



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 J Oatley (Chair)
Councillor S Crundell (Vice-Chair)
Councillor P Aves
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor T Price

1 March 2022

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 Melksham Town Hall on **Monday 7th March 2022** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all town council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

**Melksham Town Council
Community Development Committee**

Monday 7 March 2022

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.

AGENDA

Virtual Meeting Access

Please follow the joining instructions below for the virtual Zoom meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/81620728694?pwd=YnB3SHppVmFGaWNmaDZ5TTllaVc1Zz09>

Meeting ID: 816 2072 8694

Passcode: 838777

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 10 January 2022.

4. Supporting Community Events in Melksham (Pages 5 - 6)

To receive the report of the Community Development Officer. Members are requested to consider the following recommendations:

- Members are requested to decide whether they would like officers to explore the financial and resource implications in providing officer support to assist groups organising large town events.

5. Jubilee Trees (Pages 7 - 8)

To receive the report of the Community Development Officer. Members are requested to consider the following recommendations:

1. Plant a single significant tree in KGV Playing Field.
2. Arrange a residents' Tree Planting Scheme.
3. Start to plant the Woodland Trust whips in KGV Playing Field.

6. Queen's Jubilee Celebration (Pages 9 - 16)

To receive the report of the Community Development Officer. Members are requested to consider the following recommendations:

1. to decide whether any of the ideas contained within the report should be pursued and allocate funding accordingly.
2. to decide whether to create a community survey to determine which elements are most popular in order to select the preferred activities.
3. to decide if required, whether to set up a working group to deliver the agreed actions.

7. National Big Spring Clean

Members are requested to consider the Town Council's involvement in the national Big Spring Clean in association with Keep Britain Tidy between 25 March and 10 April 2022.

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Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 10th January 2022

PRESENT: Councillor J Oatley (Chair)
Councillor S Crundell (Vice-Chair)
Councillor P Aves
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer

IN ATTENDANCE: Councillor G Ellis
Councillor C Goodhind
Councillor J Hubbard

OFFICERS: Linda Roberts Town Clerk
Miriam Zaccarelli Community Development Officer

1/22 Apologies

Apologies were received from Councillor Price.

2/22 Declarations of Interest

There were no declarations of interest.

3/22 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of the Community Development Committee Meeting held on 13 September 2021, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Oatley.

4/22 Virtual Community Hub

The report from the Community Development Officer was noted.

Councillor Oatley explained the work already undertaken by the Virtual Community Hub Working Group.

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

UNANIMOUSLY RESOLVED that the Virtual Community Hub Working Group and the Town Mayor, Councillor Hubbard would produce a user needs analysis and an in-depth

specification for a Virtual Community Hub. The specification would be considered at next Community Development Committee meeting scheduled for 7 March 2022.

5/22 Cloth Road Arts

The report from the Community Development Officer was noted.

The Community Development Officer explained that the Town Hall would be a venue for project would run for nine days showcasing local artists.

It was proposed by Councillor Aves, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to support the use of the Town Hall as a venue for the Cloth Road Arts Trail project in April-May 2022.

6/22 Community Arts Project

The notes of the Melksham Community Arts Working Group meeting held on 4 November 2021 were received.

The Community Development Officer provided a synopsis of the three projects chosen by the working group. She explained that the underpass painting project would incur costs.

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

UNANIMOUSLY RESOLVED to progress the Underpass Project, Yarn Bombing, and Arts Festival projects selected by the Community Arts Working Group.

7/22 Motions from Councillors

7/22.1 Artbeats Motion

The Town Mayor, Councillor Hubbard, explained that the Artbeats proposal would be an opportunity to support local performers and artists, at quarterly events held throughout the year.

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

UNANIMOUSLY RESOLVED that:

- the Community Development Officer and the Town Mayor, Councillor Hubbard, would research funding opportunities.
- a motion to support the event with funding of not more than £10,000 over the year to be taken out of general reserves, be recommended to the Full Council meeting scheduled on 24 January 2022.

7/22.2 Pancake Race 2022

The committee considered the motion taking into account the time constraints on staff and the short timescale until the proposed event.

