



Allison Haywood – Town Clerk/Responsible Financial Officer
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11th September 2026

To: All Members of the Planning & Highways' Committee

Dear Councillor,

You are hereby summoned to attend the Planning & Highways' Committee Meeting, to be held in the **Market Hall, Holsworthy Square, Holsworthy, on Wednesday 16th September 2026 at 5:30pm** for the purpose of transacting the business detailed below. In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public are welcome to attend.

Yours sincerely

Tegan Parry
Acting Town Clerk

AGENDA

- 1. To appoint a Chair for 2026/27.**
- 2. Public Open Question Time** – To receive questions from the Public. Each member of the Public may receive up to 3 minutes' time, the session to last no more than 15 minutes in total.
- 3. Apologies-** made known to the Town Clerk prior to the meeting
- 4. Declaration of Interests** – To receive declarations of interests in respect of items on this Agenda.
- 5. Planning and Highways' Meeting Minutes** – To agree and sign the minutes of the Planning and Highways' Meeting held on 11th February 2026.
- 6. Matters Arising** – To consider matters arising from the Minutes of the 11th February 2026, not already covered by the agenda. For information, only.
- 7. To review the Planning and Highways Committee Action Plan.**

8. To discuss and give observations on any Planning Applications received prior to the Meeting.

1/0560/2026/FUL - *Change of use of land from (B1, B2 and B8) to (Class B8) for the siting of self-storage containers, rearrangement of security CCTV and lighting with associated works. Land At Grid Reference 234095 104717, Waldon Way, Holsworthy Industrial Estate, Holsworthy*

1/0601/2026/FUL – *Proposed rear extension. Metrax Engineering, Units 4 To 6 Factory 1, Valhalla, Holsworthy*

1/0600/2026/FUL - *Proposed detached double garage and extension to Garden. Mill View, Trewyn Road, Holsworthy, Devon.*

1/0650/2026/FUL – *Proposed extension to factory unit. Signgeer, Unit 2 Factory 2, Valhalla, Holsworthy.*

9. To receive decisions from the District/County Council on previous applications and any other received prior to the Meeting.

1/0421/2026/LA – *Internal refurbishment and reconfiguration, replacement windows and external alterations including solar panels to roof. Manor Offices, North Road, Holsworthy, Devon*
Approved

1/0422/2026/LBC - *Internal refurbishment and reconfiguration, replacement windows and external alterations including solar panels to roof. Torridge District Council, Manor Offices, North Road, Holsworthy*
Approved

10. To discuss and agree actions to be taken regarding Torridge District Council's comments for Holsworthy Town Council's planning application to relocate the Barbara Pearson Statue from the Manor Courtyard.

11. To discuss any Highway Matters

Mon 23rd Nov 26 – Tue 24th Nov 26 (TTRO2672117)

Roads Affected: Bodmin Street, Holsworthy

To Enable: Lay Duct

Contact: Circet UK | Telephone 08000859194

Mon 16th Nov 26 – Tue 17th Nov 26 (TTRO2672521)

Roads Affected: Sanders Lane, Holsworthy

To Enable: Fix sunken carriageway chamber

Contact: Future Networx (On behalf of Airband) | 07300 403 856

Mon 9th Nov 26 – Tue 10th Nov 26 (TTRO2672338) – Replaces TTRO2671719

Roads Affected: Road from Derriton Mill Cross to Bodmin Street & Road from Thorndon Cross to Derriton Mill Cross, Holsworthy.

To Enable: Cabling work

Contact: Circet UK | Telephone 08000859194

Thur 5th Nov 26 – Fri 6th Nov 26 (TTRO2671975)

Roads Affected: Road from Derriton Mill cross to Bodmin Street, Woodland View, Bodmin Street, Holsworthy | Rolling Closure will allow local access.

To Enable: Cabling works

Contact: Circet UK | Telephone 08000859194

Mon 9th Nov 26 – Fri 13th Nov 26 (TTRO2671981)

Roads Affected: Road from Comesdown Cross to Straddon Cross, Holsworthy

To Enable: Telecoms works

Contact: Circet UK | Telephone 08000859194

12. Town Clerks Report- for information only

13. Exchange of information - With permission of the Chair, to exchange information only on any other subject.

14. Close

Cllrs. Hutchings, Parker, Allen, Cole, Kemp, Mardle, Preston.

Holsworthy Town Council - Recording/Filming at Council Meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council Meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chair of the Meeting will ensure, insofar as is possible, that any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be clearly visible to anyone at them Meeting and must not disrupt proceedings. The Council will put signs up at any meeting where it knows recording is taking place.
2. The Chair of the meeting has absolute discretion to stop or suspend recording if, in his/her opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'Part 2' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is taken out of the room with them.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council Meetings make it clear that recording can take place. Anyone not wishing to be recorded must advise the Chair or Town Clerk at the earliest opportunity. Those doing the recording must respect the wishes of the members of the public who request not to be recorded.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.