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To All Members of the Capital Projects Committee: Cllrs Dave Biddleston, Deb Cooper, Clive Fricker, Andy McGuinness, 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 9th June 2022 commencing at 4.00 PM.**

Signed on 1st June 2022

A handwritten signature in black ink, appearing to be 'Dawn Drury'.

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: Keynsham High Street (by Coffee One)

DO NOT USE THE LIFTS

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 3rd MAY 2022

1. TO APPOINT A CHAIR FOR THE CAPITAL PROJECTS COMMITTEE FOR THE MUNICIPAL YEAR 2022- 2023

RECOMMENDATION:

To appoint a Chair for the Capital Projects Committee for the municipal year 2022-2023

2. TO APPOINT A VICE CHAIR FOR THE CAPITAL PROJECTS COMMITTEE FOR THE MUNICIPAL YEAR 2022- 2023

RECOMMENDED:

To appoint a Vice-Chair for the Capital Projects Committee for the municipal year 2022-2023

3. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive apologies for absence.

4. 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).

5. 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.

6. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

- (i) That the Minutes of the Capital Projects Committee meeting held on 3rd May 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

7. 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.

8. COMMUNITY ASSET TRANSFERS FOX AND HOUNDS LANE CONSERVATION AREA AND THE PADDOCK (Report to follow)

Cllr Samuel of Bath and North East Somerset Council is in agreement that BANES should pursue a disposal of the two sites, as above to the Town Council. Therefore, Keynsham Town Council has been approached with a proposal to transfer the unrestricted freehold title of the land to in the sum of £20k per site, a total capital purchase of £40,000 (Forty Thousand Pounds).

BANES has procured a third party RICS Red Book Valuation from Savills Chartered Surveyors to inform regards market value of the plots and their report stated a value of each plot at £20k, subject to an unrestricted freehold disposal. As this is a potential off market disposal, the third-party valuation is required in order to inform that BANES are obtaining best consideration for the assets under S123 of the Local Government Act 1972 statutory regulations.

Upon confirmation that Keynsham Town Council wish to proceed with the purchase of the land as detailed above, B&NES Council will draft a Heads of Terms, in order that the two parties can move to instruction of solicitors.

RECOMMENDED:

- (i) *To receive and note the above information.*
- (ii) *To make recommendations full Council on any decisions in respect of the purchase of the two parcels of land (monies to come from CIL funds).*

9. UPDATE ON CAPITAL PROJECTS

a) Keynsham Cemetery (Quinquennial Survey attached)

The Quinquennial Survey from Bath Conservation Architects has been received together with recommendations for works to be undertaken, as a result of the survey

RECOMMENDED:

- (i) *To receive and note information in respect of the above.*
- (ii) *To receive a verbal update from the Town Clerk and A. Jenner (Temporary Clerk)*
- (iii) *To make recommendations to full Council on any decision(s) in respect of the survey and works to be taken at the Cemetery.*

b) Manor Road Pavilion

A Statement of Works will be presented at the meeting.

RECOMMENDED:

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

10. DATE OF NEXT MEETING

To be arranged.

11. 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 12 - to progress sensitive issues.

12. OFFICE MOVE (CONFIDENTIAL – HARD COPY REPORTS WILL BE AVAILABLE AT THE MEETING)

RECOMMENDED:

- (i) To receive and note the Engineering report in respect of the above project.*
- (ii) To consider the site plans within in the report and report any findings to full Council in order that next steps may be made.*
- (iii) To receive and note the valuation report (to be presented at the meeting)*
- (iv) To receive and note an additional report of next steps (to follow) produced by the Town Clerk and Alan Jenner (Temporary Clerk).*