It was proposed by Councillor Oatley, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to establish an informal group consisting of Councillors Aves and Mortimer to research Bradford on Avon Council's pancake event and other events that could be held in the park throughout the year. Suggestions would be submitted to the Community Development committee for consideration.

Meeting Closed at: 9.52 pm

Signed:

Dated:

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MELKSHAM TOWN COUNCIL

MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE

07/03/22

Supporting Community Events in Melksham

Report of the Community Development Officer

1 Purpose of the report

- 1.1 To consider ways that Melksham Town Council could support the major community events in Melksham.

2 Background

- 2.1 There are four major community events in Melksham – Carnival, Party in the Park, Food and River Festival and Christmas Lights Switch On. These events receive significant grant funding from the Town Council. Further it was resolved in 2021 to approve grant funding to the organising committees for the full term of the new council (ie until 2025). This was to afford the groups some security of funding and to help them plan their events.

3 Current Situation

- 3.1 All of these events are run by volunteers, without significant support from Melksham Town Council staff, except for the Christmas Lights Switch on event which is organised and managed by Melksham Town Council staff. The organising committees of the other events work hard all year to prepare the events and then put in many hours during the events to manage them. There is a risk here that it may eventually become too much for the volunteers to continue to organise these valued events in Melksham. A request has been received that Melksham Town Council staff be made available during big community events to assist the organising committees during and on the day of their events.
- 3.2 A suggestion has also been made that the Town Council could assist with other elements like insurance and publicity for all the events in order to be more efficient and cost effective.

4 Risk Assessment, Safeguarding, Crime and disorder implications and Environmental considerations

- 4.1 These would be covered by each groups' event management plans and risk assessments.

5 Link to Town Council strategic aims and values

- 5.1 The draft strategic plan includes the aims to 'Support and empower voluntary groups to enhance the community' and 'promote Melksham as a great place to stay and visit.'

6 Recommendations

- 6.1 Members are requested to decide whether they would like officers to explore the financial and resource implications in providing officer support to support groups organising large town events.

7 CONTACT

Miriam Zaccarelli

Community Development Officer, miriamzaccarelli@melksham-tc.gov.uk, 01225 704 187

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MELKSHAM TOWN COUNCIL

MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE

07/03/22

Tree Planting for the Platinum Jubilee in 2022

Report of the Community Development Officer

1 Purpose of the report

- 1.1 To receive an update regarding tree planting schemes as part of the Queen's Canopy tree planting campaign for the Jubilee in 2022.

2 Background

- 2.1 At the meeting of the Community Development committee on 7 June 2021 it was resolved to 'identify areas that could accommodate trees in order to participate in the Jubilee Planting scheme 2022, and to explore a more ambitious project to include public areas and possibly use a tree specialist, to add to the biodiversity of the town'.
- 2.2 £15000 has been allocated in the 2022-2023 budget for trees.

3 Current Situation

- 3.1 A subgroup of the environment and climate working group have met to start developing a planting strategy across Melksham and a detailed coordinated plan for tree planting is being explored as part of that initiative. 420 saplings have arrived from the Woodland Trust and other sources of funding and trees are being explored. The aim is to develop a coordinated planting strategy, working with Wiltshire Council, Selwood Housing, Green Square, private landlords and voluntary groups to plant trees, wildflowers and other plants around Melksham in the autumn of 2022. Details of this scheme will be brought to the Asset and Amenities Committee for approval.
- 3.2 A map listing participating projects is here: <https://queensgreencanopy.org/map-education-hub/qgc-map/#/>
- 3.3 Before the main planting scheme takes place in autumn, there is an opportunity to carry out some earlier projects as part of the Queen's Green Canopy for the Jubilee.
 - i. **Plant a single significant tree in KGV Playing Field** to signal the start of the Jubilee planting scheme. This could take place on 11 March as part of the National Association of Civic Officers' Tree Planting Day. 'NACO is hoping that as many civic leaders as possible will all, on the same day, plant a tree to mark The Queen's Platinum Jubilee. The day chosen is Friday 11 March 2022 - the seventieth day of the year in which The Queen marks the seventieth anniversary of her accession. It has the full support of The Queen's Green Canopy project organisers. There are close to 11,000 parish, town, district, borough city and county councils in the UK. If just half of them take part, the equivalent of a small forest will be planted on Friday 11 March. If all of them take part, it will be close to a world record for a simultaneous tree-planting!'

