KEYNSHAM TOWN COUNCIL

Dawn Drury – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: Nos: 0117 986 8683/07904 161097
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

Minutes of the CAPITAL PROJECTS COMMITTEE meeting held in the TOWN COUNCIL OFFICE, 15-17 Temple Street, Keynsham on Monday 28th September 2026 commencing at 7.00 p.m.

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

IN ATTENDANCE: Alan Jenner - Assistant Town Clerk
Dawn Drury - Town Clerk
Cllr Alex Beaumont

23. APOLOGIES FOR ABSENCE

RESOLVED:
Apologies were received and noted from Cllr C Davis,

24. DECLARATIONS OF INTEREST

RESOLVED:
Cllr A Wait expressed an interest in items 6 – Capital Projects budget (in respect of FHLWG) and 14 – Fox and Hounds Lane Conservation Area as he is the Chair of this organisation.

25. DISPENSATIONS

To note that there were no Dispensations.

26. RECORD OF PREVIOUS MEETINGS

RESOLVED:
That the Minutes of the Capital Projects Committee meeting held on 18th June 2026 (previously circulated) be confirmed as a true record and signed by the Chairman of the Committee.

27. PUBLIC PARTICIPATION

There was none.

28. CAPITAL PROJECTS BUDGETS 2027 -2028

NOTE TO OFFICE STAFF.

When agenda or minutes documents are re-issued due to amendments, that all amendments are shown and checks are made that date changes or emissions etc are correct. Also, IMPORTANT that any re-issued agenda items are labelled version 2 etc, in order that all Councillors at a meeting are working on the same paperwork.

Budget code 4416 - The Paddock -survey and maintenance/improvement
£20,000 approved.

Budget code 4417 Fox & Hounds Lane Conservation Area.
£10,000 approved.

Cllr Burton asked if the Fox and Hounds Lane Working Group were applying for outside funding for their projects on this site. He suggested that they become a formalised group so that they could apply for environment related grant funding. The Clerk reminded the Councillor that the land belonged to the Council. The Council were also asked to apply for such grants.

Cllr Wait raised the issue of the lack of an entrance to the site and the Clerk reported that a planning pre-app was in hand.

Budget code 4112 Public Works Loan
£33,000 to remain in the budget should I we need to apply for a grant.

It was acknowledged budget codes – 4720

Cllr Burton queried the type of play area safety surfaces being used and had Council considered bonded rubber mulch. The Committee were informed that most play areas companies are offering cheaper options such as bonded crumb.

Budget code 4711 Play area refurbish/resurface (4 parks)
£65,000 approved - Cil Expenditure

Budget code 4712 HAZ Project, Bus Services, Limekiln shed roof (Manor Road) no longer need budget funding.

Budget code new project – office programme
£3,300 approved

Budget code new project – Cemetery railings
£8,100 approved

Budget code new project – Cemetery Wall
£10,000 approved

Budget code Chapel - West Chapel
£20,000 approved

Consider the Manor Road Parking as part of a Pavilion upgrade in the future
New project Manor Road Parking
£5,000 to be removed from the budget

Budget code 4611– Contingency fund for Projects
£2,000 approved

Budget code 4601– Bus stop shelters x 10
£1,500 approved

Budget code 4604– Bins (31)
Reduce to £1,500 approved

Website has been approved cost is under £2,000 from 2026 – 2027 budget
Budget code 4612– Website
£6,000 to be removed from the budget

Budget code 4613
Bandstand Metal Work Painting
£1,000 approved

Budget code 4607
Bandstand Maintenance
£1,700 on next F & P agenda

The original ownership of the noticeboard near St. Francis Road and St. Ladoc Road is an organisation known as All Saints Community Association which is no longer in existence. It is suggested that the Town Council approach the key holder and ask if the Town Council can take this one over.

It was also suggested that the developers or management companies of all new estates be contacted with the idea of installing a new notice board on each estate. New estates include Bilble, Holmoak, the Meadows, Somerdale, Minsmere, the Hygge. If permissions and quotes are sought this could be funded through CIL. The Office staff will work on this project.

