



**MELKSHAM TOWN COUNCIL
MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE**

Date	16th June 2025
Report Title	Report to Community and Development Committee
Authors	Hayley Bell Acting CEO/Town Clerk , Christina Connor Events and Community Development Officer. Franchezka Cunanan

Grants

1. Grants policy going forward to next full council meeting with the following proposed amendments to the policy:

- To set the dates for all grant applications to be received by the council for consideration as the 30th April and the 30th September annually.
- Grant recipients with reserves greater than £20,000 will be excluded from application.
- Core grants will from 2029-2030 (the next 4 year funding cycle) only consider fund up to a maximum of 25% of overall event/running costs.

2. The following are for consideration for core grants (2025 – 2029) refer to accompanying documents:

1. 4Youth
2. Food and River Festival
3. Melksham Carnival
4. Melksham Tourist Information Centre

3. The following are for consideration for community and facility hire grants refer to accompanying documents:

1. Age UK
2. Alzheimer's Support
3. Catci Society (facility hire)
4. Melksham Foodbank and Lifeline CIO
5. Melksham Girlguiding
6. Group Five

Community Development

For note

1. Supported Spurgeons Family Navigator based in the library with their Easter Trail with both the Town Hall and the Assembly Hall displaying a letter. Participants visit each venue hosting a letter to rearrange into a word to collect their prize from the library.
2. Met with Melksham and District Girlguiding to provide guidance and support for grant applications to grant funding companies and organisations.
3. The Events and Community Development Officer with the Melksham Gardeners Society, to support them as they developed an adult safeguarding policy for the group. Discussed supporting the distribution of information relating to the 2025 Melksham Gardeners Society show alongside our May Half Term planting activity and the sharing of information relating to the Melksham Gardening Competition to their members.
4. A consultation meeting was organised for Shurnhold Field providing an opportunity to view the proposed plans for the bund and the car park.
5. The Events and Community Development Officer received a set of letters from the Melksham Scouts. Who wrote to Melksham Town Council as part of their Environmental Conservation Badge. The Events and Community Development Officer has responded and invited the scouts to borrow litter picking equipment and to share their suggestions relating to the skate park and littering at either a Facilities and Assets or at a Community Development Committee meeting as part of public participation.
6. The Events and Community Development and Assistant Events and Community Development Officers attended the Blenheim House coffee morning on Wednesday 4th June. Discussing opportunities for Blenheim House to engage in existing community activities and identified ways community groups, particularly youth groups and schools can support the residents.
7. The Events and Community Development Officer met with the Melksham Tourist Information Centre on the 6th June to discuss and provide support for the development of policies including safeguarding, environmental policies and a governance or constitution.
8. The Events and Community Development Officer submitted Melksham into the ['Let's Celebrate Towns'](#) competition. Entering the Market Place in the category for High Street Transformation. The closing date for the competition was the 8th June.
9. We have been approached by the Wiltshire Digital Drive to join other local town councils to be a drop off hub for old tech that is repurposed and distributed to Wiltshire residents who cannot afford their own laptop for studying, applying for jobs or staying connected with others. We are going to find space for one of their collection boxes at the office, they ask for 5 devices to be collected before they will come and collect from a hub.

Mayoral Updates

- Thursday 15th May 2025 – The Mayor attended the tenth anniversary of Read Easy North and West Wiltshire and delivered a short speech.
- Tuesday 20th May 2025 – The Mayor visited the Melksham Detachment to officially appoint Lance Corporal William Watters as Mayoral Cadet 2025–2026.
- Friday 23rd May 2025 – The Mayor attended the community open day at Melksham House School, held at Melksham House, Market Place.
- Tuesday 3rd June 2025 – The Mayor and Deputy Mayor attended the official launch of Melksham Foodbank and Lifeline as a Charitable Incorporated Organisation.
- Saturday 7th June 2025 – The Mayor will attend the Garden Party hosted by the High Sheriff of Wiltshire.
- Tuesday 24th June – Mayoral Visit to Melksham Army Cadets.

Mayoral Charity Site Visits

- Monday 9th June 2025 – Wiltshire Air Ambulance will visit Melksham Town Council to meet with council officers.
- 24th June 2025 – Site visit to Wiltshire Air Ambulance headquarters in Bowerhill.
- 1st July 2025 (pencilled in) – Site visit to FearFree charity in Trowbridge.
- Date TBC – A representative from FearFree will also visit Melksham Town Council to meet officers.

