



Community Allotment Task & Finish Group

Agenda for 23/06/26 @ 18:00

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Melksham
TOWN COUNCIL



Melksham
TOWN COUNCIL

Thursday 18 June 2026

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

**Ref: Community Allotment Task & Finish Group,
Tuesday 23 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 Allotment Task & Finish Group of Melksham Town Council for the transaction of the business shown on the agenda below.

Tuesday 23 June 2026, to be held at 18.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for the Planning Committee is 4.

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



Community Allotment Task & Finish Group Terms of Reference

The Community Allotment Task & Finish Group will meet to facilitate the creation of, and subsequent running of, a community allotment.

1. **Membership** – four 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 3pm on the day of the meeting.

Agenda

Community Allotment Task & Finish Group

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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 approve the minutes of the previous meeting 26 May 2026.
(Local Government Act 1972, s. 12) | |
| 4. | Actions from Previous Meeting | 19.05 – 19.40 |
| | To receive updates from the Amenities Manager and the Communications & Marketing Officer. | |
| 5. | Next Steps | 19.40 – 19.55 |
| | To agree further actions. | |

Melksham Town Council

Minutes of the Community Allotment Working Group

Held at Melksham Town Hall on Tuesday 26 May 2026

PRESENT: Councillor J Westbrook Chair
Councillor P Ave
Councillor A Westbrook
Councillor A Whitlock

IN ATTENDANCE

OFFICERS Dave Elms Amenities Manager
Andrew Meacham Committee Clerk

1/26 Apologies

All group members were present. It was noted that Bridie Hanraads was unable to attend.

2/26 Declaration of Interest

There were no declarations of interest.

3/26 Minutes

The minutes of 28 April 2026, having been previously circulated, were approved as a correct record and signed by the Chair Councillor J Westbrook.

4/26 Update and Next Steps

The Amenities Manager advised that he had not yet received any quotes.

Members discussed future actions and suggestions.

Suggestions:-

Hand Tools

- Campaign for donations of hand tools

Archway

- "Welcome to Community Allotment"
- Would resident who offered to make planter make one?

Decoration for Archway.

- Hand-prints of children on tiles in acrylic paint, then varnished.
- Contact local company to ask if would donate tiles as sponsorship.
- Printing could take place at Food & River Festival.

Promotion

- Sustained and repeated campaign
- Leaflet available at Food & River Festival with QR code linking to info page
- Time lapse video of creation of Community Allotment
- Design a vegetable garden competition for children
- Design a scarecrow competition for children

Actions:-

- Obtain quotes and get them to Bride by Friday, ready for Community Conversations meeting next Monday.
- Contact local company about tile donation/sponsorship
- Contact local resident about Archway
- CEO to arrange for a comms plan – volunteers, tools, promotion.
Communications and Marketing Officer to be asked to present at next meeting.

Next Meeting

Tuesday 23 June 2026 at 6pm, to include comms plan, management committee and confirmation of “tools in the ground” date.

Meeting closed at:

Signed

Dated