



Assets and facilities

Agenda: 01/06/26 @ 19:00

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Melksham
TOWN COUNCIL



Wednesday 27 May 2026

Dear Councillors A Westbrook, P Alford, P Aves, J Oatley, S Rabey, J Westbrook and A Whitlock.

Ref: Assets & Facilities Meeting, Monday 1 June 2026

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

Monday 1 June 2026, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for Community Development 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/w69dp25t> . 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 questions 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 and Facilities 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 and volunteers to enable events to be run, who have 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 15:00pm 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

Community Development

- | | | |
|-----|---|---------------|
| 1. | Apologies
To receive and consider acceptance for apologies and absences
(Local Government Act, 1972 s.85) | 19.00 – 19.01 |
| 2. | Declaration of interests
To declare an interest relating to the business of the meeting.
(Melksham Town Council Code of Conduct) | 19.01 – 19.02 |
| 3. | Minutes
To approve the minutes of the previous meeting 20 April 2026
(Local Government Act 1972, s. 12) | 19.02 – 19.05 |
| 4. | Public participation
To allow public participation, 3 minutes per person; 20-minute allocation.
(Local Government Act 1972, s. 12) | 19.05 – 19.25 |
| 5. | Vice Chair
To elect a Vice Chair of the Committee. | |
| 6. | Speedwell Play Park
For decision on allocating funds to replace fencing. | |
| 7. | No Mow May
To approve action to prepare for May 2027 and to note. | |
| 8. | Refill Water Station
To note. | |
| 9. | Play Park Project
For decision to approve the suggested provision and to note. | |
| 10. | Bowerhill Relocation
To note. | |



Melksham
TOWN COUNCIL

11. **Splash Pad**

For decision on funding for a new pump and to note.

12. **Venue Manager Report**

To note the report.

13. **Parish Emergency Assistance Scheme**

To note the application submitted.

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 28th 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



Assets and facilities

Report for: 01/06/26 @ 19:00

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Melksham
TOWN COUNCIL

Town Team report for Assets & Facilities meeting 08.06.26

The Town Council manages and maintains a range of public assets and services across Melksham. This includes the upkeep of parks and open spaces, allotments, play areas and associated facilities, together with wider public realm responsibilities that contribute to an attractive and safe town environment. This section provides an update on the activity of the Town Team, highlighting any emerging issues or risks, and identifies matters requiring Member direction or approval.

The report discusses council-led operations and current priorities since the last Assets and Facilities committee meeting on 20 April, placing a particular focus on the delivery and maintenance of parks and open spaces, allotments, street scene (cleanliness and public realm), facilities, including the splash pad.

Melksham Town Council's Placement Student has been reviewing the data management system to ensure information is accessible and up-to-date. Alongside this, the Partnerships Officer is producing updated site maps for each location to reflect the changes that have been made to plots over the years.

Officers will explore the costs and installation of a noticeboard at each allotment site.

Speedwell Play Park

What

- Speedwell Play Park has deteriorated due to a lack of ongoing maintenance over several years. A range of play equipment, surfacing and site features now require review, repair or replacement to ensure the area remains safe, usable and welcoming for children and families.

Why

Investment and intervention are needed to address the cumulative effects of limited maintenance, reduce health and safety risks, improve the appearance of the site, and restore confidence in the play park as a valued community facility. Bringing the park back to a good standard will support play, wellbeing and wider community use.

Where

Speedwell Play Park, Melksham.

When

A condition review and assessment of maintenance requirements should be undertaken as soon as possible so that urgent repairs can be prioritised, and a phased improvement programme can be developed for delivery during 2026/27.

Who

The Town Team will coordinate the inspection of the site and identify immediate maintenance and repair requirements.

Officers assessed the condition of the existing play equipment, safety surfacing, fencing, seating and other site features to identify what can be repaired and what may need replacement.

The Town Team have completed the sanding, painting, deep clean of the play area, grass cutting. We are aware this should be part of the planned maintenance schedule for all play parks; however, we are addressing the back log of works.

Impact

Speedwell Play Park has been affected by a lack of ongoing maintenance over several years, resulting in visible deterioration and reduced usability. Addressing these issues will improve safety, enhance the appearance of the site, help preserve existing assets where possible, and provide a more welcoming space for children, families and the wider community.

Financial implications

Paint for the play park refurbishment cost £120.00. In addition, officers have obtained three quotes for the replacement of the green bow-top fencing and two red entrance gates, with the cost of the works estimated at £14,000.

