



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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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

31 July 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 7th August 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 7 August 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

Virtual Meeting Access

Please follow the joining instructions below for the virtual Zoom meeting:

Insert Link

Meeting ID: Insert code

Passcode: Insert Code

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

Email: towncouncil@melksham-tc.gov.uk **Web:** www.melksham-tc.gov.uk
Facebook: facebook.com/melksham.town

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 5 June 2023.

4. King George V Park

4.1 Shambles Festival (Pages 7 - 80)

To consider application to hold Shambles Festival in KGV in 2024. Application and Head of Ops report attached.
For decision.

4.2 Dog Agility Area

KGV Dog Agility Area will be completed summer 2023.

4.3 KGV Maintenance Shed (Pages 81 - 110)

Update on demolition of KGV Maintenance Shed.

5. Report of Head of Operations. (Pages 111 - 112)

To receive the report of Head of Operations.

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Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 5th June 2023

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

IN ATTENDANCE: There were eleven members of the public and one member of the present.

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

PUBLIC PARTICIPATION:

Paul Weymouth. Expressed his opinion that the current plan for lighting in KGV is not the way to go and is overly expensive. For wildlife, a better option is constant low level lighting, rather than lighting that comes on and off. Suggested Festoon Lighting. The Chair thanked Mr Weymouth and said his points would be considered when the agenda item is discussed.

Judith Gradwell. Talked about the benefits of the allotment for climate change, biodiversity and cost of living crisis. She mentioned the problem of water supply. She drew the committee attention to the points she has raised last August. She requested that the Council consider chipping woody waste that cannot be composted and provide the chippings to allotment users. The Chair advised that a written reply would be provided.

Ian Cardy. Allotments are not being used properly and in some cases, not used at all. He asked how many acres of land the allotments cover and how many people have had their leases revoked in the last year for not using their allotments.

Terri Welch. Asks the council to strongly consider the proposal at item 10, Public Owned Assets in and around the Town Hall. Believes the community would support the council if it adopted the plan.

Paul Carter. Speaking as Chair of Melksham & District Historical Association. Wished to make the council aware that the association is currently running a consultation on public interest for a Melksham Museum and they may come back asking for council support.

Ian Cardy. Expressed his opinion that the current plan for lights in the KGV is environmentally unfriendly with limited benefits.

Howard Jones. Asked how a facility, especially under management from a Community Interest Company, or equivalent, would attract new users, volunteers and financial opportunities not open to a parish council. The Chair advised Mr Johnson that an answer was not available at this time and could he bear with us.

Paul Seemayer. Expressed his admiration for the Assembly Hall and his support for the proposal at item 10 and highlight some of the benefits such as improved parking and storage.

Lisa Ellis. Talked about, and gave examples of, the history of Melksham and the interest generated by the small museum set up in her home. She felt the people of the town had much to be proud of in its history and that taking forward the proposal in item 10 would be a benefit to this history and tourism in Melksham.

Joe McCann. Asked what is the current budget for lighting in the KGV and what the variation will add to the bill. Head of Operations advised that the budget was £60000, now £63000 with a contingency of £5000. Joe then commented on the installation of solar lighting in Melksham East, comparing the number installed and the cost against the number and cost in the proposal for KGV.

165/23 Apologies

No apologies were received.

166/23 Declarations of Interest

There were no declarations of interest.

167/23 Minutes

Councillor Hubbard asked that it be recorded that a guarantee was secured from Piers Dibben of Healthmatic that no charges would ever be made to the Council for emptying the toilets.

Subject to above the minutes of 11 April 2023 having previously been circulated, were approved as a correct record and signed by The Chair, Councillor Price.

168/23 Shambles Festival

It was proposed by Councillor Price, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to advance this item up the agenda.

A verbal report was received from Head of Operations that the event went well, finished on time and received only one complaint. Several Councillors echoed the sentiment. Councillor Mortimer provided some context for the complaint, advising that the complainant lives next door to a house that is currently being renovated and the

weekend is his respite from the noise. She also stated that some people in Church Walk and Sandridge Road would have appreciated advance notice.

Standing orders were suspended to allow the event organiser, James Wilkins, to speak. He thanked the Council for its support and felt that the event had gone well, He gave special thanks to Hugh Davies and Councillor Goodhind. He advised that the permitted noise limit at nearest residential property was 75db and the maximum recorded at the event was 50db. He also stated that notification had been given to Lowbourn residents. Councillor Crundell stated that any lessons for future events were for the Council to worry about, not the organiser. Councillor Goodhind advised that Wiltshire Council would be happy to send an officer to advise on noise levels for future events.

It was proposed by Councillor Hubbard, seconded by Councillor Crundell and

UNANIMOUSLY RESOLVED to give a Vote of Thanks to James Wilkins for delivering this event for the community.

169/23 Public Owned Assets in and around the Town Hall

It was proposed by Councillor Price, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to advance this item up the agenda.

Councillor Ellis went over his proposal and advised that Wiltshire Council are willing to open a constructive dialog on the future ownership of the Blue Pool site with the Town Council.

The following matters were discussed:

- The appropriate forum to take this matter forward and the involvement of outside groups. Some felt that this was such a big issue that it should be dealt with by Full Council. Some felt more appropriate for a smaller group to do the initial work.
- The possibility of the site being used as an open-air lido.
- The possibility of involving The Town Hall and former Art Café in the project
- The costs and financing of the project
- Amendment would be required to the Assembly Hall Working Group Terms of Reference which will need approval of Full Council
- Arrange a site visit of the Blue Pool
- Request FoMAH to come up with proposals, and note this is not the council's only route
- the Assembly Hall Terms of reference do not cover the redevelopment of the Assembly Hall, this would mean a radical change to those terms of reference
- Full Council should determine who is best to work on the project

It was proposed by Councillor Ellis, seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED that the town council register its interest in the Blue Pool site with Wiltshire Council, establish a timeline and find out whether any potential procurement would be pre or post demolition, enquire about access to the site from the Campus end of the site.

That the Assembly Hall Working Group Terms of reference are amended at the next Full Council meeting which will enable input from volunteers in the community on potential proposals for the site which will include the Town Hall, 31 Market Place and the Art House Cafe.

That the Friends of Melksham Assembly Hall are asked to come up with proposals.

That the matter be referred to Full Council to decide on the remit of the working group.

170/23 King George V Park

171/23 KGV Lighting

There was a full and frank discussion with some members wishing to explore alternatives to the current plans and others feeling there had been sufficient discussion and the project needed to be advanced.

Standing Orders were suspended to allow Paul Weymouth to address the committee. He expressed his view that the current plans should not be proceeded with.

It was proposed by Councillor Price, seconded by Councillor Crundell and

RESOLVED by a vote of 4 in favour, 1 against and 3 abstentions that the project proceed with funding of £8000 from the Major Project Reserve, with a working budget of £3000 and £5000 contingency reserve, with the reserve to fall back into the Major Project Reserve if not used.

Councillor Goodhind asked that his vote against the proposal be recorded.

172/23 KGV Maintenance Building

R&D Report submitted to the three potential contractors bidding for the contract. There will be one more Bat Survey and The Town Clerk is preparing a section 80 demolition notice to be registered with Wiltshire Council. Subject to the Bat Survey, ready to go and hoped to be completed before the Food & River Festival. Wiltshire Council to cover half the costs, including Bat Survey.

173/23 KGV Fencing

The KGV fencing deposit has been signed off. There is an additional deposit for the knee railing. Work should be commencing shortly to secure the park, dog area and replace rotten knee rail.

173/23.1 ECO Loos

These have now been installed, soft launched and final handover this week. Usage has been high, saving approximately 6000l of water. Head of Operations noted that the situation has not been without problems due to underestimate of usage.

Councillor Goodhind expressed concerns about the departure of the installation from original expectations. Head of Operations advised there had been a site visit from Healthmatic today and he would report back on the way forward. Councillor Hubbard expressed his view that no additional costs should be allowed.

Standing Orders were suspended to allow the public to address the meeting.

Joe McCann asked how much power the Eco -Loos used and, with the ecological effects in mind, how often they were emptied. Head of Operations confirmed it was a 12 volt system, collections would need to be more frequent than anticipated and Healthmatic used electric vehicles He would report back on power usage.

Paul Weymouth expressed his concerns on the process.

174/23 Good News Church - Lease of Former Art House Cafe

Members were advised that the Good News Church would be signing a new 2 year lease on Wednesday. Councillor Crundell asked if a two year lease was appropriate, in view of the earlier discussions on redevelopment. The Town Clerk advised the lease included 6 month break clauses.

175/23 Town Hall as a Wedding & Civil Partnership venue

Head of Operations advised that there had been no progress on this as yet.

176/23 Awdry Avenue Play Area

Broad support for the proposal was expressed and the question of funding was discussed.

Councillor Hubbard suggested extending the motion to include appointing an outside consultant to report on a plan for all play areas in the town.

Councillor Crundell suggested the Amenities Team be asked for their input.

Councillor Goodhind asked that the safety aspect be considered. The Town Clerk confirmed that play areas are inspected yearly and the Amenities Team visit weekly.

Councillor Ellis asked for confirmation that the question of what items were installed would come back to the committee. Councillor Price and The Town Council confirmed it would be a tender process and the matter would come back to committee.

Councillor Mortimer raised the question of inclusivity. The Town Clerk confirmed that all new installations must comply with DDA and include elements of inclusivity.

It was proposed by Councillor Price, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to set aside £50000 from Major Projects to fund the project, with up to £5000 allocated to the consultant's report.

177/23 Goal posts for Foresters Park

Councillor Price advised that the projected cost for removal of the existing goalpost and installing 2 complete goalposts was £1610 + VAT.

It was proposed by Councillor Price, seconded by Councillor Crundell and

UNANIMOUSLY RESOLVED to take the project forward, to be funded from the Major Project Reserve.

178/23 Resurfacing of Hazelwood Court

Councillor Price noted that Councillor Hubbard has been working on a similar proposal. At Councillor Price's request the item was deferred pending the report in 176/23.

179/23 Confidential Session

179/23.1 Work Stream and Priorities

This item was deferred to the next Asset Management and Amenities meeting on 7 August 2023. The item will not be in confidential session.

Meeting Closed at: 9.25 pm

Signed:

Dated: 7 August 2023



| Event Management Plan

Version	2.0
Date Reviewed	28/07/2023
Reviewed By	James Wilkins

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This Plan

Shambles Festival

This plan is the current draft of the Event Safety Management Plan (ESMP) for Shambles Festival 2024.

Purpose

The key objective of the ESMP is to provide regulatory authorities, stakeholders and relevant parties with a single source of information. It will follow a clear framework of how operations, contingencies and emergency situations will be handled and will focus on health and safety. It is a document that gives an overview of the entire event.

The ESMP will provide information on all aspects of Health and Safety management, including an overview of event operational management, staffing, crowd management, emergency and contingency plans.

Change

This document is a working document and is subject to change throughout the lifespan of the event.

Event Overview

Event Organiser Details

Event Organiser Name	James Wilkins
Organisation	James Wilkins Events
Contact Telephone Number	07784 428201
Email Address	shamblesfestival@gmail.com
Name of Event	Shambles Festival
Location of Event	Shambles Festival is due to take place in the grounds of King George V Playing Fields, Melksham SN12 7ED
Date of Event	The event is planned to take place on Saturday 1st June 2024.

Type of Event

Shambles Festival is a single-day music and cultural event to feature diverse, regulated entertainment combining live music and DJ sets. The event will host 2 stages, 1 catering units and 1 bar serving alcoholic beverages.

The primary goal of Shambles Festival is to create an inclusive community event that showcases local arts, culture and talent with a keen focus on music.

Capacity

Access to the event is strictly by ticket only and is limited to 450 ticket holders plus 50 staff, guests, artists and contractors. The site will not exceed more than 499 persons at any point.

Site Plan

A plan of the event site is shown in Appendix 2.

Audience Profile

Attendees

The expected audience profile for the event is mixed range but predominantly mid-20's to mid-30's, with an approximate 50:50 male to female ratio.

Tickets

Sale of tickets will be monitored and terms and conditions as set out by the event organisers are published on the event website.

- All public entering the festival will need to provide a valid barcoded ticket with proof of age and name where necessary.
- There will be strict ID checks both on the public entrance and festival bar.
- Accepted ID includes passports, photographic driving licenses and PASS hologram proof of age card.
- Any person under the age of 18 will be refused entry to the event.
- All public ticket holders and staff will receive a wristband upon entry.

Access Statement

The organisers of the event shall make it enjoyable and welcoming for all ticket holders. Not only do we all carry a duty under the Equalities Act 2010 but have a moral duty to make the site as accessible as possible to any ticket holders who are deaf or have a disability.

Entry Refusal

The organisers reserve the right to refuse entry to the event to any member of the public if they reasonably believe the terms and conditions of the event are going to be or have been breached.

Event Personnel

Personnel Policy

Set out below are the operational roles and responsibilities for the key members of the Shambles Festival management team. In the event of an incident a Gold/Silver/Bronze system will be implemented with the following outline:

Gold – Event Production Company Director, working on site overseeing the event at a strategic level.

Silver – Event Operations and Manager and Production Manager liaising with appropriate local authorities and emergency services where appropriate.

Bronze – Head of Security

Incident Response

Information about how incidents will be handled and operational decisions made is given in the section on Incident Procedure

Responsibilities

Event Director – James Wilkins

- Overall responsibility for planning and management of the event in respect of all production, licensing and event content.
- Oversee the appointment of suitably competent contractors.
- Ensure sufficient resources are made available for the safe presentation of the event.
- Oversee arrangements with contractors/exhibitors and restaurants.
- Ensure information regarding planning of the event is made available to relevant parties and enforcing authorities.

