Eastleigh Town Council

Meeting Book: Asset Management and Open Spaces Committee

Date: Wednesday 7th October 2026

Time: 7:00PM

Location: Cable Works
83 Tinning Way
Eastleigh
SO50 9PX

townclerk@eastleigh-tc.gov.uk

30 SEPTEMBER 2026

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

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 7 OCTOBER 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

27 / 26 APOLOGIES FOR ABSENCE
To receive and approve apologies for absence.

28 / 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)

29 / 26 MINUTES OF THE LAST MEETINGS
To approve the minutes of the meeting held on the 1 September 2026.

30 / 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.

31 / 26 31 TO RECEIVE OFFICER REPORTS FOR ASSETS AND EVENTS
/ 26 / 1 31 To receive a report from the Assets and Open Spaces Officer
/ 26 / 2 31 To receive a verbal update on the Allotments
/ 26 / 3 To receive a report from the Community Engagement Officer for the Christmas event

32 / 26 TO RECEIVE AN UPDATE ON THE MAINTENANCE WORKS AT CABLEWORKS

To receive a verbal update on the maintenance works taking place at CableWorks, including the Clock Tower.

33 / 26 MARKET LICENCING

33 / 26 / 1 To receive for review the Draft Markets Policy including indicate pricing to be agreed in the budget service fees

33 / 26 / 2 To receive for review the Draft Market Licence

33 / 26 / 3 To receive for review the proposal from Eastleigh BID to operate markets in the town centre until

34 / 26 UPDATE ON COMMUNITY ASSET TRANSFERS

To receive a verbal update on the community asset transfers as approved by Council on the 23 September.

35 / 26 DATE OF NEXT MEETING

To agree the date of the next meeting is scheduled for the Monday 9 November 2026

Eastleigh Town Council

27 / 26 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

Eastleigh Town Council

28 / 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

29 / 26 MINUTES OF THE LAST MEETINGS

To approve the minutes of the meeting held on the 1 September 2026.

MINUTES OF THE ASSET MANAGEMENT AND OPEN SPACES COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 1 SEPTEMBER 2026 AT 7:00PM AT CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH.

Those Present: Cllr Paul Bicknell (Chair), Cllr Gaz Richardson (Vice Chair), Cllr Alex Clifton, Cllr Dan Eastham, Cllr Mark Harding, Cllr Michael Johnson, Cllr Ben Jones, Cllr Simon Payne, and Cllr L Sheppard

In Attendance: R Davies, Town Clerk
Tim Nash, Assets and Opens Space Officer
Andy Smith, Director Finance, Eastleigh Borough Council

16 / 26 APOLOGIES FOR ABSENCE

RESOLVED: That the committee received and approved the apologies for the reasons stated for Cllr Winstanley and Cllr Petty

17 / 26 REGISTER OF INTERESTS AND DISPENSATIONS

Cllrs Bicknell and Harding reiterated their standing declarations as Eastleigh Borough Councillors regarding the confidential session on asset transfers. They confirmed that they would participate with open minds and make decisions in their capacity as Town Councillors.

18/26 MINUTESOFTHELASTMEETINGS

RESOLVED:That the minutes of the last meeting held on the 8 July 2026 are a true record of the meeting and were duly signed by the Chair with the word “October” added to item 27 / 28

19 / 26 PUBLICPARTICIPATION

There was onemember of the public present, they did not wish to address the committee.

20 / 26 TORECEIVEOFFICERREPORTSFORASSETSANDEVENTS

20 / 26 / 1	The Committee received and noted the Assets and Open Spaces Officer and agreed to send in questions via email for clarification
20 / 26 / 2	To receive the Allotment Officer report and agreed to send in questions via email for clarification
20 / 26 / 3	To receive a report from the Community Engagement Officer for the Christmas event and agreed to send in questions via email for clarification

RESOLVED: That the committee received and approved the motion brought by Cllr Clifton to ensure that Allotment holders are given 10 working days’ notice for the report due to Asset Committee in November on the proposed costings for the period 1 October 2027 to 31 September 2028

Unapproved

21 / 26 TO RECEIVE A MOTION FROM CLLR BICKNELL

TheCommitteereceived and approved to investigatethe implementation of sowing area/s of wildflowers, ready for the 2027 season, to start the process of building up a pollinator highway in the coming years across the Town Council area.

ACTION: A report and plan will be brought back to the Committee by the Officers for implementation in due course.