The proposed works will be funded from the Play Park budget, subject to Council approval.

The replacement fencing and gates will help improve the safety, appearance and overall standard of Speedwell Play Park.

Alignment with Town Plan

C1.10 - Enhance the Towns Appearance

C1.12 Connect Residents and Communities

E2.02 Protect, enhance and maintain community spaces

E2.12 Improve our Play Parks

R4.02 Engage Openly with Residents

Councillors' action

None

Recommendations

That Council approves expenditure of £14,000 from the Play Park budget for the replacement of the green bow-top fencing and two red entrance gates at Speedwell Play Park.

Members are asked to note the completed maintenance works to date, including sanding, painting and cleaning.

No Mow May

What

No Mow May was introduced on a limited basis this year, focusing on selected roundabouts. The scheme allows grass to grow for longer during May to support pollinators and improve biodiversity, while keeping the approach manageable within operational constraints.

Due to the turnaround time involved, officers were unable to produce and install explanatory signs for this year's scheme. Signage will be prepared for next year so that residents are better informed about the purpose of the initiative.

Why

The scheme supports biodiversity by providing longer grass and flowering areas for pollinators and other wildlife. A limited rollout on roundabouts has enabled the Council to begin the initiative in a controlled way, while also allowing officers to review how the scheme could be expanded in future years.

Where

The scheme has been implemented on selected roundabouts within Melksham.

When

The scheme was implemented during May 2026 on a limited basis. Officers will review the outcome of this year's approach and prepare signage in advance for May 2027.

Who

The Town Team implemented the scheme on selected roundabouts and monitored the operational impact during the trial period.

Officers will review the effectiveness of the trial, consider opportunities to expand the scheme, and ensure signage is available for next year's programme.

Impact

The limited rollout has enabled the Council to begin supporting biodiversity through a manageable pilot on roundabouts. Introducing signage next year will help improve public understanding of the scheme, and a review of this year's trial will inform whether the initiative can be expanded to additional suitable locations.

Financial implications

The scheme has been delivered within existing operational resources for this year's limited rollout on roundabouts.

Any future expansion of the scheme, including the production of signage, may require additional budget consideration as part of service planning for 2027.

Alignment with Town Plan

E2.07 Adopt No Mow May

Councillors' action

To note the limited rollout of No Mow May on selected roundabouts during 2026.

To note we will consult with residents regarding expanding the scheme in 2027.

Recommendations

That Council notes the delivery of No Mow May on selected roundabouts in 2026 and supports officers in preparing signage for 2027.

That officers review the scheme and report back on opportunities to expand No Mow May to other suitable locations.

Refill Water Station

What

A refill water station is being installed at King George V Play Park to provide free access to drinking water for park users. The unit is suitable for adults, children and dogs, helping to meet the needs of a wide range of visitors.

The project is fully grant funded at £6,000, which covers the purchase of the fountain, installation costs and water testing for one year.

Why

The installation will improve access to free drinking water within the play park, support healthier use of the space, and encourage visitors to stay hydrated. It also promotes sustainability by helping to reduce reliance on single-use plastic bottles.

Where

King George V Play Park, Melksham.

When

The refill water station will be installed shortly, with water testing included for the first year following installation.

Who

The Town Team will oversee the delivery of the project, installation and coordination of the required water testing arrangements.

Officers will monitor the installation and ensure the facility is maintained and available for public use once operational.

Impact

The refill water station will improve the facilities available at King George V Play Park and provide a practical benefit to residents and visitors. By catering for adults, children and dogs, the fountain will support inclusive use of the site and encourage sustainable behaviour through reduced use of single-use plastics.

Financial implications

The project is fully funded through a £6,000 grant. This funding covers the purchase of the refill water station, installation and water testing for one year.

No additional budget allocation is required from Council at this stage, as the initial project costs are being met through external funding.

Alignment with Town Plan

E2.09 Expand access to water refill stations

Councillors' action

To note the installation of the refill water station at King George V Play Park.

Recommendations

That Council notes the grant-funded installation of the refill water station at King George V Play Park.

That Members note the facility will be suitable for adults, children and dogs, with water testing included for the first year.

Play Park Project

What

Following the recommendation of Councillors, officers are progressing the refurbishment of Dunch Lane Play Park and Riverside Play Park. The project will provide two distinct play offers, with Dunch Lane designed primarily for children aged 0–4 years and Riverside designed for children aged 5 years and over.

