

# KEYNSHAM TOWN COUNCIL

Minutes of the Capital Projects Committee meeting held on Thursday  
10<sup>th</sup> March 2022 at 7.30pm in the Town Council Office, Keynsham

PRESENT: Councillors D Biddleston, D Cooper, C Fricker, A McGuiness  
(Chair) B Simmons and A Wait

IN ATTENDANCE: Dawn Drury – Town Clerk and Alan Jenner - Locum

## 1. APOLOGIES FOR ABSENCE.

There were none.

## 2. DECLARATIONS OF INTEREST.

There were none.

## 3. DISPENSATIONS.

There were none.

## 4. RECORD OF PREVIOUS MEETINGS.

RESOLVED:

To note that there were no minutes outstanding to sign.

## 5. PUBLIC PARTICIPATION.

There was none.

## 6. CIL EXPENDITURE 2021 – 2022 - COMMUNITY APPLICATIONS

RESOLVED:

- (i) That the applications submitted from community members be received and noted.
- (ii) That in respect of the applications from Jane Kirkham regarding paths and link path improvements around or in Abbots Wood, a copy of her application to be sent to B&NES Council so that they are aware of this member of our community's CIL expenditure wishes.
- (iii) That Councillor D Biddleston either send an email to or meet with Jane Kirkham and appraise her that currently the footpaths in this area are still under the remit of the developer and that until they are adopted by B&NES improvement works cannot be undertaken. In the meantime, a copy of her application has been forwarded to B&NES, so that they are aware and also to let her know that Section 106 monies have been allocated for Abbots Wood improvements.
- (iv) That in respect of the applications from Nicola Mackennon, in respect of improvements in Keynsham Memorial Park, a copy of her application be sent to

B&NES Council so that they are aware of this member of our community's CIL wishes.

- (v) That Councillor D Cooper send an email to or meet with Nicola MacKennon in respect of her application for various Memorial Park improvements and to explain that a copy of her application has been forward to B&NES so that they are aware of this member of community's CIL expenditure wishes. Also, that the Town Council are working closely with B&NES Parks Team on a 4 – year Plan for the Keynsham Memorial Park and that there is funding for improvements but also the Town Council will put some CIL funding towards the projects, if required.
- (vi) That in respect of the applications from Helen Bancroft, in respect of repairs to the wall on Dapps Hill that the Town Clerk arrange a meeting with Ward Councillor Alan Hale, relevant B&NES Officers, a Keynsham Town Councillor (to be nominated) and Helen Bancroft to look at the state of the wall and assess what repairs are required. Also, to ascertain who should be responsible for any repairs and to decide that if the wall should be repaired, as a matter of urgency whether B&NES are minded to appoint a Contractor. In respect of the funding of the wall repairs this be brought back to Town Council at a future meeting. Ultimately, it should be the landowner footing the bill for the repair.
- (vii) That an item be added to the Town Council agenda to appoint a Keynsham Town Councillor to attend this meeting with the Town Clerk.

## 7. UPDATE ON SECTION 106 MATTERS

An update was given on a meeting and that the Town Clerk and Alan Jenner attended with senior officers from B&NES, in respect of the Town Council's comments and concerns made on the original Section 106 spreadsheet shown to full Council. At this meeting, B&NES provided a simplified new spreadsheet entitled 'KTC S106 Query Finance Response Feb 2022' which detailed Section 106 funding due for Keynsham. **At this stage the details of the spreadsheet should not be shared until all Councillors have had an opportunity to view the same at full Council on 22<sup>nd</sup> March 2022.**

The spreadsheet provides planning reference numbers associated to the Sec 106 agreement, spend by/overdue date, monies received from the developer, total sum allocated to date and a list of areas that the Sec 106 funds have been allocated to which include Highways, Libraries, SEND, Parks, Planning, E & C, Public Transport, CCTV, Children's Services, Housing and Regeneration.

The original spreadsheet provided by B&NES records that they had received in the region of just over £11,000.00 and if you remove the filters on the latest spreadsheet, this also shows a figure in the region of £11,000.00, so the figures almost tally and in the current spreadsheet it is believed that they have not omitted any of the items that the Town Council were expecting comments on.

