

Marlborough Town Council



11 November 2025

Dear Councillor

Planning Committee

You are summoned to a meeting of the **Planning Committee** to be held in the **Court Room, Marlborough Town Hall** on **Monday, 17 November 2025** at **7pm**.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend and ask a question they should notify the Town Clerk of this by noon on the Friday prior to the meeting and provide their question in writing at the same time.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Planning Committee. The time allocated for this should not exceed 10 minutes and be limited to one question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

AGENDA

- 1. Apologies**
- 2. Declaration(s) of Interest**
To receive declarations of interest and consider any requests for dispensation
- 3. Chair's Announcements**
- 4. Minutes**
To confirm the minutes of the meeting held 27 October 2025
- 5. Action Log**
To receive an update on the action log
- 6. Planning Decisions**
To note the planning applications recently determined by Wiltshire Council
- 7. Planning Applications**
To consider application consultations received from Wiltshire Council
- 8. Works to Trees**
To consider application consultations received from Wiltshire Council
- 9. Plant Based Market**
To consider an application to hold three plant-based street markets in 2026
- 10. Local Highway and Footway Improvements Group (LHFIG)**
To consider highway improvement requests and receive an update on the LHFIG action log
- 11. Speed Indicator Devices**
To note the most recent data reports and consider the location plan
- 12. Town Centre Working Party**
To receive a verbal update
- 13. Temporary Road Closures**
To note and consider orders issued by Wiltshire Council

Marlborough Town Council



Planning Committee

Minutes of a meeting of the Planning Committee held Monday, 27 October 2025
in the Court Room, Marlborough Town Hall at 7pm

PRESENT	Councillor Kym-Marie Cleasby	Chair
	Councillor Emily Trow	Town Mayor
	Councillor Nicholas Fogg	
	Councillor Mervyn Hall	Vice Chair
	Councillor Mark Cooper	
	Councillor James Sheppard	
	Councillor Kelvyn Shantry	
	Councillor Susannah O'Brien	
	Councillor Caroline Sadler	
	Councillor Caroline Wrench	
	Councillor Nicholas Awbery	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Neil Goodwin	Marlborough.News
	Six members of the public	

PUBLIC QUESTION TIME

Orchard Road

Tamsin Witt : Will the Town Council please continue to help the residents of Orchard Road to solve the many problems caused by the sixth formers using our small cul-de-sac as a school car park and support her request to attend future Wiltshire Council Local Highway and Footway Improvements Group (LHFIG) meetings to assist in the progress of a resolution.

Gemma Ward (written question similar to above) highlighting that parked cars cause problems for refuse lorries to access the road.

Lower Prospect

Simon Walters and Alison Magill asked whether the Mayor should be excluded from the meeting for the item concerning parking in Lower Prospect, as she had a personal interest.

Penny Shorten (written question): Concerns have been raised about damage to Lower Prospect residents' cars and the inability to identify the culprits as they are always owned by persons who are not residents, also meaning it's impossible to trace the owner when car alarms go off all night outside our homes. How do you intend to resolve this issue please?

The **Chair** confirmed both would be discussed later in the meeting. The highway requests were already with LHFIG, and the agenda items this evening were for Councillors to vote on whether to ask for them to be re-prioritized at the next LHFIG meeting. These meetings are not open to the public. Representatives of the Town Council would attend, could speak on behalf of residents and would report back on the outcome. The **Chair** was also confident that the **Mayor** would do whatever was necessary at the correct point in the meeting, as residents would see.

230/25 APOLOGIES

Apologies for absence had been received from **Councillors Farrell, Luson, Beaumont and Morgan**.

231/25 DECLARATIONS OF INTEREST

Councillor Sadler – item 7 – planning application – non-pecuniary.

Town Mayor Councillor Trow – item 11 (ii) – Highways Improvement Request for Lower Prospect – non-pecuniary.

Councillor Cooper – item 11 (iii) – Highways Improvement Request for Orchard Road – non-pecuniary.

232/25 CHAIR'S ANNOUNCEMENTS

We have received a notification about recent police speed enforcement operations at Kingsbury Street and Poulton Hill. In total, five drivers were issued with notices of intended prosecution for excessive speeding. Depending on previous convictions and history, fourteen drivers will be offered a speed awareness course or face £100 fine and 3 points on their licence.

The **Chair** had been made aware of issues with street lighting in and around the Acres (varying issues, e.g. some with incorrect timing, some with broken lamps). She had raised this with Highways and was waiting for them to respond.

233/25 MINUTES

RESOLVED: that the minutes of the meeting held 6 October were confirmed as a true record and signed by the Chair

234/25 ACTION LOG

#297 Play area at Hawthorn Meadow: the Town Clerk had met with the solicitor to seek legal advice on potential changes to agreed handover arrangements, and risks for the Town Council if it took on the land and play area before all GreenSquare Homes work was complete. It may be possible to agree an

additional commuted sum to mitigate any risks. Additionally, the house building division of GreenSquare Accord may potentially be dissolved in 2026 so it was important to clarify the legal position.

#306 Paint scheme at Willow & Wolf: there were no planning applications online. The Town Clerk had contacted a Planning Officer and was waiting for a reply.

235/25 **PLANNING DECISIONS**

Members noted the planning applications that had recently been determined by Wiltshire Council.

236/25 **PLANNING APPLICATION**

Councillor Sadler took no part in the discussion for this item and abstained from voting

PL/2025/07499 – Single storey extension and alterations to existing dwelling at Cedars, Kingsbury Street

RESOLVED: that Marlborough Town Council has no objection to this application

237/25 **WORKS TO TREES**

a) **PL/2025/07928** – Reduce small Silver Birch by 50%, reduce the height of Horse Chestnut by one third and reshape, fell Ash, fell Bay, fell Aster and trim back large shrubs at 50 High Street, Marlborough

RESOLVED: that Marlborough Town Council has no objection to this application

b) **PL/2025/07999** – T1 Crack Willow – fell. T2 Ash trees (x6) – fell. T3 Sycamore – fell. T4 Willow – fell. T5 Poplar – fell at Manton Mill, Bridge Street, Manton

RESOLVED: that Marlborough Town Council has no objection to this application

c) **PL/2025/08131** – G1 – Group of Western Red Cedar Trees – fell to ground level as close to/overshadowing building at 4 School Lane, Manton

RESOLVED: that Marlborough Town Council has no objection to this application

238/25 **STREET TRADING CONSENT**

Members considered an application for street trading:

Trading name:	Jimmy's Kebab
Article for sale:	Chicken, kebabs and chips
Trading location:	Car park in centre of Marlborough High street on A4
Trading times:	Monday to Sunday 18:00-23:00
Description of stall:	Catering van

Discussion points included:

- Jimmy's Kebab currently operates in George Lane car park, where it works very well and is popular with residents

- The original application for George Lane (close to the Police touchdown point) was agreed for a trial period, with feedback from residents and police taken into account. Would this be appropriate again if this application was approved?
- A fish & chip van trades once a week at the Wednesday market and stays until early evening (before 8pm) but does not trade late at night. This had been agreed by Wiltshire Council markets team, and the Town Council had not been consulted about it
- Location: the central parking area is busy. Would a specific area be reserved, or would the van park wherever it can find a space at 6pm
- Whether mobile caterers are required to pay business rates
- There were other shops close to the High Street selling similar products as well as other food outlets in the High Street, New Road, the yards and The Parade. Businesses were already struggling and this would create easy to access competition: Members were concerned about the impact on established businesses
- Concerns about highway safety, especially after dark and late at night. The A4 is a busy road compared to a quiet car park in George Lane – whether queues late at night and people crossing the road presented a risk to public safety
- Whether allowing the application would set a precedent for other traders, and whether mobile food vendors in the historic High Street 7 days a week would have a detrimental impact
- Noted that people driving to collect takeaways in The Parade park wherever they like and often block access: this could be even more of an issue in the High Street
- Whether it would encourage anti-social behaviour late at night (e.g. smells, nuisance behaviour)
- The central car park is well used at night: there would be an impact on parking availability, especially while Waitrose was still trading

RESOLVED: that the Town Council objects to this application at this location on the grounds of all comments discussed at the meeting and especially highway/public safety, loss of car parking and a desire not to set a precedent for mobile vendors in the middle of the historic High Street

239/25

ADOPTION OF TELEPHONE KIOSK

Members considered an approach from BT Networks about the telephone kiosk located at St Martins/The Green, where the telephone would be removed. The Town Council had the opportunity to adopt the kiosk.

Discussion points included:

- Red phone boxes were iconic designs and this one was a familiar part of the street scene
- Whether people living next to the kiosk had been consulted

- That if adopted, the Town Council would need to maintain it. The Grounds Manager had confirmed that the team could accommodate occasional repainting; other work would depend on what the final use would be
- Several ideas for how it could be used were discussed (floral displays, a book library, a history booth), and whether to consult with residents about the potential use

RESOLVED: to adopt the kiosk, and decide on its use at a future meeting

240/25

LOCAL HIGHWAY AND FOOTWAY IMPROVEMENTS GROUP (LHFIG)

Members considered three highway improvement requests and noted the LHFIG action log.

- a) Lowered kerb at Ducks Meadow adjacent to footpath to Isbury Road
Members noted that the request did not ask for a lowered kerb on the opposite side of the road, questioning whether this would cause wheeled users to go on to the highway. They also believed there was a lowered kerb within a few metres of the requested location.

RESOLVED: (i) not to submit the request to LHFIG

- b) Reconsideration: Residents Parking Scheme at Lower Prospect
Councillor Trow took no part in the discussion for this item and abstained from voting

RESOLVED: (ii) to support a request for residents parking at Lower Prospect 6pm-8am daily (maximum stay for other drivers 2 hours) to be submitted to LHFIG to ask for reconsideration/reprioritisation

Two members of the public left the meeting

- c) Reconsideration: Residents Parking Scheme at Orchard Road
Councillor Cooper took no part in the discussion for this item and abstained from voting

The **Chair** read out letters received from the Principal of St Johns and the Director of 6th Form, both in support of this application. There was ample parking space at the school for students. While the school did all they could to ask students not to park in Orchard Road, it was difficult to police on a daily basis

RESOLVED: (iii) to support a request for residents parking at Orchard Road cul-de-sac 8am-3.30pm Mon-Fri to be submitted to LHFIG to ask for reconsideration/reprioritisation

Four members of the public left the meeting

241/25 SPEED INDICATOR DEVICES (SID)

Members noted the most recent data downloaded from the Town Council's SIDs at London Road between 17 September and 8 October and Port Hill between 9 and 21 October.

Councillor Sadler drew Members' attention to the high percentage of outbound vehicles recorded above 30MPH at London Road.

242/25 TOWN CENTRE WORKING PARTY

Councillor Shantry (Chair) provided a verbal update:

Phase 1 of the Rainscape project was now coming to fruition. News stories and a press release had been issued inviting people to attend Coopers Corner on 6 and 7 November between 10am-1pm to see the first rain planter in place, with an opportunity to learn how they work. Phase 1 includes a rain garden at Priory Gardens.

Phase 2 would take about a year due to the requirement to seek planning permission, consult with the owners of buildings at proposed locations, and carry out preparation work such as replacing gutters and clearing gullies. Cllr Shantry tabled artist's impressions of how these could look.

Town Centre Vision: the final report had been received from the consultants, who had been asked to present their findings and recommendations to a future working party meeting and provide a summary. Once considered, supported ideas would be recommended to the Council for consideration. Funding routes would also need to be identified.

