Minutes of the Town Council meeting held on
Tuesday 16th September 2025 in The Space, Market Walk, Keynsham at 7.30 pm.

PRESENT: Cllrs Souzan Alenshasy, Alex Beaumont, David Brassington, Edmund Cannon, Martin Burton, Chris Davis, Deb Cooper, Andy Halliday, Caitlin Brennan, Clive Fricker, Caroline Leonard and Hal MacFie

IN ATTENDANCE: Katherine Sears – Deputy Town Clerk

In the absence of the Chair, the Vice Chair Cllr Alex Beaumont chaired this meeting.

It was agreed that items 32 to 34 of the agenda be brought forward, these are items exclusive of press and public, there was time following the Extra Ordinary meeting to resolve these before the main meeting.

112. 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 item of business by reason of the confidential nature of the matter to be transacted, agenda Items 32-34, to progress sensitive and financial issues.

113. GRANTS QUESTIONS

RESOLVED:
(i) To receive and note the questions received from a member of the public on a grant application.
(ii) That a response agreed at the Finance and Policy meeting be approved by full Council.
(iii) That Council approve the recommended response.
(iv) That the response from full Council be sent to the member of the public.

114. OLD POST OFFICE KEYNSHAM HIGH STREET

RESOLVED:
(i) To receive and note the report.
(ii) To decide on recommendation, point 30 (ii) within the report.
(iii) That DTC respond to the email, requesting to be kept informed.

Cllr Brennan joined the meeting.

115. POSSIBLE K2 SERVICE

RESOLVED:

(i) That a recommendation be received from the Bus Services Committee that the Town Clerk continues to work on the requirements for a submission for a second Community Bus Service for Keynsham. That Keynsham areas not currently served are being considered.

(ii) That Council approves that the Town Clerk continues to work on the requirements for a submission for a second community Bus Service for Keynsham.

116. APOLOGIES FOR ABSENCE

RESOLVED:

That apologies be received and accepted from Cllr Wait, Cllr Biddleston and Cllr Adrian Beaumont.

117. DECLARATIONS OF INTEREST

Cllr Burton, as the Church Warden at St Francis, declared an interest in agenda item 21: FP4 on the agenda.

118. DISPENSATIONS

There were none.

119. PUBLIC PARTICIPATION

There were no members of the public present.

120. VICE CHAIRMAN'S ANNOUNCEMENTS

The Vice Chair reported as follows:

Thanks to Caitlin Brennan on the work she has completed to have a Defibrillator installed on Minsmere Road. Also thank you to the Council staff for preparing giveaways for the Farmers Market and information on Council projects, they were very well received by the visitors to the market.

121. QUESTIONS ON NOTICE BY MEMBERS

There were none.

122. KEYNSHAMNOW

Sophie, the new KeynshamNow Duty Town Council Liaison Officer, reported that following elections at their last meeting they have a group of new officers. Discussed next steps on their new campaign against homophobia, will be seeking advice from an outside charity for support on this. Discussed options on the recently painted St George's Crosses on the roundabouts around Keynsham.

They have their annual cycle ride that is coming up.

Cllr Beaumont asked whether there were any litter picks planned. It was decided not to plan any whilst they were planning the cycle ride on the cycle path to Bristol and then to Bath and back on Sunday 28th September.

123. PRESENTATION ON CULTURAL CONSORTIUM PLANS

Robert Campbell (B&NES) gave a presentation on B&NES Cultural Consortium Plan.
Cllr Burton stated that it feels that whilst B&NES clearly sees the importance of physical spaces, social cohesion and placemaking which is great, within the B&NES SPD document that was released there is very little mention on community spaces which implies that the planning department isn't working to this same target. We've had housing developments built in Keynsham with no community facilities.

Robert Campbell agreed with the emphasis although cannot comment on the details. Having spoken to people in Keynsham, regarding a multi-purpose venue, he has put that forward to the Combined Authority as part of the Cultural Infrastructure proposal for B&NES. Confirmed that they will continue to work closely with colleagues in planning going forward.

Cllr Fricker thought that Culture coming to the forefront is excellent news and wishes Robert well on this project. Great to see a holistic approach to culture and creative industries. It's important to bring this together with the Town Council's Neighbourhood Development Plan and B&NES Local Plan and have an ongoing dialogue with Robert about how Keynsham can play a part in this process.

