Eastleigh Town Council

Meeting Book: Asset Management and Open Spaces Committee

Date: Wednesday 10th June 2026

Time: 7:00PM

Location: Cable Works
83 Tinning Way
Eastleigh
SO50 9PX

townclerk@eastleigh-tc.gov.uk

04 June 2026

ASSET MANAGEMENT AND OPEN SPACES COMMITTEE: Cllr Paul Bicknell (Chair), Cllr Gaz Richardson (Vice Chair), Cllr Alex Clifton, Cllr Anne Winstanley, Cllr Ben Jones, Cllr Simon Payne, Cllr L Sheppard, Cllr Eleanor Barwick, Cllr Dan Eastham, Cllr Austen Petty and Cllr Michael Johnson

Notice is hereby given that the **MEETING OF EASTLEIGH TOWN COUNCIL ASSET MANAGEMENT AND OPEN SPACES COMMITTEE** will be held at **7.00 pm** on **WEDNESDAY 10 JUNE 2026** at **THE CABLEWORKS BUILDING, TINNING WAY, SO50 9QH** which you are hereby summoned for the transaction of the business specified below.

Ruth Davies
Clerk to the Council

Admission of the Public and Media
Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 and to report on the meeting in accordance with the Openness of Local Government Bodies Regulations 2014.

AGENDA

1 / 26 APOLOGIES FOR ABSENCE
To **receive** and **approve** apologies for absence.

2 / 26 REGISTER OF INTERESTS AND DISPENSATIONS
To **receive** any Declarations of Interest or Dispensations regarding any items the agenda.
(*Dispensation requests must be received in writing by the Clerk prior to the meeting)*

3 / 26 MINUTES OF THE LAST MEETINGS
3 / 26 / 1 To **approve** the minutes of the meeting held on the 11 March 2026.
3 / 26 / 2 To receive an update on actions from previous meetings or as delegated from council.

4 / 26 PUBLIC PARTICIPATION
The meeting will be adjourned for a maximum of 20 minutes, 5 minutes per speaker, to allow members of the public to make representations on any matter, answer questions and give evidence in respect of the business on the agenda.

5 / 26 EASTLEIGH TOWN COUNCIL ASSETS
5 / 26 / 1 To **note** and **ratify** delegated decisions regarding fees for the use of Leigh Road Recreation ground taken prior to the meeting and confirm sponsorship as waive of fees for selected community events

5 / 26 / 2 To **receive** and **approve** the proposed interim amendments to fees levied for Leigh Road Recreation hire until the new fees are reviewed in line with the budget for 2027 28 in October / November 2026

5 / 26 / 3 To note and **formally approve** the previously notified fee structure from EBC which was accepted as part of the transfer of asset

5 / 26 / 4 To **receive** for **information** a presentation on the current Assets that Eastleigh Town Council own and manage

6 / 26 CONFIDENTIAL SESSION

To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the **confidential nature (transfer of assets) of the business to be transacted**

6 / 26 / 1 To **receive** for review and **determination of actions,** information regarding remaining assets to be transferred under the community asset transfer process

7 / 26 CONFIDENTIAL SESSION TO END

To invite the Press and Public back into the meeting

8 / 26 DATE OF NEXT MEETING

To **agree** the date of the next meeting is scheduled for the 8 July 2026.

Eastleigh Town Council

1 / 26 APOLOGIES FOR ABSENCE

To **receive** and **approve** apologies for absence.

Eastleigh Town Council

2 / 26 REGISTER OF INTERESTS AND DISPENSATIONS

To **receive** any Declarations of Interest or Dispensations regarding any items the agenda. (Dispensation requests must be received in writing by the Clerk prior to the meeting).

Eastleigh Town Council

3 / 26 MINUTES OF THE LAST MEETINGS

3 / 26 / 1 To **approve** the minutes of the meeting held on the 11 March 2026.

MINUTES OF THE ASSET MANAGEMENT AND OPEN SPACES COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 11 MARCH 2026 AT 7:00PM AT CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH.

