

Melksham Town Council
Minutes of the Amenities & Facilities Committee
on Monday 15th September 2025

PRESENT: Councillor A Westbrook
Councillor P Aves
Councillor J Crossley
Councillor S Rabey
Councillor J Westbrook

IN ATTENDANCE Councillor M Drewett

OFFICERS Hayley Bell CEO/Town Clerk
Dave Elms Amenities Manager

PUBLIC: Four members of the public and one member of the press were present and three members of the public were present virtually

15/25 Apologies

Apologies were received from Councillor A Griffin and Councillor J Oatley. Councillor Griffin was subbed by Councillor S Rabey.

16/25 Declaration of Interest

There were no declarations of interest.

17/25 Minutes

The minutes of 9th June 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor A Westbrook.

18/25 Trees in East Melksham

This item was advanced up the agenda.

Standing Orders were suspended.

Councillor J Westbrook and representatives of Melksham Green Space spoke to the item.

It was confirmed that permission had been obtained to plant and the trees would belong to and be the responsibility of Melksham Town Council.

It was confirmed that Melksham Green Space would undertake to plant and water the trees.

The chair confirmed that £10000 was in an ear-marked reserve for the project.

Thanks were expressed for work done.

It was proposed Councillor J Westbrook, seconded by Councillor S Rabey and **UNANIMOUSLY RESOLVED** to accept in principle responsibility for the trees once planted and to arrange a Service Level Agreement between Melksham Town Council and Melksham Green Space for the ongoing maintenance and area.

Standing Orders were re-instated.

19/25 Allotment Report

Councillor J Westbrook spoke to the item.

It was confirmed that Melksham Town Council were taking over one allotment plot in Awdry Avenue as a trial of a Community Allotment in partnership with Community Conversations.

Standing Orders were suspended and a member of the public raised the issue of water supply.

The Chair asked for a report to a future meeting about sources of water for allotments.

Standing Orders were reinstated.

The completion of the sealed lease with Wiltshire Council was noted.

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

UNANIMOUSLY RESOLVED that allotment rental fees for the period 1st October 2026 – 1st October 2027 be set at £60+VAT for a full pitch and £30+VAT for a half pitch.

20/25 Memorial Benches and Memorial Trees Policy

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

UNANIMOUSLY RESOLVED to

- approve and adopt the Memorial Bench and Tree Policy.
- Approve the Memorial Bench design, which is already installed in KGV.
- Approve cost of the bench £631.77 + Vat, plaque, and installation costs. Price may vary.

21/25 Splashpad

The Chair and the Amenities Manager spoke to the item. The Amenities Manager confirmed that he had been speaking to a local expert. The Chair and Councillor J Westbrook declared a family connection (mother/sister) to the expert and confirmed there was no pecuniary issue.

Officers were continuing to attempt to liaise with the company that laid the floor.

Standing Orders were suspended to allow the member of the press to speak.

Does the Council have any plans to install a backup system, as used in Warminster?

The Amenities Manager confirmed the Warminster backup was to use “grey water” when the dosing system was down. The Melksham Splashpad water pressure could not operate this system but he was in contact with Wessex Water and it may be an option in the future.

Standing Orders were reinstated.

It was **UNANIMOUSLY RESOLVED** that the following will apply for the 2026 season

- The system will be recommission in middle of March
- Start date for the season will be an operational decision taking into account weather conditions, but by 1st May 2026 at the latest
- End date for the season will be Sunday 27th September 2026Sunday 27th September
- Opening time and other matters will be an operational decision.

22/25 Wiltshire Towns Programme

It was **UNANIMOUSLY RESOLVED** to proceed with the section 96 license to utilize the opportunities of roundabout sponsorships and flower and displays.

23/25 Letters to Heaven

The Town Mayor, Councillor Rabey asked for it to be noted that she was not, contrary to the supporting report for this item, at the meeting with the manager of Semington Crematorium.

It was proposed by Councillor A Westbrook, seconded by Councillor J Westbrook and **UNANIMOUSLY RESOLVED** to work in partnership with Westerleigh Group to provide Melksham Residents with a Letter to Heaven Post Box, situated in the Friends Garden.

24/25 Flower Displays

It was proposed by Councillor Rabey, seconded by Councillor Aves and **UNANIMOUSLY RESOLVED** that the Flower Display Procurement be awarded to Bath and North East Somerset Council for 2026 -2029.

25/25 Items to Note

Open spaces – noted.

Vehicles – noted. Important that this matter is resolved quickly.

CCTV – residents should be encouraged to report incidents to Wiltshire Police.

Defibs – A program of replacement defibs would be required at some point.

26/25 Confidential Session

It was **RESOLVED** that in view of the confidential and sensitive nature of the business about to be transacted, in accordance with the Public Bodies (Admission to meetings) Act 1960 the public and press are excluded and are instructed to withdraw.

27/25 Assembly Hall

Members discussed possible changes to Assembly Hall hire fees. No decisions were taken pending further discussion with the Facilities Manager.

Meeting closed at: 20:50

Signed Dated