



Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: Cllrs S McGregor and R Davison (ex officio), J Barnett, R Bell, T Bryant, J Davison, A Layland, M McArthur, M Robson, B Todd, and all members of the Emergency Planning Committee

An EMERGENCY PLANNING COMMITTEE meeting will be held 7.30pm Monday 7 November 2016 at Rickards Hall

AGENDA

1. APOLOGIES
2. DECLARATIONS OF INTERESTS, OR PREDETERMINATIONS (Councillors only)
Including any interests not already registered
3. ELECTION OF COMMITTEE CHAIRMAN
4. ELECTION OF COMMITTEE VICE-CHAIRMAN
5. CONFIRMATION OF CO-OPTED MEMBERS
6. TO RECEIVE AND SIGN MINUTES OF EMERGENCY PLANNING COMMITTEE 1 February 2016
7. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE
 - 7.1 Drainage issues
 - 7.2 New equipment
8. FINANCIAL MATTERS
 - 8.1 Current budget and expenditure up-date
 - 8.2 Additional funding for radio licence
9. REVIEW OF ACTIVITY SINCE LAST MEETING
 - 9.1 Attendance at EEPK meetings
 - 9.2 Exercise
 - 9.3 Edenbridge multi-agency technical flood group
 - 9.4 Edenbridge Community Emergency Plan revision
 - 9.5 Liaison with nearby communities
10. INFORMATION EXCHANGE
 - 10.1 Kent Police Service
 - 10.2 Kent Fire & Rescue Service
 - 10.3 Sevenoaks District Council Emergency Planning Office
 - 10.4 Edenbridge First Responders
 - 10.5 Open round table comments from Members, if any
11. DATE AND VENUE OF NEXT MEETING
Monday 6th February 2017 at Rickards Hall at 7.30pm.
12. PRESS RELEASE

*Members of the public are welcome to observe this meeting, but are not permitted to speak.
Public questions and statements can be taken at the beginning of the monthly meetings of full Council,
Open Spaces and the Planning committee.*

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749

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Comparisons between 1 April 2015 and 31 March 2016 Transactions with a ledger date prior to 1 April are excluded (actual amounts shown are net amounts) The balance is based on the 2015/16 Budget

Income for Emergency Planning	Budget	Actual	Balance	Expenditure for Emergency Planning	Budget	Actual	Balance
Allocation from Precept	200.00	200.00	0.00	Equipment/Tools	100.00	48.29	51.71
Sundry Receipts	0.00	0.00	0.00	Others	100.00	96.00	4.00
	200.00	200.00	0.00		200.00	144.29	55.71

Comparisons between 1 April 2016 and 31 March 2017 Transactions with a ledger date prior to 1 April are excluded (actual amounts shown are net amounts) The balance is based on the 2016/17 Budget

Income for Emergency Planning	Budget	Actual	Balance	Expenditure for Emergency Planning	Budget	Actual	Balance
Allocation from Precept	200.00	200.00	0.00	Equipment/Tools	100.00	2,199.79	-2,099.79
Sundry Receipts	0.00	2,199.79	-2,199.79	Others	100.00	0.00	100.00
	200.00	2,399.79	-2,199.79		200.00	2,199.79	-1,999.79

Report for Emergency Planning Committee 7 November 2016

5. Confirmation of co-opted members

Co-option provides non-councillor committee members with the opportunity to speak at meetings (though not to vote on decisions) and also with insurance cover during activities. Members are advised that former member Sue Eades has sadly passed away. Resignations have been received from Jody Harding and John Isherwood whose past service has been greatly appreciated.

The list of individual co-optees is currently as follows:

Anna McMillan		Richard Rooth
Barry Johnson	Helen Doyle	K Jefferies-Elliott
Charles Laver	John Martin	Lesley Martin
Guy Middleton	Tim Norton	David Sargeant
Steve Mercer	Colin Lutley	Jo Chappell
David Johnson	Robert Peters	
Sarah Wagland	Mark Sanderson	Barry Neville-Robinson
Helen Burgess	Ben Brownless	Rev Stephen Mitchell
Helen Jackman	Marjorie Johnson	Jenny Brown
Jan Hart	Doreen Howe	Margaret Watts
Wendy Sneyd	Linda Brown	Gwen Chappell
Mary Grieve	Gill Lambert	Gill New
Sue Cash	Mary Diggins	Sylvia Geere
Sara Young	Ronnie Pearman	Vicki Raeburn-Ward

Do members wish to confirm co-opted members as per the above list?

6. To receive and sign minutes of Emergency Planning Committee held 1st February 2016 (copy attached)

7. Matters arising from the minutes not covered elsewhere

7.1 Drainage issues

The problem with slow response to reports of blocked drains and gullies seems to have been resolved with all outstanding reports having been actioned. Attendees are asked to stay alert for drainage problems and report them promptly to KCC or to the Chairman. Council members receive monthly reports of such issues, and their progress towards resolution

7.2 New equipment

Following tests it was decided to install permanent aerials on the Cemetery Depot roof, and easily accessible signal booster equipment inside the depot building. This has greatly improved coverage for both PBR (walkie-talkie) and the Amateur Radio systems. It also provides an immediate communications capability, straight through to Sevenoaks Silver Command centre, and makes possible a flexible approach to the location of the Volunteer Control Point during an incident.

8. Financial matters

The budget and expenditure up-date to 31st March last financial year, and for the first six months of this year to 30 September, is attached for members' information.

Do members wish to recommend that the committee budget remains at £200 for the next financial year?

The installation of the EEPC's new communication system equipment was covered by a grant from Sevenoaks DC Big Community Fund, and a kind donation from a benefactor. However, this upgrade may result in extra licence fees becoming applicable.

Do members agree to the Chairman approaching Edenbridge Town Council, if necessary, to seek extra funding for this purpose?

9. Strategic Overview of activities for 2016-17

9.1 Meeting attendance

Councillors are reminded that attendance at this Committee is compulsory unless valid apologies are sent.

9.2 Exercise

Members are asked to note that now the new aerials have been installed, all radio licence holders will be contacted to arrange a practice event.

9.3 Edenbridge Multi Agency Technical Flood Group

It is proposed to invite and host a meeting of this ad-hoc group this winter. The invitees will be as before, that is, representatives from the Environment Agency, KCC Highways, KCC Flood Risk Management, Southern Water and SDC Emergency Planning Officer. Members will be given the opportunity to express an interest in attending once this is arranged.

9.4 Edenbridge Community Emergency Plan Revision

The Community Emergency Plan would benefit from some refinement to the 'at-risk' property list, and this will be carried out before winter. Volunteers to help with this, by visiting a few streets to assess risk, and any comments on improvements to any aspect of the plan, are always welcome!

9.5 Liaison with nearby communities

It was hoped to strengthen communication and collaboration for emergency incidents with nearby communities, and to this end the Chairman had an initial informal meeting with representatives from Chiddingstone and Hever.

10. Information exchange

10.1 Kent Police Service

10.2 Kent Fire & Rescue Service

10.3 Sevenoaks District Council Emergency Planning Office

10.4 Edenbridge First Responders

11. Date and venue of next meeting

Monday 6th February 2017 at 7.30pm in Rickards Hall.

12. Press Release

Are there any items from this meeting members wish to be the subject of a Press Release?