22 / 26 TO RECEIVE A BUDGET REQUEST FOR PLANNED MAINTENANCE FOR CABLEWORKS

RESOLVED: That the committee receivedand approvedabudgetfacilityof £22,500forthe maintenance work to Cable Works as identified in the building survey 1 April 2025

23 / 26 MARKET LICENCING

23/26/ 1 RESOLVED: That the council received and approved adoption by Eastleigh Town Council Part III of the Food Act 1984 which provides a modern statutory framework for the establishment and operation of markets by local authorities in response to the transfer of market operation from EBC

23 / 26 / 2 The Committee noted the draft market policy to be reviewed at the next committee meeting

24 / 26 CONFIDENTIAL SESSION

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

24 / 26 / 1 To receive for review information on community assets and approval of the proposal by the Assets Working Group for the next stages in the process The Committee received and discussed confidential information relating to the following assets proposed for transfer:

RESOLVED: That the committee approved to propose to Council 23 September the transfer of the Point (HP693105) under the terms of reference as agreed

RESOLVED: That the committee approved to propose to Council 23 September the transfer of Fleming Park (HP6691981, HP669077, HP669129, HP669189) under the terms of reference as agreed

RESOLVED: That the committee approved to propose to Council 23 September the transfer of Bishopstoke Hub (HP670885)

RESOLVED: That the committee approved to propose to Council 23 September the purchase of Leigh Road Car Park (HP693105) valued at £202,000 and request the Policy and Finance Committee meeting on 16 September consider the appropriate financial details for purchase.

RESOLVED: That the committee approved to propose to Council 23 September the purchase of Southampton Road Car Park (HP672643) valued at £29,000 and request the Policy and

Unapproved

Finance Committee meeting on 16 September consider the appropriate financial details for purchase.

25 / 26 CONFIDENTIAL SESSION TOEND

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

26 / 26 DATEOFNEXT MEETING

The Committee noted that the date of the next meeting will be 7 October 2026

The Meeting closed at 9:25 pm

Chair .....

Date .....

Unapproved

Eastleigh Town Council

30 / 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

31 / 26 TO RECEIVE OFFICER REPORTS FOR ASSETS AND EVENTS

31 / 26 / 1 To receive a report from the Assets and Open Spaces Officer

31 / 26 / 2 To receive a verbal update on the Allotments

31 / 26 / 3 To receive a report from the Community Engagement Officer for the Christmas event

Committee: Asset Management
Date: 7 October 2026
Agenda Item: 31 / 26
Author: Tim Nash – Assets and Open Space Officer

31 / 26 / 1 Assets and Open Spaces Officer Update

Questions from last meeting

Question 1
How many of the resident complaints are our responsibility and are not EBC, HCC, any developers or Housing associations. For instance, access roads behind properties in the Nightingale Estate are classed as highway so are the responsibility of HCC I believe. Some footpaths may be the same.
Answer
All complaints listed in the previous report fall within Eastleigh Town Council's responsibility. These matters have either been actioned, are currently being addressed, or have been included within the Council's programme of works.
The Nightingale Estate is recorded under CAT 83 – HP673315, which covers all verges and open spaces within the Nightingale area.



Question 2
Regarding the swings at Pirelli Park, I assume you are aware there is a long running legal dispute that may prevent ETC replacing them. No idea if it has been resolved.
Answer
This is not resolved.

Question 3
I note a few comments about trees and specifically trees over hanging into residents' boundaries. What is our tree policy as I don't recall seeing one. HCC and EBCs tree policies are very similar. Summarised it unless a tree is sick, dead, dying, dangerous or impeding the highway then they will not take any action. If a tree overhangs a resident property, then the resident, at their expense, can have it cut back to the edge of their property boundary. HCC and EBC won't do such works. I would hope ETC would take a similar approach on trees we "own" on our land. If not, we stand the chance of opening the floodgates for tree works and the expense that goes with it. No one likes trees being cut down except residents with street trees that drop leaves in their gardens, sap on their cars, they overhang their properties, block gutters or block light.
Answer
The tree policy is currently being processed and is awaiting approval. The document has been prepared using a template and guidance from other local councils and is included below on the final page for reference.

Question 4
Lastly where is Purses field near Selbourne Drive.
Answer
This is Pursers Field – Map show below.



Waste

Plans and investigations are taking place by the Assets officer to seek a greenwaste company who take clean waste in and use this as renewable energy. I have received no reply's and have chased. It is my intention to follow up with a site visit.

North Stoneham

Planning schedules and costings are being worked out. Awaiting a cost for the large area for a twice yearly cut and a cut and collect.

Play Areas

Play areas inspections are being carried out in -house are being and quarterly and annual inspections are logged on a PPM with the Play Inspection company. Purchase and repairs are being carried out as required. Deep clean of litter and hedging works have started on all play parks.

Facilities Officer

- Workhas been carried out with the greening team on the new chewing gum task; Project launch has started. Will assist with signage and public awareness to the project.
- Employed cleaner has settled in well and H &S matters have been completed.
- General light works are being carried out to include leaking tap on an allotment site. Assisting with drop of and collection for community projects. Site meeting with contractors on scope of worksand future projects.

Greens Teams

- Grass in all areas are stilling being cut. I suspect this will continue until the end of October.
- Hedge cutting has now started with the major parks and ad-hoc.
- Deep litter cleaning is being carried out alongside the hedge cutting.
- Small and basic tree works being carried out. This is lopper works and epicormic growth.
- Major tree works are at phase one. RAMS have been received along with a traffic management planfor one tree. Awaiting dates.

Resident complaints / Ad-hoc response and resolved.

Total Complaints 28/09/26

Date	TotalNew Complaints	Resolved New/ old	Total Resolved	Outstanding Complaints
24/08/2026	38	n/a	25	13
28/09/2026	4 (42)	6	31	11

Resolved	6	By ETC Ground teams
Carried over	7	1x Planters 6 x Trees
New	4	2 Tree works 1 HCC 1 Hedge Works
Third Party Contractor quotations required	6 3	~~Bulk / job lot large Tree works Boyatt wood~~ x6 These will come off the outstanding list. (New x3 next schedule of works)
Outstanding works to be completed by ETC Greens Team	2	~~Autumn schedule. Low Risk~~ Planters Hedge Works

Under investigation	0	Site, location and Risk assessments being carried out. Low Risk
Ad- hoc works carried out outside scheduled ground maintenance or carried out as the teams are in the location. These are not on the main spreadsheet but logged as Ad-hoc works.	2	Hedging works. Brookwood Lodge.

Ad-hoc List.

- Hedge outside property is overgrown and needs maintaining as EBC is no longer maintaining it. Completed 28/09/26
- Brookwood Lodge. Grounds Maintenance completed Tenants complaint. Works Completed 25/09/26.

Eastleigh Town Council Tree Policy

Trees and woodland play a prominent role within the Eastleigh Town landscape.

Trees have an intrinsic appeal as landscape and cultural features. They also have a high biological and heritage value.

Under the Natural Environment and Rural Communities Act 2006 (NERC Act), Local Authorities have a duty to conserve biodiversity;

> ''Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity. The considerate management of trees plays an important role in delivering this duty''

Objectives when considering tree management.

- Control the risk to people and structures from trees
- Conserve the biodiversity value that trees provide, including old and decaying trees
- Avoid unnecessary removal, disfigurement or damage to trees with amenity, landscape or wildlife value
- Trees and woodland will normally only be felled for purposes of safety, access management, timber production, conservation and heritage preservation

1. Dead, dying and dangerous trees

Eastleigh Town Council will not remove dead trees as a matter of course. These trees are significant habitats and are great for biodiversity.

2. Dying or Dangerous Branches

Where a significantly hazardous branch is identified it will be removed or reduced to a safe point.

3. Damage to property

Where it can be demonstrated that a tree is the primary cause of direct or indirect damage to property the Council will act to rectify the problem.

4. Obstruction of light to houses or gardens

There is no “right to light” within law for adjoining properties. It is usually very difficult to prune a tree to give a lasting improvement in light levels to a property. Often the extent of reduction required to alleviate light obstruction can be damaging to the tree or destroy its amenity value, and thick re-growth following reduction can make shading problems worse. The Council will therefore resist this course of action except in exceptional circumstances.

5. Overhanging branches

We will cut them back in circumstances where damage is being caused or the tree is proven hazardous. Under common law a property owner has the legal right to cut back overhanging branches to their boundary. Ideally this work should be done to a good standard and by a competent person and with discussion with the landowner. Arisings from such works should be disposed of by the resident. Common law does not supersede a tree's protection by Tree Preservation Order (TPO) or Conservation Area status.

6. Falling leaves, debris, bird droppings and aphid problems

The Council is not legally responsible for fallen leaves or other tree debris such as cones, seeds, blossom etc. Pruning of trees is not a solution to this occurrence and we would be extremely unlikely to fell a tree because of leaf litter etc. The same criterion applies to trees which host birds and aphids.

7. Branches obscuring street lighting

Where trees are blocking streetlights and jeopardise public safety the Council will undertake reasonable work to alleviate the problem while retaining the tree.

8. Television, Satellite or other types of reception

The Council will not carry out works to trees or remove trees to improve television reception.

Please contact the Assets and open spaces team if this guidance does not resolve any tree issues.

More information can be found on GOV.UK Natural Environment.

Eastleigh Town Council contact Details.

Assets Support Officer

Email: assets.support@eastleigh-tc.go.uk

If you send an email, please provide as much information as possible and include photos and location.

Telephone: 02382121595 Ext 1007

Committee: Asset Management
Date: 7th October 2026
Agenda Item: 31 / 26
Author: Daryl Hobson – Community Engagement Officer

31 / 26 / 3 Community Officer Update for the Christmas Event

Christmas Lights Switch-On Update

Following the previous update, arrangements are continuing for the Christmas Lights Switch-On event.

