

# STAPLEHURST EMERGENCY HELP TEAM



## Minutes of meeting held on Thursday 13 January 2010 The Youth Centre, Staplehurst

**Present:**

Rory Silkin (Chair)	Joan Buller
Brian Mundy	David Staunton-Lambert
Peter Jeffrey	Margaret Friswell
Bill Piper	Rory Silkin
Paul Butcher	Sue Bassett
Erika Lock	Bob Howse
John Briffa	Laureen Rodwell
Steve Smith	Pam Payne

**Apologies:** Peter Spearink, Del Town, Waldo Davies, Chris Ralph

### *Action*

#### 1. **Welcome and Apologies for Absence**

Rory welcomed the group, as Chair of the meeting. Introductions were made and a particular welcome was extended to Dave Staunton-Lambert, who was a new "recruit" to the team.

See above for apologies.

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

Erika advised that she had not contacted a Water Officer from Maidstone Fire & Rescue but would do this if it was still thought to be useful. Paul Butcher advised that he and Joan would be attending a meeting on 29 January at Tonbridge Council and would take this forward and ask if someone could come and talk to the group.

*Paul*

Rory thought this would be an appropriate time to bring up the subject of the name of the group. A few suggestions were made but it was agreed, after some discussion, that the group be called Staplehurst Emergency Help Team (SEhT) and it was agreed that all emails and correspondence use this title in future.

*All to note*

Dave had suggested a logo for the group and, following discussion, a few minor amendments were agreed. Dave to send a reworked logo for consideration (- see above).

*Dave*

There was discussion around photo identity cards being prepared for all team members. Laureen to look to getting these made up using the facilities at KCC.

*Laureen*

### 3. **Emergency Plan**

*Latest Draft Plan:*

Bill, with help from others, had done a considerable amount of work on the Plan and had:

- Translated the document into Plain English
- Removed some information that was unnecessary
- Left “action points” – yet to be completed
- Put all references to government documents and websites into an appendix

He felt that it was developing into a handbook that would be useful to a wide target audience such as the SEhT, Councils, EPOs, emergency services and residents of Staplehurst.

He also felt that no private data could be included if it was distributed more widely than the group.

It was agreed that this was a “work in progress” although a great deal had been achieved.

Bill to redraft with any suggested amendments from the team to be included. Updated version of the Plan to be considered at the next meeting.

*Bill*

Rory read an extract of an email from Waldo Davis concerning the plan and it was decided to consider the points raised and discuss any concerns outside the meeting.

*Rory/  
Laureen*

*Risk Assessment:* Brian had gathered a lot of information and had prepared a grid showing Vulnerable Utilities and Installations in the Staplehurst Parish Council Area. Copies of the draft were distributed. There was discussion around whether identifying points with post codes would be of use but it was decided that post codes cover too wide an area and were not always specific enough. Consideration to be given about using the individual numbers shown on lampposts, etc. as reference points as well as map references.

*Contact Tree:* In the event of someone on the tree (the latest version of which was distributed for any amendments) being unavailable due to holidays, etc. then the person responsible for contacting them should also contact the next person/people down the tree to avoid anyone in the team being missed out. If Sue Bassett is away she would arrange for the Parish mobile phone to be handed to someone else. This number to be put at the top of the tree as first point of contact.

Some changes were suggested. Laureen to amend and resend.

*Laureen*

*Who Does What?:* Latest version of this was distributed for amendment. Joan Buller and Steve Smith to be responsible for Vulnerable People and collating necessary information. They would also assist Bill Piper in his role as Care Homes lead.

*Laureen*

Dave to be added as lead for Information. Laureen to amend and resend list.

*John  
Briffa*

There was discussion about equipment and John was asked to contact Acorn Hire to seek their assistance.

*Laureen*

Laureen to speak to Waldo and gather information regarding tractors, etc. and whether there are already lists that could be shared. Laureen to pass this information to John.

There was discussion about ensuring the information was available in the event of a total power cut and it was agreed that a limited number of hard copies of all documents would be kept safely in designated sites.

#### 4. **Recent Bad Weather Conditions – Issues Arising**

Margaret and Paul agreed to liaise with the staff at the Spar (Manager Kevin Butler) with a view to formalising arrangements for purchasing supplies on behalf of vulnerable residents. Identification cards would be useful in this respect.

*Margaret/  
Paul*

There was also a concern raised about residents using 4x4 to assist and whether they would be covered by their own insurance should they have an accident while volunteering. Laureen to check this with Insurance colleagues at KCC.

*Laureen*

A point was raised as to whether companies, such as Acorn Hire, would be recompensed for use of equipment, especially if there was any accidental damage. Laureen to check.

*Laureen*

Rory agreed to discuss the issue of the pharmacist being unable to get to Lloyds during bad weather with the Friends of the Health Centre.

*Rory*

#### 5. **Any Other Business**

- Waldo had asked that a poster be displayed publicising a Local Flood Protection Exhibition that was being held at Laysdown on Sea on 9 February. Laureen to check whether this exhibition was to be repeated nearer to Staplehurst, for example, Yalding.
- Sue had produced a draft letter to residents detailing the

*Laureen*

work of the team asking for support through a reply sheet. After some discussion it was agreed that Sue would redraft the letter and put it on Staplehurst Parish Council letterhead and include the SEhT logo. Rory would sign on behalf of the Parish Council and SEhT. It was also agreed that the section on the form "I might need help!" was omitted and this information collected separately. A return address to be put on the form. *Sue*

Paul advised that Age Concern had funding to do work in Staplehurst and they should be kept involved.

Links to the letter and form to be put into the Parish Magazine, library, medical centre and school. Arrangements would be made for a page to be set up on the Staplehurst Website. *Sue*

Peter to be asked to write a short article for the Parish Magazine and the group would have its own report inserted on a regular basis. *Sue to request*

Laureen asked whether any of the group would be interested in further training, particularly Rest Centre Training and all present were keen to take this forward. Laureen to speak to Waldo. *Laureen*

6. **Date of Next Meeting:**

The next meeting will be on Thursday 17 March, 7.30 pm in the Youth Centre.