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Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187
Town Clerk Tracy Predeth BA(Hons) MPA, FLSCC

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

22 July 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 the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 29th July 2024** commencing at **7.00 pm**.

A period of public participation will take place during the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC
Town Clerk and RFO

**Melksham Town Council
Community Development Committee**

**Monday 29 July 2024
At 7.00 pm at the Town Hall**

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

[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. Public Participation

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

Members of the public are invited to attend the meeting and address the council.

Members of the public are requested to send their question to locum@melksham-tc.gov.uk by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night.

4. Minutes (Pages 1 - 2)

To approve the Minutes of the Community Development Committee meeting held on 7th May 2024.

5. Budget

To note the events budget spent to date and available to spend.

6. Events and Communications Manager

To receive a verbal update.

7. A350 Underpass

To receive a verbal update from Councillor Oatley on discussions with Wiltshire Council.

For decision on action required to take forward underpass project.

8. Melksham Christmas Market and Light Switch-on Event

8.1 Sponsorship

To discuss sponsorship of the event.

For decision.

8.2 Santa's Grotto

To discuss and approve location of Santa's Grotto.

8.3 Disabled Viewing Area

To discuss provision and location of a disabled viewing area.

For decision.

8.4 Security

Update on security.

To discuss communication of details to local businesses.

For decision.

9. Town Hall Lighting and Flag Flying

To discuss calendar of dates for lighting the Town Hall and flag flying.

For decision.

10. Events Calendar (Pages 3 - 8)

To review the events calendar and consider additional events.

For decision

11. Proms in the Park

To receive an update on planning for event.

12. Telephone Boxes

To receive a verbal update on Floral Phone Boxes project.

13. Mayors Reception

To receive from the Town Mayor Councillor Price his vision for the Mayors Reception.

14. Mayors Charity

To discuss fund raising ideas for the Mayor's Charity.

15. Christmas Card 2024

To discuss the Mayor's Christmas Card 2024.

16. Melksham Historical Society Display Cabinets

To receive an update on the project.

17. Feedback Procedure

To discuss best procedure for obtaining and disseminating feedback.

18. King George V Playing Fields

18.1 ATB Skating Event

To discuss the possibility of holding further events.

For decision.

18.2 Park Yoga

To receive feedback.

18.3 Shambles Festival

To receive feedback.

18.4 Clashing events

To discuss how to mitigate clashes of events in KGV.

For decision.

18.5 Theatre in the Park

To receive a verbal report from the Head of Operations.

18.6 Licensing

To receive a verbal update from the Head of Operations on licensing for KGV.

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Melksham Town Council

Minutes of the Community Development Committee meeting held on Tuesday 7th May 2024

PRESENT:

Councillor J Westbrook (Vice-Chair)
Councillor P Aves
Councillor A Griffin
Councillor J Oatley
Councillor C Stokes
Councillor A Westbrook

IN ATTENDANCE:

OFFICERS:	Tracy Predeth	Locum Clerk
	Andrew Meacham	Committee Clerk
	Gloria Delves	Communications and Events
		Officer

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

108/23 Apologies

Apologies were received from Councillor Rabey, who was substituted by Councillor A Westbrook.

109/23 Declarations of Interest

There were no declarations of interest.

110/23 Minutes

The minutes of 4 March 2024, having previously been circulated, were approved as a correct record and signed by Councillor J Westbrook.

111/23 Motion on Proms in the Park

Councillor J Westbrook spoke to the motion. She advised that the budget for the event was higher than the Community Development Committee budget and if the motion was agreed, it would have to be referred to Full Council for ratification.

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

UNANIMOUSLY RESOLVED 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.

112/23 Motion for Music Event in KGV

Councillor J Westbrook spoke to the motion.

Councillor Griffin asked about lighting. The event was expected to start about 6:30pm so natural lighting and the festoon lighting should suffice.

Councillor Stokes asked about an Environmental Sound Report. The event was expected to end about 8:30pm so a report should not be necessary but near neighbours should be advised in advance.

Councillor Aves asked about drinks. There had been discussion of a bar and a decision on this was delegated to officers.

It was noted that the next Community Development Committee meeting was after the event and a special meeting would be needed if additional funding was required.

It was proposed by Councillor J Westbrook, second by Councillor A Griffin and

UNANIMOUSLY RESOLVED to allocate £1000 taken from the Community Development budget to deliver an evening of live music in King George V Park on the evening of June 21st with officers having delegated authority to spend up to £1000 for all provisions of the event. Additional funding requirements will be subject to review and discussion by the Community Development Committee.

