



# Public Document Pack

## Melksham Town Council

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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,  
FLSCC

To: Councillor G Cooke (Chair)  
Councillor C Forgacs (Vice-Chair)  
Councillor G Ellis  
Councillor C Goodhind  
Councillor C Houghton  
Councillor J Hubbard  
Councillor J Oatley  
Councillor T Price

28 November 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Asset Management and Amenities Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 5th December 2022** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC  
Town Clerk and RFO

**Melksham Town Council**  
**Asset Management and Amenities Committee**

**Monday 5 December 2022**  
**At 7.00 pm at the Town Hall**

**Public Participation** – To receive questions from members of the public.

*In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.*

Virtual Meeting Access

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86096062782?pwd=ZjdqZUpiU1RSVTNVWFdCL3N5eVMwZz09>

**Meeting ID:** 860 9606 2782      **Passcode:** 181629

**Participants will be directly let in the meeting by clicking on the above link. There is no waiting room.**

**AGENDA**

**4. King George V Park Pavilion Consultation (Pages 1 - 8)**

To receive the results of the Pavilion Consultation and to consider the next steps in conjunction with the Briefing Paper prepared by NVB Architects (see attached).



## MELKSHAM PAVILION PROJECT

Consultation output and briefing paper

for

Melksham Town Council

Dec 2022

# Contents

## Introduction

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Background	3
------------	---

## Consultation

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Engagement	4
Consultation	5
Consultation response	6

## Briefing

---

Potential brief	7
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## Next steps

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Design development	8
Public consultation (RIBA Stage 2)	8

# Introduction

## Background

This report has been prepared to formally collate the output from a community consultation exercise that the Town Council has been undertaking for the past few months (Summer 2022) in connection with the long term use of the pavilion at the King George Vth (KGV) Playing fields.

NVB Architects were appointed by the Council in Jan 2022 to facilitate the consultation exercise. NVB Landscape and NVB Architects have knowledge of the site having already prepared an outline "masterplan" for the playing fields and assisted the Council in procuring the Splash Pad and securing planning approval for the replacement of the maintenance building adjacent to the pavilion.

## Engagement

In order to fully understand the building, location and local community need, NVB undertook an engagement session with key stakeholders that generated a “value tree” of key considerations. (See below)

This identified some key elements that the group felt should be considered in the developing design for the pavilion alterations.

Key Objectives		Primary Functions	Secondary Functions
Safe Place	50	Meeting Rooms	<ul style="list-style-type: none"> <li>For community meetings</li> <li>Lack East of Melksham</li> <li>Lack of capacity locally</li> </ul>
Landscape / Setting		Provide suitable safe community space / anonymous place	<ul style="list-style-type: none"> <li>Community PCSO meet-up / drop-in</li> <li>For counsellors</li> <li>For sexual health advice</li> <li>MOTV8: 11-18 year old</li> <li>For counillors</li> <li>Yoga - Quiet, mat storage / not a cold floor</li> <li>Mesay Church - Sunday School / crafts</li> <li>Stimming World</li> <li>Breast feeding workshops</li> <li>Birthday parties</li> </ul>
		Sports Pavilion	<ul style="list-style-type: none"> <li>To support events on park</li> <li>Control base for large events at park</li> <li>Dog training</li> <li>First aid / missing children / control base</li> </ul>
		Attraction	<ul style="list-style-type: none"> <li>Pop-up food (Not to compete with Scoff@Avonside, but another night)</li> <li>Eat in / verandah</li> <li>Lunch for office / factory workers</li> <li>Breakfast / coffee for parents after school drop-off</li> <li>Drinks for parents / kids after pick-up - Drink / snack whilst play</li> <li>Glass of wine</li> <li>For teenagers</li> <li>For elderly &amp; young children - To go for a walk / circuit with access to wcs / drink after</li> <li>For gym users</li> </ul>
Provide spaces that enable excellent teaching.	50	All Year Round Usage	<ul style="list-style-type: none"> <li>Managed well</li> <li>Cost effective</li> <li>Well maintained</li> <li>Affordable</li> <li>Well promoted programme</li> <li>Continuous development / engagement with the public</li> <li>Booking space online</li> <li>Open from 5am</li> <li>Social media presence</li> </ul>
Building		Flexibility of Use	<ul style="list-style-type: none"> <li>Lots of user groups</li> <li>Provides / covers many uses</li> <li>Cradle to grave</li> <li>Staff training (DBS)</li> <li>Education</li> <li>A facility that is usable for many - parent, youth worker, my Dad, canoe, mosque</li> <li>A hub for the park community, full of life!</li> <li>Wc's accessible at all times (n1bu07?)</li> <li>Kitchen that's usable by community??</li> <li>Children's activities / parties</li> <li>Multi-use eg presentation capacity</li> <li>School &amp; community liaison include as use of MUGA?</li> <li>Table tennis / small indoor sports / carpet bowls?</li> <li>Events base</li> <li>1st aid?</li> </ul>
		Allotment Servicing the Café	<ul style="list-style-type: none"> <li>Café group use</li> <li>Good coffee / decent food = good café! Known for...</li> </ul>
Total	100		
		Building Design	<ul style="list-style-type: none"> <li>Attractive building (inside &amp; out)</li> <li>Green credentials (powered by renewables)</li> <li>Own parking spaces - Ensure users can park to enable them to use the building / Parking at certain times</li> <li>Safety for the users (CCTV / security)</li> <li>WiFi (good)</li> <li>Big enough to make the most use - (Configuration to work best for most activities)</li> <li>Adaptable / Flexibility of use for internal space</li> <li>Attractive</li> <li>External sales area so indoor could be doing something different?</li> <li>Draws people to KGV</li> <li>Bright, welcoming, friendly</li> <li>Loved &amp; Used by the wide community</li> <li>Supporting park facilities</li> <li>Investment in a quality refurbishment</li> <li>Fully utilised for all who use the park / community</li> <li>Kerb appeal</li> <li>Bike park? (as in lock it up)</li> <li>Disabled access</li> <li>Different types / size of spaces</li> <li>Table / chair storage</li> </ul>

