also being robust and durable.
- ◆ The exterior is made from dark grey anodised metal, black and clear laminated glass with a textured fiberglass coated finish. The materials are attractive and durable whilst being easy to service.
- ◆ The shape, form, scale and materials reference the iconic telephone kiosk and the modern mobile devices so that it is instantly recognisable whilst being modern and iconic in its own right.

- ◆ All data collection and signalling equipment will be housed internally within the unit, and space has been reserved to support multiple networks and additional upgrades without altering the external appearance.

Environmental performance

- ◆ Our objective is to contribute as little as possible to non-recyclable waste and we are striving towards all energy used to come from 100% renewable sources.
- ◆ We are also working with advertisers who are committed to reducing the carbon impact of advertising to net zero by the end of 2030.
- ◆ Our Hubs are manufactured from sustainable and recyclable materials.
- ◆ 80% of all metals used are sourced from recycled materials whilst we install energy efficient screens to reduce power usage.

Light and noise

- ◆ The screens automatically adapt to the ambient light. More details on light and noise levels are set out in the Technical Appendix.
- ◆ The two main advertising screens can also be powered off between midnight and 6 00 AM in the morning.

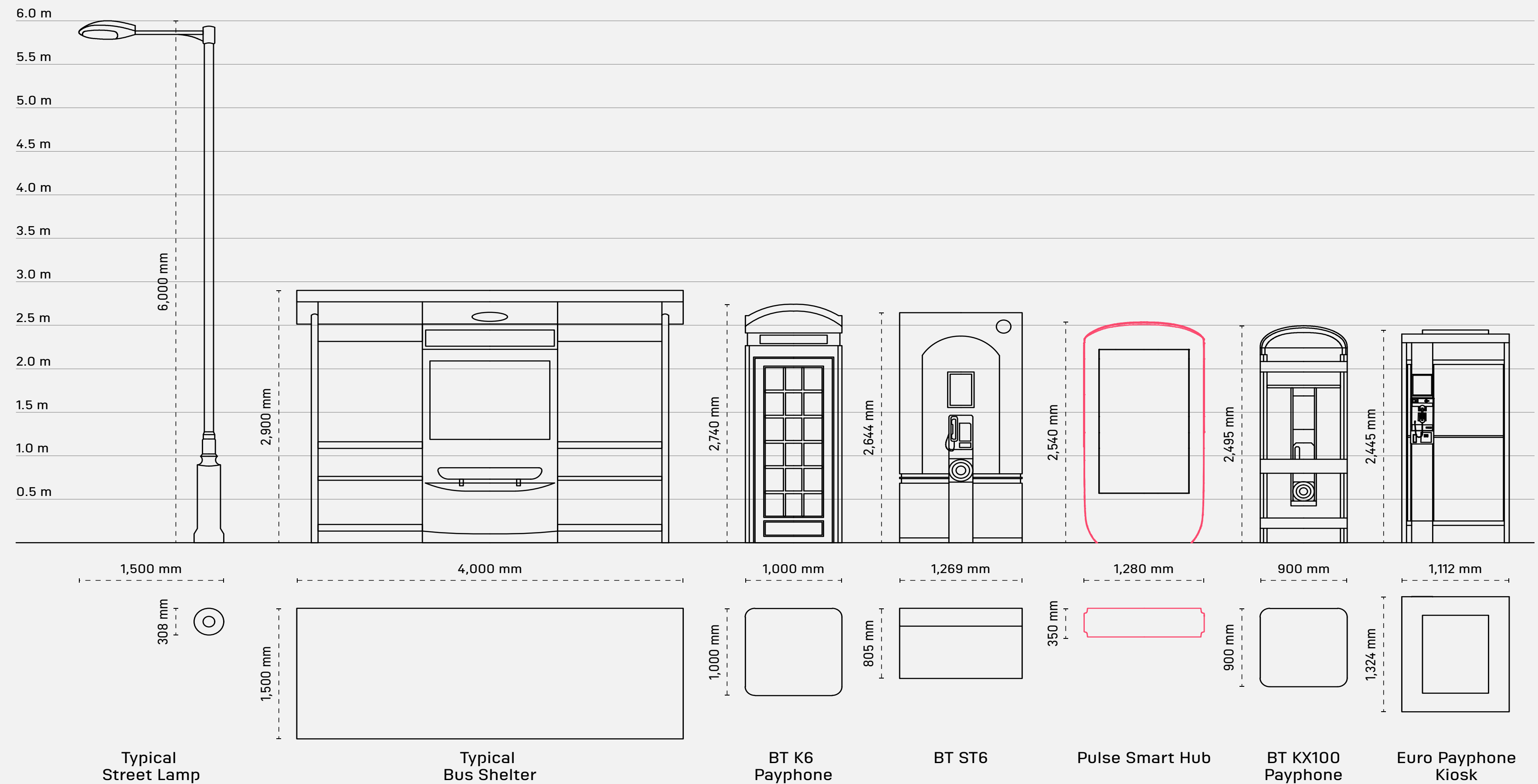
Messaging screens

- ◆ The two associated advertisement displays on the sides of the Pulse Smart Hubs provide revenue to ensure there is no capital or costs to the Council or public for the provision of the benefits and services the Hubs provide.
- ◆ The screens display content at 10-second intervals. This includes the commercial advertising along with local content provided free of charge.

Design and functionality

Street furniture comparison

- ◆ The Pulse Smart Hub has a 66% smaller footprint than a standard kiosk design and is much smaller in depth yet provides a multitude of services.