Procurement documents are now being prepared to support a smooth and compliant tender process. In addition, banners advising residents that new play areas are coming soon have been installed at both sites to provide early notice of the planned improvements.

Why

The refurbishment is intended to improve the quality, safety and accessibility of two important community play spaces and to provide clearer age-appropriate provision across the town. A dedicated 0–4 offer at Dunch Lane and a separate offer for children aged 5 and above at Riverside will help ensure the equipment selected is suitable for different stages of child development and encourage wider use by families.

Where

Dunch Lane Play Park and Riverside Play Park, Melksham.

When

Procurement documentation is currently being prepared so that the tender can be issued in accordance with the Council's procurement policy and the requirements of the Procurement Act 2023, which came into force for new procurements on 24 February 2025. For contracts subject to a competitive tendering procedure, section 54 of the Act requires minimum tender periods to be observed, with a minimum of 25 days generally applying where tenders are submitted electronically, subject to the procedure used and whether a planned procurement notice has been issued in advance. In practical terms, officers anticipate that the full process for these refurbishment projects will include finalising the specification and tender documents, publishing the opportunity, allowing sufficient time for bids, undertaking evaluation and clarifications, obtaining the necessary approvals, and mobilising the successful contractor. This means the overall procurement and award process is likely to take several weeks and may extend over two to three months depending on complexity, responses received and any further approvals required.

Who

The Town Team is leading the development of the project brief and specification for both sites, ensuring that Dunch Lane is designed to meet the needs of children aged 0–4 years and that Riverside is designed for children aged 5 years and over.

Officers are preparing the procurement documents to support a smooth tender process and to ensure compliance with the Council's financial regulations, procurement policy and relevant public procurement legislation. This includes setting clear specifications, evaluation criteria and contract requirements to support a fair, transparent and competitive process.

Banners advising residents that a new play area is coming soon have been installed at both play parks to provide advance notice of the planned improvements and support public awareness of the project.

Impact

The refurbishment of Dunch Lane and Riverside Play Parks will improve the quality and range of play provision available to local families and create clearer age-appropriate play opportunities across the two sites. A well-prepared procurement process will help the Council secure suitable design, equipment and installation proposals, achieve value for money, and reduce the risk of delay or inconsistency during delivery. The installation of advance banners at both parks also helps to keep residents informed and demonstrates that the project is progressing.

Financial Implications

At this stage, officer time is being used to prepare the specification, procurement documents and tender process. The eventual contract value will depend on the design solutions, equipment selection and market responses received through the tender exercise.

Officers will undertake the procurement in line with the Council's financial regulations and procurement policy, and with due regard to the Procurement Act 2023.

A further report will be brought back to Members if required to confirm the preferred supplier, final costs and any approvals needed before contract award and installation.

The budget for the project is allocated from Play Parks cost code.

Alignment with Town Plan

E2.02 – Protect, enhance and maintain community spaces

E2.12 – Improve our Play Parks

F7.02 Be Transparent in financial matters.

Councillors' action

To note the progress made in preparing the refurbishment of Dunch Lane Play Park and Riverside Play Park, including the development of procurement documentation and resident communications.

Recommendations

That Council notes the preparation of procurement documentation for the refurbishment of Dunch Lane Play Park and Riverside Play Park and supports officers in progressing a compliant tender process.

To note that we will go live with the procurement in June 2026.

That Council endorses the proposed play provision approach of Dunch Lane for children aged 0–4 years and Riverside for children aged 5 years and over, and notes that banners have been installed at both sites to advise residents that new play areas are coming soon.

Bowerhill Relocation.

What

Melksham Town Council took transfer of the Blue Pool site in June 2025 under leadership of the Locum Clerk. As part of current service planning, officers are now considering the short-term relocation of the Town Team to the Blue Pool site to create a more central operational depot within Melksham.

The proposal would allow the Town Team to operate from a centrally located town centre depot, including the use of two containers for equipment storage and improved access for operational vehicles. This arrangement would support day-to-day service delivery by bringing staff, materials and vehicles together in a more practical location.

Why

The proposed move would provide the Town Team with a more central and practical operational base, improving access to the town centre and reducing inefficiencies associated with operating from an additional site. It would also create a more coherent depot arrangement for equipment and vehicles and is expected to represent a positive financial move for the Council in the short term.

Where

Blue Pool site, Melksham.