Robert welcomed the comments, shared that WECA is one of six Combined Authorities who are receiving a share of £150 million from the Government to support the creative industries. Which could be an opportunity for B&NES to identify projects that could be in receipt of this funding.

Cllr Davis raised the point that there has been talk of Keynsham having a Community Hall, which could be a centre for culture activities, would this be something B&NES could fund?

Robert said he can't comment on funding, in principle he supports the project but although cannot commit to any funding, he does commit to working with the Town Council on these types of proposals and will support it any way he can.

Cllr Cooper was concerned that wider cultures aren't represented in the Cultural Plan. Robert valued this point and would take this on board and appreciated the feedback.

Cllr MacFie asked whether Robert was aware of the events that were already happening in Keynsham.

Robert said that he was aware of the Music Festival, and has already spoken to the organisers, aware of the Winter Festival but not all events that are happening in Keynsham. He would like to work closely with Town Council to make it easier and cheaper to put on events and would be happy to come and meet with EATH Committee.

Cllr Burton said that it feels that the Plan is very Bath focused and might be worth the events team and key people in B&NES meeting with Officers of the Town Council to see if there is any support that can be provided.

Robert agreed with this point and welcomes open partnerships with the Town Council.

RESOLVED:
To receive the presentation from Robert Campbell on the B&NES Cultural Consortium Plans.

124. KEYNSHAM TOWN CENTRE REGENERATION ACTION PLAN AND THE KEYNSHAM MEMORIAL PARK PLANS

Caroline Lightfoot and Meg Collin (B&NES) gave a presentation on the Town Centre Regeneration Plans and the Keynsham Memorial Park Plans.

Cllr Brennan asked about the Café in the Park and if there were any plans.
Meg said that she would investigate this and forward response to the Town Council.

Cllr Cannon asked what was meant by "pedestrian priority".
Caroline said this was looking at options of how to prioritise pedestrians such as the pedestrianisation of the High Street.

Cllr Burton asked for a definitive statement on the mobility hub, is it going to go ahead, will there be a cycle track through the park to it, what would be the time scale and has there been a consultation take place.

Caroline said there was a recent consultation on the Park which their team commented on. Megan added that they would also like a definitive statement, it's complicated as the project is being led by the Combined Authority and B&NES are working in partnership with them, so it is the Combined Authority who would make high level decisions such as timescales.

Cllr Burton mentioned that the public toilets in the Memorial Park close in the Summer at 4pm, when there are still lots of families enjoying the park and needing these facilities. Also to consider another set of toilets near the Bandstand.
Megan said she would speak to the Parks Department regarding the opening times of the toilets as this is a sensible suggestion. With regards to additional toilets near the Bandstand there are concerns as that area is prone to flooding.

RESOLVED:
i) To receive the presentation from Caroline Lightfoot and Meg Collin on the Town Centre Regeneration Action plans and the Keynsham Memorial Park plans.
ii) For Keynsham Town Council to endorse the Regeneration Action Plan as a basis for decision making and funding bids in order to seek to deliver the priority projects.

125. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Burton reported that he attended the Police Community Liaison meeting, it was reported that Keynsham has a new Inspector called Stewart King. Issues at Holmoak were discussed and that there is a dangerous waste unit that will collect the dangerous items that are being left in Holmoak currently. Spoke about DISC scheme and that was moving forward. Also mentioned they are working on a SCAM Day where awareness of scams can be communicated.

126. MINUTES OF MEETINGS

RESOLVED:
(i) That the Minutes of the meetings as listed on the agenda are received and noted.
(ii) That the recommendations that are not subsequent Town Council Agenda Items are approved.

ITEMS FOR DISCUSSION REQUIRING A DECISION:

127. B&NES COUNCIL PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT (SPD) UPDATE CONSULTATION

RESOLVED:

(i) To receive and note the B&NES Council Obligations Supplementary Planning Document (SPD) paperwork.

(ii) To note and receive a recommendation from the Planning and Development Committee to ratify their response to the consultation (the deadline was 29th August).

(iii) That the Town Clerk submit confirmation of the ratification to the Planning Officer following this meeting.

