



# Public Document Pack

## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES  
Tel: (01225) 704187

Town Clerk Tracy Predeth BA(Hons) MPA, FLSCC

To: Councillor A Westbrook (Chair)  
Councillor J Oatley (Vice-Chair)  
Councillor P Aves  
Councillor G Cooke  
Councillor G Ellis  
Councillor J Hubbard  
Councillor T Price  
Councillor J Westbrook

9 December 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Asset Management and Amenities Committee** meeting of the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 16th December 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

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**Melksham Town Council**  
**Asset Management and Amenities Committee**

**Monday 16 December 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](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://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](mailto: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. You should still attend the meeting, in person or online, to ask your question.

**4. Minutes (Pages 1 - 8)**

To approve the Minutes of the Asset Management and Amenities Committee meeting held on 21<sup>st</sup> October 2024.

**5. Budget 2024./25 (Pages 9 - 14)**

To note budget spent and available to spend.

**6. Assembly Hall**

To receive a report on Assembly Hall takings.

**7. Allotment Audit (Pages 15 - 18)**

**8. Tree Planting (Pages 19 - 22)**

To receive the report and proposals of Melksham Green Space.

For decision.

**9. Friends of KGV**

Verbal report from Deputy Clerk to note.

**10. Awdry Avenue Play Area**

To receive an updating report.

**11. Works Vehicles**

To receive an updating report.

**12. Asset Transfers**

To receive a verbal update on Blue Pool and Church Street Toilets.

**13. King George V Park**

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**13.1 Splashpad**

To consider opening hours for the 2025 season.

For decision.

### **13.2 Updating Report**

To receive a report regarding

Sensory Garden

Dog Park – Safety surface removal

Green Flag Status

KGV Lighting Survey

KGV Signage

Report to follow.

### **14. Wiltshire Town Programme**

To note. Application has been submitted and we await a reply from Wiltshire Council.

### **15. Project Update (Pages 23 - 26)**

To note update on projects identified as belonging to Asset Management & Amenities Committee.

## Melksham Town Council

### Minutes of the Asset Management and Amenities Committee meeting held on Monday 21st October 2024

**PRESENT:** Councillor A Westbrook (Chair)

Councillor P Aves  
Councillor T Price  
Councillor J Westbrook

**IN ATTENDANCE:**

<b>OFFICERS:</b>	Tracy Predeth	Locum Clerk
	Hugh Davies	Head of Operations
	Hayley Bell	Deputy Clerk
	Dave Elms	Amenities Team Manager

**PUBLIC PARTICIPATION:** Five members of the public and one member of the press was present.  
Two members of the public were present virtually

**33/24 Apologies**

Apologies were received from Councillor Ellis and Councillor Hubbard.

**34/24 Declarations of Interest**

There were no declarations of interest.

**35/24 Public Participation**

**Sue Mortimer, resident.**

Question on something raised at July Full Council meeting on Skate Park signage. Has there been any progress? The Chair Councillor A Westbrook advised that there would be an update under item 13 King George V Park.

**Annie Benham-Taylor, Tree Warden.**

Attending to answer any questions there may be about the survey conducted in August.

**Ian Cardy, resident.**

Speaking on behalf of Nigel and Annie Benham as well as himself, members of the Melksham Green Spaces Group (MGSG). Also was previously a Tree Warden and has an interest in that item. MGSG would like to produce a Melksham Community Green Planting Plan. This would suggest planting areas, suitable trees and a planting

management and maintenance plan, which would be fully costs. MSGS has the experience and expertise to produce such a plan, to have the approval of the Town Council, Council staff and the community. To be funded by the Town Council. MSGS believe it can be delivered within the Town Council budget for tree planting 2024/25. Would be something Town Council would be proud to sponsor and would involve Melksham people in its planning and execution. MSGS would like the Town Council to consider this and ask for it to be approved and put into place quickly. The Chair Councillor A Westbrook thanked Mr Cardy and said it would be considered alongside item 12.

**Bruce Saunders, resident.**

Committee considering a 4x4 vehicle for the Amenities Team. Feels this goes against any green agenda and is not necessary in Melksham. Other Councils are moving to green, electric vehicles. Cannot see any benefit. Should speak to Bradford on Avon Town Council who have a great deal of experience with electric vehicles.

Glad to see council is taking on the Blue Pool. Could take access road off of the Campus access into the courtyard and create a secure vehicle compound. Some of the building could be converted to a three bay workshop. Money would then not have to be spent on rent and the Amenities Team would be conveniently located next to the Town Hall.

Proposal for sterile trees is not good for bio-diversity.

Assembly Hall bar historically has 100% markup between cost and sales. Costs this year £10000 and turnover of £16000. This is something that should be looked at.

The Chair Councillor A Westbrook advised that sterile trees was a recommendation of the Environment Agency.

**36/24 Minutes**

The minutes of 12<sup>th</sup> August 2024, having previously been circulated, were approved as a correct record.

**37/24 Financial Matters**

**38/24 Budget 2024/25**

Noted,

**39/24 Budget 2025/26**

There was discussion and members identified the following budget items which might need to be increased.

- Repairs and maintenance
- Pavilion (should this now be referred to as the café) – Fire safety checks and maintenance.
- Market Place toilet maintenance.

