



# Public Document Pack

## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

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

To: Councillor S Rabey (Chair)  
Councillor J Westbrook (Vice-Chair)  
Councillor P Aves  
Councillor J Crundell  
Councillor S Mortimer  
Councillor J Oatley  
Councillor C Stokes

26 February 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Community Development Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 4th March 2024** 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  
Community Development Committee  
Monday 4 March 2024  
At 7.00 pm at the Town Hall**

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

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

**Virtual Meeting Access:**

Please follow the joining instructions below for the virtual Zoom meeting

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

**Join Zoom Meeting**

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

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

**AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

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

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

**3. Minutes (Pages 1 - 2)**

To approve the Minutes of the Community Development Committee meeting held on Monday 11 December 2023.

**4. Display Cabinets**

To consider a request from Paul Carter of Melksham Historical Society to have two display cabinets in the Town Hall foyer.

**5. ATB Skating Event (Pages 3 - 4)**

To receive the report of the Communications and Events Officer and for decision.

**6. Art in the Underpass (Pages 5 - 6)**

To receive the updating report of the Communications and Events Officer.

**7. Events Calendar (Pages 7 - 8)**

To receive the current event calendar.

**8. KGV Events Calendar (Pages 9 - 10)**

To receive the current KGV Events Calendar.

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## Melksham Town Council

### Minutes of the Community Development Committee meeting held on Monday 11th December 2023

#### PRESENT:

Councillor S Rabey (Vice-Chair)  
Councillor P Aves  
Councillor Stokes  
Councillor J Westbrook

#### OFFICERS:

Andrew Meacham

Committee Clerk

**PUBLIC PARTICIPATION:** No members of the public or press were present.

#### 92/23 Chair of Committee

It was proposed by Councillor Aves, seconded by Councillor Westbrook and

**UNANIMOUSLY RESOLVED** to appoint Councillor Rabey as chair of the  
Community Development Committee.

It was proposed by Councillor Westbrook, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to appoint Councillor Westbrook as vice-chair of the  
Community Development Committee.

#### 93/23 Apologies

Apologies were received from Councillor Mortimer.

#### 94/23 Declarations of Interest

There were no declarations of interest.

#### 95/23 Minutes

The minutes of Monday 11<sup>th</sup> September 2023 having previously been circulated, were  
approved as a correct record and signed by Councillor Rabey.

#### 96/23 Park Yoga

Members were enthusiastic and supportive of the idea. There was some discussion on  
funding. Officers confirmed that discussions with other councils indicated that some  
negotiation would be possible in future years. It was felt that the proposal represented

good value for money. It was requested that it be clear that the event was being funded by Melksham Town Council.

It was proposed by Councillor Westbrook, seconded by Councillor Stokes and

**UNANIMOUSLY RESOLVED** to proceed with the project of running Park Yoga in KGV in 2024, funding to come from 4078 – Community Projects.

**97/23 Floral Telephone Boxes**

It was proposed by Councillor Westbrook, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to install floral displays in the telephone boxes adopted by Melksham Town Council at Spa Road and Littlejohn Avenue to be funded from 4080 South West in Bloom.

**98/23 Events Calendar**

The committee felt that some sort of community event such as a talk or a guided walk, should take place every month and the experience of local groups should be utilised.

It was proposed by Councillor Aves, seconded by Councillor Stokes and

**UNANIMOUSLY RESOLVED** to approve the calendar for 2024.

The committee tasked the Events Working Group with formulating plans for new events in 2025. Councillor Rabey felt that all councillors should consider the matter with a view to feeding ideas through to the Events Working Group.

Meeting Closed at: 7.22 pm

**Signed:** .....

**Dated:**



## MELKSHAM TOWN COUNCIL

### MEETING OF THE Community Development COMMITTEE

*Monday 4 March 2024*

#### *ATB Skate Tour*

#### **Report of Communications and Events Officer**

##### **1 Purpose of the report**

To consider booking a Skate Event at the KGV Skate Park

##### **2 Background**

Communications and Events Officer has been contacted by ATBShop about their Outdoor Skate Tour.

‘Established in 2000, ATBShop.co.uk has over a decade of experience in extreme sports. Run by a team of extreme sports enthusiasts and like-minded people, we have a strong team!’ *(Source - ATBShop.co.uk)*

‘The skate events are massive. They are jammed pack sessions with music and a PA system. ATBShop runs free tuition, games, and competitions over 3 hours for scooter riders and skateboarders. We hand out prizes, and give away goodies in competitions and throw outs. We bring along loads of hire equipment for everyone to use. On average we had about 40-60 children attend over the entire sessions which we run. Some Parishes and parks are smaller, but we can look after 40-60 children if needs be.