The **Town Clerk** advised that while he could circulate the full report to Members, it was important to note that at this stage it was a report by consultants and nothing within it was yet agreed by the Town Council. In this context, it was important that it remains confidential until the Town Council had an opportunity to consider the content and take a position on it before presenting it to the community. The Town Council would publicise the next stage of the project to the public at the appropriate time, when a press release would also be issued.

Councillor Sheppard thanked the Working Party members for their hard work. The artists' drawings were very impressive: it would be a credit to the town.

Councillor Fogg left the meeting

243/25 TEMPORARY ROAD CLOSURES

Members were concerned that the current George Lane partial closure had misleading signage. It would be helpful if the signage at the junction of George Lane and Pewsey Road could state that access to the public car parks was still open. Drivers were rerouting and causing unnecessary delays to traffic as a result.

Councillor Cleasby was meeting with Highways officers very soon and agreed to raise this issue.

Members noted that Wiltshire Council had issued Orders for temporary road closures:

- TTRN 26E303: Poulton Hill (part) 125m east of its junction with Tin Pit in an easternly direction for approximately 50 metres on 27 October for 5 days to enable Scottish and Southern Power Distribution to carry out road crossing and duct for a new electricity supply
- A4 (part) High Street, C18 Kingsbury Street (part), A4 (part) New Road between 16:00-21:00 on 28 November to ensure public safety at the Christmas Lights switch-on event
- TTRO 10867: C6 (part), Mildenhall from its junction with Sound Copse Lane to its junction with Thicketts Road on 8 December for 4 days to enable Wiltshire Council to carry out retexturing
- TTRO 10861: The Parade (part), Marlborough from its junction with Kennet Place for approximately 40m in a westerly direction on 9 December for 4 days to enable Openreach to carry out excavation to lay 2m duct
- TTRO 20857: A346 (part), Burbage, Savernake and Marlborough from its junction with Marlborough Road to its junction with Blenheim Road between 19:00-06:00 for 4 nights from 12 December to enable Wiltshire Council to carry out carriageway resurfacing, replacement of existing road markings, adjustment of ironwork and associated works

The meeting closed at 8.19 pm

ITEM 5 **ACTION LOG**

To note and consider outstanding actions. For Highways actions please see agenda item 10(b).

Min #	Owner	Status & Mtg Date	Notes
#151 COMMUNITY SPEED WATCH			
359/22	Town Clerk	24/04/23 In progress	15.3.23 Town Council to facilitate the creation of local CSW teams and provide publicity to call for people to take part 12.6.23 Volunteers being recruited 25.9.23 Cllr Trow expressed interest in becoming involved Needs further consideration and support to progress 9.6.25 Mayor has arranged a meeting with a Devizes Councillor to share ideas 26.8.25 Meeting with Devizes not possible. More volunteers are coming forward

Min #	Owner	Status & Mtg Date	Notes
#297 PROVIDE UPDATE ON PLAY AREA AT HAWTHORN MEADOWS			
PQT	Town Clerk/Cllr Cleasby	14/07/25 In progress	<p>21.7.25 Town Clerk and Grounds Manager did site visit. TC then emailed GreensquareAccord with list of concerns re: landscaping, site management, timeline etc.</p> <p>23.7.25 GreensquareAccord stated that they have engaged a landscape company to carry out maintenance to the play area; their remit is to conclude the remediation of the play area and to clear the site of any debris. Their remit will be to replace anything which has failed within the landscaping design, but trees will not be replaced until planting season (Oct if weather permits) to give them the best chance . Work programmed to begin 4th August. The ROSPA sign off will then follow.</p> <p>MTC comms on latest position has been issued¹.</p> <p>26.8.25 Ask for a further update and circulate photographs Email set to Cllrs 2 9 25</p> <p>15.9.25 TC & Grounds Manager have offered to keep pathways/area behind play area clear prior to formal handover.</p> <p>24.9.25 Town Clerk contacted GreenSquareAccord, pressing urgency for conclusion. GreenSquareAccord stated: 'The ROSPA Report has been commissioned and waiting for a date for their survey. Also, the planting conclusion and replacement is also commissioned, the seeding will happen during Oct and planting November. Will then call out the Wiltshire Council officer and yourself to sign off and then we should be able to transfer.'</p> <p>17 10 25 Town Clerk emailed GreensSquare Accord for update on ROSPA report.</p> <p>Following consideration at AOS Committee Town Clerk met Council's solicitor 23.10.25 to discuss legal position of council and the transfer agreement.</p> <p>6 11 25 MTC legal Services have written to GreenSquareAccord's legal team with proposal to expedite the transfer (with amended terms and commuted sum to mitigate any risk).</p>
#306 PAINT SCHEME AT WILLOW AND WOLF			
PQT	Town Clerk	06.10.25 In progress	<p>Following a public question and instruction by the Committee, the Town Clerk emailed WC Planning to enquire whether LBC was obtained or is required</p> <p>21 10 25 Planning enforcement acknowledged enquiry.</p>

¹ <https://www.marlborough-tc.gov.uk/news/news-articles/3153-update-on-play-area>

ITEM 6

PLANNING DECISIONS

To note planning applications determined by Wiltshire Council between 20 October and 9 November:

- a) **PL/2025/07657** – 5 The Green, Marlborough
T1 T2 Leylandii - Fell
Decision: No objection **MTC:** No objection

- b) **PL/2025/07895** – 5 The Green, Marlborough
T1 T2 Leylandii – Fell
Decision: No objection **MTC:** No objection

ITEM 7

PLANNING APPLICATIONS

To consider consultations received from Wiltshire Council. Councillors and members of the public should contact the Town Clerk by midday on 17 November if they feel the following application needs full discussion at the meeting.

- a) **[PL/2025/08045](#)** – Full planning permission
Change of use application for the ground floor from Class E restaurant and the first and second floor from bed and breakfast accommodation into a new single family dwelling as residential at 7 Kingsbury Street, Marlborough for Mr Simon Wetton, Savernake Properties Ltd

- b) **[PL/2025/08322](#)** – Full planning permission
Change of use from Class B8 (storage and distribution) to Class E (commercial, business and service) excluding subclasses (e – the provision of medical or health services & f – as a creche or day nursery). Works associated with this change as shown on submitted drawings at Former Lecture Hall (most recently used for storage), The Parade, Marlborough

- c) **[PL/2025/07588](#)** – Listed building consent (Alt/Ext)
Install an internal fire-rated stud wall (FD30 standard) with an integrated oak fire door to separate the kitchen from the main access and egress route (the stairwell) on first floor of the building at Flat 59B, High Street, Marlborough for Mr Samuel Fields

- d) **[PL/2025/08597](#)** – Listed building consent (Alt/Ext)
Replacement windows at 28 St Martins, Marlborough for Mrs A Valesoa Ialy

- e) **[PL/2025/08391](#)** – Listed building consent (Alt/Ext)
Internal alterations and erection of balcony to the rear elevation at Wykeham House, 50 High Street, Marlborough for W H Marlborough Ltd

- f) **[PL/2025/08173](#)** – Householder planning permission
Erection of balcony to the rear elevation at Wykeham House, 50 High Street,

Marlborough for W H Marlborough Ltd

- g) [PL/2025/07766](#) – Householder planning permission
Replacement of conservatory with a single storey extension at 40 River Park,
Marlborough for Mr G Long
- h) [PL/2025/08410](#) – Householder planning application
Retrospective application for the erection of a flat roofed single storey rear extension
across the rear of the existing main house and consented glazed porch extension,
which was built in 2019 following the construction of a glazed porch, under consent
19/04466/FUL at The Limes, 6A The Green, Marlborough for Mr Mike & Mrs Dorothy
Maclachlan

ITEM 8

WORKS TO TREES

To consider a consultation received from Wiltshire Council.

[PL/2025/08515](#) – Notification of proposed works to trees in a conservation area
T1 Beech – Fell at Najac, Kingsbury Street, Marlborough for D W Oliver Tree Services Ltd

ITEM 9

PLANT BASED MARKET

To consider an application from to hold plant-based street markets in 2026

Application

Wiltshire Council is consulting with the Town Council for comment:

Name: Marlborough Plant-Based Market / <https://www.kordiaevents.com/>
Purpose: To promote plant-based lifestyles, support local vendors, and provide a vibrant community experience with plant-based food, live demonstrations, and eco-friendly product showcases
Location: High Street Car Park, Marlborough
Date & Time: January 25th 2026, May 31st 2026, November 15th 2026 - 10:00-16:00

For application form, location map, event management plan and other details please see Appendix 1.

Recommendation

Members are asked to consider the application and pass back any observations, feedback or concerns to Wiltshire Council via the Town Clerk by Friday 28 November 2025.

Town Clerk
27 10 25

ITEM 10 HIGHWAY AND FOOTWAY IMPROVEMENTS GROUP (LHFIG)

To consider (a) a Highway Improvement Request and (b) receive an update on the Wiltshire Council Area Board Local Highway and Footway Improvements Group and actions log.

a) Highway Improvement Requests

The Town Clerk has verified the name and contact details of the applicant

Contact Details

Name:	REDACTED	Date:	05/11/2025
Address:	REDACTED		
Telephone No:	REDACTED		
Email Address:	REDACTED		

Issue Details

Location of Issue:	A4 hill from Marlborough to Savernake Hospital
Community Area:	Marlborough
Parish or Town Council:	Marlborough Town Council
Nature of Issue: Hazardous condition of pathway alongside the road.	
<p>I draw your attention to the situation prevailing with the footpath that is alongside the A4 up the hill to the Savernake Hospital.</p> <p>I had occasion to use this to get to the hospital for the recent Covid vaccination session on Saturday 6th October 2025. The only other venues available to me being Wroughton or Swindon.</p> <p>There isn't a bus service, apart from the Community Service that doesn't run on Sundays .</p> <p>I don't have access to motor transport and with my mobility issues walking was not an option, I had to use my mobility scooter.</p> <p>I soon regretted I had started on what became apparent as an extremely perilous journey.</p> <p>The path surface was very crooked and rutty with overgrown vegetation from both sides intruding onto the surface concealing the edges.</p> <p>It is very narrow and situated on a dyke like setting with the road on one precipitous side and a steep wooded bank on the other with insufficient room for two scooters a pushchair or other wheeled pedestrian vehicles to pass each other, even passing a pedestrian was a very precarious affair.</p> <p>Fortunately, my worst fears, that of meeting another mobility scooter or a wheeled pedestrian vehicle coming in the opposite direction did not arise.</p>	
How long has it been an issue?	Indeterminate
What would you like done to resolve this issue?	
<p>I realise the solutions are multifaceted and effect various agencies but basically they are =</p> <ol style="list-style-type: none"> 1. Resurfacing and cutting back vegetation, but there's no room for widening or to provide passing spaces, not realistically a practical or financially viable solution. 2. Provide suitable forewarning of the limitations and hazards of the path at each end by suitable warning notices to intrepid/unwary potential users. 	

3. Completely remove path because of its highly hazardous and potentially precarious attributes.
4. Discontinue to use the Savernake Hospital as a vaccination venue because of its isolated and discriminatory locale especially on a Sunday.