There was discussion and questions on the following

- The cost and level of cleaning of toilets.
- Grass cutting and re-wilding.
- Sports Roadshow
- Play Areas and Open Spaces underspend
- Solar Farms Projects

#### **40/24     Assembly Hall**

The report was considered. It was felt that greater explanation was required. The Chair Councillor A Westbrook asked for a properly costed report for the December meeting.

Standing Orders were suspended to allow members of the public to speak.

Sue Mortimer, picking up on Assembly Hall bar sales, felt there should be a point of sale system.

Bruce Saunders queried whether the committee was quorate. The Chair Councillor A Westbrook confirmed she had obtained confirmation of this but would like to remind councillors to try to find a substitute if unable to attend.

Standing Orders were re-instated.

#### **41/24     Tree Planting**

This item was advanced up the agenda. The report was received and discussed.

It was noted that Councillor A Westbrook and Councillor J Westbrook were members of the Melksham Green Spaces Group. It was confirmed that as a non-pecuniary interest, it did not exclude them from voting on this item.

It was proposed by Councillor A Westbrook, seconded by Councillor J Westbrook and

**UNANIMOUSLY RESOLVED** that

- Future tree planting schemes include a watering bag planted with each tree
- There be a maintenance schedule.
- There be checks on trees once planted, utilising the experience of the Melksham Green Spaces Group to assist with this.
- Melksham Town Council asks the Melksham Green Spaces Group to proceed with the report outlined in public participation
- Melksham Green Spaces Group report on re-wilding as well as tree planting.

Standing Orders were suspended. Annie Benham-Taylor asked for clarification on whether the role of Tree Warden was officially recognised. It was confirmed that Wiltshire Council did not recognise Tree Wardens in terms of planning applications. The Town Council could have a Tree Warden but would not ask for comment on planning applications involving a tree. If a member of the public raises issues the Tree Warden can contact officers or direct the member of the public to officers.

Standing Orders were re-instated.

#### **42/24      Avon War Memorial**

Councillor A Westbrook thanked those team members involved for their response to the issues with the War Memorial.

It was proposed by Councillor A Westbrook, seconded by Councillor Price and

**UNANIMOUSLY RESOLVED** to add a plaque and to source an expert to clean and repair the inscription, to be funded from CIL Money.

Standing Orders were suspended.

Joe McCann asked if this was a temporary siting as the memorial has been concreted in. The Head of Operations confirmed that it would be easy to move and there is currently a three year licence.

#### **43/24      Hanging Baskets**

The Deputy Clerk advised that she was looking at streamlining the process and costings and a report will come to the next meeting.

#### **44/24      Replacement Work Vehicles**



There was discussion on purchasing versus leasing and electric/hybrid vehicles and type of vehicle. The Amenities Manager explained why a 4 by 4 was required.

Standing Orders were suspended to allow members of the public to speak. The Amenities Manager responded to their concerns.

Councillor A Westbrook suggested speaking to Bradford upon Avon Town Council about their experiences with electric vehicles.

It was proposed and unanimously agreed for officers to make further investigations and speak to Bradford on Avon Town Council.

#### **45/24 Water Troughs**

Head of Operations confirmed that one trough each would be placed at Dunch lane and Methuen Allotments. They will both be replacing taps so no additional pipe will need to be laid.

Members confirmed they were happy with this.

Councillors asked for an Allotment Audit to come before the committee.

#### **46/24 Wiltshire Town Programme**

Miriam Zaccarelli and the Deputy Clerk Hayley Bell spoke about the programme and summarised proposals contained in the report.

Other ideas considered subsequent to the publication of the agenda and report were

- Covered cycle storage
- New website showcasing information about Melksham
- Telephone boxes
- Lighting up Town Bridge
- Signage for the Town Hall
- Gender neutral public toilets

Members discussed and asked some questions. The following points were confirmed.

- Some of the funding could be used to provide support in delivering projects
- Council would be kept informed on spending
- Year 2 funding had not been lost and had been rolled over into the year three allocation

Standing Orders were suspended to allow a member of the public to speak. Annie Benham-Taylor asked about the high pavement on Bank Street. It was confirmed that

planting in this area was included. Councillor Aves sought clarification on the request to LHFIG for funding in this area.

It was proposed and unanimously resolved to approve the submission of the application with the projects mentioned in the report and additional projects discussed in the meeting.

It was proposed and unanimously resolved to give delegated authority for officers to take the matter forward.

#### **47/24 Community Conversations**

It was confirmed that there was an open day on 1<sup>st</sup> November at Forest Community Centre with plans for new play areas.

The Town Mayor Councillor Price asked that it be noted Awdry Avenue play area is priority as £70000 funding will be lost if not completed. It was agreed to take Awdry Avenue to full council, by special meeting if required.

#### **48/24 King George V Park**

The Head of Operations gave a report on work required in KGV.

Although not related to the agenda item the Deputy Clerk took the opportunity to advise members that the Town Hall clock is due to be assessed so it can be fixed.

#### **49/24 Project Update**

Members discussed items on the list, including whether some of the projects listed were high priority. It was confirmed that the priority had been set at the Strategy Task & Finish Group.

Updates on some items were given.

The following were requested

Allotment Audit – to next agenda

BMX Pump Track – change to medium

Bowmans Court Lighting – change to low. Check for delegated authority.

