



STAPLEHURST EMERGENCY HELP TEAM

Minutes of meeting held on Thursday 14 April 2011
The Youth Centre, Staplehurst

Present:

| | |
|---------------------|-----------------------|
| Laureen Rodwell | Dave Staunton-Lambert |
| Erika Lock | Sue Bassett |
| Rory Silkin (Chair) | Peter Jeffery |
| Bill Piper | Bob Howse |
| Paul Butcher | Brian Mundy (part) |
| Joan Buller | |

Apologies: Del Town, Peter Spearink, Steve Smith, Brian Mundy (arriving late)

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**

Date of meeting on minutes to be amended to read 17 March 2011. Chris Lomax's title is Community Warden and not Community Liaison Officer. Laureen to amend.

Joan apologised for not inviting Sinead McQuillan, Community Hub Co-ordinator from Age Concern, to the meeting as yet but would approach her with a view to her attending the next meeting.

Joan

Rory was yet to talk to the Medical Centre about prescriptions and drugs.

Rory

3. **Letter to Residents – Update**

Sue reported that she had not many forms back from the group, although two followed the last meeting. The form is now available on the Staplehurst website. There is now a tab for SEHT with a link to the form.

Sue agreed to prepare a piece for the Village Update.

Sue

She had put the details on a database showing who responded and the support offered. It might be useful to have a laptop with a battery. This could go in the rest centre box. All records should be in hard copy and held electronically. The Parish Council was considering getting a fire safe.

It was also suggested that a memory stick be used containing relevant document and data and lodged with KCC.

On Emergency Help page of website there could be a passworded section with documents that could be accessed by SEHT members. The Staplehurst website was being revamped.

4. **Rest Centre Plus Training**

This had been arranged on 14 May in the North Hall, Staplehurst. Timing 9.30 – 12.30 was agreed.

Sue to contact other parishes in the vicinity to see if they would be interested in attending this training to increase the numbers.

Sue

Other people to contact: Sylvia Lade – Parish Room, Ann Cannam/Pauline Roots - from the Guide Centre. Details of training to go on website.

Sue

Following the training it would be useful for some to look at the potential rest centres, although it was pointed out that identification of a rest centre would come from the emergency services. The group's local knowledge would feed into their decision.

Cricket and Tennis Club and Parish Room to be approached. Joan offered to show anyone who was interested around the various possible rest centre venues.

Joan

David suggested that companies on industrial estate near the station, such as Mazda or DK Holdings, may have somewhere that could be utilized to support and house train passengers should there be an incident near the railway. David to send email to Paul Kelly outlining the question.

David

5. **Contact Tree**

- *Amending according to individuals' locations*

Amendments were suggested. Laureen to prepare a new chart and distribute. It was agreed that additional emergency contact details be put on the back of the page for ease of reference.

Laureen

- *Trial Run*

This to be arranged once the tree had been amended and finalised. It would be an unannounced trial which would be timed to see how long the message took to reach the people

at the bottom of the tree. It was suggested that people ensure that they have the numbers in their phones of the people listed above them and below them.

6. **Membership of Group - discussion**

As there were fewer people this time, a full discussion was not necessary. It was agreed that the current group present, plus Brian Mundy, Peter Spearink, Steve Smith, and possibly John Briffa, if they happy to continue to do so, would be part of this core group. Others would be invited to attend if they wished.

7. **Publicity**

Various opportunities to publicise the work of the group were suggested:

- *Staplehurst Carnival – 25 June 2011.* Joan to ask Steve Smith if she would be happy to help man the stand with Joan. David also offered to do a stint on the stand, as did Brian. Laureen to speak to colleagues at KCC regarding attending on the day and providing information.

Joan/Steve

The form for residents could be completed at the carnival. The stand next to parish council stand.

- *Village Website*

Discussed earlier.

- *Parish Magazine*

To give an update on what we are doing. This could go into the June issue which could also highlight the stand at the Carnival.

- *Village Update – Sue advised that the copy date was 16 May for distribution on 31st. Sue to write something to include training session and carnival.*

Sue

8. **Information Share**

Staplehurst Emergency Plan

The action check list prepared by Bill was looked at and the points were allocated out to individuals to respond to – see attached.

It was agreed that representatives from the emergency services



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Commissioning\Count
Action Plan update

would be invited to talk to the group on emergency planning from their perspective - Erika to find someone from the Fire Service, Peter Jeffery to contact someone from the Police Service. We could pose certain questions around response times and whether the police had any emergency strategies in place for Staplehurst.

*Erika
Peter Jeffery*

Sue suggested making it a public meeting which could be held a couple of times year, well- planned and advertised to keep the interest going.

Erika said that we could participate in one of the fire services emergency scenarios.

David

David offered to speak to the Staplehurst Station Manager to ask about evacuation of disabled people and also about specific emergency plans relating to Staplehurst station.

Paul

Paul to talk to Ken who works with McCabe regarding transporting disabled people during an emergency.

A questionnaire had been organised to get further information from care home residents.

Bill had asked the care homes if they would be interested in linking with other care homes for support.

Laureen showed a copy of the National Framework for Community Resilience issued by the Cabinet Office which contained useful links to templates and tool kits for preparation and maintenance of local emergency plans. Laureen to email link out (<http://www.cabinetoffice.gov.uk/content/community-resilience>)

Laureen

There was a section with links to possible funding streams. This to be considered as to date the group has been self-funded.

9. **Any Other Business**

There was no other business.

10. **Date of next meeting:**

This was arranged for 16 June, 7.30 pm at the Youth Centre.