128. RESIGNATION FROM PLANNING AND DEVELOPMENT COMMITTEE

RESOLVED:

(i) To receive and note that Cllr C Brennan has resigned from the Planning and Development Committee.

(ii) That Councillor Wait be appointed to the Planning and Development Committee.

129. RESIGNATION FROM FINANCE AND POLICY COMMITTEE

RESOLVED:

(i) To receive and note that Cllr C Leonard has resigned from the Finance and Policy Committee.

(ii) That Councillor Brassington be appointed to the Finance and Policy Committee.

130. BUS SERVICES MATTER – SEC 106 AGREEMENT FOR PLANNING APPLICATION 21/05471/OUT

Cllr Edmund raised the issue that due to the Terms of Reference of the Bus Services Committee, all decisions need to be brought to Full Council, it creates severe delays in actions being able to be completed.

RESOLVED:

That the Town Clerk sends a letter to the Case Officer on planning application 21/05471/OUT – Parcel 5159, Minsmere Road, seeking a copy of the full Sec 106 agreement.

131. REQUEST FOR EXPANSION AND IMPROVEMENT OF MANOR ROAD PLAYING FIELDS BASKETBALL COURT

RESOLVED:

i) That Town Council receive and note the request.

ii) That the Clerk respond to the Resident as follows:

- *Highlight that Teviot Road basketball court is being considered in the refurbishment of this play area.*
- *Communicate the process of play area refurbishments, relating to the Play Area Policy.*

132. TERMS OF REFERENCE REVIEW

RESOLVED:

(i) To receive and note the amended Terms of Reference document.

(ii) To consider and approve the amendments (in blue) to the Terms of Reference document.

(iii) That the amended Terms of Reference be approved.

133. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 15th JULY 2025

RESOLVED:

(i) July - To note that one delegated action was approved for the expenditure of £1422.76 for the repair of a broken seesaw at Holmoak Play Area. Repair required for Health and Safety reasons.

(ii) To note there were no delegated actions taken in August 2025.

134. UPDATES FROM THE RFO

RESOLVED:

(i) To note the updates from the RFO for July.

(ii) To note that there were no updates from the RFO for August.

135. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 19th August 2025 (Draft minutes previously circulated) (details of APPROVED items to be received and noted from minutes of 19TH AUGUST 2025 & SEPTEMBER 9TH Item 20 (A –J)

RESOLVED:

To receive and note agenda items 20 A-J.

136. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 19th AUGUST 2025 NEEDING DECISION:

FP1 INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

RESOLVED:

(i) To receive and review the Information and Communication Technology Policy.
(ii) To receive a recommendation from the Finance and Policy Committee to approve the Information and Communication Technology Policy.
(iii) That the Information and Communication Technology Policy be approved.

FP2 SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

RESOLVED:

(i) To receive and review the Social Media and Electronic Communication Policy.
(ii) To receive a recommendation from the Finance and Policy Committee to approve the Social Media and Electronic Communication Policy with the amendments.
(iii) That the Social Media and Electronic Communication Policy be approved.

FP3 MANOR ROAD ELECTRICITY CONTRACT

RESOLVED:

(i) To receive and note the 3 quotes for electricity at Manor Road.
(ii) To receive a recommendation from the Finance and Policy Committee that quote 3 be accepted.
(iii) That quote 3 be approved.

FP4 COMMUNITY PROJECTS APPLICATION – ST FRANCIS CHURCH

RESOLVED:

(i) To note that approval has been granted for the St Francis Church Community Projects Application on condition that the Town Clerk is satisfied with the application outcome and procedure.
(ii) To note the consultation had 121 votes in support of the application.
(iii) That the Town Clerk liaise with the Church in respect of the project going forward.

FP5 WECA COMMUNICATION FUNDING

RESOLVED:

(i) To receive and note the information provided by WECA regarding the £5,000.

(ii) To note that the Town Clerk recommends that the funding for communication/promotion of the K1 bus route be undertaken by WECA, as this will be more cost effective for the communication programme that is planned and WECA also have a dedicated Communications Team. The Town Council's Business and Community Engagement Officer will work closely with WECA and ensure that Council can also share all communications on our social media channels.

