

# KEYNSHAM TOWN COUNCIL

## Minutes of the Capital Projects Committee meeting held on Tuesday 21<sup>st</sup> January 2025 at 12 noon in MakeSpace, Riverside Terrace, Keynsham

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

Substitute for Cllr A Beaumont – Cllr A Greenfield

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

### 29. APOLOGIES FOR ABSENCE

Councillor Alex Beaumont.

### 30. DECLARATIONS OF INTEREST

Cllr A Wait-in respect of the Fox and Hounds Lane Conservation Area (as a member).

### 31. DISPENSATIONS

There were none.

### 32. RECORD OF PREVIOUS MEETINGS

#### **RESOLVED:**

*That the Minutes of the Capital Projects Committee meeting held on 11<sup>th</sup> November 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.*

### 33. PUBLIC PARTICIPATION

There were none.

### 34. UPDATES WITH WRITTEN REPORTS

#### a) THE PADDOCK

The Assistant Town Clerk gave a verbal update to support the written report. He explained that there were, what was thought to be, three trees growing between the hay cart barn wall (within the Paddock grounds) and that of the listed boundary wall of St. John's Church. This wall is showing signs of bowing that needs to be investigated following removal of vegetation. The tree Arboriculturist from B&NES Council had visited the site to undertake an assessment of the trees. He was able to confirm that these were in fact dead trees that had sprouted from seeds. The Town Council has received a written quote in the sum of £899.72, from B&NES Council for treating to kill and remove the trees

together with the vegetation covering the hay cart barn. There is money in the 2024 – 2025 budget that can be used for this work, that is essential.

There will be some strands of dead ivy left on the roof as it asbestos and this will have to be removed along with the roof professionally.

The only other matter at this point that needs to be sorted is the survey (which will not be cheap). This will be required to understand the nature of the barn and any possible archaeology beneath, without the survey, Council cannot take the matter forward with B&NES Council Planning Department to discuss the future of the structure. It is a listed building and Council need to show it provenance.

**RESOLVED:**

- (i) To receive and note the reports on The Paddock.**
- (ii) That the expenditure on the vegetation and trees clearance be approved. Permissions to undertake the expenditure to be sought by the Town Clerk through delegated powers.**
- (iii) That the tender for survey of The Paddock building, to enable a completion of the recommendations of the archaeological desk study, be deferred and considered as part of the budget setting process of Council.**

Cllr MacFie arrived for the meeting.

**b) FOX AND HOUNDS LANE**

The Assistant Town Clerk reported that Officers had carried out a tender process, approaching three builders for quotes for the demolishing of a small section of the boundary wall and subsequent formation of an entrance, pillar work and gateway (plus strengthening the wall in parts). Only one quote was received, (in the sum of £3470.00) and this was presented to the Committee (redacted). If this quote was agreeable these works would need to be discussed with B&NES Council as the site is a conservation area and the access to the gateway would be across B&NES Council land. The cost of a pre-application that is required is in the region of £275.00. This is the process that B&NES Council have said that Council must follow.

FAHLAG have come up with a possible design for the proposed gateway. FAHLAG are looking at funding but have not received any to date.

**RESOLVED:**

- i) To receive and note report and the redacted copy of a tender for construction of the gateway.**
- ii) That the quote be presented to Finance and Policy Committee for approval.**
- iii) That the pre-application to BANES Planning Department be undertaken once the gateway funding has been approved.**

**c) VAS SIGNAGE**

The Assistant Town Clerk reported that a site meeting had been arranged with an Officer of B&NES Highways Team, for the morning of this meeting, to discuss the siting of the 20-

mph sign, but the Officer did not turn up. The meeting was required due to the original lamp post allocated for the VAS now had a traffic sign on it, that requires moving in order for the installation of the VAS to take place. The Memorandum of Understanding will then need amending once B&NES have agreed the moving of the existing signage.

To note that the next VAS sign to be considered will be a 30 mph on Durley Hill when funds permit. Also, that Council should be mindful of the number of VAS signs that the Grounds Maintenance Team can manage to maintain. Solar VAS signage to be considered in the future.

Cllr Wait reported that B&NES Council are purchasing 8 VAS and 4 of these are to be allocated to North Somerset and it was suggested that Council apply for one of these. The Assistant Town Clerk will write a letter expressing Keynsham Town Council's wishes to receive one of these VAS. The Town Clerk and Assistant Town Clerk will ask the B&NES Highways Officer to also look at a possible location for a VAS on Durley Hill, so that this can be quoted in the letter.