A headline figure going forward that the Town Council should be aware of is £4,672,489.63 which is left to be spent from the amount that B&NES has received from developers. The spreadsheet shows the various B&NES departments that these funds have been allocated to. The individual department allocations almost match up with the sum left to spend.

In respect of the above the Town Council has received a full answer to the questions that they were asking. B&NES have agreed with the Town Council that some of the payments under the Section 106 agreements should have been spent by now (this is in the region of £583,000) and they have chased all the necessary departments to get the allocated monies spent. Any of these unspent/overdue monies is a matter for B&NES Council and something that the Town Council should not get involved with or have a connection with. If wishing to drawdown any Sec.106 monies going forward, we now have a spreadsheet that allows us to see if any of the funds are part of this allocation of unspent/overdue monies.

It is clear in the Sec.106 agreements attached to specific developments when monies should be spent by/allocated by. Some of these agreements are tighter wherein it states dates by which B&NES must have spent the monies by (as in the case of the Cadbury site). It should be noted that hand over of Sec.106 funds by developer also has fund handover slippages in some instances, due to Covid and construction supplier delivery delays affecting development completion dates. The planning conditions associated with each development specify where and how Sec106 and CIL should be spent, and it is difficult to make changes to these conditions. It was confirmed that the time allowed for spending any Section 106 monies runs from the time that B&NES receive the funds and not from the date within the agreement. With a development that has staggered instalments, the 10 year spend deadline would run from the date that the last instalment is received.

The B&NES Draft Infrastructure Plan December 2021 was brought to the attention of Councillors and a copy of the same will be circulated to all Councillors following this meeting. This plan sets out the B&NES roadmap to 2026 and in some instances to 2029 across the whole of B&NES and gives specific details for different locations in the authority including Keynsham. This document explains where money will be spent going forward and if the Town Council wanted to influence, to an extent, how the money is to be spent, as long as it is within the guideline of this plan this would be reasonable, especially when it comes to where monies should be spent in parks and recreation. B&NES also at the meeting inferred that they were open to dialogue in respect of this.

This B&NES Draft Infrastructure Plan is a good base on which to work in putting together the Town Council's own ambitions as to where Sec106, CIL and grant funding monies could be spent.

A further report with some updates will be presented at the Town Council meeting on 22<sup>nd</sup> March under exclusion of press and public.

**RESOLVED:**

*That the Town Council keep on top of the latest spreadsheet provided and regularly go back to B&NES asking if, when and how any of the outstanding monies have been spent and also requesting an updated sheet, each time. The Town Clerk to diarise quarterly to ensure that this happens*

**8. COMMUNITY ASSET TRANSFERS, LEASES AND OUTRIGHT PURCHASES OF ASSETS**



**RESOLVED:**

- (i) *That the information be received and noted.*
- (ii) *That the Town Clerk contact those stakeholders interested in The Paddock and give them an update of the present situation – The Bowls Club, Keynsham In Bloom and The Church (Forest School Project).*
- (iii) *That the Town Clerk make a diary note to regularly contact B&NES Council Property Services for updates, including timescales for moving this along and to provide regular reports back to Capital Projects Committee.*

**9. KEYNSHAM MEMORIAL PARK SKATE PARK – GREEN SPACE IMPROVEMENT PLAN GOING FORWARD.**

**RESOLVED:**

*That this matter be taken forward as an idea to B&NES Parks Department when discussing the 4 year Keynsham Memorial Park Plan.*

**10. UPDATE ON CAPITAL PROJECTS**

**KEYNSHAM CEMETERY**

A verbal report was given informing the Committee that the following matters have now been actioned:

The first structural report was completed by Mr Whittaker, a couple of weeks ago, including a drone video of the condition of the chapel spire and Quinquennial survey report was undertaken today. These completed reports should soon be with the Town Council.

**MANOR ROAD PAVILION**

It was verbally reported that the Town Clerk still needs to complete the Scope of Works so that these can be sent out to developers to tender for the refurbishment works.

A visit to the Batheaston Community and sports facilities still needs to be arranged.

**11. DATE OF NEXT MEETING.**

To note that a meeting will be arranged as required.