Church Street Toilets Transfer – Send expression of interest to Wiltshire Council.

Confirm cost of taking on toilet block. Contact Melksham Pet Foodbank to keep them up to date.

KGV Eco Loos – progress as soon as possible.  
KGV Masterplan – remove as Sensory Garden and Dog Park have their own lines.  
Signage – to show that Wi-Fi is available.  
Play Area Strategy – change to medium  
Recruitment – advert in Melksham News  
Skate Park Lights – mark as completed

There was no formal vote on the above but no objections to any of the suggestions were raised.

Meeting Closed at: 9.20 pm

**Signed:** .....

**Dated:**

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05/12/2024

## Melksham Town Council Current Year

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### Detailed Income & Expenditure by Budget Heading 27/11/2024

Month No: 8

### Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Asset Management &amp; Amenities</b>								
201 <u>Town Hall</u>								
1034 Income Town Hall Bookings	2,167	1,754	2,000	246			87.7%	
Town Hall :- Income	<b>2,167</b>	<b>1,754</b>	<b>2,000</b>	<b>246</b>			<b>87.7%</b>	<b>0</b>
4000 Salaries ENI & Pension	6,382	0	0	0		0	0.0%	
4027 Telephones and Mobiles	168	0	0	0		0	0.0%	
4100 Gas	6,036	1,358	7,200	5,842		5,842	18.9%	
4101 Electricity	4,841	2,669	6,000	3,331		3,331	44.5%	
4102 Non Domestic Rates	10,604	8,484	11,000	2,516		2,516	77.1%	
4103 Water Rates	1,304	671	2,000	1,329		1,329	33.6%	
4104 Window Cleaning	3,088	520	1,800	1,280	712	568	68.4%	
4106 Repairs and Maintenance	3,199	10,481	6,000	(4,481)	159	(4,640)	177.3%	
4108 Service Contracts	9,995	4,525	8,000	3,475		3,475	56.6%	
4261 Building Condition Reps Works	2,880	0	0	0		0	0.0%	
Town Hall :- Indirect Expenditure	<b>48,497</b>	<b>28,707</b>	<b>42,000</b>	<b>13,293</b>	<b>871</b>	<b>12,422</b>	<b>70.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(46,330)</b>	<b>(26,953)</b>	<b>(40,000)</b>	<b>(13,047)</b>				
202 <u>Asset and Amenities</u>								
1027 Income - Amenity Services	8,427	6,764	4,500	(2,264)			150.3%	
Asset and Amenities :- Income	<b>8,427</b>	<b>6,764</b>	<b>4,500</b>	<b>(2,264)</b>			<b>150.3%</b>	<b>0</b>
4000 Salaries ENI & Pension	232,386	194,126	275,000	80,874		80,874	70.6%	
4027 Telephones and Mobiles	790	0	1,500	1,500		1,500	0.0%	
4075 Training	2,438	0	3,000	3,000		3,000	0.0%	
4150 Uniform/PPE	1,223	244	1,000	756		756	24.4%	
4151 Tools and Equipment	3,289	666	2,000	1,334		1,334	33.3%	
4153 Vehicle Running Costs	3,502	4,048	6,000	1,952		1,952	67.5%	
4156 Vehicle Leasing	14,621	3,982	11,000	7,018		7,018	36.2%	
4163 Repairs and Maintenance	3,611	646	6,000	5,354	50	5,304	11.6%	
4167 Street Furniture and Signage	5,178	4,689	6,000	1,311	136	1,175	80.4%	
4168 Bus Shelters Cleaning	249	644	0	(644)		(644)	0.0%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	990	1,100	4,000	2,900		2,900	27.5%	
4196 Container storage	0	0	1,500	1,500		1,500	0.0%	
Asset and Amenities :- Indirect Expenditure	<b>268,277</b>	<b>210,145</b>	<b>318,000</b>	<b>107,855</b>	<b>186</b>	<b>107,669</b>	<b>66.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(259,851)</b>	<b>(203,381)</b>	<b>(313,500)</b>	<b>(110,119)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 27/11/2024

