



2025

MELKSHAM TOWN COUNCIL



Amenities & Facilities Agenda

Monday 17th November 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,
Market Place,
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Wiltshire
SN12 6ES

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

towncouncil@melksham-tc.gov.uk

Tuesday 11th November 2025

Dear Councillors A Westbrook, J Oatley, P Aves, J Crossley, A Griffin and J Westbrook.

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

Monday 17th November **2025**, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Amenities & Facilities 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/49f4xtm4> . 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

Amenities & Facilities Committee Terms of Reference.

The Amenities & Facilities Committee is responsible for matters relating to all assets owned and/or managed by the Town Council. This includes the town hall, assembly hall and other property owned by the town council, parks and play areas, grounds maintenance, street furniture, public toilets, and all council land/allotments.

1. Membership: Seven elected Members.

- 1.1 Invited officers relevant to the management of assets, who 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 15.00 on the day of the meeting.

2. Delegated Business: The Committee has the following delegated powers:

- 2.1 To consider and resolve issues relating to the administration and maintenance of the Town Hall, Assembly Hall and all other properties owned by the Town Council, all public owned spaces, play areas, allotments, and the closed churchyard.
- 2.2 To maintain existing bus shelters, street furniture, and CCTV equipment and consider provision of new items where necessary within approved budgets.
- 2.3 To consider the process of redeveloping the Assembly Hall.
- 2.4 To conclude the outstanding works at the King George V Playing Fields and provide updates.
- 2.5 Review all budget lines and monthly accounts for all assets listed, managing relevant budget lines allocated and provide update reports.
- 2.6 To approve expenditure within budget and to refer any requests for expenditure over budget to Full Council.
- 2.7 Have oversight of the asset register and ensure it is regularly updated by the RFO.
- 2.8 Have oversight of the fabric of the buildings and the use of the building and the business case for said use.
- 2.9 To implement any works recommended in the Buildings Condition Surveys Reports.
- 2.10 Setting of fees, terms and conditions of use, and provision of equipment for areas under its control.
- 2.11 Liaison with community organisations which have an interest in recreational facilities in the town.



- 2.12 Vehicles and equipment within the area of its responsibilities and not under the control of any other committee.
- 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 October each year and submitted to the RFO.
 - 3.2 Any other matters referred to the Committee by Full Council.
 - 3.3 Any other matters referred to the Committee by Council Working Groups for whom the Committee is the parent Committee.



AGENDA

Amenities & Facilities

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|---|----------------------|
| 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, 15 th September 2025

(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. KGV Playing Field | 19.25 – 19.50 |
| 5.1 Water Fountain | |
| For decision on installation of a water fountain in KGV | |
| 5.2 Masterplan | |
| For decision on proposal to instruct NVB Architects | |
| 5.3 KGV Tree | |
| To note the report. | |
| 5.4 Splash Pad | |
| To note the report and for decision, if required. | |
| 6. Town Hall Clock | 19.50 – 20.00 |
| For decision on proposal to illuminate the clock. | |



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| 7. Bus Shelters | 20.00 - 20.10 |
| For decision on bringing bus shelter cleaning in house. | |
| 8. Grass Cutting | 20.10 – 20.20 |
| For decision on purchase of a lawn mower. | |
| 9. MTC Vehicles | 20.20 – 20.30 |
| 9.1 Van Crime | |
| To note the report. | |
| 9.2 Vehicle Leasing | |
| For decision. | |
| 10. Items to Note | 20.30 – 21.00 |
| 10.1 Town Centre Cleaning | |
| 10.2 Wiltshire Town Programme | |
| 10.3 Town Bridge Lights | |
| 10.4 Telephone Box | |
| 10.5 Letters to Heaven | |
| 10.6 Town Centre Planting | |
| 10.7 Roundabout Trees | |
| 10.8 Play Areas | |
| 10.9 Melksham Assembly Hall - Managers Quarterly Report | |



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 2026 Sunday 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

DRAFT

2025



MELKSHAM TOWN COUNCIL

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Asset & Facilities Report

Monday 17th November 2025



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Item 5 - KGV Playing Field

5.1 Water Fountain

Melksham Town Council has been successful in securing a grant of £6,000 to support the installation of a new refill water fountain at King George V Park (KGV).

