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To: - Members of the Community Resilience Working Party Councillors D Biddleston, C Brennan, M Burton (Chair), D Cooper and H MacFie.

c.c. All other Town Councillors.

Dear Councillor,

You are requested to attend a meeting of the **COMMUNITY RESILIENCE WORKING PARTY** to be held in the **TOWN COUNCIL OFFICE, 15 – 17 TEMPLE STREET, KEYNSHAM** on **MONDAY 19th JANUARY 2025** at **7.00 pm**.

The Agenda for the meeting appears below.

Dawn Drury
Town Clerk

13th January 2026

EMERGENCY EVACUATION PROCEDURE

Procedures will be presented at the start of the meeting.

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

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).

AGENDA

1. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and note apologies for absence.

2. DECLARATIONS OF INTEREST

RECOMMENDED:

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).

3. DISPENSATIONS

RECOMMENDED:

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.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the Minutes of the Community Resilience Working Party meeting held on Thursday 11th September 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. FLOOD RESILIENCE

RECOMMENDED:

(i) To receive and note that the following message has been received from Cllr G Leach in respect of the Sydenham Meadow reservoir/attenuation pond.

“Sydenham Meadows is not in my ward, it is in Bitton & Oldland Common ward in South Gloucestershire (the river is the ward boundary). Nevertheless I've asked the question and the answer is pretty straightforward; Taylor Wimpey did not include this in their planning application and they do not own the land, it is privately owned by Londonderry Farm in Willsbridge”.

(ii) To receive any updates from Dave Biddleston in respect of any feedback from Jacob of the Environment Agency in respect of the Somerdale Path.

6. TEMPLATE EMERGENCY PLAN (To follow)

RECOMMENDED:

- (i) *To confirm the names of the Ward Councillors from Keynsham South, East and North that will be part of the Team to activate the emergency plan.*
- (ii) *Resolution 22 from the last working party minutes:
To receive, note and approve the emergencies levels defined on a list within the Plan.*
- (iii) *To receive an update from Cllr Cooper on the flow chart which talks through each of the emergency scenarios.*
- (iv) *To receive an update on the log sheet of incidents that Cllr Cooper has been working on.*
- (v) *To receive details of the two key holder contacts to be included in the plan with the section on list of Places of Refuge.*
- (vi) *To receive and update on the TA and other organisations regarding the possibility of assistance with provision of 4x4 wheeled drive vehicles.*
- (vii) *To receive and update on the following actions to be included in the latest update to the plan*
 - *Page 8 - DTC to collect two contacts for each location to cover absences*
 - *Page 10 – DTC to add details of Defibs around Town*
 - *Delete the duplicate page*
 - *Confirm what numbers B&NES hold for KTC in the case of emergency. 1) Dawn 2) Katherine and then who else?*

7. COMMUNICATIONS MATRIX

RECOMMENDED:

To receive, note and comment on the Communication's matrix produced by Cllr Cooper.

8. PRODUCTION OF A PRIVACY STATEMENT (Draft attached)

RECOMMENDED:

To receive, note and approve the Privacy Statement.

9. GRAB AND GO PACK & DEFIBRILLATOR POSTCARD

RECOMMENDED:

- (i) *To note that the quotes are to be sought for production the postcards near the time of distribution*
- (ii) *To note that there is no budget for production of the postcards or promotion of the plan and so the Working Party are asked to consider a suitable budget. Officers recommend a budget figure in the region of £500.
DTC to investigate distribution services and gain quotes.*
- (iii) *The postcards to be standard throughout the Town as have specific defib locations could go out of date when new defibs are installed. The QR code for the defib finder website be printed.*
- (iv) *Costs for production to be taken to Finance and Policy Committee*

10. COMMUNITY WARDENS

RECOMMENDED:

- i) DTC to contact Mark Boulton from the Wombles to ask if any of their members wish to be volunteers.*
- ii) WERN representative to be invited to next meeting, along with her manager potentially.*

11. SAFE REFUGE PLACES

RECOMMENDED:

To note that this is the same as Places of Refuge and the DTC will work on having a comprehensive list that covers the Town

12. ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

RECOMMENDED:

DTC to contact TA, Scouts and Supermarkets

Supplies to include blankets, food, water, emergency kits, etc., dependent on the disasters

13. FUTURE MEETINGS WITH KEY STAKEHOLDERS

RECOMMENDED:

- (i) To note that a future meeting will need to be held with Stakeholders to discuss the plan.*
- (ii) That this item be kept on the agenda for each meeting as a reminder as to who should be invited to a future meeting:*

- Emergency Service Representatives.*
- Stakeholders and Contractors (suppliers of equipment).*
- Organisations offering a place of safety.*
- Volunteers.*
- Key Community Wardens.*

These meetings will be communicated to key Stakeholders via Facebook Groups, Keynsham Voice and Town Council social media channels.

14. DATE OF NEXT MEETING

RECOMMENDED:

That the next meeting be held in early March 2026 to be arranged by Doodle Poll.