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Minutes of the CAPITAL PROJECTS COMMITTEE meeting held in the TOWN COUNCIL OFFICE, 15-17 Temple Street, Keynsham on Monday 9th November 2026 commencing at 7.00 p.m.

PRESENT: Councillors M Burton, D Cooper, C Davis, A Halliday, H MacFie and A Wait (late)

IN ATTENDANCE: Alan Jenner - Assistant Town Clerk
Dawn Drury - Town Clerk and Cllr C Fricker

42. APOLOGIES FOR ABSENCE

RESOLVED:
Apologies were received and noted from C Brennan.

43. DECLARATIONS OF INTEREST

RESOLVED:
Cllr M Burton declared an interest as a Director of Keynsham Music Festival.

44. DISPENSATIONS

To note that there were no dispensations.

45. RECORD OF PREVIOUS MEETINGS

RESOLVED:
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 of the Committee.

46. PUBLIC PARTICIPATION

There was none.

47. CAPITAL PROJECTS BUDGETS 2027 -2028

RESOLVED:
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.

48. CEMETERY WORKS UPDATE

The cost breakdown for the recent Cemetery works was explained.

Item 7 report confirms the contract amount and details the agreed £3,088.10 additional works. All monies have been paid apart from the agreed 2.5% contract retention sum which will be paid in due course as the works have been completed satisfactorily.

Works budget, taking it forward a lot of the work will require a faculty under list B in that diocese can approve and it does not need to go to the court. With that faculty permission the works will need to be completed within twelve months.

Outstanding four areas of work include:

- New railings (not essential work but would be good to complete at some point).
- Collapsed wall we are awaiting design drawing in respect of this. This will need to be repaired. Together with four spot repairs on the external facing Durley Hill. Mann Engineers have been asked for designs for these repairs too.
- Internal Chapel and store room works. A lot of it just completing the Quinquennial works. This is to include the addition of a few more electrical sockets (giving charging points in the correct places). Installation of new toilets with wash basins over the cisterns is also a requirement to be considered in the future.

Not seeking a faculty, we have the historic long running wall collapse between the Cemetery and Broadlands Playing Fields. There is a successful boundary that consists of a Laurel hedge. Council is not obliged to rebuild the wall and an alternative plan to seek permission from B&NES Council to just cover the wall with soil and make it safe.

We are currently working on a draft management plan for the Cemetery which will up date our Statement of Significance for these works and including what we should do in the future about any archaeological finds.

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

Cllr Wait arrived.

49. ARCHAEOLOGY FIND IN GRAVE PLOT AT THE CEMETERY

It was reported that there are written notes and photographs from 1985 from a dig at the Cemetery that staff were not aware of and the person that was part of this dig and made the notes will be sharing the information with the Council.

The wall recently found needs to be investigated further along with the line of it that goes through sold but unused graves.

RESOLVED:

(i) 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.

(ii) That the Capital Projects Committee recommend to full Council that Officers seek quotes for a company to undertake geophysical surveys on empty plots that are believed to be on the route of the newly discovered Roman Wall.

50. UPDATE ON MANOR ROAD PLAYING FIELDS AND PAVILION

RESOLVED:

To receive and note the written report on Manor Road playing fields and Pavilion (see minute number 54).

51. THE PADDOCK - UPDATE

RESOLVED:

(i) To receive and note the written report on The Paddock.

(ii) That the Capital Projects Committee recommend to Council that Officers seek further advice from B&NES Arboricultural Team in respect of work requirements for the tree that is leaning.

(iii) That the Capital Projects Committee recommend to Council that officers obtain quotes for structural report and feasibility options for what can be done with the barn within The Paddock.

52. PLAY AREA REFURBISHMENTS

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 repairs/replacement of faulty play equipment on play areas be considered as and when required with Officers bringing quotes to Council for approval.

(v) That a recommendation be made to Council that officers commence a consultation process in respect of the refurbishment of Lower Memorial Play Area (play area to be fully accessible) in March 2027, with a view to the refurbishment being undertake during the 2027 – 2028 financial year.

53. FOX AND HOUNDS LANE CONSERVATION AREA UPDATE

RESOLVED:

(i) To receive and note the written report on the progress for a pre-app dialogue with BANES Planning Development Team for a gate entrance and the future steps to implement the outcome of the dialogue.

(ii) To note the written response from planning is set for 3rd December and Alan Jenner will endeavor to set up a meeting on site before that response.

54. MANOR ROAD PAVILION AND KEYNSHAM MEMORIAL PARK TENNIS HUT

RESOLVED:

(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 (quotes to go to full Council for approval).

(ii) To note that some of the anti-climb deterrent has been removed from the Manor Road Pavilion. Officers are seeking quotes for a stronger alternative (quotes to go to full Council for approval).

55. DATE OF NEXT MEETING

To be arranged by Doodle in January 2027.

56. 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 16 -17 on the agenda).

57. SILVANUS UPDATE

RESOLVED:

To receive and note the confidential information on this matter.

58. TOWN COUNCIL OFFICE INVESTIGATIONS

RESOLVED:

(i) To receive and note the report in respect of this matter.

(ii) That Capital Projects Committee recommend to Council the proposed course of action as per the report.

The meeting ended at 8.15 pm.

Signed: (CHAIR) …….. Date: ……..