Communications

For note

1. To update local residents on the need for the tree coppicing and the arrival of the circus letters were delivered to all residential properties on Lowbourne facing the park and those backing on to the park in Union Street.
2. Melksham's VE Day commemorations were featured on ITV news both the lunchtime and evening editions of the programme.
3. The new website has the facility for local community groups and event organisers to upload their own information to allow Melksham Town Council to cross promote and share community events:
<https://melkshamtc.kinsta.cloud/register-profile/>

Melksham Town Council Events 2025

Updated list of events for 2025 for note

<u>Date</u>	<u>Day</u>	<u>Event</u>	<u>Location</u>	<u>Start</u>	<u>End</u>	<u>Organiser</u>	<u>Town Crier</u>	<u>Mayor</u>	<u>Details</u>	<u>Demographic</u>	<u>Holidays</u>
28/06/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	All	
05/07/25	Saturday	Melksham Carnival	Evie's Kitchen	6pm	8pm	Melksham Carnival	TBC	Y	Carnival-run event	All	
06/07/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	

14/07/25	All week	Melksham Gardens Competition includes business window competition	Town General	ALL	WEEK	MTC	N	Y	Judging date TBC	All	
		Melksham Open Gardens				Bloomers/ Children's Society	N	Y			
26/07/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	All	
Starts 29/07/25 until 28/08/25	Tuesday and Thursday all Summer	Half Term Activities	KGV	11am	2pm	Tuesday Football Factory TBC	N	N	Summer Hols Tues and Thurs	Children	Summer Hols Fri 25th July- Sun 31st Aug 2025
03/08/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	

15/05/2025	Friday	VJ Day	Canon Square	5;45p m	6:30p m	MTC	Y	Y		All	
30/08/25 and 31/08/25	Saturday /Sunday	Food and River Festival	KGV	11am	4pm	Food and River Festival	TBC	Y	Includes Melksham Gardens Competition Awards	All	Schools back Mon 1st Sept 2025
07/09/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	
13/09/25	Saturday	Proms in the Park	KGV	6pm	11pm	MTC	N	Y	As per last year	All	
26/09/25	Friday	Macmillian Coffee Morning	Town Hall			Assembly Hall	N	N		All	
27/09/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	All	

05/10/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	
23/10/25 and 30/10/25	Thursday	Half Term Activities	KGV	11am	2pm		N	N	October Half Term	Children	Half Term Thurs 23rd Oct- Sun 2nd Nov 2025
27/10/25	Monday	Halloween Window Competition	Town General			MTC	N	Y		Businesses	
02/11/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	

09/11/25	Sunday	Remembrance Day	Town General	10am	12noon	St Michael's and Royal British Legion/MT C	Y	Y	As always	All	
10/11/25	Monday	Remembrance Window Competition	Town General			MTC	N	Y		Businesses	
W/C 24/11/25	Monday	Christmas Window Display Competition Judging	Town General			MTC	N	Y	Window display comp as usual	Businesses	
06/12/25	Saturday	Xmas Market and Light Switch On	Town General	2pm	6pm	MTC/Melksham Christmas Lights	Y	Y	Event as always	All	
07/12/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	

11/12/25 or 12/12/25	Thurs or Friday	Carols By the Tree	Market Place	6pm	7pm	MTC	Y	Y	Event as always	All	Schools break up Fri 19th Dec 2025
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Blue – MTC Events

Red – Third party organisations

New events to note:

The Market Square Group Spring Event has moved to the 28th/29th and 30th March from April 2025.

Bounce Around an inflatable hire company are hiring KGV for 2 days in the second week of half term providing a ticketed event for children.