Those Present: Cllr G Richardson (Chair), Cllr J Constable (Vice Chair), Cllr T Campbell, Cllr L Sheppard, Cllr S Phillips and Cllr A Clifton.

In Attendance: R Davies, Town Clerk
N Barfield, Deputy Town Clerk

The Chair brought forward a motion to add the following agenda item:

76 / 25 PUBLIC ART

To **receive** and **note** a presentation from Eastleigh Borough Council regarding public art within the Eastleigh Town Council area and upcoming additions

RESOLVED: That the agenda is amended to add this item.

72 / 25 APOLOGIES FOR ABSENCE

RESOLVED: That the council **received** and **approved** the apologies for the reasons stated for, Cllr E Marks, Cllr C Spencer and Cllr P Bicknell

73 / 25 REGISTER OF INTERESTS AND DISPENSATIONS

- Cllr Campbell declared an interest in item 77 / 25 / 1 as an allotment holder, and in items 81 / 25 / 6 and 83 / 25 / 6 as Chair of Eastleigh Community Gardens.
- Cllr Sheppard declared an interest in item 77 / 25 / 1 as an allotment holder.
- Cllr Richardson declared an interest in items 81 / 25 / 10 and 83 / 25 / 10 as a trustee of the Citizens Advice Bureau.

74 / 25 MINUTES OF THE LAST MEETINGS

RESOLVED: That the minutes of the last meeting held on the 21 January 2026 are a true record of the meeting and were duly signed by the Chair

75 / 25 PUBLIC PARTICIPATION

Nine members of the public were present.
An allotment site representative addressed the Committee regarding the installation of solar lights in the allotment toilets and sheds.

76 / 25 PUBLIC ART

The Committee **received** and **noted** the presentation from Eastleigh Borough Council regarding public art within the Eastleigh Town Council area and upcoming additions and thanked the Officer for attending.

77 / 25 EASTLEIGH ALLOTMENTS

77 / 25 / 1 The Committee **received** the results of the Councillor Allotment Consultation, and thanked residents for completing the form and engaging with the Council, and

RESOLVED: That charging levels are to be standardised across all sites, with rates for 1 October 2026 to 30 September 2027 set as follows:

- £14.00 per rod
- £2.50 per rod water surcharge

ACTION: Officers to create an information sheet explaining the charges and subsidy levels and send with the invoices

78 / 25 ENERGY YOUTH CENTRE

78 / 25 / 1 The Committee **received** and **approved** the renaming of the Energy Youth Centre to E.T.C.H and receive the example logo

78 / 25 / 2 The Committee **received** and **noted** the Charging Matrix for the Energy Youth Centre transferred from Eastleigh Borough Council

79 / 25 GROUNDS MAINTENANCE EQUIPMENT

The Committee **received** and **noted** the capital equipment purchases for grounds maintenance made from the Asset Equipment Budget and thanked the Asset Officer for their hard work.

80 / 25 CONFIDENTIAL SESSION

RESOLVED: That the committee exclude the public and press for the discussion due to information which is of a confidential nature.

81 / 25 COMMUNITY ASSET PROGRAMME

The Committee **received** and **discussed** confidential information relating to the following assets proposed for transfer:

81 / 25 / 1	HP673760	Grantham Green & surrounding roads	Recreation Ground
81 / 25 / 2	HP673778	Cherbourg, Shelley, Goldsmith, Hardy	Open Space/Verge
81 / 25 / 3	HP848815	Cheriton / Ovington Gardens	Open Space / Play Area
81 / 25 / 4	HP864629	Leah Gardens	Open Space / Play Area
81 / 25 / 5	HP693105	Leigh Road Recreation Ground	Recreation Ground
81 / 25 / 6	HP675515	Eastleigh Community Garden with car parking / garages	Land
81 / 25 / 7	HP159456	Avenue Park / War Memorial	Open Space
81 / 25 / 8	HP670190	Market Street South Play Area / now carparking and garages	Play Area / Parking
81 / 25 / 9	HP864379	Balancing Ponds	Open Space

