



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

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

To: Councillor T Price (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Aves
Councillor G Cooke
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor J Hubbard
Councillor J Oatley

29 May 2023

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 June 2023** 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 June 2023
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:

Please follow the joining instructions below for the virtual Zoom meeting

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktgajFzOHhtdz09>

Join Zoom Meeting

Meeting ID: 836 6987 6198 **Passcode:** 481965

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

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Minutes (Pages 1 - 6)

To approve the Minutes of the Asset Management and Amenities Committee meeting held on 11 April 2023.

4. King George V Park (Pages 7 - 8)

To receive a report from the Amenities Manager regarding ongoing works in King George V Park.

4.1 KGV Lighting

To note the following update.

A Variation Order has been received from the successful tender. The project is still over budget.

4.2 KGV Maintenance Building

To note the following update.

Repair & Demolition Report prepared. Awaiting final Bat Survey, which is expected by August.

4.3 KGV Fencing

Members to resolve on taking the project forward. Installation and budget agreed but not yet signed off.

4.4 ECO Loos

To note the following update.

Self-locking timers purchased and installed, but not yet invoiced. Timers set to be open 7am-7pm.

4.5 Shambles Festival

The Festival took place on Saturday 20th May 2023. Head of Operations will give a verbal report.

5. Good News Church - Lease of Former Art House Cafe

To note the following update.

A two year lease has been prepared and is ready for signing by all parties.

6. Town Hall as a Wedding & Civil Partnership venue

To note a verbal update from Head of Operations.

7. Awdry Avenue Play Area (Pages 9 - 12)

To consider the motion of Councillor Price (see attached).

No budget has been set for projects such as this.

8. Goal posts for Foresters Park (Pages 13 - 16)

To consider the motion of Councillor Price (see attached).

No budget has been set for projects such as this.

9. Resurfacing of Hazelwood Court

Councillor Price is requesting the committee has a discussion on the resurfacing of Hazelwood Court.

No budget has been set for projects such as this.

10. Public Owned Assets in and around the Town Hall (Pages 17 - 28)

To consider the motion of Councillor Ellis (attached)

11. Confidential Session

Members are requested to discuss the following in Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings. In view of the sensitive nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

11.1 Work Stream and Priorities

Members have been issued with two Private and Confidential documents which are to be discussed and priorities are to be settled on for the coming work stream outlined. Consideration can be given to outsource some of the projects to enable completion if this option was felt suitable.
For Decision.

DRAFT MINUTES

DRAFT MINUTES

Meeting ID	666
Committee	Asset Management and Amenities Committee
Date	11/04/2023
Attendees	Councillor Gary Cooke (Chair) Councillor Claire Forgacs (Vice-Chair) Councillor Graham Ellis (Committee Member) Councillor Colin Goodhind (Committee Member) Councillor Carl Houghton (Committee Member) Councillor Jon Hubbard (Committee Member) Councillor Jack Oatley (Committee Member) Councillor Tom Price (Committee Member) Linda Roberts (Officer) Hugh Davies (Officer) Miriam Zaccarelli (Officer) Media & Wiltshire Councillors Restricted (Notify) All Councillors Reserved (Monitor) Councillor Phil Alford (Guest) Councillor Sue Mortimer (Guest) Councillor Pat Aves (Guest) Councillor Saffi Rabey (Guest)

Item ID	5551
Item Title	Apologies
Summary	Apologies were received from Councillors Houghton Oatley, Councillor Houghton was substituted by Councillor Rabey.

Item ID	5552
Item Title	Declarations of Interest
Summary	There were no declarations of interest.

Item ID	5553
Item Title	Minutes
Summary	<p>The Town Clerk advised that the minute agenda item showed the date of the minutes incorrectly, 6/3/2023, the agenda should have stated 6/2/2023.</p> <p>The minutes of the Asset Management and Amenities Committee meeting held on 6 February 2023, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Cooke.</p>

