



Town Clerk: Dawn Drury
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To: All Members of the Consultation Response Group: Councillors D Biddleston, M Burton, D Cooper and C Fricker

Cllrs C Davis and A Halliday - Substitutes

cc. All Other Town Councillors.

Dear Member

You are requested to attend a meeting of the CONSULTATION RESPONSE GROUP to be held in the Town Council Office, 15 – 17 Temple Street, Keynsham BS31 1HF on **Tuesday 2nd June 2026 at 7.00 p.m.**

The agenda for the meeting appears below.



Dawn Drury Town Clerk

26th May 2025

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds you must evacuate the building by the exit and proceed to the assembly point: grassed area past St. Cadoc House, Temple Street.

Arrangements are in place for the safe evacuation of disabled people.

AGENDA

1. MEMBERSHIP OF THE CONSULTATION RESPONSE GROUP 2026/2027

RECOMMENDED:

To note that Councillors Cllrs Dave Biddleston, Martin Burton, Deb Cooper and Clive Fricker are the appointed members of the Consultation Response Group for the Municipal Year 2026/2027, as agreed at the Annual Meeting of the Town Council on 19th May 2026.

2. ELECTION OF CHAIRMAN 2026/2027

RECOMMENDED:

To elect the Chair of the Consultation Response Group for the Municipal Year 2026/2027.

3. ELECTION OF VICE CHAIRMAN 2026/2027

RECOMMENDED:

To elect the Vice Chair of the Consultation Response Group for the Municipal Year 2026/2027.

4. APOLOGIES FOR ABSENCE

To receive apologies for absence.

5. DECLARATIONS OF INTEREST

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).

6. NOTES OF LAST MEETING

RECOMMENDED

To approve the minutes of the Consultation Response Group meeting (previously circulated) held on 13th April 2026.

7. TERMS OF REFERENCE

NAME OF WORKING GROUP	Consultation Response Group
MEMBERSHIP	5 Members of Town Council including 3 from Planning & Development Committee
FUNCTIONS	(i) To formulate responses to consultations for consideration by either Planning & Development Committee or full Town Council as appropriate. (ii) The Group may invite to its meetings any person, (including staff and volunteers),

	who may be of assistance to the Group in the exercise of its responsibilities.
DELEGATED POWERS	To formulate and submit responses on behalf of the Town Council if there is insufficient time for a response to be considered by either the Planning & Development Committee or Full Town Council as appropriate.
QUORUM	3 Town Councillors.
FREQUENCY OF MEETINGS	As required

8. B&NES CLEAN AIR STRATEGY 2026 – 2031 CONSULTATION (Strategy document and consultation questions attached)

RECOMMENDED:

- (i) To receive, note, consider and to respond to the Clean Air Strategy 2026 – 2031 Consultation.*
- (ii) That the responses be reported to the Town Council meeting on 16th June 2026.*
- (iii) That the Clerk submits the Town Council’s response by the deadline of 23rd June 2026.*

9. DATE OF NEXT MEETING

RECOMMENDED:

To note that a Doodle Poll will be sent out to ascertain the date and time of the Group’s next meeting.