81 / 25 / 10	HP165714	Citizens Advice	Community Building
81 / 25 / 11	HP223186	Cranbury Community Centre	Community Building
81 / 25 / 12	HP689851	Community Centre, Hoddinot Road – Guides	Community Building
81 / 25 / 13	HP643137	Eastleigh Cemetery	Cemetery
81 / 25 / 14	HP643137	Brookwood Cemetery Lodge	Community Building
81 / 25 / 15	HP172516	Car parking / scrub land at the back of 22 Blenheim Road	Car Park / Land

81 / 25 / 16 The Committee **received** and **noted** the breakdown of the Wellers Law Group invoices

81 / 25 / 17 The Committee **received** and **noted** the update on Public Realm Assets

81 / 25 / 18 The Committee **received** and **noted** the proposed Parks and Open Space Booking form, along with the current terms and conditions of hire, as provided by Eastleigh Borough Council.

82 / 25 CONFIDENTIAL SESSION TO END

RESOLVED: That the committee invite the public and press back into the meeting.

83 / 25 COMMUNITY ASSET PROGRAMME

The Committee **received** and

RESOLVED: To **approve** the proposed transfer of the following level 1-3 assets:

83 / 25 / 1	HP673760	Grantham Green & surrounding roads	Recreation Ground
83 / 25 / 2	HP673778	Cherbourg, Shelley, Goldsmith, Hardy	Open Space/Verge
83 / 25 / 3	HP848815	Cheriton / Ovington Gardens	Open Space / Play Area
83 / 25 / 4	HP864629	Leah Gardens	Open Space / Play Area
83 / 25 / 5	HP693105	Leigh Road Recreation Ground	Recreation Ground
83 / 25 / 6	HP675515	Eastleigh Community Garden with car parking / garages	Land
83 / 25 / 7	HP159456	Avenue Park / War Memorial	Open Space

The Committee received and

RESOLVED: To **not approve** the proposed transfer of the following level 4–6 assets:

83 / 25 / 8	HP670190	Market Street South Play Area / now carparking and garages	Play Area / Parking
83 / 25 / 9	HP864379	Balancing Ponds	Open Space

- To defer this until the Civil Engineering issues have been resolved

83 / 25 / 10	HP165714	Citizens Advice	Community Building

The Committee received and

RESOLVED: to **approve** actions proposed by the Assets Working Group to **recommend to Full Council** the proposed transfer of the following level 7–9 assets:

83 / 25 / 11	HP223186	Cranbury Community Centre	Community Building

- Subject to the lease terms being explored by the solicitors

83 / 25 / 12	HP689851	Community Centre, Hoddinot Road – Guides	Community Building

The Committee received and

RESOLVED: To **approve** the actions proposed by the Assets Working Group **to recommend to Full Council** the proposed transfer of the following level 7–9 assets:

83 / 25 / 13	HP643137	Eastleigh Cemetery	Cemetery
83 / 25 / 14	HP643137	Brookwood Cemetery Lodge	Community Building

The Committee received and

RESOLVED: To **not approve** the actions proposed by the Assets Working Group to recommend to Full Council the proposed transfer of the following level 7–9 assets:

83 / 25 / 15	HP172516	Car parking / scrub land at the back of 22 Blenheim Road	Car Park / Land

84 / 25 DATE OF NEXT MEETING

The Committee **noted** that the date of the next meeting will be held after the May 2026 elections and is therefore subject to council approval of the delegated committee structure

The Meeting closed at 9:11 pm

Chair .....

Date .....

Eastleigh Town Council

3 / 26 MINUTES OF THE LAST MEETINGS

3 / 26 / 2 To **receive** an update on actions from previous meetings or as delegated from council.