**RESOLVED:**

*To note that all VAS signs delivered and fitted, but the location of the 20mph VAS on the Wellsway will require a further meeting with BANES as the chosen location requires removal of another sign. Memorandum of Understanding signed and forwarded to BANES for the siting of the three signs but will need slight amendment possibly for the location of the 20mph sign, if the desired location cannot be used.*

**d) S106 AND CIL RESERVES and BUDGET FOR CAPITAL PROJECTS**

Council already has the Section 106 spreadsheets. In respect of CIL, B&NES already supply an annual statement. Council is unable to seek more than this information, but Ward Cllr Biddleston has been undertaking some internal talks with B&NES Council in respect of CIL funding. A web-based platform produced by B&NES (has been promised in early summer). Town Council will have full access to this platform that will provide CIL and Sec. 106 funding information, where it is being allocated and spent. B&NES Ward Councillors should keep on top of this matter to ensure that the website access becomes available.

The Clerk reported that as Keynsham planning applications are listed on the Council's Planning and Development Committee agenda, the application forms will be checked and any ticked as subject to CIL payments the details will be recorded on a spreadsheet.

A list of all Capital Projects including play areas will be brought to the next meeting so that a five-year plan of expenditure and allocation of CIL can be considered and produced by this Committee.

Cllrs asked for B&NES to attend a future Capital Projects meeting to explain CIL and Sec 106 funding. The Clerk will also seek some training from NALC or ALCA on CIL and Sec. 106 funding from a Parish/Town Council point of view.

**RESOLVED:**

*That the information be received and noted.*

## 35. UPDATE ON CAPITAL PROJECTS

### a) Keynsham Cemetery and Chapel

The Assistant Town Clerk reported that it may be necessary to have a one item agenda in the future just on the Cemetery to consider all the works required. Officers are hoping to have enough information to start the process by the next meeting. This Committee may then be able to take the projects to full Council for consideration, with recommendations that they can then consider as to whether to undertake all the required work, some or none. The report from the Architect is critical to assist with this decision. As the works are repairs Council will have to fund the project, unless the Chapel has a new purpose.

#### **RESOLVED:**

- (i) To receive and note the attached report.*
- (ii) That full information from the Architect be presented to full Council, with perhaps a visual PowerPoint presentation showing the works that need doing and the requirements for repair over future years.*

### b) MANOR ROAD

The Assistant Town Clerk will be speaking with the Grounds Maintenance Team in respect of obtaining a more accurate cost for extending the car park, including details of the materials to be used. Once this has been ascertained it may be necessary to seek planning permission for the expansion as it is a deviation from the original plan, but it is hoped that this will not be the case.

#### **RESOLVED:**

- (i) To receive and note the report.*
- (ii) To note that Council will decide as part of the budget setting process for 2025 – 2026 whether or not to include the required sum for the repair.*
- (iii) To note that the repair to the Lime Kiln shed needs to be completed by 2028 (renewal of Manor Road lease).*

### c) UNIT 11B BURNETT

The Assistant Town Clerk reported that the repairs work to the lock up floor is to commence on 14<sup>th</sup> February 2025. The Clerk reported that some additional works will be included in the repair project (at no cost to the Council) which will mean new double doors to the rear of the building and a canopy over the door.

#### **RESOLVED:**

- To receive and note the report.*

36. PROPOSED CEMETERY SOFTWARE PACKAGES 2025-2026

*RESOLVED:*

*To receive and note the report.*

37. DATE OF NEXT MEETING

To note that a meeting be arranged by Doodle Poll, in March, to give updates.

38. 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 - 12 - to progress sensitive issues.*

39. OFFICE

The Clerk will undertake a consultation of Office staff in respect of the proposed toilet works.

*RESOLVED:*

- (i) To receive and note the written report in respect of the Office.*
- (ii) To recommend to full Council at the February 2025 meeting that Quote 2 in respect of the legal work is accepted.*

40. SILVANUS PROJECT

*RESOLVED:*

- i) To receive and note the written report.*
- ii) To make recommendations to full Council on next steps.*

41. MAKESPACE FUTURE OPPORTUNITIES

*RESOLVED:*

*To receive and note the written report.*

The meeting ended at 12.59 p.m.

Signed (CHAIRMAN):  .....

Date:  .....

