



Dawn Drury – Town Clerk  
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To All Members of the Capital Projects Committee: Cllrs Alex Beaumont, 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 21<sup>st</sup> January 2025 commencing at 12 noon.**

Signed on 14<sup>th</sup> January 2025

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

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 21st January 2025**

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 11<sup>th</sup> November 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. UPDATES WITH WRITTEN REPORTS (attached)

### a) THE PADDOCK

#### RECOMMENDED:

- i) *To receive and note the attached report on The Paddock.*
- ii) *To recommend acceptance of the tender for survey of The Paddock building to enable a completion of the recommendations of the archaeological desk study.*

### b) FOX AND HOUNDS LANE

#### RECOMMENDED:

- i) *To receive and note report and the redacted copy of a tender for construction of the gate.*
- ii) *To recommend acceptance of the tender for construction of the gate; and*
- iii) *To recommend a pre-application with BANES to seek approval of the construction of the gate.*

### c) VAS SIGNAGE

*To note that all VAS signs delivered and fitted but the location of the 20mph VAS on the Wellsway will require a further meeting with BANES as the chosen location requires removal of another sign. Memorandum of Understanding signed and forwarded to BANES for the siting of the three signs but will need slight amendment possibly for the location of the 20mph sign if the desired location cannot be used.*

#### RECOMMENDED:

*That the above information be noted.*

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

*Cllr Biddleston has provided a note of his internal meeting at BANES concerning information about use of CIL funds received from Keynsham Developments. A transparent web-based platform accessible with all information to Parish and Town Councils is being developed by BANES and it is planned to roll this out within six months.*

#### RECOMMENDED:

*That the above information be noted.*

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

### a) KEYNSHAM CEMETERY AND CHAPEL

#### RECOMMENDED:

*To receive and note the attached report.*

b) MANOR ROAD PAVILION

*RECOMMENDED:*

*To receive and note the report.*

c) UNIT 11B BURNETT

*RECOMMENDED:*

*To receive and note the report.*

d) CEMETERY SOFTWARE PACKAGES

*RECOMMENDED:*

*To receive and note the report.*

8. DATE OF NEXT MEETING

To be arranged.

9. 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 10-12 below - to progress sensitive issues.*

CONFIDENTIAL ITEMS - WRITTEN REPORTS IN SHAREPOINT

10. 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*

11. SILVANUS PROJECT

*RECOMMENDED:*

*To receive and note the written report in respect of the above project.*

12. MAKESPACE FUTURE OPPORTUNITIES

*RECOMMENDED:*

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