



# Edenbridge Town Council

Town Clerk: Caroline Leet



To: Cllrs M McArthur (chairman), B Todd (vice-chairman), J Aldridge, A Baker, A Damodaran, A Layland, S McGregor, S Taylor, and all members of the Emergency Planning Committee

**An EMERGENCY PLANNING COMMITTEE meeting will be held 7pm Monday 22 November 2021**

## AGENDA

1. APOLOGIES
2. ELECTION OF COMMITTEE CHAIRMAN
3. ELECTION OF COMMITTEE VICE-CHAIRMAN
4. DECLARATIONS OF INTERESTS, OR PREDETERMINATIONS (Councillors only)
5. TO RECEIVE AND SIGN MINUTES OF EMERGENCY PLANNING COMMITTEE 26 October 2020
6. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE
7. COMMITTEE MEMBERSHIP
  - 7.1 Resignation of committee members
  - 7.2 To confirm co-opted members
8. FINANCIAL MATTERS
  - 8.1 Current budget and expenditure up-date
  - 8.2 Committee budget for 2022/23
9. REVIEW OF ACTIVITY SINCE LAST MEETING
  - 9.1 Flooding events since February 2021
  - 9.2 Drain maintenance and substantial clearance Crouch House Road and Lingfield Road
  - 9.3 Covid-19 response
10. FORTHCOMING ACTIVITIES
  - 10.1 Training opportunities and Emergency Planning Exercise
  - 10.2 Update of Edenbridge Emergency Plan
  - 10.3 Communication to residents in vulnerable properties regarding flood preparedness
  - 10.4 Annual check on Emergency Planning equipment
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 Provisionally: *March 2022* **To be confirmed.**
13. NEWS 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 start of full Council, Open Spaces and Planning committee meetings.*

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**Council offices:** Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

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## Financial Budget Comparison for Emergency Planning Committee

Comparison between 01/04/21 and 31/10/21 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve	Actual Net	Balance
<b>INCOME</b>				
<b>Emergency Planning Committee</b>				
500 EP Allocation from Precept	£339.15	£0.00	£339.15	£0.00
505 EP Sundry Receipts	£0.00	£0.00	£0.00	£0.00
<b>Total Emergency Planning Committee</b>	<b>£339.15</b>	<b>£0.00</b>	<b>£339.15</b>	<b>£0.00</b>

## Financial Budget Comparison for Emergency Planning Committee

Comparison between 01/04/21 and 31/10/21 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve	Actual Net	Balance
<b>EXPENDITURE</b>				
<b>Emergency Planning Committee</b>				
5000 EP Equipment/Tools	£110.00	£0.00	£0.00	£110.00
5010 EP Licences	£235.00	£0.00	£0.00	£235.00
5011 EP Training	£15.00	£0.00	£0.00	£15.00
<b>Total Emergency Planning Committee</b>	<b>£360.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£360.00</b>

## Report for Emergency Planning Committee 22 November 2021

### 7. COMMITTEE MEMBERSHIP

#### 7.1 Resignation of committee member

Long-term volunteer Jenny Brown has regretfully resigned from the committee after many years of support, not only as a licensed radio operator, but also as a Flood Warden, no longer being able to respond to emergency situations if necessary. Other committee members also no longer able to continue are Linda Brown, Gwen Chappell, Mary Grieve, Doreen Howe, Helen Jackman, Marjorie Johnson, Gill Lambert, Gill New, Ronnie Pearman, Wendy Sneyd, and Sara Young. These were all previously available to support a Rest Centre if necessary.

#### 7.2 To confirm co-opted committee members

Formal 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. It is reviewed annually, and the current list of individual co-optees is as follows:

Rose Briggs	Ben Brownless	Helen Burgess
Paul Byrne	Mick Cross	Jill Davison
Helen Doyle	Nick Harris	Bob Hart
Jan Hart	Mark Ilsley	Jim Kimber
Steven Knightley	Charles Laver	John Martin
Lesley Martin	Robert McKillop	Steve Mercer
Robert Peters	Vicki Raeburn-Ward	Malcolm Rogers
Richard Rooth	Colin Thurston	Margaret Watts
Richard Williams	Rev Stephen Mitchell	

**Do members support these co-options?**

### 8. FINANCIAL MATTERS

#### 8.1 Current budget and expenditure up-date

The budget and expenditure up-date to 31 October is attached. The figures include £30 annual charge for storage of committee equipment at the WI Hall. The annual radio licence fee falls due in November.

#### 8.2 Committee budget for 2022/23

The annual budget for the committee was £339 for this current financial year. **Do members wish to request the same budget for the next year?**

### 9. REVIEW OF ACTIVITY SINCE LAST MEETING (*minutes attached*)

#### 9.1 Flooding events since February 2021

During the last few months there have been a few alerts of possible weather events, which could have had repercussions for the Edenbridge area, but mostly did not deliver effects felt in some places a little further afield. The “walkie talkie” radios were charged ready on a couple of occasions, but not needed, and the flood alert issued in September reduced after a day of steady river flow through. The stand-by stock of sandbags at Mowshurst Barn has been replenished with a further 60 supplied by SDC.

