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To All Members of the Capital Projects Committee: Cllrs Martin Burton, Chris Davis, Clive Fricker, 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 MONDAY 11<sup>th</sup> November 2024 commencing at 4.00 PM.**

Signed on 4<sup>th</sup> November

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.**

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 11<sup>th</sup> November 2024**

**1. APOLOGIES FOR ABSENCE**

***RECOMMENDED:***

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 24<sup>th</sup> June 2024 (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.

#### ***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.

### **6. RESIGNATION OF COUNCILLOR HALLIDAY**

#### ***RECOMMENDED:***

To note that Councillor Andy Halliday has resigned from this Committee.

## 7. UPDATES WITH WRITTEN REPORTS (attached)

### a) THE PADDOCK

*RECOMMENDED:*

*To receive and note the attached report on The Paddock.*

### b) FOX AND HOUNDS LANE

*RECOMMENDED:*

- i) To receive and note report.*
- ii) To consider and recommend the budget reserve for survey of boundary wall*
- iii) To resolve that a survey of the boundary wall and instruction of a builder to instruct a gate in the next financial year be recommended to full Council.*

### c) VAS SIGNAGE (No written report)

*To note that VAS signs delivered and fitted. Memorandum of Understanding with BANES approved verbally but to be signed. Further 20 mph VAS sign being purchased to fit on Wellsway. Location approved by BANES and will be included in memorandum of understanding. Funding of purchase of this sign not at expense of the Council.*

### d) 106 AND CIL RESERVES and BUDGET FOR CAPITAL PROJECTS

*To resolve on the budget recommendations to be provided to the Clerk to go in a draft budget to be considered by Council in its December meeting.*

### e) PLAYGROUNDS INSPECTION REPORTS

- i) To note the written reports*
- ii) To consider budget for next financial year for programme of repair works for each of the three playgrounds*
- iii) To resolve to full Council that the works recommended should be carried out and tenders sought for work commencing after 1<sup>st</sup> April 2025.*

### f) HIRE FRAMEWORK AGREEMENT FOR WORK VANS WITH NORTHGATE VANS

- i) To consider the agreement offered by Northgate discussed in the written report*
- ii) To resolve whether to recommend to full Council to sign the agreement.*

## 8. UPDATE ON CAPITAL PROJECTS with WRITTEN REPORTS (Attached)

- a) Keynsham Cemetery and Chapel (written report including history of the Cemetery, draft instruction letter to Architect and tender letters and budget recommendations)

**RECOMMENDED:**

- i) *To receive and note the attached report.*
- ii) *To note the paper of the history of Keynsham Cemetery*
- iii) *To receive and resolve to full Council to approve the proposed letter to the Architect to approve the statement of significance and faculty application in the light of the history of likely archaeological material beneath the East Chapel and the tender letter for repair works to the Chapel.*
- iv) *To note the budget recommendations for works including any for budget for 2025/2026 and that will be before the Committee in its December meeting to be incorporated in the draft budget considered by full Council.*
- v) *To resolve that Council consider authorising the Assistant Town Clerk providing the Association of Roman Archaeology with the history of the Cemetery and inviting them to a meeting to discuss how to take forward a non-invasive search of the cemetery for archaeological information other than graves including possible funding for that work.*

- b) MANOR ROAD PAVILION

**RECOMMENDED:**

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

- c) UNIT 11B BURNETT

**RECOMMENDED:**

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

9. PROPOSED CEMETERY SOFTWARE PACKAGES 2025-2026

**RECOMMENDED:**

*To consider the marketing information available in the written report and resolve to recommend expenditure on the software package for recording and possibly mapping, estimated at up to £15,000 be included in the budget for 2025/2026.*

10. PLAY AREAS – ROSPA PLAY AREA

**RECOMMENDED:**

- (i) *To receive and note the outcomes of the external RoSPA play area inspections.*

- (ii) *To take into consideration the number of actions required when setting the budget for 2025 – 2026 for play areas. Currently, there is no play area budget code but there is £25,000 in an EMR – Play Area Replacement. Also, there is £107,000 of CIL that needs to be allocated by end of March 2025.*

#### 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. Items 13-16 below - to progress sensitive issues.*

#### CONFIDENTIAL ITEMS - WRITTEN REPORTS IN SHAREPOINT

#### 13. OFFICE

**RECOMMENDED:**

- (i) To receive and note the written report in respect of the Office.*
- (ii) To resolve on the recommendation in the report for full Council*

#### 14. SILVANUS PROJECT

**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.*

#### 15. COMMUNITY OF ASSET VALUE

**RECOMMENDED:**

- i) To receive and note the report and to resolve to full Council on the recommendation set out in the report.*

#### 16. MAKESPACE FUTURE OPPORTUNITIES

**RECOMMENDED:**

- i) To receive and note the written report.*