

HARTING PARISH COUNCIL

Minutes of the meeting of the **Emergency Advisory Committee** held at **1.30 pm** on

Monday 5 February 2024

The meeting was held via Zoom video link.

Present: Mrs Maxwell Davies (Chairman), Mrs Hewetson, Mrs Gaterell and Mr James.

In attendance: Trish Walker, Parish Clerk

The Chair welcomed everyone to the first meeting of the Emergency Advisory Committee (EAC) and confirmed this committee had been set up to oversee and co-ordinate the Emergency Plan with the Flood Action Group being a working group within this set up.

1. Apologies for Absence: Mr Ferrier.

2. Declarations of Interest: None.

3. Terms of Reference

The Terms of Reference (see Appendix A) had been drawn up and it was agreed they should be reported to the next Council meeting for adoption.

4. Emergency Plan

It was noted the Emergency Plan was very comprehensive but would need reviewing in detail and this would be done at a later meeting.

5. Flood Response Group

5.1. Background

The recent flooding of the centre of the village had raised the need for a Flood Action Group (FAG) which could be ready to help alleviate any issues that might occur in the future. A WhatsApp group had already been set up and there were now 35 members. Two members of this group have agreed to be 'weather watchers' and will alert the group to any potential flood alerts thereby giving several hours warning.

5.2. Training

It was agreed that a training event should be arranged for the FAG to bring all the volunteers together and form the basic teams and allocate tasks for an emergency situation. This will include a health and safety briefing.

The event should preferably be held on an April evening, the Congregational Church Hall would be a good location as this is near to risk areas.

There was some discussion around the availability of the Fire Service in the event of flooding. It was noted they attended during the floods in January and were able to help pump out a premises. However, they may not always be able to attend if there is widespread flooding or other issues and pumping is not always possible. It is

important to work on the basis they may not be able to attend. It was agreed it would be a good idea to contact the Fire Service and ask what their policy is in these situations.

The discussion around traffic management concluded that it was very necessary in emergency situations and should be handled in the best way possible until the situation eases or the police attend and take over.

The state of the drains is a big issue in the flooding and it was noted that the clearance of gulleys and drains should be a priority. The Council has set up a Drainage Working Group that is looking at this. A group of local residents has also been carrying extensive gulley clearance in North Lane and the area around the junction.

It was agreed the EAC should meet in the week before the FAG meeting to organise the event.

Action Point

TW to arrange FAG meeting.

TW to contact Fire Service.

TW arrange EAC meeting.

5.3. Equipment

The list of the Council owned equipment is detailed at Appendix B.

The members of FAG are being surveyed for further useful equipment and details of this will added to the list.

It was noted sandbags will be purchased and filled.

Drain markers will also be made and this is being discussed with the Repair Shop.

Maps of the drains will be created and laminated.

Action

KH to agree design of drain markers with Repair Shop.

TW to create drain maps.

6. Any other business

None.

7. Date of next meeting

Meeting to be arranged ahead of the FAG meeting in April.

The meeting closed at 2.10 pm

Appendix A

Harting Parish Council Emergency Advisory Committee Remit and Terms of Reference

1. The Emergency Advisory Committee ("EAC") is established to manage the Emergency Plan for Harting Parish Council (HPC).
2. As an advisory committee, the EAC does not meet in public, but its minutes will be posted on the Council's website.
3. The EAC will meet at least once a year and as and when emergency situations arise.
4. The EAC will consist of a Chairman appointed by Harting Parish Council (HPC), who unless HPC resolves otherwise, be a member of HPC.
5. The maximum membership will be ???. The Chairman and Vice-Chairman of HPC are ex-officio members.
6. The quorum for meetings will be three members.
7. The EAC may establish sub-committees in order to accommodate particular issues.
8. In the event of a significant emergency the EAC, or a sub committee of the EAC, has delegated authority to make decisions and/or carry out actions for and on behalf of the Council on any urgent matters, not including those reserved to the Council in legislation, policies or in its Standing Orders or Financial Regulations.
9. Any actions taken in (8) above must be reported to the next full Council meeting.
10. The EAC may not apply for or receive additional funds or grants from bodies without HPC's prior permission.
9. The EAC will not operate its own banking or accounting arrangements outside those provided by HPC.
10. The EAC will operate in accordance with the relevant data protection and other legislation and will ensure that in the conduct of its affairs all relevant statutory rules and regulations are followed and obeyed.

11. In all the above matters, and in others that may arise as the consequence of its operation, the EAC will be governed by all relevant HPC Standing Orders. All members of the EAC are subject to HPC's Code of Conduct.

EAC Terms of Reference

Adopted by Harting Parish Council on ??

Next review due ??

Appendix B

Emergency Inventory

- | | |
|----|--|
| 9 | Bollards |
| 2 | Road Ahead Closed signs with tie on tabs (plastic) |
| 4 | Stiff brushes |
| 3 | Rakes |
| 2 | Shovels (metal) |
| 4 | Shovels (plastic) |
| 1 | Portable megaphone |
| 40 | Glow sticks |
| 20 | Foil blankets |
| 3 | Garden sacks (large) |
| 3 | Hazard tape rolls |
| 8 | LED Spotlights (battery, not very high quality) |
| 6 | Head torches (battery) |
| 2 | Torch/lamps (wind up and rechargeable- 3 light settings with flashing red light) |
| 1 | Analogue radio (wind up and rechargeable) |
| 3 | Pairs of heavy-duty gloves |
| 6 | Hi vis emergency gilets (others are available in the litter pick box) |