When

The relocation is being considered as a short-term operational measure. Subject to approval and practical arrangements being confirmed, officers would look to progress the move as soon as possible in order to establish the Blue Pool site as an interim depot base.

Who

The Town Team would lead the operational planning for the relocation, including the organisation of equipment, storage and vehicle access arrangements at the Blue Pool site.

Officers will assess the practical requirements of the move, including the layout of the depot, the siting of the two storage containers, and any measures needed to ensure safe and efficient use of the site.

If approved, officers will coordinate the relocation in a way that minimises disruption to services and supports continuity of Town Team operations.

Impact

Relocating the Town Team to the Blue Pool site in the short term would create a more central and efficient operational base for service delivery across Melksham. It would improve the management of equipment and vehicles, support faster deployment of staff to town centre locations, and make better use of a Council asset that transferred to Melksham Town Council in June 2025.

Financial implications

The proposed relocation is expected to be a positive financial move for the Council by making better use of an existing Council asset and improving the efficiency of Town Team operations. A central depot arrangement may also reduce indirect operational costs associated with travel, access and storage across multiple locations.

Any relocation and setup costs, including container positioning and site preparation if required, will need to be assessed and managed within the Council's approved budgets and financial procedures.

Going forward the movement to Melksham Centre will have significant savings in year 2 onwards.

A further update can be brought to Members if additional approvals or budget decisions are required to complete the move.

Alignment with Town Plan

F7.02 – Be transparent in financial matters

E2.02 – Protect, enhance and maintain community spaces

Councillors' action

To consider the proposed short-term relocation of the Town Team to the Blue Pool site.

Recommendations

That Council notes Melksham Town Council took transfer of the Blue Pool site in June 2025 and that officers are exploring its short-term use as a central operational depot for the Town Team.

That officers continue to assess the practical and financial implications of relocating the Town Team to the Blue Pool site and bring back any further approvals required.

Splash Pad

What

The splash pad opened on Saturday 2 May and is scheduled to remain open until the end of September.

The facility was closed from Monday 11 May until Friday 15 May due to the pump tripping out. An electrician attended site, and additional time was required for water testing before the splash pad could safely reopen.

Why

The temporary closure was necessary to resolve an operational fault and ensure the splash pad met the required water quality and safety standards before reopening to the public.

Where

Splash Pad, Melksham.

When

The splash pad opened on Saturday 2 May and is due to remain operational until the end of September, subject to routine maintenance and any unforeseen operational issues. It was temporarily closed from 11 to 15 May while the fault was resolved and water testing completed.

Who

Town Team officers have monitored the operation of the splash pad and coordinated the response to the temporary closure, including arranging for an electrician to attend site and ensuring the required water testing was completed.

Feedback on Facebook has been positive, with residents welcoming the reopening of the facility and its availability for families during the warmer months.

Officers will continue to monitor the splash pad throughout the season and respond to any maintenance or safety issues that arise.

Impact

The splash pad remains a valued seasonal facility for children and families. Despite the short temporary closure in May, the issue was resolved promptly and public feedback has been positive, indicating the facility continues to be well received by residents.

Financial implications

Officers recommend replacement of the pump supplied by Splash, at a cost of £2,087. This expenditure would be allocated from the Play Parks budget.

Replacing the pump would help reduce the risk of further disruption during the current operating season and support the continued safe operation of the splash pad.

Alignment with Town Plan

E2.02 – Protect, enhance and maintain community spaces

E2.12 – Improve our Play Parks

Councillors' action

To note the seasonal operation of the splash pad, the temporary closure in May, and the positive public feedback received.

Recommendations

That Council notes the splash pad opened on Saturday 2 May and is due to remain open until the end of September, subject to routine maintenance and operational requirements.

That Council approves expenditure of £2,087 from the Play Parks budget for the replacement of the splash pad pump.



Venues Manager report for Assets & Facilities meeting 08.06.26

1. Purpose of Report

To provide Members with an overview of all venue operations, including event management, staffing, maintenance, policies, accessibility, marketing, community engagement, and partnerships.

2. Background

Melksham Town Council manages multiple venues across the town for events, meetings, and community activities. This report updates Members on venue usage, ticketing, staffing, maintenance, and associated operational matters.

3. Current Activity / Update (Venues & Operations)

Building Trust and Network with Promoters

What

We have continued to strengthen relationships with promoters, increasing confidence in the venue and creating more opportunities for future programming in 2027 and 2028.

