



Dawn Drury – Town Clerk
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To All Members of the Capital Projects Committee: Cllrs Souzan Alenshasy, Martin Burton, Chris Davis, Clive Fricker, Andy Halliday, Hal MacFie and Andy Wait.

Dear Councillor

You are invited to attend a **MEETING of the CAPITAL PROJECTS COMMITTEE** to be held in **MakeSpace, Unit 2, Riverside Terrace, Keynsham on TUESDAY 25th JUNE 2024 commencing at 7.00 PM.**

Signed on 19th June 2024

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 25th June 2024

1. **ELECTION OF CHAIR 2024-2025**

RECOMMENDED:

To elect a Chair of the Committee for the 2024-2025 municipal year.

2. **ELECTION OF VICE-CHAIR 2024-2025**

RECOMMENDED:

To elect a Vice-Chair of the Committee for the 2024-2025 municipal year.

3. **MEMBERSHIP**

RECOMMENDED:

To note that Councillors S Alenshasy, M Burton, C Davis, C Fricker, A Halliday, H Macfie and A Wait were appointed members of the Committee for the 2024-2025 municipal year at the Annual meeting of the Town Council held on 21 May 2024.

4. **TERMS OF REFERENCE (to follow)**

RECOMMENDED:

To consider the Committee's Terms of Reference and make recommendations to full Council.

5. **APOLOGIES FOR ABSENCE**

RECOMMENDED:

To receive apologies for absence.

6. **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).

7. **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.

8. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDED:

- (i) That the Minutes of the Capital Projects Committee meeting held on 13th May 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

9. **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.

RECOMMENDED:

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.

10. UPDATES

a) UPDATE ON THE PADDOCK (Report attached)

RECOMMENDED:

- i) To receive and note the attached report and verbal update on The Paddock.*
- ii) To consider whether the next step is to prepare a management plan including a grant funding application for the investigation and feasibility of the future of The Paddock including preparing for a community based archaeological event next year in the summer. This can include consultation with the community on the future of The Paddock.*
- iii) To resolve to ask the Town Clerk/Assistant Town Clerk to prepare a draft management plan and funding application including meeting with BANES Heritage Services for advice and assistance on how the project could be implemented.*

b) UPDATE ON FOX AND HOUNDS LANE (Report attached)

RECOMMENDED:

To receive and note circulated report on an insurance claim from the owners of 31 Bath Hill.

c) UPDATE ON VAS SIGNAGE (Report attached)

RECOMMENDED

To receive and note circulated report of purchase of one sign.

d) UPDATE ON 106 AND CIL RESERVES (Report attached)

To receive and note circulated report.

11. UPDATE ON CAPITAL PROJECTS

a) Keynsham Cemetery and Chapel (report, draft management plan of the Cemetery and draft faculty application to follow)

RECOMMENDED:

- a. *To receive and note the attached report.*
- b. *To approve the draft management plan*
- c. *To receive and approve the draft Statement of Significance and Need for a faculty for the Works for the Chapel Wall and Steeple.*
- d. *To recommend the faculty application.*

b) Manor Road Pavilion (report attached)

RECOMMENDED:

- (i) *To receive and note the short report.*

c) UNIT 11B BURNETT (verbal report)

RECOMMENDED:

- (i) *To receive and note the verbal report of meeting with the Landlord held 25th June 2024.*
- (ii) *To resolve to make recommendations to full Council on the response to the Landlord's repair proposals.*

12. DATE OF NEXT MEETING

To be arranged.

13. 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. Items 14-15 - to progress sensitive issues.

14. OFFICE (CONFIDENTIAL) (Written report in Sharepoint)

RECOMMENDED:

- (i) *To receive and note the written report in respect of the Office.*

- (ii) *To make recommendations to Town Council for a resolution by it on the next steps.*

15. SILVANUS PROJECT (CONFIDENTIAL) (Written report in Sharepoint)

RECOMMENDED:

- i) *To receive and note the written report in respect of the above project.*
- ii) *To resolve on the recommendations to full Council on next steps.*