- Oversee the creation of contingency and emergency plans as required.
- Develop the site plan.
- Assume overall responsibility for site operations, including the marking out of site, arrangement of exhibitors, stands, stage etc.
- Assist the Operations Manager to manage the activities of site crew and contractors.
- Liaise with the council representatives on issues relating to site activity.
- Produce a production and staffing schedule.
- Maintain safe working practices around the site.
- Ensure arrangements are in place for any cleansing or remedial work required to return the event site to its original condition.
- Enact contingency and emergency plans as required
- Ensure all appointed contractors are appropriately audited for suitability and legal compliance.
- Produce suitable event risk assessments.
- Take such actions as deemed necessary to ensure compliance with statutory Health and Safety duties.
- Maintain a record of incidents, accidents and so on.
- Ensure any incident or accident is appropriately reported, logged and investigated (including any reporting that may be required under RIDDOR)
- Act as the principal point of contact for external agencies during the planning stages of the event.
- Meet emergency services on arrival to site in the event of an incident and carry appropriate information at all times
- Assume overall responsibility for site operations, including the marking out of site, arrangement of exhibitors, stands, stage etc.

Operations Manager – Tom Keen

- Act as the Head of Operations, including assuming overall control alongside the Production Manager if the Event Director is absent from site at any time.
- Assist in the planning and running of the operational elements of the event.
- To assist the Event Director and management team with issues relating to the Health and Safety of contractors, employees and the public.
- Attend any meetings and briefings relating to event safety management.
- Conducting safety monitoring inspections prior to, during and after the event, including obtaining Sign-off and Completion Certificates where appropriate.
- Assist development of suitable contingency and emergency plans.
- Take such actions as deemed necessary to ensure compliance with statutory Health and Safety duties.
- Ensure all contractors work in a safe manner in conjunction with submitted risk assessments, method statements and legislative requirements.
- Liaise with all contractors.
- Assist in monitoring site security.
- Report any incidents, defects etc to the Event Director / Production Manager.

Production Manager – Gavin Mence

- Work with the Event Director and Operations Manager to fulfil the operations role.
- Assist in the planning and running of the operational elements of the event.
- Manage all elements of exhibitor activity pre show and onsite during show.

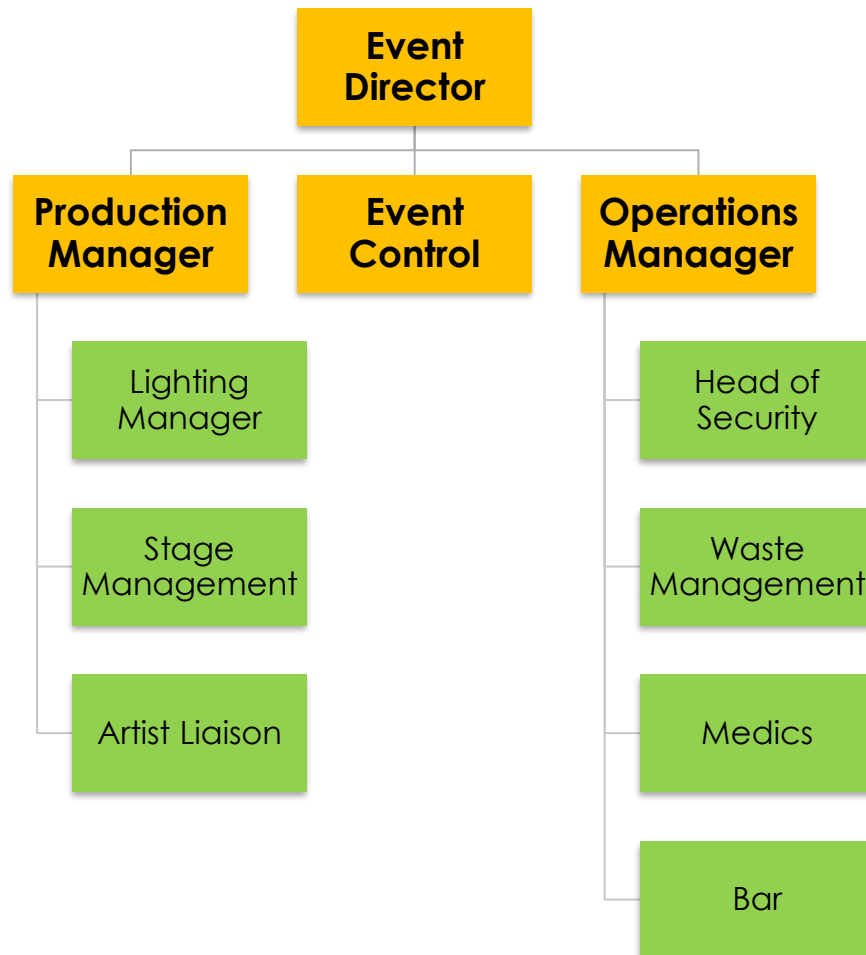
- Maintain strategic overview of visitor experience (e.g. signage, directional, furniture, etc).
- Liaise with and direct all production (e.g. Audio/ Visual) contractors.

Head of Security – Antoni Pearce (Orbital Facilities)

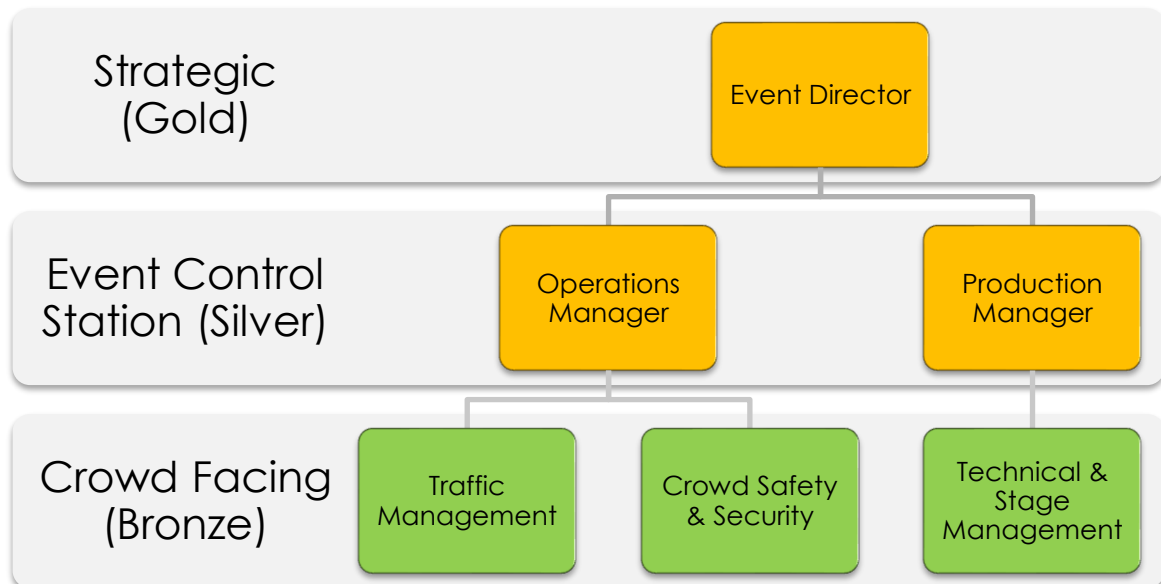
Steward and security personnel will be provided by Orbital Facilities Ltd. The 24hr radio controller will be provided by Orbital Facilities throughout the duration of the event. The duties of the Head of Security are as follows:

- Assist in the development of an overall crowd safety plan (including the deployment of personnel, location of fencing, barriers and other infrastructure) to the satisfaction of event stakeholders, the Police and Local Authority.
- Ensure that suitably competent (and where applicable SIA registered) staff are deployed to carry out the Crowd Management plan.
- Act as the principal point of contact for the Operations Manager/Enforcing Authorities.
- Ensure any issues or incidents arising from or reported to stewards and security personnel are communicated to the Event Control room or the Operations Manager for action.
- Devise and carry out such briefings as may be required to ensure staff carry out public safety duties (as set out below).
- Ensure stewards provide a competent and professional service to visitors and participants.
- Monitor public safety and provide feedback to the Head of Operations /Operations Team relating to activities on the site.
- To assist in carrying out agreed emergency procedures.

Organizational Structure



Major Incident Management Structure



Event Control

- The Event Control Station will act as a hub for the event.
- All appropriate personnel will be issued radios that have sufficient capacity to cover the entire event area.
- Event Control will also contain a mobile phone. This will act as the emergency contact number which will be disseminated to emergency services, core personnel and the licensing authority in case of emergencies. The number will also be issued to local residents as a community liaison contact number in order to respond to any complaints directly and efficiently.
- Event Control will monitor the Event Control and Organisers channels.
- The Event Control Station will be made available as a forward command post in the event of a major incident for use by emergency services.
- Event Control will be permanently staffed by security. Space will be available for the local authority and police should they wish to attend.

Emergency Services and the Local Authority

- The Organiser will not rely on the Police, Fire, or Ambulance Services to provide any operational input to the normal running of the event. Requirements for the management of medical, fire, and public safety will be met by the private contractors already noted in this plan.
- The emergency services will of course retain their normal statutory duties, and may take overall control of the operations of such contractors in the event of a Major Incident or similar. In such circumstances, the Organisers will place any available site resources at the disposal of the senior Emergency Service commander.
- There will be space allocated in the control station for representatives of emergency services and the local authority throughout the event.

Safety Planning and Management

Safe Planning Introduction

- Safety plans for Shambles 2024 are split into three phases: Pre-production, Build/Break and Public Open Phase. Each phase requires its own distinct arrangements, and these are outlined below.
- James Wilkins Events and its suppliers recognise the requirements as defined in the CDM Regulations 2015.
- All aspects of operational management and safety policies have been written in conjunction with CDM 2015.
- As a building site the Production Manager will be responsible for site safety in the absence of the Operations Manager.

Pre-Production Phase

James Wilkins Events recognises its responsibility to protect the health, safety and welfare of its employees, sub-contractors and members of the public attending the event, through providing a safe working environment and safe systems of work.

The health and safety of employees, participants and the public is of paramount importance and it is the policy of the Organisers to engineer a positive approach towards Health and Safety during the planning and operational phases.

Safety planning carried out during the pre-production phase includes:

- Preparing this Event Safety Management Plan.
- Development of overall event Risk Assessments
- Development of contingency and emergency plans.
- Site design, including plans for access, egress and emergency routes.
- Appointment of suitable contractors.
- Collation of health and safety documentation.

Build & Break Phase

The build phase for Shambles Festival 2024 will commence on Thursday 30th May and will continue until the site is ready for opening on Saturday 1st June. The breakdown phase will commence immediately after closure of the event and will be completed by 1800hrs on Sunday 2nd June.

During the build and breakdown phases, the Site Manager and Operations Manager will assume direct responsibility for enforcing safe working practices on-site.

Upon completion of technical elements such as site power, temporary structures and so on, a competent person will be required to produce a Completion Certificate stating that the installation has been properly carried out, and is compliant with relevant regulation.

The final elements of the Build Phase will include:

- Establishment of Event Control Station
- Briefings for stewards.
- Tests of communications systems.
- Stocking of supplies for vendors and bar areas.
- A full survey of the event site prior to admitting patrons.

A build, show and breakdown schedule can be found in APPENDIX D at the end of this document.

Event Phase

- The Event Director, Operations Manager and Production Manager will be available on-site daily from 0900hrs.
- In the absence of the senior management team site management will be turned over to a suitably competent manager.
- Senior management will be available for mobile communications throughout the event and will operate a shift system should the shift manager supplied by Orbital Facilities Security require additional support.
- A site and staff audit will be conducted prior to opening the event in order to establish that medical, administration, welfare, sanitary, and crowd management facilities are functional. Such checks will include free access and egress routes, absence of trip hazards, structural integrity, and so on.
- All vehicles will be removed from publicly accessible areas of the site no later than one hour prior to public opening (with the exception of essential litter and toilet cleansing vehicles etc).
- On completion of the show opening procedure the Event Director will determine that the event should be made open to the public.
- Throughout the public opening period of the arena either the EventsDirector will remain on-site.
- Communications between all event personnel will be by mobile radio handset.
- As the arena closes each evening security and stewarding personnel will complete a sweep of the arena to ensure all public have left the area.
- Orbital Facilities Ltd will maintain a security presence throughout the event at all access and egress points to the site.
- Orbital Facilities Ltd will ensure the general public follow the license restrictions placed on the site.
- At the end of the event on Saturday 1st June staff supplied by Orbital Facilities Ltd will complete a thorough site sweep ensuring no members of the general public remain on site prior to the

commencement of work for the breakdown. The Event Director will be responsible for declaring the site safe for work to commence.

Contractors

- Prior to commencing any work on site all contractors are required as a condition of contract to supply: a copy of company H&S policy (if they employ more than 5 people), copy of current public and employers liability insurance certificate, a copy of risk assessments and method statements relating to the on-site activities, and where relevant, structural calculations and evidence of training/competence.
- All contractors will be asked to submit the documents, which will be recorded and then filed into a database which the event director will have access to.
- Upon arrival at site, during the build period all contractors are required to undergo a basic safety induction that outlines the site rules and safe working practices to be adopted on site. This will be managed by the Operations Manager. Information is also given on emergency procedures, medical and welfare arrangements.

Temporary Demountable Structures

- The selection, installation and use of all temporary structures will be in accordance with the Institution of Structural Engineers' document Temporary Demountable Structures 2007 Third Edition. Where appropriate, structural calculations, wind performance characteristics, ground loadings, and other technical detail will be provided in advance.
- Each structure will be subject to inspection and sign-off by a competent representative of the structural supplier/contractor. This sign-off will confirm that the structure has been erected in accordance with the Manufacturer's instructions and that it is safe for its intended use.
- A severe weather/wind management plan has been developed to ensure that wind-susceptible structures do not present a risk to the public or others. The plan includes proportionate responses to the rising wind speed – ultimately resulting in the closure of a structure or, in extreme circumstances, cancellation of the event. This is available as a separate document.
- Where large temporary structures are used, there will remain the capacity to take wind speed measurements on-site during the event.

Crowd Management Plan

The site plan has been designed to ensure a safe and comfortable event for all. The layout of the site as a whole has been planned to take into account: venue size, crowd flow, and emergency access. Overall responsibility for provision of crowd safety and management plan is that of the Events Director and Operations Manager, assisted by Orbital Facilities Ltd.