Budget code 4606 – Noticeboards
£6,000 approved

Budget code 4719 – VAS Signs
Budget amount to cover replacement batteries and repairs.

Budget Code 4801 – MakeSpace
£2,000.

Budget Code 4801 – Allotments
Section 106 funds still available.

Budget amount possibly required for TimeOut rent and utilities depending on future discussions.

RESOLVED:

(i) To make recommendations to full Council in respect of the Capital Projects budget requirements, as above, for 2027 – 2028.

(ii) To recommend to Full Council to approve the same.

29. UPDATE ON DISC

Clerk's note: The Disc system is just being used by the few businesses as others prefer to use the WhatsApp group that they have set up.

RESOLVED:

To receive and note the verbal update on Disc scheme.

30. CEMETERY WORKS UPDATE

The recent Cemetery works costs were presented and Councillors reviewed the same. There was a slight overspend of the works due to some works that became apparent as the project progressed but also there were some savings. The works are medium term fix of 50 years but could prove to have a longer span and only time will tell. The spire looks lovely and there were no major structural defects on it.

This leaves only minor internal works to be completed on this particular project. This project is funded from CIL.

The repair of the driveway is the next essential item of expenditure.

Next year's Quinquennial Report due in May will identify any necessary wall works etc.

A report will be presented at the next meeting with costs and priority of the outstanding works across the whole Cemetery.

RESOLVED:

(i) To receive and note the update Cemetery Chapel Works (current and future)

(ii) That a site visit to the Cemetery be arranged to view the completed works, in due course.

31. ARCHAEOLOGY FIND IN GRAVE PLOT AT THE CEMETERY

This is now completed and the grave backfilled. It is a new Roman wall find built in a direction that does not align with existing wall directions that have been plotted. The Archaeologists will back into the next few months to do a bit more work in respect of this.

DC

RESOLVED:
To receive and note the update on the excavation of the grave plot by BCAS.

32. UPDATE ON MANOR PLAYING FIELDS AND PAVILION

The pitches are to be improved to keep them to FA standard by aerating, seeding and fertilising them.

RESOLVED:
To receive and note the verbal update on Manor Road playing fields and Pavilion.

33. BASKETBALL COURT AT MANOR ROAD & PARK ROAD PLAY AREAS

RESOLVED:
To leave the replacement of the Manor Road and Park Road basketball areas until 2028.

34. THE PADDOCK - UPDATE

There is a meeting arranged with 750 project team on 8th October 2026, and the Clerk will update Council on 20th October 2026

RESOLVED:
To receive and note a verbal update on The Paddock.

35. PLAY AREA REFURBISHMENTS

The following matter was not considered and needs to be reconsidered at the next meeting:

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

RESOLVED:

(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 this matter be considered at the next F & P Committee meeting so that details of CIL availability can be presented and a decision be made in respect of the refurbishing of Lower Memorial, Holmoak or Manor Road.*

36. FOX AND HOUNDS LANE CONSERVATION AREA UPDATE

RESOLVED:

To receive and note the information reported at the meeting.

37. BURNETT LOCKUP

Just the final cosmetic works to be completed.

RESOLVED:
To receive and note the update on the Burnett Lockup.

38. B&NES DRAFT INFRASTRUCTURE PLAN.

RESOLVED:

(i) To receive and note that B&NES Draft Infrastructure Plan will need amendment to the potential of more housing in Keynsham and across BANES.

(ii) To note that B&NES Council would welcome ideas on infrastructure, some political parties will be submitting suggestions.

(ii) The Clerk to arrange a further consultation response meeting for all Council members to consider possible infrastructure projects for submission to B&NES Council.

(iv) The matter to be considered further at the November NDP meeting with a view to the outcomes of the consultation response being included in the Town Council's Draft Neighbourhood Plan.

39. DATE OF NEXT MEETING

To be arranged by Doodle in November 2026.

40. 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 19 on the agenda).

CONFIDENTIAL ITEMS

41. SILVANUS UPDATE

RESOLVED:
To receive and note the confidential information on Silvanus.

The meeting ended at 8.35 pm.

SIGNED: A A Cooper.
DATE: 9 Nov 2026