113/23 A350 Underpass

Councillor Oatley advised that he had a meeting with Richard Rogers tomorrow (8th) and would report back. Councillor A Westbrook raised the issue of dilapidated fencing leading to the underpass and Councillor Griffin felt that the area generally needed a tidy up. Councillor Oatley agreed that he could explore the possibility of this being included in the scheme.

Councillor Griffin raised the possibility of leaving a section blank as a graffiti/street art area. It was felt that this was a good idea, but in a separate location.

Meeting Closed at: 7.25 pm

Signed:

Dated:

			Key:	MTC Events	Other Events			
2024	Week	Events	Date	Organiser (if not MTC, what involvement?)	Events WG Date	Agenda- Key Points	MTC Events Planner	School/Bank Holidays
January	Wk 1						Events Calendar and Jan EWG Agenda; Budget for Events?	Back to School Thurs 4th Jan 2024
	Wk 2				11th Jan	Christmas Market & Lights Switch On and Carols Feedback; Calendar for the Year (Dates and New Events); Mayor's Reception; Melksham Gardens; Great British Spring Clean Date; Operation Christmas Child; Christmas Card Competition; Volunteer Week	Start Prep for Great British Spring Clean and Mayor's Reception; Advertise for Park Yoga Instructor	
	Wk 3						Mayor's Reception Prep; Great British Spring Clean Prep	
	Wk 4						Mayor's Reception Prep; Great British Spring Clean Prep; February EWG Agenda	
February	Wk 1				1st Feb	Vote Chair and Vice-Chair; Great British Spring Clean; Mayor's Reception; Christmas Lights ideas; Confirm Xmas event dates and Melksham Gardens date	Mayor's Reception Prep; Great British Spring Clean Prep; Melksham Gardens	
	Wk 2					Other event ideas: Panto, Harvest, Yarn Bombing, Café Opening, Splash Pad Opening, regular Summer events (live music), Spot the Oddity	Mayor's Reception Prep; Great British Spring Clean Prep; Gardens Prep; Volunteer Prep	
	Wk 3						Mayor's Reception Prep; Great British Spring Clean Prep; Gardens Prep; Volunteer Prep	Feb Half Term Mon 12th Feb- Fri 16th Feb 2024
	Wk 4						Mayor's Reception Prep; Great British Spring Clean Prep; Gardens Prep; Volunteer Prep	
March	Wk 1						March EWG Agenda; Gardens Prep; Volunteer Prep	
	Wk 2				7th March- in Committee Room	Remembrance; Xmas Events; Volunteer Fair	Mayor's Reception Lead Up; Great British Spring Clean Prep; Gardens Prep; Volunteer Prep	
	Wk 3						Mayor's Reception Lead Up	
	Wk 4	Mayor's Reception	Fri 22nd March	MTC			Mayors Reception Feedback and Mop Up; Big Clean Lead Up	
		Great British Spring Clean	Sun 24th March	MTC/Bloomers				
	Wk 5	Easter Egg Hunt/Trail	Sat 30th March	Melksham Lions (Gazebo outside Town Hall)			Big Clean Feedback and Mop Up; April EWG Agenda	Easter Friday 29th March 2024
April	Wk 1	Active Trowbridge Sports Roadshow	Thurs 4th April, 11am-2pm	Active Trowbridge	4th April	Wiltshire Together Presentation; Easter Egg Hunt and Great British Spring Clean Feedback; Shambles; Melksham Gardens; Volunteer Fair; Park Yoga	Park Yoga Promo; Gardens Prep; Volunteer Prep	Easter Monday 1st April 2024 Easter Holidays Tues 2nd April- Fri 12th April 2024
