

BIDEFORD TOWN COUNCIL



Janine Gardner
Town Clerk and Responsible Financial Officer

The Green House
Bideford
Devon
EX39 2HS

Telephone:
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Friday, 27 August 2026

To: Members of Bideford Town Council's Amenities Committee

You are hereby summoned to attend the following meeting:

Name of Committee: Amenities Committee

Meeting Date: Thursday, 3 September 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

for the purpose of transacting the following business.

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

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

J Gardner
Clerk to the Council

A G E N D A

1. Apologies for Absence

To receive apologies and reasons for absence.

2. Declarations of Interest and Dispensations

To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting.

3. Public Participation

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

4. Minutes of the Previous Meetings

To approve the minutes of the meeting on 23 July 2026.

Pannier Market

5. Management of Butchers' Row

To consider the attached report.

Allotments

6. Allotment Sites Budget and Rent 2027-28

To consider the allotments budget for 2027-28 (attached) and make a recommendation to Council.

To review and resolve upon the level of rent and deposit payment for 2027-28.

Part II (Closed Session)

7. Exclusion of the Press and Public

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

8. Landlord / Tenant Matters – *if received*

Decarbonisation and Environment

9. Ford Woods Woodland Management Plan

To consider a report following the item at the Committee meeting on 23 July 2026 (ref. minute 22) regarding a written understanding between Bideford Town Council, the Bideford Sustainability Group and the Friends of Ford Woods ahead of the production of a woodland management plan.

MEMBERS OF THE AMENITIES COMMITTEE

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

Allotment Representatives:

Voting: Mr A Michell, Pollyfield; Mr S Long, Tricks

Non-voting: Mrs N Wheeler, Handy Cross; Ms R Grant, Marland

Date of Next Meeting: 15 October 2026



BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Amenities Committee

Meeting Date: Thursday, 23 July 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor J Gordon

Councillor S Smith

South Ward

Councillor P Lawrence

West Ward

Councillor T Inch (substitute for Councillor S Inch)

East Ward

Councillor J Gubb

Councillor J McKenzie

Also Present

J Gardner, Town Clerk

R D Coombes, Deputy Town Clerk

Ms H Sheard, Friend of Ford Woods

17. Apologies for Absence

Apologies for absence were received from Councillors R Clarke, C Hawkins, K Hind and S Inch.

Councillor C Craigie was not in attendance.

18. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

19. Public Participation

No members of the public attended the meeting.

20. Minutes of the Previous Meeting

Subject to amending the recording of attendance for Councillor Gordon, it was proposed by Councillor McKenzie, seconded by Councillor Lawrence and **resolved** to approve the minutes of the meeting of the Amenities Committee held on 28 May 2026 as a correct record.

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

Allotments

21. Quarterly Site Inspections

Councillor Gubb confirmed that she and Councillor S Inch, had attend the Tricks Allotment Site on 12 June 2026 with the Site Representative.

They considered against a plot holder's request to introduce chickens to the Site. Having reviewed the plot and noting concerns having been raised over the conduct of their children (whilst on Site) they did not believe it would be appropriate.

The Deputy Town Clerk had subsequently visited the Site that led to two Notices to Quit and three letters of encouragement (to Tenants).

One Tenant, in clearing their plot, had caused disquiet through their bonfire activity. Once alerted they apologised profusely; the Town Clerk's Assistant with the Maintenance Team produced Notices that were posted at each allotment site providing advice on having bonfires during periods of prolonged dry weather.

The Deputy Town Clerk also visited the Pollyfield Site giving Notice to Quit to three Tenants and encouragement letters to one other.

Councillors Gubb and Inch will visit arrange to visit further the other Sites.

The Chairmans indicated that a letter would be sent requiring the National Grid to make good the Handy Cross Allotment boundary they damaged in September 2025. (There has been much correspondence between parties, including the Landlord – Bridge Trust – with no resolution to date.)

Decarbonisation and Environment

22. Ford Woods Woodland Management Plan

Members had sight of a report on the basis to progress the Ford Woods Woodland Management Plan.

Councillor Gordon explained the benefits of a working group based on the Friends of Ford Woods and the Bideford Sustainability Group, the latter having trustees and, importantly, a bank account. The Collaboration could provide for funding opportunities, not otherwise open to the Council, to finance the Management Plan. Although the Collaboration would provide for the future management and protocols for the Woods at each stage the Town Council would have the “power of veto.” At no point would the Council’s stewardship of the Woods be undermined. The Town Council would have ownership of the Management Plan and will agree / amend where necessary.

