

STAPLEHURST EMERGENCY HELP TEAM MEETING

Minutes of a meeting held at 7.30 pm Thursday 29 September 2011
The Youth Centre, Staplehurst

Present:

Rory Silkin (Chair)	Anne Finlayson
Bill Piper	Peter Jeffery
Paul Butcher	Peter Spearink
Paul Linaker	Joan Buller
Margaret Friswell	Erika Lock
Donna Friend	Laureen Rodwell
Teresa Young	Brian Mundy

Apologies received from: Dave Staunton-Lambert, Sue Bassett, John Briffa

1. Welcome and Apologies for Absence

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

2. Minutes of Previous Meeting & Matters Arising

First Aid – Laureen to give addresses to Liz Mandley of those who had not responded. A decision about timings and dates of training to be agreed at a later date.

Re Diversions – An initial list of local roads considered suitable/unsuitable for heavy goods vehicles had been prepared by Peter Spearink, John Briffa and Paul Linaker and was distributed. There was a short discussion about this information. HGVs should be diverted before reaching the village. It was agreed that this was a good piece of work and should be discussed with someone from Kent County Council and/or the new community warden Mira Martin. Teresa Young advised that the community warden should inform the police. Mira to be asked to attend the next meeting.

Action: Peter and Rory to speak to Mira.

Teresa advised that it would be Kent Highways that would arrange signage around village showing diversions.

Bill Piper highlighted the fact that there was no mention of routes between Linton Hill and the Headcorn Road.

Defibrillator – Peter would talk to the Parish Council to see if they could fund a defibrillator which would be centrally located in village. There was one situated at the Health Centre but there was no access to this out of hours.

Action: Joan Buller and Bill to e-mail care homes to see if they have a defibrillator.

3. Staplehurst Emergency Plan

Some suggested amendments from Rob Wiles, KCC, had been tracked on the plan and in the absence of further changes, these were to be agreed and Sue would be asked to produce a new draft.

There were some points for discussion:

- Regarding 4 x 4 responders – Teresa Young advised that KCC have a list of 4 x 4 vehicles that could be used in an emergency. The cost to joint the 4 x 4 club would be £25. This could be considered as a cost to be included in next year's parish council budget.
Action: Anne to email Teresa for details of 4 x 4 vehicles.
- Regarding Health & Safety volunteering training, Teresa felt this would not be necessary if running a community shelter or rest centre.
- Anne enquired about basic catering training. Some members of the group already had this. There was also discussion about the necessity of CRB checks. If there were more than three people in a room at once with vulnerable adults or children it was considered to be acceptable and, under these circumstances, a CRB check would not be necessary.
- There was a query raised by Anne regarding the Coordinator action card. Teresa felt that this role would be covered from outside the SEHT group.
- It was suggested that a mobile phone be purchased to be used specifically by SEHT with a rota of 4/5 people taking "charge" of the phone at any time. Rory, Paul Butcher, Ann Finlayson, Bill and Sue to be lead coordinators. This list to be reviewed regularly.
- **Action:** Rory agreed to ask Parish Council for a separate mobile phone.
- The Action Card for the "Media Manager" to be changed to "Information Officer". This role would be to keep everyone updated in an emergency and at other times.
- There was a short list of potential volunteers to assist the group – around 20 people, most of whom responded to the letter that was sent round to residents. It was important to get more people on this list. Clubs and organisations to be approached.
- Contact names and phone numbers to be prepared and kept updated.
- All outstanding information to be sent to Sue as soon as possible.
- Paul Butcher to talk to Homeleigh, Staplehurst Transits and Ken Collins and get call out numbers. A number for Age Concern should be included in contact list.

- Margaret to find details of shop opening times and contact numbers and prepare list of essential food items.
- Mira Martin to be invited along to the group and to advise residents how to keep warm during cold weather.
- List of care homes to be included in plan.
Action: Bill Piper to prepare a list for inclusion.

Rory advised that the Parish Council had accepted ownership of the Emergency Group.

4. **Community Shelter Exercise**

Teresa Young from KCC Emergency Planning team had been invited to the meeting to give further details on the exercise due to take place on 8 October around setting up a Community Shelter.

Teresa remarked that it was incredible how far the group had come compared with other parish councils.

Regarding the exercise, volunteers and responders would need to be available any time from 9.00 am. Running the exercise would be Rob Wiles, Teresa and Steve Scully.

The aims and objectives of the exercise – to be called Parish Pump – would be to set up and run a Community Shelter. The shelter would be in the Youth Centre. Volunteers would be evacuees and would be asked to assemble in the Parish Clerk's office for briefing and to be given the scenario. Rory agreed to try to find another location for the evacuees to meet, such as the Village Centre, through the booking clerk.

The training would run from 9.00 – 12.30 approximately with a half hour debrief and feedback at the end.

5. **Information Share and Any Other Business**

It had been agreed to seek some funding from Parish Council for the SEHT to cover costs for the remainder of this financial year and from the start of the next financial year. It was agreed that £275 be requested this year and £475 next year.

6. **Date of Next Meeting**

The next meeting to be held on Thursday 3 November, 7.30 at the Youth Club.