#### 9.2 Drain maintenance and substantial clearance, Crouch House Road and Lingfield Road

There are still a number of outstanding actions identified at the previous committee meeting which now need to be pursued:

- Convene a multi-agency meeting including Kent Highways, District Council, Environment Agency, and Police, with the Town Council
- Investigate function of the Southern Water pumping station
- Arrange a residents’ information meeting, with Environment Agency
- Check the Environment Agency debris screens
- Investigate super-fast phone chargers for emergency use

Lanyards have been acquired for Councillors and volunteers’ use, to assist with identification when out in the community.

### **9.3 Covid-19 response**

It is still not planned to reopen the office to members of the public for the foreseeable future, but residents can continue to access services and the sale of waste and garden bags by maintaining social distancing outside the office.

The system established by the Town Council for community support still exists, and could be re-activated if necessary. A number of one-to-one support arrangements continue between residents – which grew out of the volunteering activity last year.

## **10. FORTHCOMING ACTIVITIES**

### **10.1 Training opportunities and Emergency Planning Exercise**

Registered Flood Wardens have received invitations to join on-line “bite-size” training on a variety of topics this autumn, including surface water flooding – no need to register, just click the link on that evening to take part. There are currently 14 wardens registered for Edenbridge.

The Town Council has approved expenditure up to £289 for one person to attend an on-line conference on 8<sup>th</sup> February focused on Flooding: Resilience, Management and Response. Click [here](#) to view the full agenda and further information on the event.

**Does the Committee wish a person to attend the conference, and if so whom does it wish to nominate?**

The committee has not arranged a practical exercise for some considerable time, and the need has been identified through the recent visit of the Council’s Health and Safety consultant from Ellis Whittam/WorkNest. **Which members of the committee would like to be part of the organising team?**

### **10.2 Update of Edenbridge Emergency Plan**

The town’s Emergency Plan is reviewed annually, usually in November, though updates are added as necessary during the year. Cllrs Baker and Taylor carried out this review last year, without subsequent opportunity to report back on suggested amendments.

A year further on it is suggested that this review is revisited, and any required updates be reported back. **Which two or three members will undertake the review?**

### **10.3 Communication to residents regarding flood preparedness.**

It was not possible to pursue this project in the first part of this year, and the idea of repeating the previous delivery of info-pack of booklets is no longer feasible, as most of the information has gone on-line. The proposal now is to provide households in vulnerable properties with a letter from the Town Council, and include with it the Personal Flood Plan template to be completed, and basic guidance on the most effective use of sandbags as a temporary defence for premises.

**Is there a committee member who will take the lead on this project?**

### **10.4 Annual check on Emergency Planning Equipment**

Each year two or three committee members carry out a check on the Emergency Planning equipment held in store. **Which members would like to volunteer for this important task?**

**Minutes of the EDENBRIDGE EMERGENCY PLANNING COMMITTEE held via Zoom at 7.30 pm on Monday 26 October 2020**

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Present: Cllrs. M V McArthur (chairman), J Aldridge, A Baker, A Layland, S Mc Gregor, S Taylor and Cllr B Todd (Vice-chairman); also P Byrne, J Davison, R Rooth, and C Thurstan.

In attendance: Deputy Town Clerk

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

*Prior to the start of the meeting the chairman reported with sadness the death of Julia McKillop, a former member of the Committee, and offered members' condolences to her husband Robert.*

**1. APOLOGIES FOR ABSENCE**

Apologies were received, noted and accepted from Cllr A Damodaran, and noted from R McKillop and M Ilsley.

**2. DECLARATIONS OF INTEREST**

None

**3. TO RECEIVE AND SIGN MINUTES OF THE EMERGENCY PLANNING COMMITTEE MEETING HELD 10 FEBRUARY 2020**

Resolved: that the minutes, pages 9327 - 9329 be signed by the chairman as a true and accurate record of the meeting

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

**5. COMMITTEE MEMBERSHIP**

**5.1 Resignation of committee member**

It was noted that volunteer Sue Cash had resigned from the committee after years of membership, and had returned her radio equipment to the Council office. The chairman recorded thanks to Sue for her past contribution to Edenbridge emergency planning.