(iii) That the WECA bus marketing fund of £5,000 be managed directly by the Town Council. The campaign shall be delivered through the procurement of an independent marketing agency, with procurement and contract oversight delegated to the Finance & Policy Committee. Final approval of the campaign brief, appointment of the agency, and all campaign materials shall rest with full Council, ensuring transparency and political neutrality. The scope of the campaign shall be limited to the promotion of Bus Services in Keynsham (routes, timetables, fares, accessibility, and environmental benefits).

FP6 PARK ROAD PLAY AREA UPGRADE

RESOLVED:

(i) To receive a recommendation for the Finance and Policy Committee to approve the start of the consultation for Park Road play area and green space upgrade.

(ii) That the consultation on the Park Road Play Area and green space upgrade commences.

FP7 POLICIES

a) Principles of Good practice/Member & Officer Protocol
b) Persistent and Vexatious Complaints Policy
c) Staff Appraisal Policy and Procedure & Appraisal Form
d) Training & Development Policy
e) Play Area Policy
f) Community Engagement Strategy
g) Bad Debt Policy
h) Employee Wellbeing Policy
i) Anti –Harassment & Bullying Policy

RESOLVED:

(i) To receive and review the Policies.
(ii) To receive a recommendation from Finance and Policy Committee to approve and for the Chair to sign the above Policies, with the changes.
(iii) That the amended Policies be approved and signed by the Vice Chair.
(iv) That policies a) b) c) d) h) and i) be moved to Personnel Committee for future reviews.

FP8 STANDING ORDERS

RESOLVED:

(i) To receive and note the Standing Orders with changes.
(ii) To receive a recommendation from the Finance and Policy Committee to approve the changes to the Standing Orders.
(iii) That the Standing Order be approved and the Vice Chair sign the same.

FP9 INSURANCE 2025/26 (attached)

RESOLVED:
(i) To receive and note the insurance policy quotes and changes (supporting papers previously circulated).
(ii) To receive a recommendation from the Finance and Policy Committee to approve the insurance policy and changes.
(iii) That the insurance policy and changes be approved, with consideration of adding "Support for Traumatic Incidents" into the cover, or seek coverage through another source.

137. LETTERS TO HEAVEN POSTBOX

RESOLVED:
(i) To receive and note the information and cost of the post box.
(ii) To note that the Finance and Policy Committee recommended that the purchase of the Letters to Heaven Post Box is not approved, full Council to consider this matter.
(iii) That the purchase of the Letters to Heaven Post Box is not approved.

138. SCHEDULE OF PAYMENTS – MONTH 5 - AUGUST 2025

RESOLVED:
That the Schedule of Invoices for August month 5 be approved for payment and copy be signed by the Chair of Council.

139. SCHEDULE OF PAYMENTS – MONTH 6 - SEPTEMBER 2025

RESOLVED:
That the Schedule of Invoices for September month 6 be approved for payment and copy be signed by the Chair of Council.

ITEMS TO RECEIVE AND NOTE:

140. NAMING OF ROAD IN KEYNSHAM

RESOLVED:
(i) To receive and note the paperwork.
(ii) To note that there have been two complaints regarding the chosen name and these have been referred to the Court.

141. LP APPROVAL REQUEST - KEYNSHAM LPA EXTENSION – MAKESPACE

Verbal update that an extension has been granted to 14th November for the keys to be returned to Town Council.
RESOLVED:
To receive and note the information.

142. HIGHWAY IMPROVEMENT WORKS ON A4 AND B3116 RELATED TO CURO DEVELOPMENT

RESOLVED:
To receive and note the report.

143. TWINNING TRIP TO LIBOURNE

Cllr Alenshasy updated the Council that a new date is being discussed.

RESOLVED:
To note that the Twinning Trip has been cancelled due to organisations being unable to decide on a convenient date.

144. K1 BUS SERVICE ARTICLE IN THE VOICE

RESOLVED:
(i) To receive a recommendation from the Bus Services Committee that Council give approval for an Officer to produce an article in the next edition of the Keynsham Voice promoting the service and update on its success.
(ii) That Council approve the production of an article for the Keynsham Voice.

145. DATE OF NEXT MEETING

RESOLVED:
To note that the date for the Town Council's next meeting is **Tuesday 21st October 2025 at 7.00pm** in The Space, Market Walk, Keynsham.

The meeting finished at 9.37 p.m.

Signed: .... (CHAIR) Date: 21/10/25.....................