This initiative aligns with the Council's ongoing commitment to sustainability, public health, and environmental responsibility, encouraging the reduction of single-use plastics and providing a valuable facility for park users.

Proposal

It is proposed that the Council accept the £6,000 grant and proceed with the installation of the refill water fountain at KGV.

Melksham Town Council will take responsibility for the ongoing maintenance, cleaning, and water supply costs associated with the fountain once installed.

Financial Implications

- Grant Funding: £6,000 (secured)
- Ongoing Costs: To be met from the Town Council's existing parks and amenities budget.

Recommendation

To resolve to accept the £6,000 grant and approve the implementation of the refill water fountain project at King George V Park, with the understanding that the Town Council will cover future maintenance and water costs.

5.2 KGV Masterplan

Sensory garden work has stalled without a clear direction and design, it is proposed that we bring in the landscape architects that made the original KGV master plan at a cost of £3,500.

Recommendation

To resolve to instruct NVB architects to evaluate where we are and prepare the next phase of development



5.3 KGV Tree

The tree that came down in the recent storm was not flagged up as being at risk on this years tree survey and was not scheduled for any work. The report states “Report Limitations: Trees are living, dynamic organisms that can be affected by external conditions. It is therefore not possible to state with any certainty that a tree is safe. No internal decay devices, or other invasive tools to assess tree condition, were used. No soil excavation or root inspection was undertaken. Tree condition can change rapidly, the recommendations contained within this report are based on the condition of the tree at the time they were inspected the re-inspection time scale is based on the optimum time to re-inspect the tree or trees.”

5.4 Splash pad flooring, reliability and back up systems

Due to the meeting with contractors being moved this information is not available at time of writing so there will be a verbal update from Amenities Team Manager

Item 6 - Town Hall Clock

A recommendation to install lighting to illuminate the Melksham Town Hall clock at a cost of £200 + VAT.

This improvement will enhance the visibility and appearance of the clock, ensuring it remains a prominent and attractive feature of the Town Hall, particularly during the darker months.

Recommendation

To resolve to approve installation of lighting to illuminate the Melksham Town Hall clock

Item 7 -Bus shelters in house from April 2026

As of April I would like to bring the bus shelter cleaning in house to save £875.52 a year and have a more regular and reactive service.

Recommendation

To resolve to bring bus shelter cleaning in house.



Item 8 - Grass Cutting Arrangements from April 2026

Background

Melksham Town Council currently employs external contractors to provide additional grass cutting at King George V Park (KGV) and other designated areas within the town. While this arrangement ensures the required standards of maintenance, it comes at an ongoing cost and limits flexibility for the in-house team.

Proposal

It is proposed that from April 2026, Melksham Town Council purchases a roadworthy mower (with the appropriate licence and registration) to enable the in-house team to undertake this work directly.

At present, the Council's existing mower requires two members of staff to operate safely and transport between sites, which is not an efficient use of officer time. The purchase of a roadworthy mower would enable one staff member to complete grass cutting tasks independently.

This change would also enable the Council to expand its responsibilities, including mowing the town's roundabouts, and potentially reduce reliance on external contractors.

It is also noted that the vehicle can be stored at the Bowerhill facility, ensuring secure and convenient access for the Amenities Team.

Financial Considerations

- The estimated return on investment (ROI) for the new mower is one year, based on current contractor costs and staffing efficiencies.
- Purchase and licensing costs to be confirmed and included in the 2025/26 budget planning process.
- Cost of £21,498 + VAT
- Predicted cost of external contractors for grass cutting for 2026 is £29,571.60 this can be reduced by £17,517.60 if all areas except closed cemetery and KGV playing field are taken back in house. See cost table below with 5% increase annually.