	Wk 2	Active Trowbridge Sports Roadshow	Thurs 11th April, 11am-2pm	Active Trowbridge				
		4 Youth ATB Skate Event	Thurs 11th April, 11:30am-2:30pm	4Youth/ATB				
	Wk 3							
	Wk 4	Makers Market	Sat 27th April, 9am-2pm	Secret Crocheter (Held in Market Place)			May EWG Agenda; Gardens Prep; Volunteer Prep	
May	Wk 1				2nd May	Shambles; Pride; Melksham Gardens; Pride; Melksham Carnival; Melksham Hospital Fete; Volunteer Fair; Park Yoga	Park Yoga Promo; Gardens Prep; Volunteer Prep	
	Wk 2	Park Yoga- First Session in KGV	Sun 5th May, 9.30am	Park Yoga/MTC			Park Yoga Promo; Gardens Prep; Volunteer Prep	Early May Bank Holiday Mon 6th May 2024
	Wk 3						Gardens Prep; Volunteer Prep	
	Wk 4	Makers Market	Sat 25th May, 9am-2pm	Secret Crocheter (Held in Market Place)			June EWG Agenda; Gardens Prep; Volunteer Fair Lead Up	Late May Bank Holiday Mon 27th May 2024 May Half Term Mon 27th May- Fri 31st May 2024
June	Wk 1	Live Band Night	Friday 31st May, 6pm-9:30pm	James Wilkins (Held in KGV)			Melksham Gardens; Volunteer Features on Socials and Fair Lead Up	
		Shambles Festival	Saturday 1st June, 12pm-10pm					
	Wk 2	Melksham Volunteer Fair	Sat 8th June	MTC	6th June	Shambles Feedback; Volunteer Fair; Pride; Melksham Gardens; Melksham Carnival, Melksham Hospital Fete; ClimateFest; Christmas Lights; Food & River Festival	Volunteer Fair Lead Up	
	Wk 3	South West in Bloom- judging any time from now till early July					Volunteer Fair Mop Up	
	Wk 4	Melksham Hospital Fete	Sun 23rd June	Friends of Melksham Hospital (Promo)			Melksham Gardens Lead Up	
	Wk 5	Melksham Pride	Sat 29th June	Proud Melksham (Held in Assembly Hall)			July EWG Agenda; Melksham Gardens Lead Up	
		Makers Market	Sat 29th June, 9am-2pm	Secret Crocheter (Held in Market Place)				
July	Wk 1				4th July	Volunteer Fair, Pride and Hospital Fete Feedback; Melksham Carnival; Food & River Festival; ClimateFest; Christmas Carols; Gardener's Show; Melksham Gardens	Melksham Gardens Lead Up	
	Wk 2	Melksham Carnival	Sat 13th July	Melksham Carnival Team (Whole Town Event)			Melksham Gardens Lead Up	
	Wk 3	Melksham Gardens Competition	W/C Mon 15th July	MTC/Bloomers			Melksham Gardens Lead Up	
		Melksham Open Gardens	Sun 21st July	Open Gardens Team				
	Wk 4	Makers Market	Sat 27th July, 9am-2pm	Secret Crocheter (Held in Market Place)			August EWG Agenda; Gardens Mop Up	Summer Holidays Thurs 25th July- Fri 30th Aug 2024
		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	Melksham Gardens, Carnival and Party in the Park Feedback; Food & River Festival; ClimateFest; Gardener's Show; Christmas Lights (Stalls and Grotto); Remembrance	Melksham Gardens Feedback and Mop Up; Start Road Closure and licence applications plus security and H&S for Remembrance and Xmas Lights	Summer Holidays Thurs 25th July- Fri 30th Aug 2024
	Wk 2	Active Trowbridge Sports Roadshow	Tues 6th and Thurs 8th Aug, 11am-2pm	Active Trowbridge			Start Remembrance and Xmas Lights Bookings- see action plans; Contact Specsavers re: Operation Xmas Child	Summer Holidays Thurs 25th July- Fri 30th Aug 2024

