



FARM AND CRAFT MARKET POLICY

Reference	SNTC/EV001	Adopted by Town Council
Prepared by	J Coleman (Events Officer)	Adopted date
Monitored by	J Coleman (Events Officer)	Minute reference
Monitoring Review	Every 4 Years	Review date September 2028

1. INTRODUCTION

- 1.1 The purpose of this policy is to provide guidance for all stallholders who wish to trade at St Neots Farm and Craft Market.
- 1.2 The St Neots Farm and Craft Market happens every 2nd and 4th Saturday of each month (24 markets a year) and is located on the Market Square, St Neots, PE19 2AF with trading times 08:00-13:00.

2. MARKET TRADER APPLICATIONS

- 2.1 Prospective traders must complete the Town Council's Market application form and return a signed copy, agreeing to the market terms and conditions included, to the Town Council.
- 2.2 All applications must be submitted with proof of public liability insurance and a risk assessment.
- 2.3 Food and catering sellers must also submit food hygiene certification, gas safety and PAT test certificates (if using electric and/or gas).
- 2.4 Eligibility to work in the UK may also be requested by the Town Council.
- 2.5 Trader applications are accepted and confirmed at the Town Council's discretion.

3. PRODUCT & TRADER LOCATION CRITERIA

- 3.1 Local traders (located within a 30-mile radius of St Neots) are given priority to join the market.
- 3.2 St Neots Town Council may consider producers from outside of the area if a local alternative is not readily available.
- 3.3 Products sold must be grown, raised, caught, processed, or created by the seller.
- 3.4 The person directly involved in producing the goods must be present at the market where possible.
- 3.5 Bought in produce cannot be resold without further processing. Processed goods should contain at least 10% of ingredients of local origin.

4. STALL VARIETY/MARKET BALANCE

- 4.1 New trader applications are assessed against the current balance of products at the market.
- 4.2 Traders are not guaranteed exclusivity at the market. The Town Council aims to provide a balanced market but may introduce multiple stalls selling similar commodities for goods in high demand. The Town Clerk's decision in this respect is final and this applied to current and prospective traders.
- 4.3 Traders who cannot be accommodated immediately will be put on a waiting list and will be contacted when a space is available for either temporary or regular trading.

5. TRADE FREQUENCY

- 5.1 Priority is given to traders seeking to attend the market regularly - twice a month all year round.
- 5.2 Where space allows, the Town Council will offer seasonal, once monthly, and one-off casual pitches.
- 5.3 Regular traders are issued with an annual trader application form and agreement, which must be signed and resubmitted on a yearly basis.
- 5.4 Regular traders who fail to make pitch payments in advance and/or consistently miss pre-booked markets may be excluded from trading.

6. MARKET LAYOUT & PITCH ALLOCATION

- 6.1 St Neots Town Council is responsible for the market layout, ensuring it is safe and attractive to customers. A site plan is issued to market traders in advance of each market.
- 6.2 Pitch allocation isn't specific to traders and can be amended by the Town Council at any time.
- 6.3 Where there is more than one stall selling similar products, the Town Council will ensure traders with similar products have pitches at different locations within the market area.
- 6.4 The Town Council reserves the right to move traders to a different pitch or area within the market. Where possible notice will be given, but in exceptional circumstances this could be on the day of the market.

7. CHARITY & COMMUNITY STALLS

- 7.1 Where space allows, St Neots Town Council offers local charities and community groups one off pitches.
- 7.2 When the market is at full capacity, the Town Council operates a one visit only policy for local groups seeking to promote at the market.
- 7.3 A booking calendar is in place and groups can request a pitch up to a year in advance for specific market dates. Community pitches are offered on a first come first served basis.

8. MARKET CLOSURE IN EXCEPTIONAL CIRCUMSTANCES & EXTREME WEATHER

- 8.1 The market operates open air, all year round. However, market stalls & gazebo structures are only approved for use in calm – moderate wind speed conditions. In the event of extreme weather or other exceptional circumstances, Town Council Staff can make the decision to cancel or close the market early.

Beaufort Wind Scale Guide:

Beaufort No.	Wind Speed Kmph	Description	Effects
0	Under 1	Calm	Smoke rises vertically
1	1 – 5	Light Air	Smoke drifts gently
2	6 – 11	Light Breeze	Wind felt on face, leaves rustle
3	12 – 19	Gentle Breeze	Leaves and small twigs in constant motion
4	20 – 29	Moderate Breeze	Small branches move, loose paper blown
5	30 – 39	Fresh Breeze	Small trees in full leaf begin to move
6	40 – 50	Strong Breeze	Large branches in motion
7	51 – 61	Near Gale	Whole trees in motion
8	62 – 74	Gale	Branches blown off trees
9	75 – 87	Strong Gale	Slight structural damage slates removed
10	88 – 101	Storm	Trees uprooted, considerable structural damage
11	102 – 115	Violent Storm	Very rare, widespread damage
12	116 & over	Hurricane	Extremely rare, countryside devastated

- 8.2 **Market Closure due to wind gusts** – if a weather warning is issued for wind gusts reaching 40mph or above the Town Council will cancel a scheduled market. This decision will be made and communicated to traders as early as possible. Paid pitch fees will be credited back to traders for a future market.
- 8.3 **If weather conditions deteriorate during an operational market**, Town Council staff will request for stalls to be taken down and the market will be made a no structure event.
- 8.4 **If wind gusts reach 40mph, Town Council staff will close the market early.** If a market closes early due to extreme weather or force majeure pitch fees will not be refunded.

9. AMENDMENTS

- 9.1 St Neots Town Council may add to or amend the Market Policy and Trader Terms and Conditions due to changing circumstances or for any other reason. Amendments will be communicated to approved traders in writing. When a new copy of the market Term and Conditions is issued, traders must sign, date, and return a copy to the Town Council.

10. COMPLAINTS

- 10.1 Any complaints regarding the market must be made in writing to the Events and Communications Officer, Steve Van De Kerkhove Community Centre, St Neots Town Council, Cemetery Road, St Neots, PE19 2BX.