Eastleigh Town Council

4 / 26 **PUBLIC PARTICIPATION**

The meeting will be adjourned for a maximum of 20 minutes, 5 minutes per speaker, to allow members of the public to make representations on any matter, answer questions and give evidence in respect of the business on the agenda.

Eastleigh Town Council

5 / 26 EASTLEIGH TOWN COUNCIL ASSETS

5 / 26 / 1 To **note** and **ratify** delegated decisions regarding fees for the use of Leigh Road Recreation ground taken prior to the meeting and confirm sponsorship as waive of fees for selected community events

Committee:	Asset Committee
Date:	10 June 2026
Agenda Item:	5 / 26
Author:	Town Clerk

Event Fees for Leigh Road Recreation Ground

Background

In the process of a large transfer of assets, and the unknown timelines for the date of transfer, certain precedents and assumptions had to be made to make the setting of budgets, operational processes and to provide assurances to lease holders on properties to be transferred.

These were:

1. Where we were notified of existing lease terms and conditions these would be held until appropriate review could be undertaken.
2. Billing intervals against these leases / hire agreements would be adhered to.
3. Bookings for venues would be honoured based upon the notified charges from EBC at the time of transfer.
4. Income and expenditure where known would be included in the budget, as set on 4 February 2026 which culminated from work that commenced in October 2025.
5. An underpinning understanding that until the council had full information on expenditure associated with assets, which considered and reasoned decisions on what to charge, terms of hire, lease agreements and service charges could not be amended.
6. That a full review of all of these would naturally take place in the budget setting process which commences October 2026 for the budget year 1 April 2027 to March 28.
7. And that there may be elements which required amendment.

The precedent for this approach has been set with the transfer of:

1. the allotments in 2024 from EBC management when the fees were held for the year at the same level as previously invoiced
2. the transfer of Cable Works in April 2025 where the service charges for the building were retained
3. the transfer of ETCH (Formerly Energy Youth Centre) where information was provided in advance and charges agreed in the budget

The Charges for external events on Leigh Road Recreation Ground

This was one of the assets where information was sent late on, March 2026, and the transfer was not assured until late in the transfer window – final documents supplied for signing wc 16 March.

The only notification of events which were due to take place on Leigh Road that was included in the budget was for the annual fair, at a cost of £4000.

In the weeks preceding the transfer, notification with a list of the “booked” event was provided with details of the size, event type, organiser and status of the event application only shared post 1 April 2026.

Prior to this work had been undertaken to gain the pricing that all event organisers would see when requesting to book their event, this was held on the EBC website here Running an event | Eastleigh Borough Council. A copy was taken and pivoted into the event invoice template as seen in **Leigh Road – Invoice Template Community** and **Leigh Road – Invoice Template Commercial** and **booking forms** were sent out to all organisers to ensure that we, the Town Council, were in receipt of the legally required information for organisers on our land.

NOTE: the pricing on EBC website has subsequently been changed, and a copy of their original notified charges has been requested as the internal copy held by ETC is no longer present in the council SharePoint

---

A partial costing sheet is available under People and Communities notified costings 2024.

EBC Notified non levying of fees

It was only on the 27 March that EBC Events notified:

Just to reconfirm, regarding fees only Stevens Funfair have been charged in the past via the Asset Management team in the form of a bond. ***However, no fee has been taken for this year's event.***

This was confirmed by the Local Area Manager and that no event had been charged, though charges were advertised. This was also confirmed and acknowledged by the Community Asset Transfer team in a subsequent meeting.

Response to charges levied

Following the precedent set on previous transfers of charging what was advertised, booking forms were sent to event organisers commencing mid April and subsequent invoices based on their responses were issued. The booking form clearly showed the prices which would be levied, and therefore a positive return of a booking form with terms and pricing would infer that clear knowledge of being charged was present.