Have you been in touch with your local Wiltshire Councillor? (Yes/No)	No
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b) LHFIG Action Log

Min #	Owner	Status & Mtg Date	Notes
#89 SAFE CROSSING POINT PORT HILL TO THE COMMON			
256/20	Town Clerk	02/11/20 In progress	<p>02.11.20: Written motion presented by Cllr Farrell to support petition presented by Hannah Cartwright. RESOLVED That the Town Council supports this request for a safer crossing point, whether a pedestrian crossing, reduction in the speed limit or by other means. It needs a full and urgent review through CATG and Highways officers. Also, to request a pedestrian count and to seek alternative Wiltshire Council funding options to conduct a whole town transport strategy.</p> <p>15.08.22: TC update - traffic survey had been in wrong location for Police to start risk assessment/enforcement. Too dangerous for Community Speed Watch. Town Clerk in discussions with WC to find way forward.</p> <p>16.8.22 Cllr CT emailed Police to ask for advice and assistance in progressing this issue.</p> <p>19.8.22 - WC emailed Town Clerk to state traffic survey was done in the best possible location given constraints, and that they had planned meeting to look at how best to collaborate with Police in these situations.</p> <p>19.8.22 Town Clerk emailed WC to ask for how they would advise to proceed given there is a known speeding issue at this location?</p> <p>05.09.22: JS escalated to PCC/Wilts Police/Wilts Council.</p> <p>28.11.22 Post to be installed by MTC for use of SID on green/ junction with Port Hill/Herd St.</p> <p>7.12.22 MTC reviewed SID guidance, due to distance between proposed location for pole and speed limit post cannot be installed for SID use.</p> <p>31.3.23 SID guidelines being revisited to reassess if can install pole. RSW re-stated to Police the need for enforcement.</p> <p>15.3.23 Enforcement action taken by Police February & March 2023; no evidence for speeding.</p> <p>12.6.23: Cllr Thomas to follow up with WP. Town Clerk re-requested enforcement action at Police Tasking meeting 20.7.23. LHFIG request for 40mph speed limit buffer-zone and traffic calming on agenda for 13.11.23; referred by TCWP - supported by MTC 13.11.23 for referral to LHFIG.</p> <p>Considered by LHFIG on 25.1.24 – Highways Engineer to check whether 40MPH buffer zone is feasible</p>

Min #	Owner	Status & Mtg Date	Notes
			<p>12.7.24 Discussed at LHFIG</p> <p>11.7.24 WC Highways Engineer advised was not possible. This was challenged by MTC/WC Councillors, and the engineer undertook to recheck if this is the case; and if so, provide an explanation including the relevant guidance and reasons for this judgement</p> <p>2.12.24 LHFIG reps still pushing for response on slowing down buffer zone. Cllr Farrell asked whether police could provide evidence of 'no speeding'? Advised Area Board on 3.12.24 is "all things policing" and to ask in person</p> <p>3.4.25 RE Possible new pole for SID - Land parcel has substation and x2 BT boxes on it; Grounds Manager booked to do CAT and GENNY training 4.4.25 to enable to Grounds Manager to locate if or where underground cables are and assess if it is safe to install a pole. Survey to be carried out 6.4.25.</p> <p>23.4.25 Survey clear. Indicative plan submitted to WC for permission to install.</p> <p>7.5.25 Preliminary permission granted by WC Highways; currently in the process of agreeing a date to do the works.</p> <p>4.7.25 Pole installed, on portable SID rota.</p> <p>At the LHFIG meeting on 9.10.25 the members pressed the importance of this application to WC Highways.</p>
#143 20MPH SPEED LIMIT REVIEW			
284/22	Town Clerk	06/02/22 In progress	<p>LHFIG request sent 7.2.23. LHFIG supported request on 11.3.23. MTC to provide additional street names for adding to review.</p> <p>30.5.23 MTC WP to meet 8.6.23 to review.</p> <p>13.6.23 WC Highways emailed with preferred review locations; 1. London Road –section from Elcot Lane junction to the double mini roundabout 2. Salisbury Road – Tesco roundabout to the double mini roundabout 3. George Lane – end to end 4. Pewsey Road – St Peter’s roundabout to junction with George Lane 5. Bridewell St – St Peter’ roundabout to junction with College Fields 6. Herd St – Junction St Martins to junction with The Common 7. The Common – junction Herd St to Kingsbury St. 8. Port Hill – junction The Common/Herd St to 50 yards past Golf Club entrance. Plus, existing; Kingsbury St, Oxford St, St Martins, High St, New Rd.</p> <p>4.7.23 WC Highways emailed adding request for Hyde Lane/Cross Lane/Back Lane/St Johns Close</p> <p>22.7.24 Report received; on the agenda for the Planning Committee 29.7.24.</p> <p>9.8.24 Town Clerk emailed WC Highways to confirm MTC support implementation in Hyde Lane, Back Lane, Cross Lane, Cardigan Road and St Johns Close as recommended in the report. Also, that MTC, via WC Cllr Davies, will be requesting reconsideration of the 20MPH speed limit in George Lane, with unanimous and strong support within the Council</p> <p>2.12.24 WC Cllrs in discussion with Cabinet Members re George Lane. LHFIG Chair to call extraordinary meeting to resolve</p>

Min #	Owner	Status & Mtg Date	Notes
			<p>3.2.25 Both areas (Hyde Lane + and George Lane +) would go to next stage - public consultation</p> <p>23.4.25 Public consultation live; consultation period ends 12 5 25</p> <p>29 5 25 WC Highways emailed to state 'Further to previous correspondence regarding the above proposals I can confirm that the consultation has now ended. As objections were received for the same it will be necessary for a report to be placed before the Cabinet Member for Highways, Street Scene and Flooding'.</p> <p>14.8.25 – Notified this was approved by Cabinet Member</p> <p>20.10.25 Design work being completed to enable Works package to be issued.</p>
#184 HIGH STREET SHORT STAY PARKING/LOADING BAY			
228/23	Town Clerk	25/09/23 In progress	<p>Submitted on 02.10.23</p> <p>24.01.24: prioritised with action for WC Highways engineer to progress</p> <p>Proposal received from WC on 11.11.24. On agenda 02.12.24. Resolved to accept the revised plan as proposed by the Highways Engineer. 3.12.24 email sent to WC Highways to confirm.</p> <p>21.5.25 TC to chase up WC for installation date</p> <p>30 5 25 matter is with TRO team for advertisement, likely in June, as advised by WC Highways.</p> <p>9.7.2025: Proposed Traffic Regulation Order advertised for consultation (on agenda 4 August, item 10)</p> <p>4.8.25: RESOLVED that Marlborough Town Council welcomes this TRO and looks forward to the additional parking spaces in the High Street; WC have been informed</p> <p>12.8.25 WC wrote: Thank you for your email on behalf of Marlborough Town Council dated 6th August 2025 which will be passed to the officer in charge of the project for consideration. All letters of objection or support for this proposal will be considered in a future report; I will write to you again when I have more information regarding the proposal.</p> <p>19.8.25 WC wrote: Further to previous correspondence regarding the above proposals I can confirm that the consultation has now ended. As objections were received for the same it will be necessary for a report to be placed before the Cabinet Member for Highways, Street Scene and Flooding. I will contact you again once a decision has been made.</p>

Recommendation

Members are asked to consider the above and instruct the Town Clerk accordingly.

Town Clerk
06 11 2025

ITEM 11

SPEED INDICATOR DEVICES (SID)

To consider the most recent data for Kingsbury Street (22 October-4 November) and the SID rotation plan.

Please refer to Appendix 2 for data report.

SID Locations

There is a SID permanently situated at Herd Street. A second SID is deployed on rotation to:

- Bath Road (30MPH, adjacent to Memorial Hall and 40MPH, near Golding Avenue)
- Chopping Knife Lane
- George Lane
- Kingsbury Street
- London Road (2 locations)
- Port Hill
- Poulton Hill

At the date of this report the SID was located at Poulton Hill.

Recommendation

Members are asked to note this report and consider whether any changes are required to the SID location/rotation plan.

Deputy Town Clerk

4 11 2025

ITEM 12

TOWN CENTRE WORKING PARTY

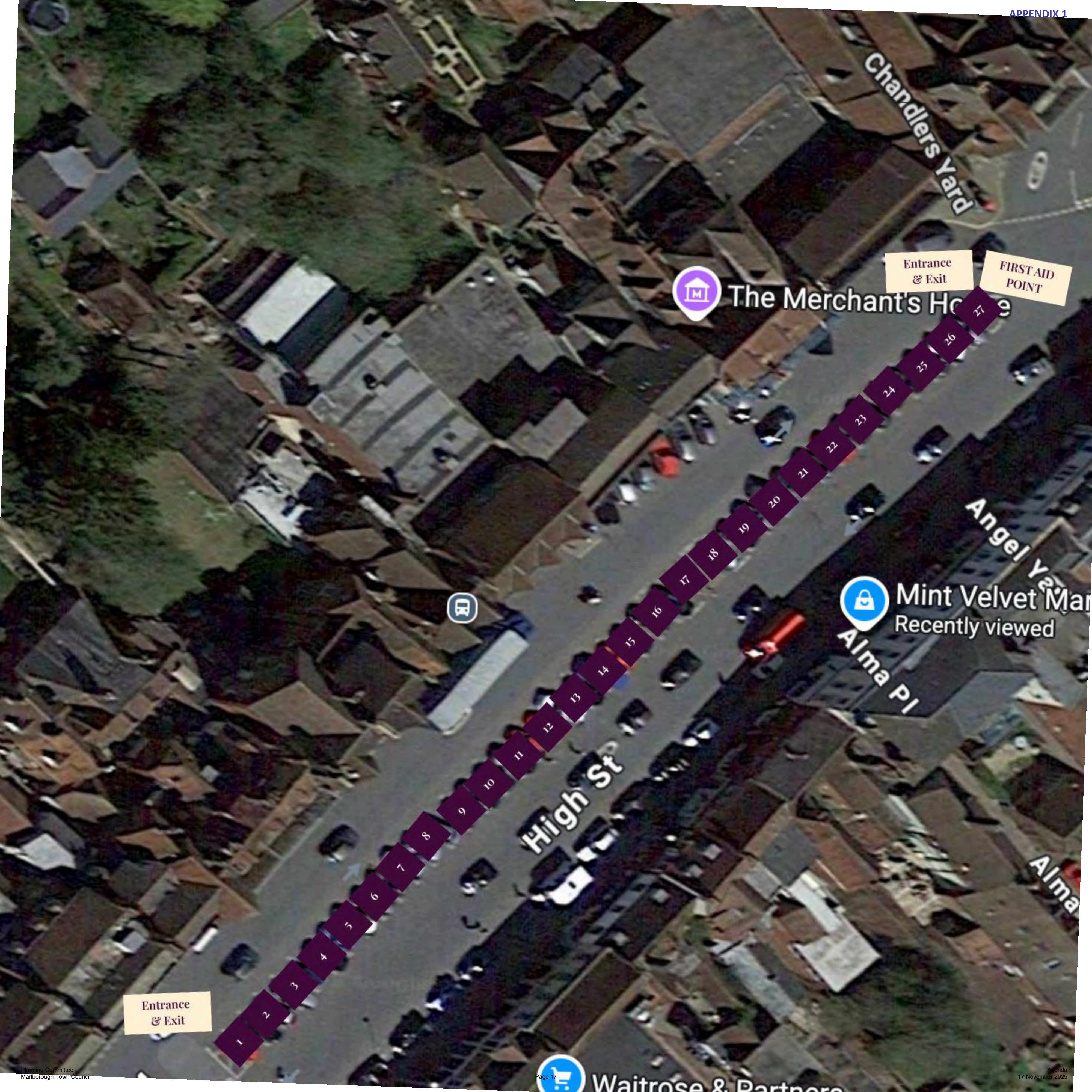
To receive a verbal update.