Item ID	5550
Item Title	Eco Loos - Presentation by Piers Dibben - Healthmatic
Summary	<p>Piers Dibben of Healthmatic was present to give members an update on the installation of the Eco Loos.</p> <p>Piers advised that they were zero composting toilets and would be the first of this type to be installed in the UK adding that Healthmatic were extremely grateful for the opportunity to use Melksham as a showcase. To reflect the gratitude a 50% discount has been offered to make the project work for the Town Council and Healthmatic.</p> <p>The Eco loos are wooden, fire resistant, up to a point (Piers agreed to check this point for length of time). They are comprised of a galvanised steel frame, with astro cladding on the inside; they are composting toilets developed in France and built to enable a number of uses per day.</p> <p>The installation date was confirmed as 28 April 2023.</p> <p>It was RESOLVED to suspend Standing Orders to allow Ian Cardy to address the Committee.</p> <p>Mr Cardy asked how often the toilets needed emptying and is this a cost that will have to be met by the Town Council. Piers replied every two weeks, however Piers advised that Healthmatic would be actively managing the toilet for some considerable time in the future.</p> <p>Standing Orders were reinstated.</p> <p>Councillor Hubbard stated this was the first he had heard about an emptying charge and thought it was a composting toilet which did not need emptying. Councillor Hubbard reminded members that the council had been let down so many times over the installation and council was now learning there would be an ongoing cost for emptying. Councillor Hubbard asked how long Healthmatic would be managing the emptying and what is the likely cost of emptying the toilets when it becomes the council's responsibility? Councillor Hubbard asked if there were any other maintenance costs, accepting that there may be some from vandalism and fair wear and tear.</p> <p>Piers explained that Healthmatic will manage the emptying but an exact cost was unknown.</p>
Item ID	5554
Item Title	Eco Loos - Report of the Head of Operations

Summary	<p>The report from the Head of Operations was noted.</p> <p>Members considered the merits of charging 20-50p for using the Eco Toilets. In answer to a question from Councillor Hubbard it was confirmed that to install charging units in both toilets the cost would be £1200 per unit adding that installation retrospectively would be more.</p> <p>Councillor Hubbard stated that charging people to use toilets does not stop people setting up camp in them overnight; Councillor Price added his concerns that charging might discourage use by the people the town council are trying to provide the service for and they should be free.</p> <p>Members then considered locking the units on a timer.</p> <p>It was proposed by Councillor Hubbard seconded by Councillor Goodhind and</p> <p>UNANIMOUSLY RESOLVED that Healthmatic procure on the Council's behalf two time lock units, at cost no more than £600.00 per unit.</p>
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Item ID	9643
Item Title	Shambles Festival
Summary	<p>The Chair, Councillor Cook requested that the agenda item on the Shambles Festival be discussed next as James Wilkins the organiser of the Shambles was present.</p> <p>The Shambles Festival would take place at King George V park on Saturday 20th May. The Head of Operations requested volunteer support from members at the event which could be done on a rota basis.</p> <p>Councillors Ellis, Forgacs, Hubbard, Price and Rabey agreed to go on the rota which would commence at 12 noon.</p>

Item ID	9642
Item Title	Sensory Garden - Tender Specification
Summary	The specification was noted.

Item ID	9655
Item Title	Review of Sensory garden Tender Document
Summary	There was a wide-ranging discussion on aspects of the plan.

	<p>It was proposed by Councillor Hubbard, seconded by Councillor Aves, and</p> <p>UNANIMOUSLY RESOLVED to request Expressions of Interest in year one for an initial concept design including examples of what could be added, with the possibility of a contract in year two for such additional works. Year One budget of up to £25000, as previously agreed by Council.</p>
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Item ID	9644
Item Title	Good News Church - Lease of Former Art House Cafe
Summary	<p>It was proposed by Councillor Hubbard, seconded by Councillor Price, and</p> <p>RESOLVED to approve a new lease at a rate of £500 per month including taxes.</p>

Item ID	9646
Item Title	KGV Lighting - Returned Tenders
Summary	<p>Discussion of item 10 on the agenda was brought forward.</p> <p>It was proposed by Councillor Cooke, seconded by Councillor Price, and</p> <p>RESOLVED that Councillor Hubbard, Councillor Rabbi and Councillor Price be appointed to the tender Review Working Group with a meeting on Monday 17 April 2023.</p>

Item ID	9656
Item Title	1870 KGV Lighting Tender comparison names removed
Summary	

Item ID	9648
Item Title	KGV Maintenance Building
Summary	<p>Discussion of item 12 on the agenda was brought forward. Standing Orders were suspended to allow Ian Cardy to address the meeting.</p> <p>Standing Orders were reinstated.</p> <p>It was proposed by Councillor Price, seconded by Councillor Hubbard, and</p> <p>UNANIMOUSLY RESOLVED to proceed with the demolition of the maintenance shed, subject to the Town Clerk referring to the Bat Conservation Trust website for clarification of the law.</p>