Why

This supports the aim of securing higher-quality entertainment and building a stronger long-term programme for Melksham.

Where

This work relates primarily to Melksham Assembly Hall and the wider development of the venue programming.

When

This is ongoing, with bookings already being secured for UK tours taking place in late 2027 and early 2028.

Who

This work is being led by the Venues team in partnership with both existing and prospective promoters.



First Guarantee v Split Deal

What

Ticket sales have gone live for our first Guarantee v Split arrangement with The Wurzels, with over 150 tickets sold by the time of the report being written.

Why

To test a new commercial model, strengthen income potential from higher-profile events, and support the wider profile and positioning of the venue within the events market.

Where

Melksham Assembly Hall.

When

Launched sales on 20th May, with event date 18th December 2026.

Who

Testing new model of working was agreed between CEO, RFO and Venues Manager. Cross departmental support has been given to ensure effective promotion of the event. With thanks also going to Melksham News for their support in running the story on the event to ensure we had effective reach on day one of launch.

Exploring optimal usage through business model change

What

Continued exploration of further Guarantee v Split arrangements with local promoters, alongside incentives to support these deals. A report on this will be brought to a future committee meeting for discussion, and approval.

Why

To support the growth of the venue's reputation as a credible destination for original, high-profile artists, and to position Melksham Assembly Hall as a venue that touring companies can confidently include within their regular routing. Developing this approach creates longer-term growth potential by increasing the range and quality of acts available to local audiences, strengthening the venue's commercial offer, improving future booking opportunities, and helping to establish the venue as a more recognised and competitive part of the regional touring market.

Where

Across venue programming in Assembly Hall, with elements of Town Hall usage.

When

Ongoing, with a further report to be presented to committee at a later date.

Who

The Venues team, promoters, and the committee.

Supporting Melksham Festival Organisation

What

The Venues team is supporting delivery of Melksham Festival. Arrangements are being made with several production companies and suppliers to ensure the Festival can have a large impact year one and have activities that support its sustainability.

Why

To help deliver wider cultural activity and strengthen the venues' role in town events.

Where

Festival-related venues and event locations in Melksham.

When

Current planning and delivery period of 18th-27th September.

Who

The Venues team, community team and festival partners.

4. Maximise use of our venues

Contract Review and Risk Management

What:

Work has continued to grow Assembly Hall usage during 2026/27, while reviewing promoter contract terms. Promoters are seeing a downturn nationally, likely due to the current economic situation in sales. All contracts issued moving forward will have different terms and conditions compared to our historical contracts to ensure that the Council has more protection against Economic downturns effecting which events do and do not go ahead.

Why

To protect the Council against cancellations and postponements during a period of weaker ticket sales nationally.

Where

Assembly Hall.

When

Ongoing throughout the 2026/27 year.

Who

The Venues team and promoters.

Impact of High Profile Events

What

Higher profile event announcements, including The Wurzels, have contributed to an increase in ticket sales from an average of 18 per day to 53 per day.

Why

To improve event performance and increase audience engagement.

Where

Assembly Hall ticketed event programme.

When

In the period post 20th May when Wurzels were announced.

Who

The Venues team, supported by marketing activity and event partners.

Aimed Growth in Private Hire Bookings

What

Private hire activity, including wedding receptions, birthday parties and other celebratory events, has continued to increase during the current reporting period. This growth has provided a valuable additional income stream for the venue and demonstrates continued demand for the Assembly Hall as a flexible events space.

Why

The continued growth in private hire bookings supports the financial sustainability of the venue and helps offset softer ticket sales experienced across some areas of the live entertainment programme, particularly within the tribute artist market. Maintaining a balanced mix of commercial entertainment events alongside private hire activity helps diversify income streams, reduces reliance on ticket sales alone and maximises overall venue utilisation

throughout the year. Increased private hire usage also strengthens community engagement and broadens the customer base using the venue.

Where

Assembly Hall and associated venue spaces used for private hire functions and events.

When

Current reporting period.

Who

Private customers, community users and event organisers booking functions at the venue, supported operationally by the Venues team.

Internally Delivered and Partnership Events

What

Further work is underway to maximise venue usage through a combination of internally delivered events and partnership-led activity, including the continued development of the revamped quiz evening and other community-focused initiatives. Early indicators show positive audience engagement, with the quiz night currently on track to achieve its highest attendance levels since 2022.

