

## Local Community Network Meeting Notes

Meeting Title: Local Community Network - Crewkerne and Ilminster

Date: Thursday, 21 March 2024

Time: 6.35 pm - 8.10 pm

Location: The Henhayes Centre, South Street, Crewkerne TA18 8DA

Chaired by: Mike Best (Chair)

### LCN core membership attendance:

<b>Name:</b>	<b>Representing</b>
Steve Ashton	Somerset Council
Mike Best	Somerset Council
Jason Crocker	Ashill Parish Council
Phil Varney	Ashill Parish Council
Steve Neate	Broadway Parish Council
Kim Larsson (Clerk)	Broadway Parish Council
Julie Chant (Clerk)	Hinton St George Parish Council
Mark Tredwin (Clerk)	Ilminster Town Council
Lorraine Pike	Ilton Parish Council
Billy Vance	Ilton Parish Council
David Shillibier	Merriott Parish Council
Paul Bradly	Misterton Parish Council
Jim Pendleton	Seavington Parish Council
Hannah Snowdon	Spark Somerset
Peter Seib	Somerset Association of Local Councils
Bel Deering	Somerset Rivers Authority

## Officer attendance:

<b>Name:</b>	<b>Representing</b>
Nathan Turnbull	Somerset Council / LCN
Emily Window	Somerset Council / LCN
Paul Stevens	Somerset Council / CCU
Sam Crossman	Somerset Council / ICT
Becky Sanders	Somerset Council / Democratic Services

## Virtual attendees:

<b>Name:</b>	<b>Representing</b>
Oliver Patrick	Somerset Council
Kate Hellard	Somerset Council / LCN
Martyn Hamlin (Clerk)	Chiselborough Parish Council
David Bourn	Shepton Beauchamp Parish Council
Nathan Mode	Winsham Parish Council
Leanne Taylor (Vice-Chair)	Ilminster Town Council
Andy Plumbly	Beercrocombe Parish Council
Matt Day	Public

## Summary of discussion:

### **Agenda Summary of key points of discussion and outcome: Action by: item:**

#### Item 19: **Apologies for Absence**

Apologies for absence were received from Somerset Councillors Adam Dance, Val Keitch, Sue Osborne and Jo Roundell Greene, and also from Geraldine Wills (Chaffcombe Parish Council), Hugh Williams (Haselbury Plucknett) and Kathy Head (Crewkerne Town Council).

#### Item 20: **Declarations of Interest**

There were no declarations of interests from Somerset Council Councillors present at the meeting.

Item 21: **Notes from the Previous Meeting**

The notes of the previous meeting held 18 January 2024 were agreed as a correct record subject to a couple of amendments being made to correct the names of attendees.

Item 22: **Public Question Time**

A member of the public (Secretary of the Friends of Crewkerne Station) addressed the LCN regarding Crewkerne and the new development between Station Road and the A30. She asked if plans had been made for a pedestrian cycleway along the green corridor and whether it could be linked onwards to Crewkerne station – for an integrated pedestrian and cycleway from the town to the station. If no plans have been made, she would like to request that they were put in motion now and the Friends of Crewkerne Station kept informed.

In response the Chair noted the LCN had an Active Travel Working group and suggested the question be raised there as the relevant officers attended and would be able to provide an update. The question would be forwarded to the group and dates of the meeting would be provided.

Item 23: **Presentation from the Civil Contingency Team**

The Chairman introduced Paul Stevens from the Somerset Council Civil Contingencies Unit (CCU) and Bel Deering from Community Engagement at Somerset Rivers Authority (SRA). Together they provided an informative presentation and responded to questions about civil contingencies and emergency planning, including information about:

- Emergency preparedness
- What is an emergency
- Highest risks in Somerset and other risks
- Multi-agency planning and response
- Category One Responder Statutory Responsibilities
- What can be done in your community and LCN
- Community emergency planning
- Somerset Prepared – resources, support and advice.
- Community places of safety.
- Somerset Emergency Community Contacts

The Chair acknowledged comments and concerns raised during discussion regarding capacity in smaller parishes, and also the high volume of information and correspondence in general being circulated to parish and town councils.

Contact details for the officers:

Paul Stevens (CCU) – [paul.stevens@somerset.gov.uk](mailto:paul.stevens@somerset.gov.uk)

Bel Derring (SRA) – [bel.deering@somerset.gov.uk](mailto:bel.deering@somerset.gov.uk)

Note – the presentation slides for this meeting can be viewed at the end of the printed minutes pack or online at:

<https://democracy.somerset.gov.uk/documents/s28131/LCNPresentationMarch2024.pdf>

**Item 24: Update from Highways and Traffic Working Group**

The Chair reminded everyone there were currently two working groups, one for Highways and another for Active Travel. He asked those who had attended the Highways Working Group meetings how they felt the meetings went and whether to continue them in their current format. Feedback included:

- Five officers had attended from across Highways.
- The working group was very useful.
- If having specific subjects at each meeting need to make sure it's the right officers.
- Needs to be good communication between Highways and parishes, especially regarding road closures.
- Not easy to find a time where can get a meaningful; number of councils represented.
- Another working group on emergency planning would be useful.
- Parishes are being overloaded with information from various departments of Somerset Council – need to try and streamline, cascade or filter all the information.