# Consultation

Following the engagement process, consultation boards were prepared to solicit feedback from the wider community both at physical exhibitions and online via the Council's website.

The boards highlighted some the key outputs from the engagement and illustrated some design strategies for the development of the pavilion in terms of physical spaces and types of use.

## Background

### Welcome

Thank you for taking the time to contribute to this public consultation exercise. This is the start of the journey to re-designing this pavilion as a community facility.

Following on from the creation of the splash-pad next door and the various improvements to the Park, the Council are keen to explore all the possible uses for the building to give our professional team a clear brief as they embark on the design process.

### So far...

So far the Council has engaged with some of the key stakeholders that use the park, including some councillors, the Primary School and the Wildlife Youth Centre Club and this has generated some really useful responses, some of which are shared separately.

On the following panels we have illustrated some of these ideas, but we are looking forward to your thoughts on what elements would be of greatest benefit to the Town.

### Feedback

We have provided a brief 'tick box' questionnaire and we would be delighted to hear from you.

### Existing Plan



### Current Issues

- Building is in a very shabby condition and not visually appealing to the surrounding areas.
- Certain intended uses for building no longer valid.
- Building does not facilitate flexible use for multiple users at the same time.
- Building does not provide accessible changing facilities.
- Many rooms in the building are used for storage purposes only.
- Current layout does not allow for decent views out onto the park.
- The Council are already committed to providing new toilets in a separate building near the pavilion.

### Community Needs

- Potential improvements to layout in order to create a community facility following community engagement exercise.
- A flexible building layout to enable long openable hours without requiring entire building to be open.
- Flexible spaces to enable various different user groups.
- Private spaces for counselling and sexual health advice.
- Building to be able to support local events.
- Small Cafe with external access to support green space.
- Attractive building design to add to current environment.
- Provisions for bike parking and accessibility.



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ROOK LANE

## Possible Arrangement Options

### Internal amendments

The sketch plans below show some options for internal amendments that might meet the needs identified by the original stakeholder group. None of these are 'preferred' at this stage.

Some are more dramatic than others in terms of internal re-arrangements and the only elements common to all, is the retention of the 'Black room' which serves the splash-pad and the principle of no extensions to the current building.

### Blue arrangement



- Provides three car parks.
- Using the original space whilst not requiring the building.
- Large water area at the rear of the building.
- To provide a large open space for the splash pad.
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### Green arrangement



- Using the original space whilst not requiring the building.
- Large water area at the rear of the building.
- To provide a large open space for the splash pad.
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### Yellow arrangement



- Using the original space whilst not requiring the building.
- Large water area at the rear of the building.
- To provide a large open space for the splash pad.
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## Feedback

Thank you for taking the time to attend this exhibition. We are keen to hear your views on the proposals, both positive and negative.

### Community Pavilion

On a scale of 1 - 5, with 1 meaning you strongly disagree to 5 meaning you strongly agree, please could you rate the following statements:

- A I think it is critical that the pavilion is owned and controlled by the Council for the Town.
- A I think the pavilion should be open for as much of the year as possible.
- A I think the pavilion should be available for me to hire.
- A I think it is vitally important that the building is an environmentally sustainable as possible.

P.T.O.

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## Feedback Cont.

The following 'ingredients' were mentioned by our initial stakeholder group. Please could you give your 'top 5' (This list is in no particular order).

