



Manor Waste Policy

Policy Statement

The manor waste plays a significant role in delivering on the Parish Council Mission. The space should be managed according to the following 5 principles:

- 1. The Manor Waste space should be welcoming for everyone to meet, chat, socialize and where they feel safe.**
- 2. The Council supports the development of a series of vibrant markets that are loved by locals and visitors.**
- 3. The Manor Waste should be fully utilized on market days & seasonal events to maximise its community potential.**
- 4. The Manor Waste should be a flexible space for community activities and a creative space for everyone to enjoy throughout the year.**
- 5. The Manor Waste is for everyone, and the Council must ensure transparency and fairness in its use, ensuring everyone is welcome to be part of the community space.**

Guidance and implementation of the 5 principles

This guidance is to support the Council in adhering to the 5 principles. Where there is no specific guidance then it is the spirit of the principles that apply to any decision that is made.

The Community Action Plan Working Group, Clock Tower Office Staff and Amenities Committee will set out and actions required to implement this policy and progress will be monitored by the Parish Council.

1. The Manor Waste space should be welcoming for everyone to meet, chat, socialize and where they feel safe.

Council should take into consideration:

- A review of the lighting of the space, particularly on dark nights to ensure it is a safe space with lighting that is sensitive to local residents.
- Seating and meeting areas
- Local and tourist information
- Promotion of the history around the name 'Manor Waste'
- Flexible use of the space by local businesses

Projects to improve the space in line with this guidance will be managed by the office team, approved by Amenities and reported to full Council.

2. The Council supports the development of a series of vibrant markets that are loved by locals and visitors.

- Markets are arranged and organised by the Estates and Events Manager and monitored by Amenities.
- Council should seek to develop the market provisions within the Charters, including a Sunday Artisan Market
- Thursday markets:



- Any market trader can directly or indirectly compete with the existing businesses in the town, however where possible, market traders should seek to bring alternative options within their trade than what is currently available from permanent businesses in the town
- There can be more than one trader in a defined category on the market at any time at the discretion of the market manager
- Local Produce Markets:
 - Should ensure that there is local provenance to the goods wherever possible
 - There can be more than one trader in a defined category on the market at any time at the discretion of the market manager
- 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.
- The War Memorial area can only be partially obstructed by protective covering of 2 of the 4 seats.
- The BCC highways team (Highways Buckinghamshire) are responsible for the public path alongside the High Street and markets are reminded that Highways Bucks would expect a minimum 1.2m (4 feet) clear of even temporary obstructions.
- All Markets and Fair rents will be reviewed annually by the Amenities Committee (subject to contract) and recommended to Council.
- All traders must hold the relevant Public Liability Insurance and comply with relevant Health and Safety and Food Standards regulations.
- Any event using the Manor Waste must consider the residents in the adjacent premises. Generators must be sited along the main road with some shielding for residents unless power points are used.

3. The Manor Waste should be fully utilised for markets and events to maximise its community potential

- An annual market and events program should be curated at the discretion of the Events Manager and noted by Amenities Committee. These shall be based on the needs and suggestions of the local community and events happening in and around the areas.
- The calendar of events should include school terms, public holidays and all religious holidays.
- Rental proceeds must be re-invested into further events, activities to be held on the Manor Waste.
- 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
- The Full Council have resolved not to allow any applications for permanent catering outlets to trade on the Manor Waste. It is felt the siting of an outlet would not be in keeping with the character of the area and that it would unnecessarily conflict with catering outlets already established within the village.
- Any entertainment will be noted by the Amenities Committee and checks will be made for insurance and any licences that are required.



4. The Manor Waste should be a flexible space for community activities and a creative space for everyone to enjoy throughout the year

The following should be allowed to take place on the Manor Waste:

- Events / Competitions / Concerts
- Exhibitions / Information stands
- Demonstrations (non-political) / speeches & talks (at the discretion of the Clerk)
- Temporary art or creative installations
- Voluntary and/or charity activities / events / promotions

Other events will be at the discretion of the Estates and Events Manager and Amenities Committee.

5. The Manor Waste is for everyone, and the Council must ensure transparency and fairness in its use, ensuring everyone is welcome to be part of the community space

- The Council will host the event calendar on WPC-run 'Welcome to Wendover' website.
- There will be social media presence and advertising across neighbouring villages for all planned events
- The Council will look into fundraising/sponsorships to maintain the activities & curation of exhibitions. Sponsors will be noted by the Amenities Committee and should not impact on the reputation of the Parish Council.
- The Estates and Events Manager will look at using different providers/stall holders for each event to allow different suppliers access to our events.

6. General Maintenance of the Space

- Access – the space should be accessible to all users, so flat surfaces should be maintained, trip hazards dealt with, and the space kept clear of vehicles unless specifically required for an event or market. This requires keeping the space clear and clean and ensuring the bollards are in good repair.
- General amenity – the space should be kept in good order with the planters regularly maintained and the seating clean and maintained. The war memorial needs specific care and maintenance and should not be used for anything other than the purpose it was intended.
- Users who have rights of access should have that access maintained unless given specific consent otherwise.
- Cold Weather – The space shall be kept clear of snow and ice as best as is possible in the cold conditions.
- 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.

7. Review

- This policy shall be reviewed on an annual basis to ensure it remains flexible to changes.



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