August	Wk 3	Active Trowbridge Sports Roadshow	Tues 13th and Thurs 15th Aug, 11am-2pm	Active Trowbridge			Start Xmas Lights stall bookings	Summer Holidays Thurs 25th July- Fri 30th Aug 2024
	Wk 4	Active Trowbridge Sports Roadshow	Tues 20th and Thurs 22nd Aug, 11am-2pm	Active Trowbridge				Summer Holidays Thurs 25th July- Fri 30th Aug 2024
	Wk 5	Active Trowbridge Sports Roadshow	Tues 27th and Thurs 29th Aug, 11am-2pm	Active Trowbridge			September EWG Agenda	August Bank Holiday Mon 26th Aug 2024 Summer Holidays Thurs 25th July- Fri 30th Aug 2024
September	Wk 1	Food & River Festival	Sat 31st Aug & Sun 1st Sept	F&RF Team (Held in KGV- Splashpad)	5th Sept	Food & River Festival Feedback; ClimateFest; Gardener's Show; Christmas Lights; Remembrance	Start official invites for Xmas Lights; Contact schools re: Xmas Card and Carols	
	Wk 2	Recovery in the Park – Celebrating and Inspiring Freedom	Sat 7th Sept, 8am - 7pm	Turning Point – Connect Wiltshire				
		Melksham Gardener's Open Flowers and Produce Show	Sun 8th Sept	Melksham Gardener's Society (Held in Assembly Hall)				
	Wk 3	Melksham Lions 50th Anniversary Picnic	Sat 14th Sept, 10am-4pm	Melksham Lions				
		Park Yoga- Last Session in KGV	Sun 15th Sept	Park Yoga/MTC			Start Xmas Lights and Remembrance road closure promo	
	Wk 4						Letters to residents and businesses re: road closures for Remembrance and Xmas Lights	
	Wk 5	Makers Market	Sat 28th Sept, 9am-2pm	Secret Crocheter (Held in Market Place)			Park Yoga Feedback; October EWG Agenda	
October	Wk 1				3rd Oct	Park Yoga, ClimateFest and Gardener's Show Feedback; Remembrance; Christmas Lights and Carols	Remembrance and Xmas Lights- road closures, act line up, stalls etc	
	Wk 2						Remembrance and Xmas Lights- as above plus contact fire and police re fireworks; orders of service for Remembrance	
	Wk 3						Remembrance and Xmas Lights- as above plus order bins and more promo	
	Wk 4						Remembrance and Xmas Lights- as above plus start gathering volunteer and staff availability	October Half Term Thurs 24th Oct- Fri 1st Nov 2024
November	Wk 1						Remembrance Lead Up; November EWG Agenda	October Half Term Thurs 24th Oct- Fri 1st Nov 2024
	Wk 2	Remembrance	Sun 10th Nov	MTC	7th Nov	Remembrance; Christmas Lights; Christmas Carols	Remembrance Feedback and Mop Up	
	Wk 3						Xmas Lights and Carols- see action plans	
	Wk 4	Makers Market	Sat 23rd Nov, 9am-2pm	Secret Crocheter (Held in Market Place)			Xmas Lights and Carols- see action plans; December EWG Agenda	
December	Wk 1	Panto at Assembly Hall	Sun 1st Dec	MTC/AH		£8 adult, £4 kids, £13,000	Xmas Lights Lead Up	
	Wk 2	Christmas Market & Lights Switch On	Sat 7th Dec	MTC	5th Dec	Remembrance Feedback; Christmas Lights; Christmas Carols	Xmas Lights Feedback and Mop Up; Carols Prep	
	Wk 3	Carols Around the Tree	Fri 13th Dec	MTC			Carols and Lights Mop Up and Feedback	
	Wk 4							Schools Break Up Fri 23rd Dec 2024
	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				7th March- in Committee Room	
	Wk 3					
	Wk 4					
	Wk 5	Friends of River Mead School Easter Event	Sat 30th March	Friends of Rivermead School		
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	4Youth/ATB		
		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, 9.30am	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	Friday 31st May, 6pm-9:30pm	James Wilkins		
		Shambles Festival	Saturday 1st June, 12pm-10pm			
	Wk 2	Melksham Volunteer Fair	Sat 8th June TBC	Wiltshire Together TSC & MTC	6th June	
	Wk 3					
	Wk 4					
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		
August	Wk 1	Active Trowbridge Sports Roadshow	Tues 30th July and Thurs 1st Aug, 11am-2pm	Active Trowbridge	1st 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	5th Sept	
	Wk 2	Recovery in the Park – Celebrating and Inspiring Freedom	Sat 7th Sept, 8am -7pm	Turning Point – Connect Wiltshire		Outstanding certificates, Marquee Fire safety certificate, Inflatable Equipment safety certificate, Food Hygiene Certificates, First aider, Health and Safety, Number and size of fire exits
	Wk 3	Melksham Lions 50th Anniversary Picnic	Sat 14th Sept, 10am-4pm	Melksham Lions		
		Park Yoga- Last Session in KGV	Sun 15th Sept, 9.30am	Park Yoga/MTC		
	Wk 4					
	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					

Suggested Events for KGV area

February Valentines tree lovehearts on seed paper

Tuesday March . 4th – pancake race push chair race/seniors race

Sunday March 23rd week before mothers day. Bulb planting

April 20th Easter park available for Rivermead school Easter egg hunt

April Minibeast Madness

May 4th/5th VE day

May Wild Flower planting. Make wild flower seed bombs

May Shambles Festival

June. Pride in the park If Ryan is not available the TC should organise an event in the park

July/August weekly sports road show once a week.

Jugglers/circus skills/dancing/theatre once a week

September 6th 7th Food and River Festival

September Proms in the park

October half Term 23rd Pumpkin carving and a pumpkin trail

November 29th/30th Christmas wreath making sessions.

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