

STAPLEHURST EMERGENCY HELP TEAM



Minutes of meeting held on Thursday 17th March 2011 The Youth Centre, Staplehurst

Present:

Rory Silkin (Chair)	Peter Spearink
Laureen Rodwell	Richard Tyler (British Red Cross)
Sue Bassett	Mike Stephens
Erika Lock	Brian Mundy
Joan Buller	Bob Howse
Steve Smith	Bill Piper
Chris Lomax	Sheila Longley
Jean Rogers	Andy Farley
Sue Elwell	Anne Cannam
Margaret Friswell	

Apologies: Richard Lusty, Pam Payne, Del Town, John Briffa, Chris Ralph and Peter Jeffrey.

Action

1. **Welcome and Apologies for Absence**

Rory opened the meeting and gave apologies for absence – see above.

2. **Minutes of Previous Meeting and Matters Arising**

Joan and John had attended a meeting a Tonbridge Council and had been given card of Sonya Dixon who would be able to talk to the group about flooding issues.

Erika advised that a Water Office could give a two hour presentation on “keeping yourself safe”.

Paul Butcher advised that the manager of Spar had agreed that if members of the group had identification, he would sort out any problem obtaining milk, bread, etc. for elderly or vulnerable residents during bad weather conditions, subject, of course, to there being a reasonable supply of produce. Peter suggested emailing a letter to the Spar confirming this.

Laureen had received some passport size photographs but those who had not already given these were asked to do so if they wanted to have an identity badge.

It was agreed that the minutes of this meeting be put on the Staplehurst website along with a copy of the letter to residents.

Peter was asked to put write a piece on the group for the Parish Magazine.

Rory was asked to talk to the Medical Centre about drugs in the case of an emergency. A meeting had been organised with them.

The minutes of the last meeting were read and agreed.

3. **Emergency Plan** – Current position and the way forward

Action points need to be developed. Bill to ensure the latest version is sent through Laureen to email out to everyone. Bill to write a set of questions for response and email these to Laureen.

4. **Support from the Red Cross**

Richard Tyler, Emergency Response Manager, Red Cross West Kent, attending the meeting at short notice to provide information of the services offered and support that can be given by the Red Cross.

Peter gave Richard a brief overview of the Emergency Planning Team – that the group was formed after a public meeting. The aim of the group was to assist the emergency services in setting up a rest centre and support residents if the emergency services were not able to get to the village. The SEPT would be back up only to the emergency services. We would also be identifying vulnerable people in the community and supporting each other in an emergency.

Richard detailed the various services and support that were available, for example, first aid at events, transport home from hospital, fire emergency services, care in the home, shopping for people who had just left hospital, equipment loan (wheelchairs, etc.), ambulances and international aid and support. They would also offer “tea and sympathy” when required.

The group could call out the Red Cross for support.

It was suggested that the group work hand in hand with the Red Cross. By a show of hands, a number of people expressed an interest in basic first aid. Richard was keen that there was a Red Cross presence in every village in Kent. Names of those interested in training in first aid to be sent to Laureen.

Richard was thanked for attending the meeting and he distributed information packs to the group.

5. **Letter to Residents**

There was a positive response to the letter that was distributed to around 2000 households in the village. There were some volunteers who were willing to fetch and carry, walk dogs, have a spare room in an emergency. Sue would put the information on a database.

Pauline Roots had offered the use of the Guide Centre for emergency purposes. It could house 120 people and has facilities for 30 people to stay. There was parking too. Pauline was the key holder.

A reminder would be sent out reminding residents to return their form.

Paul advised there was a new kitchen being installed in the Youth Club to make it more suitable to be used in an emergency.

6. **Rest Centre Training**

After discussion the date of Saturday 21 May 9.00 – 11.00 was agreed. Venue to be arranged. Laureen to check with Teresa Young as to whether this date was suitable.*

(*Since the meeting, and following consultation with the group by email, this

date has been changed to 14 May from 10.00 am – further details to follow.)

7. **Age Concern – Community Hub Project**

Staplehurst had been asked to be a pilot for the Community Hub Project which would aim to include the entire community in a range of services, activities and events for older residents in rural areas of Maidstone. The hope was that this would decrease isolation and depression and help to prevent illnesses such as dementia. By providing regular meeting points and interest groups, more older people would want to join in with their community and take an active role in what it has to offer. Funding had been received from MBC. An Open Meeting was being held on 29 March 7.00 – 9.00 pm at the McCabe Centre, to provide further information and seek volunteers to assist.

Paul said that the Red Cross and Age Concern had a lot to offer. Joan would ask Sinead McQuillan, Community Hub Co-ordinator, if she was willing to attend a meeting of the SEHT to see how we could help each other.

There was discussion around protocols on storing confidential information.

Regarding the difficulties getting prescriptions to a chemist in bad weather, the Red Cross is able to offer some support with this.

Chris Lomax, Community Liaison Officer would arrange a small meeting of volunteers to share knowledge of vulnerable people.

8. **Information Share**

Joan reported on a conference on Business Continuity she had attended. It included information on getting businesses back on their feet as quickly as possible following an emergency. There was free computer software available.

It was suggested that we have practice using the phone tree on an agreed date to see if there were any practical problems.

Business continuity is relevant to all organisations – Sobell Lodge, etc. Bill would ask care homes about their emergency plans.

It was suggested that we link to the 4x4 vehicle association to introduce ourselves.

Jean Rogers said she would be interesting in helping but not necessarily as part of the main group.

9. **Any Other Business**

There was no other business.

10. **Date of Next Meeting: Thursday 14 April 2011 – The Youth Centre, Staplehurst – 7.30 pm.**