Item ID	9645
Item Title	Town Hall as a Wedding.Civil Partnership venue
Summary	<p>It was proposed by Councillor Cooke, seconded by Councillor , and</p> <p>RESOLVED the matter be deferred to the next meeting on Monday 5 June 2023.</p>

Item ID	9647
Item Title	Health & Safety - Appointment of Councillor/Officer Working Group
Summary	<p>It was proposed by Councillor Cooke, seconded by Councillor Hubbard, and</p> <p>UNANIMOUSLY RESOLVED to appoint Councililor Cooke, Councillor Ellis and Councillor Forgacs to the Health & Safety Working Group.</p>

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MELKSHAM TOWN COUNCIL

MEETING OF THE Asset Management & Amenities COMMITTEE

05/ June/ 2023

King George V Park updates

Report of the Head of Operations

1. KGV lighting project.

The variation order was issued to consider creating routes through the park and subsequently reducing the amount of columns but the budget is currently still exceeded. Councillors need to consider next steps in the light of these developments. There are some mitigations that could address this issue. Whatever decision is made, the power supply for events needs to be considered as we have removed the cables from the maintenance shed and the meter is being moved on 3rd July into the green GRP kiosk.

2. KGV Maintenance building.

The Refurbishment and Demolition (R & D) report has been completed which is a legal requirement before any work can be done. There is one last bat report is to be completed in August and then hopefully we can commence and conclude the demolition of this derelict unit.

3. KGV fencing.

The KGV fencing deposit has been signed off and work should be commencing shortly to secure the park, dog area and replace rotten knee rail.

4. Eco loos.

These have now been installed, soft launched and final handover with OEM's will be week commencing 5th June.

5. Shambles Festival

The Festival largely went without a hitch, was very well planned and was very well received.

6. Cricketers Café

Trading has been well received with customers enjoying and appreciating the quality of the product on offer from the temporary set up from the Gazebos outside. Plans are afoot to develop the inside of the Pavilion with investment from both parties to create a permanent operation that will last year round.

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MELKSHAM TOWN COUNCIL

Notice of Motion to Asset and Amenities 25/05/23

Title of the Motion for inclusion in the agenda:

Awdrey Avenue play area

What is the purpose of the motion?

To invest up to £50,000 in replacing all equipment and designing a new park for the forest ward.

Please provide details and background of the current situation:

We currently have an extremely run down park with 2 baby swings and nothing else. The forest community centre is the heart of the community and since football has returned back into the field it has become a park with a very high footfall. There is no play area for families to enjoy. A park could also support the community centre with more footfall.

Are there likely to be any financial implications? If so, provide rough estimates:

Up to £50,000

Does this issue link with Melksham Town Council policies and core values?

Are there any obvious risks?

Very little but possible chance for potential anti-social behaviour and littering. As with any park

Could there be any criminal and/or anti-social disorder implications

General antisocial behaviour and littering

Are there any environmental concerns which should be considered?

Very little when digging up the ground but we can use responsibly sourced material to combat this

Are there any safeguarding concerns to consider?

None, the park is very open with multiple exits

Does the motion impact/support any previous decisions of council?

Please summarise any specific recommendations you have in relation to next steps.

To put together a rough spec of what we want in this park with a budget of £50,000

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Motion proposed by

Councillor:____**Price**_____

Dated:__25.5.23_____

Seconded proposed by

Councillor Oatley

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MELKSHAM TOWN COUNCIL

Notice of Motion to Asset and Amenities 25/05/23

Title of the Motion for inclusion in the agenda:

Foresters park road goal posts

What is the purpose of the motion?

To remove the existing football goal post as it is in poor condition and replace it with a new post and a second one the other side of the field to help utilise the area better.

Please provide details and background of the current situation:

There is currently an old, worn, solitary goal post which provides little utilisation. An investment in a new and second goal post will give an opportunity for local children and families to use the park more and encourage more group play.

Are there likely to be any financial implications? If so, provide rough estimates:

Awaiting costings. Projected costs will be available at the Asset and Amenities committee meeting.

Does this issue link with Melksham Town Council policies and core values?

Are there any obvious risks?

Very little but possible chance for potential anti-social behaviour and littering. As with any park

Could there be any criminal and/or anti-social disorder implications

General antisocial behaviour and littering

Are there any environmental concerns which should be considered?

Very little when digging up the ground to install the goal post

Are there any safeguarding concerns to consider?

None, the park is very open with multiple exits

Does the motion impact/support any previous decisions of council?

Please summarise any specific recommendations you have in relation to next steps.