Year	Cost as is	Proposed cost	Savings
2026	29571.6	39015.6	-9444
2027	31050.18	12656.7	18393.48
2028	32602.69	13289.54	19313.15
2029	34232.8	13954	20278.8
Total savings over four years			48541.43

This is based on prices from April 2026 and does not include fuel costs as these are unpredictable.

Benefits

- Increased flexibility and control over mowing schedules.
- More efficient use of staff resources.
- Potential long-term savings through reduced contractor costs.
- Opportunity to expand services (e.g., roundabout maintenance).
- Secure storage available at Bowerhill.

Recommendation

To resolve to:

1. Approve in principle the proposal to purchase a roadworthy mower for use from April 2026.
2. Note that detailed costings and budget implications will be presented as part of the 2025/26 budget-setting process.



Item 9 – MTC Vehicles

9.1 Van crime

On the 21st of October our leased tipper van had parts removed over night, this was reported to police with crime number 54250140442 but has been submitted for closure by Wiltshire police as no evidence has come forward. Hayley and I have chased local cctv with no luck.

9.2 Vehicle Leasing

Continuing from the full council meeting on the 3rd of November I suggest that we now consider leasing two of the MAXUS T90 ELECTRIC 130kW Elite Double Cab Pickup 88.5kWh with added tow bars at £536.17 each per month and the EP AMP XL Electric Utility Vehicle at £420.00 per month. A total cost of £1,492.34 per month as opposed to the original cost of £2,067.31 per month. A verbal update will be given regarding the cost of diesel compared to the cost of electricity and predicted savings.

Recommendation

Resolve to approve the leasing of the three vehicles as above.

Item 10 – Items to Note

10.1 Town centre cleaning

Town Centre Maintenance and Cleaning Report

1. Overview

This report provides an update on current maintenance and cleaning activities within the Town Centre, with particular focus on the public toilet facilities at Bath Road and Market Place. These works form part of the Council's ongoing commitment to maintaining a clean, safe, and welcoming environment for residents and visitors.

2. Bath Road Toilets

Painting works are currently in progress at the Bath Road toilets, both internally and externally. Completion is expected by 10 November.

In addition to the refurbishment, the facility is being expanded from one to three toilets to improve capacity and accessibility. This expansion is scheduled for completion by the end of November.

The graffiti on the rear wall of the Bath Road site will be addressed as part of the whole-town clean-up programme, ensuring consistency across all town centre improvement works.

3. Market Place Toilets

Refurbishment works are also underway at the Market Place toilets. The internal painting is progressing, and the third toilet has been repaired and reopened to the public.

New signage will be installed in due course to improve visibility and presentation of the facilities.

4. Cleaning Contract and Service Review

A new cleaning contract is scheduled to commence on 1 December. This contract aims to enhance the quality and reliability of cleaning services across all public conveniences.

Alongside this, a review of service delivery is ongoing to ensure that the Council continues to provide high-quality and cost-effective facilities for residents and visitors.

5. Conclusion

The works outlined above demonstrate the Council's commitment to improving the cleanliness and presentation of the Town Centre. The completion of these projects will contribute to a more pleasant and accessible environment, aligning with our broader goals for town centre regeneration and community satisfaction.

10.2 Wiltshire Towns Programme

Background

Melksham Town Council has been working in partnership with Wiltshire Council under the Wiltshire Towns Programme, which provides funding to support local improvement projects that enhance the town's appearance, accessibility, and community spaces.

Current Progress



The Council is now moving forward with several key areas of the funded programme:

- K6 Telephone Box: Refurbishment and use plans progressing.
- Town Bridge Lights: Approved heritage-style LED lighting to be installed, with associated bridge cleaning and painting scheduled. See below for additional details
- Pop-Up Garden: Completed and positively received by residents and visitors.
- Planters: Installed in key areas to enhance the town's visual appeal, we have been working with WC and the locations have caused a few concerns. However, we have learned from this project to ensure there is a fluid approach.

