

Minute 1590 Town Management 4 July 2006

That the Town Clerk, (practically through the One Stop Shop) is given delegated power to operate and interpret these procedures (new bookings).

POLICY FOR GRANTING USEAGE OF MARKET PLACE

The primary consideration for granting of use will always be:

- Health and Safety.

Following this consideration will be given to:

- Protection of the environment
- Respect for other users

Under normal circumstances permission will be granted to the following users

- fundraising and display activities to local- schools, educational establishments, charities; similar not for profit local organisations / clubs
- public service information stall eg police, fire, environmental health
- Henley Town Council campaigns including Townlands Action Group
- Entertainers booked through the Henley Partnership as agreed under the approved Action Plan, subject to the Town Clerk reserving the right to deny individual performers where there is good reason, which may include customer feedback.

Permission will not normally be granted to the following users

- political organisations
- commercial activity / selling for profit ([see revised policy May 2008](#))

The Town Clerk in consultation with the Chairman of Town Management may, where the activity is felt to be particularly beneficial to the residents of Henley or conducive to tourism promotion, agree to use of the Market Place by a commercial organisation. A fee will be charged.

Any activity which requires the removal of fixed street furniture etc will be referred to The Town Clerk, in consultation with the Chairman of Town Management for decision, and if granted the full cost of any removal / replacement eg overtime costs will be charged to the user.

Any activity which requires the suspension of the licences for restaurants will be referred to Committee

Any electricity used (for all groups) will be charged at the full cost, including any additional cost arising from reading / connecting to the meter. There will be no assumption that electricity will be available to any group wishing to use the Market Place. Users granted permission to use electricity are likely to be positively known by the Council. Users should expect to be charged a deposit in advance for use of electricity. Users of electricity will be expected to provide evidence (relevant testing) in advance

relating to the electrical safety of their equipment and its suitability for use in a public place

It will be the user's responsibility

To ascertain and meet any licensing / other statutory requirements

To ensure necessary and adequate insurance is in place for the relevant activity

To ensure that a risk assessment has been undertaken and the relevant mitigating actions
(*Copy's of all documentation to be received by Town Hall prior to booking*)

User's

Will not disturb or interfere with other users of the Market Place and in particular encroach on those areas designated under licence for restaurant diners

Will remove all litter / rubbish arising from or incidental to their activities

Will protect the surface, planting, street furniture etc in the Market Place and make good any damage; the Town Council will bill the user for any rectification work deemed necessary

Will remain within the curtailage of the designated space for which permission is granted

Will respond to the requests of Town Council staff, including ceasing of any activity

Will consult with / inform the emergency services / highway authority as necessary

Will not park or leave any motorised or other vehicle on the Market Place without the express written permission of the Town Clerk (this will not normally be granted and if granted will normally only be for vehicles which are integral for the display and are public service type vehicles) *clarified July 2007*

The Town Council can withdraw consent at any time without notice; this will not normally be done without good reason

Users will be expected to book in writing via the OSS. Booking will be provisional until confirmed in writing when all necessary conditions/documentation are in place. A provisional booking will only normally be held for 14 days.

These procedures do not apply to the single Christmas Late Night Christmas Shopping event, weekly Market and weekday monthly Farmers Market and occasional Continental/French Market. There is a supplementary policy and fee schedule relating to filming.

04 July 2006 (Town Management)