To approve the investment into 2 new goal posts and the removal of an old one.

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Motion proposed by

Councillor:____**Price**_____

Dated:__25.5.23_____

Seconded proposed by

Councillor Crundell

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MELKSHAM TOWN COUNCIL
MEETING OF THE Assets and Amenities COMMITTEE

5/ June / 2023

Public Owned Assets in and around the Town Hall

Proposed by: Councillor Graham Ellis

Seconded by: Councillor Colin Goodhind

Dated: 29th May 2023

1. Purpose of the motion

I request that we take an urgent, visionary joined-up look to the future of publicly owned assets in and around the Town Hall and Assembly Hall with a view to setting a strategy for Melksham Town Council assets and the amenities they provide for the next ten years. I further request that we then follow that vision before potential opportunities are lost.

2. Background (Including previous resolution/s made and date/s if applicable)

We are here as a Town Council to provide services (directly or indirectly) for the enrichment of our community now and into the future out of a communal funding pot predominantly funded by the Council Tax precept. Those services require infrastructure and staff to support them, of which we also provide or assist with the provision.

Planning for this provision is often long term, and our Visioning Day in the summer of 2021 should have helped set the strategy so that longer term plans are reflected in shorter term decisions.

3. Current Situation

We have a number of potential risks and opportunities at present, relating to the future of the infrastructure of Melksham House, The Blue Pool, The Assembly Hall, and the Town Hall. We also have a number of desires or requirements on the service provision by the Town Council, such as council offices, a council chamber and meeting rooms, a community venue, a museum, parking, and a maintenance depot for our parks and gardens team.

**** On town Aspirations or requirements**

1. Offices for Town Council Staff

2. Public reception desk for the Town Council

3. An events venue to meet current needs, and as appropriate, those identified by the needs analysis survey of last November and December

4. A Council chamber or equivalent for Town Council meetings

5. A Museum for Melksham

6. A maintenance shed / depot for our amenities team

7. Parking for staff and visitors

There may be other requirements within our community that can also be usefully included, such as the Melksham Independent News, The Good News Church and Wiltshire Council's SEMH department / centre. This list is not exclusive - there may be other opportunities

** On existing buildings

1. The Town Hall

2. The Assembly Hall

3. The Cheese Store

4. The Blue Pool (*)

5. Melksham House (*)

6. The Old Fire Station

7. 31 Market Place

* - Also in public ownership / not necessarily Town Council

Question from resident Howard Jones to full council on 22nd May

Howard asked us whether we would consider his proposal at the next appropriate committee meeting and the mayor promised him and all other public questioners a written response. In view of time being of the essence, I am putting his proposal to the Assets and Amenities Committee on 5th June 2023.

Note - this committee is not scheduled to meet again after 5th June for another 9 weeks after than date, and if anything is referred at that point to full council it would not reach them on current schedule until 25th September.

Howard's proposal was circulated in print to all present on 22nd May, and is attached, and is online at <http://melksham.town/Blue>. As a councillor I believe it merits further immediate consideration with a view to its adoption as our vision for our town centre assets. In summary:

* Town Council take on the old Blue Pool building which becomes the new maintenance depot, (pool area), museum (Gym area) and Assembly Hall reception area. Also Town Council's "front desk" for public enquiries

* Assembly Hall Bar area improved and expanded

* Water tanks removed from Cheese Store

* Restore the caretaker's flat

* Town Hall to remain as is, as our iconic offices and council chamber

* Current tenants of the Art House Cafe and 31, Market Place to be unaffected

* Melksham House to be available to SEMH rather than the Town Council entering into any form of bidding war to purchase it.

4. What financial implications are there?

1. There are many questions to be answered (starting with Howard's FOI) and our officers tell us they are overloaded at present. On jobs as routine as fixing leaks in the Assembly Hall we hear "I think numerous roofers have looked at it, got sick of the messing about and heel dragging and some quite rightly now don't want to waste their precious time looking again when it hasn't come to anything" - not sure how true that is, but working within the council structure can be frustrating

2. Funding streams for both museum and event venue / Assembly Hall are limited to a town / parish council - far more so than to other organisations

3. There is a pool of people happy to volunteer / help (one or two with running the thing at the Friends of Melksham Assembly Hall if and when that can be harnessed.

4. The Assembly Hall working group has been struggling. Meetings in members' diaries have not been called, accounting information has been limited, and recommendations with regard fees for this year were "anecdotal" which for a business turning over around £130,000 per annum concerns me. The group's rules of engagement have been bounced back several times, and perhaps it's time to reset.