Kate Hellard responded to some of the comments raised and reminded everyone that anyone could help or join with the working groups and it didn't need to be restricted to parish/town councils – if there were volunteers or other interested parties in the community they were welcome to attend the meetings.

The Chair noted going forwards the working groups were likely to

become the backbone of the LCN. The larger LCN meetings would probably become less frequent with more emphasis on working groups.

Item 25: **Table Discussion on Highways and Traffic**

There was no breakout session, and discussion about some general Highways issues were discussed as part of the updates on the Highways Working Group and the Active Travel Working Group – see notes for those agenda items.

Item 26: **Update from Active Travel Working Group**

Following on from the Highways Working Group feedback, the Chair asked for comments about the Active Travel Working Group, and opinions included:

- For provision of cycle paths and safe walking routes we need to be able to engage with developers. Some issues in Crewkerne were cited as an example.
- Need open communication.
- Meeting was worthwhile.
- Need more notice of the meetings.

Regarding the two working groups, the Chair acknowledged from comments raised that there was a need to think about how to get more people involved, especially from the smaller parishes. He noted to increase participation going forwards there may be a need to consider the format of working group meetings - e.g. times or if more could be hosted online so that people did not have to travel. The Chair agreed with some comments raised that a programme of meeting dates for working groups needs to be circulated well in advance and in a structured way to Parish and Town Councils.

During discussion it was felt monthly meetings of working groups were probably required. A working group for emergency planning had been previously suggested, and another proposal was for a working group focussed on young people.

Item 27: **Action and Next Steps**

The Chair noted there had been pilot schemes for working groups in other areas and we could learn from that. There is a

need to establish how groups will work and to get people involved. During a short discussion some of the points raised included:

- Terms of Reference for the working groups should be shared as may provide to parishes the information they need to be interested in attending group meetings.
- There are time constraints on parishes and clerks – information needs to be cascaded down to Parish and Town Councils that is brief and accurate.
- Information to parishes and clerks needs to be streamlined to give focus.
- The volume of information had also been discussed at another LCN – perhaps could be a web page specifically for clerks to access information?
- If parishes feel they are not getting information on a required subject they could contact their division members who should be helping share information.
- A weekly bulletin to clerks may be more useful as it would substantially reduce the amount of emails received and/or needing to be forwarded to councillors.

The Chair noted he would take away the comments and suggestions raised and discuss with officers.

Kate Hellard provided a quick update on a recent meeting of all the LCN Chairs, where there had been a lot of conversation about communication. She noted that when LCN link workers are in post shortly they would be key to helping with sharing of information between parishes, working groups and LCNs. She acknowledged lots of staff from different teams were circulating information to Town and Parish Councils, and that a newsletter may be a way forwards to help reduce emails.

The Chair noted there was a need to form a structure – and this would be progressed between now and the next meeting. A programme of arranged meetings which are well planned would also be formulated.

Item 28: **Dates and Themes of Future Meetings**

The date of the next meeting of the Crewkerne and Ilminster LCN was noted for Thursday 20 June 2024 – venue to be

confirmed.

Contact officer for the meeting – LCN team:  
[crewkerneandilminsterlcn@somerset.gov.uk](mailto:crewkerneandilminsterlcn@somerset.gov.uk)

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# Your Local Community Network

**Crewkerne and  
Ilminster LCN**

# Agenda

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1. To receive any apologies for absence
2. Declarations of Interest
3. Approve the minutes of the last meeting.
4. Public Questions (not covered on the agenda)
5. Presentation from the Civil Contingency Team
6. Update from Highways and Traffic Working Group
7. Table Discussion on Highways and Traffic
8. Update from Active Travel Working Group
9. Action and next Steps
10. Dates and themes of future meetings

# Public Questions

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Anything not on the agenda.....

# Are We Prepared?



Don't be scared, be well prepared!



Paul Stevens, Somerset Council Civil Contingencies Unit  
Bel Deering, Somerset River's Authority Community Engagement



# Emergency Preparedness

- What is an emergency?
- Risks and hazards
- Somerset Council emergency planning responsibilities
- What can you do in your community & LCN?
- Resources, support and advice.
- Questions for you.