Event Planning

Planning for the event is progressing, with arrangements being coordinated to ensure the Christmas Lights Switch-On is delivered safely and successfully.

A Safety Officer and Deputy Event Director have now been confirmed, providing clear leadership and additional oversight of the event's operational and safety arrangements.

The Safety Officer will also lead on identifying and coordinating a suitable SIA team and marshals for the event, ensuring that appropriate arrangements are in place to support the safe management of the event and public areas.

Event Capacity and Crowd Management

We are currently scoping the event for a potential attendance of up to 50,000 people. Attendance last year was upwards of 30,000 people, with the final numbers expected to be significantly influenced by weather conditions on the day.

As part of the event planning and safety arrangements, we will closely monitor weather forecasts, wind speeds and prevailing conditions in the lead-up to and throughout the event. Any necessary adjustments will be made in response to the conditions to ensure the event can be managed safely.

Particular consideration is being given to Leigh Road and the potential use of a crowd overflow area.

The fireworks exclusion zone has been extended from last year's arrangement to ensure that the relevant area and access points are appropriately covered within the safety zone.

Daytime Staffing and Volunteer Support

We are currently finalising the list of personnel required during the daytime and on the event day itself. This includes confirming:

- Who has the appropriate DBS clearance where required.
- What additional skills, qualifications or experience are available within the team.

• Who is available to attend and support the event on the day.

• Where individuals can be allocated to provide the greatest operational support.

If Councillors or other members of the team are able to assist with marshalling or other event-day duties, please let us know.

The successful delivery of an event of this scale requires people to be present and actively involved on the day. If you have offered or are able to provide support, we would ask that you turn up and take part as agreed, so that the team can plan effectively and ensure sufficient resources are available throughout the event.

Accessibility

A dedicated wheelchair access area has now been confirmed for wheelchair users and their carers. The area will be located adjacent to the Memorial and will include hard-standing flooring and appropriate barriers to provide a suitable and clearly defined viewing area.

Next Steps

The planning process will continue, with further details being confirmed as arrangements progress. This will include finalising:

- Operational responsibilities and event-day roles.
- A full programme of activities scheduled throughout the day.
- SIA and marshalling arrangements.
- Daytime staffing and volunteer availability.
- Crowd management and overflow arrangements.
- Event infrastructure and other logistical requirements.

A further update will be provided to the Assets Committee once the event arrangements have been finalised.

We would encourage as many Councillors as possible to attend the event and support the team. Anyone who is available to assist with marshalling or other event-day duties is asked to let us know as soon as possible, as additional support will be greatly appreciated.

Eastleigh Town Council

32 / 26 TO RECEIVE AN UPDATE ON THE MAINTENANCE WORKS AT CABLEWORKS

To receive a verbal update on the maintenance works taking place at CableWorks, including the Clock Tower.

Eastleigh Town Council

33 / 26 MARKET LICENCING

33 / 26 / 1 To receive for review the Draft Markets Policy including indicate pricing to be agreed in the budget service fees

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MARKET POLICY

Adopted at the XXXXX meeting of Eastleigh Town Council

Subsequent amendments are as follows:

Version	Owner	Date Approved	Minute Ref	Action?	Website updated	Next review
V1-2026	Town Council					

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1. Introduction

1.1 Purpose

Eastleigh Town Council recognises the important role that markets play in supporting local businesses, enhancing community life, encouraging entrepreneurship, and contributing to the vitality of town and neighbourhood centres.

Markets provide opportunities for residents, visitors, independent traders, community organisations, and charitable groups to engage with the local economy whilst creating vibrant destinations that support social interaction and civic pride.

1.2 Objectives

This policy aims to:

- Establish a clear framework for the operation and licensing of markets within Eastleigh Town Council's area of responsibility.
- Ensure that markets are safe, well-managed, and beneficial to the local community.
- Support economic development and local enterprise.
- Promote community participation and charitable activity.
- Ensure consistency, transparency, and fairness in the Council's decision-making.

1.3 Scope

This policy applies to all market events requiring permission from Eastleigh Town Council and distinguishes between:

- Commercial Markets.
- Community Markets and Charity Markets.

The Council recognises that markets may take many forms and this policy is intended to provide a flexible framework capable of accommodating a wide range of activities.

2. Definition of a Market

For the purposes of this policy, a market is generally considered to be:

- A gathering of buyers and sellers.
- An event comprising five or more stalls, pitches, stands, vehicles, gazebos, or similar trading units.
- An event operated by an identifiable organiser responsible for its management and delivery.
- An event held either indoors or outdoors.

Examples include:

- General retail markets.
- Craft markets.
- Artisan markets.
- Farmers' markets.
- Food markets.
- Community markets.
- Charity fundraising markets.
- Car boot sales.
- Seasonal and themed markets.