Melksham Town Council Holiday Activities

For note

1. April Holiday Activities were well attended but provided limited feedback. Week 1 (10th April) hosted Clare's Circus at the King George V Playing Fields. Feedback provided by the provider indicated attendance in the hundreds with both adults and children joining in the activity. Feedback from one resident described the event as "perfect for my grandchildren".
2. April Week 2 (17th April) saw a HAF funded event at the skate park. Feedback provided data from 58 participants. 48 were male, 9 female and 1 unrecorded gender. The majority of participants were aged 11+

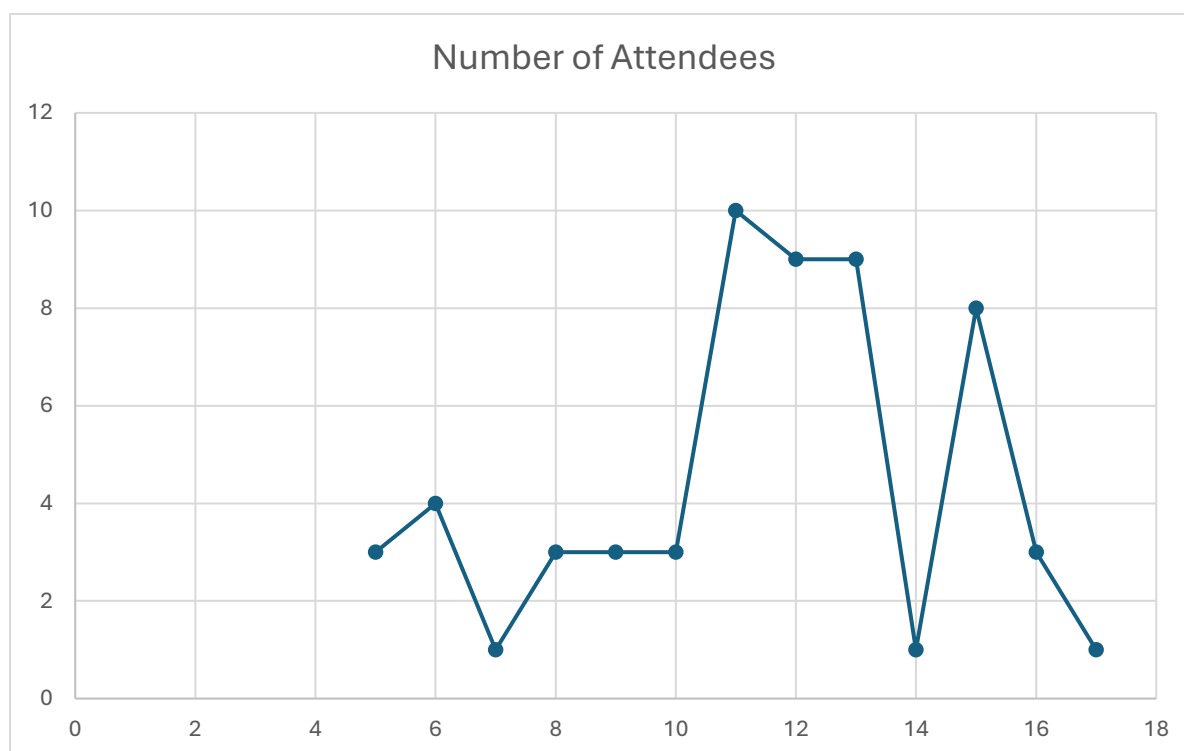


Chart 1 - Attendees of ATB event 17th April

Melksham Forest was the widest represented ward, followed by Melksham South with participants traveling from outside both the town and county to attend.

