



# 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 A Griffin  
Councillor J Oatley  
Councillor C Stokes

29 April 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 **Tuesday 7th May 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  
Tuesday 7 May 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**
- 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 - 4)**

To approve the Minutes of the Community Development Committee meeting held on 4

March 2024.

**4. Motion on Proms in the Park (Pages 5 - 8)**

For Decision.

**5. Motion for Music Event in KGV (Pages 9 - 12)**

For decision.

**6. A350 Underpass**

Update from Councillor Hubbard and Councillor Oatley.

For discussion and decision on future plans and upkeep for the underpass.

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## Melksham Town Council

### Minutes of the Community Development Committee meeting held on Monday 4th March 2024

**PRESENT:** Councillor S Rabey (Chair)  
Councillor J Westbrook (Vice-Chair)  
Councillor P Aves  
Councillor A Griffin  
Councillor J Oatley  
Councillor C Stokes

**IN ATTENDANCE:** Councillor Hubbard

**OFFICERS:** Andrew Meacham                      Committee Clerk  
Gloria Delves                                      Communications and Events  
Officer

**PUBLIC PARTICIPATION:** One member of the public was present.

**99/23      Public Participation**

Paul Carter asked about progress on taking ownership of Cooper Avon War Memorial. Councillor Rabey and the Committee Clerk advised that the matter was back before Economic Development & Planning Committee next week.

Paul also spoke on the request for display cabinets and councillors asked a few questions.

Size of cabinets? – approx. 6ftx2ftx1ft  
Illuminated? – no. Intended for daytime viewing only  
Cabinets already purchased? – No, will obtain if approved. Historical Society will fund and may apply to Area Board for a grant.

**100/23      Apologies**

Apologies were received from Councillor J Crundell.

**101/23      Declarations of Interest**

Councillor Oatley declared an interest in relation to the ATB Skating Event, as a trustee of 4Youth. Councillor Oatley remained in the meeting and took part in the debate on this item but abstained from the vote.

**102/23      Minutes**

The minutes of 11 December 2023 having previously been circulated, were approved as a correct record and signed by Councillor Rabey.

**103/23     Display Cabinets**

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

**UNANIMOUSLY RESOLVED** to allow Melksham Historical Society to site two display cabinets in the Town Hall foyer.

**104/23     ATB Skating Event**

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

**RESOLVED** to approve a skate event, to be delivered by 4Youth and funded from 4078 Community Projects. Communications and Events Officer to liaise with 4Youth on the date of the event.

**105/23     Art in the Underpass**

Councillors were concerned that the matter had been passed back to Wiltshire Council. Council. The Communications and Events Officer explained that the current project had stalled and a resident had emailed with a new proposal. This was copied to Wiltshire Council as the owners of the underpass. They replied that they would take the matter further.

It was suggested that contact be made with Wiltshire Council to say Melksham Town Council would like to be involved.

It was agreed that Councillor Hubbard and Councillor Oatley will speak with Richard Rogers.

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

**UNANIMOUSLY RESOLVED** to

- (i) raise a fund of £10000 looking to do this by £2500 from Melksham Town Council, £2500 from the Area Board and sponsorship of £2500 each from two local companies.
- (ii) delegate authority to Councillor Hubbard and Councillor Oatley to speak to Richard Rogers about the project.

**106/23     Events Calendar**

It was noted that the Garden Event was on the same weekend as the Food & Drink Festival. Communications and Events Officer confirmed this was a typing error.

It was noted that there was no budget allocated for Climatefest and no councillor individually could instruct officers.

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

**UNANIMOUSLY RESOLVED** to remove Climatefest from the calendar.

It was noted that proposals for Climatefest could still be brought before Council should a councillor so wish.

**107/23 KGV Events Calendar**

Councillor Griffin asked for clarification on Park Yoga and it was confirmed that only the first and last event were showing and the event would run every week.

It was suggested that the Skate event be run in either week 3 or 4 of August,

Meeting Closed at: 7.35 pm

**Signed:** .....

**Dated:**

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## MELKSHAM TOWN COUNCIL

Proposed by: **Jennie Westbrook**

Seconded by: Tom Price

Dated:

### **Purpose of the motion**

As members of the town council, it is our duty to organise community events within Melksham that are not only free of charge but inclusive, ensuring that every resident has the opportunity to participate.

King George V Park stands as an exceptional venue, yet its potential remains largely untapped. Transforming it into the ideal setting for an evening of music and entertainment. On the 14th of September, will present a live screening of the BBC Last Night of the Proms. While Jack's Cafe will remain open, providing refreshments, we also will encourage residents to bring their own picnics (should they wish to) for a truly delightful experience.

### **Background (Including previous resolution/s made and date/s if applicable)**

The council has spoken about its commitment to providing additional no-cost events for the residents of the town. Currently, our involvement in major events is limited to the annual Christmas Lights Turn On. Recognising the imperative to fulfil our obligations to the residents of Melksham in enhancing the town's liveability and community engagement, it is evident that we are lacking in this objective.

### **Current Situation**

This is a new event. We don't have anything like this at the moment, although other towns like ours do have screening such as this which are extremely popular and well attended.