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Allotments</u>								
1045 Income	5,785	(15)	7,000	7,015			(0.2%)	
Allotments :- Income	<b>5,785</b>	<b>(15)</b>	<b>7,000</b>	<b>7,015</b>			<b>(0.2%)</b>	<b>0</b>
4200 Water Rates	1,723	794	1,800	1,006		1,006	44.1%	
4201 Maintenance	887	0	4,000	4,000		4,000	0.0%	
Allotments :- Indirect Expenditure	<b>2,610</b>	<b>794</b>	<b>5,800</b>	<b>5,006</b>	<b>0</b>	<b>5,006</b>	<b>13.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,175</b>	<b>(809)</b>	<b>1,200</b>	<b>2,009</b>				
<u>204 Cafe</u>								
1046 Income - Pavilion	7,669	2,302	17,500	15,198			13.2%	
1090 Expenses Recovered	0	9,507	0	(9,507)			0.0%	
Cafe :- Income	<b>7,669</b>	<b>11,809</b>	<b>17,500</b>	<b>5,691</b>			<b>67.5%</b>	<b>0</b>
4050 Legal and Professional Fees	350	0	0	0		0	0.0%	
4250 WiFi - Pavilion	408	625	1,000	375		375	62.5%	
4252 Electricity	12,874	10,584	12,000	1,416		1,416	88.2%	
4254 Water	283	777	2,500	1,723		1,723	31.1%	
4255 Fire Safety Checks	355	859	400	(459)		(459)	214.8%	
4256 Maintenance	10,546	1,078	2,000	922		922	53.9%	
Cafe :- Indirect Expenditure	<b>24,816</b>	<b>13,925</b>	<b>17,900</b>	<b>3,975</b>	<b>0</b>	<b>3,975</b>	<b>77.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(17,147)</b>	<b>(2,116)</b>	<b>(400)</b>	<b>1,716</b>				
<u>205 Public Toilets - Market Place</u>								
1060 Contribution - MWPC	11,000	0	5,000	5,000			0.0%	
Public Toilets - Market Place :- Income	<b>11,000</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>			<b>0.0%</b>	<b>0</b>
4101 Electricity	2,236	455	2,200	1,745		1,745	20.7%	
4103 Water Rates	1,549	402	3,000	2,598		2,598	13.4%	
4106 Repairs and Maintenance	150	1,125	1,000	(125)		(125)	112.5%	
4108 Service Contracts	0	125	0	(125)		(125)	0.0%	
4180 Cleaning	5,229	4,027	7,000	2,973		2,973	57.5%	
Public Toilets - Market Place :- Indirect Expenditure	<b>9,164</b>	<b>6,134</b>	<b>13,200</b>	<b>7,066</b>	<b>0</b>	<b>7,066</b>	<b>46.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,836</b>	<b>(6,134)</b>	<b>(8,200)</b>	<b>(2,066)</b>				
<u>206 Public Toilets - Bath Road</u>								
4101 Electricity	1,323	755	1,700	945		945	44.4%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	396	0	1,000	1,000		1,000	0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 27/11/2024

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4180 Cleaning	6,764	4,920	7,000	2,080		2,080	70.3%	
4185 Electricity supply: Toilets	122	0	0	0		0	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	<b>8,605</b>	<b>5,675</b>	<b>11,700</b>	<b>6,025</b>	<b>0</b>	<b>6,025</b>	<b>48.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,605)</b>	<b>(5,675)</b>	<b>(11,700)</b>	<b>(6,025)</b>				
<u>210 Corporate Properties</u>								
1040 Income 31 Market Place	7,467	5,325	7,000	1,675			76.1%	
1048 Income Art House Cafe	6,479	3,583	6,700	3,117			53.5%	
Corporate Properties :- Income	<b>13,946</b>	<b>8,908</b>	<b>13,700</b>	<b>4,792</b>			<b>65.0%</b>	<b>0</b>
<b>Net Income</b>	<b>13,946</b>	<b>8,908</b>	<b>13,700</b>	<b>4,792</b>				
<u>211 Art House Cafe</u>								
4108 Service Contracts	549	796	0	(796)		(796)	0.0%	
4175 WiFi	774	259	750	491		491	34.6%	
Art House Cafe :- Indirect Expenditure	<b>1,323</b>	<b>1,056</b>	<b>750</b>	<b>(306)</b>	<b>0</b>	<b>(306)</b>	<b>140.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,323)</b>	<b>(1,056)</b>	<b>(750)</b>	<b>306</b>				
<u>212 Round House</u>								
4101 Electricity	(1,181)	227	400	173		173	56.9%	
4103 Water Rates	161	95	200	105		105	47.6%	
4106 Repairs and Maintenance	966	79	250	171		171	31.6%	
Round House :- Indirect Expenditure	<b>(54)</b>	<b>402</b>	<b>850</b>	<b>448</b>	<b>0</b>	<b>448</b>	<b>47.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>54</b>	<b>(402)</b>	<b>(850)</b>	<b>(448)</b>				
<u>213 31 Market Place</u>								
4106 Repairs and Maintenance	875	700	1,000	300		300	70.0%	
4108 Service Contracts	85	0	1,000	1,000		1,000	0.0%	
31 Market Place :- Indirect Expenditure	<b>960</b>	<b>700</b>	<b>2,000</b>	<b>1,300</b>	<b>0</b>	<b>1,300</b>	<b>35.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(960)</b>	<b>(700)</b>	<b>(2,000)</b>	<b>(1,300)</b>				
<u>215 Depot</u>								
4058 Insurance	396	0	0	0		0	0.0%	
4101 Electricity	2,011	574	1,800	1,226		1,226	31.9%	
4102 Non Domestic Rates	8,556	4,352	5,000	648		648	87.0%	
4103 Water Rates	230	177	250	74		74	70.6%	
4106 Repairs and Maintenance	150	159	2,000	1,841		1,841	7.9%	

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## Melksham Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 27/11/2024