Why

Developing a balanced programme of internally organised and partnership-supported events increases venue activity, broadens audience reach and strengthens the overall commercial performance of the venue. These events provide additional revenue opportunities, encourage repeat visits and support a diverse programme offer alongside traditional commercial entertainment bookings. Partnership working also enables the venue to expand its event provision while sharing expertise, resources and promotional reach.

Where

Assembly Hall and associated partner-supported venue activity.

When

Ongoing throughout the current reporting period.

Who

The Venues team, delivery partners and community organisations involved in supporting and promoting events.

Future Use of the Lounge and Town Hall

What

Additional opportunities for the future use of the Lounge and Town Hall are continuing to be explored, including new regular hire opportunities, community use and potential commercial event activity, subject to the outcome and scheduling of planned refurbishment works.

Why

Exploring future uses for these spaces will help maximise venue utilisation, improve the customer experience and support the long-term commercial sustainability of the facilities. Careful planning is also intended to minimise disruption to prospective regular hirers and avoid conflicts once refurbishment contracts and timelines are confirmed. Increasing the range of available uses will provide greater flexibility within the wider venue offer and create further opportunities for income generation and community engagement.

Where

The Lounge and Town Hall.

When

Ongoing, with refurbishment works anticipated in the coming months.

Who

The Venues team, prospective hirers, community users and relevant project partners involved in refurbishment planning and future venue development.

5. Deliver a diverse events programme

Medium-Term Programming Plan

What

A medium-term programming plan is currently being developed covering the period through to April 2029. The plan will establish a clearer strategic direction for the venue programme, including entertainment, community use, partnership activity and commercial opportunities.

Why

The development of a medium-term plan will help the venue respond proactively to changing audience habits, shifts within the live entertainment market and evolving customer expectations. Establishing a clear programming vision will support more informed decision-making, improve long-term event planning and ensure that venue activities, investment and operational priorities are aligned with agreed objectives. The plan will also assist in identifying opportunities to diversify programming, strengthen financial sustainability and maximise community engagement across the venues.

Where

Across the wider venues programme and associated venue activity.

When

Currently in development, with future committee consideration, stakeholder engagement and venue walk-arounds planned as part of the process.

Who

The Venues team, Councillors, delivery partners and members of the public through consultation and feedback opportunities.

Improve Venue Marketing

Social Media Performance and Spend

What

Social media performance has reduced compared with the previous reporting period, during which additional marketing budget was available to support paid promotion and advertising activity. Current figures demonstrate a notable reduction in both audience reach and engagement across venue social media channels. We should review the impacts and budget requirements as part of the long term report.

Why

The reduction in available marketing spend has limited the ability to undertake paid social media promotion at previous levels, resulting in lower visibility, reduced audience reach and fewer interactions with promotional content. Effective digital marketing remains an important element of event promotion, audience development and ticket sales generation, particularly within an increasingly competitive entertainment market. Continued review of marketing approaches, partnership promotion and organic audience growth opportunities will therefore remain important moving forward.

Where

Venue social media platforms and associated digital marketing channels.

When

Comparison between the previous committee reporting period and the current reporting period shown below.

Who

The Venues team, event promoters, artists and partner organisations supporting event promotion through both venue and external channels.

Dates	Views	Interactions
March 26 th – April 2 nd	59,004	176
May 14 th – May 21 st	4,415	22

Development of a Dedicated Marketing Plan

What

A long term marketing plan is being developed as part of the long term venue plan.

Why

The quality, consistency and presentation of venue marketing content has continued to improve during the reporting period. However, achieving sustained audience growth and stronger engagement levels will require a more structured and dedicated marketing approach, supported by appropriate resources. Plans will include, brochures, social media, flyers, large scale posters, media relations and other general activities.

Where

Venue marketing activity across social media, digital promotion and associated advertising channels.

When

Ongoing throughout the current reporting period, with a wider venues marketing and development plan expected to be presented at a future committee meeting.

Who

The Venues team, external promoters, partner organisations and any third-party funders supporting advertising and audience development initiatives.

6. Support Community Use

Community Activity and Access

What

Community use of the Assembly Hall has remained stable during the current reporting period, while additional focus is being placed on increasing and developing community-based activity within the Town Hall Chamber. Discussions continue with a range of local organisations regarding potential future use opportunities and regular bookings.