- Crowd management plans will be in accordance with the guidance given in HSG 195 The Event Safety Guide and HSG 154 Managing Crowds Safely.
- A secure perimeter Heras fence shall be erected around the side of the event, prior to the start of the event, and will be regularly patrolled by security. Installation of the fence will commence on the Thursday and removal will commence on the Sunday.
- Any emergency exits in the fencing will be clearly sign posted at height to ensure visibility.
- Heras fencing and pedestrian fencing will be used as needed to prevent the public from accessing staff-only areas.
- All stewarding and security staff will be supplied by Orbital Facilities Ltd. Orbital Facilities Ltd will deploy competent stewards who have undertaken training appropriate for crowd safety management at outdoor events and, where necessary have obtained relevant qualifications/licence from the SIA.
- All stewards will be readily identifiable by uniform and those undertaking SIA designated duties will have the relevant SIA badge available for inspection.
- The term SECURITY is used to describe SIA registered personnel (from Door Supervisor level and above) assisting with safety and security on-site, including intervention and enforcement as necessary. The Security team fall into two categories: RESPONSE being out on the show ground available to deal with incidents and STATIC on gates etc.

- The terms STEWARD is used to describe non-SIA registered “customer service staff” providing the public with information on-site and assisting security personnel in non-intervention or enforcement tasks as required.

These roles are defined as outlined below:

- **Security (SIA Licensed)** Main Aim of Role:
 - To guard the event against: un-authorized access, outbreaks of disorder and protect property and goods from damage or theft.
 - Promote and protect public safety.
 - Assist with delivery of license conditions.
 - Where appropriate assist with the direction of traffic within the site.
 - Deal with allegations of criminal acts.
 - Provide accurate and timely information on any suspicious activity or breach of security to the event security manager.
 - Respond to incidents of public disorder.
 - Report H&S incidents, defects or hazardous conditions to the event security manager/supervisor.
 - Wear PPE if appropriate and ensure it is kept in good condition.
 - Have a good knowledge of the public facilities available at the venue.
 - Handle enquiries from customers and members of the public and direct them as appropriate. Making sure they have the correct ticket/badge/pass for the event.
 - Maintain a high standard of presentation commensurate with a uniformed customer-facing role.

- To have a full understanding of the venue emergency procedures and how to respond, should an emergency occur.
 - Have an understanding of fire awareness and what to do in an emergency (not all staff will be fire trained).
 - Inform Event Control of any incident.
 - Co-operate fully with the emergency services should an incident occur at the venue.
 - Monitor bottle necks within the show ground and deal with as instructed by the organizer.
 - Monitor alcohol consumption and respond accordingly, advising the organiser prior to any evictions.
- Stewards (non-SIA) Main Aim of Role:
 - To meet and greet the visitors and monitor any inappropriate activity with tickets – reporting anything suspicious to the security manager, the AES supervisor and organizers of the event.
 - To manage the queues.
 - Ticket tearing, invitation, pass check.
 - Have a good knowledge of the public facilities available at the venue.
 - Handle enquiries from customers and members of the public and direct them as appropriate. Making sure they have the correct ticket/badge/pass for the event.
 - Maintain a high standard of presentation, commensurate with a uniformed customer-facing role.
 - Co-operate fully with the emergency services should an incident occur at the venue.
 - Provide accurate and timely information on any suspicious activity or breach of security to his/her supervisor.

- Report H&S incidents, defects or hazardous conditions to his/her supervisor.
 - If as situation arises of a security, safety or conflict nature then the Supervisor (Door SIA Licensed) in charge of the Front of House team will respond and takeover.
- A full schedule of steward deployment will be available no later than 4 weeks prior to the event and may vary due to ticket sales and anticipated attendance.
- Event-specific briefings will be given to all security and stewarding personnel prior to the show admitting any audience members.
- Should any persons be ejected from the event for unacceptable behaviour or carrying of contraband items, the final decision for eviction will remain with the senior management team of the event.

Alcohol Policy

Whilst the event offers patrons a range of alcoholic drink for consumption, excessive alcohol consumption will not be tolerated by the Organisers. The following points show the initial policy that will be taken by the organisers with regards to the sale and consumption of alcohol at the event:

- No off sales of any sort is permitted on site.
- All drinks will be sold in marked cans/ cups showing the amount e.g. 125ml.
- All cans will be opened at point of sale.
- No alcohol will be sold to persons under the age of 18.
- Pre-entry checks by Stewards and Security will be carried out at the entrances to ensure that no person is intoxicated prior to entering the event arena.
- No persons believed to be under the influence will be served any more alcohol.
- Any persons posing as a potential threat or otherwise to members of the public, staff, exhibitors, etc will be removed from the event site by qualified security personnel.
- Stewards and security will be briefed to monitor crowd behaviour and identify any persons who appear to be intoxicated, and whose behaviour may cause offence or harm to other patrons.
- A "Challenge 25" policy will be adopted and ID checks will be performed at point of sale.
- Drinks will not be sold or served in glass vessels in any part of the site
- No alcohol other than that purchased on site will be permitted in the event arena.
- The Designated Personal License Holder will be present on-site throughout the event when alcohol is being supplied.
- There must be free potable water available on request by customers.



Drug Policy

Introduction

This document outlines the procedures and policies in place for Shambles Festival 2024.

James Wilkins Events, its suppliers and contractors are aware of the provisions of the "Misuse of Drugs Act 1971".

For the purpose of this policy a "Controlled Drug" will be defined as "any substance or product for the time being specified respectively in Part I, Part II or Part III of Schedule 2 of the Misuse of Drugs Act 1971 (as amended).

Reference to SIA members of Staff indicates a Security Industry Authority Front Line Door Supervisor Licensed Operative.

For purpose of legislation James Wilkins Events and its suppliers will be mostly concerned with Sections 4,5 and 8 of the Misuse of Drugs Act 1971 as detailed below.

Observation All staff are aware of the potential for the use and/or distribution of controlled substances at the events we work. All staff are to report any suspicious activity or signs of drug use directly to event control.

Staff are briefed to look for the following:

- Out of place agitation
- Erratic behaviour
- Persons under the influence
- Defensive or secretive body language
- Persons moving through crowds talking to many different groups
- Avoidance of security/authoritative staff
- Unnecessary over attire (i.e: Big Coats on a Hot Day etc.)

Deterrents

- Signage/information.
- All site and ticket terms and conditions will state a policy of zero tolerance to the possession, use, distribution, or sale of controlled substances.
- Advertising and ticketing conditions will also state the above.
- Overt Searching.
- Staff at entrances will be clearly visible and will be overtly searching attendees upon entry.
- Staff presence.
- Response teams and security staff will be clearly visible in all areas of the event during at all times.

Searching

Along with systemised searching upon entry, any person exhibiting the above traits will be asked to agree to a search of their person. Whilst staff do not have the right to forcibly search anybody, their refusal to be searched will lead to Security staff exercising their right to exclude them from the premises. In this case the individual(s) in question will be asked to leave the premises (See Eviction/Ejection Policy). Should there be grounds for reasonable belief that an individual may have the resource and intention of supply drugs to others they will be referred to the Police.

Discovery/ Seizure

Small Seizure (Deemed as Personal Use)

13 Upon the discovery of any controlled substance the substance will be seized and placed in a secure amnesty bin and the person will either be asked to leave or allowed to remain on the premises at the discretion of the Operations Manager. All instances of confiscation will be logged in the event control station log.

Large Seizure (assumed intent to supply)

Should a seizure be made of an amount deemed to be that in excess of "personal use" this matter will be referred to the Police. The individual(s) in question will be moved to the designated location with along with the seized items. During this process at least one member of SIA staff and a Manager/Supervisor will always be present. The Police will be called to site and all occurrences and timings logged in accordance with PACE with the control station.

Storage

The mobile control station houses a safe. Any controlled substances that are in the possession of the event organisers, contractors or staff will be logged by the head of the security and stored in the safe prior to collection by the police.

Welfare

Any member of the public who is deemed to be under the influence of drugs will have their welfare cared for appropriately. Should a person's welfare be under question they will be escorted to the control station welfare/medical area as appropriate. At no point will any person be ejected from site that is incapable of looking after their own welfare. (See Eviction/Ejection Policy).

Any person requiring medical intervention through the misuse of drugs will at first instance be referred to the best-suited medical provider. At least one member of SIA staff will remain with any person under the influence whilst being treated to ensure the safety of the medical staff. (This will be at the discretion of the senior medical staff member).

Staff/ Contractors

Any staff or contractors found to be in possession of, or using Drugs whilst on the premises will be dealt with in the same regard as a member of public.

Additional Information

The Misuse of Drugs Act 1971 – Sections 4,5 and 8

Section 4 - Restriction of production and supply of controlled drugs.

- (1) Subject to any regulations under section 7 of this Act for the time being in force, it shall not be lawful for a person—
 - a. to produce a controlled drug; or
 - b. to supply or offer to supply a controlled drug to another.
- (2) Subject to section 28 of this Act, it is an offence for a person—
 - a. to produce a controlled drug in contravention of subsection (1) above; or
 - b. to be concerned in the production of such a drug in contravention of that subsection by another.
- (3) Subject to section 28 of this Act, it is an offence for a person— 14
 - a. to supply or offer to supply a controlled drug to another in contravention of subsection (1) above; or
 - b. to be concerned in the supplying of such a drug to another in contravention of that subsection; or
 - c. to be concerned in the making to another in contravention of that subsection of an offer to supply such a drug.

Section 5 - Restriction of possession of controlled drugs.

- (1) Subject to any regulations under section 7 of this Act for the time being in force, it shall not be lawful for a person to have a controlled drug in his possession.
- (2) Subject to section 28 of this Act and to subsection (4) below, it is an offence for a person to have a controlled drug in his possession in contravention of subsection (1) above.
- (3) Subject to section 28 of this Act, it is an offence for a person to have a controlled drug in his possession, whether lawfully or not, with

intent to supply it to another in contravention of section 4(1) of this Act.

- (4) In any proceedings for an offence under subsection (2) above in which it is proved that the accused had a controlled drug in his possession, it shall be a defence for him to prove—
- a. that, knowing or suspecting it to be a controlled drug, he took possession of it for the purpose of preventing another from committing or continuing to commit an offence in connection with that drug and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to destroy the drug or to deliver it into the custody of a person lawfully entitled to take custody of it; or
 - b. that, knowing or suspecting it to be a controlled drug, he took possession of it for the purpose of delivering it into the custody of a person lawfully entitled to take custody of it and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to deliver it into the custody of such a person.

[F1(5) Subsection (4) above shall apply in the case of proceedings for an offence under section 19(1) of this Act consisting of an attempt to commit an offence under subsection (2) above as it applies in the case of proceedings for an offence under subsection (2), subject to the following modifications, that is to say—

- (a) for the references to the accused having in his possession, and to his taking possession of, a controlled drug there shall be substituted respectively references to his attempting to get, and to his attempting to take, possession of such a drug; and
 - (b) in paragraphs (a) and (b) the words from “and that as soon as possible” onwards shall be omitted.]
- (5) Nothing in subsection (4) [F2or (5)] above shall prejudice any defence which it is open to a person charged with an offence under this section to raise apart from that subsection.

Noise Management

Introduction

This Noise Management Plan has been produced to ensure that the entertainment at Shambles Festival runs smoothly for the benefit of those attending whilst ensuring unreasonable disturbance is not caused to local residents. The organisers of Shambles Festival are committed to:

- Working with all relevant agencies and the local community by minimising the impact of the event on the local community through a clear noise management plan.
- Ensuring that the noise management plan is carried out in accordance with the guidelines set out in The Noise Councils **Code of Practice on Environmental Noise Control at Concerts** (1995) and **The Purple Guide** 2015.
- Maintaining availability to discuss the nature and location of entertainment of the event at as early a stage as possible with the local authority, with the aim of promoting a successful and safe event that does not disturb residents.
- Preparing a Noise Management Risk Assessment. This can be found at the end of this document in **APPENDIX A**.

Planning & Production

When planning and producing the event the organisers will:

- Seek specialist advice and guidance from sound engineers contracted for the event.
- Consider local geography and its impact on sound.

Geographical Feature	Impact
Wind	Noise can be carried by the prevailing wind towards noise receptors. If the prevailing wind is away from the audience to the performers then the audience will have difficulty hearing the performers and the temptation is to turn up the volume. Noise receptors downwind will suffer as a result.
Water	Noise carries well across stretches of water such as rivers or lakes and this can cause noise problems.
Hills	Can provide useful noise barriers.
Trees	These do not provide an effective noise barrier so do not rely on them.
Nearby buildings	Noise may be reflected off nearby buildings and this may direct the sound in unexpected directions.

- Consider the area where the audience will be located and set up the sound system accordingly. This will ensure that loudspeakers are focused on the area where the audience will be, in order to reduce the over-spill into the surrounding area.
- Ensure that the loudspeaker system is installed early enough to enable alignment and orientation to be optimised to minimise noise disturbance.
- Ensure that the output of the sound system(s) should be suitable for the size of the event. As a general rule it should be calculated on the basis of 1KW per 100 people in the audience expected.
- Ensure that noise limiters/compressors are used where deemed necessary to set a maximum volume for the music. Extra provision

may be required for maximum levels of low frequency sound (bass) as this can cause the most disturbance to local residents.

- Ensure sound is mixed and balanced by a Sound Engineer at a sound desk where deemed necessary.
- Ensure, when booking a sound engineer that they fully understand the need to work within restrictions imposed and is prepared to accept direction from the License Holder, Organiser, or Responsible Authority regarding sound levels.
- Ensure that the sound volume at the start of the event is not too high, to allow scope for an increase during the event. This is because the nature of concerts requires the sound volume level to be increased during the event to enhance the performance.
- Ensure that any acts booked are aware of the need to be sensitive to potential noise problems and accepting of the restrictions that may be imposed.
- Ensure that sufficient change over time is allowed between acts to keep the event programme running to schedule.
- Comply with instructions given by Environmental Health.

Monitoring

The Code of Practice on Environmental Noise Control at Concerts advises the Music Noise Levels (**MNL**), for a music event located in an Urban/ Rural venue that does not go beyond **23:00 hours**, should not exceed the **65 db(A) 1 metre** from the facade of any noise-sensitive premises.

The Code of Practice also states that for venues where just one event has been held on one day in any one year, it has been found possible to adopt a higher limit value without causing an unacceptable level of disturbance.