The Council reserves the right to determine whether an activity falls within the scope of this policy.

3. Market Rights

3.1 Statutory Market Rights

The Council, by virtue of its statutory powers, enjoys market rights throughout Eastleigh.

All markets held within Eastleigh Town Council's area of responsibility are licensed and operated in accordance with the provisions of Part III of the Food Act 1984.

The statutory powers afforded to the Council under Part III of the Food Act 1984 enable the Council to:

a. implement a markets policy within its area;
b. operate markets within Eastleigh;
c. consider applications for other markets; and
d. determine whether such markets may be held by way of consent.

3.2 Council Markets

The Council is reviewing the times, dates, and locations of the markets that it will operate. It is intended that the principal markets will be operated in the town centre area.

The Council has the power to establish new markets, should it wish to do so, as either regular or occasional events. The market operation will therefore be updated as part of a periodic review of the

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Council's Markets Policy. The Council will operate any new markets under the provisions of Part III of the Food Act 1984.

4. Types of Market

3.1 Commercial Markets

Commercial markets are operated for business purposes where traders are engaged in selling goods or services for commercial gain.

3.2 Community and Charity Markets

Community and charity markets are organised primarily for:

- Support local community initiatives.
- Raise funds for charitable purposes.
- Celebrate community events.
- Promote local organisations or voluntary groups.

Where appropriate, the Council may offer reduced fees or fee waivers for qualifying community-based events.

5. Licensing Requirements

4.1 Requirement for Approval

No market may take place on Council-owned land or land under the Council's control without prior written approval from Eastleigh Town Council.

Approval will normally be granted through a Market Licence or Event Agreement.

4.2 Application Process

Applicants must submit:

- A completed application form.
- Site layout plan.
- Risk assessment.
- Evidence of public liability insurance.
- Details of proposed traders.
- Traffic management arrangements where applicable.
- Waste management arrangements.
- Copies of any other permissions or licences required.

Applications should normally be submitted at least 20 working days before the proposed event.

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5.3 Licensing Private Markets

Any person or organisation wishing to establish, operate, or promote a private market within Eastleigh Town Council's area of responsibility must obtain the Council's prior written consent before the market takes place.

Applications for private markets will be considered in accordance with the Council's market rights, this policy, and any relevant statutory requirements. The Council may grant consent, refuse consent, or grant consent subject to conditions it considers necessary to protect public safety, local amenity, existing market operations, and the interests of residents, businesses, and visitors.

Where consent is granted, the organiser will be responsible for ensuring that the market is properly managed and that all traders hold any licences, registrations, permission, insurance, and documentation required for their activities.

The Council may require payment of a licence fee or other charge in connection with the granting of consent for a private market. Fees will be set out in the Council's Fees and Charges Schedule and may be reviewed from time to time.

No consent shall be deemed to have been granted unless it has been confirmed in writing by the Council.

5.4 Decision Making

Applications will be assessed against:

- Public safety.
- Impact on local residents and businesses.
- Suitability of the location.
- Traffic and access arrangements.
- Environmental considerations.
- Alignment with Council objectives.
- Previous compliance history.

The Council reserves the right to approve, approve with conditions, or refuse an application.

6. Responsibilities of Market Operators

Market operators are responsible for:

5.1 Safety

Ensuring that:

- Appropriate risk assessments have been completed.
- Emergency access routes are maintained.
- All stalls and equipment are safe and fit for purpose.
- Health and safety legislation is complied with.

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5.2 Insurance

The market operator must maintain appropriate insurance cover throughout the event, including:

- Public Liability Insurance of not less than £10 million.

The Council may require higher levels of cover depending on the nature and scale of the event.

All traders must also maintain adequate insurance appropriate to their activities.

5.3 Compliance

Operators must ensure compliance with:

- Health and Safety legislation.
- Food Safety legislation.
- Trading Standards requirements.
- Data Protection legislation where applicable.
- Licensing legislation.
- Equality legislation.
- Environmental regulations.

5.4 Waste Management

Operators must:

- Provide adequate waste facilities.
- Remove all litter generated by the event.
- Leave the site clean and tidy after use.

5.5 Behaviour and Conduct

Operators must ensure that:

- Activities do not cause unreasonable nuisance.
- Noise levels remain appropriate.
- Traders conduct themselves professionally.
- The market remains welcoming, inclusive, and accessible.

7. Food Traders

Any trader selling food or drink must:

- Be registered with their home local authority.
- Hold appropriate food hygiene documentation.
- Maintain suitable facilities for handwashing and food handling.
- Comply with all relevant food safety legislation.

The Council reserves the right to inspect, or request evidence of compliance.