Everyone's welcome to take part from young toddlers to 18 year old pros! Parents can even have a go with their children if they would like? We even have adult scooters and last year had them all joining in with their children.

We find lots of children take up new sports such as skateboarding and scooting after our events which has led to children becoming more healthy and active. The list goes on as to why these events were so important for health and mentality.

We can add in free healthy snacks and drinks for an extra £50. The food aspect was massive as we were able to help family's on low incomes with food and foodbank support.

These events have also been cutting down anti-social behavior in the area. Local residents have commented on how much of an improvement there has been with youths locally since our events started!

We are fully insured, DSB checked, etc so please let us know your thoughts and if you are keen to support ATBShop to run these events.’ – (Source – ATBShop email to Communications and Events Officer)

‘We tailor the events to suit each council, parish or organisation. Some parks have older riders who are more experienced, and some have younger riders who need more tuition.

We are extremely flexible and always have such amazing feedback! If you'd like to hear from any of our clients please let us know!’ – (Source – ATBShop email to Communications and Events Officer)

### **3 Current Situation**

Since the preparation of this report, we have been contacted by Jessica 4Youth who is supporting and proposing this same event however will be sourcing for funding from Melksham Area Board for a one day skating event with ATB in the spring of 2024.

Other Councils.

spoke with Hayden Wick and Calne Town Council, and both Councils highly recommend the ATB Skate event. Hayden Wick booked x2 events in a year, whereas Calne x6 events in a year for the past 4 years.

### **4 Financial Implications**

Prices are £500 plus VAT for two riders instructors to run the 3 hour events. The fee includes the set up before and pack down after which isn't in the 3 hours. This also includes travel and there are no extra hidden fees.

(Source – ATBShop email to Communications and Events Officer)

### **5 Risk Assessment, Safeguarding, Crime and disorder implications**

- Potential injuries but ATBShop states they are fully insured. Instructors will be present throughout. Skate Park is currently used without Melksham Town Council staff presence and there have been no reported incidences of injury or disorder.
- There would be more noise than with normal usage, but Skate Park is located in the part of KGV that is furthest away from residential buildings and it is assumed noise levels would not be higher than other events in the park such as the Shambles Festival.

### **6 Environmental considerations**

Possible increase in traffic, although it is assumed that a fair proportion of skaters would not be car drivers.

### **7 Link to Town Council strategic aims and values.**

The event would provide a fun day for Melksham residents, whether as competitors or spectators. It would hopefully increase interest in, and usage of, a facility provided by Melksham Town Council.

### **8 Recommendations**

To approve booking ATBShop to run an event at the Skate Park in KGV during the Summer holiday, to confirm amount and source of funding and how many events can be booked for 2024.

### **9 CONTACT**

***Gloria Delves***

***Communications and Events Officer***





## MELKSHAM TOWN COUNCIL

### MEETING OF THE Community Development COMMITTEE

*Monday 4 March 2024*

#### *Melksham Underpass Art Project.*

#### **Report of Communications and Events Officer**

##### **1 Purpose of the report**

Update member on progress on Melksham Underpass Art progress.

##### **2 Background**

###### **Monday 23rd January 2023**

An update from the Community Development Officer was received. It stated that the underpass project had not progressed due to a series of major events in 2022. In 2023, with additional staff resource, the projects can be revisited. It put the estimated costs as, Paint (800 m2) £300 Brushes, trays etc £200 Anti-vandal paint £4760.

It was again resolved to take the project forward. Grant funding was to be investigated as concerns were raised about the costs involved. Councillor Rabey emphasised that modern graffiti art should be embraced when working on the underpass.

Nothing is recorded as to who should take forward the investigation.

It was proposed by Councillor Houghton, seconded by Councillor Rabey and UNANIMOUSLY RESOLVED that the Town Clerk starts negotiations with Natalie Remington to move the project forward.

##### **3 Current Situation**

Communications and Events Officer has been in contact with Wiltshire Council regarding a Proposal for a Positive Transformation of A350 Beanacre/Bath Road Underpass sent to Melksham Town Council from a local artist.

Wiltshire Council Strategic Engagement and Partnership Manager for Melksham is now collaboration with the local artist with history of collaborative projects to transform the Underpass.