ITEM 13

TEMPORARY ROAD CLOSURES

To **note and consider** Temporary Traffic Regulation Orders (TTRO) issued by Wiltshire Council under Section 14(1) of the Road Traffic Regulation Act 1984

No new notices have been received.



Chandlers Yard



The Merchant's House

Entrance & Exit

FIRST AID POINT

Angel Yard



Mint Velvet Market
Recently viewed

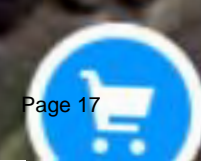
Alma Pl



High St

Alma

Entrance & Exit



Waitrose & Partners

EVENT APPLICATION FORM – SPORTING EVENTS HELD ON THE PUBLIC HIGHWAY

(A MINIMUM OF 3 MONTHS NOTICE IS REQUIRED)

Please note:

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at dataprotection@wiltshire.gov.uk.

Your personal data will be used only in accordance with the Wiltshire Council notification under the General Data Protection Regulation (GDPR). The council will disclose this information to Wiltshire Police, Licensing, Emergency Planning, Public Protection, Environmental, Waste, Traffic Orders, Wiltshire Highway Authority and any other relevant Wiltshire Council department / employee. For further information about how Wiltshire Council uses your personal data, including your rights as a data subject, please see our [Privacy notice](#) on the website.

Your data will be used by Wiltshire Council's Streetworks Department to highlight your event / sporting activity on a public facing website – do you agree to this? Yes / No

APPLICANT CONTACT DETAILS.

Mr / Mrs / Ms / Miss

First name:.....Olivia

.....

Surname:.....Teanby.....

.....

Company / Organisation:.....Kordia Limited

.....

Name of person in overall control of the event Mr, Mrs, Ms, Miss:

.....Olivia Teanby

.....

Address:.....REDACTED

.....

Postcode:.....REDACTED

.....

Tel
No:.....REDACTED.....
.....

Email:.....info@kordiaevents.com.....
.....

EVENT DETAILS.

Name of event: ...Marlborough Plant-Based Market
.....

Location of event:.....High Street Car Park
.....

Date(s) of Event:...Sunday 25th January & Sunday 31st May & Sunday 15th November
.....

Event start
time:.....10am.....

Event finish
time:.....4pm.....

Date / time to enter site for preparation:.....same date
7:30am.....

Date / time the site will be vacated after the event:.....same date
5:30pm.....

Description of Event

Please provide a **detailed** description of the proposed event (Motorcycle Ride-Outs, Vehicle Processions, Parade, Walking Procession, Carnival, Street Party, 10 k / 5k Road / Off Road Running Race, Cycle Race, Cycle Sportive, Fun Run, Charity Walks, Triathlon, Marathon etc). Please use an additional sheet if required.

.....Vegan market with a selection of food, drink, craft and deli stalls.
.....
.....
.....

Please be as precise as possible - how many competitors / people will attend or take part?....no more than 500 at any given time

.....

Will an entrance fee be charged? **No**

How many stewards / marshals will you have at your event?.....2.....

What are your security arrangements?.....2 site managers at all times

.....

.....

If relevant, how many SIA security staff will you have at your event?.....n/a.....

What activities will be taking place on the public highway / public right of way?

Please tick the appropriate boxes to show the activities you intend to utilise or permit at the event? (some of these may not be permitted at all sites).

Motorcycle meets / club events	<input type="checkbox"/>	No
Soap Box Derby	<input type="checkbox"/>	No
Motor vehicle car club events	<input type="checkbox"/>	No
Tractor Run	<input type="checkbox"/>	No
Horse Parades / Hacks	<input type="checkbox"/>	No
Parades / Marches	<input type="checkbox"/>	No
Road Running (marathons, 5k, 10k, fun runs)	<input type="checkbox"/>	No
Triathlon	<input type="checkbox"/>	
Off- Road Running / walking	<input type="checkbox"/>	No
Charity Walk	<input type="checkbox"/>	No
Cycling (sportives / racing)	<input type="checkbox"/>	No
Carnival Procession	<input type="checkbox"/>	No
Motorcycle Procession / Ride-Outs	<input type="checkbox"/>	No
Motor vehicle Procession	<input type="checkbox"/>	No
Other; please specify.		

Is this event (please tick one box only)

Charity?	<input type="checkbox"/>	No
----------	--------------------------	----

Commercial?	Yes	
Non-commercial?		No
Community?		No
Fund raising?		No

Name of charity:.....

Charity Commission Registration number:.....

ADVERTISING.

Unlawful fly posting, advertising the event, will not be permitted unless the full permission of Wiltshire Council's Highway department has been obtained in writing. Any advertisements displayed without consent under the terms of The Town and Country Planning (Control of Advertisements) England Regulations 2007 (or subsequent amendments to those Regulations) or without the agreement of the council may be subject to removal without warning. The cost of the removal of the advertisements will be charged to the event organiser. Any advertisement displayed by the organiser, with the agreement of the council, must be removed by the organiser within seven days of the event. Should the advertisements not be removed within seven days they will be removed and the cost of the removal will be charged to the organiser and a prosecution may follow.

PUBLIC FOOTPATHS / BRIDLE PATHS / RIGHTS OF WAY.

If relevant, please list the grid reference number of the public right of way to be used for your event.

Are there any footpaths, bridleways or rights of way which are normally open to the public, likely to be closed for the event? **Yes / No**

If yes, please provide the exact location and grid reference number, along with a detailed map of the route:

WILTSHIRE POLICE.

It is the organiser's responsibility to notify Wiltshire Police prior to the event by contacting the **OPS Planning Department at Police Headquarters, Devizes.**

E-mail address: opsplanning@wiltshire.police.uk

The organisers will be contacted and given a contact name.

For the purpose of this application please provide details of any officers you have been or intend to be dealing with.

.....

Rolling road closures can only be permitted if the police agree and they have offered to provide police officers to stop and control the traffic. **Please note: your volunteer marshals and stewards are not permitted to direct, control or stop traffic.**

Only the Police or an accredited person under the Community Safety Accreditation Scheme (CSAS) can stop or control traffic. This is a person employed by an organisation (other than a police force) in a CSAS Accredited Persons role who

has been accredited by a Chief Officer of Police under section 41 of the Police Reform Act 2002.

WILTSHIRE HIGHWAY AUTHORITY

Highway and traffic implications

Do you propose to close a road(s)? **YES / NO**

Closing roads not only causes major disruption to residents, commuters and local businesses, it can be very costly as the event organiser will be responsible for putting in place adequate signage schedules and diversion routes which will require the employment of a reputable traffic management company. Therefore,

Wiltshire Council recommends that alternative venues / public open spaces are considered for staging the event rather than using the public highway.

Events held on the highway impact significantly on the existing road network.

After considering the advice above and closing the road is the only sensible, safe and practical option, you will need to apply for a Road Closure. The following link will provide further information. <http://www.wiltshire.gov.uk/highways-special-event-road-closures>

Please note: your submitted risk assessment should clearly show why you have reached the decision to apply for a road closure.

If a road closure is to be applied for, it is important to avoid conflict with planned roadworks and it is the responsibility of the organiser to make sure that the event is registered with the council's Streetworks Team. This can be done by using the following email address: streetworks@wiltshire.gov.uk

In addition, if the road forms part of a bus route you must contact Wiltshire Council's Bus Network Team at Buses@wiltshire.gov.uk for advice.

It also may be beneficial to have an informal discussion / meeting with the relevant Divisional Highway Manager before submitting your form to discuss traffic management plans, diversions, signage schedules etc.

South Division: Paul Bollen 01722 438918
Western Division: Denise Nott on 01225 713476
North Division: David Arnup on 01249 468559

Your event will be noted on our highway network using <https://one.network/public>. Using the data layers on the left side of the screen and the date filter you are able to view all planned roadworks and events in Wiltshire. When your event appears on the one. network map please be aware that this is not approval of your event but confirmation that it has been noted on our system and that any urgent works i.e. works for a safety reason, have the right to go ahead on the highway without notice.

It is the applicant's responsibility to check the location/route leading up to the event and raise any potential issues with the Street Works Team who can be contacted via streetworks@wiltshire.gov.uk

BUSINESSES / RESIDENTS

The owners / occupiers of properties fronting or directly affected by the closure must be consulted by the organisers and have no unresolved objections. Consultations must be completed at least three weeks before the event.

Organisers will also need to contact other affected organisations such as taxi, bus companies and mobile care providers prior to submitting their application.

PARKING

Have you considered the need to restrict or control parking on the highway / by-way in the vicinity of your event? **NO:**

If you have answered **YES**, you will need to apply for a Parking Suspension Order by contacting the council's Traffic Orders Team at TrafficOrders@wiltshire.gov.uk

Will a council owned car park be closed in order to hold the event? **YES**

If you have answered **YES**, please contact Parking Services at ParkingServices@wiltshire.gov.uk providing the name of the car park along with a detailed map, highlighting the number of car parking spaces you require.

SIGNING AND TRAFFIC MANAGEMENT

Are you proposing any directional signing on the highway to direct the public to the event? **NO:** If you have answered yes, you will need to provide details by way of a 'Signage Schedule' for approval by the Highway Authority.

DO NOT ERECT SIGNS ON THE PUBLIC HIGHWAY / PUBLIC RIGHT OF WAY WITHOUT AUTHORITY.

You must employ a reputable Traffic Management Company to design and implement any signing or closure on the highway. This must be done in accordance with the Department for Transport's Traffic Signs Manual.

Wiltshire Council does not provide this service. The organiser will be required to implement a traffic management plan for the event as submitted with the application and supporting documents. Any deviation must be agreed with the Highway Authority prior to the event.

Wiltshire Highway Officers will make judgments regarding the level of traffic management that will be required. This section is intended to guide you and provide the information and detail that will be required. If officers consider you have not considered the implication of the event in sufficient detail you will be asked to submit further clarification.

DO NOT ATTEMPT TO CLOSE THE ROAD / PUBLIC RIGHT OF WAY WITHOUT LAWFUL AUTHORITY.

Wiltshire Council is happy to provide advice on organised events. Where those events involve closure or part closure of car parks or parking areas the appropriate

fees must be paid. The Cabinet Member for Highways reserves the right to waiver any or all fees should he / she wish to do so. This could include but is not limited to Registered Charities and events of historical importance to Wiltshire.

COSTS.

For commercial events, commercial sporting events, trade stands, markets and filming on the highway a fee of £340 per day will be levied. **A £45.00 administration fee will be charged for all events.** Please note that payment must be made two weeks in advance of the 'event' date. An invoice will be sent to you.

Signing this application means that you agree to pay the charge. **If the event is cancelled, after the application has been received, then the full charge will be still levied.**

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and all reasonable instructions given by all authorised officers of the council.

Parking Bay suspensions - £20 per bay per day

Full closure of parking area – Determined by loss of income for the period required.

The charges cover the cost of administration, enforcement and any potential loss of income to Wiltshire Council.

For further information please contact: ParkingServices@wiltshire.gov.uk

APPLICANTS CHECKLIST.