A full review of the Wiltshire Towns Programme funding will take place at the end of November to assess progress, expenditure, and outcomes.

Next Steps

The Council will continue to take a phased approach to delivery, ensuring that each element of the programme is completed and evaluated before progressing to the next stage. This approach will help ensure quality, value for money, and lasting community benefit.

10.3 Town bridge lights

The CEO has been working closely with Wiltshire Council, who have approved plans for Melksham Town Council to install new heritage-style LED lighting on the Town Centre Bridge. The project is being funded by Wiltshire Council Town Programme, estimated cost of £4,400.

As part of the improvements, MTC will be painting and cleaning the bridge on 12th November. Following this, Light Fanatic will install attractive festoon lights, funded through the Wiltshire Towns Programme, works to be completed by the end of 2025.

These enhancements will create a beautiful and welcoming entrance into the town, highlighting the bridge's historic character while improving safety and ambiance for residents and visitors alike.



10.4 Telephone box

The broken glass panels in the Market Place telephone box was reported to BT. We can confirm that the necessary repairs have now been completed and the telephone box is once again in good condition.

10.5 Letters to Heaven

Post box is with Semington crematorium being painted white and gold

10.6 Town Centre Planting

After discussion with the chair, she will be in discussion with Wiltshire council regarding their final placement as the agreed placement does not meet requirements.

10.7 Roundabout Trees

Tree report for the roundabouts we have licenced from Wiltshire council have been received and quotes are being gathered for the required works

10.8 Play areas

Most of our play areas need renewal and current equipment has reached the end of its usability. To this end play area designers have been to all play areas and have been invited to provide quotes and designs these will be presented to Melksham Town Council when received.

10.9 Melksham Assembly Hall – Manager’s Quarterly Report

Quarter 2 (July – September 2025)

1. Overview of Key Activities and Events During the Quarter

The quarter covered July, August and September 2025. A total of 57 bookings/events were recorded. Activity included regular community groups, private hires, and public ticketed shows. Despite fewer events compared to Q1, overall income increased by approximately 7%. Highlights included a strong turnout for the Comedy Night and Motown-themed music event.

2. Attendance Figures and Ticket Sales



Total tickets sold by Melksham Assembly Hall (based on sales report): 342, generating £9,175.92. Highest-selling events were 'A Night to Remember – Motown Night' (176 tickets) and 'Seven Wonders – Fleetwood Mac Tribute' (125 tickets).

3. Community Use and Hall Hire Statistics

Total events/bookings: 57

Total hours of hire: 211

Total hire income: £10,924.30

Total bar takings: £16,647.10

Community use remains high in volume but low in income, fulfilling social objectives.

Commercial events provide higher yield per booking. Balance of community access and financial sustainability continues to be maintained.

4. Financial Report

Hire income: £10,924.30

Bar takings: £16,647.10

Ticket sales: £9,175.92

Estimated total gross: £36,747.32. Quarter-on-quarter income rose 7.3% while event volume fell 12%, improving yield per event.

5. Events Programme

High-performing events: Motown Night and Fleetwood Mac Tribute. (Comedy night sold out, and we did very well on the bar; however, they sell their own tickets)

Moderate performers: MeatLoud.

Cancelled events: Simon & Garfunkel. (Due to band illness)

Learnings: Audience interest is strongest in recognisable tribute/nostalgia shows.

Upcoming events:

Abbamaia October 11th

Elo Encounter October 24th

Monster Ball October 25th

Seriously Collins October 31st

Remembrance Day November 9th

Table top Sale November 15th



Wedding Fayre November 23rd

Queen by Candlelight November 28th

Makers Market November 29th

Christmas Fayre December 6th

DS:UK December 12th

Neil Sands Christmas Memories December 16th

Various private/regular bookings throughout

6. Christmas Opening Times and Operations

Closed on December 23rd, re-open January 5th.

7. Marketing and Community Engagement

The marketing focus on high-recognition events produced best returns. Need to standardise campaign timelines (4–6 week lead-ins) and enhance local promotion.

