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To All Members of the Capital Projects Committee: Cllrs Martin Burton, Deb Cooper, Chris Davis, Clive Fricker, Hal MacFie and Andy Wait.

Substitutes: Councillors S Leach (formerly Alenshasy) and D Biddleston.

Dear Councillor

You are invited to attend a **MEETING of the CAPITAL PROJECTS COMMITTEE** to be held in **the TOWN COUNCIL OFFICE, 15-17 Temple Street, Keynsham on Monday 1st December 2025 commencing at 7.00p.m.**

Signed on 24th November 2025

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 1st DECEMBER 2025

1. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

RECOMMENDED:

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

RECOMMENDED:

That the Minutes of the Capital Projects Committee meeting held on 6th October 2025 (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. CEMETERY FACULTY & WORKS UPDATE (Attached)

RECOMMENDED:

To receive and note the update on the Cemetery Faculty and works.

7. ASSESSMENT OF THE CEMETERY DRIVEWAY (Attached)

RECOMMENDED:

To receive and note the update on the Cemetery driveway.

8. CEMETERY RAILINGS UPDATE (Attached)

RECOMMENDED:

To receive and note the update on the Cemetery railings.

9. MANOR ROAD UPDATE (Attached)

RECOMMENDED:

To receive and note the update in respect of Manor Road playing fields and pavilion.

10. THE PADDOCK - BASIC MAINTENANCE UPDATE (Attached)

RECOMMENDED:

To receive and note the update on the basic maintenance requirements of The Paddock.

11. ROSPA PLAY AREA INSPECTIONS

RECOMMENDED:

To receive and note the verbal update on the ROSPA play safety inspections 2025.

12. FOX AND HOUNDS LANE CONSERVATION AREA

RECOMMENDED:

To receive a verbal update on the priorities for the Fox and Hounds Lane Conservation Area.

13. BURNETT LOCKUP (Attached)

RECOMMENDED:

To receive and note the update on Burnett Lockup.

14. TIMEOUT LEASE

RECOMMENDED:

To note that the Town Clerk has a meeting with B&NES at the TimeOut building on 3rd December 2025, in order to resolve the issue of there being no lease in place. She will report back at the next meeting.

15. DATE OF NEXT MEETING

To be arranged by doodle early/mid-February 2026.

16. 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 17 to 19 below - to progress sensitive issues.

17. MAKESPACE UPDATE (Report available in Sharepoint and at the meeting)

RECOMMENDED:

To receive and note the update on the MakeSpace building.

18. SILVANUS UPDATE (Report available in Sharepoint and at the meeting)

RECOMMENDED:

To receive and note the confidential information on Silvanus.

19. GRAVE OPENING INFORMATION (Report available in Sharepoint and at the meeting)

RECOMMENDED:

To receive and note the information on a recently dug grave.