

LONGFRAMLINGTON PARISH COUNCIL

Longframlington Emergency Action Plan Meeting Wednesday 21st October 2026 Longframlington Memorial Hall

Notes of Meeting

Meeting opened at 7.05p.m.

Present

Longframlington Parish Council	Andrew Gawn, David Weldon (Chair), Diane Lakey, Gillian Apthorpe, Tom Parkin
St Mary's Church	Veronica Thomson, Gillian Nelles
Longframlington Memorial Hall	Jane Kartupelis, Simon Hadden, Sylvia Taynton, Carol Davis
Brinkburn and Hesleyhurst Parish Council	Steve Bray, Lesley Hall, Jackie Scarpa, Jamie Whicker
Northumberland County Council	Nigel Fisher, Civil Contingencies Officer
In Attendance	Garth Rhodes, Parish Clerk (Secretary)

Apologies

Longframlington Parish Council	Adelina Goddard, Shaun Hoyle
Longframlington Memorial Hall	Geoff Osmond
St Mary's Church	Audrey Truman
Brinkburn and Hesleyhurst Parish Council	Mark Ahearne

1. Welcome and Introductions. The Chair welcomed all attendees and thanked Nigel Fisher for attending. Those present introduced themselves and outlined the organisations they represented.

2. Review of the Longframlington Emergency Action Plan (LEAP): Following a review of the current LEAP, Nigel Fisher led a discussion on strengthening community resilience and ensuring that the Plan remains fit for purpose during a range of emergency situations.

Summary of Discussion and Agreed Actions

Issue	Discussion/Recommendation	Agreed Action	Responsibility	When
LEAP Review	The Plan should be updated to reflect current arrangements and recommendations arising from the review.	Update and reissue the LEAP.	Parish Clerk	ASAP

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Volunteers	Volunteer roles should be clearly defined with lead volunteers and reserves identified for each function. Additional recruitment from community groups should be considered.	Members to inform Clerk roles they are willing to undertake Review volunteer arrangements and recruit additional volunteers where required.	All Parish Clerk / LPC	ASAP ASAP
Volunteer Safety	Volunteers must not place themselves at risk and should operate within clearly defined responsibilities.	Incorporate enhanced volunteer guidance into the LEAP.	Parish Clerk	ASAP
Rest Centre Procedures	Individuals arriving at a rest centre are likely to be anxious or distressed. Procedures should cover welcoming, registration, welfare checks and recording details of attendees.	Update Rest Centre procedures.	Parish Clerk / Memorial Hall Committee	ASAP
Advice to Residents	Residents should normally remain at home unless instructed otherwise and should be aware of arrangements for temporary disruption to water supplies.	Review resident guidance section of the LEAP.	Parish Clerk	ASAP
Emergency Food Supplies	Existing arrangements with Carr's Corner should be reconfirmed. Civil Contingencies Team be able to assist with emergency food provision if required.	Confirm current emergency supply arrangements and amend LEAP	Parish Clerk	ASAP
Emergency Accommodation: Brinkburn & Hesleyhurst	Alternative accommodation should be available should residents be unable to reach Longframlington Memorial Hall. Offers of emergency accommodation were received from community representatives in Brinkburn and Hesleyhurst Parish.	Update LEAP to include alternative accommodation arrangements for Brinkburn & Hesleyhurst Record and review annually.	Parish Clerk/BHPC	ASAP
Volunteer Mobilisation	Emergency situations can arise at any time of day. Reliable methods of contacting volunteers are required.	Review call-out procedures and establish a volunteer WhatsApp group.	PC/Clerk	ASAP
Communications	The resilience of telephone and internet communications was discussed, including satellite communications, Starlink technology and two-way radio systems.	Investigate communication resilience options including - two-way radios and identify communication blackspots. - Starlink /O2 mobile	JW/Clerk Diane Lakey	ASAP

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Training	Volunteers may require training in safeguarding, GDPR, food hygiene, first aid and emergency response procedures.	Circulate available training information.	Nigel Fisher/Clerk	ASAP
First Aid	First aid capability within the village should be strengthened.	Investigate community first aid training opportunities to be delivered before Xmas if possible	Memorial Hall Committee/Clerk	ASAP
Insurance and Risk Assessment	Risk assessments will be required for emergency operations and use of facilities. Appropriate insurance arrangements should be confirmed.	Obtain NCC guidance and risk assessment templates.	Nigel Fisher	ASAP
Care Homes	Local care providers should maintain their own business continuity arrangements. The LEAP may assist where practicable but cannot assume responsibility.	Contact local care homes and confirm emergency arrangements.	Parish Clerk/	
Memorial Hall Resilience	The Memorial Hall remains the designated Rest Centre. Heating, lighting and catering arrangements during prolonged power outages should be reviewed.	Review facilities and procedures Undertake a practical test exercise including cutting power from Mains supply.	Memorial Hall Committee	ASAP
Generators	Community-owned generators may provide additional resilience and should be assessed.	Audit available generators	LPC	
Heating and Fuel	Fuel supplies should be maintained at levels sufficient to support use of the hall during an emergency.	Continue to maintain minimum stock levels and monitoring arrangements.	Memorial Hall Committee	
Casualty Management	Medical emergencies and casualties should continue to be reported through the 999-emergency services system.	Include clarification within emergency procedures.	Parish Clerk	

3. Key Follow-Up Actions Before the Next Review

The following priority actions were identified:

1. Update and reissue the LEAP.
2. Review volunteer structure and recruit additional volunteers.
3. Establish a volunteer communications network, including a WhatsApp group.
4. Confirm emergency food supply arrangements with Carr's Corner.

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5. Incorporate alternative emergency accommodation arrangements for Brinkburn & Hesleyhurst into the LEAP.
6. Prepare a communications blackspot map for the parish.
7. Obtain NCC risk assessment templates and training information.
8. Investigate community first aid training opportunities.
9. Audit available generators
10. Test Memorial Hall emergency arrangements.
11. Review fuel, heating and power resilience arrangements at the Memorial Hall.

4. Any Other Business

No additional matters were raised.

5. Date of Next Meeting: It was agreed that the next LEAP review meeting would be held in June 2027, with the date to be confirmed.

The meeting closed at 8.35pm.

Garth Rhodes – Parish Clerk, 5 Wardle Terrace, Longframlington, Northumberland NE65 8AB.

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