

STAPLEHURST EMERGENCY PLANNING GROUP

Minutes of meeting held on Thursday 4 November 2010 The Youth Centre, Staplehurst

Present:

Peter Spearink (Chair)	Beryl Oakley
Brian Mundy	Del Town
Peter Jeffrey	Margaret Friswell
Bill Piper	Rory Silkin
Paul Butcher	Sue Bassett
Erika Lock	Bob Howse
John Briffa	Laureen Rodwell

Apologies: Joan Buller, Bob Ham, Steve Smith, Pam Payne, Chris Ralph, Teresa Young and Waldo Davies.

Action

1. **Election of Leader**

Peter welcomed everyone and passed on apologies for absence.

Laureen had kindly volunteered to take on the role of Administrator, which Peter felt was also one of "Leader". There were no other offers to stand for this role and it was therefore agreed that Laureen would take this on. The role would essentially be as main point of contact, maintaining records and keeping documentation up to date.

There was discussion around the best telephone number to contact and to be at the top of the telephone "tree". Sue to check whether use of the Parish mobile in this was would be acceptable.

It was agreed that as Sue was in possession of the Parish Council mobile, she should be at the top, with that number, which was in use 24 hours a day, being used as the prime number. Laureen to ask members of the group to e-mail her with their contact details to populate the outstanding boxes on the tree.

Sue

Laureen

2. **Debrief of Training Day**

It was noted that Parish Councils were mentioned more in this training as opposed to previous sessions when they were not mentioned at all, however, Staplehurst was the only Parish Council represented.

It was agreed that a "diary of proceedings" be kept and that details of this meeting would be the first official record from the group.

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Some who attended training would have liked more detail but it was pointed out that it was meant to be purely an overview at this stage. Further training would be organised in Staplehurst so that everyone was trained to the same level. The group would have local knowledge at their fingertips. Laureen agreed to ask KCC about the Training courses and dates and report back.

It was reported that the WRVS emergency box would be available for use but the long-term storage place for this needed to be found. Chris Ralph currently had the box.

Laureen

Laureen to ask contacts in Kent's Emergency Planning Team whether they could support the setting up of an exercise involving a rest centre.

3. **Operation Watermark**

Peter had distributed information on Operation Watermark prior to the meeting gave a brief background to this mutli-agency national exercise. Local groups are being asked to set up exercises which would enable an understanding of the impact of flooding on businesses and make businesses more resilient and better prepared for flooding in the future.

Staplehurst itself was not a high risk as far as major flooding was concerned, although some outlying properties along the River Beult do flood on occasions. Peter had visited a property where the residents had invested a lot of money in their own flood defence barriers which they put into action whenever they are away from their property. The homeowners would be happy for the group to elect someone who could erect the defences should they be away during floods. It apparently takes one person about an hour to erect.

Peter

Peter would speak to them and contact fire fighters at Marden.

Erika

Erika also advised that a Water Officer from Maidstone Fire & Rescue Service would be willing to come to a meeting to talk about his role and how we could be more prepared in the event of flooding. This talk would take place prior to the next meeting of the group.

4. **Initial Work on Plan**

Laureen had distributed a couple of documents, in draft format for consideration and as a starting point.

Joan Butcher and Steve Smith were liaising with care homes around vulnerable people in the area.

Although it was too late to include a full article in the next Village Update, Peter had written a small piece to alert residents to the existence of the group and to advise that an information finding

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exercise would be taking place for residents. A larger piece, plus the form for completion, would be sent out in the edition after Christmas.

It was agreed to complete the form detailing the various group members' lead roles which would be circulated and included in the Plan.

There was discussion around care homes in the vicinity and whether they have their own plans and if they would be willing to link in with ours so that we could support them if necessary. Peter, Margaret and Bill agreed to bring this to the attention of the Sobel committee at the next meeting.

Peter/Bill

It was also agreed that a letter, similar to the one to residents, would be sent to business in the area, asking what support they were able to give in an emergency and alerting them to the group's existence.

Joan Buller had started on the care home list. This to be checked against other available information.

It was suggested that an article could appear in Staplehurst Parish Magazine and Paul Butcher agreed to take this forward.

Paul

5. **Future Work on Plan – Who to approach and how**

It was agreed that sub-groups would be organised and the plan split into sections for small teams to look at and amend.

There was a query about whether there would be any funding or grant money available to support the work of the group. Laureen felt this was unlikely but would check with Kent County Council and Maidstone Borough Council.

Laureen

6. **Publicity : Village Update etc.**

An article in the Village Update was discussed earlier.

There was a Staplehurst Christmas Fete being held on Sunday 28 November and it was agreed that we would man a "stall" displaying and distributing leaflets and a handout asking for further volunteers to be part of the group. A form could then be completed at the time. Peter to prepare some posters and ask KCC if we could borrow their pull-up stands.

Peter

Laureen offered to man the stall for part of the event.

Sue suggested the group should have a name and logo that was easily identifiable. Each member to come back with suggestions to next meeting.

Peter

Erika/Peter

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Peter offered to speak to Eric Hotson about supporting the group with some funding and if any monies are raised through fundraising events, a treasurer would need to be appointed. Erika and Peter both volunteered to take this on.

Names and lead roles were identified and agreed. Laureen will complete the list and distribute once contact details had been received.

Laureen to re-distribute a link to the Kent Resilience Forum Community Emergency Planning Template and Guidance and also resend the draft version for Staplehurst.

7. Any Other Business

- Paul reported that he had had discussions with Age UK who were running a scheme in Lenham for vulnerable people and we were being asked to work and network with them. A meeting had been set up on 7 December at 2.00 pm and members of the group were asked to attend if they were available. Paul had also met with Golding Homes – Maidstone Housing Trust who were also interested in working with us to support vulnerable people in the community.
- It was suggested that youths in the village could be encouraged to work with the group in supporting vulnerable people.
- Sue Bassett offered to look at the letter to residents to see if it could be shortened and made more reader-friendly.
- Bill Piper offered to look at the draft plan to simplify it, if possible.

Sue

Bill

Date of Next Meeting:

After consultation, it was agreed that Thursday was the best evening to hold these meetings and the next one was set for Thursday 13 January, 7.30 pm at the Youth Centre.

All to note

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