The organisers of Shambles Festival will take steps to appropriately monitor the **MNL** during the event.

- The organisers will monitor levels throughout the event so that they do not exceed 65 db(A) 1 metre from any noise-sensitive premises.
- The music noise level should be measured using an integrating-averaging sound level meter complying with type 2 or better of BS6698.
- Time weighting F (fast response) should be used.

Terminology Definitions:

- **dB(A):** The A-weighted sound pressure level whereby various frequency components of sound are weighted (equalised) to reflect the way the human ear responds to different frequencies.
- **Music Event:** A concert or similar event where live or recorded music is performed by a solo or group of artists before an audience.
- **Music Noise Level: The LAEQ** of the music noise measured in a particular location.
- **LAEQ:** The equivalent continuous noise level which at a given location and over a given period of time contains the same A-weighted sound energy as the actual fluctuating noise at the same location over the same period.

- **Noise-sensitive premises:** Includes premises used for residential purposes hospitals or similar institutions, education establishments (when in use), or places of worship (during recognised times and days of worship) or any premises used for any other purposes likely to be affected by the Music Noise.
- **Other Urban Venue:** An urban park or similar area which is not usually used for major organised events.
- **Rural Venue:** A park, open space, or grounds of a country house in a rural area not normally used for major organised events.

Complaints

It has been found that if there has been good public relations at the planning stage between the event organisers and those living nearby, annoyance can be kept to a minimum.

However, Complaints may occur simply because people some distance from the event can hear it and that, consequently, they feel the music must be loud even though the guidelines are being met.

Information about how complaints will be managed and responded to is given in the section titled Community Liaison & Complaints.

Medical, Ambulance, and First Aid

The objectives of medical provision are: to provide immediate care for casualties requiring urgent assistance, to treat and discharge minor medical complaints, to help minimise the impact of the event on the local health economy.

The nature of the event and anticipated audience profile does not give rise to particular concerns regarding medical need i.e. there are no special risks for which additional medical facilities may be required.

The first aid point is to be located in a temporary structure within the event control station area with easy access to all areas of the site.

Medical provision will be discussed with the local ambulance service to ensure a suitable level of on-site facilities is provided. Suitable patient transfer and pick-up points will be identified, and the principal First Aid Point will offer ready access to ambulances.

During the build, early build and late breakdown phase medical cover will be provided by contractors.

The closest Accident and Emergency Department can be found at; Royal United Hospital, Combe Park, Bath, Avon, BA1 3NG Travel Time: About 38 minutes by car Local Ambulance Service (South Western Ambulance Service) shall be notified of the event with directions and access details prior to the event.

The level of medical cover for the event shall be determined by the number of ticket sales, industry best practice and guidance found in the Purple Guide 2015 and the Event Safety Guide (HSG195).

It shall be the policy of the organisers to maintain a medical provision throughout the event. The level of medical provision available will be managed based on an analysis of arena opening times, peak periods of activity on site.

Litter and Waste

A suitable contractor will be engaged to provide a comprehensive on-site waste collection and disposal service.

The contractor will provide :

- A mixed waste skip to for all rubbish collected in on-site bins to be relocated to

James Wilkins Events will ensure that there a bins and rubbish points situated in suitable positions around the site for attendees to use.

James Wilkins Events will ensure that sufficient staff members are available to conduct an-going operation to clear food and litter waster from the event site.

Where such facilities exist, the Organisers will utilise food waste collection schemes operated by the local authority in order to minimise landfill.

A thorough clean of the arena will be conducted before the site is open to the public.

Following the closure of the event, a team of litter pickers will conduct a thorough sweep of the event site to remove all remaining litter and waste.

Incident Procedure

Response to any emergency will be provided by the appropriate emergency service(s) in the normal way, and it is not the intention of the Organisers to either duplicate or replace this facility. However it is likely that security, stewards or other event personnel may be the first on the scene, therefore the following procedure is intended to enable an appropriate initial response before professional teams arrive.

The two principal decision-makers on-site are the Event Director and Operations Manager. They will be responsible for determining the appropriate course of action during normal operations and in response to an incident. Their decisions will be based on intelligence and advice offered by the Head of Security, and other staff.

It should be emphasised that these other personnel will provide support and advice, but the responsibility for deciding on a course of action and initiating a response will fall to the Event Director.

Communications between all principal staff will be via radio handset, backed up by mobile phone for communication off-site i.e. to the emergency services.

It would be of little value to list innumerable scenarios that may be presented on site; instead, reliance must be placed on having a clear chain of command, competent decision-makers and a robust means of communication on and off-site.

In respect of any incident, the priority of any personnel at the scene must advise the Events Director and Operations Manager during the Build and Break or Event Control when it is in operation, by the quickest available means (which will normally be radio) Management will determine the appropriate course of action and issue instructions accordingly.

In all instances Event Control will keep an event log book of incidents and actions taken. These records will assist in a review of the event and may be required as evidence in any investigation.

The decision as to whether an incident warrants evacuation of the event site shall be made by the Event Director in consultation with the Operations Manager and Production Manager with the advice of the Head of Security. The communications hub in the event of an evacuation will be Event Control who will instruct the relevant event personnel.

Event Control will initiate the evacuation of all, or a part of the event site.

Operation conditions: GREEN, AMBER & RED

The words GREEN, AMBER and RED will be used as code words to describe the state of operation of the event for use in radio communications as follows

- **GREEN** - normal operation.
- **AMBER** - prepare for an evacuation.
- **RED** - evacuate the site.

Under normal operation the event will be operating in condition GREEN.

In the event that an incident may require the site to be evacuated, the condition will be raised to condition AMBER and all staff will prepare for evacuation.

Preparation will include standing by to open gates as directed by Event Control, make announcements to the public and direct the public away from the threat. In the event of condition AMBER existing, Event Control will make the following broadcast to all call signs:

"This is a message for all call signs. Condition AMBER now exists. Maintain radio silence and await instructions [Repeat]"

Condition AMBER may be declared as the result of a suspicious package being found, a call claiming that a bomb has been planted on the site, a

fire on the site or an incident outside the site notified to Event Control by the police.

On hearing the condition AMBER radio call, staff must:

- Maintain radio silence.
- Prepare to make announcements to the public.
- Prepare for public evacuation.
- Await instruction.

If the incident is resolved the condition can revert to GREEN. Event Control will make the following broadcast to all call signs:

“Condition is GREEN now exists”

Should the incident be confirmed the condition will be raised to RED.

“This is a message for all call signs. Condition RED now exists” If this message is broadcast the stage manager will immediately stop all music and make the following announcement using the main stage PA.

“Ladies & Gentlemen – this is an important safety announcement. Due to unforeseen circumstances we ask that you make your way to the nearest emergency exit, following directions given to you by event security staff [Repeat]”

Staff provided by Orbital Facilities Ltd will direct the public and staff leaving the site to prearranged assembly point detailed on the site plan in **appendix A.**

Evacuation Procedure – during build or breakdown

During build and breakdown the site will not be as well staffed and set up as during the open period.

The control of an evacuation will be carried out by the most senior member of the operations team on site, for clarity the seniority is as follows:

1. Event Director – James Wilkins
2. Operations Manager – Tom Keen
3. Production Manager – Gav Mence

This person becomes Event Control and for the purpose of this procedure and also Silver Control.

The on-the-ground co-ordination of the evacuation (Bronze Control) will be carried out by the most senior member of staff on-site suitably qualified to respond to the situation as deemed appropriate by Event Control. It is the protocol that any incident is attended by the Event Director.

Due to the fact there will be a limited team of security on-site the evacuation will be carried out by key crew and site staff.

Event Control will dictate the direction of evacuation to clear people out of the site.

The evacuating team will make every effort to ensure the site is clear of people without putting their own lives at risk.

The PA system may be operational at this stage, if so it will be used, but the system will rely on bull horns.

Any initial threat will be radioed to Event Control; they will instruct security to move people away from the threat and phone appropriate blue light services as needed.

The location of the threat must be established to ensure that the evacuation moves the people away from the threat. Event control will co-ordinate this response.

Event Control will inform the following of the evacuation and direction of evacuation:

- Security (who will brief their staff on which gates to open and evacuation direction).
- Operations Manager (who will evacuate his teams if needed).
- Production Manager (who will evacuate his teams if needed).
- Police (directly if in Event Control or via 999).
- Fire (directly if in Event Control or via 999).
- Ambulance (directly if in Event Control or via 999).
- Venue (directly if in Event Control or via 999).

Operations Manager will inform the following to evacuate the site:

- Crew.
- Misc. Contractors (anyone not essential to evacuation will be treated like the public)

Production Manager will inform the following to evacuate the site:

- Stage management team
- (anyone not essential to evacuation will be treated like the public)

Key Actions:

- Event Control
 - Coordinate communication (including calling 999 as needed)
 - Coordinate the response
 - Clear guests from the immediate vicinity of the incident and immediate action to be taken to safeguard property and life (if this does not put personnel at risk)

- Assist in directing people towards the designated exits o
Leave the site when people are clear
 - Ensure route remains clear for emergency vehicles
 - Assist in evacuating the site
- Organisers Team
 - Assist people to leave the site
- Operations Manager/ Event Director:
 - Co ordinate evacuation if requested
 - Attends scene of incident.

The decision to permit re-admission to the incident area and the re-starting of the work will be made by Event Control in consultation with the Police and/or Fire Officer on-site.

This procedure will be used in the event of a PARTIAL EVACUATION of the site and team on site will be directed by Event Control regarding locations to be cleared and direction of evacuation

Fire within the event Site

A fire within the show site will be dealt with in the following manner:

Discovering agent will inform Event Control.

Event Control will inform the following as necessary:

- Fire Service via the Fire representative in the event control station or 999 call if no representative is present
- The steward supervisor in the event control station
- Traffic Manager

Event Control will also inform (as appropriate):

- Event Director
- Operations Manager
- Production Manager
- Head of Security
- Ambulance
- Venue
- Medical Team

Key Actions:

- **Event Control:**
 - Coordinate communication (include calling 999 as needed)
 - Coordinate the response
 - Determine if evacuation necessary
- **Response Security Team:**
 - Clear guests from the immediate vicinity of the incident and immediate action taken to safeguard property and life (if this does not put personnel at risk)
 - Tackle the fire with appropriate fire fighting equipment – but only if competent to do so and without placing self in danger
- **Static Security Team**
 - Tackle the fire with appropriate fire fighting equipment – but only if competent to do so and with placing self in danger 20
- **Traffic Team:**
 - Ensure route remains clear for emergency vehicles
 - Be ready to admit fire service etc
- **Operations Manager:**
 - Attends scene of incident

Major Incidents

Minor incidents will be dealt with by the Event Control or the emergency services working within their normal sphere of operations.

A major incident is defined as:

- “any emergency that requires the implementation of special arrangements by one or more of the emergency services; or the Local Authority”
- Whether an incident is categorised as such is a matter for the emergency services or in certain circumstances the Local Authority

In the event of a Major Incident, the Event Director will ensure that all the resources and personnel on-site are made available to the relevant Police Commander to assist in a co-ordinated response to the incident.

A written transfer of command will be obtained (a note in the log signed by the senior Police officer acknowledging the declaration of a MI and transfer of responsibility for its management).

Adverse Weather Policy

This policy does not extend beyond cancellation, delayed opening or early closure as a direct result of adverse weather conditions only.

Adverse weather conditions are those which may have implication for;

- The health and safety of participants, staff and contractors involved in the event
- The potential lasting impact to the venue
- Significant impact on accessibility to and from the venue, preventing access and/or egress
- Potential lasting damage to the reputation and commercial viability of either the event organisers or the venue

In the event of information being made available by the Met Office in regards to severe weather forecasting the “Silver” team will meet with a senior venue representative to discuss the likely impact of any forecast weather.

Should a decision be made to cancel the event prior to the venue being made accessible to the public then the following process shall be implemented;

- All methods of available communication shall be used to communicate the cancellation, including emails, social media and telephone if available.
- The ticketing steward will be redeployed as a crowd safety steward to monitor entrances to the venue and inform ticket holders that are currently onsite of the cancellation and redirect them out of the event site immediately.
- Police and local authority representatives will be informed immediately of the cancellation.

If the event has to be closed early due to the likely impact of severe weather conditions the following process shall be implemented;

- All stages will be wound down over a period to last no longer than 10 minutes to prevent animosity growing within the crowd.
- All traders outlets and bars will be closed immediately by crowd safety stewards once the instruction has been given to event control.
- Once entertainment has concluded on each stage announcements will be made to the public over the PA system.
- The Event Director will liaise with police (if they were not already present on site) to notify them of the change to the scheduling and likely impact of increased traffic on the roads.
- A crowd Safety steward to support traffic management and egress throughout the car parking areas, vehicle egress routes and any entrances to the venue property.

Community Liaison & Complaints

In the interest of protecting the Shambles Festival event brand and the reputation of both the organisers and the venue James Wilkins Events and its suppliers are committed to maintaining excellent relations with the local community.

The Community Liaison Plan aims to build on partnership collaboration to best serve the needs of local stakeholders including; the immediate neighbours to the festival, Melksham Town Council, Wiltshire County Council, local businesses, public agencies, and the event management team.

Shambles Festival seeks to work with and listen to its neighbours and neighbouring communities in order to foster, enhance and sustain positive and healthy community relations. The festival team aims to:

- Build, support, and maintain local involvement and relationship building as a common interest.
- Create a consistent dialogue between the festival and the local community to listen and respond to prioritised concerns.
- Encourage, develop and invest in local collaborations through business partnerships, local institutions, and engagement with local community projects and events.

James Wilkins Events and its nominated contractors will maintain a mobile phone on site, the number of which will be circulated to local residents as part of a notification letter drop to be completed no later than 4 weeks prior to the event.

This mobile phone will be located in the event control station throughout the event and will be manned by the controller supplied by Orbital Facilities Ltd. All calls received by the event controller will be logged on the master control log with date, time, contact number, name and nature of issue.

Building Dialogue

James Wilkins Events and nominated representatives of key suppliers will liaise directly with the local community through attendance of Council Meetings. This ensures that all interested parties will be updated and consulted on the planning and implementation of key issues such as noise and traffic and the event management team can respond proactively to any concerns raised regarding the event.

