



2025

MELKSHAM TOWN COUNCIL



Community Development Agenda

Monday 8th September 2025



Town Hall,
Market Place,
Melksham,
Wiltshire
SN12 6ES

01225 704187
towncouncil@melksham-tc.gov.uk

www.melksham-tc.gov.uk



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Town Hall,
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Wiltshire
SN12 6ES

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

towncouncil@melksham-tc.gov.uk

2nd September 2025

Dear Councillors,

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of the Community Development Committee of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 8th September 2025, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Community Development is 4.

Public Participation.

Members of the public and the press may attend this meeting in person or join the meeting on teams via the following link <https://tinyurl.com/5h8t5us7> . Public participation will take place near the start of the meeting.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their question to CEO@melksham-tc.gov.uk by noon on the working day before the meeting. You should still attend the meeting, in person or online, to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

Miss Hayley Bell – CEO

Community Development Committee Terms of Reference

The Community Development Committee will be responsible for matters relating to all events staged, managed or involved with in relation to the Town. This will involve the preparation and management of event planning and gaining relevant permissions required.

1. Membership: Seven elected Members.

- 1.1 Invited officers and volunteers to enable events to be run, who have will have no voting rights.
- 1.2 No business may be transacted at a meeting unless at least 50% of the whole number of members of the committee, rounded up, are present.
- 1.3 Substitution of Members - Substitutes should be nominated by the Member of the Committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting.

2. Delegated Business: The Committee has been delegated to deal with the following matters on an ongoing basis or to conclusion:

- 2.1 All community events;
- 2.2 Community activities and engagement including the development of a community group network;
- 2.3 Community Hub – virtual or physical;
- 2.4 Public Arts Projects;
- 2.5 South-West in Bloom and Melksham Gardening Competition;
- 2.6 Marketing and Promotion;
- 2.7 Civic Awards;
- 2.8 Review all budget lines and monthly accounts for all events;
- 2.9 To work with and support existing and new community groups, clubs, and centres.
- 2.10 Allocation of grants within the agreed criteria and budget of the Town Council

3. Referred Business: To consider and make recommendations to the Town Council on the following matters:

- 3.1 Budget estimates, to be prepared no later than September each year and submitted to the RFO;
- 3.2 To approve expenditure within budget and to refer any requests for expenditure over budget to Full Council;
- 3.3 To approve expenditure for projects allocated within Ear Marked Reserves.

AGENDA

1. Apologies.	19.00 – 19.01
To receive and consider acceptance for apologies and absences	
(Local Government Act, 1972 s.85)	
2. Declaration of interests.	19.01 – 19.02
To declare an interest relating to the business of the meeting.	
(Melksham Town Council Code of Conduct)	
3. Minutes	19.02 – 19.05
To receive the minutes of the previous meeting	
(Local Government Act 1972, s. 12)	
4. Public participation	19.05 – 19.25
To allow public participation, 3 minutes per person, 20 minutes allocation.	
(Local Government Act 1972, s. 12)	
5. Community Development Report	19.25 – 20.35
To note and for discussion on items of the report as follows:	
○ Support for Active Wiltshire's Doorstep Club	19.25 - 19.30
○ Registration for Love Parks Week Initiative	19.30 - 19.35
○ Attendance and Promotion of Community Events	19.35 - 19.40
○ Communications	19.40 - 19.45
○ Melksham and Devizes Business Network	19.45 – 19.50
○ Melksham Town Council Events 2025	
▪ Proms in the Park – Saturday 13th September 2025	19.50 – 19.55
▪ Remembrance 2025	19.55 – 20.00
▪ Christmas Lights Switch-On	20.00 - 20.05
▪ Sponsorship Opportunities	20.05 – 20.10
▪ Grant Applications	20.10 – 20.15
▪ KGV Playing Field Hire	20.15 – 20.20
▪ K6 Telephone Boxes	20.20 – 20.25
▪ Park Yoga	20.25 -20.30
▪ Melksham Gardening Competition	20.30 -20.35



2025

MELKSHAM TOWN COUNCIL



Community Development Report

Monday 8th September 2025



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Community Engagement and Events Summary

1. Support for Active Wiltshire's Doorstep Club

Between June and July 2025, support was provided to Active Wiltshire's Doorstep Club by facilitating their use of Methuen Park. This collaboration enabled the delivery of local, accessible sporting activities for young people in the area, contributing to broader community wellbeing and engagement goals.