Please ensure you enclose the following:

- Details of your Public Liability Insurance Certificate (Copy)
- A general risk assessment
- An event management plan (if relevant)
- A detailed plan of the proposed run / cycle / vehicle route
- A signage schedule
- A marshalling plan
- A Traffic Management Plan (if relevant)
- A copy of the signing contractor's 'Chapter 8' Accreditation (if relevant)
- The signed declaration.

If all the relevant event documentation has been submitted in the appropriate time scales and no representations have been received, then Wiltshire Council's consent (in the form of T's & C's) will be issued no later than 30 days prior to the event.

Declaration

I understand that I am responsible for administering the event and associated activities. I indemnify Wiltshire Council against all claims and enclose a copy of my £5m public liability insurance certificate.

I declare that I have consulted and discussed this event with those likely to be affected and agree to provide, maintain and remove all signing, including advanced notice boards required for the event.

I understand that I am ultimately responsible for the safety and security of the event. I have read and understand fully the guidance notes and if relevant, the attached 'General Conditions' and will adhere to all responsibilities / duties as required by Wiltshire Council.

Name:.....Olivia

Teanby.....Position.....Company Director
.....

Signed:.....OLIVIA TEANBY

Date:.....22/09/2025.....

Please return the completed applications form, checklist and enclosures electronically to REDACTED@wiltshire.gov.uk

PRIVACY NOTICE - Land Use Authorisation

1. Data Controller

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at [ICO register of data controllers](#).

2. Data Controller Contact Details

We can be contacted by [phone, in person, or in writing](#)

3. Data Protection Officer

Our DPO may be contacted as above or online at dataprotection@wiltshire.gov.uk

4. Purpose of processing

The Land Use Authorisation Service will process your personal information for the following purposes:

- maintaining our own accounts and record
- managing our property
- carrying out surveys.
- corporate administration and all activities we are required to carry out as a data controller and public authority
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions.

5. Legal basis for processing

Our processing shall be lawful because at least one of the following will apply:

- the data subject has given consent to the council for processing of their personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

- processing is necessary for compliance with a legal obligation to which the council is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the council;
- If your special category data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:
 - the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
 - subject or of another natural person where the data subject is physically or legally incapable of giving consent;
 - processing relates to personal data which are manifestly made public by the data subject;
 - for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
 - processing is necessary for reasons of substantial public interest,
 - for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

6. Recipients or categories of recipients

Where necessary and lawful, or when required by legal obligation, we may share information with:

- local and central government
- ombudsman and regulatory authorities
- data processors
- police forces
- regulatory bodies
- local and central government
- international law enforcement agencies and bodies
- security companies
- partner agencies, approved organisations and individuals working with the police
- licensing authorities
- law enforcement and prosecuting authorities
- legal representatives, defence sol

Retention Period

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Retention periods have been determined for different categories on information. The information processed for the above purposes will be kept for three years from the date of the last recording about you.

7. Your rights

Your rights are set out in Articles 13 to 22 of the [General Data Protection Regulation 2016](#) and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the [Information Commissioner](#) if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

8. Contracts

The information you are giving us is a contractual requirement; and is necessary to enter into a contract.

You are obliged to provide this information.

Failure to provide us with the information may result in your application being declined.

9. Automated Decision Making

Wiltshire Council does not use automated decision making in respect to your personal information. We will provide you with an explanation of the decision-making criteria and significance or likely consequences of such data processing.



Kordia Events Management Plan

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1. Event Overview

1.1 Event Description

- **Name:** Marlborough Plant-Based Market
- **Purpose:** To promote plant-based lifestyles, support local vendors, and provide a vibrant community experience with plant-based food, live demonstrations, and eco-friendly product showcases.
- **Location:** High Street Car Park, Marlborough
- **Date & Time:** January 25th 2026, May 31st 2026, November 15th 2026 - 10:00-16:00

1.2 Event Objectives

- Raise awareness of plant-based living.
- Create a platform for sustainable businesses & charities.
- Engage the community through cooking demonstrations, workshops, and eco-friendly product showcases.

1.3 Event Details

- **Stalls:** Plant-based food vendors, hot drinks, sustainable products, and eco-charity stalls.
- **Activities:** TBC based on each event.
- **Expected Attendance:** Maximum of 499 at any time.

1.4 Organising Team

Kordia Directors - In charge of Event Management, Sustainability Pledge, Volunteer & Staff Coordinating, Marketing, Health & Safety and all other tasks.

- Henry Hampshire
- Olivia Teanby

2. Site Plan

- A detailed site plan is included in the appendices. This includes locations of stalls, entrances/exits, emergency assembly points, first aid stations, fire points, and sanitary facilities where available & necessary.

3. Lost Child and Vulnerable Adult Protection Statement

- The Market Manager will serve as the central point of contact for managing lost children and vulnerable adults.



- The Market Manager is DBS checked.
 - A log will be maintained to record details of individuals found or reported missing.
 - Communication with guardians will prioritise privacy and safety. Children will not be released without proper identification.
 - In cases where further assistance is required, the Market Manager will liaise with local authorities or relevant emergency services.
-

4. Production and Event Timetable

Setup and Breakdown Schedule

- Setup: Between 7:30am - 9:30am
- Breakdown: Between 4pm - 6pm

Event Day Timetable

- 08:00: Final setup by vendors.
 - 09:30: Safety inspection by Event Manager.
 - 10:00: Event opening.
 - Activities: Street food & Craft Market.
 - 16:00: Event closure.
-

5. Risk Assessment

- Our risk assessment (see appendix) covers fire safety, temporary structures, electrical and LPG use, crowd management, and food vendor operations.
-

6. Transport Infrastructure Plan

- **Parking:**
 - Local car parks will be recommended based on venue recommendations
 - **Access:**
 - Encourage walking, cycling, and public transport.
 - Ensure clear access from the main key entrances.
-

7. Proof of Public Liability Insurance

- Proof of £10 million public liability insurance is included in the appendices.



8. Sanitary Provision

- **Facilities Provided:**
 - Attendees will be directed to use existing public toilet facilities located near the market site.
 - Public toilets are managed and maintained by the local council/venue, ensuring they meet hygiene and accessibility standards.
 - Traders are required to have hand sanitiser available at their stalls for personal use and customer hygiene. They will also have hand-washing facilities for themselves.
 - Attendees will be encouraged to dispose of waste responsibly using on-site/nearby bins.
-

9. Event Communication Plan

- **Communication Methods:**
 - Radios for stewards and staff.
 - Clearly displayed signs directing attendees to key areas such as entrances & exits.
 - Backup mobile phone numbers for contingency.
-

10. Food Safety Plan

All food vendors will comply with the following:

- a) **Food Hygiene Rating Scheme (FHRS)**
 - All food vendors must be registered with their local council and comply with the Food Standards Agency (FSA) requirements.
 - Vendors should display their Food Hygiene Rating where applicable.
- b) **Food Safety Management System**
 - Vendors must implement a food safety management system based on the principles of HACCP (Hazard Analysis and Critical Control Points).
 - Documentation must identify critical points in food preparation and steps taken to control risks.
 - Food safety risk assessments will be required.
- c) **Temperature Control**
 - Perishable foods must be kept at & cooked to safe temperatures.
 - Appropriate equipment (e.g., cool boxes or portable fridges) must be used to maintain temperature.
 - Probe records are maintained & probes/probe wipes are present.



- d) **Allergen Management**
 - Vendors must provide clear information about the presence of the 14 major allergens.
 - Allergen notices must be prominently displayed, information should be readily available upon request.
- e) **Handwashing and Personal Hygiene**
 - Vendors must have access to handwashing facilities or use hand sanitiser when handling food.
 - Staff should wear clean clothing, wear gloves, and wash hands.
- f) **Cleaning and Disinfection**
 - All surfaces and equipment must be cleaned and disinfected regularly with COSHH records kept of chemicals used.
 - Vendors must use food-safe cleaning agents and adhere to food-safety protocols to prevent contamination.
- g) **Food Storage and Labelling (Including Natasha's Law)**
 - All food must be stored in suitable containers to prevent contamination.
 - Pre-packaged foods must be clearly labelled with:
 - Name of the food.
 - Full list of ingredients.
 - Any allergens emphasised in the ingredients list (e.g., bold or italic text) in compliance with **Natasha's Law**.
 - Use-by or best-before date.
- h) **Waste Management**
 - Vendors must provide proper waste disposal systems at their stalls.
 - Waste must be removed frequently to prevent pests and maintain hygiene.
- i) **LPG and Equipment Safety**
 - Vendors using LPG (e.g., for cooking) must ensure gas safety compliance and hold relevant safety certificates.
 - Portable appliances must be PAT-tested and safe for use.
- j) **Training and Competency**
 - All food handlers must be trained in food hygiene, ideally holding a Level 2 Food Hygiene Certificate or equivalent.
 - Vendors should ensure that staff understand basic food safety principles.

11. Security and Stewarding Provision

Roles and Responsibilities

- a) **Crowd Management:**
 - Monitor crowd flow to prevent congestion and ensure pathways and exits remain clear.
 - Assist with entry and exit points, particularly during peak times or emergencies.



b) Incident Reporting:

- Notify the Event Manager of any security, safety, or medical incidents.
- Maintain a calm and professional demeanour when dealing with challenging situations.

c) Contacting Authorities:

- Contact emergency services (police, fire, or ambulance) via 999 if directed by the Event Manager.
- Provide first responders with relevant information about the situation and event layout.

d) Deployment and Communication

- Stewards will use two-way radios to maintain communication.
- Backup mobile phone contact details will be available in case of radio failure.

12. Waste Management Plan

- Attendees will be encouraged to dispose of waste responsibly using public bins available in the market area.
- Vendors are required to manage waste generated at their stalls, ensuring it is collected and removed at the end of the trading day.
- Any waste left behind will be monitored and cleared by market organisers appropriately.
- Recycling and compostable waste options will be encouraged where feasible.

13. Crowd Management Plan

- Capacity will be monitored to ensure safety.

14. Environmental Impact Assessment

Reduction of Single-Use Plastics

- Vendors are required to avoid single-use plastics, instead opting for compostable or reusable packaging.
- Attendees are encouraged to bring reusable bags, containers, and utensils.

Waste Management

- Public bins will be monitored to prevent overflow, with proper disposal of waste encouraged.
- Vendors must manage their stall waste responsibly and separate recyclable materials where possible.



Encouragement of Sustainable Transport

- Walking, cycling, and public transport will be promoted in pre-event communications.

Vendor Sustainability Compliance

- Vendors must demonstrate eco-friendly practices, including minimal energy usage and sustainable materials.

Energy Efficiency

- Site electricity points will be used in locations that have access to power points.

Education and Awareness

- Signage will highlight sustainability initiatives and provide tips for reducing environmental impact.
- Partnerships with local environmental groups will help spread awareness of eco-friendly practices.

Environmental Policy

- For more detailed guidelines and commitments please refer to our '**Kordia Events Sustainability Pledge**' in appendices.

15. Emergency Control Plan

- The Event Manager will coordinate emergencies.

