



2026

## MELKSHAM TOWN COUNCIL



# Community Allotment Task & Finish Group

Tuesday 26 May 2026



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

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# MELKSHAM TOWN COUNCIL

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

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

[towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk)

Wednesday 20 May 2026

Dear Councillors P Aves, A Westbrook, J Westbrook & A Whitlock

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

**Tuesday 26 May 2026**, to be held at 18.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for is 3.

No decisions will be made on matters not already on the agenda.

**[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

# AGENDA

## Community Allotment Task & Finish Group

- |  |                      |
|--|----------------------|
| <b>1. Apologies.</b>   | <b>18.00 – 18.01</b> |
| To receive and consider acceptance for apologies and absences<br><br>(Local Government Act, 1972 s.85)         |                      |
| <b>2. Declaration of interests.</b>  | <b>18.01 – 18.02</b> |
| To declare an interest relating to the business of the meeting.<br><br>(Melksham Town Council Code of Conduct) |                      |
| <b>3. Minutes</b>  | <b>18.02 – 18.05</b> |
| To approve the minutes of the previous meeting, 28 April 2026<br><br>(Local Government Act 1972, s. 12)        |                      |
| <b>4. Update and Next Steps</b>  | <b>18.05 – 19.00</b> |
| To receive updates and agree actions.  |                      |



## Melksham Town Council

### Minutes of the Community Allotment Task & Finish Group

Held at Melksham Town Hall on Tuesday 28 April 2026

PRESENT: Councillor P Aves  
Councillor A Westbrook  
Councillor J Westbrook

#### IN ATTENDANCE

OFFICERS	Dave Elms	Amenities Team Manager
	Bridie Hanraads	Community Conversations Lead (Melksham Forest)
	Amelie Huxtable	Placement Student

#### 1/25 Apologies

Apologies were received from Councillor Whitlock.

#### 2/25 Declaration of Interest

There were no declarations of interest.

#### 3/25 Chair

Councillor J Westbrook was appointed chair.

#### 4/25 Terms of Reference

To facilitate the creation of, and subsequent running of, a community allotment.

#### 5/25 Next Steps

Members discussed a fresh application to Community Conversations, quotes for the work to be done and other grants.

An issue with water supply was noted in that the current supply is on the other side of the site, hoses are not allowed and the community allotment will be separated from the rest of the site.

The following was decided:-

- Ask the CEO to re-submit the application to Community Conversations
- Ask the CEO to look for other grants, particularly for water on site.
- Ask the CEO to bring fresh quotes for the work (fencing, gate, water supply, accessible paths and raised beds) back to the group.

The next meeting was set for 18:00 on Tuesday 26 May 2026.

Meeting closed at: 18:50

Signed ..... Dated .....

DRAFT