2. Registration for Love Parks Week Initiative

The scheduled programme of activities taking place between 25th July and 3rd August 2025 was successfully registered under the Keep Britain Tidy Love Parks Week initiative. This national campaign celebrates the importance of parks and green spaces, and our participation aims to raise awareness, encourage community involvement, and promote environmental responsibility.

3. Attendance and Promotion of Community Events

The Assistant Events Officer attended several community events in June to support local engagement and outreach:

- **Melksham House Open Day** – 16th June 2025
- **Social Skills Club by Abney and Baker** – 18th June 2025

An attempted visit was also made to the **Bobby Van Trust stand** at the Community Campus, but unfortunately, the stand had closed early

Mayoral Updates

Mayoral Charity Site Visits

Communications

Welcome to Dominic Rutherood – Melksham Town Council's New Communications and Marketing Officer

Melksham Town Council is pleased to welcome Dominic Rutherood as our new Communications and Marketing Officer. Dominic joins the team with a clear mission: to help shape and strengthen the Council's identity, improve communication, and give Melksham Town Council a clear and consistent voice within the local community.

Dominic will be responsible for enhancing how the Council engages with residents, businesses, and community groups. His work will focus on developing accessible, informative, and inclusive communications across multiple platforms — including social media, newsletters, the Town Council website, and printed materials.

Dominic brings with him a wealth of experience in public sector communications, creative content development, and community engagement. His passion for local government and commitment to transparency and collaboration make him a valuable addition to the team.

Through his work, the Council aims to:

- Build stronger connections with residents and community stakeholders;
- Increase awareness of local events, services, and initiatives;
- Promote the work and decisions of the Town Council openly and transparently
- Ensure Melksham's diverse community voices are heard and reflected in Council communications.

We are confident that Dominic's expertise and fresh perspective will contribute significantly to our goal of making Melksham Town Council more approachable, responsive, and visible in the day-to-day lives of our residents.

Melksham Town Council Business.

Launching the Melksham and Devizes Business Network

A message from Dr Brian Mathew MP

I'm delighted to announce the launch of a brand-new initiative: the **Melksham and Devizes Business Network** – open to all businesses, large or small, across our constituency.

This network is designed to bring our business community closer together, offering a valuable opportunity to:

- ☒ **Connect** with fellow local businesses
- ☒ **Share** ideas, experiences, and challenges
- ☒ **Learn** from industry leaders and guest speakers
- ☒ **Engage** directly with me on the issues that matter to your business

Whether you're a sole trader, a growing SME, or a large local employer, your voice and your experience are vital to the future of our local economy.



If you're interested in joining, simply scan the QR code in the graphic or register your interest here:

🔗 <https://forms.gle/gNEfbbpyzAMfHdjz8>

📅 **Please register by 30th September 2025**

Together, we can build a stronger, more connected, and more resilient business community for Melksham and Devizes.

For further information, please don't hesitate to contact me directly:

✉️ brian.mathew.mp@parliament.uk

Let's support local growth and innovation – and make our business community thrive.

The graphic features a circular portrait of Dr. Brian Mathew, MP for Melksham and Devizes, on the left. To his right, a green banner reads "Launching soon: Melksham and Devizes business network". Below this, a light green bar states "For any business, large or small, across the constituency". The graphic is divided into two main sections: "Benefits of joining?" and "Interested?".

Benefits of joining?

- Chance to network with other businesses
- Share ideas
- Hear from industry experts
- Time with your local MP on the issues that matter to you

Interested?

Scan the QR code to access the 'register your interest' form.



Sign up by 30th September 2025.

Get in touch:



brian.mathew.mp@parliament.uk

Melksham Town Council Events 2025

Proms in the Park – Saturday 13th September 2025.