Local Collaborations

Shamble Festival aims to encourage local businesses, traders, and artists to get involved and benefit from the festival. Local businesses will be prioritised for the available provision of services for the event.

Communications During the Event

James Wilkins Events and its nominated contractors will maintain a mobile phone on site, the number of which will be circulated to local residents as part of a notification letter drop to be completed no later than 4 weeks prior to the event.

This mobile phone will be located in the event control station throughout the event and will be manned by the controller supplied by Orbital Facilities Ltd.

All calls received by the event controller will be logged on the master control log with date, time, contact number, name and nature of issue. With the use of the radio network it shall be the responsibility of the event controller to notify the relevant team member of any complaints received. These next steps will be logged in the control log. Likely complaints will be passed on to the following representatives of the event;

- Noise Complaint – Production Manager
- Traffic Management Complaint – Operations Manager
- Police Query – Event Director
- Other Enforcing Body – Event Director

It is the policy of James Wilkins Events to have this process work independently of the event organisers in order to eliminate conflict of interest and as such nominated suppliers will respond to complaints independently of the event promoters.

Traffic Management Policy & Plan

James Wilkins Events is committed to ensuring Shambles Festival 2024 has minimal impact on the local community and traffic patterns.

Suitable signage will be posted in order to appropriately direct attendees of the event to the correct entrance.

The event site at King George V Playing Fields, Melksham benefits from good vehicular access and is within 2 miles of a train station.

In order to minimise impact to the local community the Event Director will create a clear timetable for all production vehicles requiring access to the site during the build and breakdown phases. Only essential vehicles will be allowed access and arrivals will be timed to minimise the impact on the local highway.

During the event there will be a dedicated emergency vehicle access point to the arena. It will be staffed throughout the entire event and any emergency vehicles called to site will be facilitated by Event Control.

Travelling By Car

In order to reduce the impact of attendees arriving at the venue a number of strategies will be employed to minimise the impact on the local community, including;

- Promoting a car share scheme for all attendees of the event.
- Appropriate signage to event entrances.

Travelling by Train

The organisers recommend that all patrons of the event travel via Melksham Train Station as it has the closest proximity to the event. Patrons of the event will be made aware that there are no public transport options available from Melksham train station to the venue.

Patrons will be advised to travel to the Melksham Train Station and the organisers will notify local taxi firms to expect an influx of people travelling to Melksham on the morning of the event.

Train station operating hours will be published via the event website.

Travelling by Bus

Faresaver Buses provides public-transport routes to Melksham Town Hall from across Wiltshire. From there patrons of the event are able to walk to the event through Melksham High-Street and along Lowbourne Road.

There is no direct bus route available from Melksham Train Station to the Venue.

Taxi numbers will be provided to the public via the event website.

Lost Property

Lost Property found during the event will be handed in at the 'Lost and Found' which is situated inside the event control station. Lost and found is managed on-site and is dealt with in two ways. During the festival, if a person has something stolen they can report the loss to 'Lost and Found'. Items reported lost are recorded here. Found items are also kept here and efforts made to return the item to its owner are made both during the event and post-event.

Items are kept until 14 days after the event date. After this date, items will be donated to charity where possible. All reasonable efforts will be made to reunite the lost item with its owner before this takes place.

Following the festival, all items will be taken to the James Wilkins Events Office where the team will continue to try to reunite items with their owners.

Food Hygiene

The organisers shall ensure that only traders that are already registered under the Food Hygiene (England) Regulations 2006 shall be allowed to provide food and drink at the event.

- A minimum standard of a 4 star rating according to the Food Hygiene Rating System (FHRS) will be required for all food traders.
- The names, and addresses of traders shall be notified to the Licensing Authority no less than 14 days before the event.
- A site plan with the pitch location of each trader shall be provided
- Each trader shall be provided with a checklist on food management, which the traders are required to complete. The checklist must be signed off and checked by the Event Director on-site before that person commences trading. It contains sign-offs for risk assessments for fire LPG use and food hygiene regulations.
- All traders must read and agree to the festivals Terms and Conditions of trading.

Lighting

The site will be provided with adequate and sufficient lighting. All internal hanging lighting will be secured with safety chains. All contractors will provide relevant H&S documentation including method statements, risk assessments, and liability insurance documents in advance of the event. All electric equipment will be supplied with PAT test (electrical safety) documentation.

Insurance

- James Wilkins Events will have public liability insurance cover for £10 million.
- All contractors and traders working on the site will have submitted copies of their insurance documents before being allowed to work on the site.

License

Licenses for the event will include

- Temporary Events Notice
- Food Hygiene Certificates
- PPL License

Appendix A: Event Risk Assessment

Appendix B: Site Map

Appendix C: Temporary Event Notice (TEN)

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MELKSHAM TOWN COUNCIL PARKS

BOOKING FORM

PARK REQUESTED	King George V Playing Fields		
Date(s) of event	Saturday 1 st June 2023		
Name of Event	Shambles Festival		
Event Start time	12:00PM	Event end time	10:00PM
Access required from	Thursday	Vacate premises by	Monday

Organisation Name	James Wilkins Events
Responsible Person	James Wilkins
Position in the organisation	Director
Contact Name	James Wilkins
Address	6 Mallory Place, Bowerhill, Melksham
Postcode	SN12 6YB
Landline and Mobile number:	07784 428201
Email address	shamblesfestival@gmail.com

Brief Description of Event
<p>Shambles Festival is a single-day music and cultural event to feature regulated entertainment combining live music and DJ sets. The event will host 2 stages, 2 catering units and 1 bar serving alcoholic beverages.</p> <p>There will be a maximum site capacity of 499 people. The aim of the festival is to create an inclusive community event that showcases arts, culture and local talent with a keen focus on music.</p> <p>The event is for adults aged 18+. The expected audience profile for the event is predominantly mid-20's to mid-30's, with an approximate 50:50 male to female ratio.</p>

Please indicate which of the following categories apply to your event:		
<input type="checkbox"/>	Charity	Commercial/ Profit making
<input type="checkbox"/>	Fund Raising	
<input type="checkbox"/>	Profit making	
<input type="checkbox"/>	Non-profit making	
<input type="checkbox"/>	Commercial	
<input type="checkbox"/>	Other (please give details aside)	



MELKSHAM TOWN COUNCIL PARKS

If your event will be supporting a charity, which is it?	N/A
----------------------------------------------------------	-----

Number of attendees expected	499
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Will you be charging an entrance fee? If so, how much?	Ticket tiers of £15, £20, £25 and £30
Will you be providing or selling food/drink?	Yes
Do you require vehicle access for the site? If so, how many vehicles do you anticipate being on site at any one time?	4
<p>Note: Organisers must provide a marshal(s) on the entrance to the site during the time of the event to ensure that only authorised vehicles gain access.</p> <p>Authorised vehicles must be provided with a pass that states the event name, date and registration number of the vehicle. Failure to do so will result in vehicles being asked to leave the site.</p> <p>Please remember that only vehicles permitted onto site will be those:</p> <ul style="list-style-type: none"> • delivering and off-loading equipment/provisions/heavy items; • assisting with the 'build up' and 'breakdown' of the show e.g. forklift trucks, hi-abs, etc. (n.b. no vehicles above 7.5 tonnes to be permitted without prior agreement) • forming part of the emergency services • forming part of the communication arrangements • forming part of a food vendors means of trading. All other vehicles must park away from the main event site 	
Will any vehicles remain on site overnight? Permission must be obtained from the Town Council before allowing any vehicles to remain on site overnight.	No

Will you be using any temporary structures such as tents, stage, fences, marquee?	Yes
If so, please provide details:	<ul style="list-style-type: none"> • Big Top Tent • Marquee • Heras Fencing
If a marquee or similar structure is to be used, please provide the following information:	
Size	<ul style="list-style-type: none"> • Big Top Tent 9m x 13m – 2 King Poles • 2x Marquees 12m x 6m
Number and size of fire exits	A larger part of the perimeter of each tent will not feature sides. This means that there will be multiple fire exits all at least 10m wide.
Confirmation that the marquee is flame retardant	Yes



MELKSHAM TOWN COUNCIL PARKS

Emergency lighting	Yes, stage lighting will be utilised
Seating plan if appropriate	N/A
Any cooking which may take place in or near the marquee	There will be two local food vendors pitched a minimum of 5m away from the marquee.
Will you be using inflatable play equipment such as bouncy castle or inflatable slide? If yes, please enclose a copy of the fire-retardant certificate and written evidence that the equipment is being properly maintained, from PIPA or ADIPS.	No
Are you planning to have fireworks? If yes, please provide the name of the pyrotechnic contractor and a copy of their risk assessment and Public Liability Insurance?	No
Do you need a power supply? If yes please provide details of how it will be supplied	Yes
Power will be supplied through the use of a 36Kva Super Silent Diesel Generator	
Will you be using liquid propane gas to fuel gas appliances such as stoves or BBQs? If yes, please supply a copy of the gas safety certificate.	No
Are there any activities planned that could cause a noise disturbance to residents or businesses in the near vicinity? If yes, please outline what steps are to be taken to minimise noise.	Yes
A detailed noise management plan and policy will be utilised as well as a policy and procedure for public liaison & complaints.	
Will your event have any form of funfair ride? If yes, please supply risk assessments and safety certificates from the supplier.	No
Are there any activities or equipment that could cause damage to the site – grassed areas, hard surfaces, hedges, pavements, trees, foliage. If yes, what measures will you take to reduce the risk of damage and how do you intend to return the site to its pre-hire condition.	
<ul style="list-style-type: none"> • An adverse weather policy is in place that is designed to prevent any potential lasting damage to the venue. • Detailed risk assessments will be completed to ensure that site is not damaged. 	
What means are being provided for firefighting? Please include locations of fire points, details of extinguishers to be provided etc.	
<ul style="list-style-type: none"> • Clear emergency exits are located on the site map and comprehensive incident and evacuation procedures will be in place. • Portable fire extinguishers placed around the site, fire extinguishers to conform to British Standards; be full and of appropriate type • Deployment of appropriate fire extinguishers in all areas to potentially include <ul style="list-style-type: none"> ○ Water ○ CO2 ○ Foam 	



MELKSHAM TOWN COUNCIL PARKS

- All traders to deploy appropriate fire extinguishers and fire blankets to be checked and signed off by Operations Manager prior to show opening

Are there any portable toilets being provided?

If so, how many and at what location?

6 Portable toilets and 2 urinal blocks will be provided. These are clearly marked on the site map and are easily accessible from all areas of site.

Who is responsible for Health and Safety for the event?	Event Director - James Wilkins
Contact details	07784 428201
Who is the first aider for the event?	Antoni Pearce
Contact details	07533 000404

DOCUMENTS INCLUDED	Please tick to indicate the documents that you have attached with your application, or explain if they are not required
Public Liability Insurance of at least £5,000,000	To be sent over
Event management Plan (template provided)	Sent
Risk Assessments for all activities	To be sent over
Food Hygiene Certificates	To be sent over
Gas safety certificate	
PRL License for music	To be sent over
Alcohol License	To be sent over
Entertainment licence (TEN)	To be sent over
Street Trading Licence	
Street Collection Permit	
Lottery Registration	
Road Closure Order	
Marquee Fire safety certificate	To be sent over
Inflatable Equipment safety certificate	
Any other documentation	Sent
Site Layout Plan	To be sent over

Charge for event if applicable	£700 + VAT
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MELKSHAM TOWN COUNCIL PARKS

The Town Council can help with the promotion of your event, by sharing it on our Facebook and Twitter pages. Please contact the council on 01225 704187 who can help you.

DECLARATION

I, James Wilkins confirm that the information given in this application is true. I understand that I should provide any documentation requested or my event may not proceed. I have read, understood and agree to the terms and conditions enclosed. Where a charge has been applied, I agree to pay said charge promptly without delay prior to the event. I understand that should I be found to have falsified any information my event may be cancelled. I agree to send proof of public liability insurance to the value of at least £5,000,000 either with this application or at least 14 days before the date of my event.

Signature **James .W**

Date 21/07/2022



MELKSHAM TOWN COUNCIL PARKS

Please sign and return a completed form to Melksham Town Hall, Market Place, Melksham, SN12 6ES.

Please read the Terms & Conditions of Hire with this form. If you need further information or wish to discuss your requirements, please
Telephone 01225 709887 or email townhall@melksham-tc.gov.uk.

TERMS AND CONDITIONS OF HIRE FOR PUBLIC SPACES

1 Interpretations

- a) The Council means Melksham Town council and officers authorised by them to perform any particular duty.
- b) The hall means the grounds owned or managed by the Council.
- c) Hirer means the person making an application on behalf of the organisation
- d) Contract of hire means the formal written particulars of an organisations use of the space and the rules and regulations contained therein, which shall be deemed to include these terms and conditions of hire.

2. Event Mangement Plan

All Hirers are required to complete an event management plan. A template of the Council's EMP can be obtained from the Town Hall.

3 Hirers Responsibilities

- b) Any decorating materials, and fixings, must be approved by the Town Council before application to any part of grounds, including tees, fences, railings etc. The Hirer will be liable for any extra costs involved in the cleaning or removal of any such materials. (See clause 8)
- c) No lighting effects or electrical equipment shall be introduced to the premises without the previous consent of the Town Council.
- d) The Hirer shall not bring or permit to be brought on to the premises any explosives, inflammable spirits or fireworks of any kind without permission nor without consent install any portable heaters of any type.
- f) The Hirer shall not without the prior written agreement of the Town Council use or permit to be used any naked lights any inflammable material, decorations or scenery on the premises and shall not allow any act or performance to take place on the premises which might endanger persons on the premises or the premises themselves.
- h) The Hirer shall not use the premises for any purpose other than that described on the booking form.
- i) The Hirer does not have the right to assign or sublet any of its rights or liabilities under the contract of hire to any other person or persons.
- k) The Hirer shall be responsible for maintenance of good order and efficient supervision at the premises.
- 1) The Hirer shall keep all pathways, passages, entrances and exits unobstructed at all times.

