



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 WEDNESDAY 24TH APRIL 2024 commencing at 6.30 PM.**

Signed on 17th April 2023

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 24TH APRIL 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 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:

- (i) That the Minutes of the Capital Projects Committee meeting held on 25th October 2023 (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

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 the redacted tender to survey the derelict building, and recommend to Town Council to accept the one quote received and some of the fees be met from EMR and the balance from reserves.*

b) UPDATE ON ELECTRICS FOR THE BANDSTAND (REPORT ATTACHED)

RECOMMENDED:

To receive and note the attached report.

c) 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.

d) UPDATE ON VAS SIGNAGE (REPORT ATTACHED)

RECOMMENDED

To receive and note circulated report about grant funding for the signage and to resolve to recommend to Town Council to purchase one Sign at the cost of £2950 plus VAT from EMR.

e) UPDATE ON 106 AND CIL RESERVES (REPORT ATTACHED)

To receive and note circulated report.

7. UPDATE ON CAPITAL PROJECTS

a) Keynsham Cemetery and Chapel (report and draft faculty application to follow)

RECOMMENDED:

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

b) Manor Road Pavilion (report attached)

RECOMMENDED:

- (i) *To receive and note the short report.*
- (ii) *Resolve to recommend to Town Council for a tender for a contractor to refurbish and repair the roof of the electricity substation based on the list of works identified by the current contractor as required, and to note that the fees for such tendered works would come from EMR.*

c) UNIT 11B BURNETT (report attached)

RECOMMENDED:

- (i) *To receive and note the report attached.*
- (ii) *To resolve that a copy of the survey report be disclosed to the landlord and that a meeting with him occurs attended by one Committee member and Council Officers to discuss the report and next steps.*

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 and 11 - to progress sensitive issues.

10. OFFICE MOVE (CONFIDENTIAL) (Verbal report)

RECOMMENDED:

- (i) *To receive and note the verbal report in respect of the above project.*
- (ii) *To make recommendations to Town Council for a resolution by it on next steps.*

11. SILVANUS PROJECT (CONFIDENTIAL) (Verbal report)

RECOMMENDED:

- i) *To receive and note the verbal report in respect of the above project.*