

KEYNSHAM TOWN COUNCIL

Minutes of the Community Resilience Working Party meeting held on Tuesday 24th June 2025 at 7.00 p.m. in the Town Council Office, 15 – 17 Temple Street, Keynsham

PRESENT: C Brennan, M Burton, D Cooper and H MacFie

IN ATTENDANCE: Dawn Drury (Town Clerk)

1 ELECTION OF CHAIRMAN 2025/2026

RESOLVED:

That Councillor M Burton be elected Chair of the Community Resilience Working Party for the Municipal Year 2025/2026.

2 ELECTION OF VICE CHAIRMAN 2025/2026

RESOLVED:

That Councillor D Cooper be elected the Vice Chair of the Community Resilience Working Party for the Municipal Year 2025/2026.

3 MEMBERSHIP OF THE COMMUNITY RESILIENCE WORKING PARTY 2025/2026

RESOLVED:

To note that Councillors Cllrs Dave Biddleston, Caitlin Brennan, Martin Burton, Deb Cooper and Hal MacFie, and Alex Beaumont (substitute), are the appointed members of the Working Party for the Municipal Year 2025/2026, as agreed at the Annual Meeting of the Town Council on 20th May 2025.

4 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D Biddleston.

5. DECLARATIONS OF INTEREST

There were none.

6. DISPENSATIONS

There were none.

7. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Community Resilience Working Party meeting held on Thursday 3rd April 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. TERMS OF REFERENCE

RESOLVED:

To recommend to Council that the Terms of Reference be amended to 5 members from 4, as 5 members were appointed at the Town Council meeting on 20th May 2025.

9. FLOOD RESILIENCE

RESOLVED:

- (i) To update on any actions since the last meeting.*
- (ii) To note that there was no feedback on any information from Ward Cllr G Leach on Sydenham meadow reservoir/attenuation pond. The Clerk to send a further email.*
- (iii) To note that those present looked at flooding maps for Keynsham to see areas at risk of future flooding.*
- (iv) That updates be received at the next meeting from Cllr Biddleston in respect of any feedback from Jacob of the Environment Agency in respect of flooding on the Somerdale circular path.*

10. TEMPLATE EMERGENCY PLAN

RESOLVED:

To note that the template of the Emergency Plan was reviewed and the following amendments, additions and deletions be made:

Number all pages correctly once the document is completed.

Page 2 – The index will need updating on completing the document.

Page 3 – It was agreed that the Keynsham Community Hub be the back-up HQ should the Town Council office be out of action during an emergency incident.

Page 4 – that a Town Council Ward Councillor from Keynsham South, East and North be listed as a Team member that will be part of the Team to activate the emergency plan. Names of Councillors to be approved at the next meeting.

Mobile phone numbers be added in the Office/Team copy of the Plan document and a reduced version be distributed to volunteers and be published on the Town Council's website.

That all the emergencies be defined on a list within the Plan and graded with levels of action required e.g. level 1 watch and wait (B&NES and Emergency Services dealing with the incident – update community with social media posts), Level 2 (assistance requested from B&NES/Emergency Service or utility company – action on request), level 3 (Emergency critical – places of refuge, supplies and additional support required). The primary Co-ordinators the Clerk or Deputy will inform the Team of level of emergency and action to be taken)

Page 5 – Communications in an Emergency - Councillor Cooper will provide a communications matrix to be entered on this page. This will describe the communication requirements at each incident level together with scenarios of communication if internet and phone lines are down.

That there be a main WhatsApp for general information and updates on any incidents. Then 3 additional Ward WhatsApp's be set up which will be put into action depending on the area of the incident.

Clear communication scripts, giving clear messages should be part of the Communications Plan.

Page 6 – Emergency Team Initial Actions – Keynsham Town Council will be guided by B&NES Council. A Town Council log sheet for incidents will be produced, where all actions will be recorded and kept for future reference. Councillor Cooper may have a template that she can provide as a log book sheet template.

Page 7 – Actions should be clearly defined. A volunteer's manual to be produced to give guidance. The main role will be checking in on local residents and notifying HQ of those that are vulnerable and need additional assistance.

Page 8 – Community Resources and Skills – Evacuation Assembly Points seek permissions and add the following, if they are in agreement:

- *The Rugby or Football Pavilions (to serve the Stockwood Hill area of town).*
- *Elim Church.*
- *Add in St. Francis Church, same key holders as Victoria Methodist Church.*
- *St. Dunstan's Church.*
- *Masonic Hall.*
- *Keynsham Leisure Centre.*
- *The Meadows Pavilion.*

The Clerk will send letters to these venues seeking agreement that they are to be places of refuge.

Page 10 – 4 wheeled drive vehicle provision – contact TA to see if they will offer assistance, most of this type of resource will be covered by B&NES Council.

Undertake a skills audit of all volunteers that are appointed.

Page 12 – Supporting organisations – emergency contact numbers – Clerk to mark Temple House Surgery as opening 24 hour and offering out of hours assistance.

Page 13 – The Town Clerk to mark the railway line on the map in a different colour so that it is clearer.

Personal Resilience page – insert Town Council Grab and Go Pack and Defibrillator postcard information and also put these on the website with links to documents where the public can find out where their nearest Defibrillator is located and nearest place of refuge.

Useful information page

- add hazard scenarios.*
- what is the Town Council's role?*
- what we will do and what we will not do?*

11. GRAB AND GO PACK & DEFIBRILLATOR POSTCARD

RESOLVED:

- To note that the distribution of the postcards with inclusion of the What 3 Word and postcode area to be handed out at stalls at the Farmers Market, in the Leisure Centre and Library together with information where to find out your nearest Defibrillator is located and nearest place of refuge. Council staff and Councillors to be on hand to assist those that do not have internet access or would have difficulty sourcing this information themselves.*
- The Clerk will explain some alternative methods of distribution and getting the information out to the community.*
- Costs will be sought for the production of postcards and taken to Finance and Policy Committee.*

12. COMMUNITY WARDENS

RESOLVED:

- To note that Wombles have been contacted. To be chased up.*
- The full list needs to be collated names to be brought to the next meeting in order that officers can start formulating this.*
- To note that a WERN Village agent has been appointed for the town. It was suggested to invite her to a future meeting to find out about her role and to possibly include her as a Community Warden.*
- The Clerk to contact WERN and find out what the Village Agents brief is.*

13. SAFE REFUGE PLACES

RESOLVED:

To note that this still needs more work to ensure that all areas of town are covered.

14. ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

RESOLVED:

To note that this matter be deferred as it still needs to be actioned by staff.

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

15. FUTURE MEETINGS WITH KEY STAKEHOLDERS

RESOLVED:

- (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.*
- *Those that can assist with communications – admins for Community Facebook pages, Ric from Keynsham Radio and representatives of The Voice.*

16. DATE OF NEXT MEETING

RESOLVED:

That the next meeting be held in early August 2025 to be arranged by Doodle Poll.

The meeting finished at 8.00 p.m.

SIGNED..... DATE.....

(CHAIRMAN)