4 Bookings

- a) Applications for the hiring of premises must be made on the appropriate booking form available from Melksham Town Hall , Market Place, Melksham, SN12 6ES.
- b) Melksham Town Council reserves the right to refuse any bookings or to impose any special conditions or restrictions but subject to right of appeal to the Council.

5 Charges

- a) Charges for the use of facilities shall be those determined by the Council, as outlined in the scale of charges. The Council reserves the right to alter charges without notice.



MELKSHAM TOWN COUNCIL PARKS

- b) Hirers will be charged the hire charge in force at the time of the EVENT not at the time of booking.
- I
- 6 Cancellation**
- a) Should the Hirer wish to cancel their booking they will become liable for the appropriate charge as outlined in the accompanying scale of charges.
- b) The Council reserves the right to cancel the use of any premises at any time and for whatever reason. All money paid in respect of the booking will be refunded. The Council will not be liable for any other expenditure or loss sustained, directly or indirectly by the Hirer or the organisation arising from the cancellation.
- 7 Damage To or Loss of Property**
- The Council accepts no liability for damage to, or loss of, any property or articles or things whatsoever, placed or left in the park or any part thereof, by any organisation, or any member of any organisation or any individual.
- 8 Damage Caused**
- a) The Council reserves the right to demand a damage deposit, which shall be subject to appropriate deduction in the event of damage being caused to the park, equipment or vegetation.
- b) The Hirer shall pay the Council on demand, the amount of any damage (fair wear and tear excluded) caused to the park, by the Hirer or any person participating in an event at the invitation of the Hirer. The Town Council whose decision shall be final shall certify the amount.
- 9 Indemnity**
- a) The Hirer shall indemnify the Council in respect of the hirer's legal liability only for all claims, damages to or loss of property belonging to any person and for any personal injury to or the death of any person during the course of or in consequence of the hiring save insofar as the same arises out of any act, omission or negligence on the part of the council.
- c) The Hirer shall not play or permit to be played or perform any work which will infringe any copyright. Guidance on compliance with regulations may be sought from the Town Council.
- d) Whenever the function includes the public performance of any copyright work, the Hirer must secure from the appropriate persons or bodies the right to have such works performed or produced and must reimburse the Council all sums of money which the Council may have to pay in respect of such performance or by reason of any infringement of copyright occurring during the hiring.
- 10 Insurance**
- The hirer is required to have adequate insurance cover for all planned activities on Council grounds and shall produce evidence of such cover to the Council.
- 11 First Aid**
- The Hirer may be requested to provide suitable, qualified First Aid cover if deemed necessary by the type of activity undertaken.
- 12 Catering**
- All caterers using Town Council property must be able to demonstrate, in advance of the hiring period, that they have a documented system of food safety management based on HACCP principles, as required by Regulation (EC) No.852/2004. Caterers unable to meet this stipulation will be refused entry to the premises.
- Hirers will be held liable for any illness due to food poisoning as a result of catering arrangements made in connection with their booking.
- 15 Sale of Goods**



MELKSHAM TOWN COUNCIL PARKS

The Hirer shall comply with the code of conduct for occasional sales issued by the Council and appended to these conditions (if appropriate).

16 Advertising

The Hirer shall not advertise or publicly announce any event to take place in the park without prior approval, in writing, of the Town Council.

17 Gambling

No sweep stake, raffle or any other kind of lottery shall be promoted, conducted or held on the premises except such lotteries as are deemed to be lawful by virtue of any enactment relating to Gambling, Betting and Lotteries and for which approval has been given by the Council in writing

19 Animals

Any animals brought on to the site must be accompanied by a qualified animal handler and all animal waste removed.

20 Vacation of Premises

The Hirer shall ensure that all members including Entertainment have vacated by the time on the booking form and the part or parts of the facility used are left in a tidy and orderly condition at the end of each period of use. The Council reserve the right to levy an additional cleaning charge should the premises be left in such a state as to necessitate additional cleaning.

22 Licences

Details of the licensable activities authorised by Wiltshire Council and the times authorised for those activities are available from Wiltshire Council.

24 Additional and Special Conditions

The Council reserves the right to impose additional conditions or to vary the conditions on any hiring provided that notice thereof is given to the Hirer not less than 48 hours before the commencement of the function.

25 Performing Rights Society

It is the responsibility of the hirer to ensure that all PRS returns, programme details and box office information should be forwarded to the Council no later than 7 days after the final performance. See www.prs.co.uk.

26 Refuse Disposal

The Hirer is responsible for the disposal of refuse. It is incumbent upon the Hirer to remove refuse from the premises.

27 Failure to Observe Conditions

If the Hirer shall fail to observe or perform or secure the due observances or performance by others of these Conditions, the Council may without notice forthwith cancel the hirer's booking and any rights of the Hirer shall thereupon cease. Such cancellation shall not release the Hirer from any of his obligations or affect any right to remedy which the Council may have and the Council shall be entitled to retain for their own use and benefit any moneys paid by way of deposit and to sue for any balance outstanding.

Shambles Festival Hire Fee Proposal for King George V Park, Melksham

Hi,

Thank you for meeting with me to discuss Shambles Festival. I greatly appreciate the support I have received from Melksham Town Council in response to this year's event. I hope that I can continue to collaborate with Melksham Town Council so that Shambles can take place in King George V Park next year.

Shambles Festival 2024 will be held with Temporary Events Notice (TEN) License. Wiltshire Council's Temporary Event Notice Form states that the maximum number of people attending at any one time can be 499 people. This is the same maximum capacity that was agreed for this year's event.

A site build and pack down will be required in order for the event to take place on a Saturday. I plan begin the site build on Thursday and complete pack down by Monday as we did this year.

I intend to use a contained area of the park again. This will apply throughout the course of setting up and packing down the event site which means that less than 25% of the total green space available on the playing fields will be utilised by the event. This makes the park suitable for use by the general public throughout the setup and pack-down days.

I propose that following on from this year's agreement we repeat the £700 commercial event hire fee for the use of the park subject to VAT.

In Summary

Total Hire Fee	£700 + VAT
50% Deposit	£350 + VAT

Thank you for considering my proposal. I hope you will agree for Shambles Festival to go ahead again next year.

Kind regards,

James Wilkins | Event Director

Phone | 07784 428201



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MELKSHAM TOWN COUNCIL
MEETING OF Asset & Amenities Committee
7th August 2023

Shambles Festival Saturday 1st June 2024

Report of the Head of Operations

1. Purpose of the report.

The Shambles Festival event is proposed to held in the KGV Park once more by James Watkins Events on Saturday 1st June 2024.

2. Current Situation.

This event was very successful this year (2023) and gained wide support from Councillors and Officers.

3. Background.

James approached the Council early last year and there was broad support from Councillors for the event.

4. Financial implications

The Council will make a small income from the event.

5. Costings

There should be no outlay to the Council from supporting this event, save for some officer time from the Head of Operations in liaising with the organisers and reviewing documents, risk assessments etc.

6. Links to Town Council policies and core values.

The Councillors will meet residents to ascertain the appetite for this type of event and others in the future. This will help inform a dynamic and proactive programme of events that covers all age groups from cradle to grave. We may want to partner with James and have the marquee up for longer, showcasing other events. This will need planning.

7. Risk assessment.

James Wilkins events has submitted a comprehensive event management plan. The only risk to the Council is if the park is not handed back in a good condition and reparatory works are required following the event. This was not the case in 2023 with a very professional management of the take down and get out.

8. Crime and disorder implications.

There is a risk of ASB and illicit substance abuse but the organiser will be employing suitable numbers of SIA security personnel to oversee the event.

9. Biodiversity considerations.

The event will, be as Eco friendly as possible with separated recycling on site.

10. Safeguarding.

The event is for over 18's only so the age group rule should manage out some of the issues. The presence of qualified and experienced security on site during the event will reduce the risk of safeguarding issues.

11. Recommendations. The Council approve the event and gather a list of volunteers to rota themselves onto the evenings programme, so MTC has a presence throughout the event .



HAWKINS INSULATION LTD

Asbestos Removal & Surveying Specialists

Central House, 101 Central Park, Petherton Road, Hengrove, Bristol, BS14 9BZ - Tel: 01275 839500

SECTION 1

REFURBISHMENT/DEMOLITION ASBESTOS SURVEY REPORT

On Behalf of:

Melksham Town Council

Site Surveyed:

*Maintenance Shed
Lowbourne Road
Melksham*

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Report: *Maintenance Shed*

Survey Date 11/05/2023

Report Ref: MH/RAD/C24991

Our Tel No: 01275 839500

Client Contact: Hugh Davies

Client Reference: Order No: 5927

Client Tel No: 01225 704187

Survey Carried Out By: Mr M Harris

Report Date: 11/05/2023

Document Prepared By: Mr. Matthew Harris

Document QA Checked By: M Cook

Signed:



This report and its contents therein, form the opinions and results of Hawkins Insulation Limited. All aspects of the production of this report have been done in strict adherence to documented in-house procedures. The content of this report may not be amended or altered in any manner by a third party without the express prior consent of Hawkins Insulation Limited. Any further duplication of this survey must be done in its entirety. All relevant liabilities (actual, assumed or otherwise), under such circumstances will be withdrawn forthwith.

This report may be used for contractual or engineering purposes unless stated on the front cover sheet. Further architectural or technical plans may need to be sought for major building work.

Please note Hawkins Insulation Limited cannot be held responsible for the way in which the client may interpret or act upon the results of this report.

CAVEAT

Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involves trained and experienced surveyors using the combined approach about visual examination and necessary bulk sampling. It is always possible after a survey that asbestos-based materials of one sort or another may remain in the property or area covered by that survey, this could be due to various reasons: -

- Asbestos materials existing within areas not specifically covered by this report are therefore outside the scope of the survey.
- Materials may be hidden or obscured by other items or cover finishes i.e., paint, over boarding, disguising etc. where this is the case then its detection will be impaired.
- Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled later.
- Debris from previous asbestos removal projects may well be present in some areas: general asbestos debris does not form part of this survey however all good intentions are made from its discovery.
- Where an area has been previously stripped of asbestos i.e., plant rooms, ducts etc. and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos at Work Regulations (1987) laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings.
- This survey will detail all areas accessed and all samples taken, where an area is not covered by this survey it will be due to No Access for one reason or other i.e., working operatives, sensitive location or just simply no access. It may have been necessary for the limits of the surveyor's authority to be confirmed prior to the survey.
- Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work Act (1974) for both themselves and others.
- In the building where asbestos has been located and not all areas have been investigated, any material that is found to be suspicious and not detailed as part of the survey should be treated with caution and sampled accordingly.
- Certain materials contain asbestos to varying degrees and some may be less densely contaminated at certain locations (Artex for example). Where this is the case, the sample taken may not be representative of the whole product throughout.
- Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per his instruction and guidance at that time.
- Hawkins Insulation Limited cannot accept liability for loss, injury, damage or penalty issues due to errors or omissions within this report.
- Hawkins Insulation Limited cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some danger is unavoidable and will be limited to just that necessary for the taking of the sample.

INTRODUCTION**Asbestos Survey:**

This report details the findings of an asbestos survey commissioned by the client. The main aim and objectives of the survey were as follows:

- To identify areas where asbestos is present
- To identify the type and extent of asbestos material where present
- To assess the state of repair and condition of asbestos containing materials in order to provide a material risk assessment

Unless otherwise stated the survey was conducted in order to enable compliance with regulation (4) of The Control of Asbestos Regulations 2012. All work was conducted with strict adherence to documented in-house procedures, the current HSG264 methodology, together with our standard terms and conditions.

The scope of work requested was limited to the areas identified by the client. A written report, including recommendations and photographic data, has been submitted by Surveying Consultants Hawkins Insulation Ltd.

Where the client made site plans available for this survey we have, where possible, incorporated them into this report. Where site plans were not made available by the client for this survey, Hawkins Insulation Ltd have produced outline plans of the areas surveyed for the purposes of this report.

This report only relates to the situation on the day of the site visit and cannot consider subsequent changes in circumstances.

LIMITATIONS OF THE REPORT

1. This report only relates to the situation on the day of the site visit and cannot consider subsequent changes in circumstances. Materials were sampled if, in the opinion of the Surveyor/s, there was a high probability that they may contain asbestos.
2. This report contains findings based upon visual inspection and during the survey; all reasonable efforts were made to identify the presence of materials containing asbestos within the surveyed areas.
3. The nature of this survey was a Refurbishment and Demolition (RAD) full access sampling and identification survey, as defined in the Health & Safety Executive publication HSG264. However, asbestos is sometimes concealed within the fabric of buildings, so it is not always possible to regard the findings in any survey as being definitive. Therefore, it must always remain a possibility that further asbestos containing materials may be found during any alteration, refurbishment or demolition works. Where areas have been identified as inaccessible, it indicates that the area specified was not accessible to the Surveyor/s at the time of survey because entry would require an unreasonable degree of dismantling to the structure of the building. The client is advised to be alert to the possibility of there being asbestos materials in such areas.
4. Manufactured products containing asbestos have been extremely diverse; therefore, responsibility cannot be accepted for any consequential loss or damage resulting from non-recognition of a material, which is later established as having an asbestos content.
5. No responsibility can be taken for any misinterpretation of this report by any third parties.

SURVEY METHOD

6. This survey was by means of visual inspection and subsequent sampling of suspect bulk materials.
7. Where the surveyor/s suspected a material containing asbestos, a sample was taken for analysis. The samples were chosen as being representative of the material under investigation. Therefore, where there are visually similar areas, they should be regarded as being uniform composition.

SAMPLING STRATEGY

8. The object of carrying out sampling is to identify the nature and extent of any visible asbestos bearing material.
9. All sampling was undertaken following the HSE guidance note HSG264 causing the minimum possible disruption and potential risk to the health of building occupants and visitors.
10. Analysis of the samples was carried out using the methods approved by UKAS. The samples will be first examined under a low powered stereomicroscope, the fibres teased apart and an estimate made of their concentrations. The fibres will then be mounted in liquids of known refractive indices and examined under high powered magnification using polarised light and dispersion staining.
11. All bulk sample analysis, swab sample analysis and air reassurance testing (if applicable) was carried out by a UKAS Accredited laboratory.
12. Areas of specific exclusion that have not been surveyed, or that a reliable degree of confidence cannot be gained of the homogeneity of the area through limited access, can be found in **section 5 “Survey Summary & Recommendations”**.