16. Access Provision

The Kordia Plant-Based Market will ensure accessibility for all attendees by adhering to the following measures:

1. **Pathways and Stall Layout**
 - Pathways will maintain a minimum width of **1.8 metres**, or **1.5 metres** in constrained spaces, to ensure accessibility for wheelchair users and prams.
 - Stall layouts will ensure clear and unobstructed passage for attendees.
2. **Accessible Toilets**
 - Public toilets near the market area including accessible facilities for disabled users will be communicated to traders & attendees.
3. **Accessible Parking**



- Nearby public parking, including designated spaces for blue badge holders, will be communicated to traders and attendees, ensuring convenient access to the market.
 - 4. **Signage**
 - Clear and visible signage will direct attendees to event access
 - 5. **Assistance**
 - Stewards will be available to assist attendees with mobility challenges or other accessibility needs.
 - 6. **Traffic Management**
 - Traders will arrive during an allocated slot, unload and remove their cars once unloaded.
 - 7. **Parking**
 - Traders are given a selection of car parks locally to park in, it is their choice which one they choose.
-

17. Fire Procedures and Smoking Policy

Emergency Fire Response:

- In the event of a fire, stewards will promptly guide attendees away from the affected area and ensure a safe evacuation route is maintained.
- The Market Manager will immediately contact emergency services via 999.

Fire Risk Mitigation:

- Vendors using LPG or other heat-generating equipment must provide their own fire safety equipment (including fire extinguishers & blankets etc.) and adhere to legal safety guidelines.
- Stewards will monitor vendor compliance with fire safety measures during the market.

Training and Awareness:

- Stewards will be briefed on fire risks specific to the market setup, including the procedure for raising alarms and evacuating attendees safely.
-



18. Marketing Plan

Advertising Channels

The marketing strategy for Kordia Plant-Based Market will utilise a mix of digital and traditional methods to maximise awareness and drive attendance:

a. Social Media:

- Platforms such as Facebook, Instagram, and TikTok will host targeted campaigns.
- Paid social media adverts will follow an **awareness funnel strategy**, targeting individuals interested in plant-based lifestyles, sustainability, and local events.
- Data-Driven Retargeting: Engagement metrics (clicks, likes, shares) from awareness campaigns will be used to retarget high-potential attendees with event-specific response campaigns, including reminders about dates and features (e.g., live cooking demos).
- Content Mix Testing:
 - **Video Ads:** Short clips showcasing event highlights, such as vendor teasers, live music snippets, or eco-friendly features, will be tested to assess engagement levels.
 - **Flyer Ads:** Visually appealing digital flyers with key details (date, location, and unique selling points) will run alongside videos to determine the most effective ad format.

b. Local Groups and Community Boards:

- Advertisements will be posted in local online groups and community newsletters.
- Event posters and flyers will be distributed to high-footfall community spaces such as libraries, cafes, and gyms where possible.

c. Collaborations with Influencers:

- Local sustainability-focussed influencers will be engaged to promote the market through their platforms, reaching niche audiences already invested in plant-based and eco-conscious living.
- Influencers will be invited to attend and document the event, creating real-time buzz and extending the event's visibility.

Engagement Strategy

- **Event Countdown:** Social media posts will include countdowns, "vendor of the week" highlights, and behind-the-scenes content to build anticipation.
- **Interactive Campaigns:**
 - Polls and quizzes related to plant-based living will engage followers and keep the event top of mind.
 - A giveaway campaign (e.g. "Win a £20 voucher to spend at the market!") will incentivise sharing and increase reach.

3. Post-Event Analysis:



- Data from social media campaigns (impressions, click-through rates, event RSVPs) will be analysed to measure marketing effectiveness.
 - Learnings will inform future event campaigns, ensuring continual improvement in engagement and attendance strategies.
-

19. First Aid Plan

Emergency Response:

- Stewards will be trained to identify medical emergencies and provide basic assistance while awaiting professional help.
- The Market Manager will contact emergency services (via 999) immediately for any incidents requiring professional medical attention.

Nearby Medical Facilities:

- Attendees and vendors will be informed of the nearest public first-aid facilities & local hospitals.

Basic Provisions:

- Vendors will be encouraged to keep basic first aid supplies (e.g., plasters and antiseptic wipes) at their stalls for their use only.
- Stewards will carry a simple first aid kit for minor incidents, such as cuts or abrasions.

Incident Reporting:

- All medical incidents will be logged by the Market Manager for review and follow-up if necessary.
-

20. Equal Opportunity Statement

- The event is inclusive, with provisions for attendees with mobility, visual, and auditory impairments.
-

21. Fire Risk Assessments for Temporary Structures

- Assessments will ensure stability and fire safety for all structures.
-



22. Fire Risk Assessments for Food Concessions

- Vendors using LPG must submit fire risk assessments and certificates.
-

23. Personal Emergency Escape Plans (PEEPs)

- Individual plans will be developed for attendees with disabilities, detailed in the appendices.
-

24. Appendices

1. Site Plan.
 2. Risk Assessments.
 3. Public Liability Insurance Certificate.
 4. Steward Roster (inc DBS & First Aid).
 5. First Aid Provider Details.
 6. PEEP Documentation.
 7. Sustainability Pledge.
-



Certificate of Insurance

Issue date: 03 December 2024

Simply Business certifies that the information for Kordia Limited shown here is correct, as of the issue date above.

For full policy terms and conditions, please refer to the policy wording document.

Company name	Kordia Limited
Policy number	CHBS4773552XB
Trade/Business	Event organiser
Public liability	up to £10,000,000
Employers liability	up to £10,000,000
Policy start date	01 January 2025
Policy end date	31 December 2025

David Summers
Group CEO, Simply Business

Simply Business is a trading name of Xbridge Limited which is authorised and regulated by the Financial Conduct Authority (Financial Services Registration No: 313348). Xbridge Limited (No: 3967717) has its registered office at 6th Floor, 99 Gresham Street, London EC2V 7NG. VAT registration no: 373 1543 05.



Event Risk Assessment - Marlborough - 2026



<i>Date Completed</i>	01/01/2025	<i>Signed By</i>	Olivia Teanby				
Hazard	Who Might Be Harmed	Risk	Control Measures	Likelihood (1-5)	Severity (1-5)	Risk Level (L x S)	Additional Actions Needed
Slips, Trips, and Falls	Traders, visitors, staff	Injuries from slips, trips, and falls caused by uneven surfaces, spillages, or loose cables.	Ensure walkways are clear, use cable covers, inspect venue for hazards, and clean up spills promptly.	2	3	6	Conduct regular checks during the event. Place clear signage for any temporary hazards.
Fire (General)	Traders, visitors, staff	Burns, smoke inhalation, or injuries due to fire.	Fire extinguishers and fire blankets at every trader's stall. Ensure clear fire exits and brief all traders on evacuation procedures.	2	5	10	Conduct fire safety briefing before event. Coordinate with local fire services for additional support.
Hot Food Equipment	Catering traders, visitors, staff	Burns, scalds, or fire due to improper use of hot food equipment.	Ensure equipment is PAT tested. Train traders in safe use of equipment. Provide fire extinguishers near hot food stalls.	2	4	8	Monitor traders' use of equipment during event.
LPG (Gas)	Catering traders, visitors, staff	Fire, explosion, or asphyxiation due to leaks or improper handling.	Ensure LPG cylinders are secured, checked for leaks, and only handled by trained personnel. Position cylinders away from public access.	2	5	10	Require traders to submit gas safety certificates in advance. Conduct spot checks on LPG storage and use.
Electricity	Traders, visitors, staff	Electric shocks, burns, or fire from faulty electrical equipment.	Use certified electricians for professional installations. Require in date PAT testing (ensuring RCD (Residual Current Device) protection for all connections).	2	5	10	Regularly inspect electrical connections during the event. Create a reporting mechanism for electrical faults.
Manual Handling	Staff, traders	Injuries from lifting heavy equipment or goods.	Provide manual handling training. Encourage use of trolleys and other aids. Advise traders to avoid overloading vehicles or stalls.	3	3	9	Make manual handling aids (e.g., trolleys) available on-site.
Weather Conditions	Visitors, traders, staff	Injuries or property damage caused by high winds, heavy rain, or extreme heat.	Secure all structures, provide shaded areas, and monitor weather forecasts closely. Communicate any potential risks to traders.	3	4	12	Develop contingency plans for extreme weather, including temporary suspension of outdoor trading if necessary.
Crowd Management	Visitors, staff	Injuries or stress caused by overcrowding or poor crowd control.	Implement clear signage and barriers. Employ trained stewards to monitor crowd flow. Set clear maximum capacity limits.	3	4	12	Deploy additional stewards if necessary. Include crowd control measures in the event plan.
Food Hygiene	Visitors, catering traders	Foodborne illnesses caused by improper food storage, preparation, or hygiene practices.	Require traders to hold valid food hygiene certificates. Conduct random checks on food storage and cleanliness during the event.	2	4	8	Provide guidance to traders on maintaining hygiene standards. Ensure handwashing stations are available for traders.
Structural Failures	Visitors, traders, staff	Injuries or damage from collapsing stalls, tents, or stages.	Use professional contractors for large-scale installations. Regularly inspect structures to ensure they are secure and comply with safety standards.	2	5	10	Conduct inspections before and during the event. Ensure all structures are adequately weighted or secured to the ground.

Vehicle Movement	Visitors, traders, staff	Injuries caused by vehicles during set-up, take-down, or event operation.	Limit vehicle access during public hours. Use marshals to guide vehicles. Create clear pedestrian-only zones.	2	4	8	Schedule vehicle movements during off-peak hours and maintain a strict vehicle access plan.
Waste Management	Staff, visitors, traders	Injuries or hygiene issues from improper waste disposal or build-up.	Provide adequate bins and recycling points. Arrange regular waste collection. Educate traders on waste disposal policies.	2	3	6	Monitor waste levels throughout the event. Clearly label waste and recycling bins to avoid contamination.
First Aid Availability	Visitors, staff, traders	Delayed response to medical emergencies or injuries.	Provide qualified first-aiders on-site. Set up a first aid station and ensure all staff know its location.	2	4	8	Conduct a pre-event briefing on emergency response procedures.
Data Protection	Visitors, staff, traders	Breach of personal data from customer information collection or payment systems.	Use secure payment systems. Train staff on data protection practices. Avoid collecting unnecessary personal information.	2	3	6	Conduct regular checks to ensure compliance with GDPR and other data protection laws.
Security Threats	Visitors, staff, traders	Injuries or disruption caused by theft, vandalism, or violent behaviour.	Employ security personnel. Conduct bag checks at entry points. Use CCTV to monitor critical areas.	2	4	8	Coordinate with local authorities for additional support if required.
Child Safety	Children (visitors)	Lost children or harm to unattended minors.	Implement a lost child protocol. Ensure event staff are DBS checked if supervising children. Provide a secure meeting point for families.	2	4	8	Train staff on child safeguarding procedures.
Pest Control	Traders, visitors	Contamination of food or equipment by pests such as rodents or insects.	Ensure waste is promptly disposed of. Inspect catering areas regularly. Use pest control professionals if needed.	2	4	8	Conduct pre-event site checks for pest activity.
Communication Failure	Staff, security, traders	Delayed response to incidents due to poor communication systems.	Use two-way radios for staff and security. Provide backup communication systems (e.g., mobile phones).	2	3	6	Conduct pre-event tests of communication equipment.
Environmental Impact	Local community and environment	Waste, noise, or pollution affecting the surrounding area.	Encourage sustainable practices (e.g., recycling, composting). Limit noise levels. Conduct post-event cleanup.	2	3	6	Partner with local environmental organisations to monitor and mitigate impact.
Accessibility Issues	Visitors with disabilities	Difficulty accessing facilities or participating in the event.	Provide ramps, accessible toilets, and priority seating areas. Train staff on supporting visitors with disabilities.	2	4	8	Include accessibility in the event planning checklist.