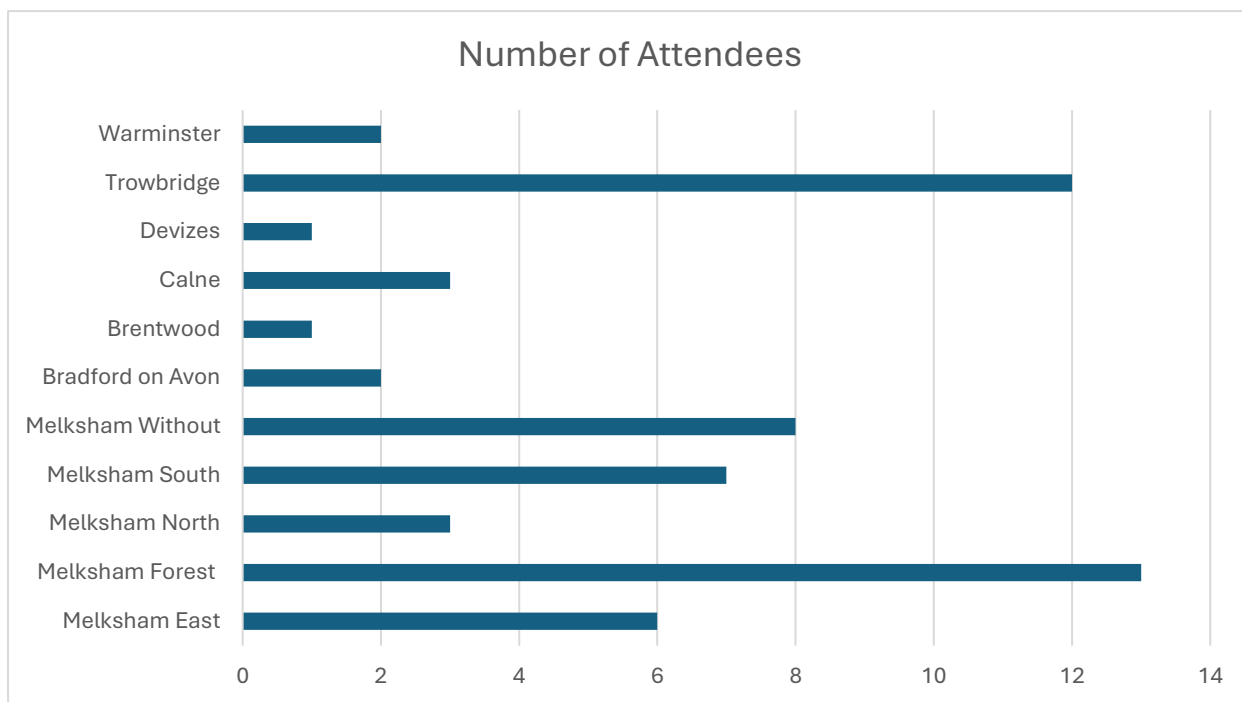


Chart 2 - Locations of attendees for ATC Skate event participants.

- May Half Term provided 2 activities on Tuesday 27th May Melksham Town Council provided a planting activities joining the Melksham Tuesday Market. Tesco provided £30 worth of soil and seeds for the activity which was also utilised as an opportunity to share information on the Melksham Town Council gardening competition and to support increased youth engagement in the Melksham Gardener's Society show but drawing attention to their programme for later in the year. Attendance was hampered by the very heavy rain but 21 members of the public took part:

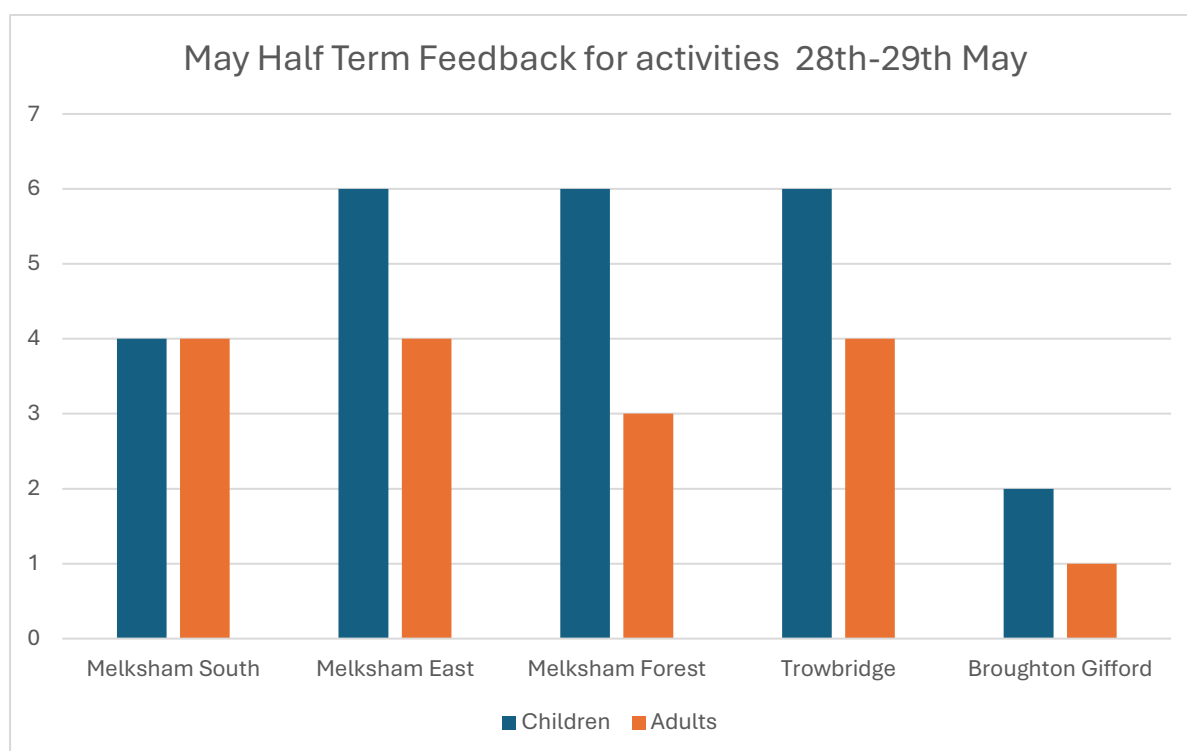
Location	Number of Participants
Calne	1
Melksham South	5
Melksham Without	2
Melksham Forest	6
Keevil	1
Melksham East	2
Trowbridge	3
Bath	1