Why

Supporting increased community access helps strengthen public engagement with Council-owned assets, encourages wider use of venue facilities and provides opportunities for local groups and organisations to deliver activities within accessible community spaces. Expanding community activity also supports the wider social value of the venues by encouraging inclusive participation, partnership working and local wellbeing initiatives.

Where

Assembly Hall and Town Hall Chamber.

When

Ongoing throughout the reporting period, with further progress on bookings and contractual arrangements anticipated over the summer months.

Who

The Venues team, community organisations, local support groups, youth organisations, mental health groups and other community stakeholders.

7. Enhance Facilities and Presentation

Venue Improvement Works

What

Quotes and proposals are currently being sought for a range of improvement works across both principal venue sites, including presentation, maintenance and infrastructure-related enhancements.

The key areas of improvements we are exploring include but not limited to;

- Recommissioning the kitchen in Assembly Hall
- Improvement works to Council Chamber to enable this to be a Wedding Ceremony Hall
- Refurbishment works to the Assembly Hall interior
- Improve the visuals of the Bar area, to match the ambition of the venue and improve the environment for the customer market we serve
- Develop and implement a maintenance schedule for both Assembly Hall and Town Hall to ensure buildings remain safe, compliant, well-presented, and fit for purpose at all times
- Glassware – We have received bulk free glassware from our new bar provider, we will be requesting more to ensure we have adequate stock levels and can serve in the correct branding to improve the presentation of our operation at a customer serving level.

Why

The proposed works are intended to improve the overall appearance, customer experience, operational effectiveness, safety and long-term suitability of the venues. Investment in the buildings will also assist in maintaining compliance standards, supporting future commercial and community use, and ensuring the venues remain attractive, functional and sustainable facilities for a wide range of activities and events.

Where

Assembly Hall and Town Hall.

When

Quotes to be reported to next relevant meeting.

Who

The Venues team, Council officers, appointed contractors and specialist suppliers involved in the delivery and assessment of improvement works.

To note.

As part of our new arrangement with Greene King we have had many free of charge - back of house refurbishment works completed free of cost. This includes a refurb and upgrade of our dispensing units, and we will also be receiving a free portable bar for our kitchen hatch, enabling us at higher capacity events to be able to serve draught as what was previously a bottle bar only.

8. Prioritise local suppliers

Implementation of Local Supplier Arrangements

What

Approximately 80% of the agreed transition to local supplier arrangements has now been implemented across venue operations, with the remaining deliveries and final changeover activity expected to be completed shortly. The revised arrangements cover a range of operational supply requirements and form part of the wider review of venue procurement and operational efficiency.

Why

Prioritising local suppliers supports the local economy, strengthens relationships with nearby businesses and can improve responsiveness and flexibility within venue operations. The phased implementation approach has also helped ensure stock levels are managed responsibly, minimising waste, avoiding unnecessary losses during the transition period and maintaining continuity of service throughout the changeover process. Increasing the use of local suppliers also aligns with wider objectives around community support and sustainable procurement practices where practical.

Where

Venue supply arrangements and operational procurement activity across the Assembly Hall and associated venue operations.

When

Current reporting period, with final supplier deliveries and implementation stages expected within the coming month.

Who

The Venues team, local suppliers and associated delivery partners supporting venue operations.

9. Updates on previously reported changes

Card Reader and Till System

What

The till system change is due to be completed by 5 June, following training and implementation preparation.

Why

To modernise operations, reduce staff administration time, lower subscription costs, and improve stock control.

Where

Assembly Hall and Reception

When

Completion due by 5 June.

Who

The Venues team and system provider.

Marketing Brochure

What

The first marketing brochure has been printed in a run of 10,000 copies, with 8,000 already distributed.

Why

To increase local visibility and support venue promotion through printed marketing.

Where

Distributed locally, with retained copies at the Town Hall and Assembly Hall.

When

Current reporting period, with effectiveness to be reviewed at the next committee meeting.

Who



The Venues team and distribution channels.

Placement Student Support

What

A placement student will join the team for one year from 22 June.

Why

To increase team capacity and support greater focus on venue commercialisation and long-term planning.

Where

Across the venues service.

When

From 22 June for one year.

Who

The Venues team and the incoming placement student.

Apprentice Recruitment Exploration

What

Recruitment of an apprentice is still being explored for this calendar year.

Why

To support longer opening hours, improve responsiveness to customer enquiries, and increase venue utilisation.

Where

Town Hall and Assembly Hall operations.

When

Potentially within this calendar year.

Who

The Venues team and a prospective apprentice.