##### **4 Financial Implications**

None

##### **5 Risk Assessment, Safeguarding, Crime and disorder implications**

None

##### **6 Environmental considerations**

None

##### **7 Link to Town Council strategic aims and values**

None

**8 Recommendations**

**For information only, this is no longer a Melksham Town Council project, as Underpass ownership belongs to Wiltshire Council. Wiltshire will be carrying this project on.**

**9 CONTACT**

***Gloria Delves,***

***Communications and Events Officer, 01225 704187***

# Agenda Item 7

			<b>Key:</b>	MTC Events	Other Events
<b>2024</b>	<b>Week</b>	<b>Events</b>	<b>Date</b>	<b>Organiser (if not MTC, what involvement?)</b>	<b>Events WG Date</b>
<b>January</b>	Wk 1				
	Wk 2				11th Jan
	Wk 3				
	Wk 4				
<b>February</b>	Wk 1				1st Feb
	Wk 2				
	Wk 3	Active Trowbridge Sports Roadshow	Thurs 15th Feb, 11am-2pm	Active Trowbridge	
	Wk 4				
<b>March</b>	Wk 1				
	Wk 2	Friends of River Mead School Easter Event	Tues 12th March	Friends of Rivermead PTA	7th March- in Committee Room
	Wk 3				
	Wk 4	Mayor's Reception Great British Spring Clean	Fri 22nd March Sun 24th March	MTC MTC/Bloomers	
	Wk 5	Easter Egg Hunt/Trail	Sat 30th March	Melksham Lions (Gazebo outside Town Hall)	
<b>April</b>	Wk 1	Active Trowbridge Sports Roadshow	Thurs 4th April, 11am-2pm	Active Trowbridge	4th April
	Wk 2	4 Youth ATB Skate Event	Thurs 11th April, 11:30am - 2:30pm	4YOUTH	
		Active Trowbridge Sports Roadshow	Thurs 11th April, 11am-2pm	MTC&Active Trowbridge	
	Wk 3				
	Wk 4	Makers Market	Sat 27th April	Secret Crocheter (Held in Market Place)	
<b>May</b>	Wk 1				2nd May
	Wk 2	Park Yoga- First Session in KGV	Sun 5th May	Park Yoga/MTC	
	Wk 3				
	Wk 4	Active Trowbridge Sports Roadshow	Thurs 30th May, 11am-2pm	Active Trowbridge	
		Makers Market	Sat 25th May	Secret Crocheter (Held in Market Place)	
<b>June</b>	Wk 1	Live Band Night Melksham Park	Fri 31st May 6pm - 9:30pm	James Wilkins KGV	
		Shambles Festival	Shambles Festival 12 pm - 10 pm		
	Wk 2	Melksham Volunteer Fair	Sat 8th June	Wiltshire Together TCB & MTC	6th June
	Wk 3	South West in Bloom- judging any time from now till early July	TCB	MTC & Melksham Bloomers	
	Wk 4	Melksham Hospital Fete	Sun 23rd June	Friends of Melksham Hospital (Promo)	
	Wk 5	Melksham Pride	Sat 29th June	Proud Melksham (Held in Assembly Hall or KGV TCB)	
		Makers Market	Sat 29th June	Secret Crocheter (Held in Market Place)	
	Wk 1				4th July

July	Wk 2	Melksham Carnival	Sat 13th July	Melksham Carnival Team	
	Wk 3	Melksham Gardens Competition	W/C Mon 15th July	MTC/Bloomers	
		Melksham Open Gardens	Sun 21st July	Open Gardens Team	
	Wk 4	Makers Market	Sat 27th July	Melksham Makers (Held in Market Place)	
		Active Trowbridge Sports Roadshow	Tues 23rd and Thurs 25th July, 11am-2pm	Active Trowbridge	
August	Wk 1	Active Trowbridge Sports Roadshow	Tues 6th and Thurs 8th Aug, 11am-2pm	Active Trowbridge	1st August
	Wk 2	Active Trowbridge Sports Roadshow	Tues 13th and Thurs 15th Aug, 11am-2pm	Active Trowbridge	
	Wk 3	Active Trowbridge Sports Roadshow	Tues 20th and Thurs 22nd Aug, 11am-2pm	Active Trowbridge	
	Wk 4	Active Trowbridge Sports Roadshow	Tues 27th and Thurs 29th Aug, 11am-2pm	Active Trowbridge	
September	Wk 1	Melksham Gardener's Open Flowers and Produce Show	Sat 31st Aug & Sun 1st Sept	Melksham Open Gardens	
		Food & River Festival	Sat 31st Aug & Sun 1st Sept	F&RF Team	
		ClimateFest TCB	Sat 7th Sept	MTC	
	Wk 2	Melksham Lions 50th Anniversary Picnic	Sat 14th Sept, 10am-4pm	Melksham Lions	5th Sept
		Park Yoga- Last Session in KGV	Sun 8th Sept	Park Yoga/MTC	
	Wk 3	Makers Market			
	Wk 4		Sun 22nd Sept	Park Yoga/MTC	
	Wk 5		Sat 28th Sept	Secret Crocheter (Held in Market Place)	
October	Wk 1				3rd Oct
	Wk 2				
	Wk 3				
	Wk 4	Remembrance	Sun 10th Nov	MTC	
November	Wk 1				
	Wk 2				7th Nov
	Wk 3	Panto at Assembly Hall	Sun 1st Dec	MTC/AH	
	Wk 4	Christmas Market & Lights Switch On	Sat 7th Dec	MTC	
December	Wk 1	Christmas Carols	Fri 13th Dec	MTC	
	Wk 2				5th Dec
	Wk 3				
	Wk 4				
	Wk 5				

		KGV Events Calendar	Key:	MTC Events	Other Events	
2024	Week	Event	Date	Organiser (if not MTC, what involvement?)	Events WG Date	NOTES
January	Wk 1					
	Wk 2				11th Jan	
	Wk 3					
	Wk 4					
February	Wk 1				1st Feb	
	Wk 2					
	Wk 3	Active Trowbridge Sports Roadshow	Thurs 15th Feb, 11am-2pm	Active Trowbridge		
	Wk 4					
March	Wk 1					
	Wk 2	Friends of River Mead School Easter Event	Tues 12th March	Friends of Rivermead School	7th March- in Committee Room	
	Wk 3					
	Wk 4					
	Wk 5					
April	Wk 1	Active Trowbridge Sports Roadshow	Thurs 4th April, 11am-2pm	Active Trowbridge	4th April	
	Wk 2	4 Youth ATB Skate Event	Thurs 11th April, 11:30am - 2:30pm			
		Active Trowbridge Sports Roadshow	Thurs 11th April, 11am-2pm	Active Trowbridge		
	Wk 3					
	Wk 4					
May	Wk 1				2nd May	
	Wk 2	Park Yoga- First Session in KGV	Sun 5th May	Park Yoga/MTC		
	Wk 3					
	Wk 4	Active Trowbridge Sports Roadshow	Thurs 30th May, 11am-2pm	Active Trowbridge		
June	Wk 1	Live Band Night Melksham Park	Fri 31st May 6pm - 9:30pm	James Wilkins		
		Shambles Festival	Shambles Festival 12 pm -10 pm			
	Wk 2	Melksham Volunteer Fair	Sat 8th June	Wiltshire Together TSC & MTC	6th June	
	Wk 3					
	Wk 4					
	Wk 5	Melksham Pride	Sat 29th June	Proud Melksham (VENUE TBC)		
July	Wk 1				4th July	
	Wk 2	Melksham Carnival	Sat 13th July	Melksham Carnival Team (Whole Town Event)		
	Wk 3					
	Wk 4	Active Trowbridge Sports Roadshow	Tues 23rd and Thurs 25th July, 11am-2pm	Active Trowbridge		
	Wk 1	Active Trowbridge Sports Roadshow	Tues 30th July and Thurs 1st Aug, 11am-2pm	Active Trowbridge	1st August	

August	Wk 2	Active Trowbridge Sports Roadshow	Tues 6th and Thurs 8th Aug, 11am-2pm	Active Trowbridge		
	Wk 3	Active Trowbridge Sports Roadshow	Tues 13th and Thurs 15th Aug, 11am-2pm	Active Trowbridge		
	Wk 4	Active Trowbridge Sports Roadshow	Tues 20th and Thurs 22nd Aug, 11am-2pm	Active Trowbridge		
	Wk 5	Active Trowbridge Sports Roadshow	Tues 27th and Thurs 29th Aug, 11am-2pm	Active Trowbridge		
September	Wk 1	Food & River Festival	Sat 31st Aug & Sun 1st Sept	F&RF Team		
	Wk 2	Melksham Lions 50th Anniversary Picnic	Sat 14th Sept, 10am-4pm	Lions	5th Sept	
	Wk 3					
	Wk 4	Park Yoga- Last Session in KGV	Sun 22nd Sept	Park Yoga/MTC		
	Wk 5					
October	Wk 1				3rd Oct	
	Wk 2					
	Wk 3					
	Wk 4					
November	Wk 1					
	Wk 2				7th Nov	
	Wk 3					
	Wk 4					
December	Wk 1					
	Wk 2				5th Dec	
	Wk 3					
	Wk 4					
	Wk 5					