- ii. **Arrange a residents' Tree Planting Scheme.** This was done in previous years and was incredibly popular and successful. The cost would be between £1.50 and £2 per sapling. The scheme could be launched in the summer, alongside Jubilee celebrations, and residents could register for a tree which would be delivered in the autumn.
- iii. **Start to plant the Woodland Trust whips in KGV Playing Field.** A suggested area for this is along the fence of the new Dog Bark area since there is around 100m of fence that doesn't already have shrubs or hedge alongside it. This could be a good location as the saplings will be out of the way of damage and would grow to form a hedge along the fence, which would be an attractive and wildlife friendly addition to the fence. It would not impact on any future planting schemes as the fence line is already in place so no additional space would be required. According to Woodland Trust guidance, a single hedge along 100m would require around 300 saplings. The remaining saplings can be kept safe in a tree nursery until they are ready for planting in the autumn as part of the wider planting scheme.

4 Financial Implications

- 4.1** There is £15,000 in the Town Council budget for trees that could be used towards the jubilee tree planting scheme.
- 4.2** The Woodland Trust trees were free, and more could be sourced in the autumn.
- 4.3** Further funding and costs will be explored by the Asset and Amenities Committee as the planting strategy develops.
- 4.4** For an initial commemorative tree that could be planted in KGV Playing Field, a mature tree of around 2 metres would be around £150.
- 4.5** A plaque to purchase to commemorate an initial tree is £119 for A5 and £129 for A4. The details are here: <https://rbli.shop/products/queens-green-canopy-plaque>

5 Risk Assessment

- 5.1** Any tree planting events would need a full risk assessment

6 Crime and disorder implications

- 6.1** Vandalism of trees would be the only risk, and tree guards can be purchased to alleviate the risk of this.

7 Environmental considerations

- 7.1** Tree planting is directly in line with the environmental priorities of Melksham Town Council to increase planting in the Melksham area.

8 Safeguarding

- 8.1** Any planting event involving children or vulnerable adults could have safeguarding issues and would be covered by Melksham Town Council's safeguarding policy.

9 Link to Town Council strategic aims and values

- 9.1** Planting trees is in line with the Council's values of environmental responsibility.

10 Recommendations

- 10.1** That Councillors approve the planting schemes outlined above.

11 CONTACT

Miriam Zaccarelli, Community Development Officer, miriamzaccarelli@melksham-tc.gov.uk, 01225 704 187



MELKSHAM TOWN COUNCIL

MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE

07/03/22

Options for celebrating the Platinum Jubilee in June 2022

Report of the Community Development Officer

1 Purpose of the report

- 1.1 To consider a variety of suggestions for Melksham Town Council to arrange for the community for the Platinum Jubilee of the Queen in June 2022

2 Background

- 2.1 As well as tree planting as previously resolved, the long bank holiday weekend of 2-5 June 2022 is an opportunity to arrange events in Melksham to celebrate the Jubilee of the Queen.
- 2.2 Other local towns are doing the following:
 - **Frome:** £15000 Town Council budget for one of three ideas that the community are invited to vote on – community picnic, lighting a beacon, circle of blossom trees
 - **Warminster:** 250 trees planted as part of the Queens Canopy Planting; Jubilee Window Competition; Week-long exhibition – Memories of the Queen; Film show of 'The Queen's Corgi' animation film with coffee bar open for drinks and snacks; Bake Off Competition with 'Queen's Platinum Jubilee' themed cakes; Civic Centre open for village fete/fair-style event coffee bar, 50's music, Warminster Brass Band, Queen's exhibition, activity area with 'colour your own crown/corgi/coat and hat' colouring sheet, cake stall and funfair-type events; and A Children's jubilee themed fancy dress competition.
 - **Westbury:** £500 allocated for a lighting a Beacon event on Westbury White Horse and a tea party for children in the High Street.

3 Current Situation

- 3.1 As well as tree planting, a range of suggestions have come forward for events, and an outline of the ideas plus an estimate of costs and time are listed in 4.2.
- 3.2 Since it will not be possible to do everything, in order to select which event would be most popular, a community consultation could be carried out listing the options.