- Bounce Around attended the park on Wednesday 28th and Thursday 29th May. Feedback for their attendance was overwhelmingly positive including:

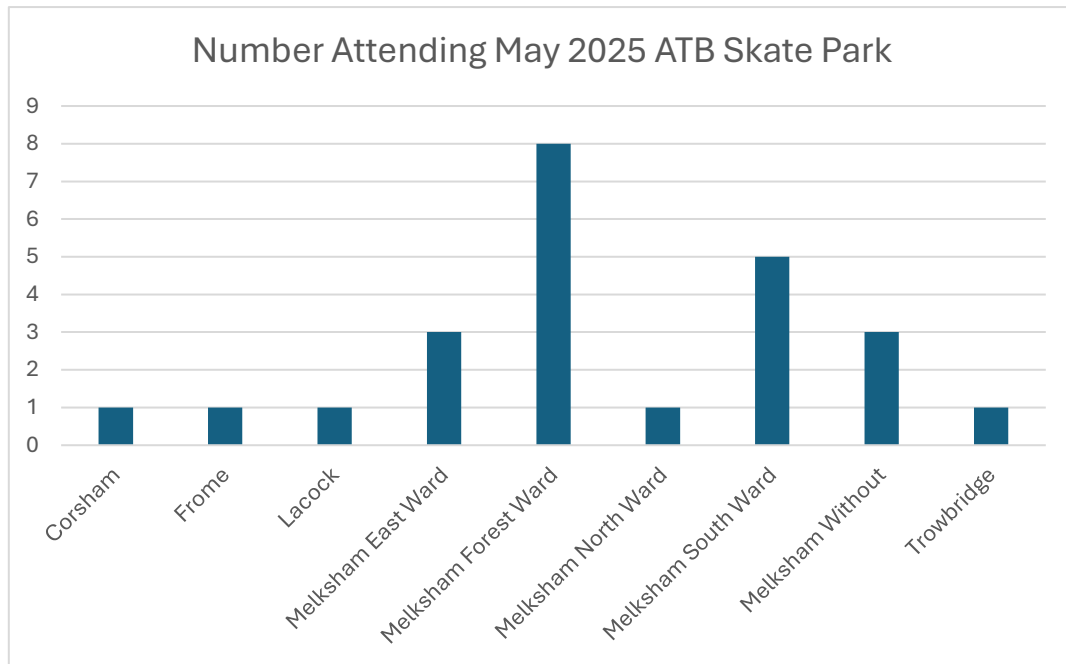
*"We loved the inflatables, thank you so much for organising!
How could you improve? More events like this, especially during the longer summer holidays."*

“Please bring back bouncy castle kingdom regularly! Thoroughly enjoyable session. Great staff, health and safety adhered to; well-priced!”

Concerns were raised regarding parking particularly on Lowbourne. Having previously contacted Wiltshire Council when the circus was on site they advised that for the areas of Lowbourne without parking restrictions, they would be unable to apply temporary restrictions even for events in KGV. Similarly, queries were raised regards removing the railings for additional parking in Bath Road car park. This again is a Wiltshire Council responsibility, and they have designated that space for balls games. It would be unsafe for users of the skate park and those accessing KGV to have moving vehicles so close, and vehicles could be damaged via anti-social behaviour.



