

**To Councillors:** J Aldridge (*Vice-Chairman*), A Baker, S Compton, M Gemmell Smith, M McArthur (*Chair*), S McGregor, V Parker, J Streets.

The current co-opted Members:

Paul Byrne ; John Martin; Robert McKillop, Robert Peters; Richard Rooth; Colin Thurston .

An EMERGENCY PLANNING COMMITTEE meeting will be held at 7:30 pm Monday 22 April 2024 at Rickards Hall.

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# Meeting Papers & Report

## 1 **ELECTION OF COMMITTEE CHAIRMAN – for the ensuing year and the duration of current Council term (2023-2027)**

The Chairman is usually appointed for a Council year (May to April). However, as the EPC meets once to twice yearly, proposal is to appoint a Chairman for the Council term for continuity. Assuming Committee agrees, this would need to be approved by Council at its May meeting.

**To receive nominees for Chairman, and vote to confirm appointment.**

**To make recommendation to full Council to confirm appointment of the Chairman for the Council term, and for the Terms of Reference to be update. Do Members support this?**

## 2 **ELECTION OF COMMITTEE VICE-CHAIRMAN**

As with the recommendation for Chairman, the proposal is the Vice Chairman would be appointed for the term of the Council (2023-2027).

**To receive nominees for Vice-Chairman, and vote to confirm appointment.**

**To make recommendation to full Council to confirm appointment of the Vice-Chairman for the Council term, and for the Terms of Reference to be update. Do Members support this?**

## 3 **Apologies**

## 4 **Declarations of Interest, or Predeterminations (Councillors only)**

*The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.*

## 5 **To receive and sign minutes of Emergency Planning Committee on 06 February 2023 p9861-9863**

[📄](#) Emergency Planning | 06 February 2023 v.1 - Minutes (Pages PRE-112/9861-)

## 6 **Committee Membership and confirmation of co-opted members**

Councillor members are appointed by Council at its annual meeting in May. Co-opted members are members of the community and local groups.

### 6.1 **Resignation of co-opted members**

The Community Warden recently contacted all co-optees of the EPC. Sadly, many have stepped down. Of the original list, only six confirmed, of which three are flood warden trained. Of the Councillors, three are trained.

### 6.2 **To confirm 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 current co-optees are:  
Paul Byrne (FW); John Martin (FW); Robert McKillop, Robert Peters; Richard Rooth; Colin Thurston (FW).

## 7 **Financial Matters**

### 7.1 **Budget and expenditure 2023-24**

Budget for 2023-24 was £345 to include the radio licences, equipment and training. Total expenditure was £143 (licence £112.50). There was no unexpected expenditure.

### 7.2 **Committee Budget 2024-25 confirmed**

Finance Committee and Council has confirmed the same budget allowance for 2024-25, total £345.

## 8 **Review of activity since last meeting**

SDC'S Head of Direct Services, in whose business area EP is situated, commissioned a report from Raynet to look at comms between Edenbridge and Dunbrik. There are no licensed radio amateurs at SDC so the review was focussed on the possibility of an alternative patch through system. A verbal update will be given at the meeting.

### 8.1 **Review of communications resilience**

Possible forthcoming changes to the EEP's communication systems may result in extra licence fees, and a higher cost of installation than previously budgeted.

**Do members agree to the Chairman approaching Sevenoaks District Council and Edenbridge Town Council, if necessary, to seek extra funding for this purpose?**

### 8.2 **Outstanding actions**

- **Multi agency meeting**

Not held and not scheduled. No progress in this area is required right now.

- **Pumping station function**

This is now clarified and not related to the river or flooding. An update will be given at the meeting.

**Are Members content to remove these two outstanding actions from future agendas?**

## 9 **Forthcoming Activities**

### 9.1 **Resident information**

The first step will be to include tailored information on the ETC website, and then to consider leaflet drops in the Autumn. The Council's website <https://www.edenbridgetowncouncil.gov.uk/flood-advice-and-information/> has some information. To consider updating.

🔗 <https://www.edenbridgetowncouncil.gov.uk/flood-advice-and-information/>

### 9.2 **Recruitment of co-optees**

**Do Members want to consider a recruitment of volunteers?**

9.3 **Emergency Planning exercise**

Cllr McArthur is in conversation with SDC to arrange a desk top exercise. The Committee will be advised in due course. Verbal update to be given at meeting.

9.4 **Annual check on Emergency Planning equipment**

**Would any Committee members like to volunteer to carry this out, alongside the Community Warden, and familiarise themselves with the equipment?**

9.5 **Annual Community Emergency Plan check**

**Would any Committee members like to volunteer to work with the Community Warden, to review and update the current Emergency Plan?**

10 **Information Exchange**

10.1 **Kent Police**

10.2 **Kent Fire & Rescue Service**

10.3 **Sevenoaks District Council Emergency Planning Officer**

10.4 **Edenbridge First Responders**

11 **News Release**

12 **Date of Next Meeting - 23 September 2024**