### Please check

- ☐ Provide a 'changing places' facility
- ☐ Create a commercial cafe
- ☐ Provide large spaces available to hire
- ☐ Ensure kitchen facilities are available for hire
- ☐ Improve the external appearance of the building
- ☐ Provide spaces that support events at the park
- ☐ Create a space for health outreach
- ☐ Ensure the building is well maintained
- ☐ Ensure the building is environmentally sustainable
- ☐ Create a food/drink outlet that can be accessed independently of main building
- ☐ Ensure large spaces are as flexible as possible
- ☐ Provide a local meeting space
- ☐ Provide storage for car groups
- ☐ Provide more car parking
- ☐ Provide secure cycle storage

### Other thoughts...

Do you have any other ideas or thoughts that you think should be considered?

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## Design thoughts

### Potential key considerations

- 1 Rearrangement of Southern facade with glazed entrance in line with existing walls to provide more natural lighting inside, a more inviting frontage, and better security provided by using timber doors.
- 2 The main internal space places a focus on flexibility of use with the ability to split the space with partitioning for when multiple users are needed.
- 3 Meeting room accessible directly from the splash pad adjacent to provide flexibility of use whenever needed by the community.
- 4 Cafe able to be used as a stand-alone from the rest of the building. Also to serve the outdoor park without the need to open the main section of the building. Supported by an adjacent kitchen.
- 5 Provision of externally accessed Changing Places facility to improve accessibility needs in the area.



Aerial sketch view



Elevation to park

### Next steps

As noted, this is the start of the design journey and we are keen to hear your views.

Please complete the feedback form provided as these will be used to define the needs of the community. This information will be able to be made available online on the Council's website.

We will then be able to give clear instruction to our design team who will develop a proposal that will be the subject of the next consultation, before any decision is made to proceed with any works.

We look forward to hearing from you.

- 1 Community
- 2 Commercial
- 3 Changing Places
- 4 Cafe
- 5 Meeting room
- 6 Outdoor space
- 7 Storage
- 8 Cycle storage
- 9 Car parking
- 10 Security
- 11 Accessibility
- 12 Environmental
- 13 Flexible
- 14 Affordable
- 15 Attractive
- 16 Sustainable
- 17 Inclusive
- 18 Safe
- 19 Healthy
- 20 Wellbeing

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Feedback forms

Presentation boards

# Consultation response

The Council have gathered and collated the responses from the consultation and the key elements can be summarised as follows:

Create a simple food and drink facility / Cafe that can be accessed independently from the main building.

The building should support events at the park

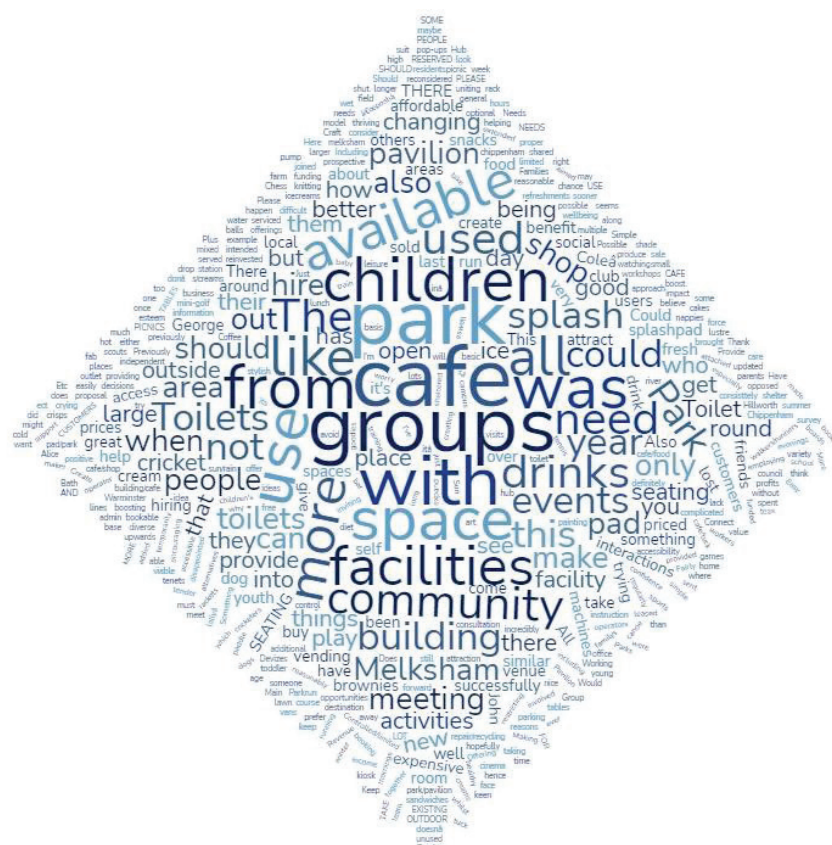
The facility should be open / available throughout the year.