4 Financial Implications

4.1 There is no budget for Jubilee celebrations, but the grant funding which has been allocated in the budget for Party in the Park could be used; events in 2021 and 2022 have had to be cancelled this would realise £8000 towards some Jubilee Celebrations. This would require a resolution of Council to vire the funding to Jubilee celebrations.

4.2 The below list includes estimated costs and staff time for the suggested activities

IDEA	DETAILS	WHEN	WHERE	WHO suggested	ESTIMATED COST	ESTIMATED STAFF/ VOLUNTEER HOURS
Bunting	To fill the high street from marketplace to bridge, including Church St – around 2000m required	All weekend	High street	MTC	£1-2k	Installation (8 people) 56
Royal photo exhibition	Invite people to send in photos of themselves with Royalty or of Royal visits to Melksham	All weekend	Town Hall/ Assembly Hall	Paul Carter	Printing £10	Publicity 3 Admin 5 Set up 5
Melksham Shop Bingo	Create a 'Melksham shop bingo' to encourage people to go into shops to collect a stamp/signature and their complete card goes into a draw. With 'shop in Melksham' vouchers.	All weekend	Town Centre	Town Clerk	Printing £20	Publicity 5 Admin 10 Vouchers 3 Prizes 2
Shop Window competition	Invite all shops in the town centre to decorate their windows in a Jubilee theme	All weekend	Town Centre	MTC	Printing £5 Prizes? £30	Publicity 5 Judging 8 Certs etc 5
Light a Beacon	Purchase and install a beacon to light on Thursday 2 nd as part of national beacon lighting. Request to have Town Crier read a proclamation and a piper play Diu Regnare (for Beacon options see below)	Thursday 2pm Town Crier and 9.15pm Beacon		Bruno Peek	£1500?	
Classic Car Rally			Market Place/ KGV	Sara Land		Publicity 5 Admin 5 On the day 14
Fayre with stalls		Saturday	Assembly Hall	Sara Land		Publicity 5 Admin 20 On the day 28
Street Party	Close the high street and get local businesses to spill out onto the street and create a festival atmosphere with stilt walkers, fire eaters etc,	Saturday (fairground rides not available on Sunday)	High Street and Market Place	Tom Price	Marshalls £500 Barriers?	Publicity 5 Comms 10 Road Close 20 On the day 28

	Fairground rides in the Market Place				Entertainment £1000	
Market Place Party	Invite restaurants to bring tables and chairs to set up on the Market Place as a street café Option to supply seating for 150	Friday/ Saturday	Market Place	MTC	£550	Publicity 5 Comms 10 On the day 14
Afternoon tea and cake	in the Assembly Hall with a screening of the coronation. Ticketed to cover costs?	Saturday	Assembly Hall	Town Clerk	Ingredients /catering?	Publicity 5 Prep 10 On the day 20
Cinema in KGV with films and screening of the Jubilee	Can rent a large screen and projector with electric hookup for picnic-goers and evening crowd – encouraging folk to bring own food and drinks	Saturday	KGV	MTC	£900	Prep – 5-10 Publicity – 5 On the day - 30
Silent Disco	An interactive dance experience with three or more channels of music delivered through headsets so each individual selects their chosen channel and has an individual dance experience while connected to a wider group. Issy can take responsibility for the whole event.	Saturday Night	Assembly Hall/ Market Place	Issy Bowkis	£0	Publicity 5
70's/80s Soul and Disco night	2 options: 1. MTC arrange and promote the event and Maurice charge a discounted DJ fee of £300, to include DJ, sound, and lights. 2. Maurice arranges and promotes and takes all ticket sales			Maurice Menghini	Option 1: £300 Option 2: £0	Option 1: Publicity 5 Admin 5 Option 2: 0
Picnic in the park	to include entertainment from local musicians, include the Oak School	Sunday	KGV	Town Clerk		Publicity 5 Admin 10 On the day 20

A calendar of existing events that are already confirmed in the Melksham area is below, showing the gaps that could be filled with additional events or activities.