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8. Other Consents and Permissions

Approval under this policy does not remove the requirement to obtain any other necessary permissions.

This may include:

- Planning permission.
- Premises licences.
- Temporary Event Notices.
- Highway approvals.
- Road closure permissions.
- Landowner consent.
- Environmental permits.

Responsibility for obtaining these approvals rests with the market operator.

9. Fees

The Council may charge fees for:

- Market licences.
- Site hire.
- Additional services provided by the Council.
- Utilities and infrastructure support.

Fees will be reviewed periodically and published separately within the Council's Fees and Charges Schedule.

The Council may waive or reduce fees for community and charitable events where appropriate.

10. Monitoring and Enforcement

The Council may monitor markets operating under this policy.

Where conditions are breached, the Council may:

- Require corrective actions.
- Issue written warnings.
- Suspend or withdraw permissions.
- Refuse future applications.
- Recovering costs incurred as a result of non-compliance.

Serious breaches may result in immediate termination of approval.

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11. Equality, Diversity and Inclusion

Eastleigh Town Council is committed to ensuring that markets are accessible and welcoming to all members of the community.

Applications will be assessed in accordance with the Council's equality commitments and applicants will be expected to demonstrate how their event will promote inclusion and accessibility where reasonably practicable.

12. Sustainability

In line with the Council's strategic aims, market operators are encouraged to minimise environmental impact by:

- Reducing single-use plastics.
- Promoting recycling.
- Encouraging sustainable transport options.
- Minimising waste generation.
- Supporting local suppliers and producers where possible.

13. Review of Policy

This policy will be reviewed every three years or sooner where changes in legislation, operational requirements, or Council priorities require amendment.

14. Elements to add

1. Include a dedicated section on the use of Leigh Road Recreation Ground and, where applicable, Council-managed community venues.
2. Reference to the Council's Community Engagement Strategy.
3. A requirement for operators to demonstrate contribution to local economic and community outcomes.
4. Reference to the Council's Event Management Policy, Health & Safety Policy, and Safeguarding Policy.

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Table of Fees for 2026 2027

- Fees are set from 1 April to 31 March each year.
- Fees are reviewed in October – December each year and confirmed in January when the budget is set for the following financial year.

Number of Stalls	Single Market (Per Day) £	Additional amount per market – up to 12 markets per year £	Additional amount per market – over 12 markets per year £
5 to 25	75.00	50.00	30.00
26 to 50	100.00	75.00	60.00
Additional cost per stall above 50	5.00	4.00	3.00

Please note that market licences cannot be granted for a collection of 4 or fewer stalls.

Street trading is covered by a different licensing process and relates to the granting of individual trading licences for identified streets.

Further information about street trading activities and to apply for licences can be found at Licensing, permits and registration | Eastleigh Borough Council

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Application form for a Market Licence – Eastleigh Town Centre

Issued by Eastleigh Town Council under the provisions of Part III of the Food Act 1984

1: Your Details

The information provided in this section relates to the person submitting the application (the Markets Operator) the details of which will be used in any subsequent licence agreement.

Your Full Name	
Name of your business or organisation (the Market Operator)	
Type of Organisation e.g. commercial / charity	
Your position within the organisation	
Address including postcode	
Email	
Telephone Number	

2. Market Information

What type of market are you applying for? (Please tick only one box)

General Market	☐
Car Boot Sale	☐
Antique / Craft Fair	☐
Food Market	☐
Farmers' Market	☐
Other (please specify)	☐

What will be the Market name?

Where is the market to be held? (Please include site plan with boundary outlined in red and the proposed layout of stalls)

How many stalls, pitches, stands will there be? Please detail the type of goods that will be sold and whether the goods will be new or used.

Stall Type	Number	New or Used goods

Will alcohol be on sale or served at the market

	Licence	Licence
Alcohol on sale		
Alcohol served		

Please provide details of any entertainment that will accompany the market.

Entertainment	Fixed or Stationery

Timings of the Market

		Trading Times
When will the market be held		
How often		
One – off (please provide the date)		
Weekly		
Monthly (e.g. first Saturday)		
Other (please specify		

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3. Operational Issues

Please provide details of the arrangements you will make to deal with the **waste** that will be generated by the market.

Please provide details of any traffic management arrangements associated with the market. Please include information on nearby car parking provision and any road closures required.

Please provide details of any traffic management arrangements associated with the market. Please include information on nearby car parking provision and any road closures required.

4. Community based markets with demonstrable charity element

Please complete this section only if the market will be held with the intention of raising funds for a specific charity or celebrating a special event.

Where the market is to be operated on a non-profit making basis to assist a charity or community event then the licence fee may be waived. While it is acknowledged that some traders will be selling goods for their own purposes, the Council will look for the event to have a strong charitable element.