## What is an emergency?

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An event or situation which threatens serious damage to **human welfare** in a place in the UK.

- An event or situation which threatens serious damage to the **environment** in a place in the UK.
- **War or Terrorism** which threatens serious damage to the security of the UK.

*Source: Civil Contingencies Act 2004*

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## Highest Risks In Somerset





**CRISIS ATTRACTS HIGH PROFILE VISITORS - DETAILS INSIDE**



**MEMBER OF THE ROYAL MARINES ARE EVACUATED FROM HOUSE IN BRIDGWATER**



**Bridgwater Mercury**  
 Tuesday, February 21, 2014  
 bridgwatmercury.co.uk

Your normal Mercury is inside

**£1.5m CUTS JUST TOO DRAMATIC**

# DISASTER AREA



**Agony as villages are evacuated**  
**Royal Marines called in**  
**Bridgwater on the brink**  
**Appeal to help flood victims**

**EIGHT PAGES OF PHOTOS AND REPORTS**

**POST CENTRAL MANAGER**

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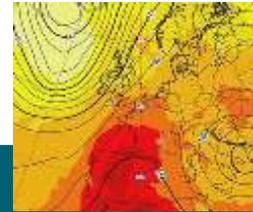
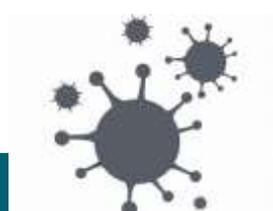
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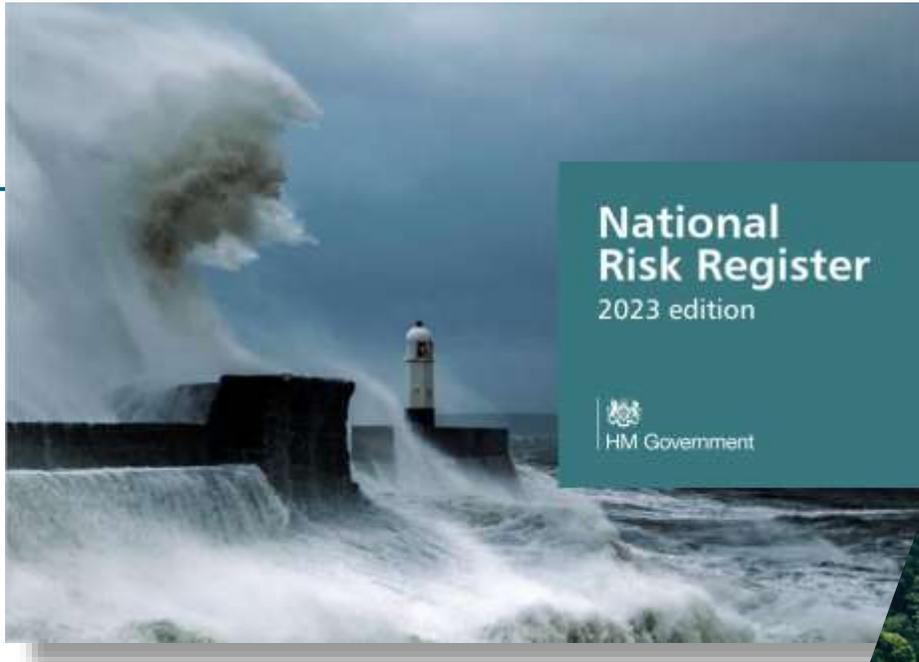
ISSN 0962-5046  
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AP aerial photo showing the devastation in Mendon, showing the extensive scale of the flooding. Photo: Alan Galt

## Other risks

- Industrial accidents
- Transport accidents
- Severe weather: heat/cold/rain/snow/drought
- Utility failure
- Fires
- Computer viruses and hacking
- Malicious acts...Terrorism





By 2030, the UK will have stronger frameworks, systems and capabilities which underpin our resilience to all civil contingencies risks.

- We will have a **shared understanding of the risks** we face.
- We will have a greater emphasis on **preparing for and preventing** emergencies.
- The whole of society will play their part in helping our **communities be resilient**.



# Multi-agency planning and response

## Category 1 Responders

- Somerset Council
- South Gloucestershire Council
- Bristol City Council
- North Somerset Bristol Council
- Bath and North East Council
- Avon and Somerset Constabulary
- Environment Agency
- UK Health Security Agency
- Somerset Integrated Care Board
- Other Integrated Care Boards
- Devon and Somerset Fire and Rescue Service
- Avon Fire and Rescue Service
- South Western Ambulance Service NHS Trust
- British Transport Police
- Maritime Coastguard Agency

## Category 2 Responders

- Utilities (Water, Gas, Electricity, Telephone service providers)
- National Highways
- Network Rail
- Train Operating Companies
- Bristol Airport
- Met Office

## Others

MOD  
Voluntary  
Organisations  
etc



Example of Strategic Coordination Group meeting:

Somerset Levels & Moors flooding  
February 2014

# Category One Responder Statutory Responsibilities (eg Somerset Council)

- Assess risks;
- Write contingency plans;
- Write Business Continuity plans;
- Test and Exercise plans
- Warn, inform & advise the public;
- Share information;
- Co-operate with other responders;
- Provide advice & assistance to businesses & voluntary organisations re business continuity (Local Authorities only).

*Source: **Civil Contingencies Act 2004***

## Other legislation

Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPPIR)

Control of Major Accident Hazards Regulations 2015 (COMAH)

Pipelines Safety Regulations 1996

Human Rights Act 1998

- **District, Council and Unitary Councils** have statutory duties under the Civil Contingencies Act 2004 to plan and prepare for emergencies.

Link to LGA document: A councillor's guide to civil emergencies

[A councillor's guide to civil emergencies | Local Government Association](#)

- **Town and Parish Councils:** there is no statutory responsibility for town councils to plan for an emergency response; but the Government encourages communities to consider risks and to make simple “self help” contingency plans.

Link to 2022 UK Government Resilience Framework

[The UK Government Resilience Framework - GOV.UK \(www.gov.uk\)](#)

## What can you do in your Community & LCN?



Raise awareness of local risks & hazards.



Identify local resources & capabilities.



Develop a community emergency plan.



Sign up to council's "Places of Safety Scheme"



Sign up to council's Somerset Emergency Community Contacts scheme.



Sign up for Somerset Prepared quarterly newsletter.



# Community Emergency Planning

- Is asset based –focuses on the knowledge, skills and resources within each community
- Will be different in each community – one size does not fit all
- Improves communication between residents
- Supports residents and businesses during an emergency
- Supports effective sharing of information and relevant resources
- Provides a voice for the community in discussions around risks they may face.





Martock Flood Group





## Resources, support & advice from SRA and Somerset Prepared

Community-level resilience



# Somerset Prepared

[www.somersetprepared.org.uk](http://www.somersetprepared.org.uk)

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- Small Grants Scheme
- Rotary Flood Packs
- Events 2024
  - Conference
  - Roadshows
  - Schools programme
- Website

[www.somersetprepared.org.uk](http://www.somersetprepared.org.uk)





# LCN workshops

- Community Emergency plans
- Riparian responsibilities
- Property Flood Resilience

**Communities Prepared** For further tips and advice on creating a Community Emergency Plan visit:

Community Name:

### Community Emergency Plan

Activation: **First Steps Action Card available on the reverse**

Ownership:

Address:

Post Code	<input type="text"/>	Borough / District	<input type="text"/>
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Issue Date:  Update Due:  Version:

Contents:  Contact Details:

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## Property Flood Resilience (PFR) Booklet

**Somerset Rivers Authority**

# Community “Place of Safety”



- Safe space for your community during an emergency
- Shelter and comfort at short notice
- Opened and run by local people
- Location details held by Somerset Council



# What do I need?

Your Place of Safety venue will ideally have:

- Disabled Access
- Toilets
- Heating
- Light refreshments



# Who opens and runs it?

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- Local Community run venue
- Supported by Somerset Council and Voluntary Agencies
- No contractual obligation to open
- Short term only



# Somerset Emergency Community Contacts: SECC

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- First point of contact during emergencies
- Liaison point between parish / town council and the emergency responders
- Identify and share information about vulnerable residents
- Gather, receive and share information from and to the community



Somerset  
Council

## Questions for you

- What do your residents & communities worry about?
- How resilient are your communities?
- Are you interested in next steps to build community resilience?

## Contact details:

Paul Stevens (CCU) [paul.stevens@somerset.gov.uk](mailto:paul.stevens@somerset.gov.uk)

Bel Deering (SRA) [bel.deering@somerset.gov.uk](mailto:bel.deering@somerset.gov.uk)

Somerset Council Civil Contingencies Unit (CCU)

# Update From Highways and Traffic Working Group

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Next Meeting on Thursday 28<sup>th</sup> March  
10am till 12pm at  
Crewkerne Council Chamber

# Discussion

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## Highways and Traffic

# Update from Active Travel Working Group

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The next Active Travel Working Group Meeting is on Wednesday 3<sup>rd</sup> April 12-1pm

# Actions and Next Steps

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# Dates for future Meetings

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**Next LCN meeting is on Thursday 20<sup>th</sup> June 2024 (Venue to be arranged )**

**All dates are provisional, subject to venue availability, and will be confirmed by publication of the agenda.**

Any suggestions for accessible, low-cost public venues with Wi-Fi capability that could host our future LCN meetings are always welcome

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