Month No: 8

## Committee Report

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4185 Electricity supply: Toilets	122	0	0	0		0	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	<b>8,605</b>	<b>5,675</b>	<b>11,700</b>	<b>6,025</b>	<b>0</b>	<b>6,025</b>	<b>48.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,605)</b>	<b>(5,675)</b>	<b>(11,700)</b>	<b>(6,025)</b>				
<u>210 Corporate Properties</u>								
1040 Income 31 Market Place	7,467	5,325	7,000	1,675			76.1%	
1048 Income Art House Cafe	6,479	3,583	6,700	3,117			53.5%	
Corporate Properties :- Income	<b>13,946</b>	<b>8,908</b>	<b>13,700</b>	<b>4,792</b>			<b>65.0%</b>	<b>0</b>
<b>Net Income</b>	<b>13,946</b>	<b>8,908</b>	<b>13,700</b>	<b>4,792</b>				
<u>211 Art House Cafe</u>								
4108 Service Contracts	549	796	0	(796)		(796)	0.0%	
4175 WiFi	774	259	750	491		491	34.6%	
Art House Cafe :- Indirect Expenditure	<b>1,323</b>	<b>1,056</b>	<b>750</b>	<b>(306)</b>	<b>0</b>	<b>(306)</b>	<b>140.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,323)</b>	<b>(1,056)</b>	<b>(750)</b>	<b>306</b>				
<u>212 Round House</u>								
4101 Electricity	(1,181)	227	400	173		173	56.9%	
4103 Water Rates	161	95	200	105		105	47.6%	
4106 Repairs and Maintenance	966	79	250	171		171	31.6%	
Round House :- Indirect Expenditure	<b>(54)</b>	<b>402</b>	<b>850</b>	<b>448</b>	<b>0</b>	<b>448</b>	<b>47.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>54</b>	<b>(402)</b>	<b>(850)</b>	<b>(448)</b>				
<u>213 31 Market Place</u>								
4106 Repairs and Maintenance	875	700	1,000	300		300	70.0%	
4108 Service Contracts	85	0	1,000	1,000		1,000	0.0%	
31 Market Place :- Indirect Expenditure	<b>960</b>	<b>700</b>	<b>2,000</b>	<b>1,300</b>	<b>0</b>	<b>1,300</b>	<b>35.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(960)</b>	<b>(700)</b>	<b>(2,000)</b>	<b>(1,300)</b>				
<u>215 Depot</u>								
4058 Insurance	396	0	0	0		0	0.0%	
4101 Electricity	2,011	574	1,800	1,226		1,226	31.9%	
4102 Non Domestic Rates	8,556	4,352	5,000	648		648	87.0%	
4103 Water Rates	230	177	250	74		74	70.6%	
4106 Repairs and Maintenance	150	159	2,000	1,841		1,841	7.9%	

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05/12/2024

**Melksham Town Council Current Year**

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**Detailed Income & Expenditure by Budget Heading 27/11/2024****Month No: 8****Committee Report**

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	97,099	29,219	89,700	60,481			32.6%	
Expenditure	463,186	351,653	553,750	202,097	3,087	199,011	64.1%	
<b>Net Income over Expenditure</b>	<u>(366,087)</u>	<u>(322,434)</u>	<u>(464,050)</u>	<u>(141,616)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(366,087)</u>	<u>(322,434)</u>	<u>(464,050)</u>	<u>(141,616)</u>				

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## **ALLOTMENT AUDIT – DECEMBER 2024**

### **ADDISON ROAD**

1. 15 plots – full and half.
2. 10 Tenants
3. Many Tenants have sheds/greenhouses and collect water.
4. 1x tap – trough to be fitted.
5. 5 vacant plots although 4 plots (1B-4B) cannot be let at present due to a 'land grab' issue.
6. Plots 1, 2, 3 & 4 have been halved and re-marked 1A/1B etc.
7. Plots (newly created) 1A, 3A & 4A are tenanted.

Issues raised by Tenants in 2024: -

None.

### **AWDRY AVENUE**

1. 25 plots – full and half. 1 plot utilised by MTC Amenities, 1 plot unable to be used due to historic fruit trees and several plots under consideration for Community Gardens.
2. 17 Tenants.
3. Many Tenants have sheds/greenhouses and collect water.
4. 1x tap/trough – newly fitted.
5. 4 vacant plots, following termination of tenancies - currently being offered to those on the waiting list.

Issues raised by Tenants in 2024: -

- a) Insufficient grass-cutting of main pathways

### **DORSET CRESCENT**

1. 4 plots – full and half
2. 4 Tenants
3. Many Tenants have sheds/greenhouses and collect water.
4. 1x tap.
5. No vacancies

Issues raised by Tenants in 2024:-

- a) None

### **METHUEN AVENUE**

1. 57 plots – full and half
2. 56 Tenants
3. Many Tenants have sheds/greenhouses and collect water.
4. 2x troughs – 2x separate taps
5. 1 vacant plot, following termination of tenancy - currently being offered to those on the waiting list.

Issues raised by Tenants in 2024: -

- a) Insufficient grass-cutting of main pathways.

### **MILTON AVENUE**

1. 4 plots – full and half
2. 3 Tenants
3. Tenants have sheds/greenhouses and collect water.
4. 1x tap.
5. 1 vacant plot – currently being offered to those on the waiting list.

Issues raised by Tenants in 2024: -

- a) None.

### **PORTMAN ROAD**

1. 4 plots – full and half
2. 1 Tenant
3. No shed/greenhouse for water collection
4. No tap/trough
6. 2 vacant plots currently being offered to those on the waiting list.

Issues raised by Tenants in 2024: -

- a) None

### **SOUTHBROOK ROAD**

1. 56 plots – full and half
2. 49 Tenants
3. Many Tenants have sheds/greenhouses and collect water.
4. 3x troughs
5. 7 vacant plots currently being offered to those on the waiting list.
6. Plots 12 – 15 are separated from the main gardens by hedging and are tenanted by the residents whose gardens back onto the gardens. The hedge between the main gardens and the 'add-on' has now been removed.