5. If implemented, the council will no longer need to spend higher figures on the purchase, hire or building of new facilities such as a maintenance shed in the park, at Bowerhill or elsewhere or elsewhere on the Melksham House property.

Suggestion - taking a leaf out of organisation in towns such as Frome and Devizes, move to a structure such as a CIC (Community Interest Company) for the museum and Assembly Hall, relieving council officers of the pressures, and accessing new funding streams and volunteer helpers.

5. How does the motion link to Town Council policies and core values?

The proposal will provide excellent facilities to meet the core objectives of the council to meet the need assessment of last December, the provision of an efficient maintenance shed, a future set of assets and amenities that can be sustained making use of current infrastructure within the town and with the environmental including climate and biodiversity consideration.

6. What risks are there? (Provide a risk assessment)

- The risk of us doing nothing - progressive degradation of the Assembly Hall and officers' time that's not available being called on
- The risk of losing an opportunity with the Blue Pool then having to spend a lot of money elsewhere
- Further risk assessment will be provided within the next phase prior to any further decisions at full councillor

7. What crime and disorder implications are there?

- Removal of the wall between the Blue Pool and Melksham Campus (dating from outdoor swimming pool days) would remove dark corners and opportunities for antisocial behaviour;
- Provision of a less cramped reception area and one which covers multiple disparate facilities allows for more efficient crowd control.

8. What environmental and biodiversity considerations are there?

Depending on works needed, the works would be environmentally considerate - for example any reroof could be open to solar panel roof which would also cut the energy running costs of all the buildings.

9. What safeguarding concerns are there?

- no new issues?

10. Motion

It is resolved that the council staff with volunteer assistance from members of the Assembly Hall Working Group and friends of the Assembly Hall bring a researched proposal to full council prior to any irreversible actions or decisions on the public domain properties.

11. Does the motion impact/ support any previous decisions of council?

It impacts the decision on 28th March to offer not less than £2.1 million for Melksham House now that we are aware that Wiltshire Council's SEMH decision of February to place their SEMH as the favoured bidder has come to light.

It supports the outcome of the needs assessment consultation of last December in the provision for our electorate.

It supports the decision to demolish rather than replace the maintenance shed

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

This item has not been discussed by the council within the last six months.

13. Please summarise any specific recommendations you have in relation to next steps

The next step is to fill in the overview outline for full council.

We should set up a team (AHWG, FoMAH) to progress this with time likely to be of the essence. It is anticipated that most of the activity will be by volunteers (councillors and community) at this stage rather than adding significantly to staff loading.

We should approach Wiltshire Council to ask about their willingness to discuss the transfer of the Blue Pool to the Town Council and for us to gain access for our overview team and experts to survey the works involved.

V 1.0 GE

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion:

Date/s of relevant resolutions:

(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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The Acquisition of Melksham Blue Pool for the Purpose of Combining it with the Melksham Assembly Hall

Wiltshire Council, in their planning application for the building of Melksham Campus, plan to demolish the Blue Pool building, infill the pool, and sell the land for private ownership.

However, there remains an open question as to who actually owns the land where the Blue Pool resides. This needs to be resolved before a full decision as to the next step.

HISTORY

Melksham and Urban District Council bought the land from Avon Indian Rubber Co in 1959 for use as a swimming pool. It then opened under the operation of MUDC.

In 1984, West Wiltshire District Council built the leisure centre in Trowbridge, but the Castle Place site was owned by Norwich Union Group and the property was then leased for 25 years for the sports centre.

In 1988, WWDC ran several advertisements in various newspapers announcing: "Indoor pools at Warminster, Westbury, Bradford-on-Avon, and this summer the new blue pool opening in Melksham." Renovations had been made by WWDC to the Blue Pool; however, the grand opening had been delayed due to a number of failures.

From these reports, it is apparent that WWDC paid for the renovation and/or building of Wiltshire leisure centres. But it is not clear if the Melksham Blue Pool land was actually purchased or leased from MUDC, or, if, in the 1970s, there was simply an asset transfer.

PROPOSAL TO ACQUIRE BLUE POOL

Would it be practical for Melksham Town Council to obtain the Blue Pool and combine it with the Assembly Hall for a vast improvement, at a sensible cost? This could be either by an asset transfer from Wiltshire Council, or claiming its rightful ownership.

Wiltshire Council would not incur the added and costly expense of demolishing the building and removing the large water tanks that are currently within the Assembly

Hall. In view of this cost savings, they might be persuaded to accept an asset transfer agreement or peppercorn purchase price.

