

**Minutes of the EDENBRIDGE EMERGENCY PLANNING COMMITTEE held at the Sports Pavilion, Lingfield Road at 7.30 pm on Monday 3 July 2017**

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Present: Cllrs R Bell, Mrs J Davison, R Davison, A Layland, M V McArthur (Chairman), A W M Robson; and, K Elliott (Sencio), D Johnson, J Martin, G New and R Rooth.

In attendance: C Lane - Town Clerk, L Abel - KFRS

There were no members of the public present, and no press.

**1. APOLOGIES FOR ABSENCE**

Apologies were received, noted and accepted from Cllr T Bryant, S McGregor and B Todd; and noted from J Brown, B Brownless, A Dawson, J Edwards, T Norton, R Pearman and D Sargeant.

**2. DECLARATIONS OF INTEREST**

None were declared by the Councillors present.

**3. ELECTION OF CHAIRMAN/COMMUNITY LEADER**

Cllr M V McArthur was proposed and seconded for the office, and there being no other nomination, it was

Resolved: Cllr M V McArthur be unanimously elected as the Committee Chairman/Community Leader for the ensuing year.

**4. ELECTION OF VICE-CHAIRMAN/DEPUTY COMMUNITY LEADER**

Cllr B Todd was proposed and seconded for the office, and there being no other nomination, it was

Resolved: Cllr B Todd be unanimously elected as the Committee Vice Chairman/Deputy Community Leader for the ensuing year.

**5. CONFIRMATION OF CO-OPTED MEMBERS**

The list of the 36 individual names of proposed co-optees which had been circulated prior to the meeting was considered, and it was

Resolved: the following be confirmed as co-opted members of the committee:

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

**6. TO RECEIVE AND SIGN MINUTES OF THE EMERGENCY PLANNING COMMITTEE MEETING HELD 6 FEBRUARY 2017**

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

**7. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE**

**7.1 Audit of equipment and first aid supplies**

The first aid kits have been checked, and a few small items past expiry date were replaced. The audit of equipment had yet to take place but is in hand.

**7.2 Edenbridge Community Emergency Plan**

This has been revised to include details of changes to the environment Agency's Flood Warning Service, the review of properties at risk is still outstanding. Volunteers required.

**8. FINANCIAL MATTERS**

The budget and expenditure up-date to 31 May was considered, and it was noted that the budget for 2017/18 had increased by £75 to cover the increased cost of the new radio licence.

**9. REVIEW OF ACTIVITY SINCE LAST MEETING**

**9.1 Basic first aid course**

The Chairman congratulated three members of the committee, Cllr Jill Davison, Gill New, and Rob Peters, who had attended a bespoke basic first aid course in April to update their knowledge.

**9.2 Award of civic medallion**

It was noted that on 26<sup>th</sup> May the Chairman of Edenbridge Town Council awarded a Civic Medallion to Robert McKillop in recognition of his unstinting support to the Edenbridge Emergency Planning Committee. The Committee congratulated him, and also wished to thank Julia for the many years of work and support she had given the group, and Robert.

**10. FORTHCOMING ACTIVITIES**

**10.1 Exercise**

The Chairman advised that she was meeting the new SDC Emergency Planning Officer, Alex Dawson, soon and was hoping to arrange an exercise that would involve the communications team and other elements of the Team.

**11. INFORMATION EXCHANGE**

**11.1 Kent Police Service**, no representative present.

**11.2 Kent Fire & Rescue Service**

Station Manager and Exercise Director, Lee Able updated members on the outcome of the Shoreham by Sea disaster and the emerging issues from the Grenfell Tower Fire. The key message was to keep things simple. When planning think about whether your forms are practical, particularly if they are being filled in outside, and do your pens work in the rain. Out of hours emergencies bring additional issues of access to equipment and buildings and need careful planning.

**11.3 Sevenoaks District Council Emergency Planning Officer**, sent her apologies.

**11.4 Edenbridge First Responders** , no representative present.

**12. DATE AND VENUE OF NEXT MEETING**

Monday 6 November 7.30pm at Rickards Hall.

**13. PRESS RELEASE**

There were no items from this meeting members wish to be the subject of a Press Release.

The meeting closed at 7.55 pm.