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**Minutes of the CAPITAL PROJECTS COMMITTEE meeting held in the TOWN COUNCIL  
OFFICE, 15-17 Temple Street, Keynsham on Thursday 16<sup>th</sup> April 2026  
commencing at 7.00 p.m.**

**PRESENT:** Councillors D Cooper, C Davis, C Fricker and A Wait.

**IN ATTENDANCE:** Alan Jenner - Assistant Town Clerk  
Dawn Drury - Town Clerk  
Cllr A Halliday

**63. APOLOGIES FOR ABSENCE**

***RESOLVED:***

Apologies were received and noted from Cllr Burton.

**64. NOT PRESENT**

***RESOLVED:***

Cllr H McFie was not present.

**65. DECLARATIONS OF INTEREST**

***RESOLVED:***

That there were no Declarations of Interest.

**66. 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.

***RESOLVED:***

That there were no Dispensations.

**67. RECORD OF PREVIOUS MEETINGS**

***RESOLVED:***

*That the Minutes of the Capital Projects Committee meeting held on 23<sup>rd</sup> February 2026 (previously circulated) be confirmed as a true record and signed by the Chairman of the Committee.*

**68. PUBLIC PARTICIPATION**

**RESOLVED:**

There was none.

**69. CEMETERY WORKS UPDATE**

The Assistant Town Clerk informed the Committee that the JCT contract was ready to be signed off at the Town Council meeting on Tuesday 21<sup>st</sup> April 2026. Insurance for the project has been sorted with the Contractors being noted on the Town Council policy and providing evidence of their own insurance for the Town Council records.

Works will commence with the scaffolding being erected on 22<sup>nd</sup> April and the Cintec strapping work commencing on 27<sup>th</sup> April 2026.

He gave details of the Contractors that will be on site, Ellis are the main contractors, Mann Engineering as Consultants, Falcon undertaking the Cintec works. The whole of the works will be supervised by the Architect who has quoted a fee of £85.00 per hour (full service approximately £2,500)

**RESOLVED:**

*To receive and note the update on the Cemetery works.*

**70. ASSESSMENT OF THE CEMETERY DRIVEWAY**

The Driveway has been visually assessed and there is no evidence of an immediate slippage risk but works to add support piles into the Driveway could be undertaken in the future should this change. Currently, there is a lot of vegetation and tree root systems that are working to hold the bank together.

**RESOLVED:**

- i) To receive and note the update on the Cemetery Driveway.*
- ii) To maintain the reserve of £77,000 over the next couple of years and keep assessing the Bank and Driveway.*
- iii) To recommend that Council approve the quote for resurfacing of the Driveway to repair the pot holes. Works to be undertaken once the Cemetery works are completed.*

**71. CEMETERY RAILINGS UPDATE**

Replacement railings would need a Faculty, but this is not an urgent project and will be revisited in the future.

**RESOLVED:**

*To receive and note the update on the Cemetery railings.*

**72. MANOR ROAD UPDATE**

**RESOLVED:**

*To receive and note the update in respect of the parking area on Manor Road.*

**73. THE PADDOCK - UPDATE**

St. John's 750 project plans and method of funding were explained to the Committee. Part of their project is to undertake ground penetrating radar (GPR) surveys in part of the Church grounds, and they would like to extend these works to The Paddock and within the old 'haycart' building.

**RESOLVED:**

*To receive and note the update on The Paddock.*

**74. PLAY AREA REFURBISHMENT**

All Town Council play area refurbishments are going well. Play area companies have attended both Park Road and Teviot Road play areas. The closing date for designs and quotes for Park Road is 9<sup>th</sup> June and these will be presented to Council on 16<sup>th</sup> June. The deadline for designs and quotes for Teviot Road play area is 26<sup>th</sup> June 2026, with these being presented to Council on 21<sup>st</sup> July before presenting (shortlisted designs) to the local community during the summer holidays, for their views. The recommended design will then be brought back to Council on 15<sup>th</sup> September.

**RESOLVED:**

*To receive and note the verbal update regarding play area refurbishments.*

**75. FOX AND HOUNDS LANE CONSERVATION AREA UPDATE**

**RESOLVED:**

*To receive and note the information in the report provided for the meeting.*

**76. BURNETT LOCKUP**

**RESOLVED:**

*To receive and note the update on the Burnett Lockup.*

77. TIMEOUT LEASE

It has been confirmed in writing that under the current occupation arrangements unfortunately sub-lettings are not possible. Cllr Wait is responding to this issue.

**RESOLVED:**

*To receive and note a verbal update on the TimeOut lease.*

78. DATE OF NEXT MEETING

To be arranged by Doodle early/mid-June 2026.

79. 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 business to be transacted. (Item 17 on the agenda).*

CONFIDENTIAL ITEM

80. SILVANUS UPDATE

**RESOLVED:**

*To receive and note the confidential information on Silvanus.*

The meeting ended at 7.50 pm.

Signed: (CHAIR) .....

Date: .....