

MINUTES of an Emergency Plan Working Party to review and update the Parish Emergency Plan held at Crown Chambers on Monday 27th Jan 2014 at 8.00p.m.

Present: Cllr. Richard Wood (Council Chair and Emergency Plan Chair), Cllr. John Glover, Cllr. Alan Baines, Cllr. Paul Carter, Cllr. Terry Chivers.

Apologies: Don Millard & Maureen Hibbott (Shaw and Whitley Flood Group)

472/13 **Minutes of last Meeting 28th October 2013:** These Minutes were duly noted.

473/13 **Emergency Plan - draft Plan A for Coordinators:** The Working Party noted that the Plan had been split into Part A (Coordinator Manual) and Part B (Public Advice) and work completed to Part A for Coordinator's Plan was as follows:

a) Arising from Min 294/13 **Councillors & Area Co-ordinators:** The Clerk reported that Don Millard had been formally asked and had agreed to be the Area Co-ordinator for Sandridge and Snarlton Lane. Cllr. Baines declined being the Area Co-ordinator for the Woodrow Road and Forest area as he did not use an answer facility or a mobile phone. He had put forward the names of two other possible candidates for this area and a letter had been sent to both potential candidates.

b) Arising from Min 295/13 **Local Risk Assessment:** The Working Party reviewed a draft paper prepared by the Clerk to detail the community impact and required Emergency Group preparation for possible risks. It was agreed, in view of the recent heavy rain and flooding that heavy precipitation/flooding should be included in the risk assessment. Cllr. Chivers stated that over the Christmas period residents' homes had been flooded but they had been unable to contact Wiltshire Council to source any sandbags. He felt that this situation was unsatisfactory and proposed the Parish Council investigate the possibility of holding a stock of sand bags or gel bags to give to residents in an emergency situation. It was noted that it was the homeowners' responsibility to protect their own property if they were aware that they were living in a high risk flooding area. However during the heavy rain and flooding on Christmas Eve some properties had flooded for the first time. As a result, at Beanacre, people had come forward who were willing to form and serve on a local Flood Group. After much discussion it was agreed to investigate the possibility of having grit bins filled with sand for residents to access locally in their communities. Cllr. Carter proposed that these should be located in areas of the parish most likely to flood and this was agreed. It was felt small lockable grit bins would be ideal for filling with sand and a key and bags could be held locally by a responsible person to avoid sand being taken from the bins unnecessarily. It was further agreed to ask the two parish flood groups in Shaw and Whitley and in Beanacre to assist in this project by applying for a grant for the sand bins from the Area Board

Recommended: *The Shaw and Whitley Flood Group and the new Beanacre Flood Group be encouraged and supported to apply to Melksham Area Board for a grant aid to install grit bins for storing sand for use to supply local sandbags during flooding.*

b) Arising from Min 296/13 – **Emergency Contact Tree:** It was noted that the Pyramid Tree had been partially completed to show the management structure. On the top line:- the Lead Coordinator (John Glover) linked to the Emergency Services and Wiltshire Council; 2nd line the Deputy-Coordinator and Emergency Plan Chair; 3rd

line Control Room (Crown Chambers) with Council Officers and 4th line Area Coordinators with Deputies. The area Coordinators reported to the Control Room and below them on 5th line were Community Workers. It was noted that the following posts still needed to be filled: a) Deputy Lead Coordinator; b) Area Coordinator for Woodrow c) Deputy Area Coordinators for all areas, d) Community workers for each area who would report to the Area Coordinators. For (d) the Clerk reported that most areas had some listed volunteers although there were still gaps. Cllr. Wood agreed to ask Cllr. Steve Petty to be his Deputy Area Coordinator for the Berryfield Area.

Recommended: *The Area Coordinators seek to identify a) a Deputy Area Coordinator for their specific locality, b) key people in their locality that would be willing to assist, e.g. nurses, police officers, WI helpers etc*

c) Arising from Min 299/13 **Activation Triggers:** Some triggers had been identified at the last meeting. Cllr. Glover explained that as Lead Co-ordinator he would need to be informed first about the nature and location of any emergency, and that this information should come from Wiltshire council. The main objective in having a Parish Emergency Plan was that it could be used and come into action when a large problem stretched the Emergency Services to such an extent that they were unable to help everyone and had to prioritise and go to the areas of greatest need. There could be situations where the Emergency Services could not physically access an area e.g. heavy snowfall or flooding. The Parish Plan would then be immediately set in motion by the Lead Coordinator (himself at present).

Recommended: *A representative of Wiltshire Council Emergency Planning Team be invited to speak at the Council Meeting on 14th April 2014 to re-iterate the ethos of the plan and to answer any questions or queries that the Council may have.*

474/13 **Emergency Plan - Joint co-operation with Melksham Town Council:** The Clerk reported that the Town Clerk had agreed in principle that this would be the best way forward. The Town Emergency Plan, like the Parish Plan was still being formulated. It was noted that the Parish Council would need to liaise with the Town Council over accommodation venues in the case of an emergency.

Recommended: *The Parish Council complete its own Emergency Plan prior to having discussions with the Town Council.*

475/13 **Date of next Emergency Plan Meeting:****Recommended:** *The next meeting take place on Monday 17th March 2014.*

476/13 **Expression of thanks to staff:** Cllr. Carter expressed his appreciation and thanks to Council staff for the work that has been put into developing the Plan so far. Other members present reiterated his comments.

Meeting closed at 9.20 p.m.

Chairman, 17th February 2014