



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 6 February at Rickards Hall

AGENDA

1. APOLOGIES
2. DECLARATIONS OF INTERESTS, OR PREDETERMINATIONS (Councillors only)
Including any interests not already registered
3. TO RECEIVE AND SIGN MINUTES OF EMERGENCY PLANNING COMMITTEE 07 November 2016
4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE
 - 4.1 Amateur radio skills training and exercise
 - 4.2 Edenbridge Multi Agency Technical Flood Group
5. FINANCIAL MATTERS
Current budget and expenditure up-date
6. REVIEW OF ACTIVITY SINCE LAST MEETING
 - 6.1 Drainage issues
 - 6.2 Survey of River Eden
7. FORTHCOMING ACTIVITIES
 - 7.1 Audit of equipment first aid supplies
 - 7.2 Edenbridge Community Emergency Plan revision
8. INFORMATION EXCHANGE
 - 8.1 Kent Police Service
 - 8.2 Kent Fire & Rescue Service
 - 8.3 Sevenoaks District Council Emergency Planning Office
 - 8.4 Edenbridge First Responders
 - 8.5 Open round table comments from Members, if any
9. DATE AND VENUE OF NEXT MEETING
Monday 3rd July – Sports Pavilion, Lingfield Road Recreation Ground
10. 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 committees.*

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Income for Emergency Planning	Budget	Actual	Balance	Expenditure for Emergency Planning		Budget	Actual	Balance
				Equipment/Tools	Others			
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	150.00	-50.00
	200.00	2,399.79	-2,199.79			200.00	2,349.79	-2,149.79

Report for Emergency Planning Committee 6 February 2017

4 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

4.1 Amateur radio skills training and exercise

Two councillors have requested to attend the foundation licence course. The practice exercise has yet to be arranged.

4.2 Edenbridge Multi Agency Technical Flood Group

The proposed meeting of this group has not yet been arranged.

Members will be given the opportunity to express an interest in attending once this is arranged.

5 FINANCIAL MATTERS

The budget and expenditure up-date to 31 December is attached for members' information. The grant funding from SDC for the aerials installation at the Depot is shown under sundry receipts, and the matching expenditure is shown under equipment/tools. The increased radio licence fee is shown under "others" expenditure – therefore £50 remains of the original £200 budget allocation to this committee for 2016/17.

The budget for 2017/18 has been increased by £75 to cover the increased cost of the new radio licence.

6 REVIEW OF ACTIVITY SINCE LAST MEETING

6.1 Drainage issues

Meetings have been held with KCC Highways to discuss surface water drainage and insufficient gully points to capture field run-off. Blocked gullies have been cleared promptly when reported in the High Street but it is accepted that there are ongoing problems in Crouch House Road and Lingfield Road, and in Waitrose car park. Substantial investigations underground are planned to commence 8 February when Crouch House Road will be closed.

6.2 Survey of the River Eden

The committee chairman and vice-chairman were included in a small group of town councillors which received a briefing on the initial report from a survey of structures on the upper reaches of the River Eden. This was initiated by the Environment Agency and carried out by Kent Wildlife Trust. The council's Open Spaces committee last month was advised that councillors' comments from local knowledge had led Kent Wildlife to seek additional information and correct some points in the survey text. The Trust next wishes to arrange a wider meeting of stakeholders/riparian landowners, to make a presentation and consult on proposals for the future. As the Council is a community stakeholder, responsible for the retention dam off Town Field east of the Great Stone Bridge, it has offered to host this meeting in Rickards Hall – date as yet unknown.

7. FORTHCOMING ACTIVITIES

7.1 Audit of equipment and first aid supplies

An annual equipment stock take and First Aid kit check is due in the next month.

Which committee members would like to help with this activity?

7.2 Edenbridge Community Emergency Plan revision

The Emergency Plan has been updated to reflect the new communications equipment and its usage, but a review of properties at risk is still outstanding – **Which committee members would like to help with this activity?**

Additionally, KFRS have requested that we consider adding information on open water sources to the plan:

***“Open Water :** In the event of a fire Kent Fire and Rescue Service can and will use every available water source at their disposal to extinguish a fire. After the incident any water that has been used will be replenished free of charge, at a time pre-determined with the local water authority. There are many open water sources such as ponds, tanks, swimming pools etc. within Kent that Kent Fire & Rescue Service are unaware of, and local parishes could help improve their emergency plan by informing and updating the KFRS Water Services department to any new, amended or even current large water sources within the local area.”*

Please would all members consider if they are aware of any such open water sources we might specify in the Plan?

8. INFORMATION EXCHANGE

- 8.1 Kent Police Service
- 8.2 Kent Fire & Rescue Service
- 8.3 Sevenoaks District Council Emergency Planning Officer
- 8.4 Edenbridge First Responders

9. DATE AND VENUE OF NEXT MEETING

Monday 3rd July 7.30pm at the Sports Pavilion, Lingfield Road Recreation Ground

10. PRESS RELEASE

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

Minutes of the EDENBRIDGE EMERGENCY PLANNING COMMITTEE held at Rickards Hall at 7.30 pm on Monday 7 November 2016

Present: Cllrs M V McArthur (Chairman), R Bell, Mrs J Davison, R Davison (ex officio), A Layland, S McGregor (ex officio), B Todd (Vice-chairman); and B Brownless, B Johnson, V Pearman, R Rooth, K Tomsett.

