



# 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 4 February 2019 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 5 November 2018
4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE
5. FINANCIAL MATTERS
  - 5.1 Current budget and expenditure up-date
  - 5.2 Committee budget for 2019/20
6. REVIEW OF ACTIVITY SINCE LAST MEETING
  - 6.1 Exercise Eden
  - 6.2 Annual equipment audit
  - 6.3 Review of the Edenbridge Community Emergency Plan
  - 6.4 Community Resilience workshop 6 October 2018
7. FORTHCOMING ACTIVITIES
  - 7.1 Annual check of First Aid Equipment
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
  - 8.5 Open round table comments from Members, if any
9. DATE AND VENUE OF NEXT MEETING  
Monday 1 July 2019, at 7.30pm in Rickards Hall
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 committee.*

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**Council offices:** Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR  
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Income for Emergency Planning	Budget	Actual	Balance	Expenditure for Emergency Planning	Budget	Actual	Balance
Allocation from Precept	275.00	275.00	0.00	Equipment/Tools	100.00	26.00	74.00
Sundry Receipts	0.00	0.00	0.00	Others	175.00	112.50	62.50
				Training	0.00	0.00	0.00
	<b>275.00</b>	<b>275.00</b>	<b>0.00</b>		<b>275.00</b>	<b>138.50</b>	<b>136.50</b>

**5. FINANCIAL MATTERS**

The budget and expenditure up-date to 31 December 2018 is attached for Members' information. Following the equipment audit (see 6.2) a new stock of batteries for torches and megaphones was purchased at £18.26 plus VAT which will appear in the January expenditure figures.

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

**6.1 Exercise Eden**

Verbal update will be provided at the meeting

**6.2 Annual equipment audit**

Councillors Layland and Todd, with Robert McKillop, completed this audit in December

**6.3 Review of Edenbridge Community Emergency Plan**

Councillors Layland and Todd reviewed the Plan last month

**6.4 Community Resilience workshop – October 2018**

The Chairman and Robert McKillop attended this workshop in Tonbridge, which was organised by the Environment Agency and the Kent Resilience Forum, to give a joint presentation on how our Community Plan works, and especially to share this Committee's experience of maintaining resilient communications.

**7. FORTHCOMING ACTIVITIES**

The annual review of first aid equipment is due this month – volunteers are requested to carry this out.

**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

8.5 Open round table comments from Members, if any

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

Monday 1 July 2019 7.30pm at Rickards Hall

**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 5 November 2018**

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Present: Cllrs Mrs J Davison, A Layland, S McGregor, G Middleton, M Robson, Z Roberts Smith, and B Todd (Vice-chairman), and L Abel (KFRS), J Martin, G New, R Rooth

In attendance: K Staff – Deputy 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 M V McArthur (chairman) – work commitment, R Bell – unwell, and T Bryant (work commitment), and also received and noted from S Cash, H Jackman, L Martin, R McKillop.

**2. DECLARATIONS OF INTEREST**

None were declared by the Councillors present.

**3. TO CONFIRM CO-OPTION OF COMMITTEE MEMBER**

Members considered the proposal to add Robert McKillop to the list of co-opted non-councillor members, and

Resolved: to confirm Robert McKillop as a co-opted member, bringing the benefit of his radio communications experience to the committee.

**4. TO RECEIVE AND SIGN MINUTES OF THE EMERGENCY PLANNING COMMITTEE MEETING HELD 2 JULY 2018**

Resolved: that the minutes be signed by the vice-chairman as a true and accurate record of the meeting

**5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE, none**

**6. FINANCIAL MATTERS**

**6.1 Current budget and expenditure update**

Members noted the position up to 30 September 2018, and that the need to replace the set of batteries for the licence-holders' radios had been identified during the refresher training (see item 7.1). Ahead of the forthcoming exercise (see item 8.1) the committee chairman and vice-chairman had approved purchase of a set of 13 batteries at £289.30 (ex VAT), and members

Resolved: to endorse the above expenditure from Depreciation budget heading.

**6.2 Committee budget for 2019/20**

Members considered the current budget (£275) set to cover basic costs, and the guidance set by Council's Forward Planning Committee for next financial year. On the basis that potential equipment replacement requirements were as yet unknown (see item 8.2) and grant funding could be available, it was

Resolved: to propose a budget increase of 3% in line with the Forward Planning guidance.

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

**7.1 Radio training refresher**

Members noted that a short refresher training session for radio licence holders was held 10<sup>th</sup> October in Rickards Hall. Five committee members were able to attend.

**7.2 Sevenoaks testing connection with Edenbridge**

It was noted Sevenoaks DC radio equipment was operated by a member of Raynet to check the connection to Edenbridge base in Church Street last month, and it was confirmed the signal was good over to Sevenoaks, and likewise there was good coverage further than expected along the Eden Valley towards Tonbridge.

**8. FORTHCOMING ACTIVITIES**

**8.1 Exercise Eden**

In the absence of Sevenoaks' emergency planning officer there was no further update on the activity being organised for 30<sup>th</sup> November, basic details previously circulated to members by the committee chairman. Members with radio licences had been asked to confirm their availability for the exercise, the main purpose of which was to test Sevenoaks' emergency plan, and the use of the Leisure Centre as a rest centre.

**8.2 To arrange the annual equipment audit**

Volunteers were sought to carry out this key task, and it was

Resolved: Cllrs Todd and Layland with Robert McKillop would do this, with a view to establishing what equipment replacements were necessary, and the potential costs.

**8.3 To review the Edenbridge Community emergency Plan**

Volunteers were sought to carry out the review, to establish if any amendments were needed, and it was

Resolved: that Cllrs Todd and Robson, with Robert McKillop, would undertake the review.

**9. INFORMATION EXCHANGE**

**9.1 Kent Police Service**

No-one in attendance. Members were advised that the Town Council had been informed by the Kent Police and Crime Commissioner of the intention to close and sell the Edenbridge police office, with officers to be accommodated within the Fire Station building. The item would be on the November Council meeting agenda.

**9.2 Kent Fire & Rescue Service**

Lee Abel confirmed the plan to co-locate the local police presence and fire crew, and that preparations were under way within the building. The campaign by KFRS to recruit on-call firefighters for the Edenbridge station had now reached the target of 16-17 personnel, but it could take up to two years to bring the new recruits through training. The ambition was still the ability to staff Edenbridge Fire Station 24/7 with local crews and managers.

**9.3 Sevenoaks District Council Emergency Planning Officer**

Not present

**9.4 Edenbridge First Responders**

None, not in attendance

**9.5 Open round table comments from Members, if any**

Items raised included the usefulness of co-location of emergency services, and the type of radios best suited for readiness for immediate response to emergency situations.

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

Monday 4 February 2019 7.30pm at Rickards Hall

**11. PRESS RELEASE**

Press Release to be issued on involvement with Exercise Eden when it takes place.

The meeting closed at 8.10 pm.