Confirmed bookings

To date the following bookings and invoices have been levied and paid with no further challenge or comment from the event organiser:

1.	Community Event,	12 July	Charity	£325
2.	Community Event:	20 September	Charity	£600
3.	Community Event:	6 June	Council	£700 (payment notified)

Request for consideration

3 Requests for consideration of charges have been received to date:

1. Dream Empire to be considered as a community organiser and to have a reduced fee for the upcoming 4 July Feastleigh Event which had progressed in planning to the stage that additional fees would be preclusive and result in the cancellation of the event.
2. AWCA for the 26 July MELA to continue the practice of EBC to 'sponsor' the event to the value of the charges.

3. Pride for the 29 July and 5 September events to continue the practice of EBC to 'sponsor' the event to the value of the charges.

Delegated Decisions

Due to time constraints, it has been necessary to make decisions under the scheme of delegation granted to the Town Clerk in consultation with the Chair of the Council. This also included the Chair of the Policy and Finance Committee and the Chair of the Asset Management and Open Spaces Committee.

Delegated Decision

Dream Empire provided information to corroborate a discounted charge had been considered by ELAC in 2023, but no confirmation of this was provided. However, they were able to show that they had not received invoices for events they had held.

An agreed fee of £435 for Feastleigh was approved under the Scheme of Delegation as a one-off facility to ensure this event could proceed due the late stage in the event planning.

Further that all future planned events would be charged against the community matrix under the assertion that these events were put on for the community benefit.

This committee is required to note this delegated decision in the minutes.

MELA requested that their event was permitted under the sponsorship approach and that assurance was given under the delegated power of the Town Clerk and requires ratification at this committee meeting.

To ratify the delegated decision to sponsor the MELA to the value of the associated fee for hire of the event space to a value of £1,770

PRIDE request that this committee approves the sponsorship by waiving of fees for their events in 2026.

To resolve to approve the fee waiving as sponsorship to a value of £1,770 for Pounds for Pride and £5,500 for Pride

---

Considerations

To provide Leigh Road recreation ground for events the Council has the following (known to date) associated costings:

1. Electricity supply used by events requires biennial testing and certification at a cost of £1800

2. The standing charges for retention of the electricity are anticipated to in the region of £3000 per annum
3. The insurance of the space for events is higher than when used as a normal recreation space – this is not yet known as an exact figure, work continues to confirm this
4. Officer time is taken up in the application process and ensuring that all elements of legal compliance are in place – a nominal fee of £20 is currently levied
5. The management and maintenance of the green space is increased along with the waste and litter clearance required – though events organisers are responsible for the litter created by their event
6. Damage regularly occurs to external boundaries during events – bollards, fencing, boundaries
7. Knock on effect of clearance in the town centre when large crowds are present

All of these factors need to be confirmed, costed and presented to the committee during the budget setting process so that reasoned and considered fees, terms of hire and penalty charges can be approved.

Eastleigh Town Council

5 / 26 EASTLEIGH TOWN COUNCIL ASSETS

5 / 26 / 2 To **receive** and **approve** the proposed interim amendments to fees levied for Leigh Road Recreation hire until the new fees are reviewed in line with the budget for 2027 28 in October / November 2026

Eastleigh Town Council

5 / 26 EASTLEIGH TOWN COUNCIL ASSETS

5 / 26 / 3 To note and **formally approve** the previously notified fee structure from EBC which was accepted as part of the transfer of asset

Eastleigh Town Council

5 / 26 EASTLEIGH TOWN COUNCIL ASSETS

5 / 26 / 4 To **receive** for **information** a presentation on the current Assets that Eastleigh Town Council own and manage

Eastleigh Town Council

6 / 26 CONFIDENTIAL SESSION

To **resolve** to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the **confidential nature (transfer of assets) of the business to be transacted**

6 / 26 / 1 To **receive** for review and **determination of actions,** information regarding remaining assets to be transferred under the community asset transfer process

Eastleigh Town Council

7 / 26 CONFIDENTIAL SESSION TO END

To invite the Press and Public back into the meeting

Eastleigh Town Council

8 / 26 DATE OF NEXT MEETING

To **agree** the date of the next meeting is scheduled for the 8 July 2026.