In attendance: K Staff - Deputy Town Clerk,
There were no members of the public and no press present.

1. Apologies for absence

Apologies were received, noted and accepted from Cllr T Bryant (unwell), M Robson (unwell); received from L Brown, K Jeffries-Elliott, J Martin, G New, T Norton, M Watts. Cllr J Barnett was absent.

2. Declarations of Interest

None were declared by the Councillors present.

3. Election of committee chairman

Cllr M McArthur was proposed by Cllr S McGregor as committee chairman, and there being no other nominations, it was

Resolved: that Cllr M McArthur be elected as committee chairman for the ensuing year

4. Election of committee vice-chairman

Cllr B Todd was proposed by Cllr S McGregor as committee vice-chairman, and there being no other nominations, it was

Resolved: that Cllr B Todd be elected as committee vice-chairman for the ensuing year

5. Confirmation of co-opted members

Members were advised that former member Sue Eades had sadly passed away, and resignations had been received from Jody Harding and John Isherwood, whose past service had been greatly appreciated, also from Mary Diggins and Sylvia Geere.

The list of individual co-optees was therefore:

Anna McMillan		Richard Rooth
Barry Johnson	Helen Doyle	Kirsty Jefferies-Elliott
Charles Laver	John Martin	Lesley Martin
Guy Middleton	Tim Norton	David Sargeant
Steve Mercer	Colin Lutley	Jo Edwards (nee 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	Sara Young	Ronnie Pearman
Vicki Raeburn-Ward		

Resolved: to confirm co-opted members as per the above list

6. To receive and sign minutes of the Emergency Planning Committee meeting held 1 February 2016

Resolved: that the minutes be signed as a true and accurate record of the meeting

7. Matters arising from the minutes not covered elsewhere

7.1 Drainage issues

Members noted the problem with slow response to reports of blocked drains and gullies seemed to have been resolved with all outstanding reports having been actioned. They were asked to stay alert for drainage problems and report them promptly to KCC or to the Chairman.

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 had greatly improved coverage for both PBR (walkie-talkie) and the Amateur Radio systems. It also provided an immediate communications capability, straight through to Sevenoaks Silver Command centre, and made possible a flexible approach to the location of the Volunteer Control Point during an incident.

8. Financial matters

8.1 Current budget and expenditure update

Members noted the financial report up to 31 March for last year, and for the first six months of this year to 30th September. The grant from Sevenoaks DC Big Community Fund to cover the communications project had been received. None of the original £200 2016/17 committee budget had been spent.

8.2 Additional funding for radio licence

The invoice for the new radio licence had been received, at £150 p.a. which was double the previous fee. It was

Resolved: to request an increase in the committee annual budget to £275 to cover this fee change

9. Strategic Overview of activities for 2016-17

9.1 Meeting attendance

Councillors were reminded that attendance at this committee was compulsory unless valid apologies were sent.

9.2 Exercise

Members were asked to note that now the new aerials had been installed, all radio licence holders would be contacted to arrange a practice event. It was

Resolved: to formally record the committee's thanks for all the work and time Robert McKillop had put in to co-ordinate the aerials project, and to the Deputy Clerk's husband for delivering radios to the supplier to be re-programmed.

The chairman would consult with the Finance Officer regarding funding for training for additional radio licence holders.

9.3 Edenbridge Multi Agency Technical Flood Group

Members noted it was proposed to invite and host a meeting of this ad-hoc group this winter. The invitees would be as before, representatives from the Environment Agency, KCC Highways, KCC Flood Risk Management, Southern Water and SDC Emergency Planning Officer. Committee members would be given the opportunity to attend once it was arranged.

9.4 Edenbridge Community Emergency Plan Revision

Members noted the Community Emergency Plan would benefit from some refinement to the 'at-risk' property list, before winter. Volunteers were needed to help with this, by visiting a few streets to assess risk. Kevin Tomsett offered to use GIS to map the findings.

9.5 Liaison with nearby communities

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

10. Information exchange:

10.1 Kent Police Service

No representative was present

10.2 Kent Fire and Rescue Service

No representative was present

10.3 Sevenoaks District Council Emergency Planning Officer

Kevin reported that there had been 11 "emergency" incidents of varying degree in the past 12 months, and underlined that flooding was not the only incident communities might face. He advised the committee that he would be leaving SDC in January, and a new officer would attend the committee's meeting in February. It was

Resolved: to formally record the committee's thanks for all of Kevin's support over the past years, which was much appreciated.

10.4 Edenbridge Community First Responders

No representative was present

10.5 Open round table comments from members

Information was supplied on Kent Resilience Forum day conference in Canterbury on 14 December, and Cllrs Layland and Todd, and Barry Johnson were interested in attending.

11. Date and venue of next meeting

Monday 6 February 2017 at 7.30 pm in Rickards Hall

12. Press Release

Resolved: to publicise the aerials installation and radio exercise, when the latter was arranged.

The meeting closed at 8.03pm.