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Minutes of the CAPITAL PROJECTS COMMITTEE meeting held in the TOWN COUNCIL OFFICE, 15-17 Temple Street, Keynsham on Monday 11th August 2025 commencing at 7.00p.m.

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

Councillor D Biddleston substitute for Cllr M Burton

IN ATTENDANCE: Alan Jenner- Assistant Town Clerk
Dawn Drury- Town Clerk

1. ELECTION OF CHAIRMAN 2025/2026

RESOLVED:
That Councillor D Cooper be elected as Chair of the Capital Projects Committee for the Municipal Year 2025/2026.

2. ELECTION OF VICE CHAIRMAN 2025/2026

RESOLVED:
That Councillor H MacFie be elected as Vice Chair of the Capital Projects Committee for the Municipal Year 2025/2026.

3. MEMBERSHIP OF THE CAPITAL PROJECTS COMMITTEE 2025/2026

RESOLVED:
To note that Councillors Cllrs Martin Burton, Deb Cooper, Chris Davis, Clive Fricker, Andy Halliday, Hal MacFie and Andy Wait are the appointed members of the Committee, together with substitutes Cllr Souzan Alenshasy and Cllr D Biddleston for the Municipal Year 2025/2026, as agreed at the Annual Meeting of the Town Council on 20th May 2025.

4. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr M Burton.

5. DECLARATIONS OF INTEREST

There were none.

6. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

There were none.

7. RECORD OF PREVIOUS MEETINGS

RESOLVED

That the Minutes of the Capital Projects Committee meeting held on 14th May 2025 (previously circulated) be confirmed as a true record and signed by the Vice Chairman, as the new Chair of the Capital Projects Committee was not at the last meeting.

8. TERMS OF REFERENCE

RESOLVED:
(i) To receive and note the Terms of Reference.
(ii) That the Terms of Reference be approved with one amendment as follows:

Under delegated powers:

The first paragraph to be amended from -

The Capital Projects Committee shall be authorised to make decision including financial decision on behalf of Keynsham Town Council in respect of a project.

To –

The Capital Projects Committee shall be authorised to make decision including financial decision ***as agreed by*** *Keynsham Town Council in respect of a project.*

9. PUBLIC PARTICIPATION

There was none.

Cllr Wait joined the meeting

10. UPDATES WITH WRITTEN REPORTS

a) THE PADDOCK

RESOLVED:
(i) To receive and note the report.
(ii) To recommend to full Council that Officers explore repurposing the derelict building on The Paddock site for funding and feasibility scope options including consideration of archaeological studies for option 1 – green space maximisation with inclusion of

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the building being repurposed and option 2 – removal of the building and landscaping the whole area.

(iii) That the above explorations involve consultation with Keynsham History Society and the Keynsham Abbey Remains Group.

b) FOX AND HOUNDS LANE

RESOLVED:
To receive and note the report.

c) VAS SIGNAGE

RESOLVED:
(i) To receive and note the report.
(ii) To note that the purchase of two additional VAS has been requested as follows:
requested early 2025 - VAS for Durley Hill
requested July 2025 – VAS for bottom of Charlton Road before West View Avenue.

d) MAKESPACE LICENCE

RESOLVED:
To receive and note the report.

11. UPDATE ON CAPITAL PROJECTS WITH WRITTEN REPORTS

a) KEYNSHAM CEMETERY AND CHAPEL

RESOLVED:
i) To receive and note the report.
ii) To recommend to Council that the Faculty application is to be pursued, application to include all on site dialogue with relevant consultees.
iii) That the Statement of Significance and the Statement of Needs be produced for submission by the Assistant Town Clerk.

b) MANOR ROAD PAVILION

RESOLVED:
To receive and note the report.

c) UNIT 11 BURNETT LEASE

RESOLVED:
To receive and note the report.

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12. DATE OF NEXT MEETING

To be arranged by doodle poll in early October to look at Capital Projects budget requirements for 2026-2027

13. 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 14 - 17 of the agenda - to progress sensitive issues.

CONFIDENTIAL ITEMS

14. OFFICE

RESOLVED:
(i) To receive and note the written report in respect of the Office.
(ii) That the report information be reported to full Council.

15. SILVANUS PROJECT

RESOLVED:
i) To receive and note the written report in respect of the above project.
ii) That the report information be reported to full Council.

16. CEMETERY

RESOLVED:
i) To receive and note the written report
ii) That the report information be reported to full Council.

17. TIMEOUT PREMISES

RESOLVED:
i) To receive and note the written report.
ii) That the report information be reported to full Council.

The meeting ended at 8.10 pm.

Signed: D A Cooper (CHAIR) Date: 6/10/2025