



Edenbridge Town Council



Town Clerk: Caroline Leet

Emergency Planning | 06 Feb 2023 | Full Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge (Vice-Chair), A Baker, S Compton, A Damodaran, M McArthur (Chair), S McGregor, S Taylor, B Todd.

An EMERGENCY PLANNING COMMITTEE meeting will be held at 7:30 pm 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!

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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1 Apologies

2 Declarations of Interest, or Predeterminations (Councillors only)

3 To receive and sign minutes of emergency planning committee 28 March 2022

📎 Emergency Planning | 28 Mar 2022 v.1 | Minutes (Pages to)

4 Matters Arising from The Minutes Not Covered Elsewhere

5 Committee Membership

5.1 Resignation of Committee Members and Co-Option

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?

5.2 To confirm co-opted committee members

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.

📎 Annex 1: Emergency Planning - Financial Comparison report

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

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 Bam 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 capability**

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?

 Annex 2: Kent Resilience Forum - forthcoming training

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 in vulnerable properties 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

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
INCOME				
Emergency Planning Committee				
500	EP Allocation from Precept	£360.00	£0.00	£360.00
505	EP Sundry Receipts	£0.00	£0.00	£0.00
Total Emergency Planning Committee		£360.00	£0.00	£360.00
 EXPENDITURE				
Emergency Planning Committee				
5000	EP Equipment/Tools	£110.00	£0.00	£110.00
5010	EP Licences	£235.00	£0.00	£112.50
5011	EP Training	£15.00	£0.00	£15.00
Total Emergency Planning Committee		£360.00	£0.00	£247.50

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

21st February 2023

Session 4

Ben Tonkin

Environment Agency

27th June 2023

Session 3

Grant Brooker

Kent Fire and Rescue Service

22nd March 2023

Floodline 0345 988 1188

Incident Hotline 0800 80 70 60