SUSPENSION OF STANDING ORDERS

The Chairman proposed the Suspension of Standing Orders to provide for Ms Sheard to make a contribution.

It was proposed by Councillor McKenzie, seconded and

RESOVLED: To suspend Standing Orders.

(Vote – For: 6, Against: 0)

Ms Sheard introduced herself as a long term member of Friends of Ford Woods and trustee of Bideford Sustainability Group. She spoke of her association with the Woods and expertise that she brought to the initiative.

It was proposed by Councillor McKenzie, seconded and

RESOVLED: To return to Standing Orders.

(Vote – For: 6, Against: 0)

It was proposed by Councillor McKenzie, seconded by Councillor Gubb and **resolved:**

- a. That all parties enter into a written understanding clearly setting out the relationship between the parties to avoid misunderstandings including: the purpose of the collaboration, the roles of each group, decision making, financial protocols, liability and insurance, intellectual property, duration of collaboration and data protection.
- b. To authorise the Bideford Sustainability Group to act as the Town Council’s agent to register Bideford Town Council in its capacity as the landowner of Ford Woods with the Rural Payments Agency which will enable the submission of funding applications for the development of a woodland management plan.
- c. To authorise the Bideford Sustainability Group to apply for funding to assist with the creation of the woodland management plan, and for the Bideford Sustainability Group to administer that funding and comply with any grand conditions and terms.
- d. To request the Bideford Sustainability Group to submit the woodland management plan for Ford Woods to Bideford Town Council for approval before any further funding applications are made in the future or any work carried out.

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

Part II (Closed Session)

23. Exclusion of the Press and Public

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

(Vote – For: 6, Against: 0)

24. Landlord / Tenant Matters

The Chairman advised members that Ms Austin had stood down as Market Representative.

Members appreciated her commitment and contribution to the Committee and Tenants; her enthusiasm for the Market's future and work on the Development Strategy were highlighted.

The Deputy Town Clerk advised that Harry Juniper had given Notice to Quit 19 Butcher's Row effective the first week of October 2026 having joined the Market in November 2011.

Members were sorry to hear the news, Harry having been a stalwart of the Market Community but wished him well.

There is a confidential note associated with this item.

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 7.30 pm.

Signature of Town Mayor:

Date:

Signature of Chairman:

Date:

MANAGEMENT OF BUTCHERS' ROW

Introduction

Several traders who lease units in Butchers' Row at the Pannier Market have been organising events in the thoroughfare attracting additional footfall to the Market. The purpose of this report is not to stifle the enhanced economic activity on site but rather to create an environment in which each trader is able to benefit from the same opportunities and for the Council as landlord to manage the various activities in Butchers' Row in a coherent and fair manner.

Conditions of Lease

The terms and conditions contained in the lease for units in Butchers' Row contain the following content:

- The areas outside the shops remain common areas, not part of any individual tenancy.
- Clause 3(i) states not to stand vehicles nor place therein any material which may cause any obstruction.
- Clause 3(j): Not to obstruct the common parts or ways of the building and to clear such area of all merchandise and goods with expedition and care and with due concern for all other occupiers. This is effectively a prohibition on: Leaving stock outside, blocking walkways, using shared areas as part of a shop

Overall, the lease clearly treats the walkways and external circulation space as communal areas which must remain unobstructed.

Furthermore, clause 3(t) prohibits noisy businesses, offensive businesses and noxious trades. Schedule 4 section 1(c) deals with sound audible outside a unit; "The Tenant must not play or use on the Premises any musical instrument audio or other equipment or apparatus producing sound [which] can be heard outside the Premises. Should the Tenant wish to play any form of broadcasting e.g. Radio, CD, Tape, Record, TV, Video, Live performance etc. they should contact PPL PRS Ltd for Music on 0800 0720 808 or 0116 290 4205 or www.PPLPRS.co.uk enquiries."

There is no explicit code of conduct which forms part of the lease but there are numerous behavioural requirements spread throughout the lease, including:

- keeping common areas clear
- avoiding nuisance
- respecting other occupiers
- anti-discrimination obligations
- keeping the Market secure
- notifying closures

- complying with fire and safety documents
- complying with Market Officer directions
- safeguarding visitors including a dogs policy
- maintaining professional behaviour

Conclusion

The use of the thoroughfare in Butchers' Row for individual business purposes is expressly forbidden under the terms of the lease. None of the shop owners should treat the thoroughfare as part of their business and place e.g. tables and chairs there for their customers' use.

Noise, particularly music, must not be audible outside of individual retail units. This means that live music events in the thoroughfare in Butchers' Row are expressly prohibited under the lease.

The lease prohibits causing a nuisance and stresses respecting other occupiers.

New Proposed Terms and Conditions

It is proposed that the Council's Amenities Committee considers and agrees approaches to the points below:

1. **The use of the thoroughfare in Butchers' Row for individual business purposes. Proposed solution:** Retailers contact the Council to request permission to place temporary obstructions in the common parts or ways of the building which shall not be unreasonable withheld. Tenants will be required to submit to the landlord their risk assessments and evidence of their public liability insurance.
2. **The playing of music / noise which audible outside of individual retail units. Proposed solution:** Retailers contact the Council to request permission to make any sound audible outside their individual units. If required the Council can then consult with the other retailers so that any business activity involving noise does not result in a nuisance to other retailers.
3. **The use of Butchers' Row Retailers for events. Proposed solution:** Retailers contact the Council before they publish details of any event they are planning for permission so that the landlord can coordinate events to prevent diary clashes on a first come first served basis.
4. Retailers contact the Council to book the Market Hall prior to events.

The Amenities Committee is also invited to consider and recommend hire charges for the commercial use of the thoroughfare in Butchers' Row.

Recommendation

To recommend the above proposed terms and conditions to the full Council for approval.

	Budget 2026/27	Expenses 2026/27	Income from Rents	Budget 2027/28
Pollyfield			£1,619.00	
Fence Repair	£250.00			£250.00
maintenance	£500.00	£395.51		£500.00
Perimeter trees	£1,000.00	£60.00		£500.00
Legal Fee				
Deposit Return				
Tricks			£3,000.00	
skip	£500.00	£1,110.00		£500.00
Perimeter trees	£2,000.00	£700.00		£1,000.00
Shrub tree Management	£125.00			£125.00
Fencing	£125.00			£125.00
Deposit return				
General	£150.00	£54.64		£150.00
Allot Certificate Frames				
Best Allotment cup				
Marland Lease	£500.00	£500.00	£82.00	£500.00
Marland Perimeter trees	£500.00	£280.00		£500.00
Handy Cross Lease	£250.00	£250.00	£122.00	£250.00
Handy Cross perimeter trees	£100.00	£700.00		£600.00
Contingency	£4,000.00			£4,000.00
	£10,000.00	£4,050.15	£4,823.00	£9,000.00
Budget	£4,823.00			
Expected Income less expenses to date:		£772.85	Amount required:	£8,227.15

			26/27	4%		27/28
P	£33.00	1	£33.00	0.04	£1.32	£34.32
	£50.00	21	£1,050.00		£2.00	£52.00
	£25.00	19	£475.00		£1.00	£26.00
	£61.00	1	£61.00		£2.44	£63.44
			<u>£1,619.00</u>			<u>£63.00</u>
						£1,641.00
T	£50.00	56	£2,800.00		£2.00	£52.00
	£25.00	8	£200.00		£1.00	£26.00
			<u>£3,000.00</u>			<u>£208.00</u>
						£3,120.00
P			£1,619.00			£1,641.00
T			£3,000.00			£3,120.00
M	£2.00	41	£82.00			£3.00
H	£2.00	61	£122.00			£3.00
			<u>£4,823.00</u>			<u>£61.00</u>
						£4,945.00
Dep			£50.00			£50.00
				10%		26/27
				0.1	£3.30	£36.30
					£5.00	£55.00
					£2.50	£27.50
					£6.10	£67.10
						<u>£67.00</u>
						£1,790.00
					£5.00	£55.00
					£2.50	£27.50
						<u>£28.00</u>
						£3,080.00
						<u>£224.00</u>
						£3,304.00
						£1,790.00
						£3,304.00
						£4.00
						£4.00
						<u>£244.00</u>
						£5,502.00
						£50.00

Draft Budget