



Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: Cllrs M McArthur (chairman), B Todd (vice-chairman), R Bell, T Bryant, J Davison, A Layland, S McGregor, G Middleton, M Robson, and Z Roberts Smith, and all members of the Emergency Planning Committee

An EMERGENCY PLANNING COMMITTEE meeting will be held 7.30pm Monday 2 July 2018 at Rickards Hall

AGENDA

1. APOLOGIES
2. DECLARATIONS OF INTERESTS, OR PREDETERMINATIONS (Councillors only)
Including any interests not already registered
3. TO ELECT THE COMMITTEE CHAIRMAN
4. TO ELECT THE COMMITTEE VICE-CHAIRMAN
5. TO CONFIRM CO-OPTED COMMITTEE MEMBERS
6. TO RECEIVE AND SIGN MINUTES OF EMERGENCY PLANNING COMMITTEE 5 February 2018
7. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE
8. FINANCIAL MATTERS
8.1 Current budget and expenditure up-date
9. REVIEW OF ACTIVITY SINCE LAST MEETING
9.1 Radio Licence Training - February
10. FORTHCOMING ACTIVITIES
10.1 Training
11. INFORMATION EXCHANGE
11.1 Kent Police Service
11.2 Kent Fire & Rescue Service
11.3 Sevenoaks District Council Emergency Planning Officer
11.4 Edenbridge First Responders
11.5 Open round table comments from Members, if any
12. DATE AND VENUE OF NEXT MEETING
Monday 5th November 2018, at 7.30pm in Rickards Hall
13. 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.*

Income for Emergency Planning		Budget	Actual	Balance	Expenditure for Emergency Planning			Budget	Actual	Balance
Allocation from Precept Sundry Receipts		275.00	137.50	137.50			Equipment/Tools	100.00	26.00	74.00
		0.00	0.00	0.00			Others	175.00	0.00	175.00
							Training	0.00	0.00	0.00
		275.00	137.50	137.50				275.00	26.00	249.00

Report for Emergency Planning Committee 2 July 2018

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 insurance cover during activities.

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

Helen Doyle	Kirsty Jefferies-Elliott	Rose Briggs
Charles Laver	John Martin	Lesley Martin
Steve Mercer	David Johnson	Robert Peters
Richard Rooth	Helen Burgess	Ben Brownless
Rev Stephen Mitchell	Helen Jackman	Jenny Brown
Mary Grieve	Marjorie Johnson	Margaret Watts
Jan Hart	Doreen Howe	Gwen Chappell
Wendy Sneyd	Linda Brown	Vicki Raeburn-Ward
Ronnie Pearman	Gill New	Sue Cash
Gill Lambert	Sara Young	Paul Byrne

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

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

None.

8. FINANCIAL MATTERS

The budget and expenditure up-date to 31 May is attached for members' information.

9. REVIEW OF ACTIVITY SINCE LAST MEETING

9.1 Radio licence training

Congratulations to four people who attended the radio licence training arranged in mid February – Cllrs Roger Bell and Bob Todd, the Community Warden Rose Briggs, and new volunteer Paul Byrne.

10. FORTHCOMING ACTIVITIES

10.1 Training

It is proposed to hold a short refresher training session for radio licence holders on Wednesday 10th October 2-3pm in Rickards Hall. Committee members with radio licences are requested to confirm their availability for the date.

11. INFORMATION EXCHANGE

11.1 Kent Police Service

11.2 Kent Fire & Rescue Service

11.3 Sevenoaks District Council Emergency Planning Officer

11.4 Edenbridge First Responders

11.5 Open round table comments from Members, if any

12. DATE AND VENUE OF NEXT MEETING

Monday 5th November 7.30pm at Rickards Hall

13. 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 5 February 2018

Present: Cllrs R Bell, Mrs J Davison, A Layland, M V McArthur (Chairman), and L Abel (KFRS), A Dawson (SDC), K Elliott (Sencio), G New, R Rooth and J Martin

In attendance: C Lane - Town Clerk,

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, B Todd, S McGregor and M Robson; and noted from S Cash and L Brown.

2. DECLARATIONS OF INTEREST

None were declared by the Councillors present.

3. TO RECEIVE AND SIGN MINUTES OF THE EMERGENCY PLANNING COMMITTEE MEETING HELD 6 NOVEMBER 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, none

5. FINANCIAL MATTERS

The budget and expenditure to 31 December 2017 was circulated

Agreed: that the budget shortfall for the cost of the six licence training exams should be taken, as agreed at November Council, from Council Contingency Fund.

6. REVIEW OF ACTIVITY SINCE LAST MEETING

6.1 Depth gauge

Members were pleased that the Medway Catchment Asset Performance Group had installed a new gauge board by the Stone Bridge next to the former chapel.

6.2 Medway Flood Partnership

Membership of the Partnership had been requested but no response, via the Environment Agency, had been received.

6.3 Amateur Radio licence training

The Vice Chairman had organised a bespoke Foundation Licence training course in Rickards Hall for six volunteers from 12 -14 February. If successful in passing the technically demanding test, the non-Member volunteers will be proposed for co-option on to this Committee to strengthen the communications team.

6.4 Exercise

Alex Dawson advised that SDC was planning an emergency exercise for September, and it was possible that Edenbridge could either take part as a remote participant, or run a local exercise alongside it. Further details would be available shortly.

6.5 Volunteer registration

The implementation of the new general Data Protection Legislation is likely to result in all volunteers having to complete new documentation relating to the management of their data and the purposes it can be used for. The legislation comes into effect on 31 May.

7. FORTHCOMING ACTIVITIES

7.1 Training

The Chairman had been in contact with Kent Resilience Forum regarding possible training updates for volunteers and Members, perhaps in the areas of manual handling, emergency rest centres and a Flood Warden refresher.

.8. INFORMATION EXCHANGE

8.1 Kent Police Service

None, not in attendance

8.2 Kent Fire & Rescue Service

Lee Abel advised the group of the campaign by KFRS to recruit on-call firefighters for the Fire Station at Edenbridge. It is already underway and the aim is to be able to man Edenbridge Fire Station 24/7 with local crews and managers. The Council was thanked for helping to advertise the campaign.

8.3 Sevenoaks District Council Emergency Planning Officer

Alex Dawson updated the group on the wide scope of her responsibilities she has under her Emergency Planning remit. She advised that Ash Dieback disease was now a serious issue for the south of the country and some cases had already been identified in our district. She highlighted the ongoing issue of drought and that the water tables remain low. She advised that the District Council and Emergency Services were taking part in Exercise Vanguard on 6 February, to check that response to a terrorist incident in the District was sound. Issues with the newly formed Safety Advisory Group were aired with the unintended impact they are having on local events discussed. The group was advised that unfortunately, due to the current targeting of events by terrorists, this is unlikely to be changed.

8.4 Edenbridge First Responders

None, not in attendance

8.5 Open round table comments from Members, if any

Cllr Jill Davison advised the group that two radios would be returned which could be allocated to new group members as and when required.

9. DATE AND VENUE OF NEXT MEETING

Monday 2 July 7.30pm at Rickards Hall

10. PRESS RELEASE

Press release to be issued in support of Fire Officer recruitment.

The meeting closed at 8.15 pm.