**5.2 To confirm co-opted members**

It was noted formal co-option provided non-councillor committee members with the opportunity to speak at meetings (though not to vote on decisions) and also insurance cover during activities. The current list of individual co-optees was reviewed as follows:

Rose Briggs	Jenny Brown	Linda Brown
Ben Brownless	Helen Burgess	Paul Byrne
Gwen Chappell	Mick Cross	Jill Davison
Helen Doyle	Mary Grieve	Nick Harris
Bob Hart	Jan Hart	Doreen Howe
Helen Jackman	Marjorie Johnson	Mark Ilsley
Jim Kimber	Steven Knightley	Gill Lambert
Charles Laver	John Martin	Lesley Martin
Robert McKillop	Steve Mercer	Gill New
Ronnie Pearman	Robert Peters	Vicki Raeburn-Ward
Malcolm Rogers	Richard Rooth	Wendy Sneyd
Colin Thurston	Margaret Watts	Richard Williams
Sara Young	Rev Stephen Mitchell	

Resolved: to approve the above list of co-optees to the committee

**6. FINANCIAL MATTERS**

**6.1 Current budget and expenditure update**

Members noted the position up to 31 August 2020, and that the annual radio licence fee was due in November (£112.50 last year). The annual storage charge £30 for equipment held at the W I Hall had been paid.

## **6.2 Committee budget for 2021/22**

Members noted the annual budget stood at £360, and had proved sufficient for the past year. It was

Resolved: to request that the budget would remain at £360 for the next financial year.

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

### **7.1 Flooding events since February 2020**

The chairman recalled the committee's response to heavy rainfall over a long weekend which resulted in a lot of monitoring, and affected the "usual" problem locations in Hever Road, in Marsh Green, Haxted Road, Crouch House Road, and Penlee Close. No actual premises had been affected.

### **7.2 Drain maintenance and substantial clearance Crouch House Road and Lingfield Road**

Members noted that a lot of clearance had been carried out in this vicinity, and a gully marker added to the edge of Pound Green to help location if it became blocked and under flood water. This was one of the post-flood actions agreed at the February meeting; another action completed was repair to GSBT northern terrace wall beside the river Eden.

Due to the advent of the Covid-19 pandemic, and focus on response, other actions remained outstanding, as follows:

- Convene a multi-agency meeting including Kent Highways, District Council, Environment Agency, and Police, with the Town Council
- Investigate function of the Southern Water pumping station
- Arrange a residents' information meeting, with Environment Agency
- Check the Environment Agency debris screens
- Include social media in giving local updates where possible
- Investigate super-fast phone chargers for emergency use
- Provide identity lanyards to ID committee members

Cllr Taylor currently isolating at home offered help, potentially with the latter point.

### **7.3 Covid-19 response**

Members received an update on the response by the Council and emergency planning committee through the "lockdown" period, and subsequently. It was a busy and intense period, and it was not planned to re-open the office to the public for the foreseeable future. Residents could still access services and the sale of waste and garden bags by maintaining social distancing outside the office. Things were quieter for the time being, but the response framework could be reactivated if needed.

It was noted the Town Council was fortunate to have elected members representing the town's interests at District Council level. This enabled a holistic and informed approach to the Coronavirus event and changing outcomes. It would continue to work within the guidance from SDC and the Government.

## **8. FORTHCOMING ACTIVITIES**

### **8.1 Flood warden training October/November 2020 – verbal update**

It was noted that seven Edenbridge people had attended the first "virtual" on-line training for Flood Wardens on October 13, with over 70 taking up the opportunity across Kent. Attendees felt it was well organised, course content was informative, inclusion of Covid-19 considerations in a flood scenario was helpful, and the absence of need to travel to training was welcome. A further session for experienced Wardens was scheduled for November 10 and at least two from Edenbridge would be attending.

### **8.2 Radio foundation licence training**

There was no information currently about where/how a course could be accessed, but Cllr Taylor confirmed his continuing interest in this qualification.

### **8.3 Update of Edenbridge Emergency Plan**

Members were reminded the town's Emergency Plan was usually reviewed annually in November, though updates were added as necessary during the year. It was

Resolved: that Cllrs Taylor and Baker would undertake the Plan review.

### **8.4 Communication to residents in vulnerable properties regarding flood preparedness**

The chairman reminded members that the committee in 2016 had distributed "flood advice" packs to households at risk of flooding, including a leaflet and a Personal Flood Plan template, and a set of small booklets provided by the Environment Agency. It was proposed this activity should be repeated, and

Resolved: that Cllr Layland, with Paul Byrne, Richard Rooth, and Colin Thurstan, would organise this project.

## **9. INFORMATION EXCHANGE**

### **9.1 Kent Police Service**

No-one in attendance.

### **9.2 Kent Fire & Rescue Service**

No-one in attendance

### **9.3 Sevenoaks District Council Emergency Planning Officer**

No report

### **9.4 Edenbridge First Responders**

Members were advised First Responders were now back on-call, re-certified, and all had their kit and uniform. The question of a new external location for a defibrillator in the High Street, following closure of the current host premises, would possibly be resolved by Bridges community café.

### **9.5 Open round table comments from Members**

A couple of alternative locations for the defibrillator were suggested, but both had already been explored without success. The on-going problem with drainage in Waitrose car park was raised.

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

January 2021 – **to be confirmed.**

## **11. NEWS RELEASE**

There were no new items identified for a news release.

The meeting closed at 8.14pm.