Issues raised by Tenants in 2024: -

- a) Deer eating crops – the Deer access the gardens from across the South Brook. A request for consideration of fencing has been submitted.
- b) Insufficient grass-cutting of main pathways

**WILTSHIRE CRESCENT**

- 1. 5 plots
- 2. 5 Tenants
- 3. All Tenants have sheds/greenhouses and collect water.
- 4. No tap/trough
- 5. No vacant plots

Issues raised by Tenants during 2024: -

- a) None

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# Melksham **Green** Space

## Clackers Brook Project Proposal 2025

### **Project Objectives**

Clackers Brook provides an important wildlife corridor through Melksham, providing a valuable habitat for birds, insects and small animals. The objective of the project is to enhance biodiversity along a stretch of this Brook through the planting of shrubs and trees in areas shown on the location map. It is intended that these enhancements will improve the overall beauty of this area and thus provide a tranquil open space for the community. Permission of landowners is sought before the commencement of any planting. This proposal is intended to be a partnership between Melksham Town Council and inline with their statutory biodiversity policy.

Start date: *March 2025*

### **Financing & Support**

Melksham Town Council.

Wiltshire Wildlife Trust.

Government schemes.

Volunteers.

### **Mission Statement MGS**

Melksham **Green** Space is a community group with the objective of identifying areas across Melksham for the purpose of conserving and enhancing biodiversity through the planting of trees and shrubs. Where possible creating bio-diverse green corridors between mixed habitats, namely rivers, brooks, woodlands, grasslands and wild flower meadows. Our group consists of 15+ members that collectively have flora and fauna expertise to ensure the correct flora is planted to both support and increase the local wildlife populations. The group is focused on working closely with Melksham Town Council in order to implement and sustain the Councils biodiversity policy.

## **Land ownership & Location**

Location reference map overleaf.

<b>Loc ref</b>	<b>Landowner</b>	<b>Location description</b>
A	Selwood Housing.	South Hampshire Place. North Clackers Brook.
B	Selwood Housing.	South of footpath path & Clackers Brook.
C	Selwood Housing.	South of Clackers Brook. North of Dorset Crescent.
D1	Wiltshire Council.	Queensway children's play area.
D2	Wiltshire Council.	Open space North of Clackers Brook. South of Blackmore Road.
E	Wiltshire Council.	Primrose Nature Area.
F	Unknown, but managed by Green Square Housing.	Clackers Brook towards the East.
G	Astor Housing.	Adjacent children's nursery. South of Clackers Brook. West of Queensway.

## **Proposed Planting Phase I**

<b>Loc ref</b>	<b>Description</b>
A	*
B	*
C	*
D1	Nothing yet decided.
D2	*
E	*
F	Plant trees, improved grassland & wild flower meadows.
G	Community mixed Orchard: Apple, Pear, Plum.

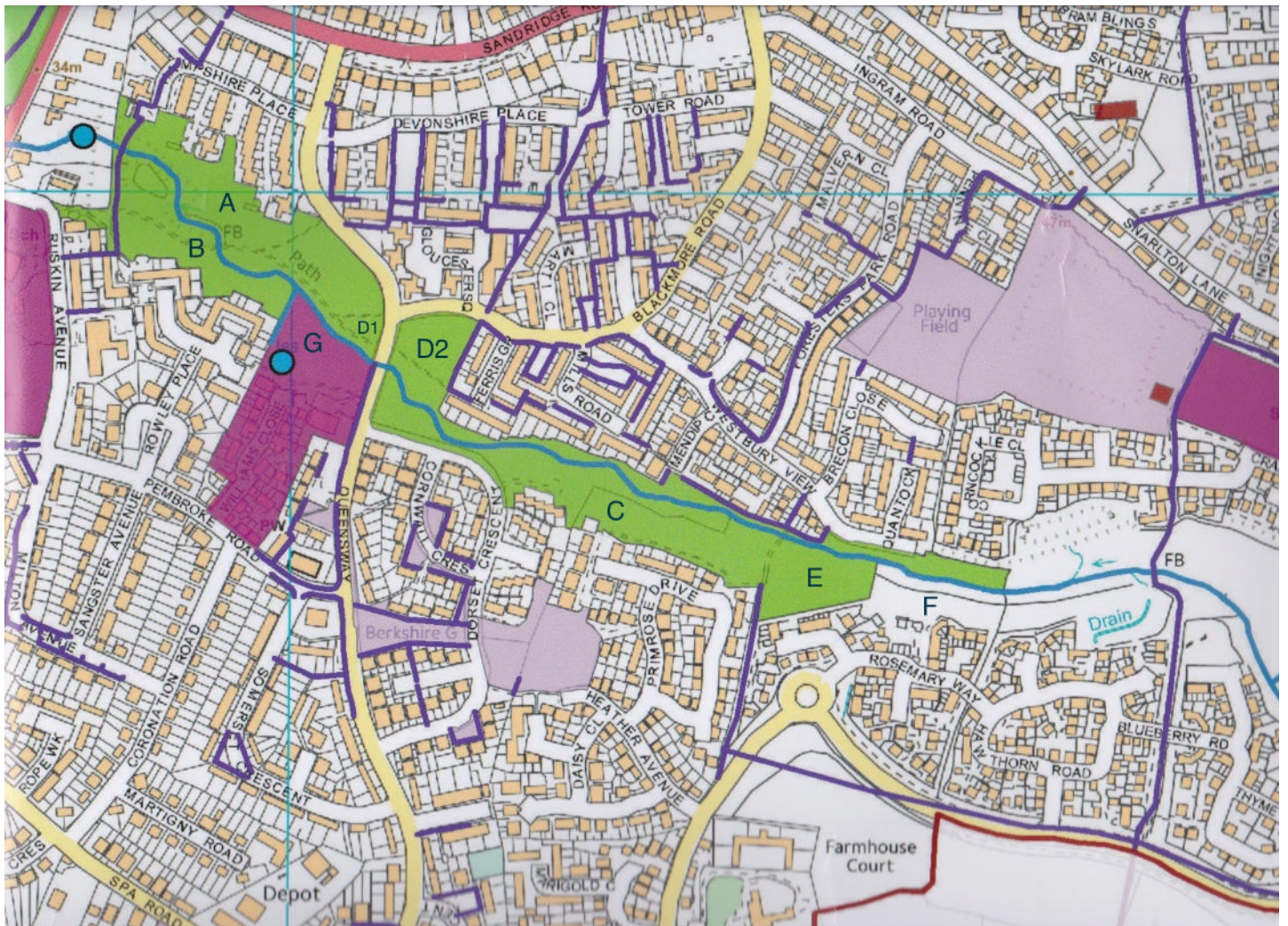
T  
\* Identify suitable trees and shrubs for each of these locations.

