

KEYNSHAM TOWN COUNCIL

Minutes of the Capital Projects Committee meeting held on Tuesday 25th June 2024 at 7.00 pm in MakeSpace, Riverside Terrace, Keynsham

PRESENT: Councillors S Alenshasy (arrived late), M Burton, C Davis, A Halliday, H MacFie and A Wait

IN ATTENDANCE: Dawn Drury – Town Clerk, Alan Jenner – Assistant Town Clerk

1. ELECTION OF CHAIR 2024-2025

RESOLVED:

That Cllr M Burton be elected as Chair of the Capital Projects Committee for the 2024-2025 Municipal Year.

2. ELECTION OF VICE CHAIR 2024-2025

RESOLVED:

That Cllr A Wait be elected as Vice Chair of the Capital Projects Committee for the 2024-2025 Municipal Year.

3. MEMBERSHIP

RESOLVED:

That Councillors S Alenshasy, M Burton, C Davis, C Fricker, A Halliday, H Macfie and A Wait were appointed members of the Capital Projects Committee for the 2024-2025 municipal year as agreed at the Annual meeting of the Town Council held on 21 May 2024.

4. TERMS OF REFERENCE

RESOLVED:

- (i) To receive and note the Committee's Terms of Reference.*
- (ii) To note that the Terms of Reference state '9 members of the Town Council to include Chair and Vice Chair of Council, Chair of Capital Projects Committee, Chair of Planning (or another member of each Committee where duplication occurs) and 5 other Councillors'. Currently there are only 7 members on this Committee.*
- (iii) That the Capital Projects Committee recommend to full Council that 2 additional members be appointed to this Committee. This matter be referred to the next Town Council meeting.*

5. APOLOGIES FOR ABSENCE

There were none.

6. DECLARATIONS OF INTEREST

Cllrs A Wait and MacFie Declared an Interest in the Fox and Hounds Lane Conservation Area (as members).

7. DISPENSATIONS

There were none.

8. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Capital Projects Committee meeting held on 13th May 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

9. PUBLIC PARTICIPATION

There was none.

Cllr S Alenshasy arrived for the meeting.

10. UPDATES

a) UPDATE ON THE PADDOCK

RESOLVED:

- i) *To receive and note the attached report and verbal update on The Paddock.*
- ii) *That the Town Clerk/Assistant Town Clerk prepare a draft management plan and funding application for the investigation and feasibility of the future of The Paddock.*
- iii) *That the Town Clerk/Assistant Town Clerk meet with BANES Heritage Services for advice and assistance on how The Paddock project could be implemented.*
- iv) *That a community based Archaeological event be held next summer together with a community consultation to decide on the future use of The Paddock.*

b) UPDATE ON FOX AND HOUNDS LANE

RESOLVED:

To receive and note the report on an insurance claim from the owners of 31 Bath Hill, together with a verbal report in respect of the tree removal which will be undertaken in September, after the bird nesting season and when there are less road closures.

c) UPDATE ON VAS SIGNAGE

RESOLVED:

To receive and note the report in respect of purchase of one VAS sign.

d) UPDATE ON S106 AND CIL RESERVES

RESOLVED:

- (i) To receive and note the report circulated.*
- (ii) That the Town Clerk write a letter to Richard Daone (Head of B&NES Planning – B&NES Council) requesting that he assists the Town Council in obtaining the CIL and Sec 106 funding information held by B&NES.*

11. UPDATE ON CAPITAL PROJECTS

a) Keynsham Cemetery and Chapel

Noted that the Assistant Town Clerk is finalising these documents still and the proposed resolutions will be before the Committee at its next meeting.

b) Manor Road Pavilion

RESOLVED:

- (i) To receive and note the short report.*
- (ii) That an on-site meeting be arranged between the Assistant Town Clerk, Town Clerk, Gwynne Davies and possibly Alex Buchanan (as Miles Barnes is unable to meet), inviting Cllr H MacFie and A Wait to discuss the proposed car park extension and any associated Health and Safety concerns.*

c) UNIT 11B BURNETT

RESOLVED:

- (i) To receive and note the verbal report of the meeting that the Town Clerk and the Assistant Town Clerk had with the Landlord on 25th June 2024.*
- (ii) That the Capital Projects Committee report to full Council that the Landlord will take full responsibility for the Lock Up repairs. Once these are finalised, which should be within the next 4 weeks, the Landlord has suggested that the Town Council recall their Surveyor to inspect the works.*

d) DATE OF NEXT MEETING

To note that a meeting be arranged by Doodle Poll, as required, to give updates.

e) 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 14-15 - to progress sensitive issues.

12. OFFICE (LEASE)

RESOLVED:

- (i) To receive and note the written report in respect of the Office (lease).*
- (ii) To report to full Council in respect of this matter.*

13. SILVANUS PROJECT

RESOLVED:

- i) To receive and note the verbal and written reports in respect of the above project.*
- ii) That the resolutions be reported to full Council at the July meeting under Exclusion of Press and Public, together with a Confidential paper.*

The meeting ended at 7.50 p.m.

..... (Chairman)

Dated: