



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE RESILIENCE SUB-COMMITTEE HELD AT ANGMERING LIBRARY ON WEDNESDAY 24 MAY 2017

Present: Councillors Bill Evans; Lee Hamilton-Street (Chairman); Nikki Hamilton-Street; Mike Hill-Smith

In attendance: Claire Fullman, Committee Clerk, *CLLR MIKE JONES*

17/001 ELECTION OF CHAIRMAN

On a proposal by Cllr. Evans, seconded by Cllr. Hill-Smith and AGREED by ALL, Cllr. Lee Hamilton-Street was elected as Chairman of the Resilience Sub-committee for the coming year.

17/002 ELECTION OF VICE CHAIRMAN

On a proposal by Cllr. Hill-Smith, seconded by Cllr. Nikki Hamilton-Street and AGREED by ALL, Cllr. Bill Evans was elected as Vice Chairman of the Resilience Sub-committee for the coming year.

17/003 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Susan Francis and Norma Harris.

17/004 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

There were no declarations of pecuniary or non-pecuniary interests made.

17/005 APPROVAL OF THE MINUTES

The Minutes of the Sub-committee's meeting held on 12 April 2017 were agreed as a correct record of the proceedings and were signed by the Chairman.

17/006 THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA.

The Committee Clerk informed all of the delay of the project work on the Black Ditch, funded by Operation Watershed. A permit for the work to be carried out is required by the Environment Agency and an Environmental Risk Assessment by Contractors is currently being arranged.

17/007 PUBLIC CONSULTATION

There were no members of the public present.

17/008 ROAD CLOSURE CALL OUT EXERCISE

Cllr. Lee Hamilton-Street said that the Call Out Exercise was a success and went through the notes of Objectives, Outcomes and Actions taken by Cllr. Nikki Hamilton-Street during the exercise, as follows:

Objective 1 – Test the callout tree

Outcomes

1. Who will have the emergency phone if Cllr. Francis is not available.
2. Need to decide whether people are tasked straight to road closure or an assembly point.
3. Consider text with initial information.
4. Use cascade model for phoning around.

Outcome Actions

1. Office to research an alternative phone.
2. Add into plan, whether to bring teams to central place for briefing or go straight out to road closure sites.
3. Consider along with phone 4
4. Change callout tree to reflect cascade model.

CF

Objective 2 – Test coordination and tasking

Outcomes

1. A3 laminated map needed at coordination centre.
2. Emergency box with resources.
3. Suitable storage at the library.
4. Decision Log.

Outcome Actions

1. Office to investigate best map option.
2. Leave emergency box at Library.
3. Agree storage with new Library Manager.
4. Office to produce Decision Log and add to emergency box.

CF

Objective 3 – Test availability & suitability of equipment

Outcomes

1. Need to have spare batteries for torches
2. Road closure signs need a stand and something to weigh them down.
3. Should volunteers be issued with PPE.

Outcome Actions

1. Office to purchase spare batteries for torches.
2. Office to investigate sign stands etc.
3. Consider issue of PPE to volunteers.

CF

Objective 4 – Test Location of road closures

Outcomes

1. Arundel Road – Appropriate, need to be aware of badly parked vehicles.
2. Station Road – Need to adapt, dependent on where closure is, particularly with The Thatchway.
3. Weaver Hill/High Street – Good sight line and ability for vehicles to slow.
4. Water Lane/Weavers Hill – Not manned.

Outcome Actions

No actions.

Objective 5 – Test communication between coordinating centre and road closures

Outcomes

1. Need to have information about volunteers at coordination centre.
2. Need form to capture where the volunteers are, what time they arrived and departed.
3. Need volunteers to call in at designated times.

Outcome Actions

1. Office to add volunteer information to the plan and emergency box.
2. Office to produce form to capture information.
3. Change procedure in the plan and advise volunteers to call in at designated times.

CF

In connection with Objective 3, Cllr. Lee Hamilton-Street said that when volunteers are called on, they are classed as employees of the Parish Council and covered by the Parish Council insurance. He then recommended that all Personal Protective Equipment (PPE) to be issued to each volunteer and PPE not to be kept in an emergency box. This was AGREED by ALL.

CF

Cllr. Lee Hamilton-Street expressed thanks to Cllr. Evans for his work on the road closures and for running the road closure exercise. It was agreed to arrange another road closure exercise when the amendments had been made, aiming to hold the exercise in the autumn.

Cllr. Evans and Committee Clerk, Claire Fullman, to go through the road closure plan and amendments.

CF

17/009 RESILIENCE PLAN

The Committee Clerk informed all that The Angmering School and St Wilfrid's School have agreed for their premises to be used as a rest centre for the Resilience Plan. Action for the Committee Clerk to conduct a walk through and plan where things would be placed in the rest centres for in the event of an emergency. Cllr. Nikki Hamilton-Street added that there would be a need to have a location plan for all locations.

Cllr. Evans stated that a phone issue for if Cllr. Francis is not available should be considered for the Resilience Plan. Cllr. Nikki Hamilton-Street suggested that a second phone may be required. Cllr. Lee Hamilton – Street agreed that one contact was not sufficient and it was suggested that Angmering Parish Council's Vice Chairman should have the second.

Cllr. Evans and Committee Clerk to go through the Road Closure Plan and make the necessary amendments and additions.

17/010 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

This Committee – Review of the plan when amendments complete. Reviewing the rest centres. Inventory and Maintenance Checks.

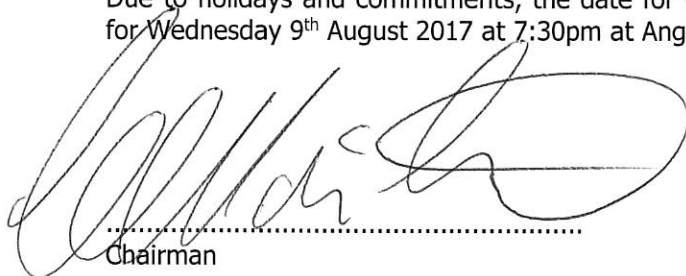
Community, Leisure, Environment and Wellbeing Committee - Update

Full Council – None

17/011 DATE OF THE NEXT MEETING

Due to holidays and commitments, the date for the next meeting was changed and agreed for Wednesday 9th August 2017 at 7:30pm at Angmering Library.

CF



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Chairman

Date.....16/8/17.....