- ◆ The scale and footprint of the Pulse Smart Hub is the minimum required to accommodate the telecommunications and smart city equipment.
- ◆ The design sits comfortably within the streetscape, with either a modern or historic backdrop. For example, in Belfast, a Hub is located directly next to the famous Grade B1 listed Old Town Hall.



Locating our Hubs and accessibility

The design and location of the Pulse Smart Hubs is carefully considered and prioritises inclusivity and accessibility for all.

- ◆ In the current economic climate, those who are unable to access digital devices or do not have the skills to use them are the ones who are left behind. Having access to digital devices is not always the solution and must sit alongside the provision of usable platforms to breakdown barriers.
- ◆ A thorough site selection process ensures that the installation of a Pulse Smart Hub does not obstruct individuals with disabilities.
- ◆ To assist individuals with visual impairments, the public interface, including the telephone, features high contrast colours to aid navigation.
- ◆ The Pulse Smart Hub incorporates a Radio Frequency Identification system (RFID) to assist blind or partially sighted persons to navigate around the area.
- ◆ Additionally, an audio induction loop is incorporated to amplify sound for individuals with hearing aids, promoting inclusivity for the hard of hearing.
- ◆ All Hubs are located a minimum of 450mm back from kerb edges to ensure visibility lines for both pedestrians and road users are maintained.
- ◆ The public interface of the Hub is positioned at a height of 1,000mm from the ground, meeting accessibility guidelines specified by the British Standard for wheelchair users.



Installation

We are committed to a safe, quick, and tidy installation. We pride ourselves on ensuring each Hub is carefully installed by our specialist contractors. Most installations take a maximum of one week to complete.

