

KEYNSHAM TOWN COUNCIL

Minutes of the Capital Projects Committee meeting held on Monday 24th February 2025 at 5.00 p.m. in the Town Council Office, 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 gave his
apologies.

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

41. APOLOGIES FOR ABSENCE

Councillor Alex Beaumont.

42. DECLARATIONS OF INTEREST

Cllr A Wait-in respect of the Fox and Hounds Lane Conservation Area (as he is Chair).

43. DISPENSATIONS

There were none.

44. RECORD OF PREVIOUS MEETINGS

The minutes needed one amendment to 34 c which should have read:

Cllr Wait reported that B&NES Council are purchasing 8 VAS and 4 of these are to be allocated within B&NES but 4 are for outside Bath 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:

That the Minutes of the Capital Projects Committee meeting held on 21st January 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

45. PUBLIC PARTICIPATION

There were none.

46. UPDATES WITH WRITTEN REPORTS

a) THE PADDOCK

The Assistant Town Clerk gave a verbal update confirming that Council had approved the vegetation removal on and around the old hay cart in The Paddock. A date will be arranged after consulting with the St. John's Church Office staff. The Assistant Town Clerk will arrange for the work to be done.

It will be explained to St. John's and B&NES that the damage to the wall is not a result of tree pressure from The Paddock side and the vegetation comes from the roofline and not the ground.

The quote for the survey of The Paddock has been approved but this will be dependent on the outcome of the budget review as to whether this will go ahead.

RESOLVED:

(i) To receive and note the verbal report on The Paddock.

b) FOX AND HOUNDS LANE

The Assistant Town Clerk reported on the progress of this as follows:

The plan of the opening gate in the wall was used to seek quotes on an entranceway to be created in the stone wall at the Avon Road section of the site. The quote for the gate entrance had been approved. Council officers need to do the pre-app to Bath and NE Somerset Council planning department.

It was reported that the Sycamore tree has been taken down. There was some confusion as to what wood should have been left and what should have been taken away. Also, the amount of bark chippings that should have been left behind. The negotiations with the contractor failed and FHLAG was left with a lot of logs and no bark chippings. There was no safe place to unload the chippings from the truck and removal of the logs did not occur. However, during one of the working party sessions a gentleman asked whether he could take away the logs and the members agreed. So apart from two large pieces of wood all the other logs have now been removed.

The next task now that the Sycamore tree has been taken down is to deal with the boundary issue with the neighbouring property. It is fine in terms of the legal position but we will now have to establish a dialogue with the neighbours to get the land marked out properly. There should be no cost to this.

RESOLVED:

To receive and note the verbal report.

Cllr MacFie arrived for the meeting.

c) VAS SIGNAGE

The Assistant Town Clerk reported that officers are working with a B&NES Highways Officer to get the installation of a 20 mph VAS on the Wellsway on the lamp post outside number 21. Currently there is a road narrows ahead sign that needs to be removed to allow for the VAS installation in the location as approved on the Memorandum of Understanding. However, it should be noted that B&NES Highways Department do not have any funding to arrange the removal of the sign and a question has been posed to the B&NES Maintenance Department requesting that they undertake the signage removal.

The Clerk reported that local residents have, since the approval of the location of this VAS, now requested that it be installed on a lamp post near the roundabout at the junction with Bath Hill. It was thought that there may be a technical restriction as to why the VAS cannot be located here.

The Community Initiative Funding in the sum of £2,000 has been received from B&NES.

It was confirmed that the 30 mph VAS on Charlton Rd will shortly be moved to the top of the Wellsway near The Homestead. We are currently awaiting the delivery of a replacement battery as the current one has a crack in it.

The request for a VAS on Durley Hill will be taken forward by the Assistant Town Clerk and a request will be made to B&NES for one of the free VAS units that are available. A further request was made that Queens Rd be considered in future discussions regarding the installation of a VAS in this locality.

RESOLVED:

To note the information.

d) Keynsham Cemetery and Chapel

The Assistant Town Clerk reported that we are still awaiting a response from our architect. We are also setting up a meeting with the Roman Association in respect of the works that they may be able to do for us relating to non-evasive research along the pathways between the graves.

It is hoped that soon we will be able to present quite an extensive tender pack because if works need to happen at the cemetery this year, the best time will be the summer. Overall, the figures that you have seen before in the budget are those that will be taken forward for consideration by the Budget Review Working Group.

RESOLVED:

To receive and note the update.

a) MANOR ROAD

The Assistant Town Clerk reported that everything has been done in association with the Pavilion except from the extension to the car park. We have met with a B&NES Officer on site and he has mentioned that planning may need to be sought. Keynsham

Town Council officers believe that this is a minimal change that would not require planning. Currently we are awaiting costs from the ground's maintenance team in respect of the materials to extend the car park. It is thought that this will not be a huge sum. Discussion will have to be had with B&NES as to whether this change of use application needs to be made.

The other outstanding matter is the replacement of the lime kiln roof. Council may wish to consider the cost involved with this project as part of the budget review. It is estimated that it will be in the region of £15,000. It needs to be repaired by 2028 when the lease expires on the Manor Road playing fields so the project could wait.

It was confirmed to members at the meeting that the roof is currently leaking and it houses the mains electrics to the Pavilion.

RESOLVED:

To receive and note the report.

b) UNIT 11B BURNETT

The Assistant Town Clerk reported that the repair works to the lock up floor have now commenced and it has been reported that things are going well, including the addition of several other items not previously mentioned by the landlord such as new rear doors and a canopy over the same.

RESOLVED:

To receive and note the report.

47. PROPOSED CEMETERY SOFTWARE PACKAGES 2025-2026

The Assistant Town Clerk reported the existing cemetery plans that are very old are going to be scanned by the officers at the Records Office in the Guildhall at a cost of 3 for £8.00. The scans will then be used to order large poster size AO additional plans that the cemetery staff can write on and mark on new plots. The cost of reproduction from the scans is in the region of £8 each.

In respect of the cemetery software package, the costs are in an earmarked reserve already, so there is no immediate impact on the budget as this has been on the books since 2015 as a project to be undertaken.

Unfortunately, the free Parish Online records do not offer the functionality that we originally thought that they would achieve.

RESOLVED:

To receive and note the report.

48. DATE OF NEXT MEETING

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

49. 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.

50. OFFICE

The issues with the office entrance door were briefly discussed and quotes will be sought.

RESOLVED:

- (i) To receive and note the verbal update on the office.*
- (ii) To note that Health and Safety legislation will not permit only one communal toilet in the office so this idea will not be progressed.*

51. SILVANUS PROJECT

RESOLVED:

- i) To receive and note the verbal report.*
- ii) A full presentation to be given to Council at a meeting in the near future.*

52. MAKESPACE FUTURE OPPORTUNITIES

RESOLVED:

To receive and note the verbal report.

53. CAPITAL PROJECTS 2025 – 2026 BUDGET REVIEW

RESOLVED:

- (i) To receive and note the nominal ledger report of expenditure on Capital Projects during 2024 – 2025.*
- (ii) To receive and note the Budget 2025 – 2026 – Land and Projects forecasted final position 2024 – 2025.*
- (iii) To receive and note a list of Land and Capital projects including play areas that need to be considered/reviewed in respect of expenditure for the budget 2025 – 2026.*

The meeting ended at 6.35 p.m.

Signed (CHAIRMAN):

Date: