

KEYNSHAM TOWN COUNCIL

Minutes of the Community Resilience Working Party meeting held on Monday 19th January 2026 at 7.00 p.m. in the Town Council Office, 15 – 17 Temple Street, Keynsham

PRESENT: Cllrs C Brennan, M Burton, D Biddleston and H MacFie

IN ATTENDANCE: Dawn Drury (Town Clerk) and Cllr Alex Beaumont (Substitute for Cllr D Cooper)

31 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D Cooper

32 DECLARATIONS OF INTEREST

There were none.

33 DISPENSATIONS

There were none.

34 RECORD OF PREVIOUS MEETINGS

RESOLVED:

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.

35 FLOOD RESILIENCE

Cllr D Biddleston has met with the Estate Manager for Somerdale Estate and walked the circular footpath to the estate. GreenSquare Accord, the Estate Management Company)company, have worked on the path laying down a loose top surface in places which has helped with keeping the footpath accessible in times of heavy rain or flooding when it has become extremely muddy.

He will continue to assess the state of the paths especially after heavy flooding to monitor any movement of the loose top surface material.

RESOLVED:

- i) To receive and note the information from Ward Cllr G Leach regarding the Sydenham Meadow reservoir/attenuation pond.*
- ii) To note Cllr D Biddleston's report.*

36 TEMPLATE EMERGENCY PLAN

RESOLVED:

- i) *That names of Keynsham Ward Councillors and permissions will be sought so that they may be recorded in the Plan, as part of the Team to activate the Emergency Plan.*
- ii) *To defer the item to receive, note and approve the emergencies levels defined on a list within the Plan.*
- iii) *To defer the update from Cllr Cooper on the flow chart which talks through each of the emergency scenarios.*
- iv) *To defer the update on the log sheet of incidents that Cllr Cooper has been working on.*
- v) *To note that details of the two key holder contacts to be included in the Plan within the section on list of Places of Refuge, the names will be reported at the next meeting.*
- vi) *To note that there will be no TA assistance with provision of 4x4 wheeled drive vehicles in the event of an emergency. To revisit this item at the next meeting.*
- vii) *To receive and note the 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, this is in progress.*
 - *Page 10 – DTC to add details of Defibrillators – to note that this has been actioned.*
 - *To note that the duplicate page has been deleted.*
 - *To note that the following point still needs to be actioned – To confirm what numbers B&NES hold for KTC in the case of emergency. 1) Dawn 2) Katherine and then who else? B&NES have been contacted to ascertain this information.*

37 COMMUNICATIONS MATRIX

RESOLVED:

To note that the matter of the Communications Matrix be deferred to the next meeting when Cllr Cooper will present the same.

38 PRODUCTION OF A PRIVACY STATEMENT

RESOLVED:

- (i) *To receive and note the Privacy Statement.*
- (ii) *That the Privacy Statement be approved with the addition of a reference to the Town Council Data Map which will detail the answers to questions within the privacy statement, such as why information is held, how long it is held and when it will be deleted.*

39 GRAB AND GO PACK & DEFIBRILLATOR POSTCARD

RESOLVED:

- (i) *To note that the quotes be sought for production of the postcards nearer the time of distribution.*
- (ii) *To note that costs relating to the production of the postcards and/or promotion of the plan will be taken from the Community Resilience budget (£3,000). DTC to investigate distribution services and gain quotes.*
- (iii) *The postcards to be standard throughout the Town as they include specific defib locations that could go out of date when new defibs are installed. The QR code for the defib finder website be printed on each postcard.*
- (iv) *Costs for production to be taken to Finance and Policy Committee.*
- (v) *That the method of distribution and costs be discussed further at the next meeting.*

40 COMMUNITY WARDENS

RESOLVED:

- i) *The DTC contacts Mark Boulton from the Wombles to ask if any of their members wish to be volunteers and will report back at the next meeting.*
- ii) *That the WERN representative be invited to next meeting, potentially along with her Manager.*

41 SAFE REFUGE PLACES

RESOLVED:

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

42 ORGANISATIONS OFFERING SUPPLIES & SUPPORT (Not refuge)

RESOLVED:

That this matter be reported at the next meeting - Supplies to include blankets, food, water, emergency kits, etc., dependent on the disasters.

43 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 refuge.*
 - *Volunteers.*
 - *Key Community Wardens.*
- (iii) *Once the plan is finalised a practice test run needs to be put in place.*

44 DATE OF NEXT MEETING

RESOLVED:

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

The meeting finished at 7.27 p.m.

Signed: (CHAIR) Date:

DRAFT