COMBINE THE BLUE POOL AND ASSEMBLY HALL

The building of the Blue Pool could then be incorporated into the Assembly Hall to offer several benefits such as:

- A new public entrance with reception desk and reception area
- An easier entrance point into the main hall that does not conflict with the flow of people as it does in the existing Assembly Hall Bar area (this would be achieved by opening a hole in the wall to the right of the entrance)
- Repurposing the existing Blue Pool men's locker room to make male, female and accessible toilets, which would be larger than the existing ones in the Assembly Hall
- Removing the women's locker room and storage area to create a large space that, when combined with the gym, can house a museum that includes an exhibition space and lecture area
- Infilling the pool area could add parking spaces that would be dedicated to the Assembly Hall and relieve the parking at Melksham Campus and provide parking for Melksham Town Council purposes

STAFFING

Staffing for this would solve an existing issue.

The area behind the reception desk in the Blue Pool is an office of ample size for staff. Hire a full-time person to work as Office Manager, Monday through Friday, 9-5. The responsibilities would include:

- Greeting the public in person and on the phone for the purpose of buying event tickets, booking an event, answering general questions, etc
- Managing the Assembly Hall accounts
- Arranging staff hours and volunteers for events and bar
- Co-ordinating working group meetings and taking minutes
- Overseeing advertising and marketing

As this method would isolate the Assembly Hall as its own entity, this would free up work responsibilities of managers

currently feeling overworked, with this person reporting to and working directly under the Town Clerk.

The Assembly Hall would benefit from having museum volunteers who could, in turn cover for this officer's lunch breaks, etc. Likewise, the reverse.



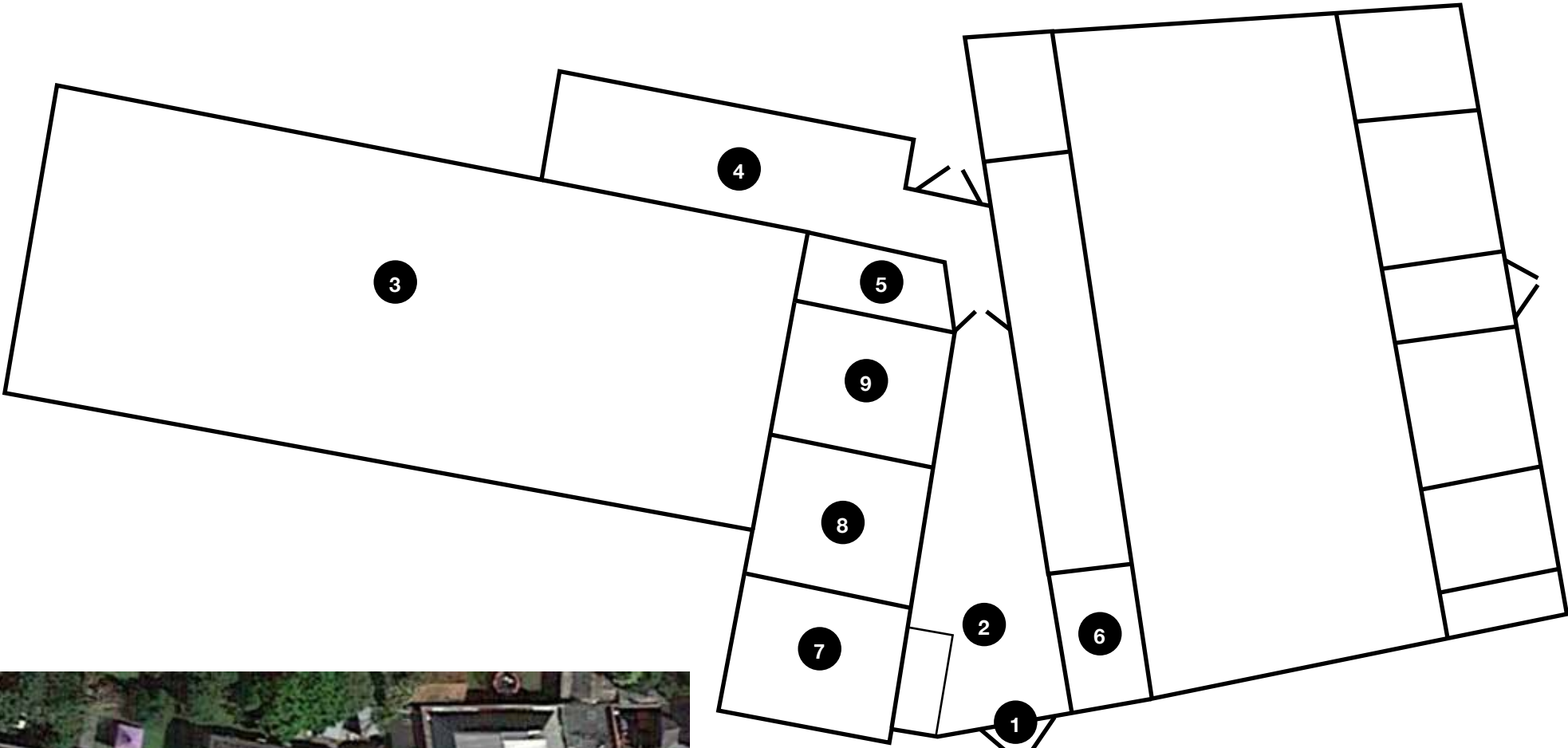
This document can be found at:
<http://Melksham.Town/BluePool>

