

STAPLEHURST EMERGENCY HELP TEAM

Minutes of Meeting held on Thursday 13 July 2023 at The Kathy Lamb Centre, Staplehurst

Present: Mel Alesi Patrick Blunt
Doreen Braganza Jose Castro
Mike Evans Mark Howells
Peter Jeffery Sandra Little
Erika Lock Bill Piper
Chris Rhodes Laureen Rodwell
Adele Sharp Teresa Young

Apologies: Bob Howse, Catherine Farragher, Mira Martin, Luke Eastwood

Participants were **welcomed** by Laureen Rodwell.

The minutes of the previous meeting were agreed.

Matters Arising: Work had proceeded on improving communications. Laureen thanked Mark Howells for his work in publicising the SEHT Facebook Group page, which currently has 130 members. Those who attend these meetings are requested to join the SEHT - Members Only WhatsApp group.

Despite a comment in previous minutes, form-filling is a requisite in the case of setting up a rest centre.

Laureen requested participants to read the Resilience document.

Elections:

Chair: Cllr Melanie Alesi (Nominated by Laureen, Erika)
Treasurer: Cllr Adele Sharp
Admin Lead: Cllr Catherine Farragher
Publicity and Communications:
Mark Howells
Secretary: Laureen Rodwell (Temporary)
Training and Exercise Lead - to be agreed.

Mel took the chair at this point.

Communications:

Mark reported on Social Media and Contacts.

- (a) He asked the committee to ensure that they are connected on WhatsApp. Only necessary personal information should be revealed here.
 - (b) Facebook will be used to communicate with all residents of the parish and may be seen by everyone.
 - (c) To sign into Facebook people need ten characters. Posts will go up immediately.
- Mark emphasised that it must be used for correct purposes: people must be able to trust it.

Mel suggested that because social media platforms are used by different age groups platforms other than Facebook should also be considered.

Water Shortage measures:

Mike Evans reported. Following recent shortages, South-East Water has made four tons of water available in Staplehurst in 2 litre bottles. Laureen questioned how we could get that information out to the community. Mike replied that that needs to be decided as well as how to distribute the water.

There was further discussion of details, particularly where to store it securely. To be decided.

Hospital Evacuation:

SEHT had been approached by the Emergency Planning Team, NHS Foundation Trust on behalf of Woodlands House (on the Iden Manor site) to establish how SEHT could help in the case of an evacuation. If the adolescent unit needed to be evacuated, Iden Manor Nursing Home might be available; otherwise Kathy Lamb Centre and other halls in the village could be utilised. Details of available halls, with key holders' information would be included in the revised SEHT Emergency Plan.

Emergency Boxes:

The content of the emergency boxes need to be checked. It's likely that some contents will need to be replaced.

Bill pointed out that one of the boxes is in a store-room at Sobell Lodge and that current staff may not know where to find it.

Training and Exercise:

A leader is needed.

Discussion followed on ways to arrange training but there was no conclusion. One possible way forward is smaller teams that need particular training.

Meeting Venue:

Bill asked whether Kathy Lamb Centre was to be the usual meeting venue. It was agreed to be suitable though it remains essential always to have access to a keyholder.

It is necessary to update the list of available and suitable places for emergencies.

Access to equipment in an emergency:

It was reported that the Parish Clerk has had discussions with Acorn Hire who have agreed that they could provide equipment in an emergency. An account has been opened with Acorn. An emergency telephone number will be needed for this purpose.

It will be necessary to work out how to link up a generator to this and other buildings' power supplies.

Funding:

SEHT has no funding. In the past the Parish office has provided funding for training exercises.

Next Meeting: Thursday 7th September at 7:15 pm at the Kathie Lamb Centre.