

Minutes of the EDENBRIDGE EMERGENCY PLANNING COMMITTEE held at Rickards Hall at 7.30 pm on Monday 6 November 2017

Present: Cllrs Mrs J Davison, R Davison, A Layland, M V McArthur (Chairman), S McGregor and B Todd; and L Abel (KFRS), A Dawson (SDC), K Elliott (Sencio), G New and R Rooth.

In attendance: K Staff – Deputy Town Clerk, P Rice (KFRS)

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

1. APOLOGIES FOR ABSENCE

Apologies were received, noted and accepted from Cllrs T Bryant, R Bell and M Robson; and noted from L Brown, J Martin, L Martin, T Norton.

2. DECLARATIONS OF INTEREST

None were declared by the Councillors present.

3. TO RECEIVE AND SIGN MINUTES OF THE EMERGENCY PLANNING COMMITTEE MEETING HELD 3 JULY 2017

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

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

4.1 To record sad news

The chairman advised members of the sad and untimely death of David Sargeant, one of the co-opted members. Formal record was made of thanks for his assistance in the past.

5. FINANCIAL MATTERS

The budget and expenditure update to 30 September was received, and it was noted that the fee for the new radio licence due for payment this month had been notified at £112. Some plastic storage boxes had been purchased for the equipment in the EEPC cupboard at Doggetts Barn.

Resolved: to ask the Council's Finance Officer to sub-divide the "others" budget heading, to separate expenditure on licences, training, and exercises

6. REVIEW OF ACTIVITY SINCE LAST MEETING

6.1 Kent Resilience Forum training day

The Chairman had attended the 'Flood Warden and Community Volunteer Demonstration Day' at East Malling run by KRF. Demonstrations included safe lifting and use of sand bags, alternative flood barriers and temporary defences. Presentations included Kent Fire and Rescue Service's swift water rescue techniques, Kent Police's management of incidents, FloodRe on home insurance, and the National Flood Forum on property protection aids.

6.2 Emergency road closure 'kit'

The Chairman has requested inclusion for Edenbridge in Kent Highways' scheme for communities who may need to effect emergency road closures, which is currently being piloted.

6.3 Medway Flood Partnership

This is a new collaboration between communities along the Medway to share information and good practice. Membership of the operational group for EEPC had been requested.

6.4 Equipment audit

Two Committee members carried out equipment audits, with help from Robert McKillop

6.5 **Edenbridge Emergency Plan**

The plan is kept under constant review. Members had advised of any updates required

6.6 **Depth gauge**

The Medway Catchment Asset Performance Team at the Environment Agency had agreed to install a new gauge board by the Stone Bridge

6.7 **Incident hotline**

Members noted the number for reporting any obstructions seen in water courses 0800 80 70 60

7. **FORTHCOMING ACTIVITIES**

7.1 Exercise

Alex Dawson explained that changes in personnel at SDC had meant the loss of staff skills, and emergency planning responsibilities were no longer concentrated in one section. Liaison with Kent Resilience Forum was already established regarding potential exercise activity in the New Year, which would test radio communications at the same time.

7.2 Amateur radio licence

Members noted the committee chairman was investigating the possibility of hosting Foundation Licence training being at Rickards Hall, to be open to all committee members and other local councils. As this was not anticipated when this year's budget was set, and several Licence holders were no longer part of the EEPC communications team, it was

Resolved: to seek additional funding from Council to facilitate this course as soon as possible

8. **INFORMATION EXCHANGE**

8.1 Kent Police Service - No representative present.

8.2 Kent Fire & Rescue Service

West Kent Group Manager Phil Rice explained how the service linked across county borders to deal with incidents, and the service was open to approach from the committee for help with activity.

Off-duty officers living locally might possibly be available to assist the community with incidents if not called on by KFRS. It was agreed that KFRS could provide a presentation on their services at a future meeting of the Committee.

8.3 Sevenoaks District Council Emergency Planning Officer

Alex Dawson was welcome to her first meeting since being appointed. She explained that there was much to review in her new role. She intended achieving her radio licence as soon as possible. Moving the SDC radio equipment into the CCTV control room was being considered, and the CCTV manager had also volunteered also to undergo radio training. It was planned to meet with EEPC representatives at SDC and review the installation.

8.4 Edenbridge First Responders - No representative present.

8.5 Open round table comments

It was suggested that the communications group should arrange a session reviewing the use of equipment, ahead of proposed radio licence training.

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

Monday 5th February 7.30pm at Rickards Hall.

10. **PRESS RELEASE**

There were no items members wish to be the subject of a Press Release.
The meeting closed at 8.15 pm.