
**Minutes of the CAPITAL PROJECTS COMMITTEE meeting held in the TOWN COUNCIL
OFFICE, 15-17 Temple Street, Keynsham on Thursday 18th June 2026
commencing at 7.00 p.m.**

PRESENT: Councillors C Brennan, M Burton, D Cooper, C Davis, A Halliday and H MacFie.

IN ATTENDANCE: Alan Jenner - Assistant Town Clerk
Dawn Drury - Town Clerk

1. ELECTION OF CHAIRMAN 2026/2027

RESOLVED:

That Cllr D Cooper be appointed as Chair of the Capital Projects Committee for the Municipal Year 2026/2027.

2. ELECTION OF VICE CHAIRMAN 2026/2027

RESOLVED:

That Cllr H MacFie be appointed as 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.

RESOLVED:

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 19th May 2026.

4. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies were received and noted from Cllr A Wait.

5. TERMS OF REFERENCE

RESOLVED:

- (i) *To receive, note and review the Terms of Reference of the Capital Projects Committee.*

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- (ii) *To recommend the Terms of Reference with no amendments to full Council for approval.*

6. DECLARATIONS OF INTEREST

RESOLVED:

To note that Cllr M Burton declared an Interest in respect of item 13 The Paddock, as a member of St. John's Parish Church

7. DISPENSATIONS

To note that there were no Dispensations.

8. RECORD OF PREVIOUS MEETINGS

RESOLVED:

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

9. PUBLIC PARTICIPATION

There was none.

10. CEMETERY WORKS UPDATE

In addition to the written report that was presented to the Committee, the Assistant Town Clerk gave a verbal up to date report on the Cemetery Chapel Works (current and future) and the walls that will require future maintenance. The Cemetery Works are on target to be completed, possibly before.

The driveway works resurfacing will be undertaken once the existing works are completed. The resurfacing works were approved by Council on 21st April 2026.

The Cemetery railing project be looked at later this year.

RESOLVED:

- (i) *To receive and note the update Cemetery Chapel Works (current and future) and the walls that will require future maintenance.*
- (ii) *That the councillors be offered a site visit to the Cemetery to view the completed works in due course.*
- (iii) *That a spreadsheet detailing all the costs associated with the current Cemetery works be presented at the next meeting (the spreadsheet to include itemised breakdowns showing how each is to be funded)*

11. ARCHAEOLOGY FIND IN GRAVE PLOT AT THE CEMETERY

RESOLVED:

- i) *To receive and note the update on the excavation of the grave plot by BCAS.*
- ii) *That the plot be decommissioned for future coffin burials.*

12. MANOR ROAD UPDATE

The Clerk reported that she had attended a site meeting with an Officer from B&NES Council Property Team to assess the issue of tree roots lifting a couple of sections of the pathway and making it uneven. The works in respect of the repair to the pathway will be added to B&NES maintenance schedule. B&NES Arboriculture Team still need to assess how to treat roots before the resurfacing.

RESOLVED:

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

13. THE PADDOCK

RESOLVED:

- i) *To receive and note the update on The Paddock re 750 project and its impact on feasibility assessment of The Paddock including costings. Some of this funding may align with a lottery application.*
- 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 REFURBISHMENT

The Clerk updated the Committee as follows:

Design ideas (not set plans) are starting to come through for Park Road and Teviot Road play areas and face-to-face consultations will be undertaken with Stakeholders, Local Residents and the wider community during the school summer holidays. Promotion of these consultations will be via social media, leaflet drops, email invites and posters in the local area.

A playground design company who was recently in the Keynsham area visited the Lower Memorial Playground and have submitted a design idea for a play area suitable for smaller

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children and offering accessible equipment. This design will be shared with the Keynsham Memorial Park Working Group at their meeting on 29th June 2026.

Concerns were raised with regards to the condition of Holmoak Play Area, although newer than some others this is showing signs of deterioration due to the poor wood quality of the equipment. A review of the order of refurbishment of Town Council play areas was suggested.

RESOLVED:

- (i) *To receive and note the verbal update regarding play area refurbishments.*
- (ii) *That the order of the refurbishment of Town Council play areas be undertake by full Council at its next meeting.*

15. FOX AND HOUNDS LANE CONSERVATION AREA UPDATE

The Clerk reported that now that the Cemetery works are underway there will be more time to concentrate on the works required at the Fox and Hounds Lane Conservation Area and the Clerk will work on a pre-app in respect of the construction of an access into the site.

Cllr Burton made a suggestion that the Council lease the land to the Fox and Hounds Working Group and that they apply for funding through grants to pay for future work requirements.

RESOLVED:

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

16. BURNETT LOCKUP

RESOLVED:

To receive and note the update on the Burnett Lockup.

17. TIMEOUT LEASE

It has been confirmed in writing that under the current occupation arrangements unfortunately sub-lettings are not possible.

The Clerk is still waiting to hear from B&NES regarding a lease for the building and will chase this.

RESOLVED:

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

18. DATE OF NEXT MEETING

To be arranged by Doodle early September 2026.

19. 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 20 - 22 on the agenda).

CONFIDENTIAL ITEMS

20. SILVANUS UPDATE

RESOLVED:

To receive and note the confidential information on Silvanus.

Cllr MacFie left the meeting.

21. MANOR ROAD

RESOLVED:

- (i) To receive and note the confidential information on Manor Road.*
- (ii) That a feasibility study including the pros and cons be put to full Council in September 2026*

22. PLAY AREAS

RESOLVED:

- (i) To receive and note the confidential information on Play Areas.*
- (ii) That a feasibility study including the pros and cons be put to full Council in September 2026*

The meeting ended at 8.30 pm.

D. Cooper.
28 Sept 2026