



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 **the TOWN COUNCIL OFFICE, 15-17 Temple Street, Keynsham on MONDAY 24 FEBRUARY 2025 commencing at 5 p.m.**

Signed on 19 February 2025

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: 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 24 FEBRUARY 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 21<sup>st</sup> January 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. UPDATES WITH REPORTS (Written or verbal reports to be presented at the meeting)

#### a) THE PADDOCK

#### *RECOMMENDED:*

- i) To receive any updates on The Paddock.*
- ii) To note that now that the expenditure on the vegetation and trees clearance has been approved B&NES Council will be instructed to remove the vegetation and trees.*
- iii) To note that the tender for a survey of The Paddock building, to enable a completion of the recommendations of the archaeological desk study, be considered as part of the budget setting process of Council.*

b) FOX AND HOUNDS LANE

*RECOMMENDED:*

- i) To receive and note any updates on the Fox and Hounds Lane Conservation area.*
- ii) To note that the quote for the Gate Entrance has been approved by full Council.*
- iii) To note that the next step is the submission of a pre-application to B&NES Council Planning Department*

c) VAS SIGNAGE

*RECOMMENDED:*

- (i) To note that 20mph VAS on the Wellsway (near number 21) is awaiting removal of B&NES Highway Signage so that installation of the VAS can take place ensuring that it is installed at a height that is safe to maintain.*
- (ii) To note the VAS on Charlton Road will be moved to the top of the Wellsway in March*

d) KEYNSHAM CEMETERY AND CHAPEL

*RECOMMENDED:*

*To note that full information from the Architect be presented to the Town Council, with perhaps a visual PowerPoint presentation showing the works that need doing and the requirements for repair over future years.*

e) MANOR ROAD PAVILION

*RECOMMENDED:*

- (i) To note that as part of the budget setting process for 2025 – 2026 a decision needs to be made as to whether to repair the Lime Kiln shed and whether or not to include the required sum for the repair (estimated at between £5,000 - £10,000.*
- (ii) To note that the repair to the Lime Kiln shed needs to be completed by 2028 (renewal of Manor Road lease).*

f) UNIT 11B BURNETT

*RECOMMENDED:*

*To note that the repairs to Burnett lock up (Unit 11b) are currently underway. Council will be notified once they are complete.*

g) CEMETERY HISTORIC MAPS/SOFTWARE

*RECOMMENDED:*

*To note that Officers are currently looking at the software packages for Cemetery grave plotting and recording and meanwhile quotes are being sought for reproduction of the current large historic grave maps which have become very fragile over the years.*

7. DATE OF NEXT MEETING

To be arranged.

8. 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 9 - 12 below - to progress sensitive issues.*

CONFIDENTIAL ITEMS

9. OFFICE

*RECOMMENDED:*

*To note that Council agreed on 18<sup>th</sup> February the appointment of a Surveyor to review the Lease.*

10. SILVANUS PROJECT

*RECOMMENDED:*

*To receive and note any updates on this project.*

11. MAKESPACE

*RECOMMENDED:*

- (i) To note that the Licence of the Makespace has concluded, and the keys returned.*
- (ii) To note that a new Licence will come into force in October/November 2025.*

**12. CAPITAL PROJECTS 2025 – 2026 BUDGET REVIEW (Papers to be presented at the meeting)**

**RECOMMENDED:**

- (i) To receive and note the nominal ledger report of expenditure on Capital Projects during 2024 – 2025*
- (ii) To receive and note the Budget 2025 – 2026 – Land and Projects forecasted final position 2024 – 2025*
- (iii) To receive and note a list of Land and Capital projects including Play Areas that need to be considered/reviewed in respect of expenditure for the budget 2025 – 2026.*