## **Proposed Project Plan**

Project plan to accord to the following steps:

- Contact the various landowners to request permission (Town Council).
- Provide a detailed planting & maintenance plan for each location 'A' to 'G' (MGS).
- Estimate costs per location (MGS).
- Signed off with the Council (Council).
- Acquire trees & shrubs (MGS).
- Gather work force and plant (MGS).
- Maintain (Council & MGS).
- Provide end of project report (MGS).





Location Map

Nigel Benham

Chairman  
**Melksham Green Space**

Email: [nigelbenham@hotmail.com](mailto:nigelbenham@hotmail.com)

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PROJECT/WORK AREA/EVENT	STATUS	UPDATE	SUGGESTED NEXT ACTION	DATE OF LAST ACTION	DATE UPDATED
Allotment Audit and Management	Next Steps Required	Audit last brought to AM&A 04/12/2023. UNANIMOUSLY RESOLVED for the Head of Operations to investigate the legal position and costs implication of removing buildings from the plots at Addison Road that have been subject to a land grab. UNANIMOUSLY RESOLVED to cut a hole in the hedge at Southbrook Road Allotments to allow access to Plots 12-15.	Water Troughs discussed at AMA 21/10/2024. HD to check with Dave and Mel to bring audit back to Council. Coming to next AMA.	21/10/2024	31/10/2024
Allotments- Water Troughs	Next Steps Required	AM&A 12/08/2024 UNANIMOUSLY RESOLVED to request a further report from officers detailing for each allotment area: <ul style="list-style-type: none"> <li>• Is there a current pipped water supply</li> <li>• Do we have access to that piped supply and are we utilising it</li> <li>• If not, what other provisions could be made to fill troughs</li> <li>• The cost implications of all the above (water rates etc) for consideration at next AM&amp;A 21/10/2024.</li> </ul>	DE reccomending to AMA 21/10/2024 to place 1 trough each at Dunch lane and Methuen Allotments they will both be replacing taps so no additional pipe will need to be laid and this will stop people using hoses and wasting water.	21/10/2024	31/10/2024
Page 23 Awdry Avenue Play Area	In Progress	Officers given permission to work with Community Conversations (who are the lead on this project) on options for the Play Area- subject to funding from WC.	Consultation event being held at FCC 01/11/2024.. Promoted online and in MIN. HB and CC attending. Special meeting to be set to discuss further after the consultation.	01/11/2024	31/10/2024
Blue Pool/Assembly Hall Project	Next Steps Required	Full Council 22/01/2024, the report on responses from architects was received. UNANIMOUSLY RESOLVED that the Head of Ops do report back to the Full Council meeting in March with suggestions for how to proceed.	Full Council 30/09/2024 UNANIMOUSLY RESOLVED to instruct the clerk to go forward with negotiations for an asset transfer. Clarification and clauses will be needed on the following; Access by the public and Wiltshire Council; Access by Melksham Town Council across Wiltshire Council land; Maintenance of boundary wall; Overage and claw back from overage of costs incurred by Melksham Town Council should the project not proceed and the site be sold for residential redevelopment.	01/10/2024	04/10/2024
Church Street Toilets Transfer	Next Steps Required	Interest from Melksham Pet Food Bank to use for storage voiced at Full Council 29/04/2024. Wendy Isaacs from Pet Food Bank emailed 31/07/2024 for update- advised no further progress but in hand.	UNANIMOUSLY RESOLVED for officers to explore an asset transfer and produce a report for full council on the potential cost/benefits and risks. Head of Ops needs capacity to action.	01/08/2024	06/08/2024