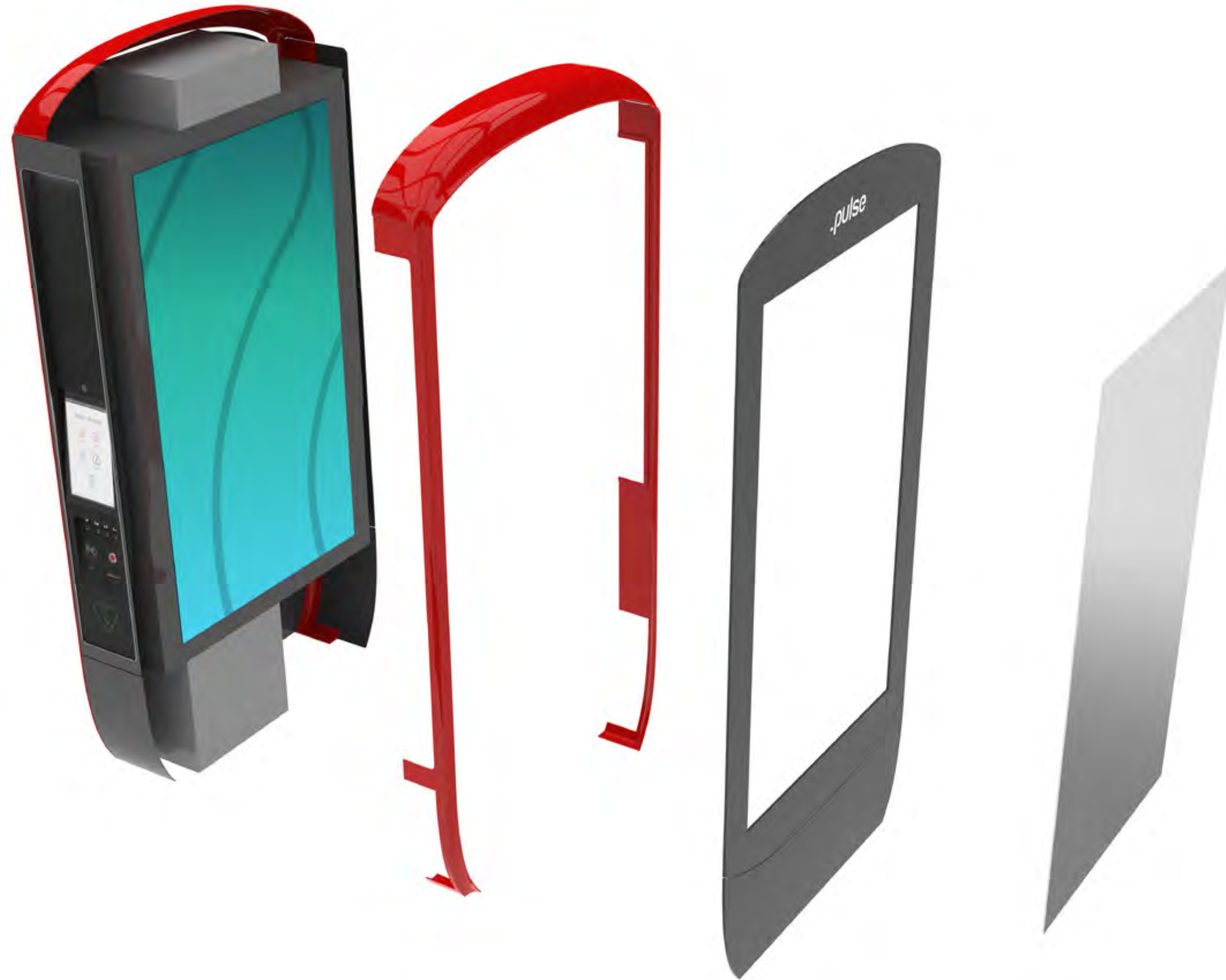
- ◆ The design and scale of the Pulse Smart Hub means that only limited foundations are required. This ensures that the Pulse Smart Hub can be installed with minimum disruption to the public realm and footway.
- ◆ We use contractors with the necessary accreditations to install the Hubs on the public highway. Each area will be safely closed off to the public using protective fencing.
- ◆ The existing paving is cut to seat the unit fixings. Each Hub sits on a base plate, part of a concrete foundation. Once the power and services have been connected, each Hub is lifted onto the base.
- ◆ Each Hub is lifted by a Carry Deck Crane from a flatbed truck onto the metal baseplate about 1-3 days after the building of the foundation. Once this is complete, any remaining barriers are removed.
- ◆ Once installed, our technical department arranges testing and configuration to go live.



Ongoing maintenance and management

Well maintained street furniture creates a sense of community, a safe public space where people want to meet and socialise.

- ◆ The Pulse Smart Hubs have been designed to make it easier to maintain and clean and are constructed using robust materials to withstand life in the public realm.
- ◆ Our internal operating software allows us to monitor the status of each Hub 24/7 all year round.
- ◆ Where any errors are identified, the Hub is immediately prioritised for repair. Most times this can be done remotely but we also have a team of operatives who schedule both reactive and scheduled maintenance visits to ensure the network is in good order at all times.



Addressing anti-social behaviour

We are working hard to bridge the digital divide to make people better connected across their community. We take our responsibilities in the community seriously.

We work closely with all local stakeholders to ensure that each Pulse Smart Hub and network becomes a positive contribution to the area. Where specific concerns are raised about the misuse of the Hubs, we have the ability to adapt the technology and software to mitigate this. Where anyone identifies anti-social behaviour associated with our Hubs, we can be contacted directly to respond accordingly.

Fly posting, spray paint graffiti and glass etching

- ◆ Our Hubs are cleaned every 2 weeks. This includes deep cleans and / or repairs where there is damage identified to the Hubs.
- ◆ Our operatives also check the functionality of the Hubs, including an inspection of the life-saving equipment to ensure full working order at all times.
- ◆ People can contact Pulse directly to report any issues. Where urgent issues are reported, we have a resolution protocol of 24 hours.