Details of the charity / good cause / or special event being celebrated

5. Applicant Checklist

Before submitting your application, please confirm that you have completed the following:

Obtained written approval from the land / building owner (if market is to be held on private land)	☐
Obtained planning consent (if required) for the market	☐
Completed a risk assessment in connection with the proposed operation of the market (you should include arrangements for vehicle movement, pedestrian safety, loading and unloading, traffic management, allocation of trading positions, use of cooking equipment, first aid and emergencies, food safety, provision of welfare facilities and erecting and dismantling of any equipment used in conjunction with the holding of the market).	☐

6. Licence Fees

A licence fee is payable once an application for a market licence has received in-principal approval from the Council. A licence agreement will not be drawn up by the Council until the appropriate fee has been received. All fees should be made payable to Eastleigh Town Council.

The licence fee will be dependent on the type of market being held. The licence fee for commercial markets will be based on the size of the market and the frequency of the market. Please see the Council's Market Policy for the current list of fees. Where the market is to be operated on a non-profit making basis to assist a charity or community event then the licence fee may be waived.

7. Declaration and Additional Information

In addition to obtaining markets licence the Markets Operator is responsible for obtaining all other relevant permissions / consents to enable the market to operate legally and safely. If you are unsure about any aspect of this application or related consents, then please contact the Council for guidance before signing below.

The information that you have provided in support of your application for a markets licence will be kept private and confidential although the Council may use such information for the prevention and detection of fraud. The Council also reserve the right to share the information you have provided with other bodies when required by law, statutory requirement and in respect of crime prevention and detection.

In signing and submitting this application, you confirm that all the details you have provided are correct and you undertake to notify the Council of any changes to this information within five working days of such changes arising. The Council reserves the right to request additional information before a decision is taken on your application for a markets licence.

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Please tick the following boxes to confirm that you have included the following documents with this application:

Site location plan showing the boundary of the market area and the proposed layout of the stalls / pitches	☐
A copy of your public liability insurance certificate (£5 million minimum cover required)	☐

Please sign to accept the above terms and conditions:

Signed:	
Please print name:	
Position within Organisation:	
Name of Business or Organisation:	
Date:	

Completed applications, including all supporting documents, should be submitted to:

Deputy Clerk, Eastleigh Town Council, First Floor CableWorks, 14 Annealing Close, Eastleigh SO50 9PX

✆ 023 8212 1595
✉ deputy.clerk@eastleigh-tc.gov.uk

Table of Fees for 2026 2027

- Fees are set from 1 April to 31 March each year.
- Fees are reviewed in October – December each year and confirmed in January when the budget is set for the following financial year.

Number of Stalls	Single Market (Per Day) £	Additional amount per market – up to 12 markets per year £	Additional amount per market – over 12 markets per year £
5 to 25	75.00	50.00	30.00
26 to 50	100.00	75.00	60.00
Additional cost per stall above 50	5.00	4.00	3.00

Please note that market licences cannot be granted for a collection of 4 or fewer stalls.

Street trading is covered by a different licensing process and relates to the granting of individual trading licences for identified streets.

Further information about street trading activities and to apply for licences can be found at Licensing, permits and registration | Eastleigh Borough Council

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Template Licence Agreement

Market Licence Agreement

Issued by Eastleigh Town Council under the provisions of Part III of the Food Act 1984

THIS 'AGREEMENT' is made the ( ) day of ( ) TWO THOUSAND AND ( ) BETWEEN EASTLEIGH TOWN COUNCIL of CableWorks, 14 Annealing Close, Eastleigh, SO50 9PX, (hereinafter called **"the Council"**) and (insert name) of (insert address) (hereinafter called **"the Markets Operator"**.)

Details of market approved by the council under this markets licence:

Name and location of the Market	
Date(s) of the Market	
Frequency of the Market	
Licence Fee	
Licence Period (12 month maximum – licence must then be renewed)	
Additional Information	

Recitals:

i. The Council has the powers to operate and regulate markets within the parish of Eastleigh under the provisions of Part III of the Food Act 1984.

ii. The Council has adopted a Markets Policy which covers the granting of licences to hold markets within the parish of Eastleigh and this Agreement is governed by the requirements of the current Policy.

iii. The Council has agreed to grant a markets licence to the Markets Operator subject to the terms set out in this Agreement.

Operator's Obligations:

The Markets Operator agrees to operate the approved market in accordance with the terms set out below:

1. The Markets Operator will hold the market in accordance with the approval given by the Council including the payment of all relevant fees prior to the market being held.

2. The Markets Operator will comply with the requirements of the markets licence as set out in this Agreement and the Council's Markets Policy.

3. The Markets Operator will at all times maintain in force a public liability policy or policies of insurance for the market providing single accident indemnity limits of not less than Five Million Pounds (£5,000,000) and will supply the Council with a copy of the policy or policies of insurance when making an application for a markets licence.