DEALING WITH DEMOLITION OR MAJOR STRUCTURAL ALTERATION

13. **If the building is due for demolition or major structural alteration, Regulation 4 of The Control of Asbestos Regulations 2012 requires that a suitable and sufficient assessment is carried out to establish whether asbestos is present, or liable to be present, in those premises. Before any work takes place a Refurbishment and Demolition access, sampling and identification survey, as defined in HSE Guidance HSG264, will be necessary unless there is reasonable evidence to show that asbestos is not present. Otherwise, it is necessary to presume that asbestos is present and that it is not Chrysotile alone and observe the appropriate provisions of the Regulations to prevent exposure to asbestos by employees.**

DEALING WITH ASBESTOS CEMENT

14. Works on or removal of the non-licensed asbestos-based materials should be carried out by trained competent persons using precautions in accordance with the guidelines as per the Health and Safety Executive. These guidelines outline basic precautions that should be used to prevent fibre release during works. Using these guidelines, it is expected that asbestos fibre levels would be low but must be assessed by the nominated contractor prior to commencing.
15. Whilst there is no requirement of these works to be undertaken by a contractor licensed to work with asbestos, in practice it is unlikely that an unlicensed contractor will possess the necessary expertise to undertake such works properly.

DEALING WITH ASBESTOS INSULATING BOARD, ASBESTOS INSULATION AND ASBESTOS COATINGS

16. These works should be carried out by a contractor licensed to work with asbestos in accordance with The Control of Asbestos Regulations 2012. It should be noted that licensed asbestos contractors, under the terms of their license, must notify the relevant authority of their intention to remove such items. Notification of such works is normally subject to a 14-day period, except for unusual or exceptional circumstances when the enforcing authority (either the Health and Safety Executive or local Environmental Health Department) may grant a waiver if there is immediate risk to health, i.e., an accident.

NOTIFIABLE NON-LICENSED WORKS

From 06TH April 2012, some non-licensed works will need to be notified to the relevant enforcing authority.

From the 06TH April 2012, brief written records should be kept of non-licensed work, which must be notified, e.g., copy of notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

By April 2015, all workers / self-employed doing notifiable non-licensed work with asbestos must be under health surveillance by a doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed works are not acceptable for those doing licensed work.

Follow “Managing & Working with Asbestos” The Control of Asbestos (second edition 2013). With reference to Section 9 notification of work with asbestos, Section 22 health records and medical surveillance and Section 10 information instruction & training.

Also, with reference to the asbestos essentials AO decision flow chart.

ASB>NNLW1 Notification will need to be provided to The Health & Safety Executive prior to any works being carried out upon these materials.

UNLICENSED CONTRACTOR

An organisation that does not necessarily hold an asbestos removal license will need to comply with “Managing & Working with Asbestos” The Control of Asbestos Regulations (second edition 2013) they must be able to demonstrate the following:

Evidence of training to work with the type of asbestos they intend to work with. This must be refreshed on an annual basis.

A competent person has produced a specific risk assessment for the work they are to conduct. They have produced a specific method of work, (Method Statement) and work to it.

We strongly suggest that evidence of current insurance to work on asbestos containing materials is checked. Most insurances do not cover asbestos work, so the insurance must state they are covered to work with asbestos containing materials. The insurance should be for Employers Liability and Public Liability.

SURVEY, SUMMARY AND RECOMMENDATIONS

17. The survey was carried out by one Surveyor. The lead surveyor was Mr. Matthew Harris.
18. Building plans were available.
19. All sampled asbestos bearing materials and sampled non-asbestos materials have been referred to using item numbers in the asbestos register (section 6).

SUMMARY OF ASBESTOS INCIDENCE & RECOMMENDATIONS

20. Our recommendations are made based upon each items' assessed potential for fibre release as recommended by the guidance published by the Department of the Environment and the Health and Safety Executive, and about the safety of asbestos in buildings.

FOR FURTHER INFORMATION PLEASE REFER TO THE ASBESTOS REGISTER PROVIDED IN SECTION 6

SUPPLEMENTARY SURVEY INFORMATION

Our recommendations are made based upon each items' assessed potential for fibre release as recommended by the guidance published by the Department of the Environment and the Health and Safety Executive, and about the safety of asbestos in buildings.

- 21.

Asbestos Summary and Priority Risk Assessment

The table below list all asbestos materials identified within the scope of the requested report. The priority risk assessment section has been left blank and should be completed using HSE guidance (HSG227) "A Comprehensive Guide to Managing Asbestos in Premises" available from HSE books online.

Item	Level	Area	Material Description	Quantity	Asbestos Type
1	Roof	Roof	Cement Beams to Roof	26LM X 10	Chrysotile
2	Roof	Roof	Main Support Beam	7LM X 7	Chrysotile
3	Ground	Store	Composite Tiles Packing to Roof	<1M2	Chrysotile
6	Ground	Maintenance Shed	Cement Panel to Roof	<1M2	Chrysotile

CERTIFICATE OF ANALYSIS

Samples Analysed At:
CWE Services Ltd
The Barn
Oak Farm
Weston Road
Congresbury
North Somerset
BS49 5EB



Tel: 01934 838 025
enquiries@cwesgroup.co.uk

Company Registration No. 4070169

Document Ref: BA0001.V2

IDENTIFICATION OF ASBESTOS FIBRES BULK ANALYSIS CERTIFICATE

Site Address: Maintenance Shed,

Date Received: 12/05/2023
Analysis Date: 12/05/2023
Report Date: 12/05/2023

Certificate Number: J039685
Client Reference: 34456/24991/MH
No. of Samples: 7

Client Name: Hawkins Insulation Ltd
Client Address: Central House, 101 Central Park, Petherton Road, Hengrove, Bristol, BS14 9BZ
Sampling Officer: Hawkins Insulation Ltd

Client Sample No.	CWE Bulk Sample ID	Sample Location	Analysis Result	Material Type
24991/1	BS060386	Cement Beams to Roof	Chrysotile	Cement
24991/2	BS060387	Main Support Beam	Chrysotile	Cement
24991/3	BS060388	Composite Tiles Packing to Roof	Chrysotile	Cement
24991/4	BS060389	Roof Covering	N.A.D.I.S	N/A
24991/5	BS060390	Putty to Window	N.A.D.I.S	N/A
24991/6	BS060391	Cement Panel to Roof	Chrysotile	Cement
24991/7	BS060392	Vinyl Flooring	N.A.D.I.S	N/A

Comments:

This is to certify that samples have been analysed using CWE's in house method procedure and HSE's HSG 248 'the analysts guide'. Where samples have not been generated internally, CWE cannot be held responsible for the accuracy of the information provided or if the sample analysed is representative of the material sampled. Bulk samples are disposed of after 6 months unless otherwise instructed by the client or HSE. Any additional comments provided are the opinion of the analyst and are outside of the scope of CWE's accreditation. This certificate can only be reproduced with the express written permission of CWE Service Ltd.

Analysed by: William Maine
Title: Analyst

Analysed by: N/A
Title: N/A
N/A

Authorised by: Duncan Riddell
Title: Laboratory / Quality Manager


CERTIFICATE KEY:

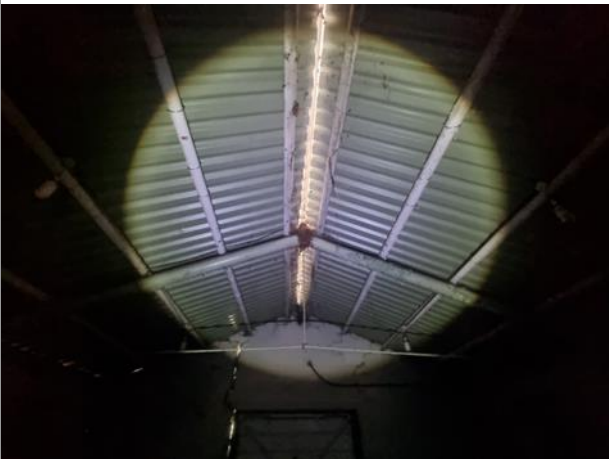
N.A.D.I.S = No Asbestos Detected In Sample
Chrysotile = White Asbestos
Amosite = Brown Asbestos
Crocidolite = Blue Asbestos
Fibrous Actinolite/Tremolite/Anthophyllite = Rare Asbestos Types
Trace Asbestos Identified - 1 or 2 fibres or bundles identified during PLM





ASBESTOS REGISTER

**PHOTOGRAPHIC RECORD
POSITIVE ITEMS**


Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
1	Roof	Roof	R & D	24991/1	26LM X 10			
			Material Description		Material Risk			
			Cement Beams to Roof		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		1	0	0	1
			BS060386		Score - Material Risk			
					2	Low		
			Recommendations		Accessibility			
Remove by Competent Contractor		LOW						
		Asbestos Type						
		Chrysotile						
Ceiling		Wall	Flooring		Other			


Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
2	Roof	Roof	R & D	24991/2	7LM X 7			
			Material Description		Material Risk			
			Main Support Beam		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		1			1
			BS060387		Score - Material Risk			
			Recommendations		Accessibility			
			Remove by Competent Contractor		LOW			
					Asbestos Type			
					Chrysotile			
Ceiling		Wall	Flooring		Other			


Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
3	Ground	Store	R & D	24991/3	<1M2			
			Material Description		Material Risk			
			Composite Tiles Packing to Roof		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information		1	1	1	1
			BS060388		Score - Material Risk			
					4	Low		
			Recommendations		Accessibility			
Remove by Competent Contractor		MED						
		Asbestos Type						
		Chrysotile						
Ceiling		Wall	Flooring		Other			


Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
6	Ground	Maintenance Shed	R & D	24991/6	<1M2			
			Material Description		Material Risk			
			Cement Panel to Roof		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
					1	1	0	1
			Additional Information		Score - Material Risk			
			BS060391		3		Low	
			Recommendations		Accessibility			
Remove by Competent Contractor		LOW						
		Asbestos Type						
		Chrysotile						
Ceiling		Wall	Flooring		Other			


**ASBESTOS REGISTER
NEGATIVE ITEMS**

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
4	Roof	Roof	R & D	24991/4	8M2			
			Material Description		Material Risk			
			Roof Covering to Solid Roof		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information					
			BS060389		Score - Material Risk			
			Recommendations		Accessibility			
			No Further Action		MED			
					Asbestos Type			
					N/A			
			Ceiling	Wall	Flooring	Other		
			-	-	-	-		

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
5	Ground	External	R & D	24991/5	1No:			
			Material Description		Material Risk			
			Putty to Window		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information					
			BS060390		Score - Material Risk			
			Recommendations		Accessibility			
			No Further Action		MED			
					Asbestos Type			
					N/A			
			Ceiling	Wall	Flooring	Other		
			-	-	-	-		

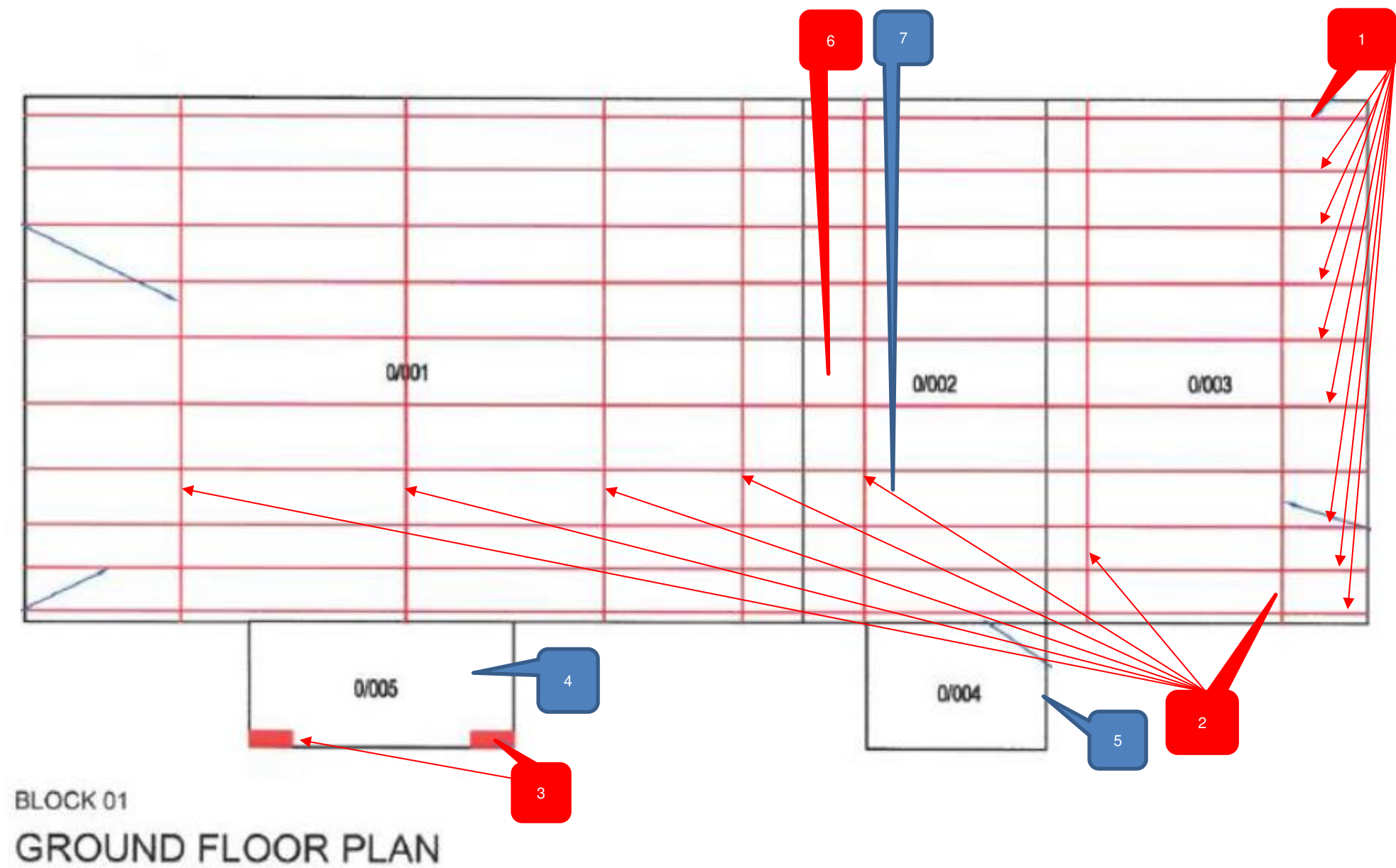
Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
7	Ground	Maintenance Shed	R & D	24991/7	26M2			
			Material Description		Material Risk			
			Vinyl Flooring		Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information					
			BS060392		Score - Material Risk			
			Recommendations		Accessibility			
			No Further Action		HIGH			
					Asbestos Type			
					N/A			
			Ceiling	Wall	Flooring	Other		
			-	-	Solid Construction	-		



Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
OBS 1	Ground	Maintenance Shed	R & D					
			Material Description		Material Risk			
					Product Type	Extent of Damage	Surface Treatment	Asbestos Type
			Additional Information					
			Fibreglass Insulation in Partition + on Top Ceiling – Plastic + Ceramic Cisterns – Modern Electrics		Score - Material Risk			
			Recommendations		Accessibility			
					Asbestos Type			
			Ceiling	Wall	Flooring	Other		
			Plasterboard	Solid Construction – Plasterboard H/B	Solid Construction	-		

Item	Level	Location / Room number	Survey Type	Sample Reference	Quantity			
OBS 2		External						
			Material Description		Material Risk			
					Product Type	Extent of Damage	Surface Treatment	Asbestos Type
					Additional Information			
					Metal Profile Roof to Main Building – Modern Mineral Felt to Front Flat Roof			
					Score - Material Risk			
			Recommendations		Accessibility			
					Asbestos Type			
			Ceiling	Wall	Flooring	Other		
-	Solid Construction	-	Plastic RWP/SVP					

**SITE PLANS & AREAS OF
NO-ACCESS**

AREAS OF NO ACCESS



	Site Plan 1 of 1
Client	Melksham Town Council
Site Ref	
Address	King Georges Field, Lowbourne Road, Melksham
Report Date	11/05/23
Report Ref	C24991
THIS SITE PLAN SHOULD BE READ IN CONJUNCTION WITH THE FULL ASBESTOS SURVEY REPORT	
FLOOR	Ground
AREA	Throughout
KEY	Register Item Numbers
 	Positive or Presumed Asbestos
	Non-Asbestos
HAWKINS INSULATION LTD	
NOT TO SCALE	
All locations are approximate	
<p><u>Limitations of reported information</u></p> <p>The information contained within this report of the locations of asbestos containing materials (ACMs) should not be treated as either exhaustive or definitive. It should always be assumed that there may be other ACMs present, hidden or undetected within the fabric of the building. Further investigations may be necessary when carrying out works likely to disturb the fabric of the building.</p>	

The Town and Country Planning Act 1990
Approval of Full Planning Permission with Conditions
Application Reference Number: PL/2021/10953

Decision Date:

Applicant: Linda Roberts
The Town Hall, Melksham, Wiltshire, SN12 6ES

Particulars of Development: Demolition of existing derelict maintenance building and the formation of a new maintenance building on the same site.

At: King Georges Field, Bath Road, Melksham, Wilts, SN12 7ED

In pursuance of its powers under the above Act, the Council hereby **GRANT PLANNING PERMISSION** for the above development to be carried out in accordance with the application and plans submitted (listed below).

In accordance with paragraph 38 of the National Planning Policy Framework, Wiltshire Council has worked proactively to secure this development to improve the economic, social and environmental conditions of the area.

Subject to the following conditions:

Conditions: (2)

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans: Location plan ref 2011- 2 010; Existing site plan ref 2011- 2 005; Proposed site plan ref 2011- 2 105; Existing plans and elevations ref 2011- 2 040; Proposed plans and elevations ref 2011- 2 100;

REASON: For the avoidance of doubt and in the interests of proper planning.

NOTES

- 1 **Other Necessary Consents.** This document only conveys permission for the proposed development under Part III of the Town and Country Planning Act 1990 and the applicant must also comply with all the byelaws, regulations and statutory provisions in force in the area and secure such other approvals and permissions as may be necessary under other parts of the Town and Country Planning Act 1990 or other legislation.
 - 1.1 the need in appropriate cases to obtain approval under Building Regulations. **(The Building Regulations may be applicable to this proposal. Please contact the Council's Building Control team before considering work on site);**
 - 1.2 the need to obtain an appropriate order if the proposal involves the stopping up or diversion of a public right of way or other highway (including highway verge);
 - 1.3 the need to obtain a separate "Listed Building Consent" to the demolition, alteration or extension of any listed building of architectural or historic interest;
 - 1.4 the need to make any appropriate arrangements under the Highways Act 1980, in respect of any works within the limits of a highway. The address of the Highway Authority is County Hall, Trowbridge, BA14 8JD (It is the responsibility of the applicant to ascertain whether the proposed development affects any listed building or public right of way / other highway, including highway verge).
- 2 **Appeals.** If the applicant is aggrieved by the decision of the local planning authority to grant permission subject to conditions, he may appeal to the Secretary of State for the Environment in accordance with Section 78(1) of the Town and Country Planning Act 1990 within six months of the date of this decision. (Information and forms relating to the appeals process can be found at the Planning Portal - <http://www.planningportal.gov.uk/planning/appeals>).

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NOTICE OF INTENDED DEMOLITION

Please read Section 80 reproduced overleaf before completing and submitting this form

1	I HEREBY GIVE NOTICE of proposed works of demolition as follows: Address of premises: Commencement Date: (If known, but see paragraph 8 below)	
2	Full description of premises: (e.g. Commercial – Petrol Service Station)	
3	Owners name and address Name _____ Postcode: _____ Address _____ Tel No: _____	Agents name and address Name _____ Postcode: _____ Address _____ Tel No: _____
4	Does asbestos or asbestos/cement form any part of the building? Yes/No If Yes please detail method of disposal	
5	If an application under the Building Regulations or Town & Country Planning Acts has been submitted or is pending to develop the site, please give details here. Description of development/building Building Regulation reference <input style="width: 150px;" type="text"/> Planning reference <input style="width: 150px;" type="text"/> <div style="display: flex; justify-content: space-between;"> Is it a listed building Yes/No Is it in a conservation area Yes/No </div>	
6	I confirm that a copy of this notice has been given to the following: (please tick the appropriate box to confirm) 1 Adjacent occupier (s) who are: (continue on rear of form or separate sheet if necessary) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Name: _____ Please tick <input type="checkbox"/> Address _____ </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> Name: _____ Please tick <input type="checkbox"/> Address _____ </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> 2. British Gas Corporation Please tick <input type="checkbox"/> </div> <div style="width: 45%;"> 3. Electricity Company please name: _____ Please tick <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> 4. Water/Sewerage Company please name: _____ </div> <div style="width: 35%;"> Please tick <input type="checkbox"/> </div> </div>	
7	Name of demolition contractor Address _____ <div style="text-align: right;">Telephone: _____</div>	
8	I understand that I will receive in return a notice specifying certain steps that must be undertaken during the course of the demolition and that copies of that notice will have also been given to the adjacent occupiers and authorities, including the fire authority. <b style="color: red;">I also understand that the works of demolition must not be commenced until I have either received a section 81 Notice of the council's requirements or a period of six weeks has elapsed.	

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Signed (Owner/Agent)

Date

Notice to Local Authority of Intended Demolition [Section 80, Building Act 1984]

- (1) This section applies to any demolition of the whole or part of a building except-
 - (a) a demolition in pursuant of a demolition order made under Part IX of the Housing Act 1985, and
 - (b) a demolition –
 - (1) of an internal part of a building, where the building is occupied and it is intended that it should continue to be occupied,
 - (2) of a building that has a cubic content (as ascertained by external measurement) of not more than 1750 cubic feet (50 m³), or, where a greenhouse, conservatory, shed or prefabricated garage forms part of a larger building, of that greenhouse, conservatory, shed or prefabricated garage, or
 - (3) without prejudice to sub-paragraph (ii) above, of an agricultural building within the meaning of any of the paragraphs 3 to 7 of Schedule 5 to the Local Government Finance Act 1988, unless it is contiguous to another building that is not itself an agricultural building or a building of a kind mentioned in that sub-paragraph.
- (2) No person shall begin a demolition to which this section applies unless –
 - (a) he has given the local authority notice of his intention to do so, and
 - (b) either –
 - (1) the local authority have given notice to him under section 81, or
 - (2) the relevant period (as defined in section 81 i.e. 6 weeks) has expired.
- (3) A notice under subsection (2) above shall specify the building to which it relates and the works of demolition intended to be carried out, and it is the duty of a person giving such a notice to a local authority to send or give a copy of it to –
 - (a) the occupier of any building adjacent to the building,
 - (b) any public gas supplier (as defined in Part I of the Gas Act 1986) in whose authorised area (as so defined) the building is situated, and
 - (c) the public electricity supplier (as defined in Part I of the Electricity Act 1989) in whose authorised area (as so defined) the building is situated and any other person authorised by a licence under that Part to supply electricity to the building.
- (4) A person who contravenes subsection (2) above is liable on summary conviction to a fine not exceeding level 4 on the standard scale.

Please use this area to list any additional adjoining occupiers to the building

Name: Address	<i>Please tick</i> <input type="checkbox"/>
------------------	---------------------------------------------

Name: Address	<i>Please tick</i> <input type="checkbox"/>
------------------	---------------------------------------------

Name: Address	<i>Please tick</i> <input type="checkbox"/>
------------------	---------------------------------------------

Name: Address	<i>Please tick</i> <input type="checkbox"/>
------------------	---------------------------------------------

If you require any assistance or further information please contact:

Building Control

Wiltshire Council
County Hall
Trowbridge
BA14 8JN

Tel: 0300 456 0113

Email: buildingcontrol@wiltshire.gov.uk

Web: www.wiltshire.gov.uk/planning-building-control

KGV Maintenance Shed – Demolition Update

Following the second bat survey I am pleased to report that it is confirmed there are no bats habiting the building.

A Pre-demolition asbestos survey, required by the Control of Asbestos Regulations 2012 has been completed and submitted to all contractors. (attached)

Three quotes have now been received for the demolition which range from £16,000 to £37,000.

A section 80 Demolition Notice (form attached) will be completed once the successful contractor has agreed to undertake the works. This process can take up to six weeks.

An R & D has been submitted to all contractors as well as a request for them to act as the Principal Contractor for the works; all contractors have confirmed their ability to do this.

I will be liaising with Wiltshire Council on the Section 80 demolition notice which requires the following:

- a copy of Pre-Demolition Asbestos Survey (as required by The Control of Asbestos Regulations 2012)
- a demolition method statement
- a scale block plan indicating the buildings footprint, boundaries, orientation to surrounding roads and properties

As well as a building control application through Wiltshire Council.

As you know planning permission has already been sought and has approval. (attached)

Linda Roberts

Town Clerk

31.7.2023

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MELKSHAM TOWN COUNCIL

MEETING OF THE Asset Management & Amenities COMMITTEE

07/ August/ 2023

Various items

Report of the Head of Operations

1. KGV event power and lighting project.

The power supply for events has been ordered to be installed by Kan Connections as a separate item. The lighting scheme that was proposed and agreed will exceed budget and not provide the level of control required. The luminaires, although looking aesthetically in keeping with the heritage of the park cannot be retrofitted with controls. This item has moved back and forth for a number of years; there have been differences of opinions and costs have escalated during this time. To bring the scheme to fruition, a hybrid scheme could be the answer to satisfy as many aspects of the project as possible. This would involve installing street style lighting at the back of the park to light the road from the car park to the adventure centre, which would satisfy safety concerns. Something more decorative around the pavilion area such as festoon to enhance the Café operation and more traditional heritage columns in the park itself at certain points creating a route from one side to the other.

2. KGV fencing.

The KGV fencing work commenced on 31st July and is likely to take 2 weeks.

3. Eco loos.

These have now been installed but further work starts on w/c 7th August to dig out the vaults that will make the loos truly eco. The cubicles have been successfully ventilated following remedial works. The groundworks are being completed by a local contractor as part of the project. The digestion of the waste will be undertaken by worms and insects and raked back on a regular basis by Healthmatic employees to aid the drying out process before removal from site. The loos use around 30kW of power per annum.

4. Cricketers Café

The café continues to attract reasonable trade but the work needs to start to transform the internal space ready for the Winter. A letter of intent for a 10 year lease has been issued and quotes are coming in for the various works which will start this process. The Council and the Operator will both be investing up to £25,000 each into the project (to be approved by Council)

5. Goal posts at Foresters

These have been ordered and we are awaiting an install date.

6. Awdry Avenue play area

There has been no progress to date on this project as the consultant that was going to undertake the work has moved on. Our retained consultant who is working on the building condition survey works will make a start on the proposed redevelopment and it is envisaged that the consultant can work with the Parks Working Group to develop a play area strategy.

7. Water troughs in Allotments

The first water trough has been installed at Awdry Avenue and we have two more, ready to be sited in suitable locations. It is suggested that these are in Addison and Methuen but it has

also been highlighted that there is a need for two more at Awdry Avenue. The cost of each trough is £154, delivery is £48.30 and installation is around £80 per trough including fittings.

8. Amenities Assistants

Three new members of staff started this month and the fruits of their labour are clear to see in and around the Town.

9. Roundhouse and Church Wall

The reparatory works to both these structures is unlikely to be done this year due delays in contact from Wiltshire Council (which has now been forthcoming) and the availability of our stonemason. If a window appears, both jobs will be progressed if possible.

10. Assembly Hall roof repairs from building condition report survey

Our retained consultant for the building repair survey works has struggled to generate responses from the roofing companies that initially expressed an interest with exception of a local contractor who has been to site. We will continue to persevere as this is a time critical item but may have to concede that only one contractor is interested and make appropriate arrangements in the light of this situation.

11. BMX track and Sensory Garden

Our retained consultant for the building repair survey works will be tasked to make a start on these projects over the next two months to gain some traction whilst the new team are bedding in and getting trained up.

END