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To All Members of the Capital Projects Committee: Cllrs Dave Biddleston, Deb Cooper, Clive Fricker, Andy McGuinness (Chair), Brian Simmons and Andy Wait.

Dear Councillor

You are summoned to attend a **MEETING OF CAPITAL PROJECTS COMMITTEE** to be held in the Town Council office on **THURSDAY 10TH MARCH 2022 commencing at 7.30 PM.**

Signed on 4th March 2022

By Dawn Drury - Town Clerk

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds you must evacuate the building by one of the signed green running persons exits and proceed to the named assembly point.

Assembly point: Grassed area past St Cadoc House, Temple Street.

DO NOT USE THE LIFTS

COVID 19

THIS MEETING IS OPEN TO THE PUBLIC. ATTENDEES WILL BE REQUESTED TO WEAR THE FACEMASKS PROVIDED, USE HAND SANITISER AND FOLLOW SOCIAL DISTANCING/ONE-WAY SYSTEM TO MINIMISE THE RISK OF TRANSMISSION

PLEASE DO NOT ATTEND IF YOU SHOW ANY SYMPTOMS OF COVID OR HAVE BEEN IN CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID WITHIN THE LAST 7 DAYS OR HAVE A POSITIVE LATERAL FLOW TEST OR PCR TEST

ALL ATTENDEES ARE ENCOURAGED TO UNDERTAKE A LATERAL FLOW TEST UP TO 48 HOURS PRIOR TO THE MEETING

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014)).

CAPITAL PROJECTS COMMITTEE AGENDA 10TH MARCH 2022

1. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORD OF PREVIOUS MEETINGS

There are currently no previous minutes to sign.

5. PUBLIC PARTICIPATION

(a) In accordance with Standing Order 3(e), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

RECOMMENDATION

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

6. CIL EXPENDITURE 2021 – 2022 (COMMUNITY APPLICATIONS ATTACHED)

RECOMMENDED:

To consider the applications submitted from community members and decide if any of the projects be taken forward, and whether expenditure should be taken from the current financial year budget or the project(s) be carried forward to 2022/2023 financial year.

Suggested that Councillors may wish to meet with the applicants to discuss their projects ideas.

7. UPDATE ON SECTION 106 MATTERS (REPORT ATTACHED)

RECOMMENDED:

- (i) *To receive and note the report.*
- (ii) *To make recommendations to Town Council in respect of any decisions regarding the report.*

8. COMMUNITY ASSET TRANSFERS, LEASES AND OUTRIGHT PURCHASES OF ASSETS

Information has been sought from B&NES Council in respect of the matter of Community Asset Transfers of The Paddock and Fox and Hounds Lane Conservation Area. The Town Clerk has been informed that B&NES Community Engagement Team have discussed the Town Council proposal at their most recent monthly meeting with Property Services. They feel that there is some merit in discussing the opportunities that are available, this may include disposal of the two areas of land to the Town Council.

Property Services are currently looking at the records to see if they have up to date valuations on the two sites. Both of the sites will now be included in the agenda for the B&NES Council monthly meetings. When the Community Engagement Team have more information they will be in touch. The Town Clerk has made a diary note to chase this in April.

RECOMMENDED:

To receive and note the above information.

9. KEYNSHAM MEMORIAL PARK SKATE PARK– GREEN SPACES IMPROVEMENT PLAN GOING FORWARD

Due to conflict between small children on scooters, roller skates and with remote control cars and older young people on scooters and skateboards at our skate park facility, the possibility of adding an extension to the skatepark has been considered in the past and the Town Council have been in contact with a specialist company that could undertake this project on their behalf.

Such a project could be taken forward as part of the Keynsham Memorial Park 4-year plan that the Town Council and other stakeholder are having input into.

RECOMMENDED:

- (i) *To receive and note the above information.*
- (ii) *To decide whether to take this project idea forward to discuss with B&NES Council as part of the 4-year Keynsham Memorial Park Plan.*

10. UPDATE ON CAPITAL PROJECTS

- a) Keynsham Cemetery
- b) Manor Road Pavilion

RECOMMENDED:

(iii) To receive a verbal update in respect of the above projects.

11. DATE OF NEXT MEETING

To be arranged.

12. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Item 13 - to progress sensitive issues.

13. OFFICE MOVE

RECOMMENDED:

To receive a verbal update in respect of the above project.