Provide toilets for users of the park and splash-pad

Create a space that can be hired

Above all, the respondents and the original engagement group both highlighted the desire to create a destination for the Town and users of the park that should be open as much as possible.

Although the number of respondents is a little disappointing, the themes are reasonably consistent and these have been used to formulate an outline brief.



## Melksham Pavilion Survey Results 2022

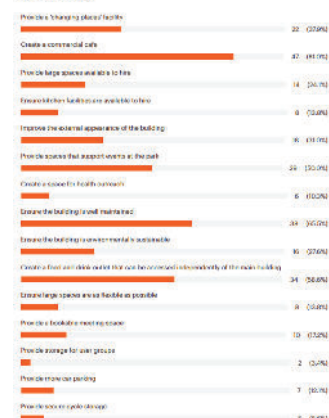
A public consultation was carried out by NWB between 25 August and 30 September 2022 on the Pavilion in King George V Playing Field.

There were display boards at the Campus, the Pavilion and the Town Hall, with paper surveys. A corresponding online survey was created through Malchimp and the consultation was promoted through Melksham News and facebook.

There were 57 responses – 48 online, 9 on paper.

### Question 1 has 57 answers (Checkboxes)

"Please pick your 'top 5' ingredients for the pavilion from the list below"



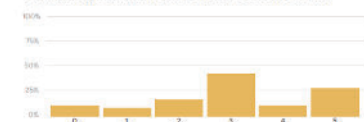
### Question 2 has 57 answers (Range) Avg rating: 4.7

"I think the pavilion should be open for as much of the year as possible."



### Question 3 has 55 answers (Range) Avg rating: 3.0

"I think the pavilion should be available for me to hire."



CAFE to include:	
Drinks	7
Snacks	6
Reasonable prices	4
Seating for cafe only	3
Lunch/sandwiches	2
Ice cream	2
Vending machine out of hours	2
Open regularly and consistently	1
Cafe	1
Open all year	1
Provide jobs for teenagers	1
Farm shop	1
Shop for nappies, sunscreen etc	1

TOILETS needed	
All year	2
Accessible from outside	2
Splashpad only	1
Changing facilities	1
Control toilet access	1
Activities	
Community bookings (for income & community)	5
Craft workshops	1
Facepainting	1
Coffee mornings for care homes	1
Youth workers/ groups	1
Drop in recycling/repair shop	1

Other	
Shade/shelter from rain	2
Mini golf	1
Lawn games	1
Car parking	1
Bike rack	1
Paddle-board hire	1
Support events in the park	1
No dogs where kids play	1
Admin office for park	1

Process	
Keep it simple/ uncomplicated	2
Don't try to do too much	2
Update look of the pavilion	2
Consult with prospective operators	1
Leave it to operator	1
Offer cafe out to tender	1
Sell the pavilion to be a cafe	1
Joined up Programme of events etc in all buildings in the Park	1

Look at examples of:	
John Coles Park, Chippenham	2
Hillworth Park, Devizes	1
Warminster	1
Alice Park	1
New Cricket Club in Melksham - group hires	1
Melksham Station Cafe - events	1



# Briefing

## Potential brief

A potential brief for the works to the pavilion could include:

### **Internal**

- Main hall
- Toilets to serve cafe and hall
- Accessible wc
- Storage
- Simple cafe / food and drink outlet
- Kitchen
- Staff welfare facilities for cafe
- Plant for splash pad
- Meeting room

### **External**

- External covered area
- Fully accessible to all areas

## **Main Hall**

It is clear from the consultation responses that this space will be key to the success of the whole building. The following should be considered in the design:

### **Use**

The space should be suitable for a variety of uses in terms of lighting, acoustics, finishes and FF&E.

### **Flexibility**

Consideration should be given to providing moveable walls to sub-divide the space.

### **Adjacencies**

The main space should maintain access to the key ancillary spaces (Wc, storage and catering) in every configuration / use.

### **Access**

The main space should be autonomous and remain accessible/available for use at all times without disrupting or reliance on catering provision. Separate secure access will enable maximum flexible use of the space.

These key considerations will maximise the opportunity to create a space that could be used by the whole community. Maximising flexible use will give the building the best chance of being used throughout the year in support of the community and events at the park.

# Next steps

## Design development

The engagement and consultation has established an outline brief and some aspirations for the building with some design options being illustrated on the presentation boards.

The next stage will be to use this information to establish a preferred design option (RIBA Stage 2). The stage will explore the other technical aspects of the design and the likely costs in broad terms. The preferred option will then be the subject of another public consultation.

## Public consultation (RIBA Stage 2)

It is evident that despite the Council's efforts, the consultation in connection with this first stage has had less responses than we had hoped. However the responses that have been received are extremely useful.

Hopefully, a public consultation with a firm design option with detail of how the facility will be run and funded will trigger a greater response overall.