**12. EXCLUSION OF PRESS AND PUBLIC.**

**RESOLVED:**

*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 16 - 17 of the agenda - to progress sensitive issues.*

## 13. UPDATE ON CAPITAL PROJECTS

### OFFICE MOVE

It was reported verbally that Skeletal Engineers have undertaken their first inspection, last week, and their structural report is awaited. Skeletal have made a recommendation of some Valuers that seemed appropriate to be appointed to undertake a valuation on behalf of the Town Council. As the Town Council received no response in respect of the numerous tenders that were sent out to valuation companies, it may wish to consider appointing the recommended Valuers. It was confirmed that Town Council rules will allow for such an appointment without going for another round of tender submissions. The valuation will be a move forward for the Town Council in respect of moving forward to a point where a decision can be made as to whether to purchase or not and will aid in the decision as to how much to offer. The Baptist Church leaders have expressed how keen they are to move along with this matter.

Going forward there are lots of matters to consider including:

- Whether the Town Council will buy and lease back to the Church.
- To decide, depending on the value, whether to draw down a proportion of the CIL monies held by the Town Council to put towards the purchase rather than borrow the full amount. This project would meet the criteria for CIL money expenditure as it will be enhancing the heritage of the High Street.
- Seeking funding from the Architectural Heritage Fund and the possibility of match funding needs to also be investigated.
- The income that the Baptist Church receives from lettings needs to be considered in respect of which party will deal with facility bookings and handle the revenue from such lettings.
- The rent that will be charged to the Baptist Church. The Town Council needs to be fair when considering this.
- There is also the possibility that Skeletal may come back and say the Church would be great to buy but the flat roof will need some work. In this instance, English Heritage Lottery could step in with support funding, as it is a commercially viable acquisition that would be of benefit to the community of Keynsham and just because there is a level of repairs to be paid for, making the project uneconomical it is understood that they could assist.
- The Baptist Church leaders have expressed that they want to feel safe and secure going forward.
- A business plan for both the Church and the Town Council will need to be produced to work out all the logistics in respect of the financial matters.
- The Town Council needs to sit down with the Church leaders and work out what their requirements and the requirement of other users will be (including when and what space). The Space planning will be crucial.

It was reported that Weston Super Mare Town Council have been through a similar process when renovating a historic building into a museum and café and it may be

worth speaking with them. Cllr Cooper was also aware of a couple of similar projects in Gloucestershire.

Under instruction from the Town Clerk, Alan requested sight of the Title Deeds to the Baptist Church and he was able to confirm that they have highlighted no problems. The titles are all very straight forward, the documents are registered with the Land Registry and there are no restrictions or charges attached to the Deeds. Alan reported that back in the 1960's the Baptist Church purchased the Right to Light associated with land to the rear of the Church (flower beds by the Tennis Courts) from B&NES predecessors. This does not form part of the Title Deeds, but it may be useful to acquire going forward. Legal advice would have to be sought as to whether the Town Council could buy this Right or whether it would be transferrable.

The matter of access in and out of the rear fire door to the main hall would need to be looked at, as currently permission needs to be sought from B&NES under a Licence to use this access route. This could be important going forward for the Town Council Ground Maintenance staff to deliver and collect materials, especially when events are in progress. It was reported there are unmarked graves under the lawned area of the Church at the front.

In respect of the Asbestos report recently completed. There are odd bits of asbestos e.g., behind the toilets which is expected in a building of this age. This could be rectified with an upgrade of the toilets as part of the redevelopment of the facilities to accommodate both the Town Council and the Church users.

The surveyors could not gain access to the cellar area or the roof void. There could possibly be a bit of asbestos in the flat roof construction, but very little evidence was found.

There is no timescale in respect of when Skeletal would produce their report, but they have said that they would turn it around quite quickly. Their report should cover whether the flat roofs will be able to bear a first-floor level and whether a mezzanine level can be put into the main church.

Going forward the Town Council needs to think of a design that will provide facilities and enough space that will be suitable for the Church users, the Town Council and the other community organisations that use the church building for their activities.

The Town Clerk has currently told the Church leaders that this matter must be kept confidential, as they are eager to tell their members, but the fear is that the more people that know the easier it will be for this information to get out in the public domain and back to B&NES our current landlords.

The meeting ended at 8.45 p.m.

 (Chairman)

Dated: 3/5/2022