



# Edenbridge Town Council

Town Clerk: Caroline Leet



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

**An EMERGENCY PLANNING COMMITTEE meeting will be held 7.30pm Monday 6 February 2023 at Rickards Hall.**

**After the meeting there will be an opportunity to watch a short (30 minute) video explaining the work of the Met Office. All are welcome to stay!**

## AGENDA

1. APOLOGIES
2. DECLARATIONS OF INTERESTS, OR PREDETERMINATIONS (Councillors only)
3. TO RECEIVE AND SIGN MINUTES OF EMERGENCY PLANNING COMMITTEE 28 March 2022 (attached)
4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE
5. COMMITTEE MEMBERSHIP
  - 5.1 To confirm co-opted committee members
6. FINANCIAL MATTERS
  - 6.1 Current budget and expenditure up-date
  - 6.2 Committee budget for 2023/24
7. REVIEW OF ACTIVITY SINCE LAST MEETING (*minutes attached*)
  - 7.1 Weather events since March 2022
  - 7.2 Review of communications capability
  - 7.3 Outstanding actions
8. FORTHCOMING ACTIVITIES
  - 8.1 Training opportunities and Emergency Planning Exercise
  - 8.2 Update of Edenbridge Emergency Plan
  - 8.3 Communication to residents regarding flood preparedness
  - 8.4 Annual check on Emergency Planning equipment
9. INFORMATION EXCHANGE
  - 9.1 Kent Police Service
  - 9.2 Kent Fire & Rescue Service
  - 9.3 Sevenoaks District Council Emergency Planning Officer
  - 9.4 Edenbridge First Responders
  - 9.5 Open round table comments from Members, if any
10. DATE AND VENUE OF NEXT MEETING 02 October 2023 at Rickards Hall
11. 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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**Minutes of the EDENBRIDGE EMERGENCY PLANNING COMMITTEE held 7.30pm on Monday 28 March 2022**

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Present: Cllrs. M V McArthur (chairman), J Aldridge (vice-chairman), A Baker, S Compton, S McGregor; also J Davison, R Rooth, and C Thurston.

In attendance: Cllrs A Layland and M Gemell Smith, and 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 A Damodaran and B Todd, and noted from B Brownless, P Byrne, R McKillop, J Martin and L Martin. Cllr S Taylor was absent.

**2. DECLARATIONS OF INTEREST, OR PREDETERMINATION (councillors only)**

None

**3. TO RECEIVE AND SIGN MINUTES OF THE EMERGENCY PLANNING COMMITTEE MEETING HELD 22 NOVEMBER 2021**

Resolved: that the minutes, pages 9636 – 9638, 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 members**

It was noted that long-term volunteer Margaret Watts had regretfully resigned from the committee after many years of support, previously available to help staff a Rest Centre if necessary. Also volunteer Nick Harris has resigned for the time being, but may be able to return. The chairman recorded thanks to both for their past preparedness to help the Edenbridge community in an emergency. It was

Resolved: to co-opt Michael Gemmell Smith as a committee member.

**6. FINANCIAL MATTERS**

**6.1 Current budget and expenditure update**

Members noted the position up to 23 March 2022, and that Item 7.2 proposed expenditure from remaining budget funding.

**6.2 Committee budget for 2022/23**

Members noted the annual budget of £360 was confirmed for the coming year.

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

**7.1 Weather events**

Close occurrence of storms Dudley and Eunice nationally in February was the most significant event, with the committee being on “standby” to support the community if needed. The “walkie talkie” radios were charged ready, but not required, and office staff worked from home after mid-morning, as travel became inadvisable. Power outage occurred in the northern end of Edenbridge for about 12 hours, and to the east around Hever and Four Elms for a similar period. Local trees did not cause much damage.

**7.2 Outstanding actions**

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

- Convene a multi-agency meeting including Kent Highways, District Council, Environment Agency, and Police, with the Town Council – *meeting with SDC as a first step was scheduled for March 31. This would also cover investigation of the Southern Water pumping station.*

- Investigate the possibility of adding extra gully drains in Crouch House Road – *discussions were under way with Kent Highways, including the role of new property connections influencing run-off flows.*  
Water collecting at the junction with Stangrove Road was also highlighted for consideration.
- Arrange a residents' information meeting, with Environment Agency – *further flooding scenario information had meanwhile been added to the Council's website*
- Check the Environment Agency debris screens – *an update to the locations map had been requested, to confirm existing and any new locations*

Investigation of super-fast mobile phone chargers for emergency use had been carried out, also the alternative of battery packs for use in event of power outage, to be charged in advance at the time of a storm warning, as the radios are.

It was recommended that the committee purchased both options: a six-port superfast mains-charging facility, and a pack of assorted connecting cables at a combined price of £60, which could charge six devices at once; plus a Power Bank, portable charger at £55 plus VAT.

Resolved: to purchase both items as recommended, at a total of £115 plus VAT, to facilitate recharge of volunteers' mobile phones during an emergency response.

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

It was still not planned to reopen the office to members of the public for the time being, but residents could 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 existed, and could be re-activated if necessary. A number of one-to-one support arrangements continued between residents – which grew out of the volunteering activity.

Members were pleased to note the collective Edenbridge Community response won an award in the Sevenoaks District Council's Community and Voluntary Awards in Sevenoaks earlier this month.

