

# KEYNSHAM TOWN COUNCIL

Minutes of the Capital Projects Committee meeting held on Wednesday  
24<sup>th</sup> April 2024 at 5 pm in MakeSpace, Riverside Terrace, Keynsham

**PRESENT:** Councillors – Souzan Alenshasy, Martin Burton, Chris Davis,  
Clive Fricker, Andy Halliday, Hal MacFie and Andy Wait

**IN ATTENDANCE:** Dawn Drury – Town Clerk and Alan Jenner – Assistant Town Clerk

## 13. APOLOGIES FOR ABSENCE

There were none.

## 14. DECLARATIONS OF INTEREST

There were none.

## 15. DISPENSATIONS

There were none.

## 16. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Capital Projects Committee meeting held on 25<sup>th</sup> October 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.

## 17. PUBLIC PARTICIPATION

There was one.

## 18. UPDATES.

### a) UPDATE ON THE PADDOCK

Tenders were sought for a survey in respect of the archaeology on the out building within The Paddock and only one to date has been received. It was suggested that Officers contact B&NES Archaeological Department for advice on obtaining a survey.

The survey is required to ascertain if the building has any heritage significance. After which a decision can be made whether to remove or refurbish the building.

The matter of the building being accessed by youths and anti-social behaviour reported by the Church was discussed.

**RESOLVED:**

- (i) To receive and note the report and verbal update on The Paddock.*
- (ii) To make direct contact with the companies that have not quoted seeking comparison costings.*
- (iii) To decide at a future meeting, once quotes are obtained, whether to continue with the full survey or undertake a scaled down survey.*
- (iv) To check on the security of the building in respect of the heras fencing and to put up some safety warning signage.*

**b) UPDATE ON ELECTRICS FOR THE BANDSTAND**

**RESOLVED:**

- (i) To receive and note the report on the Bandstand electrics.*

**c) UPDATE ON FOX AND HOUNDS LANE**

**RESOLVED:**

*To receive and note the report on an insurance claim from the owners of 31 Bath Hill.*

**d) UPDATE ON VAS SIGNAGE**

It was suggested that a further camera location be considered up near Bilbie Green. Officers will liaise with B&NES Highways in respect of this.

**RESOLVED:**

- (i) To receive and note the report about grant funding for the signage.*
- (ii) To recommend to Town Council to purchase one sign at the cost of £2950 plus VAT from EMR.*
- (iii) That Officers liaise with B&NES Highways Team to look at a possible location for future VAS Signage near Bilbie Green.*

**e) UPDATE ON S106 AND CIL RESERVES**

**RESOLVED:**

- (i) To receive and note the report.*
- (ii) That as part of the CIL Strategy a bi-monthly spreadsheet be presented to F & P Committee detailing CIL income, monies held, expenditure together with dates of when money should be spent by.*
- (iii) That Officers look into play area equipment options to use the £40K CIL monies that need to be spent by the end of May 2024. Quotes to include disability play area equipment, especially when considering Downfields Play Area.*

**19. UPDATE ON CAPITAL PROJECTS**

**a) KEYNSHAM CEMETERY AND CHAPEL**

*It was discussed to leave the stone wall works out from the faculty application works for now, as further investigation needs to be undertaken, as other Roman Wall remains have possibly come to light which should be declared.*

**RESOLVED:**

- (i) To receive and note the report.*
- (ii) To defer the matter of the production of a draft Statement of Significance and Need for a Faculty for the Works for the Chapel Wall and Steeple.*
- (iii) To defer the recommendation of the faculty application to full Council.*
- (iv) To defer the above decision to the next meeting for re-consideration.*

**b) MANOR ROAD PAVILION**

**RESOLVED:**

- (i) To receive and note the report.*
- (ii) To recommend to Town Council to undertake a tender process for a contractor to refurbish and repair the roof of the electricity sub-station based on the list of works identified by the current contractor as being required, and to note that the fees for such tendered works would come from EMR.*
- (iii) That a copy of the Town Council Equalities Policy is sent out with any tender documents.*

**c) UNIT 11B BURNETT**

**RESOLVED:**

- (i) To receive and note the report.*
- (ii) 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.*
- (iii) That in the meantime the section of the lock up with floor issues be cleared to relieve some of the weight and that the area be cordoned off with safety tape.*
- (iv) That the Grounds Maintenance Team dispose of unwanted items that are in storage e.g. old electrical equipment.*

**20. DATE OF NEXT MEETING**

To note that a meeting be arranged by Doodle Poll for late June 2024 to give updates on all Capital Projects.

That a confidential update meeting be held in respect of item 11 on the agenda. To be arranged for within the next few weeks by Doodle Poll.

**21. 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. Agenda Items 10 and 11 - to progress sensitive issues.*

**22. OFFICE MOVE**

**RESOLVED:**

- (i) To receive and note the verbal report in respect of the above project.*
- (ii) To defer this matter to a future meeting.*

**23. SILVANUS PROJECT**

**RESOLVED:**

- i) To receive and note the verbal report in respect of the above project.*
- ii) To arrange a meeting for this one item to be held in the next few weeks.*

The meeting ended at 6.50 p.m.

*M. C. Bell*  
..... (Chairman)

Dated: *17/1/24*  
.....