5. ATB Skate returned for their second visit to Melksham on Thursday 29th May the team were so busy on site it was challenging for them to obtain attendance data but estimated an average attendance of 40 participants consistently across the 3 hours. ATB also found families were a little reluctant to provide details especially as it involved children. Those that did provide data were from the following areas and much like the session held in April the majority of participants were male.



Sponsorship and Grants

For note

1. Sponsorship Opportunities

The Events and Community Development officer has developed a sponsorship pack that provides sponsorship opportunities for a range of community events across the year. Encouraging organisations to invest in these projects whilst ensuring that we are providing a competitive and comprehensive offer to our sponsors.

Apple a Day Supply sponsored the schools' picnic as part of the VE Day Commemorations to the value of £1000, which mostly funded the cost of the entertainment provision supplied by Jay's Circus.

We are now focusing our attention on obtaining sponsorship for the Proms in the Park.

2. Grant Applications.

There are currently no new grant applications submitted by MTC.

KGV Playing Field Hire

For note

1. Friends of Rivermead School hired the KGV on the 19th April for an organised Easter trail fundraiser. They have been advised by the events and community development officer to consider an application for facilities hire grant for future bookings to cover the costs.
2. Jay's Circus hired the park between 5th -11th May.

3. The Shambles Festival hired the site between 15th -18th May.
4. Bounce Around SW inflatable company hired KGV from the 28th – 29th May.
5. RSBB have booked for the 17th June for one day only.

Current estimated Q1 net income for King George V Playing Field Hire stands at £2525.

K6 Telephone Box Report

For note

We are awaiting a date from BT for a disconnection date The Clerk has followed up and is awaiting a response.

Forest Community Garden

For Note

Update from Amenities Manager - After speaking with Bridie Hanraads from Community Conversations and Councillor Jennie Westbrook; Melksham Town Council are waiting for a renewal of our lease with Wiltshire Council as they own the allotment land and once this is in place the project can move forward. The grant has been approved by Wiltshire Council for the group. There are concerns that the group doesn't have enough members to take on this project but the hope is more community members will join once the project can be advertised.

Park Yoga

For note

Park Yoga returned on the 4th May with a strong positive attendance week on week. The attendance for May is as follows:

Venue	Average Participants	04-May	11-May	18-May	25-May
Melksham	84	85	95	86	68

The 1st session in June was cancelled at short notice due to the replacement instructor being unable to attend. The Events and Community Development Officer has spoken with the Wiltshire and Swindon Sports Partnership in relation to this as they hold the service level agreement with the instructor and a meeting will be arrangement with Park Yoga to discuss stakeholder expectations in due course.

VE Day Commemorations

For note

Thank you to all our dedicated knitters and crocheters for crafting so many poppies, we simply lost count of how many were made.

Special thanks go to our volunteer stitchers who took on the mammoth task of attaching the poppies to the net in just a few weeks across April, we are incredibly grateful for the time they volunteered to do this, some spending their entire day at the town hall over a series of weeks working on crafting this legacy for VE Day. It was a focal point for events, and it was lovely to see so many of the community taking photos in front of it to remember the day's commemorations.

The stitchers have begun their work of completing a second poppy net for use on VJ Day on the 15th August. After this both will be retained for use at Remembrance.

Our thanks have been expressed via letter and email to all those individuals, groups and community organisations who made Melksham's VE Day commemorations so memorable. The feedback from the community was overwhelmingly positive and engagement and comments on the council's social media channels in response to the VE Commemorations in Melksham was high.

The school's picnic and circus performance were a highlight for the children in our community. Costs of delivery were higher than forecast due to the greater than anticipated number of adults attending alongside the children.

The schools were contacted post event to outline the impact of these additional costs. But for future events going forward we would stress the importance of maintaining only those necessary adults to child ratios in line with OFSTED guidance and that any additional support the schools feel is required would need to be funded by the schools themselves.

Apple a Day's sponsorship of the event covered 53.33% of the event cost with the balance of £875 met from the budget of community projects. Hosting this element of the commemorations allowed it to be multi-generational and ensure they were as impactful as the 50th anniversary commemorations has been on children's collective memories.

The VE Day commemoration budget will show as overspent as the contribution from Apple A Day and the grant from Melksham Without will be shown in the income codes for Sponsorship and Grants. Whereas their expense for their contribution to the circus and the Terry Hill Big Band who performed in the Assembly Hall will be taken from the VE Day budget.

