

## **POLICY FOR GRANTING USEAGE OF MILL / MARSH MEADOWS**

The following strategic parameters have been set for the long term use for Mill / Marsh Meadows. This policy preserves those parameters and provides guidance for the short term / adhoc use of Mill/Marsh Meadows. This policy does not apply to Town Council organised initiatives, only use by third parties.

### Long-term strategic parameters

- No reduction of real grass space at Mill/Marsh Meadows
- The whole of Mill/Marsh Meadows should be enjoyed by the maximum number of people
- The definition between Mill/Marsh Meadows should remain

The purpose of Mill/Marsh Meadows is to provide public open space for the peaceful enjoyment of the public. The enjoyment of Mill/Marsh Meadows derives from the greenery and wildlife, lack of organised entertainment, uninterrupted views, absence of commercial/retail pressures. It has a slow, quiet and dignified pace which this policy seeks to maintain. Mill/Marsh Meadows is not public event space and the general presumption is that events will not be permitted.

No commercial events to be held including parties / staff events by commercial organisations

No parties / staff sports days etc

No events on Mill Meadows; authorised events to be held on Marsh Meadows

Events must have an open access policy / free use policy and be able to demonstrate benefit to and participation of the broad Henley community.

### **Authorised events**

If an event is agreed then the agreement must be in writing to be valid. Event organisers will be asked for written details of their event prior to authorisation and this will always include evidence of public liability insurance and health and safety risk assessment with mitigating actions. The following conditions will also apply and be part of the agreement. Any infringement of these conditions may result in permission for the event being withdrawn and future events being denied.

Authority for events will only be granted in the following circumstances

- i. Events will take place on Saturdays or Sundays (weekends)
- ii. There will normally be no more than **6** events per year, approximately one per month during the Spring/ Summer season; this includes 'Sponsored Events' (see below)
- iii. Authorisation will not normally be given for more than 1 event at the same weekend
- iv. Priority will normally be given to 'Sponsored Events' (see below), which are also granted some specific exceptions to the General Rules

### General Rules for Authorised Events

- v. A £500 deposit will be charged for all events
- vi. No activities to be held on Mill Meadows; events to be held on Marsh Meadows
- vii. Event holder responsible for provision of adequate receptacles, collection, disposal across the Mill/Marsh Meadows including an end of event litter pick. The adequacy of proposals must be discussed and agreed with the Parks Service prior to the event. If removal of litter after the event is not satisfactory the event holder will be charged and the amount in the first instance deducted from the deposit
- viii. Event holders are responsible for determining whether the event is a licensable event and obtaining their own licence. The Town Council requires that a copy of the license application is submitted to it in advance.
- ix. No free parking will be granted
- x. No reserved parking will be provided
- xi. Vehicle access for set up and removal of events is permitted but the event holder is responsible for ensuring no damage, including rutting to the grass. Damage will be made good by the Council and charged to the event holder, in the first instance against the deposit.
- xii. No vehicles are permitted to remain on Mill/Marsh Meadows other than in designated parking bays for which the full parking tariff must be paid. Vehicles must not park on the grass or other non authorised areas. [ Vehicles required for health and safety, emergency services and power generation will need to be specifically agreed with the Council in advance and will be strictly limited in number]
- xiii. No overnight parking at Mill/Marsh Meadows either on the grass area or in designated parking bays
- xiv. No fires including BBQs, flame throwers
- xv. No landing, tethering, lift off of hot air balloons
- xvi. No activities which in the opinion of the Parks Service are likely to cause damage to the grass; any damage to the grass will be made good by the Council and charged to the event holder, in the first instance from the deposit.
- xvii. All activities including removal and clean up to be concluded by dusk (Dusk will normally 8pm unless extended by special agreement with the Council)

### Sponsored Events

Sponsored events are events which have occurred on Mill/Marsh Meadows for some time and the Council currently view as part of the summer community programme for Henley. The Council will from time to time review its sponsored events. The Council reserves the right to withdraw its support for sponsored events at any time in which case the specific rules / exceptions will no longer apply. Sponsored events count towards the annual limit of 6 events.

Sponsored events (September 2006) – Specific Rules see Appendix 1

- Round Table May Day and Lions Duck Derby
- Come Together Festival
- Devizes to Westminster Canoe Race

### Time scale

All event organisers are advised to submit requests for permission at least 4 months in advance of the event. Approvals will generally be dealt with on a first come first serve basis. Bookings will not be taken more than 1 year in advance.

*Appendix I*

### ***Sponsored Events – Specific Rules / Exceptions to General Rules***

#### *Round Table May Day and Lions Duck Derby*

- a. Limited activities may take place on Mill Meadows which have occurred there previously, are difficult to re-locate and quiet, low key and small child focused; not serving food / drink*

#### *Come Together Festival*

- a. Saturday night activities may continue to until 11pm (subject to any licensing constraints)*

#### *Devises to Westminster Canoe Race*

- a. The Town Clerk may waive the deposit (due to the very limited scale of the event)*
- b. The responsibility for litter will be limited to the area around the check point tent (area to be determined by Parks Service)*

28 September 2006