



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

Dear Councillor

You are invited to attend a **MEETING of the CAPITAL PROJECTS COMMITTEE** to be held in **the Town Council office on MONDAY 7<sup>th</sup> NOVEMBER 2022 commencing at 6.30 PM.**

Signed on 31<sup>st</sup> October 2022

A handwritten signature in black ink, appearing to read "Dawn", enclosed within a simple black oval outline.

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**

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 7<sup>th</sup> November 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 16<sup>th</sup> 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

*RECOMMENDED:*

- (i) That the Minutes of the Capital Projects Committee meeting held on 8<sup>th</sup> September 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

## 5. PUBLIC PARTICIPATION

- (a) In accordance with Standing Order 3(e) (ii), 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.
- (b) In accordance with Standing Order 3 (e) (iii) Members of the Public may also speak on one single item only on the agenda per meeting, just prior to that item being discussed unless otherwise agreed by the Chair, or Chair of a Committee. Each person may speak for not more than 2 minutes, with a maximum of 2 speakers per item in favour and 2 speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting. Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

## RECOMMENDATION

That the Chairman respond to any questions/observations from the public. 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. CAPITAL PROJECTS REVIEW

### *RECOMMENDED*

*That Town Council approve and confirm the Capital Projects budget for 2022/23*

*That Town Council approve and confirm the Capital Projects budget for 2022/2023, and note that on 6th October 2020, Capital Projects Review 2021 Part 2 was undertaken and timetabling and budgets for capital projects were resolved for (3 years) 2021/2024 as follows:*

### 2023/2024

<u>Project no</u>	<u>Description</u>	<u>Amount to put in budget</u>
20	Burnett Lease	£10,000
1	Cemetery walls	£10,000 (CIL)
2	Cemetery railings	£10,000 (CIL)
11	Existing Allotments	£20,305 (s106 from B&NES) – to be claimed. Note the figure in the 2021/2022 budget is shown as £19,160.
19	Office premises	£600,000 PWL repayment
33	Tree planting	£2,000
22	High Street Shop Front	£40,000 (CIL)
13	Cemetery records digitisation	£3,000 (Plus £new EMR £2500)

21                      Timeline                                      £14,346 from EMR

32                      Manor Rd NEW Pavilion                      £10,000

Feasibility study N.B. subject to asset transfer being agreed.

(ii) That the following contributions to EMR should be allocated in the draft budget as follows:

327      Cemetery Driveway      £5,000

335      Cemetery Chapel              £5,000

338      Bandstand Roof              £2,000

343      Cemetery Extension      £5,000

344      Bus Shelters                      Revenue surplus only

346      Play Areas                      £8,000

347      Capital Equipment              £3,000

348      Noticeboards                  £3,000

349      Bins and Benches              Revenue surplus only

353      New Vehicle                      £2,500

354      Play Area Surfacing              £3,000

360      Office Move                      £10,000

                         Manor Rd                      £10,000

                         Bus Service                      £2,500

RECOMMENDED:

To confirm that capital projects budget's still stand until 2024.

7. COMMUNITY ASSET TRANSFERS, LEASES AND OUTRIGHT PURCHASES OF ASSETS (Report attached)

*RECOMMENDED:*

*To receive and note the report attached in respect of the transfer of the Freeholds for Fox and Hounds Lane Conservation Area and The Paddock.*

8. UPDATE ON CAPITAL PROJECTS (Reports attached)

a) Keynsham Cemetery and Chapel

*RECOMMENDED:*

- (i) To receive and note that the Architect has now surveyed the Steeple and his report is expected shortly.*
- (ii) That a meeting of all interested parties is being arranged at the Cemetery to discuss a faculty to remove the wall between the cemetery and the extension as recommended by the Architect of the Quinquennial.*
- (iii) That a tender from a suitable supplier to commission an asbestos report has been received and a redacted copy marked tender A is before the Committee and a resolution requested that this tender is recommended to be accepted by Council in its meeting.*

b) Manor Road Pavilion

*RECOMMENDED:*

*To receive and note the report attached.*

9. DATE OF NEXT MEETING

To be arranged.

10. 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 11 - to progress sensitive issues.*

11. OFFICE MOVE (CONFIDENTIAL)

Councillors to note that the written report referred to in i) below is available to read from 18.15 pm on the day of the meeting , so there is an opportunity to consider it before the discussion.

*RECOMMENDED:*

- (i) To receive and note a written report in respect of the above project.*
- (ii) To discuss and approve the discussion points that can be raised by two Councillors at a meeting on 8<sup>th</sup> November.*