Mitigating any misuse of free public Wi-Fi

- ◆ The provision of Free Public Wi-Fi can sometimes attract excessive use during unsuitable hours. In these areas for example, we have been able to stop this functionality during certain hours.

Mitigating against the misuse of free phone calls

- ◆ Our software has call restriction capabilities. It identifies where calls are made to the same number multiple times and immediately blocks this number. This prevents the misuse of Hubs for criminal activity.
- ◆ Users are able to consult with us and the local police where they consider they've been mistakenly blocked.

Mitigating any misuse of the 999 and emergency buttons

- ◆ When either of these buttons are pushed, cameras and notifications appear on the Hub to inform the user that the Hub has begun CCTV recording and that the Police are on their way.
- ◆ This technology significantly improves the safety aspect of the Hub but also deters misuse and ensures the Hubs do not become a burden for emergency services.
- ◆ We continue to collaborate with all stakeholders to refine our technology and day-to-day operations so that we can remain at the forefront of preventing street crime.

Chapter 3

The business and how we operate

- Who is the Urban Innovation Company?
- Who founded Pulse?
- How are we funded?



Who are Urban Innovation Company?

Why did UIC develop the Smart Hub?

- ◆ UIC is a telecommunications operator and developer of smart technology.
- ◆ UIC was previously called Europayphone. They were responsible for delivering and operating traditional telephone kiosks across Northern Ireland.
- ◆ UIC designed, developed, and engineered the Pulse Smart Hub which has revolutionised the humble telephone kiosk.
- ◆ The first Pulse network was implemented in Belfast in 2019. We are now in the process of bringing forward a network of Hubs across towns and cities more widely across the UK.

urban
innovation
company

Who founded Pulse?



