

**Melksham Town Council**

**Minutes of the Amenities & Facilities Committee**

**on Monday 20 April 2026**

PRESENT:	Councillor A Westbrook	Chair
	Councillor J Oatley	Vice Chair
	Councillor P Aves	
	Councillor J Crossley	
	Councillor A Griffin	
	Councillor J Westbrook	
	Councillor A Whitlock	
IN ATTENDANCE	Councillor S Rabey	
	Councillor E Calland	
OFFICERS	Dave Elms	Amenities Manager
	Robert Reay Waugh	Venues manager
	Andrew Meacham	Committee Clerk
	Hayley Bell (Virtual)	CEO/Town Clerk
	Dominic Rutterford (Virtual)	Communications Officer
	Amelie Huxtable (Virtual)	Placement Student

PUBLIC One member of the public and was present and one member of the public was present virtually

**54/25 Apologies**

There were no apologies, all members being present.

**55/25 Declaration of Interest**

There were no declarations of interest.

**56/25 Minutes**

The minutes of 9 February 2026, having been previously circulated, were approved as a correct record and signed by the Chair Councillor A Westbrook.

**57/25 Public Participation**

What are the Council going to do to support police efforts on anti-social behaviour?

**58/25 Motion on Speedwell Close Play Area**

Members were concerned that discussing and making a decision on the motion may cause an issue at the Play Area meeting under the 6-month rule.

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

**UNANIMOUSLY RESOLVED** not to discuss the motion.

### **59/25 Allotments**

The Amenities Manager spoke to the item. A full review of allotments to include plot sizes, payment methods and mapping was required. It was noted that some councils charge extra if a person requests a plot outside of their area. A motion may be put forward.

There was discussion on facilities and grant schemes for water butts and piped water.

The following were mentioned for consideration.

- Provision of water by butts and piped water
- Reducing the size of larger allotment plots
- Use of Rialtas system for allotment management

A further report was requested

The report was noted.

Councillor J Westbrook spoke on the Community Allotment.

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

**UNANIMOUSLY RESOLVED** to set up a Community Allotment Task & Finish Group with Councillor Aves, Councillor A Westbrook, Councillor J Westbrook and Councillor Whitlock were appointed to the group.

It was agreed that a meeting would be held on Tuesday 28<sup>th</sup> April 2026 at 6pm.

### **60/25 Bowerhill Depot Relocation**

Amenities Manager gave a verbal update. He advised that installation of EV Charging Points had been delayed and would now take place Tuesday 21 April. A project manager would oversee the move. Committee Clerk confirmed he would chase an acknowledgement of notice from the landlord.

The report was noted

### **61/25 Budget & Financial Oversight**

The item was noted.

### **62/25 Community Engagement**

The item was noted.

### **63/25 Church Street Toilets**

The Amenities Manager spoke to the item and images were shown.

The committee asked for a report to come to committee or full council as soon as possible and with time to allow for budget discussions. Committee felt that public consultation would be required as any action would affect the precept.

The item was noted

#### **64/25 No Mow May**

It was proposed by Councillor A Westbrook seconded by Councillor Whitlock and

**UNANIMOUSLY RESOLVED** that the Council adopts a trial of No Mow May in 2026 on selected roundabouts, ensuring defined sightlines are maintained for safety and any other suitable areas. Residents to be informed through clear communications, and appropriate signage be installed.

#### **65/25 Green Flag**

Amenities Manager advised that the churchyard could be put forward for Green Flag status. Is in discussion with representatives of the church.

The item was noted

#### **66/25 Wildflower Areas and Pollinators Support**

Members asked about the issue with Knotweed.

The idea was commended and the item noted.

#### **67/25 Play Areas and Inspections**

The item was noted.

#### **68/25 Cleaning and Repairs**

The Amenities Manager corrected a statement in the report. An existing bench had been sponsored rather than a new bench installed.

It was noted that Wiltshire Council was responsible for general street scene work. The Melksham team were supplying top up support.

Members requested that when bins are replaced, solar powered compacter bins be considered.

The item was noted.

#### **69/25 Town Centre Focus Day**

The item was noted.

It was agreed that committee did not need to formally approve press releases.

### **70/25 Community Reporting**

The item was noted.

### **71/25 Water Refill Station**

It was noted that a meter would be required if the station used water supply from Evie's Café.

The item was noted.

### **72/25 Splashpad – 2026 Season**

The Amenities Manager noted that the new dosing system and re-written operations manual were a great improvement.

The item was noted.

### **73/25 Grass Cutting & Grounds Maintenance**

The item was noted.

### **74/25 Hanging Baskets & Floral Displays**

The item was noted.

### **75/25 Bus Shelters**

The item was noted.

### **76/25 Noticeboards**

The item was noted.

### **77/25 Accessibility**

The item was noted.

### **78/25 Request to Wiltshire Council**

An increase in graffiti on utility boxes was noted. Residents were encouraged to report.

The chair spoke about seeing utility boxes decorated with street art and that this might be something worth considering.

The item was noted.

### **79/25 CCTV**

The item was noted.

### **80/25 Jobs/Recruitment**

The item was noted.

### **81/25 Key Projects/Capital Works**

Market Place light installation confirmed for following day (21 April).

Town Bridge lights waiting for SSE to connect.

Damage to railings on bridge reported to Wiltshire Council.

The item was noted.

### **82/25 Legal/Policy Compliance**

The item was noted.

### **83/25 Maintenance Schedules & Vehicle Management**

Amenities Manager corrected the statement about EV Charging Points. A last minute issue had delayed installation until tomorrow (21 April).

The item was noted.

### **84/25 Notices/Signage**

Some signs not as ordered. Being reprinted.

The item was noted.

### **85/25 Outreach & Community Partnerships**

Half of the bleed kits were sponsored by Gompels.

The item was noted.

### **86/25 Quality Assurance**

The item was noted.

### **87/25 Roads, Paths & Accessibility**

Residents were encouraged to report any issues they come across to Wiltshire Council.

The item was noted

### **88/25 Staff Training & Development**

The item was noted.

### **89/25 Uniforms & PPE**

The item was noted.

### **90/25 Waste Management/Litter Collection**

The item was noted.

**91/25 Youth Engagement**

The item was noted.

**92/25 Extra Projects/Special Report**

The item was noted.

**93/25 Venue Managers Report**

The Venue Manager spoke to the report.

Questions were asked.

A request was made to encourage apprenticeship applications from those who would not normally put themselves forward.

Members asked for it to be confirmed that only residents of Melksham, who fund the precept, benefit from residents' discount rates.

Members thanked the Venue Manager for the quality of his report.

The report was noted.

Meeting closed at: 21:00

DRAFT

Signed .....

Dated .....