Proposed by:
Howard Jones
jones.howard289@gmail.com

Researched by:
Lisa Ellis
lisa@sn12.net

EXISTING: Blue Pool (numbered areas) and Assembly Hall

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- 1 Blue Pool Entrance
- 2 Reception
- 3 Swimming Pool
- 4 Gym
- 5 Storage
- 6 Water Tanks
- 7 Staff Office
- 8 Mens Locker
- 9 Womens Locker

1 FRONT ENTRANCE



2 RECEPTION AREA



3 SWIMMING POOL



Blue Pool as it existed
when still operating

4 GYM AREA

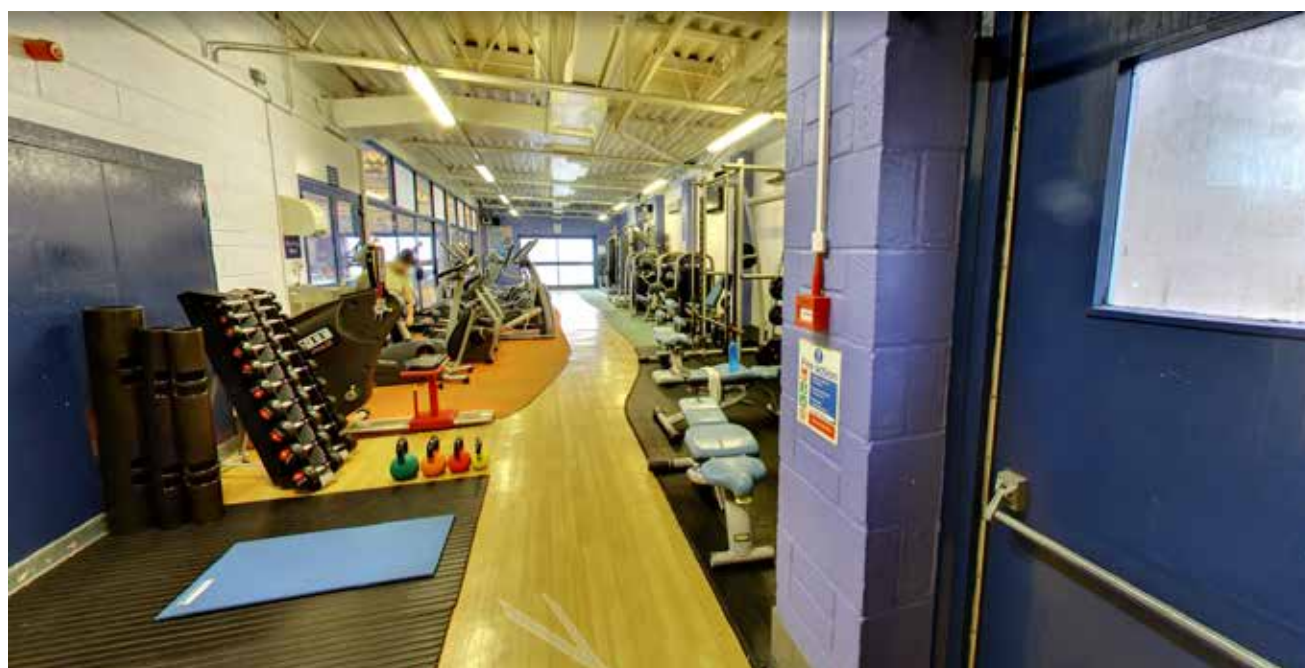


This view is facing the entrance door of the gym, down small hallway on the left. Behind the blue doors is **storage**.

