

Melksham Town Council

Minutes of the Community Development Committee

on Monday 23rd March 2026

PRESENT:	Councillor J Westbrook	Chair
	Councillor R Cleary	Vice Chair
	Councillor P Aves	
	Councillor E Calland	
	Councillor G Elson	
	Councillor M Drewett	
	Councillor S Rabey	
IN ATTENDANCE	Councillor J Oatley	
	Councillor A Westbrook	
	Councillor A Whitlock	
OFFICERS	Ian Cunningham	Community Officer
	Amelie Huxtable	Placement Student
	Andrew Meacham	Committee Clerk
	Dominic Rutterford (virtual)	Comms and Marketing Officer

PUBLIC 2 members of the public were present and three members of the public were present virtually

41/25 Apologies

There were no apologies, all members being present

42/25 Declaration of Interest

There were no declarations of interest.

43/25 Minutes

The minutes of 8th December 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor J Westbrook.

44/25 Public Participation

Residents 1 & 2. Wanted to talk about proposing another legal arts wall. Underpass is a success and allows local artists to showcase their skills legally and safely. There are places in Melksham that another wall could be installed. The current wall has helped to reduce graffiti and vandalism in the Town.

Councillors were in favour. The Chair announced that Melksham Town Council had been awarded a grant of £1760 for street art and legal walls.

45/25 Winter Wonderland 2026

This item was advanced up the agenda.

Representatives of the Kingston Group gave a presentation for a Winter Wonderland event in KGV Playing Fields. All costs would be borne by Kingston Group, who would also pay hire charges for the KGV. Members asked questions and noted that the booking was a matter for officers but agreed to vote on expressing support.

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

UNANIMOUSLY RESOLVED to express support for the event.

46/25 Portable Sound System

This item was advanced up the agenda as the decision would affect agenda item 5.

Members discussed the quality and whether a system that could be used in the Assembly Hall and outside should be considered.

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

RESOLVED to purchase 2 portable PA units and microphones, funded from 303-4437 Events/General Events.

47/25 Melksham Friday Evening Marketplace Community Entertainment Initiative

Members felt that the event should be monthly rather than weekly and requested the event showcase up and coming local bands, battle of the bands, spoken word events and other entertainments.

There was discussion on whether funding should be from events budget or Assembly Hall budget. Members requested the matter be referred to the next Finance Committee meeting for a decision.

It was proposed by Councillor Drewett, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to approve a trial Friday Evening Entertainment Event, initially on the last Friday of the month with continuous review.

48/25 Meet Melksham

Suggestions made:

- Could the £5 fee could be refundable for charities
- Could the event possibly be held in the Town Hall rather than the Assembly Hall.

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

UNANIMOUSLY RESOLVED to approve the Meet Melksham event and allocate hall hire from community events budget 2026-2027.

49/25 Melksham Community Support

Thanks were expressed to Melksham Community Support for the work done.

The report was noted.

50/25 Christmas Light Switch-On 2025

Special mention was made of the Friends of Gifford Toy Drive.

The report was noted.

51/25 Grants

The report was noted.

52/25 Carols by the Tree

The report was noted.

53/25 ATB Skate Event

The report was noted.

54/25 Makers Market January 2025

The report was noted.

55/25 Pancake Race 2026

Suggestions made:

- Event to be held on the weekend before Shrove Tuesday
- Pancakes to be sold at the event

The report was noted.

56/25 Flag/Bunting Workshops

Suggestion: Charge a refundable £1 deposit

The report was noted.

57/25 Half-Term Film Screening

Suggestions:

- Charge a nominal fee for parents and include a snack
- Speak to Melksham House School for guidance on the SEND screening

The report was noted.

58/25 Letters to Heaven

Suggestions:

- Signage in the cemetery
- Share with local funeral directors.

The report was noted.

59/25 Banner Making Workshop

The report was noted.

60/25 Free the Night

Suggestion: Book a Samba Band next time.

Requested to next Community Development agenda for consideration of making it an annual event.

The report was noted.

61/25 Great British Spring Clean

The report was noted.

62/25 Melksham Vegan Market

The report was noted.

63/25 Free Films

Suggestion: Consider a nominal charge

The report was noted.

64/25 Melksham Mascot Competition

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

UNANIMOUSLY RESOLVED to delegate to officers authority to spend the Holiday Activities Budget on events as they see fit.

65/25 Park Yoga

It was proposed by Councillor Elson, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to support as per budget allocation.

66/25 World Friendship Day

The report was noted.

67/25 Park Play

The report was noted.

68/25 Bands by the Bridge

Suggestion: Amend booking terms so that any event that fences off more than 50% of the KGV must be approved by Full Council. (Amended terms will come to Full Council to vote)

The report was noted.

69/25 Adventure Centre Safety Event

The report was noted.

70/25 Armed Forces Day Picnic

The report was noted.

71/25 Melksham Festival/Melksham fringe Festival

Suggestions:

- Name it The Melksham Festival.
- Start to publicise now.

The report was noted.

72/25 Remembrance Parade 2026

The report was noted.

73/25 Christmas 2026 Report

The report was noted

74/25 Christmas 2026 Switch-On

Suggestions:

- Liaise with Kingstons about Winter Wonderland/Light Switch-On Event overlap.
- Ensure security are clear on access to and from the Campus

It was proposed by Councillor Cleary, seconded by Councillor Elson and

UNANIMOUSLY RESOLVED to move road closure from 12noon to 13;30 and the event start from 14:00 to 15:00.

75/25 Carols by the Tree 2026

With the proviso that Friday was 18th December, not 19th December, the report was noted.

76/25 Bra Bank

Suggestion: Try to get other locations in town involved.

The report was noted.

77/25 Candle Collection

The report was noted.

78/25 Wiltshire Digital Drive

The report was noted.

79/25 Lighting up the Town Hall

The report was noted

80/25 Mayoral Updates

The Town Mayor Councillor Rabey advised that supplemental to the report, she was attending a Chatty Café session the next day.

The report was noted.

81/25 Armed Forces Covenant

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

UNANIMOUSLY RESOLVED to delegate authority to the CEO, People Officer and Community Officer to make recommendations to Personnel Committee on specific components of the Covenant that would be appropriate to Melksham.

82/25 Partnership Officers Report

Thanks and congratulations were expressed to the Partnership Officer for her good work on roundabout sponsorship.

The report was noted.

Meeting closed at: 21:22

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Signed Dated