

WPC Management Protocol

Manor Waste

Objectives

The objective of this document is to define the best practice, guidelines, and targets for the management of the Manor Waste.

This protocol is managed and agreed by the Amenities Committee and implemented by the Clerk and the Head Groundsman

Construction guidelines

The following construction guidelines were followed on original construction and will be retained

1. A mix of cobble and paving slabs was designed. The paving slabs provide easier walkways, in particular for disabled
2. The standard of ground preparation was not designed for regular car traffic or parking
3. The area that crosses the Manor Waste (between the bollards) was strengthened in order to allow the agreed permitted car and lorry access (as at 1976 levels) to the premises beyond.
4. Bollards are provided to designate the permitted access road and to discourage parking on the Manor Waste general areas.

Maintenance

1. Authorisation for the repair of any trip hazards, or other such urgent works, will be undertaken by the Clerk using delegated powers under Health and Safety, in consultation with the Chairman of the Amenities Committee or Chair of the Parish Council.
2. All new works must comply with current legislation for Common Land.
3. Repair and replacement will be on a like-for-like basis
4. Care will be taken to keep open walkways for pedestrian and disabled access to premises land locked by the Common Land.
5. General and non-urgent maintenance will be authorized by the Amenities C'tee

Parking

1. Parking for all motorized vehicles will not be allowed on any part of the Manor Waste (including the access road), except following specific authorization from the Council or Clerk. This will be generally granted for
 - a. Essential access and building repairs for adjoining premises,
 - b. The set-up and clearance for markets and events
 - c. Refrigeration units to ensure food safety
2. Disabled buggy parking is permitted at all times for access to the adjoining businesses
3. Bicycle parking points will be provided

Markets and fairs

1. All events, fairs and markets will be approved by the Amenities Committee who will manage the number of events within the General Permitted Development Order and any approved extensions.
2. The markets will be permitted within the designated market areas shown on the attached map. The primary paths through the markets will be kept to a minimum width of 1.5m (5') to allow disabled access. Markets must not obstruct the doors to premises and must leave

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- the paved area free between the market and the buildings abutting the main part of the Manor Waste, or a minimum 1m (3'4") on the War Memorial area. .
3. Other fairs and events will be organized by the clerk to allow appropriate and similar access
 4. The BCC highways are responsible for the public path alongside the High Street and markets are reminded that BCC would expect a minimum 1.2m (4') clear of obstructions, even temporary.
 5. The Charter Market is held every Thursday and may not be varied except by agreement of the Amenities C'tee
 6. The Charter Fair can be held on the specified Saints days, plus the vigil and the morrow of each (3 days each) and may not be varied. The Charter Market and the Local Produce Market days take precedence if the saints day conflicts, in which case the Charter Fair can be held on the vigil and/or the morrow only. Saints days for the Charter Fairs are:
 - St Philips/James day : 1st May
 - St Barnabas day : 11th June,
 - St John the Baptist day : 24th June,
 - St Matthew day : 21st Sept
 7. The Local Produce Market will be held on the third Saturday in the month.
 8. Two Charity Markets will be run annually on the 1st Saturday in June and December.
 9. All Market and Fair rents will be reviewed annually by the Amenities Committee (subject to contract) and recommended to Council
 10. All traders must hold the relevant Public Liability Insurance and comply with relevant Health & Safety and Food Standards regulations

Entertainment

1. All entertainments will be authorized by the Parish Council Amenities Committee
2. All entertainers must hold the relevant Public Liability Insurance and performance licenses
3. The clerk will agree the layout of the event and paths to allow access to neighbouring properties and to ensure that disabled access is provided to the event.

Trees

1. The trees will be inspected for safety and disease on a regular basis
2. Should there be cause for concern, the Clerk will seek the advice of the District Arboriculturalist.

Seating

1. Bench seats will be provided on the Manor Waste

Communications

The Clerk will advise the Amenities Committee of urgent repair work that has been carried out or of work that is required