



Town Clerk: Dawn Drury
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To: All Members of the Consultation Response Group: Councillors D Biddleston, D Brassington, M Burton, D Cooper and C Fricker

Cllr C Davis - Substitute

cc. All Other Town Councillors.

Dear Member

You are requested to attend a meeting of the CONSULTATION RESPONSE GROUP to be held in the Town Council Office, 15 – 17 Temple Street, Keynsham BS31 1HF on **Monday 5th January 2026 at 7.00 p.m.**

The agenda for the meeting appears below.

Dawn Drury Town Clerk

24th December 2025

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds you must evacuate the building by the exit and proceed to the assembly point: grassed area past St. Cadoc House, Temple Street.

Arrangements are in place for the safe evacuation of disabled people.

AGENDA

1. APOLOGIES FOR ABSENCE

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. NOTES OF LAST MEETING

RECOMMENDED

To approve the Minutes of the Consultation Response Group meeting (previously circulated) held on 12th November 2025.

4. PENSIONS ADMINISTRATION STRATEGY CONSULTATION

RECOMMENDED:

- (i) To consider and comment, if required, on the Pensions Administration Strategy Consultation.*
- (ii) The Town Clerk to submit any responses on the same.*

5. CALL FOR SITES FOR GYPSY AND TRAVELLER PITCHES (GTAA)

"Through B&NES Council Local Plan the Council is required to meet the need for housing/residential accommodation, this includes around 27,000 dwellings during the plan-period, as well as nine gypsy and traveller pitches. We are contacting you to make you aware of an upcoming targeted 'call for sites' relating to gypsy and traveller accommodation requirements.

As you will be aware and as is referenced in the recent Local Plan options document, the council is required in the Draft Local Plan to identify and allocate suitable, available, and deliverable sites to respond to the accommodation needs of Gypsies, Travellers and Travelling Showpeople within the new plan period. The council undertook a review of its Gypsy and Traveller Accommodation Assessment (GTAA) to provide a robust assessment of current and future need for Gypsy, Traveller and Travelling Showpeople accommodation in B&NES.

The GTAA 2025 identifies an overall need of 23 pitches for Gypsies and Travellers for the period 2025/26 – 2042/43. Some of this need arises from families living on private Gypsy and Traveller sites and the council expects that this need can be met through the existing private sites and the continued use of a criteria-based policy approach within the local plan. However, as set out in the 2025 Local Plan Options Document, the GTAA 2025 has highlighted the accommodation need predominantly arises from the Carrswood View public site. Specifically, the council needs to identify and allocate suitable, available, and deliverable sites to meet an immediate and 5-year need for up to 9 pitches which arise from the public site.

The council is exploring opportunities for additional pitches at Carrswood View, but it is apparent that the full need is unlikely be feasibly met through expansion or intensification of this site. In order to explore other potential options for further assessment the council is undertaking a targeted 'call for sites' to identify land to respond to the need for Gypsy and Traveller pitches arising from the Carrswood View public site. The 'call for sites' will be aimed at Gypsy & Traveller communities/representative groups and organisations that manage gypsy and traveller sites. It will seek to identify only suitable and available sites in agreement with landowners, which are available for rent as public sites. The targeted 'call for sites' will start on 17th December and will take place over an 8-week period to allow extra time due to the Christmas and New Year holiday period and closing on 11th February 2026".

RECOMMENDED:

- (i) *To receive and note the information on the Call for sites for Gypsy and Traveller pitches (GTAA)***

No response required from the Town Council.

6. DATE OF NEXT MEETING

RECOMMENDED:

To note that a Doodle Poll will be sent out to ascertain the date and time of the Group's next meeting.