

## Minutes of the Meeting of Emergency Planning held in Rickards Hall on 21 May 2026 at 2:00 pm

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Present: Cllrs. Jon Aldridge (*Vice-Chairman*), Margot McArthur (*Chair*), Stuart McGregor  
In attendance: Open Spaces Officer and PC Maunsell.

Current co-opted member in attendance: R McKillop.

The meeting started at 14:00

### 1 Apologies

Apologies were received, noted and accepted from Cllr's Baker, Gemmell Smith and Compton.

### 2 Declarations of Interest, or Predeterminations (Councillors only)

None

### 3 To receive, approve and sign the minutes of the Emergency Planning Meeting held on 23 September 2024 (pages 2023-064/1-2).

**Resolved:** the minutes of the Emergency Planning Committee meeting held on 23 September 2024, be duly signed by the Chairman as a true and accurate record (064/1-2).

### 4 Committee Membership - 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). The current co-opted Members were Paul Byrne; John Martin; Robert McKillop, Robert Peters; Richard Rooth; and Colin Thurston. Members,

**Resolved:** to confirm the current co-opted Members and,

**Resolved:** to advertise for volunteers for the Emergency Planning Committee.

### 5 Financial Matters

#### 5.1 Current Budget and Expenditure Update

Members noted that the budget for 2026/27 was £546.90 to include licences, equipment and training. Total expenditure to date was £0.00.

The budget for 2025/26 was £445.00, with a total expenditure of £142.50.

Members had no questions.

### 6 Review of activity since last meeting

#### 6.1 Update of Edenbridge Emergency Plan

Members were advised that the Council's Emergency Plan had undergone a comprehensive review by Cllrs McArthur and Aldridge, the Open Spaces Officer, the Community Warden, and Robert McKillop.

As part of the review process, all sections of the document were checked to ensure the information remained accurate, relevant, and fit for purpose. Out-of-date information, including contact details and references, was updated where necessary, while obsolete or unnecessary content was removed in order to improve the clarity and usability of the document.

In addition, the Emergency Management Team Action Card and Telephone Tree appendices were removed from the plan as they were considered outdated and no longer operationally required in their current format.

The review helped ensure that the Emergency Plan remained concise, current, and more practical for use in the event of an emergency or incident response.

Cllr McArthur confirmed that she has been in contact with the Kent Resilience Forum in order to

arrange a meeting to further review the emergency plan.

Members had no questions.

## **6.2 Removal of amateur radio as a method of communication from the Emergency Plan**

Members were informed that in reviewing the Edenbridge Emergency Plan, changes to the communications arrangements were considered.

As Silver Command at Sevenoaks District Council no longer had any amateur radio licensed operators, this method of communication with Sevenoaks was no longer considered necessary and could therefore be removed from the plan.

Current radio licence holders had been contacted regarding the expiry of the licences and the return of any associated radio equipment.

The Business Radio Licences were due for renewal on 30 November 2026 and would remain valid until that date. Members,

**Resolved:** to confirm to renew the business licenses but allow the amateur radio licenses to lapse.

## **6.3 Increasing erosion of the northern bank of the River Eden (Church Street)**

Members noted that a resident of Church Street had been in contact regarding the increasing erosion of the northern bank of the River Eden behind their property. Within the Town Council's Emergency Planning documents, the property was not identified as having riparian responsibilities, despite a number of neighbouring properties being listed as having such responsibilities. The matter had been raised with the Environment Agency, who would be looking into this further and an update would be provided at the next meeting.

## **7 Forthcoming Activities**

### **7.1 Annual check on Emergency Planning equipment**

The last Emergency Planning equipment check was carried out in September 2024 and was overdue. Members,

**Resolved:** that a communication be circulated to members of the committee and co-opted members seeking volunteers to assist with this work alongside the Community Warden, and to familiarise themselves with the equipment.

#### **7.1.1 To consider the expenditure of up to £250 to repair the Honda Generator**

The Facilities Manager recently arranged for the Honda generator to undergo a routine service and inspection. During the service, it became apparent that the generator had developed a fault as a result of prolonged periods of inactivity and lack of regular operational use.

The servicing engineer advised that repairs were necessary to restore the generator to full working order and ensure it remains reliable for future operational and emergency requirements. The total cost of the required repairs amounted to £250. Members,

**Resolved:** to approve to proceed with the repairs to the Honda Generator and the expenditure of up to £250.

## **8 Information Exchange**

Members noted that the Town Council website included a dedicated Emergency Planning page, providing residents with information and guidance to help them prepare for and respond to emergencies. The page included advice on responding to different emergency situations, flood advice and information, useful emergency contact details, and practical guidance on how individuals and households could be better prepared for emergencies and unexpected events.

### **8.1 Kent Police Service**

PC Maunsell confirmed that Kent Police had a response plan for all emergencies and would work

together with the Edenbridge Emergency Planning Committee.

**8.2 Kent Fire & Rescue Service**

No representative present.

**8.3 Sevenoaks District Council Emergency Planning Officer**

No representative present.

**8.4 Edenbridge First Responders**

No representative present.

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

Cllr Aldridge commented that the north side of Town Field adjacent to the river (when viewed from the bridge towards Town Field) was becoming increasingly overgrown downstream, and that the trees required cutting back.

**9 News Release**

**10 Date of Next Meeting - TBC**

Noted.

The meeting ended at 14:20

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