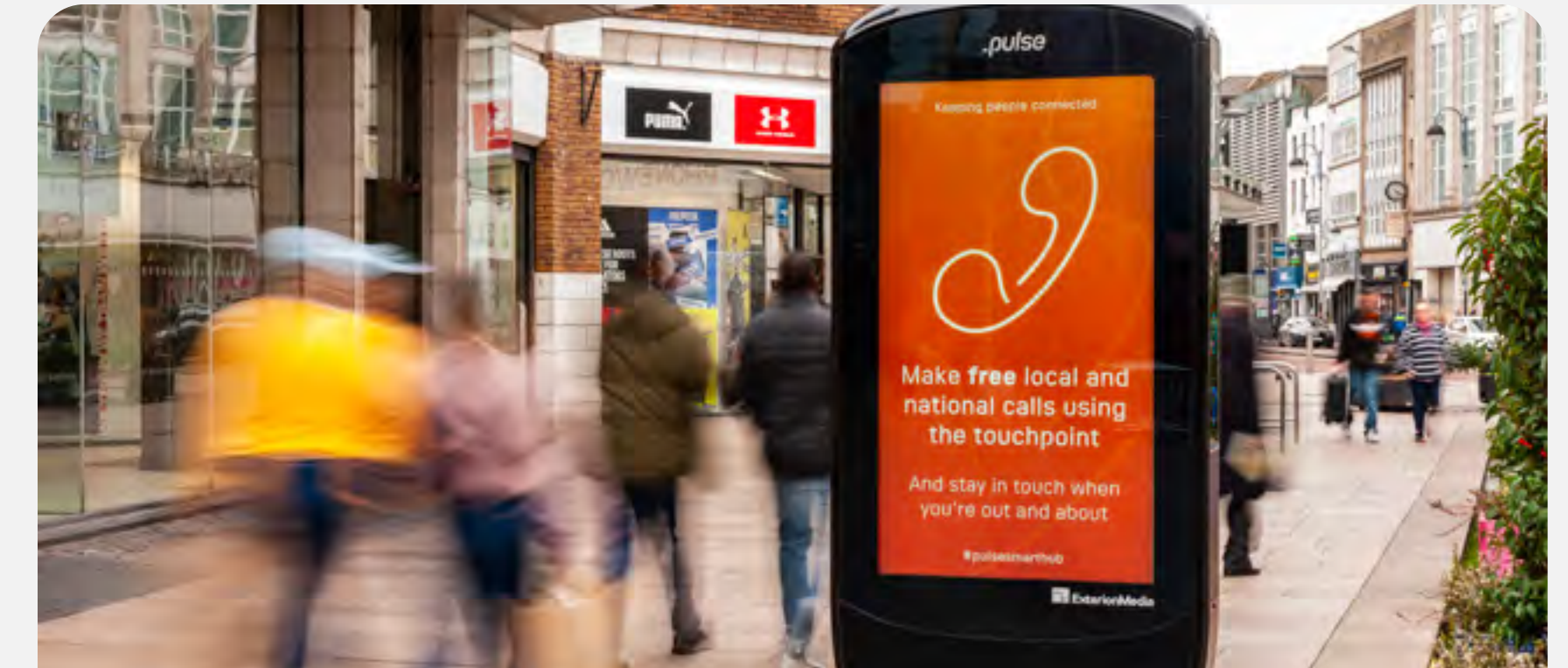
Patrick Fisher
Founder and CEO

[View my LinkedIn profile](#)



Wildstone

Patrick Fisher previously co-founded Wildstone Capital who specialised in out of home advertising. Many of the sites developed by Wildstone deliver positive social value beyond their purpose as advertising platforms.



.pulse

Recognising the power of an advertising funded model to deliver social value, Patrick took this approach to the next level by establishing UIC and its first service, the Pulse network.

How are we funded?

We have long-established partnerships with national advertising companies.

The revenue generated from the advertising allows us to deliver all of Pulse's features and benefits free of charge to everyone. There is no cost to the user, public organisations or the taxpayer.

The revenue also ensures that the Hubs will be appropriately managed and maintained in perpetuity. We do not rely on the performance of the advertising itself to maintain the Hubs.



Technical appendices

Power Supply

- ◆ Connection to the mains grid
- ◆ 20A RCCB - 30 mA circuit breaker

Internal CPU operating temperatures

- ◆ Minimum temperature: 30°C
- ◆ Maximum temperature: 65°C
- ◆ Ventilation is achieved via an air-cooling system that manages the internal temperature

Outdoor operating conditions:

- ◆ -12°C to 50°C

Noise levels

- ◆ Our Hubs are situated in the public realm with already high background noise levels. Traffic noise can vary between 70-95dB.
- ◆ A whisper is about 30dB, normal conversation is about 60dB, a motorcycle engine running is about 95dB, and a loud rock concert is about 120dB.
- ◆ In general, sounds above 85dB can be harmful depending on the length and frequency of the exposure.
- ◆ The volume of the Hub speaker is at conversation level so as not to be disruptive in the public realm.
- ◆ The sound of the Hub temporarily increases where emergency services are called to support the user on the end of the line.

Lighting levels

- ◆ LCD main screens
 - + The maximum brightness will always be within the guidelines as set by the Institute of Lighting Professionals (ILP) Technical Note 5 which is a daytime limit level 2000Cd/m² (2000 nits) and 6 00 AM in the morning. limit level 600Cd/m² (600nits).
 - + The screens will be controlled by light sensors to vary the brightness of the screens according to the brightness of the day.
 - + During the daytime, the maximum brightness may increase to make the screen visible during bright sunlight. This will ensure that the level of luminance of the advertisement is sensitive to the change in daylight from sunrise to sunset and from summer to winter.
 - + The advertisements displayed will not change any more frequently than once every 10 seconds. The Hubs will not display any moving images. And any change in advertisement display shall be instantaneous.
 - + The two main screens are powered off between midnight and 6 00 AM in the morning.
- ◆ LCD interactive touch-screen display
 - + The inset digital displays will have a maximum luminance that does not exceed 600cd/sqm at nighttime.

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 hello@pulsesmarthub.co.uk and we will be happy to answer your questions!

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Torridge – a great place to live, work and visit

Riverbank House, Bideford, Devon, EX39 2QG



Date: 01 August 2024

Dear Bideford Town Council

1. INTRODUCTION

In February 2024, TDC was made aware of an opportunity being presented by the Football Foundation, to support the concept of 'Playzone's' with 75% funding. TDC officers and members explored this further by attending a mini conference which presented the idea in more detail and these facilities would support local communities.

Phase 1 of the project for the Football Foundation supported Playzones in more urban, city areas and TDC are now in phase 2 where they are supporting more rural area and areas identified as 'Levelling up' priorities.

2. REPORT

What is a Playzone?

PlayZones are safe, inclusive and accessible outdoor facilities (imagine MUGA's) that bring communities together through recreational forms of football and a range of other sports. Have a look at the short video below and description of the project.