Preparations are well underway for Proms in the Park, one of Melksham's most popular community events. Scheduled to take place in King George V Playing Field, the event promises an evening of live music, community spirit, and celebration. The programme will feature performances from local bands and ensembles, culminating in a traditional 'Last Night of the Proms' style finale. Residents are encouraged to bring picnic blankets, chairs, and enjoy the festivities with family and friends. A full schedule will be released closer to the event date.

Remembrance 2025

Remembrance Day commemorations, taking place on Sunday, 9th November 2025. As in previous years, the service will include a parade through the town centre, a wreath-laying ceremony at the war memorial, and a service of remembrance attended by local dignitaries, veterans, schools, and community groups. Further details, including parade timings and road closures, will be communicated in due course via the Council's website and social media channels.

Christmas Lights Switch-On – Stallholders Required

The annual Christmas Lights Switch-On event is scheduled for Saturday, 6th December 2025, and will once again transform the town centre into a festive hub of activity. The event will feature entertainment, children's activities, food and drink, live performances, and of course, the official switch-on of Melksham's Christmas lights.

Melksham Town Council is now inviting stallholders to apply for pitches at this year's event. We welcome:

- Local artisans and crafters
- Food and drink vendors
- Community groups and charities
- Traders offering Christmas-themed goods and gifts

This is a fantastic opportunity to showcase your business or organisation to a wide audience and be part of one of Melksham's biggest events of the year.

To apply for a stall, please contact:

community@melksham-tc.gov.uk

Early applications are encouraged as spaces are limited

To note Melksham Town Council will be running the Christmas Grotto, to be run by the Community Development Team for 2025.

For note

Sponsorship Opportunities

Exciting event sponsorship packages for 2026 are now available through Melksham Town Council! These packages offer local businesses and organisations a fantastic opportunity to boost their visibility, connect with the community, and support a wide range of popular events throughout the year. Whether you are looking to sponsor a single event or become a year-round partner, there are flexible options to suit every budget and goal. For more information or to discuss a tailored sponsorship package, please contact **communications@melksham-tc.gov.uk**

Grant Applications.

A grant application has been submitted to the Wiltshire Council Household Support Fund for the installation of a free-to-access water refill station at King George V Playing Field. This initiative aims to promote sustainability and improve access to drinking water for all park users.

Additionally, a separate grant application has been submitted to the Wiltshire Council Area Board to support a youth led mural arts project in the area between King George V Playing Field and Waitrose. This project, designed to engage local young people in creative placemaking, has been deferred for consideration in 2026.

KGV Playing Field Hire

The current estimated Q1 net income from King George V Playing Field hire stands at £2,525. Bookings for 2026 are now open and being actively taken

K6 Telephone Box Report

To note

The K6 telephone boxes have now been disconnected, and DC Transport is currently arranging collection dates for refurbishment. The cost for the full refurbishment of each box is £3,200. Concept and ideas will now be discussed and include community engagement.

Park Yoga

For note

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

Venue	Average Participants	01 June	08 June	15 June	22 June	29 June
Melksham	74	0	62	63	60	75

The 1st session in June was cancelled at short notice due to the replacement instructor being unable to attend. Park Yoga continues to attract consistence attendance throughout June.

Melksham Gardening Competition

A total of 24 households entered the 2025 Melksham Gardening Competition across 8 categories, marking an increase of 4 entries compared to 2024. Despite efforts to promote the competition, including placing posters at all but one of the Melksham Town Council allotment sites (where there was no suitable location for display), there were no entries in the allotments category this year.

Given that there are over 100 allotment holders in the town, it may be worthwhile to retain the allotments category for the 2026 competition to allow one more opportunity for engagement. However, consideration could be given in the longer term to replacing this category with a new "Best Floral Residential Street" category, which would offer an alternative way to involve the community. Currently, such displays are included under the "Business and Community Premises" category.

In response to feedback from 2024 regarding the wooden shields and the deteriorated condition of the existing trophies, the 2025 event budget was used to purchase new trophies for the eight categories that went ahead this year. The total cost for the new trophies was £224.

This year, 11 businesses entered the competition through their gardening-themed window display.

The Community Development Team have received the feedback from 2025 and will ensure a smoother process for 2026.