## **8. FORTHCOMING ACTIVITIES**

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

It was noted this would be included in the meeting with SDC later in the week.

### **8.2 Update of Edenbridge Emergency Plan**

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

Resolved: Cllrs Compton, Gemmell Smith and Layland would carry out this review, and report back any required updates.

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

The possibility of producing a letter with advice and a household emergency plan was being investigated, for distribution to properties in the flood zone, and to be in digital form as well as hard copy.

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

The Vice-chairman and Robert McKillop have carried out the first stage of checking the radio equipment, including re-programming. Cllrs Compton and Gemmell Smith volunteered to check over the other equipment held at Doggetts Barn.

## **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 two of the defibrillators in the town (in Stangrove Park, and in the High Street) had recently been deployed, giving both casualties the best chance of a good outcome. This highlighted the value of the equipment, and the need to add as many locations as possible to the dozen already publicly accessible in the parish. The railway stations were suggested, for example.

**9.5 Open round table comments from Members**

None.

**10. DATE AND VENUE OF NEXT MEETING** 24 October 2022 – Rickards Hall

**11. NEWS RELEASE** There were no new items identified for a news release.

The meeting closed at 8.02pm

# Financial Budget Comparison for Emergency Planning Committee

Comparison between 01/04/22 and 01/02/23 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve	Actual Net	Balance
<b>INCOME</b>				
<b>Emergency Planning Committee</b>				
500 EP Allocation from Precept	£360.00	£0.00	£360.00	£0.00
505 EP Sundry Receipts	£0.00	£0.00	£0.00	£0.00
<b>Total Emergency Planning Committee</b>	<b>£360.00</b>	<b>£0.00</b>	<b>£360.00</b>	<b>£0.00</b>
<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	£112.50	£122.50
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>£112.50</b>	<b>£247.50</b>

**5. COMMITTEE MEMBERSHIP**

**5.1 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 usually reviewed annually in the autumn, though the October committee meeting was cancelled. The current list of individual co-optees is as follows:

Rose Briggs	Ben Brownless	Paul Byrne
Mick Cross	Jill Davison	Helen Doyle
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
Richard Williams	Rev Stephen Mitchell	

In addition, Anthony Shipwright has volunteered his assistance as a new flood warden.

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

**6. FINANCIAL MATTERS**

**6.1 Current budget and expenditure up-date**

The budget and expenditure up-date to 31 January is attached. The annual radio licence fee of £112.50 was paid in November.

**6.2 Committee budget for 2023/24**

The annual budget for the committee has been approved at £345 for the upcoming financial year.

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

**7.1 Weather events since March 2022**

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. The stand-by stock of sandbags at Mowshurst Barn has been replenished with a further 60 supplied by SDC.

In the Autumn leaf fall and very heavy rain caused some road side gullies to block, causing worry to nearby residents. Members of EEPC were on hand to help SDC with leaf and gully clearance

**7.2 Review of communications**

The Chairman and Robert McKillop have been in consultation with SDC’s emergency manager and Raynet to discuss our future communications resilience.

**7.3 Outstanding actions**

Fast mobile phone chargers for emergency use have been purchased, to be charged in advance at the time of a storm warning, as are the radios.

There are still a number of outstanding actions identified at the previous committee meetings

- 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

A verbal update will be provided at the meeting.

**8. FORTHCOMING ACTIVITIES**

**8.1 Training opportunities and emergency planning exercise**

Registered Flood Wardens have received invitations direct to join on-line “bite-size” training on a variety of topics, the first one last month featuring a speaker from the Met Office – see below for future dates.

The committee has not arranged a practical exercise for some considerable time, and the need has been identified through 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?**

**Kent Resilience Forum**  
PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

**Environment Agency**

**Flood Warden Bitesize Sessions**  
*Coming soon...*

**Session 2**  
**David Jordan**  
National Flood Forum  
21<sup>st</sup> February 2023

**Session 3**  
**Grant Brooker**  
Kent Fire and Rescue Service  
22<sup>nd</sup> March 2023

**Session 4**  
**Ben Tonkin**  
Environment Agency  
27<sup>th</sup> June 2023

Floodline 0345 988 1188      Incident Hotline 0800 80 70 60

### 8.2 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 Compton, Gemmell Smith and Layland previously agreed to carry out this review, and report back any required updates. **Which councillors would like to carry out this review?**

### 8.3 Communication to residents regarding flood preparedness.

The possibility of producing a letter with advice and a household emergency plan template was being investigated, for distribution to properties in the flood zone, and to be in digital form as well as hard copy. Cllr Aldridge and the Deputy Clerk have produced a first draft of a communication (circulated). The proposal is that a "leaflet", with other attachments, is photocopied in-house, then hand-delivered (by volunteers) to households in the flood zones. The remaining funds in the committee budget this year should cover the copying, paper, and envelope costs.

**How do members wish to proceed?**

### 8.4 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?**

## 9. INFORMATION EXCHANGE

- 9.1 Kent Police Service
- 9.2 Kent Fire & Rescue Service
- 9.3 Sevenoaks District Council Emergency Planning Officer
- 9.4 Edenbridge First Responders
- 9.5 Open round table comments from Members, if any

10. **DATE AND VENUE OF NEXT MEETING** 02 October 2023 at Rickards Hall

11. **NEWS RELEASE**