<https://footballfoundation.org.uk/playzones-programme>

There are four main groups facing the greatest inequalities. We want you to prioritise engaging with these groups within your place to provide opportunity and access to safe, inclusive and welcoming facilities.

- Lower socio-economic groups
- Women and Girls
- Disabled people and people with long term health conditions
- Ethnically diverse communities

The Football Foundation will fund 75% of the project costs and TDC officers have identified local organisations that could potentially fund the remaining costs and manage the facilities.

The Football Foundation provided finances to support a 3 month community engagement period of which Active Devon officers were commissioned to carry out. Please see the supporting Community Engagement document.

Following the community engagement reports, TDC and Active Devon identified the following sites as being most suitable and viable for support:

Holsworthy - Stanhope Park - HASP (Holsworthy Area Sports Pavilion)
Torrington - Former TDC Tennis courts site behind Torrington Football Club – Torrington FC (leasing TDC land)

Bideford - East - The - Water - Pollyfield

Winkleigh - Winkleigh Sports Centre

Northam – Borough Farm (kick around space between Northam Lions FC pitch and Torridge Swimming Pool – Northam TC land.

This is a quick turnaround project (as always!) with the ambition for any Playzones to be completed by May 2025.

Torridge District Council are part of the lead consortium to help deliver the projects in conjunction with outcomes from the community engagement work being carried out by Active Devon.

Other organisations will include One Northern Devon (linking with their priorities), TTVS, Active Devon and the Football Foundation.

More localised organisations have also been identified in each considered area who will be make up the working and delivery groups.

Financial Implications

The **average total project cost** for a **refurbishment project** is **£235k** and a **new build** is **£275k**. As always and to be noted, there are regional variations and site specific cost impacts that are only better understood once feasibility is undertaken. On the basis of your proposed portfolio of **5 sites** (5 new builds), we are estimating that TDC will require match funding in the region of **£343,750** to support an overall project portfolio with a value of £1,375,000. The estimated Football Foundation Grant Value will be in the region of £1,031,250.

25% match funding can support individual sites or the whole project as estimated above which equates to approx. £68,750 required per site.

The next stage of the development is for the Football Foundation to generate desktop surveys for each site to be able to approve or dismiss the viability of each site and confirming financial availability to secure the development of each site.

Compliance with local Policies and Strategies

- TDC Strategic Plan 2024-2029 - Communities, Health and Housing - Increase the availability and quality of homes to meet local needs. Improve physical and mental health outcomes and reduce health inequalities while promoting active, culturally enriched & healthy lifestyles. Work in partnership to reduce crime so people feel safe and secure in their communities
- TDC Housing Assistance Policy 2023-2026 - Health and Wellbeing Board Priorities - Healthy, safe, strong and sustainable communities creating conditions for good health, and wellbeing where we live, work and learn & prevent ill health by enabling people to live healthier lives
- TDC Economic Development objectives - The development of regeneration projects to attract funding and create opportunities, in particular within town centres
- TDC Strategic Asset Plan - Review of Community Facilities including community centre, community hubs, town halls, libraries. 2023-24: Identify / Shortlist such assets
- TDC's planning function, the main 'strategy' takes the form of the North Devon and Torridge Local Plan (NDTLP) and associated supplementary planning documents and evidence bases. The NDTLP was subject to extensive community engagement and consultation and includes provisions for accessibility, development (housing and employment) to meet a range of needs, delivery of community facilities and public open space together with key infrastructure.

- North Devon and Torrridge District Council's Playing Pitch Strategy 2017 – 2031

3. CONCLUSIONS

We know from the Active Lives Survey (2022) data that Torrridge has the highest inactivity levels in Devon and this is a great opportunity to help provide much needed facilities to encourage greater physical activity level across Torrridge, especially considering how much weather conditions are these levels of activity. These facilities also provide much needed safe spaces for social interaction for many groups.

4. Proposal

For this committee to consider if Bideford Town Council funds can be used to help contribute towards financing the remaining 25% of the above Playzone project.


To clarify, TDC are trying to seek the 25% required which currently stands at approx. £68,750 required per site

TDC officers and members appreciate key partners like to see other match funding partners so please be assured that officers are in discussions with other key organisations within the Bideford area, reaching out for match funding for this project.

I am more than happy to come along and discuss this further.

Your time is much appreciated.

Yours sincerely,



Adrian Avery

Community Engagement Projects Officer

Adrian.Avery@torridge.gov.uk - 01237 428764