Green Flag Status for KGV	Next Steps Required	AW brought proposal to Full Council 28/05/2024. UNANIMOUSLY RESOLVED To obtain Green Flag status for King George V Playing Field (commonly called the Park); The Melksham Town Council Strategy Task and Finish group to consider the formation of a sub committee to include councillors, officers and all users of the park to help the Amenities Team plan, manage and maintain this area for people in Melksham and visitors to our area; Task & Finish group to bring an action plan to full council on 29th July 2024. Membership to be open to all councillors and the locum clerk to set dates for a couple of meetings.	Task & Finish group met 25/07/2024 (DE, JH, RBC, AW). Now to bring action plan to Full Council. Discussed at AMA 21/10/2024. Add 'Green Flag Status Application' to Dec AMA.	21/10/2024	31/10/2024
Joint Cemetery Strategy	In Progress	Meeting cancelled to allow for Budget discussions	Set new date in New Year	11/11/2024	09/12/2024
Page 24 KGV Eco Loos Conversion	Next Steps Required	Complaints from public re: no water for handwashing. AM&A 12/08/2024 UNANIMOUSLY RESOLVED for eco loos to be converted to plumbed in flush toilets with running water, preferably hot; Baby changing units to be installed in each toilet; The Clerk to ascertain whether planning permission is required; The Clerk to investigate the possibility of claiming back from Healthmatic; Signage to be put on the closed Eco Loos directing people to alternative facilities; The Clerk was delegated to spend up to £15,000 on the project, to be paid from 9244 Major Projects Ear-marked Reserve, subject to approval at full council.	Full Council 19/08/2024 UNANIMOUSLY RESOLVED to approve the resolution and the allocation of £15,000 funding from 9244 Major Projects Ear-Marked Reserve.	19/08/2024	31/10/2024
KGV Sensory Garden	Next Steps Required	Expressions of Interest invited in Year One for an initial concept design including examples of what could be added, with the possibility of a contract in Year Two for such additional works. Discussed at AM&A 10/06/2024. UNANIMOUSLY RESOLVED to set up a Sensory Garden Task and Finish Group. It was agreed to put membership out to all councillors and to open meetings to the public. To consider Wild Landscapes 2019 proposal in more detail and advise next steps.	Full Council 19/08/2024 UNANIMOUSLY RESOLVED to delegate authority to the Clerk to consult with Richard Baulch-Collett, choose a quote and move the project forward. £25,000 is allocated to complete groundwork and then landscape in-house. Start work on levelling area before nesting season resumes. Board to be put up also to let public know what is happening. On AMA agenda 21/10/2024 as part of WC Towns Programme report.	18/10/2024	31/10/2024
KGV Signage	In Progress	At AM&A 10/06/2024 a member of the public asked for more signage in KGV about keeping dogs on leads. Discussed at AM&A 12/08/2024 where Comms Officer was asked to create signage- however Head of Ops was already in process of sourcing signage including byelaws.	Head of Ops/Receptionist awaiting quotes on various sizes for approval. UNANIMOUSLY RESOLVED to delegate authority to the Clerk to spend up to £1,000 from budget code 4163 on additional signage. Signage ordered. Signage discussed at AMA 21/10/2024- need to amalgamate signage in one place for KGV. HD sourcing dog bark and 'dogs on leads' signage.	21/10/2024	31/10/2024

Play Area Signage	Next Steps Required	HD and AW meting to discuss w/c 14/10/2024.	AMA 21/10/2024 update: HD sourcing all KGV signage.	21/10/2024	31/10/2024
Recruitment of Assembly Hall Staff	In Progress	Head of Ops recruiting new Duty Manager.	Recruitment of 30hr pw Duty Manager- in progress. Deadline for applicants 15/11/2024. In MIN, on socials and web.	31/10/2024	31/10/2024
Rivermead School Parking	Next Steps Required	Teachers using parking spaces behind Pavilion during term time has knock on effect on Café and park users.	Locum to apply for change of status with Fields in Trust. See also KGV Maintenance Building.	26/07/2024	06/08/2024
Skate Park Signage	In Progress	As of Head Ops report to AM&A 04/12/2023, play area signage being chased. Sue Mortimer raised question of signage at Skate Park at Full Council 22/07/2024 following an injury.	Amenities Team Manager sourcing suitable safety signage. HD/AW meeting to discuss w/c 14/10/2024. AMA 21/10/2024 Update- Signage ordered HD.	21/10/2024	31/10/2024
Skylark Road Lighting	Next Steps Required	Complaints from residents re: lights shining into their bedroom windows. HD/DE sourced shields to fit. As per email from Town Hall inbox 17/05/2024 "Sorry to hear about the inconvenience. I have spoken to our Head of Operations who has confirmed that we now have shields and arrangements will be made to install them." Same query made 12/08/2024. SL passed to HD.	Resident emailed again 22/09/2024. Query to HD. Shields to be fitted.	23/09/2024	23/09/2024
Street Trees	Next Steps Required	Approval granted to plant 20 additional street trees and Melksham Shed/SS Carpentry to make containers from recycled wood. See also Wiltshire Towns Programme Funding.	Wiltshire Towns Grant Report discussed at AMA 21/10/2024.	21/10/2024	21/10/2024
Town Hall Clock	Next Steps Required	Clock mechanism unserviceable.	Sourcing suitable replacement.	21/10/2024	21/10/2024

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