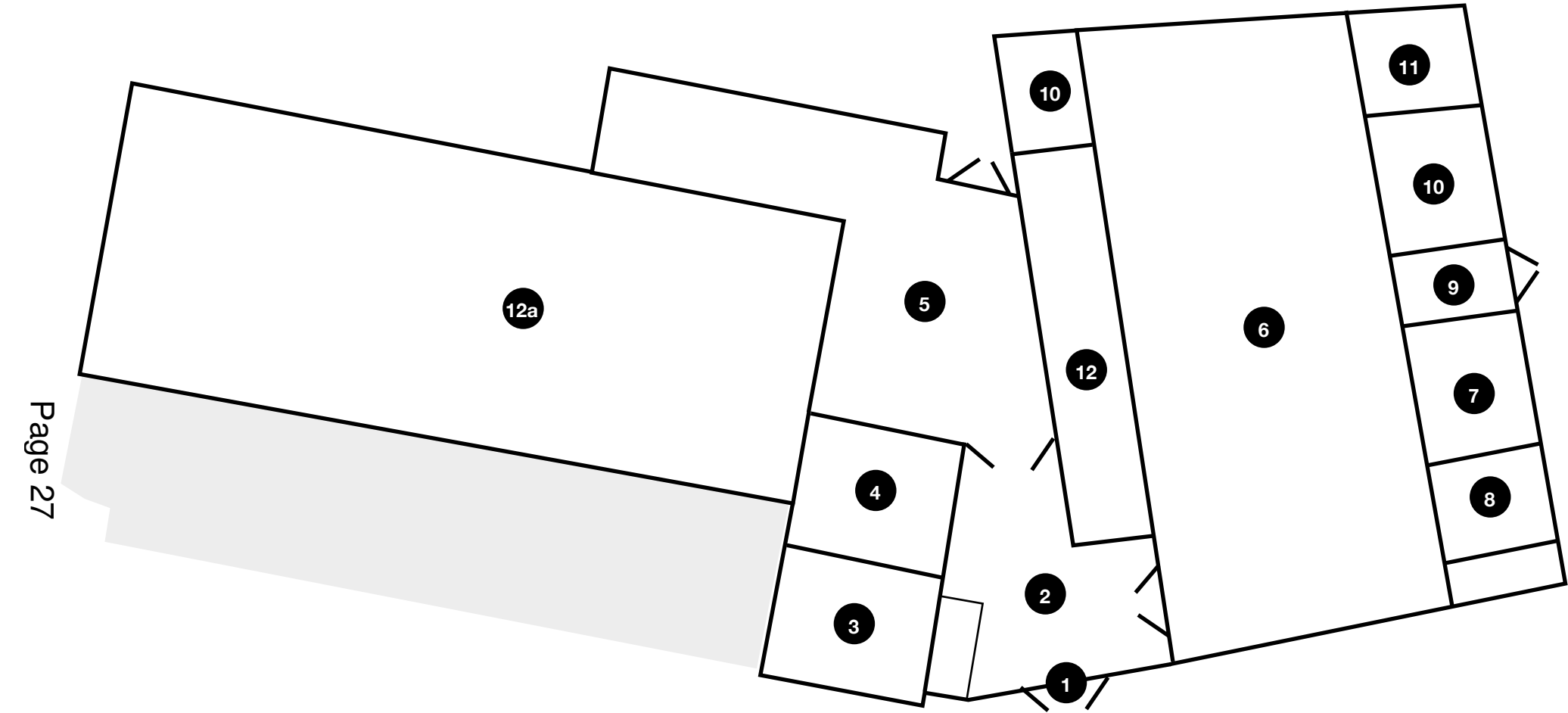
5

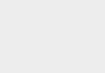















View down the hallway looking toward front entrance doors



PROPOSED: Revised Assembly Hall plus Museum



- | | | | |
|--|--|--|---|
|  Dedicated car parking for Assembly Hall |  1 New Main Entrance |  5 Museum |  9 Emergency Exit/Staff Entrance |
| |  2 Reception |  6 Assembly Hall (existing) |  10 Storage |
|  12a Storage |  3 Staff Office |  7 Lounge (existing) |  11 Dressing Rooms (existing) |
| |  4 M/F/Universal Loos |  8 Bar (existing) |  12 Kitchen/storage (existing) |

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