

Melksham Town Council

Minutes of the Assets & Facilities Committee

At Melksham Town Hall on Monday 5 October 2026

PRESENT: Councillor A Westbrook Chair
Councillor A Whitlock Vice-Chair
Councillor P Aves
Councillor I Oatley
Councillor S Rabey
Councillor J Westbrook

IN ATTENDANCE Councillor C Stokes

OFFICERS Hayley Bell CEO/Town Clerk
Sebastian Laird Operations Manager
Robert Reay-Waugh Venues Manager
Andrew Meacham Committee Clerk

PUBLIC One member of the public was present, and two members of the public were present virtually.

15/26 Apologies

There were no apologies.

16/26 Declaration of Interest

There were no declarations of interest.

17/26 Minutes

The minutes of 1 June 2026, having been previously circulated, were approved as a correct record and signed by the Chair Councillor A Westbrook.

18/26 Public Participation

A resident spoke on allotments. Been advised all plots are tenanted and there is a waiting list. However, some have not been worked for years. Referenced Gardeners World allotment special. Allotments are a big commitment. Suggested smaller strips of land and "Allotment Academy" for new users to gain experience. Members asked questions.

19/26 East of Melksham Lighting

Councillor Stokes spoke to the item. Has been chasing repairs. CEO confirmed that the lights were still in warranty. Operations Manager will arrange repairs. Chair asked for matter to come to next meeting with update.

Members were concerned about requests and decisions not being actioned. It was felt that Maintenance Plans were needed and a motion would be introduced to Full Council.

20/26 KGV Masterplan

Members were shown pictures of the KGV. There was discussion as below

- Need to concentrate on basics first
- The wider picture of parks/play areas
- Staff member or members trained and allocated solely to maintaining parks
- Delegation or not delegation
- KGV car park issues

It was proposed by Councillor A Westbrook, seconded by Councillor Rabey and **RESOLVED**

- To rename the KGV Masterplan a Vision Plan
- To create a Parks Working Group to work with Officers and members of the public, and to be in public, to facilitate and move the project forward and develop a plan for the next 10 years. First meeting to be before the next Asset & Facilities meeting.
- To use the current plan document as a template and a basis for discussion

21/26 Tractor and Grounds Maintenance Equipment

The Operations Manager spoke to the item. Members discussed funding, budget allocation and quotes. Members felt unable to commit without additional financial checks.

It was proposed by Councillor Oatley, seconded by Councillor Rabey and **UNANIMOUSLY RESOLVED**

to defer to the Full Council meeting in November for financial checks to be undertaken.

22/26 Items to Note

The report was noted. There was discussion on the format of agendas and reports with a feeling that less items to note and more items for resolution needed.

Members were unable to make resolutions on items to note but made the following requests and suggestions.

Allotments. More in depth report needed. Talks on how to use an allotment. Work with Wildlife Trust on wildlife friendly allotments. Community orientated approach. Speak to Allotment Facebook Group and the resident from public participation. Smaller plots. How many plots paid for but not cultivated. How to help people get started with an allotment. Welcome book. Review terms and conditions and enforcement of those terms. Involve Community Officer. Update report to next meeting.

Street bins. QR code to report when bins need emptying.

Bowerhill Depot. Well done to Amenities Team for work done.

Bus Shelters. Speak to Councillor Hubbard about bus stop funding.

Church Street Public Toilets. To next Full Council with costings. Also car park scheme and Blue Pool.

Community Defibrillator and Bleed Kit. Written plan covering registration, checks, maintenance etc to next meeting.

River Avon Lifesaving Equipment. Members to have sight of monitoring arrangements at the next meeting.

Vandalism and Anti-Social Behaviour/Toilets. CEO to discuss with police and come back to Full Council with possible solutions. Involve Rough Sleeping Team with issue of sleeping in toilets.

Speed Indicator Devices. Email locations to councillors. Particular request for Old Boughton Road.

Speedwell Park. CEO spoke to item. May need to look for alternative contractor. Email councillors with update.

Splashpad. Concern over weeds. Operations Manager confirmed growing through meeting point between wetpour and concrete. Weeding with tool will damage wetpour. Suggested talk to Warminster and Chippenham to see how they deal with problem. Good to see Splashpad open throughout the Summer. Early closure frustrating but understandable with water restrictions.

23/26 Venue Managers Report

The Venue Manager spoke to the report

24/26 Confidential Session

It was proposed by Councillor A Westbrook, seconded by Councillor J Westbrook and **UNANIMOUSLY RESOLVED** to go into confidential session.

25/26 Reporting System

The CEO spoke to the item. There was discussion of funding.

It was proposed by Councillor J Westbrook, seconded by Councillor Oatley and
UNANIMOUSLY RESOLVED to approve the implementation of the online customer reporting system.

Meeting closed at: 21:40

Signed Dated