Key to events calendar:	Private event	Free events open to public	Ticketed events open to public	Confirmed	Suggested
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		Assembly Hall	Town Hall	Market Place/ High Street	KGV	Other
IN ADVANCE			MTC Jubilee Newsletter			
				Knitted Postbox Toppers – Crazy about Knitting		
				Jubilee themed flags – Melksham Bloomers		
				Jubilee colours for summer planting - MTC		
ALL WEEKEND			Photo exhibition	Bunting Window Competition, Shop Bingo		
Thursday 2nd	Morning					
	Afternoon					
	Evening				Beacon?	
Friday 3rd	Morning					
	Afternoon					
	Evening	Private Party		Market Place Street Food		
Saturday 4th	Morning					
	Afternoon	Market Fayre with stalls Afternoon Tea		Street Party		Shaw Village Fete - dog show, classic cars, crafts, BBQ, rock choir and ukulele band
	Evening	70s/80s Disco		Silent Disco		
Sunday 5th	Morning	Community Meals for usual attendees				
	Afternoon	Community Meals event: Singing, tea dance			Community Picnic	
	Evening	Choir, open mic maybe?				

4.3 Beacons

There are four options for a beacon to be lit at 9.15pm along with ceremonies across the country and commonwealth:

[illegible]

4.4 Bunting

A rough estimate for the precise amount of bunting required to zig-zag the High Street from the Assembly Hall, Market Place to the Bath Road Bridge, as well as along Church St to Canon Square. (See map below). The distance covered in a taught straight line would be 1600m (approx.). With 20% factored in for sag, tying, mistakes, this would bring us close to 2km.

The cost of bunting varies considerably. From discussions with people who have been involved in decorating a high street with bunting in the past, it is important to select a strong and durable product that can withstand wet/windy weather. We are also eager to save and reuse it and not create a mass of plastic waste.

UK flag bunting is almost double the price of red, white, and blue bunting. Jubilee specific bunting is even more expensive. Councillors may wish to consider buying only the red, white, and blue bunting to allow funds to go further. The red, white, and blue is also more re-useable for non-patriotic events. It is also possible to buy 80/20, etc.



Red, White & Blue outdoor bunting – PVC – stitched

£17.23 for 36 metres

48p per metre x 2000m = £960.00



Union Jack outdoor bunting – fabric penant

£17.87 for 20 metres

89p per metre x 2000m = £1780.00



4.5 Official Jubilee column badges



Fully Recyclable

Easy to affix to posts, fences, etc.

Lightweight



£5 each

4.6 Market Place furniture

There is an option for laying out the marketplace with temporary tables and chairs – enabling residents to congregate to eat food from neighbouring pubs, cafes, restaurants, and food trucks.

If seating was arranged for 150 people with long tables and chairs, it would cost approximately £550 for the Sat/Sunday.

Order / Quotation Summary

Image	Code	Product Details	Replacement	Quantity	Price	TOTAL
	B406017	Bistro Chair White Plastic	£18.66	150	£1.78 each	£267.00
	B401002	Trestle Tables 6' X 2'6	£74.91	60	£4.77 each	£286.20
Goods Total						£553.20

5 Risk Assessment

- 5.1 Any event agreed upon would need a full risk assessment

6 Crime and disorder implications

- 6.1 Any public events such as street parties or community picnics would be at risk of disorder so liaison would take with the police and Wiltshire Council to ensure the events are safe

7 Environmental considerations

- 7.1 Any events would take place in accordance with Melksham Town Council's new environment and climate strategy which highlights the requirement for sustainable practices and procurement.
- 7.2 Any events likely to create increased waste will have additional waste management systems in place

8 Safeguarding

- 8.1 Any event involving children or vulnerable adults could have safeguarding issues and would be covered by Melksham Town Council's safeguarding policy.

9 Link to Town Council strategic aims and values

- 9.1 Celebrating the Jubilee links with the Council's priorities of community involvement, promoting local businesses and inclusion.

10 Recommendations

- 10.1 That Councillors consider if any of the above ideas should be pursued and allocate funding accordingly.
- 10.2 That a community survey be created to determine which elements are most popular in order to select the preferred activities.
- 10.3 If required, set up a working group to deliver the agreed actions.

11 CONTACT

Jeff Mills

Communications Officer, jeff.mills@melksham-tc.gov.uk, 01225 704 187

Miriam Zaccarelli

Community Development Officer, miriamzaccarelli@melksham-tc.gov.uk, 01225 704 187