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To All Members of the Capital Projects Committee: Cllrs Caitlin Brennan, Martin Burton, Deb Cooper, Chris Davis, Andy Halliday, Hal MacFie and Andy Wait.

Substitutes: Councillors Alex Beaumont and D Biddleston.

Dear Councillor

You are invited to attend a **MEETING of the CAPITAL PROJECTS COMMITTEE** to be held in **the TOWN COUNCIL OFFICE, 15-17 Temple Street, Keynsham on Monday 9th November 2026 commencing at 7.00p.m.**

Signed on 3rd November 2026



By Dawn Drury - Town Clerk

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds you must evacuate the building by one of the signed green running persons exits and proceed to the named assembly point.
Assembly point: Grassed area past St. Cadoc House, Temple Street.

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014).

CAPITAL PROJECTS COMMITTEE AGENDA 9th November 2026

1. APOLOGIES FOR ABSENCE

RECOMMENDED:
To receive apologies for absence.

2. DECLARATIONS OF INTEREST

RECOMMENDED:

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. 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.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the Minutes of the Capital Projects Committee meeting held on 28th September 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. PUBLIC PARTICIPATION

(a) In accordance with Standing Order 3(e) (ii), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

(b) In accordance with Standing Order 3 (e) (iii) Members of the Public may also speak on one single item only on the agenda per meeting, just prior to that item being discussed unless otherwise agreed by the Chair, or Chair of a Committee. Each person may speak for not more than 2 minutes, with a maximum of 2 speakers per item in favour and 2 speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting. Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDED:

That the Chairman respond to any questions/observations from the public. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

6. CAPITAL PROJECTS BUDGETS 2027 -2028

RECOMMENDED:

To note that the Committee's draft recommendations on the budget requirements for 2027 – 2028 were received and noted by Council at its 20th October meeting.

7. CEMETERY WORKS UPDATE (Report attached)

RECOMMENDED:

To receive and note the report attached on the Cemetery current works and the future works to be undertaken this budget year.

8. ARCHAEOLOGY FOUND IN GRAVE PLOT AT THE CEMETERY

RECOMMENDED:

To note that BACS have opened a small trench in the grass border along the projected line of the wall found and will provide a report. A draft management plan for the cemetery to take account of the chance of further archaeology being found is in the course of preparation.

9. MANOR PLAYING FIELDS AND PAVILION (attached)

RECOMMENDED:

To receive and note the written report on Manor Road playing fields and Pavilion.

10. THE PADDOCK (attached)

RECOMMENDED:

To receive and note the written report on The Paddock.

11. PLAY AREA REFURBISHMENTS (Previous assessment attached)

Parks 4 All offer advice on making Parks accessible. They have worked with BANES on some of their parks and setting up groups to support parks.

RECOMMENDED:

(i) To receive and note the verbal update regarding play area refurbishments.

(ii) To note that Teviot Road and Park Road play areas will be completed between now and Summer 2027.

(iii) To note that the following play areas still require refurbishment/upgrades: Lower Memorial, Holmoak and Manor Road.

(iv) That it be confirmed that either Lower Memorial, Holmoak or Manor Road be designed to be accessible as much as possible.

(v) To decide if Council wish to consult with Parks 4 All in respect of accessibility for our play areas, to get their views.

12. FOX AND HOUNDS LANE CONSERVATION AREA UPDATE (attached)

RECOMMENDED:
To receive and note the written report attached on the progress for a pre-app dialogue with BANES development for a gate entrance and the future steps to implement the outcome of the dialogue.

13. MANOR ROAD PAVILION AND KEYNSHAM MEMORIAL PARK TENNIS HUT (Photos attached)

RECOMMENDED:
(i) To receive and note that part of the fascia on the Manor Road Pavilion and the Keynsham Memorial Park Tennis Hut have had small sections of the fascias removed by vandals. Officers are seeking quotes for replacement fascias.
(ii) Some of the anti-climb deterrent has been removed from the Manor Road Pavilion. Officers are seeking quotes for a stronger alternative.

14. DATE OF NEXT MEETING

To be arranged by Doodle poll for January 2027.

15. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:
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 16 & 17 below - to progress sensitive issues.

16. SILVANUS UPDATE (Report available in Councillor Sharepoint folder and at the meeting)

RECOMMENDED:
To receive a report and in respect of this matter.

17. TOWN COUNCIL OFFICE INVESTIGATIONS (Report available in Councillor Sharepoint folder and at the meeting)

RECOMMENDED:
To receive a report in respect of this matter.