4. In respect of commercial markets, the Markets Operator must ensure that all stallholders have their own adequate insurances in place including a minimum of five million pounds public liability insurance.

5. The Markets Operator will maintain records of all traders using the market and undertakes to make such records available for inspection by the Council upon request.

6. The Markets Operator must ensure that the market is operated in accordance with all statutory requirements and in compliance with all Acts of Parliament, byelaws and regulations affecting the market area, road-closures / traffic management, public entertainment, the sale of goods /alcohol at the market or any business carried out in the market.

7. The Markets Operator must obtain all relevant approvals in respect of highways, planning and other legal and statutory requirements prior to the market being held and ensure that all information regarding such approvals is available for inspection by the Council upon request.

8. The Markets Operator undertakes not to cause any nuisance or annoyance to anyone affected by the holding of the market.

9. The Markets Operator undertakes to make adequate arrangements for the disposal of waste material and to leave the market site in a clean and tidy condition at the conclusion of the market.

10. The Markets Operator must provide suitably qualified persons and all equipment necessary to safely operate, administer and provide security to the market.

11. The Markets Operator shall be present or arrange for a suitably qualified representative to be present on site at all times that the market is in operation.

12. The Markets Operator must ensure that all market stalls are maintained in a clean state and their structures kept in good condition.

13. The Markets Operator must ensure that all walkways and spaces between stalls shall be kept clear of stock, empty boxes and any other trip or slip hazards.

14. The Markets Operator must ensure that adequate access is maintained for the emergency services at all times.

15. The Markets Operator must ensure that any trader selling foodstuffs on a market shall comply with current Food Safety legislation including having appropriate hand-washing facilities.

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16. The Markets Operator must ensure that all food traders are registered with their local food safety authority. Authorised Officers of the Council may carry out health and safety inspections of the market site, facilities, individual stalls and vehicles.

17. The Markets Operator must endeavour that any disturbance to nearby homes and businesses is kept to a minimum.

18. The Markets Operator must ensure that any electricity generators used are fit for purpose and comply with current best-practice guidelines in terms of noise and emission levels.

19. The Markets Operator shall not permit raffles or collections save with the knowledge and licence (if necessary) of the licensing department of the Council.

20. The Markets Operator is required to maintain a plan of the layout of the market and make such a plan available to the Council when applying for a markets licence.

21. The Markets Operator must maintain an adequate risk assessment plan covering all aspects of the operation of the market and must take steps to minimise identified risks wherever possible. The risk assessment plan must be made available for inspection by the Council upon request.

22. This Agreement may be rescinded if the Markets Operator commits any material breach of the obligations provided for under this Agreement or materially fails to perform any of the terms and conditions contained in the Agreement.

23. The Markets Operator shall not assign transfer sub-contract or licence the benefit of this Agreement without the prior written consent of the Council.

24. The Markets Operator is not and shall in no circumstances hold themselves out as being authorised to enter into any contract on behalf of the Council or in any other way to bind the Council to performance, variation, release or discharge of any obligation contained in this Agreement.

25. The Council shall be free to operate any other market on any day or at any location in accordance with its Market Rights and this Agreement does not grant the Markets Operator a right to operate any other market.

26. The Council shall not be liable for the deaths of or injury to any person or for damage to any property or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Markets Operator or any employee of the Markets Operator or any person or body authorised by the Markets Operator to be within the market area nor shall it be liable for any such loss suffered by a visitor or member of the public except where caused by the proven negligence of the Council.

27. The Markets Operator shall indemnify the Council against all actions proceedings costs claims demands damages charges and expenses whatsoever arising out of the discharge of this Agreement.

    a. Any notice required to be given by the Markets Operator under the provisions of this Agreement shall be sent to the Responsible Financial Officer, Eastleigh Town Council, CableWorks, 14 Annealing Close, Eastleigh. SO50 9PX

b. Any notice required to be given under the provisions of this Agreement to the Markets Operator shall be sent addressed to him or her at their last known address.

Declaration:

Failure to comply with any of the obligations as set out above may result in the consent to hold a market being withdrawn.

By signing this form, you agree to operate the market in accordance with the Operator's obligations set out above and agree to indemnify the Council against any loss or liability which may be incurred as a result of a market licence being granted.

Signed on behalf of the Markets Operator:	
Print Name:	
Name of Business or Organisation:	
Position:	

Signed on behalf of the Council:	
Print Name:	
Position:	

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Eastleigh Town Council

34 / 26 UPDATE ON COMMUNITY ASSET TRANSFERS

To receive a verbal update on the community asset transfers as approved by Council on 23 September.

35 / 26 DATE OF NEXT MEETING

To agree the date of the next meeting is scheduled for Monday 9 November 2026