



WENDOVER PARISH COUNCIL

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Management Protocol – Manor Waste

Objectives

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

The protocol is managed and agreed by the Amenities Committee and implemented by the Clerk and Groundsmen.

The following guidelines were followed on 2016 construction and will be retained.

1. The paving slabs provide easier walkways, in particular for disadvantaged users.
2. The standard of ground preparation is now designed for market or fairground vehicles.
3. The area that crosses the Manor Waste (between the bollards) was replaced in order to allow the agreed permitted car and lorry access only (as at 2016 levels)
4. Bollards are provided to designate the permitted access road and to discourage parking on the Manor Waste general access.
5. Drop down bollards will be maintained for access.
6. Power points can be made available for use by the Groundsmen
7. Seating and planters around the War Memorial.
8. Slabs replaced cobbles.
9. Drainage improved by channel down the centre.

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 Chairman of the Parish Council.
2. All new works must comply with current legislation for Common Land.
3. Repair and replacement will be on 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 authorised by the Amenities Committee.
6. To provide winter maintenance of the surface as appropriate
7. Surface cleaning and stain removal.
8. Planting Maintenance.

Parking

1. Parking for all motorised vehicles will not be allowed on any part of the Manor Waste (including the access road), except following specific authorisation from the Council or Clerk. This will generally be 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
 - d) Fairground equipment
2. Disabled buggy parking is permitted at all times for access to adjoining businesses
3. Bicycle parking points have been provided

Markets and Fairs

1. The markets will be permitted within the areas edged by the bollards. The primary paths through the markets will be kept to a minimum width of 1.5m (5 feet) to allow disabled access. Markets must not obstruct the doors to premises and must leave the paved area free between the market and the buildings abutting the main part of the Manor Waste.
2. The War Memorial area can only be partially obstructed by protective covering of 2 of the 4 seats.
3. Fairs and events will be organised by the Clerk to allow appropriate and similar access.
4. The BCC highways team (TfB) are responsible for the public path alongside the High Street and markets are reminded that BCC would expect a minimum 1.2m (4 feet) clear of, even temporary obstructions.
5. The Charter Market is held every Thursday and may not be varied except by agreement of the Amenities Committee.
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 Matthews Day – 21st September
7. The Local Produce Market will be held on the third Saturday of each calendar month.
8. All Markets and Fair rents will be reviewed annually by the Amenities Committee (subject to contract) and recommended to Council.
9. All traders must hold the relevant Public Liability Insurance and comply with relevant Health and Safety and Food Standards regulations.
10. Any event using the Manor Waste must give consideration to the local residents in the adjacent premises. Generators must be sited along the main road with some shielding for residents unless power points are used.

Entertainment

1. All entertainments will be authorised by the Parish Council Amenities Committee except where the Clerk has delegated powers
2. All entertainers must hold the relevant Public Liability Insurance and Performance Licences

3. The Clerk will issue this protocol to event organisers to ensure that they are aware of the Council's requirements.

General Users

It is Council Policy that the Manor Waste may be used by others (not events or fairs) with the approval of the Clerk, however, when that use includes the erection of a table/stall/tent or other items that may fall down or present a trip hazard or other safety issue, then the User must provide Public Liability Insurance and ensure that the Council is in no respect liable.

Items Left Without Prior Authorisation

Should any item be placed on the Manor Waste, without the prior authorisation of the Clerk, the Council will instruct the grounds staff to remove the item(s) which will then be taken to a secure unit. Wendover Parish Council will make reasonable efforts to ascertain the ownership of the articles and advise the owners in writing of the whereabouts of their items, giving 30 clear days to apply for a return of such goods. A charge will be levied for storage of £5 per day. If no response is received the good will be disposed of. Should the owners not be known the goods will be placed with the local police station to be treated as lost property.

Communications

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

Document History		
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