



Dawn Drury – Town Clerk  
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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 Thursday 18<sup>th</sup> June 2026 commencing at 7.00p.m.**

Signed on 11<sup>th</sup> June 2026

A handwritten signature in black ink, appearing to read "Dawn", enclosed in a simple black oval.

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 18<sup>th</sup> June 2026**

1. **ELECTION OF CHAIRMAN 2026/2027**

**RECOMMENDED:**

***To elect a Chair of the Capital Projects Committee for the Municipal Year 2026/2027.***

2. ELECTION OF VICE CHAIRMAN 2026/2027

**RECOMMENDED:**

*To elect Vice Chair of the Capital Projects Committee for the Municipal Year 2026/2027.*

3. MEMBERSHIP OF THE CAPITAL PROJECTS COMMITTEE 2026 – 2027

Councillors Caitlin Brennan, Martin Burton, Deb Cooper, Chris Davis, Andy Halliday, Hal MacFie and Andy Wait. Substitutes appointed Alex Beaumont and Dave Biddleston.

**RECOMMENDED:**

*To note the above membership of the Capital Projects Committee for the Municipal Year 2026/2027 as appointed at the Annual Meeting of the Town Council on 19<sup>th</sup> May 2026.*

4. APOLOGIES FOR ABSENCE

**RECOMMENDED:**

To receive apologies for absence.

5. TERMS OF REFERENCE

**RECOMMENDED:**

- (i) *To receive, note and review the Terms of Reference of the Capital Projects Committee.*
- (ii) *To recommend the Terms of Reference to full Council for approval.*

<b>NAME OF COMMITTEE</b>	<b>Capital Projects Committee</b>
<b>MEMBERSHIP</b>	9 members of the Town Council to include Chair and Vice Chair of Council, Chair of Planning (or another member of each committee where duplication occurs) and 6 other Councillors.
<b>TERMS OF REFERENCE</b>	To consider proposed project plans and budgets and make recommendations to Town Council  To review all relevant funding and financing. To make recommendations on same to the Town Council.  To manage Capital projects on behalf of the Town Council.  To monitor and oversee upgrades/refurbishment of play areas and green spaces.

	<p>To monitor development and progress of capital projects against project plans and financial estimates and make regular reports/recommendations to Town Council</p> <p>Review processes used for evaluation and selection of design and delivery teams including methods of assessment used to evaluate design and contractor bids and the arrangements proposed for effective co-ordination of the design and delivery process.</p> <p>To approve tenders for construction works and delegate two members of the Committee to participate in the appointment of contractors</p> <p>To receive reports from professional advisors including solicitors, architects cost consultants, surveyors and project managers on the delivery and performance of projects.</p> <p>To approve and monitor the Risk Management Plan for any project</p> <p>To monitor and review the health and safety of contractors, staff, and members of the public during the implementation period, as prescribed by the CDM Regulations. A specialist consultant will be appointed to support the Committee in this duty</p> <p>To ensure any capital expenditure, procurement, or borrowings are in accordance with the financial regulations</p>
<p><b>DELEGATED POWERS</b></p>	<p>The Capital Projects Committee shall, be authorised to make decisions including financial decisions on behalf of Keynsham Town Council in respect of project management and delivery within the remit of the project plan and budget. This also includes decisions relating to grant applications, tendering processes and design specifications.</p>

	The Committee shall have the power to co-opt external non-voting members with specific expertise if and as required
<b>REFERRED BUSINESS</b>	To consider and make recommendations to the Town Council on the following matters: a) Project budgets and changes to budgets b) Tendering and procurement outcomes c) Design specifications including major changes
<b>QUORUM</b>	4 members
<b>FREQUENCY OF MEETINGS</b>	As required

## 6. DECLARATIONS OF INTEREST

### *RECOMMENDED:*

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16<sup>th</sup> 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).

## 7. 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.

## 8. RECORD OF PREVIOUS MEETINGS

### *RECOMMENDED:*

That the Minutes of the Capital Projects Committee meeting held on 16<sup>th</sup> April 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

## 9. 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.

10. CEMETERY WORKS UPDATE (Report attached)

**RECOMMENDED:**

*To receive and note the update on the Cemetery current works and the future works to be undertaken this year.*

11. ARCHAEOLOGY FIND IN GRAVE PLOT AT THE CEMETERY (Report attached)

**RECOMMENDED:**

- i) To receive and note the update on the excavation of the GRAVE plot by BCAS.*
- ii) To resolve to decommission the plot for coffin burials.*

12. MANOR ROAD UPDATE (Report attached)

**RECOMMENDED:**

- (i) To receive and note the update in respect of the parking area on Manor Road.*
- (ii) To receive and note a verbal update on the pathway on the perimeter edge of Manor Road Playing fields*

13. THE PADDOCK - UPDATE (Report attached)

**RECOMMENDED:**

- i) To receive and note the update on The Paddock re 750 project and its impact on feasibility assessment of The Paddock including costings.*
- ii) To resolve to permit a tender process for a survey of the derelict Barn including the feasibility of alternative uses including a visitor centre;*
- iii) To resolve that the costs of the survey and report will be budgeted at up to £20,000 and the funds will be met partly from existing reserve on The Paddock and the balance from Cil.*

14. PLAY AREA REFURBISHMENTS

*RECOMMENDED:*

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

15. FOX AND HOUNDS LANE CONSERVATION AREA UPDATE

*RECOMMENDED:*

*To receive a verbal update on the priorities for the Fox and Hounds Lane Conservation Area.*

16. BURNETT LOCKUP (Report attached)

*RECOMMENDED:*

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

17. TIMEOUT LEASE

*RECOMMENDED:*

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

18. DATE OF NEXT MEETING

To be arranged by Doodle End August/early September 2026.

19. 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 20 -22 below - to progress sensitive issues.*

20. SILVANUS UPDATE (Report available in Sharepoint and at the meeting)

*RECOMMENDED:*

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

21. MANOR ROAD

*RECOMMENDED:*

*To receive and note the confidential information on Manor Road.*

## 22. PLAY AREAS

*RECOMMENDED:*

*To receive and note the confidential information on Play Areas.*