But overall profit and loss it will leave an effective surplus of £307.44 this money will be put towards the lighting of the town hall for VJ Day and the purchase of a VJ Day flag for the 15th August.

To mark VJ Day both poppy nets once completed will be installed for the week commencing 11th August, the town hall light from the 11th -17th August, the bells will be rung at St Michael's and All Angels at 6:30pm and prior to this at 6pm a short service of remembrance and wreath laying will be held and the light of peace lit by the mayoral cadet if available.

Both the army and air cadets along with the RBL and St Michael's have been contacted to ask for their availability. The rector is on holiday but has passed the enquiry on to the team vicar Francis Moloney who will lead the service.

Proms in the Park

For note

Proms in the Park is scheduled for Saturday 13th September 2025. The Events Community Development Officer has confirmed screen hire at a cost of £2400+VAT from Worcester based Ad:vantage Digital LTD. This is half the cost of the screen hire for 2024.

Following advise from the Facilities Manager we have contacted Ad:vantage Digital LTD regarding the addition of a PA system to ensure the sound quality of the music is maintained throughout the event and are awaiting their response.

Prosec has been booked as the Security, first aid at a cost of £388+VAT.

Confirmation of stallholders is well underway with 11 of the 15 required stallholders to cover the set budget confirmed; these include 3 varieties of bars and 3 caterers serving steaks & burgers, Sri Lankan food and dessert waffles.

Explorer App

For note

The Events and Community Development Officer worked adding the participants for the VE Day window competition a totally 8 locations into the Explorer App and created into a trail which was accessible from the 1st May – 11th May. This was widely promoted via the town council social media the trail was utilised 3 times during the 10 days it was active. We will look to build on this for future window trails starting with the windows taking part in the gardening business window competition.

Melksham Gardening Competition

For note

Research with trophy companies has shown that from the existing trophies held by the council, which are scratched and tarnished, all bar 1 are not suitable to be re-chromed. It is more cost effective to replace them all than re-chrome a single trophy. The cheapest quote is via a trophy seller on Ebay at a gross cost of £33.96 each this includes plaque engraving whereas local suppliers are the cost of the trophy an average of £36 each + £8 engraving.

There have been 14 submissions so far for the 9 gardening categories, many entering multiple categories, applications for entries close on the 20th June 2025.

11 businesses have entered their windows into the gardening themed business window competition which will be judged at the during the same week as the gardens on the week commencing 14th July.

The Assistant Events and Community Development Officer is continuing to make arrangements for the judging of each category. Judges will be a mix of councillors and community volunteers from The Bloomers and Melksham Gardening Society.

Great British Spring Clean

Recommendation

The Great British Spring Clean 2025 was held on the 6th April 2025 with hubs at the following locations:

South Ward – Town Hall
KGV Playing Field
Forest Ward – Pig and Whistle
East Ward – Watermeadow
North Ward – Asda

42 people RSVP'd to attend. Feedback provided after the event equated to participation from 36 individuals. 53 bags of litter and waste were collected from across the 5 hubs 17 of which were collected by MTC staff member Richard Baulch Collett who collected litter each day through the 3 weeks of Great British Spring Clean.

Feedback from the event would be to focus on additional refreshments suitable for children. Investment in more children's gloves for litter picking would be required for future litter picking activities and reusable event banners would also be useful for highlight the events presents across the hub to increase participation. It worked well hosting the event in line with the monthly Town Tidy and once the dates are confirmed for the 2026 Great British Spring Clean, we would look to align and host the Great British Spring Clean on the Sunday when the Town Tidy would be due to host theirs.

Recommendation:

The 2025 Great British Spring Clean did not have an event budget, recommend for 2026 to have a budget code assigned to cover new reusable banners, additional litter picking equipment, gloves for children and refreshments to a maximum of £500.

Christmas

For recommendation

The criteria for a community group to lead on the grotto has been confirmed and upon the launch of the new website we will begin the process of publicising this.

Events and Community Development Officer is continuing to source quotes from event infrastructure, entertainment providers and seeking stallholders for the event and will begin confirming those stallholders who have already submitted their information by the end of the month.

Recommendation:

To continue to pay for a photobooth for the Christmas Light Switch on but to charge £1 per photo print and for the money to be donated to the Mayoral charities.