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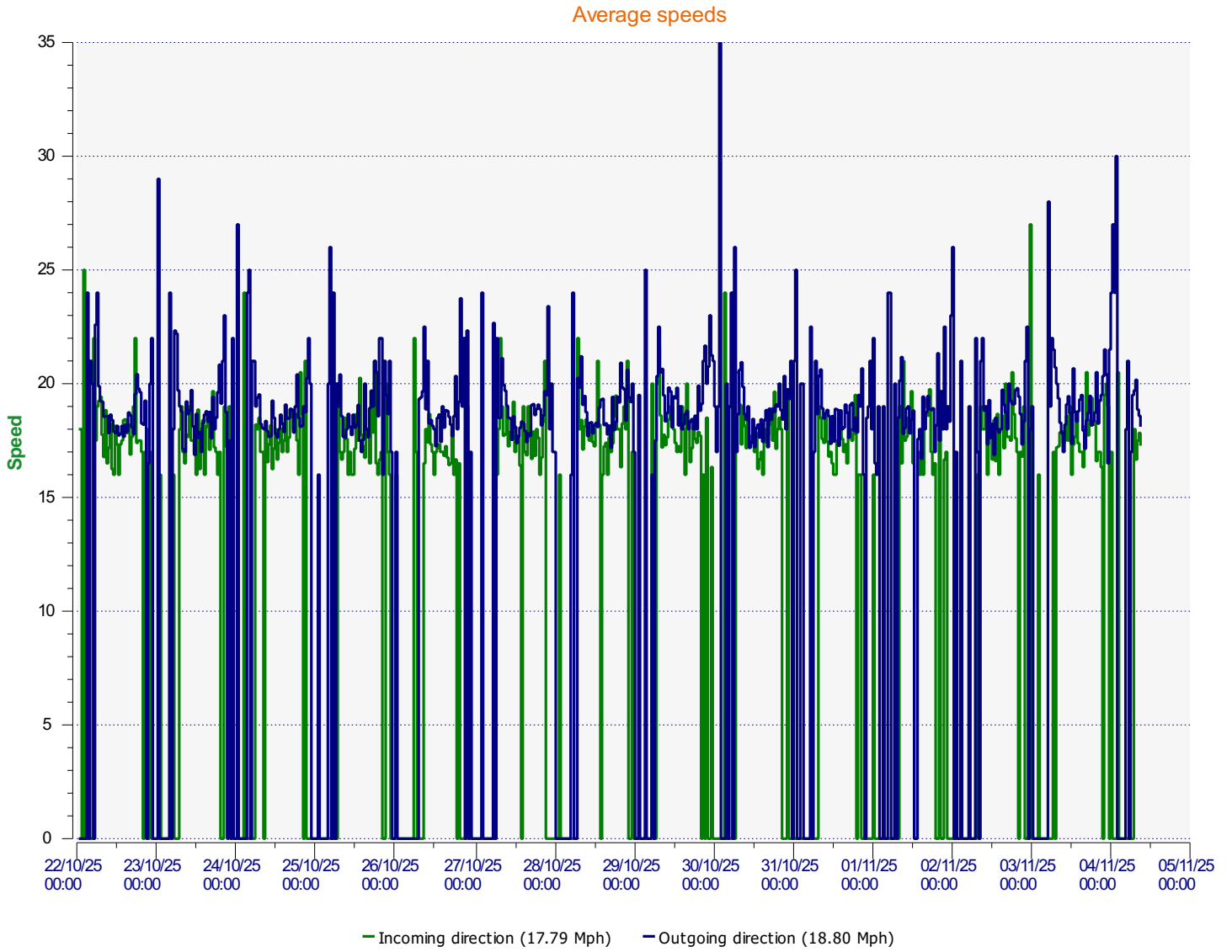
DÉTECTER • INFORMER • SÉCURISER



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End date: Tuesday, November 4, 2025 9:30 AM

Location: Kingsbury Street 20MPH

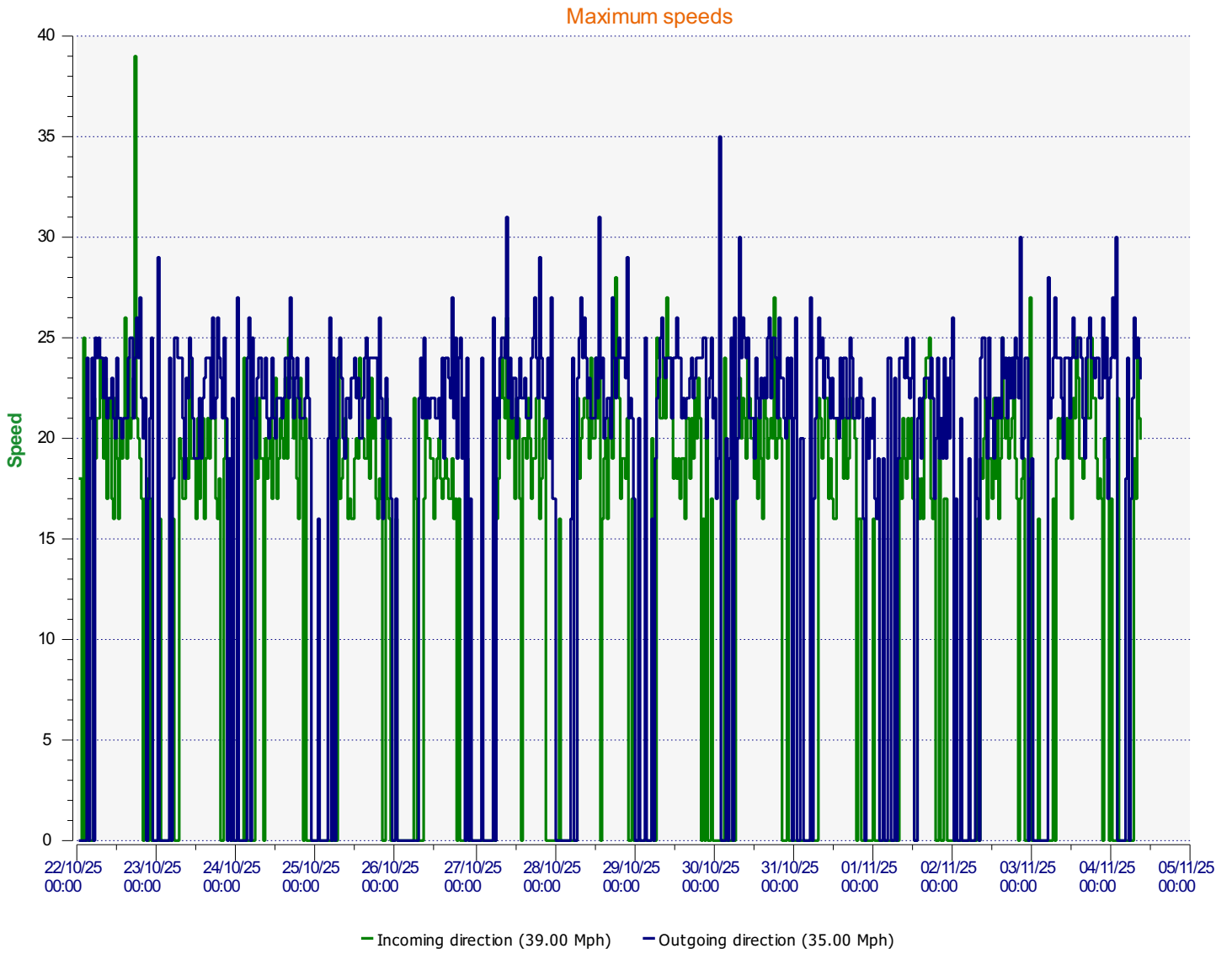
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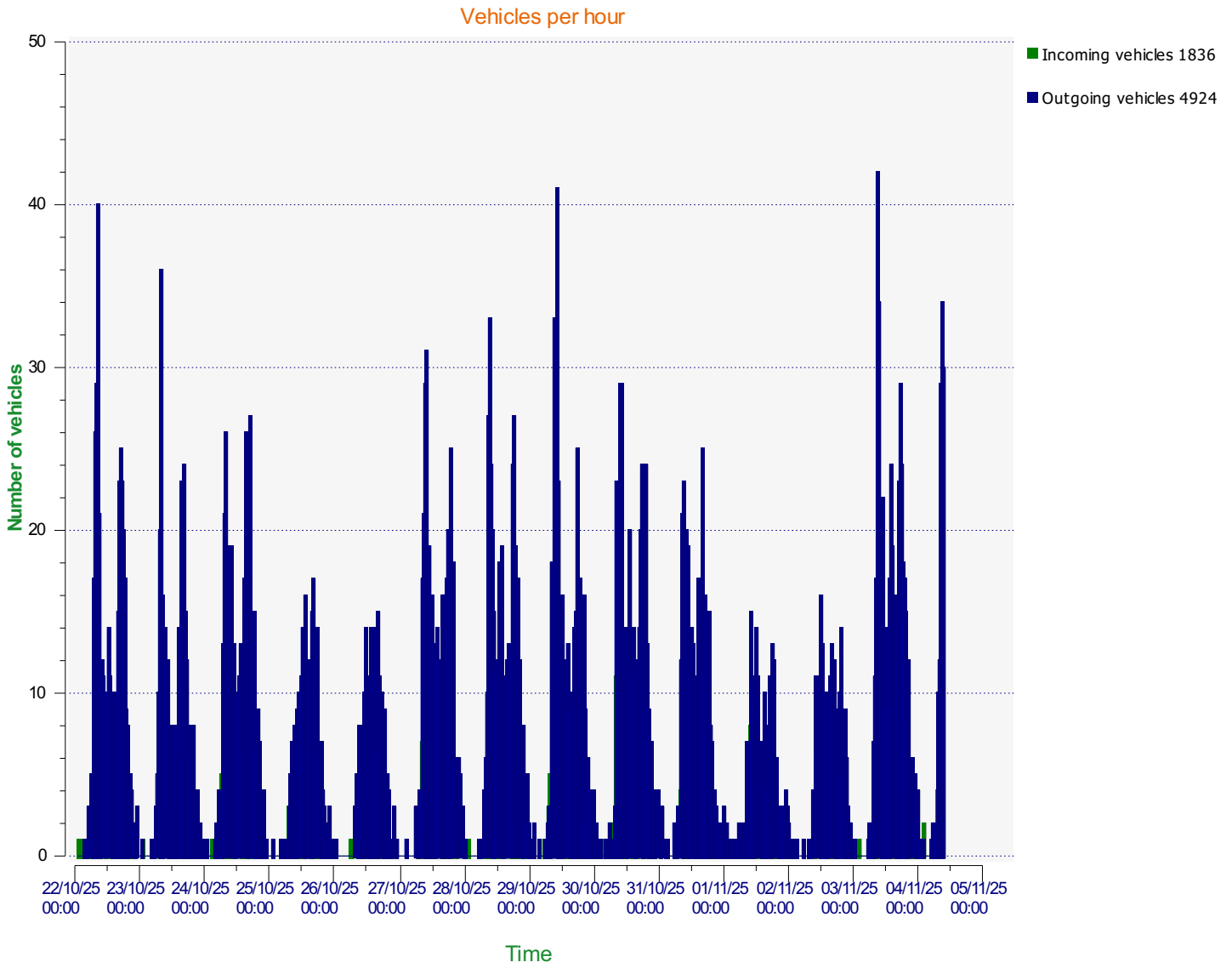
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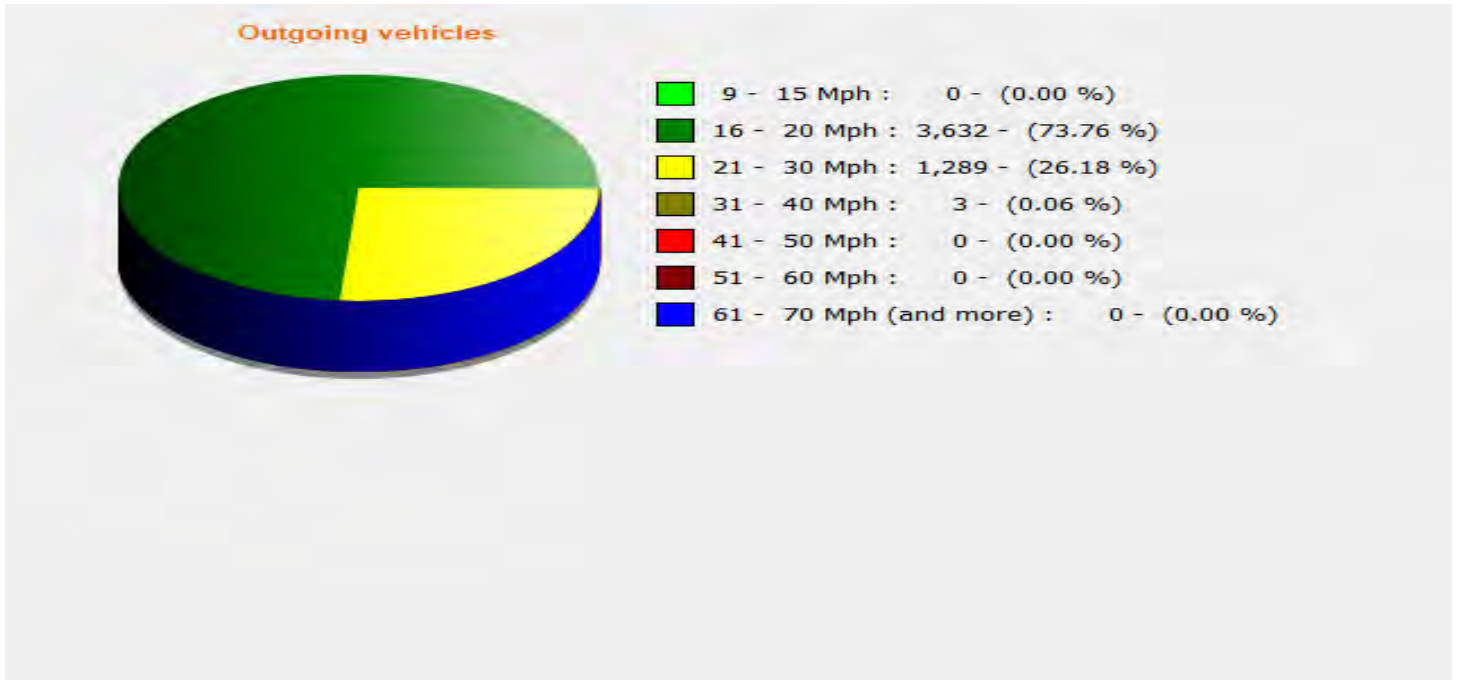
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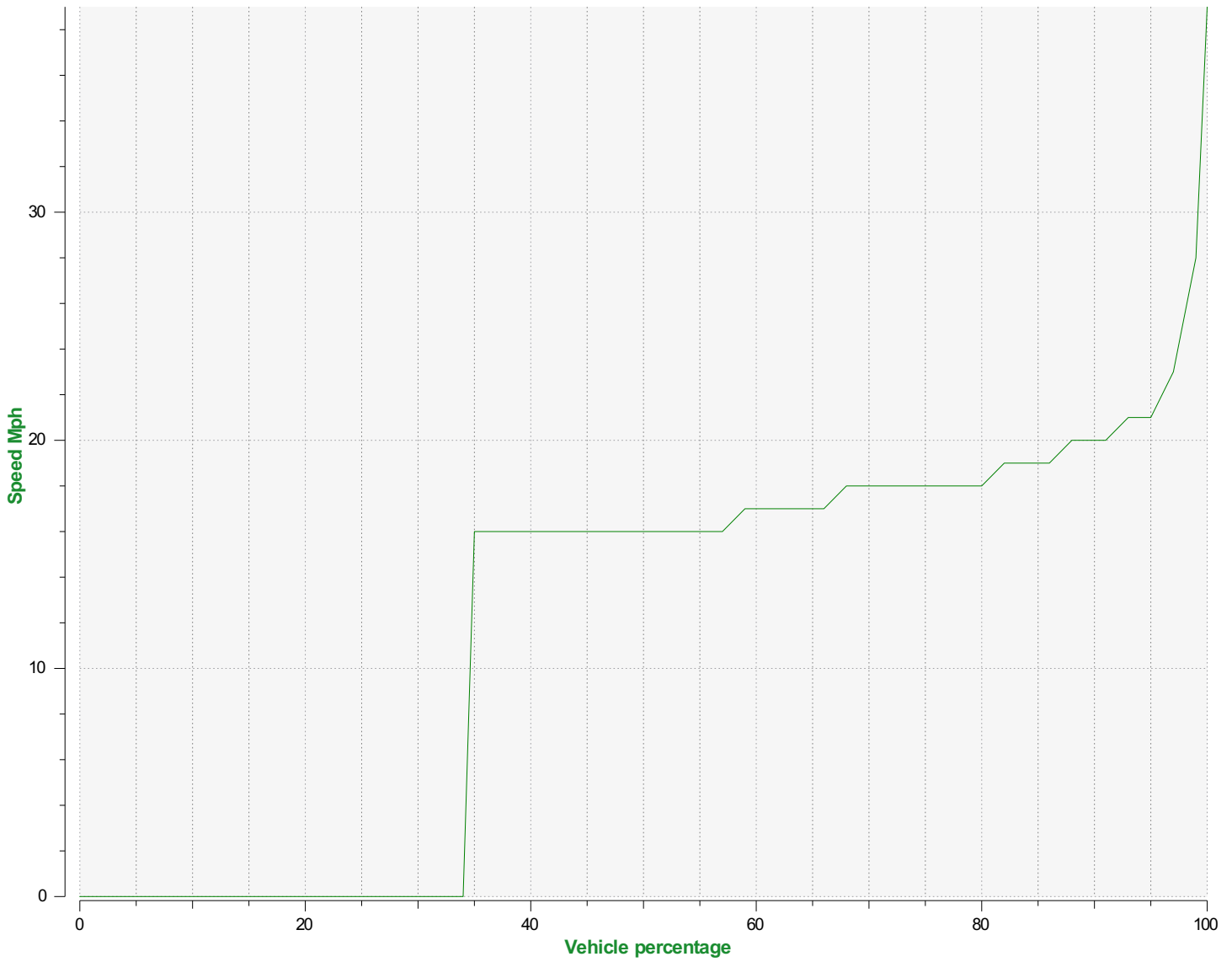
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Location: Wednesday, October 22, 2025 1:00 AM
Tuesday, November 4, 2025 9:30 AM