Parish Emergency Assistance Scheme
2026 - 27

Parish/Town Council	Melksham Town Council
Parish Emergency Contact	
Name:	
Phone Number:	
E Mail:	
Equipment Requested	
<input type="checkbox"/> 25kg bag of salt (How many: 20) Max 20 bags <input type="checkbox"/> Gel Sacs (50 per box) (How many: 50) <input type="checkbox"/> 'Flood warden' Tabards (How many: 20) <input type="checkbox"/> 'Snow warden' Tabards (How many: 20) <input type="checkbox"/> 'Flood' sign (How many: 2) Max 2 <input checked="" type="checkbox"/> 'Drive slowly through flood water' sign (How many: 2) Max 2	
Preferred Collection Location / Date	
<input type="checkbox"/> (Between 09:00 – 13:00) October 2026 Chippenham Winter Depot <input type="checkbox"/> (Between 09:00 – 13:00) October 2026 Marlborough Winter Depot <input checked="" type="checkbox"/> (Between 09:00 – 13:00) October 2026 Warminster Winter Depot <input type="checkbox"/> (Between 09:00 – 13:00) October 2026 High Post Winter Depot	
<input type="checkbox"/> Not Required this Year	

Any Town/Parish requesting kit from the PEAS scheme should be able to demonstrate an active Snow/Flood plan demonstrating the risks in the area and how the kit will assist.

Wiltshire Council, Weather and Drainage Team, County Hall, Trowbridge, Wiltshire,
BA14 8JN
Weather.team@wiltshire.gov.uk

Parish Emergency Assistance Scheme (PEAS)

Cold Weather

Wiltshire Council as part of its ongoing community engagement is looking to help town and parishes across Wiltshire in periods of extreme cold weather.

The Parish Emergency Assistance Scheme allows Wiltshire Council to provide equipment to local town and parish councils to enable them to refill salt bins or spread salt in known areas during periods of adverse weather.

The equipment currently available to councils is as follows:

- 25kg bags of salt
- 'Snow Warden' tabards



There are certain conditions attached with the provision of the PEAS equipment which should be considered should you wish to participate.

- Salt must be kept in a secure location with easy access.
- A nominated representative who will be responsible for working with us.
- Develop a parish weather response plan with Wiltshire Council

In return Wiltshire Council asks that you prepare a snow plan outlining how the parish will respond to a cold weather-related incident. The plan should outline key personnel, local risks, and areas of high priority. The plan will also outline where the PEAS equipment will be positioned, should the situation occur.

Wiltshire Council collates requests for equipment until the end of August each year. The standard quantities and differing equipment vary from parish to parish. We can provide additional amounts of equipment where a Town or parish can prove that additional equipment is required to fulfil their plan.

For more information please contact the weather team:

Weather.team@wiltshire.gov.uk / 01225 718003

Parish Emergency Assistance Scheme (PEAS)

Flooding

Flooding is a natural event and no drainage or flood protection system can give absolute protection. Flooding occurs in different ways such as heavy rainfall causing rivers and streams to fill beyond capacity and with nowhere else to go the floodwaters spread into the surrounding land.

Wiltshire Council as part of its ongoing community engagement and flood prevention schemes is looking to help towns and parishes across Wiltshire should floods occur. The Parish Emergency Assistance Scheme allows Wiltshire Council to provide flood equipment to parishes across the county, the standard equipment is currently:

- 100 gel sacs
- 2 “Flood” signs
- 2 “Drive slowly through flood water” signs
- Flood warden tabards



In return Wiltshire Council asks that you prepare a flood plan outlining how the parish will respond to a flooding incident. The plan should outline key personnel, local risks, and areas of high priority. The plan will also outline where flooding equipment will be positioned, should the situation occur.

There are certain conditions attached with the provision of the PEAS equipment:

- Equipment must also be kept in a secure site.
- A nominated representative will be responsible for working with us.
- Develop a parish weather response plan with Wiltshire Council

Wiltshire Council collates requests for equipment until the end of August each year. The standard quantities and differing equipment vary from parish to parish. We can provide additional amounts of the standard equipment where a Town or parish can prove that additional equipment is required to fulfil their plan.

Parishes can apply for the disposable equipment each year if the previous year's stock disposable equipment has been used. The long-life equipment such as signs and tabards will not be delivered year after year.

For more information please contact the weather team:

Weather.team@wiltshire.gov.uk / 01225 718003