### **What financial implications are there?**

Quotes attached -

Security

2x SIA Licensed Security Operatives from 1600-1000

Sub Total

£ 576.00

VAT £ 115.20

TOTAL £ 691.20

1 x FREC3 Medic from 1600-0000

Sub Total £ 200.00

VAT £ 40.00

TOTAL £ 240.00

Temporary Events Notice (TEN) - £25

TV Licence £159

3x screen quotes to be decided on by community development committee

Maximum expenditure including a contingency for unexpected spend of £8000

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

Our core values say that we stand for *Strengthening the sense of community within Melksham, creating and promoting inclusivity and improving the quality of life for all Melksham residents.*

**What risks are there? (Provide a risk assessment)**

Minimal risks with a risk assessment to be carried out by MTC officers

**What crime and disorder implications are there?**

Covered by risk assessment– police will be informed that event is taking place and security staff will mitigate any immediate disturbances, but this will be bills as a family event.

**What environmental and biodiversity considerations are there?**

There may be an increase in litter, this will be mitigated by more rubbish bins provided, attendees encouraged to recycle and volunteers to sweep the area at the end to maintain cleanliness.

There may be an increase in traffic, however attendees will be encouraged to walk to KGV if they are able to and park in the local car parks which are free after 6pm.

**What safeguarding concerns are there?**

Minimal issues and any concerns will be covered in the safeguarding policy and a risk assessment

**. Motion**

To allocate £8000 taken from general reserves to deliver a live screening of BBC Last Night of the Proms in King George V Park on the evening of September 14th with officers having delegated authority to spend up to £8000 for all provisions of the event, with feedback to the events working group monthly. Any additional funding requirements will be subject to review and discussion by the Community Development committee.

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

No *\*\*Jon if you'd like me to put in about the events we spoke about I can put it in here*

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

No prior discussion has been had

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

- Check sound provision with Kan Connections as our preferred supplier to check that the sound provisions in the quote are adequate,
- Book the screen and obtain the licences within the next two to three weeks,
- Begin the promotion of the event using both the Melksham Independent News and Social Media channels to make sure the event is well attended.

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting  
for motion:

Date/s of relevant resolutions:  
(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:


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## MELKSHAM TOWN COUNCIL

Proposed by: **Jennie Westbrook**

Dated: **29/04/24**

### **Purpose of the motion**

As members of the town council, it is our duty to organise community events within Melksham that are not only free of charge but inclusive, ensuring that every resident has the opportunity to participate.

King George V Park stands as an exceptional venue, yet its potential remains largely untapped. Transforming it into the ideal setting for an evening of street music. On the 21<sup>st</sup> June we will provide a number of live music acts free of charge for the enjoyment of the community. While Jack's Cafe will remain open, providing refreshments, we also will encourage residents to bring their own picnics (should they wish to). A backup plan of moving the event to the assembly hall should weather not allow for it to go ahead outside.

### **Background (Including previous resolution/s made and date/s if applicable)**

The council has spoken about its commitment to providing additional no-cost events for the residents of the town. Currently, our involvement in major events is limited to the annual Christmas Lights Turn On. Recognising the imperative to fulfil our obligations to the residents of Melksham in enhancing the town's liveability and community engagement, it is evident that we are lacking in this objective.

### **Current Situation**

This is a new event. We don't have anything like this at the moment.

### **What financial implications are there?**

Maximum expenditure £1000

### **How does the motion link to Town Council policies and core values?**

Our core values say that we stand for *Strengthening the sense of community within Melksham, creating and promoting inclusivity and improving the quality of life for all Melksham residents.*

### **What risks are there? (Provide a risk assessment)**

Minimal risks with a risk assessment to be carried out by MTC officers

### **What crime and disorder implications are there?**

Covered by risk assessment– police will be informed that event is taking place and security staff will mitigate any immediate disturbances, but this will be bills as a family event.

### **What environmental and biodiversity considerations are there?**

There may be an increase in litter, this will be mitigated by more rubbish bins provided, attendees encouraged to recycle and assembly hall staff to sweep the area at the end to maintain cleanliness.

There may be an increase in traffic, however attendees will be encouraged to walk to KGV if they are able to and park in the local car parks which are free after 6pm.

**What safeguarding concerns are there?**

Minimal issues and any concerns will be covered in the safeguarding policy and a risk assessment

**. Motion**

To allocate £1000 taken from the community development budget to deliver a evening of live music in King George V Park on the evening of June 21<sup>st</sup> with officers having delegated authority to spend up to £1000 for all provisions of the event including security , sound equipment and licences. Any additional funding requirements will be subject to review and discussion by the Community Development committee.

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

No

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

No prior discussion has been had

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

- Book the acts (no more than three)
- Promote the event ASAP in both the MIN and on Social Media

**Office Use:**

Date of receipt by Proper Officer:

Date of proposed council meeting for motion:

Date/s of relevant resolutions:  
(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:


**Points to consider when debating this item.**

This event was originally planned for the Assembly Hall so it can benefit from bar and ticket sales.

The motion refers to up to 3 acts. This event was intended for the Assembly Hall with Sam Evans only. He is available but booking has not yet been confirmed as it conflicts with council policy. It would probably be difficult to confirm additional acts at this late stage.

Community event in the park will require a Stage, Licences, Security, A first aider, and extra bins and Sound equipment.

Staff resource. Both the head of operations and communication and events officer are unavailable on the 21<sup>st</sup> of June to ensure the smooth running of this event. There's only 1 officer available.

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