Comments:



Speed percentiles (incoming)

V30: 0.00Mph **V50:** 16.00Mph **V85:** 19.00Mph

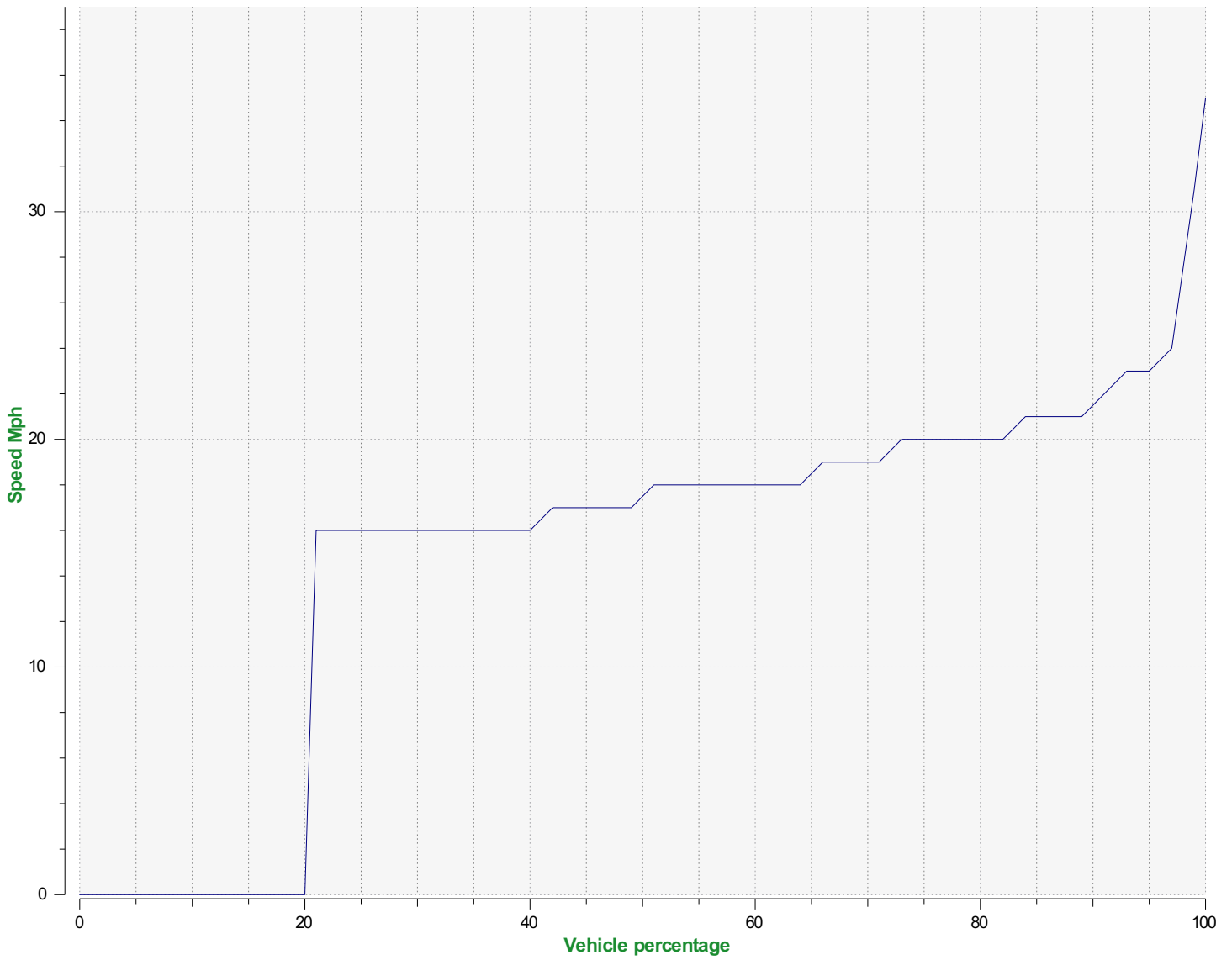
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Location: Wednesday, October 22, 2025 1:00 AM

Tuesday, November 4, 2025 9:30 AM

Comments:



Speed percentile(outgoing)

V30: 16.00Mph **V50:** 17.00mph **V85:** 21.00mph

Start date: Wednesday, October 22, 2025 1:00 AM
End date: Tuesday, November 4, 2025 9:30 AM

Location:

Comments: