

# **Minutes of St Dennis Parish Council** **Community Emergency Plan Working Group** **(CEPWG) held in Hendra Room, ClayTAWC on** **Wednesday 31st August 2022 at 10:00**

**CEPWG Members:** Cllr Dowd, Cllr Harwood, Cllr Kelsey

**Co-opted members of the Public:** None

**In Attendance:** Cllrs Dowd and Kelsey

**Apologies:** Cllr Harwood

## **Item 1 – Election of CEPWG Lead**

1. Cllr Dowd will act as the CEPWG Lead and report back to Full Council.

## **Item 2 - Review of previous Minutes**

2. With no Minutes available for review, this Item was skipped.

## **Item 3 - Review of outstanding Actions**

3. With no Minutes or Report from previous Meeting, this Item was skipped.

## **Item 4 - CEP Template**

4. It was noted that the existing CEP is at Version 1, dated December 2015. Following initial review by WG, it was **agreed** that the CEP would require transferring to a new template. Of those available, the Templates from GOV.UK and cornwall.gov.uk were discussed. It was **agreed** to use the CEP Template from cornwall.gov.uk.

**Action 1.1:** SDPC CEP to be transferred to new template.

## **Item 5 - CEP Content**

5. Due to its age, the existing CEP uses a lot of old terminology and the contacts, reference and guidance requires updating. Using the Toolkit and Guidance available, the following needs to be clearly identified and/or accounted for:
  - a) The community/parish boundaries
  - b) Existing local relationships
  - c) Emergency groups and coordinators
  - d) Vulnerable people, groups and establishments
  - e) Identifying and preparing for risk
  - f) Community skills and resources
  - g) Identifying Key Locations
  - h) Emergency Contacts
  - i) Communications
6. It was **agreed** that the content of the existing CEP required a full and comprehensive re-write.

**Action 1.2:** SDPC CEP to be amended to include [cornwall.gov.uk](http://cornwall.gov.uk) guidance.

7. It was **agreed** that the CEP should cover, but not be limited to, the following:

- a) Flooding
- b) Heavy snowfall
- c) Extreme heat
- d) Loss of utility (power, water, heating)
- e) Loss of communication
- f) Road closures (natural or otherwise)

8. It was **agreed** that the CEP should clearly identify Key Stakeholders and Interested Parties. This would include, but not be limited to, the following:

- a) St Dennis Parish Council
- b) Cornwall Council
- c) St Dennis Fire and Rescue Service
- d) Tri-Service Officer
- e) Clay Practice (and local GP surgeries)
- f) Cornwall Search and Rescue
- g) Cornwall Air Ambulance
- h) Utility Companies
- i) Environment Agency
- j) NHS Direct
- k) Cornwall Community Flood Forum

9. It was **agreed** that the CEP should clearly identify an Incident Control Point (ICP) and a separate Help/Rest Centre, along with an alternative should these establishment be subject to the activation of the CEP. Venues/buildings proposed included:

- a) ClayTAWC
- b) St Dennis Football Ground
- c) St Dennis WMC
- d) St Dennis Band Club

**Action 1.3:** SDPC CEP to amendments to include 'Scope and Purpose' (Item 7), Key Stakeholders (Item 8) and 'Key Locations' (Item 9).

10. Lastly, it was determined that a clear line of communication would need to be established (and maintained) for the SDPC CEP to be successful. This would need to account for all eventualities, including loss of mobile network coverage. It was **agreed** that a cascade system should be introduced whereby an initial 'Response Team' would be contacted once the CEP is activated. Contact details would ideally include a landline number to account for loss of network, and their address should they need to be contact in person.

11. It was **agreed** that in order for a plan like this to work, 'Road Reps' would be required as part of the 'Response Team'. This would be the POC in the event of an emergency be in it their immediate vicinity, or across the Parish. Rather than maintain a list of vulnerable persons, parish resources and emergency equipment within the CEP, which would inevitably require amendment at each review, it was **agreed** that the 'Road Rep' (or 'Area Rep') would maintain a list instead as they would be better placed to understand who and/or what requires priority in their respective areas.

**Action 1.4:** SDPC Map required to identify parish boundaries.

**Action 1.5:** CEP Response Team to be identified. To include 'Road Reps'.

12. There being no further business to discuss, the Chairman closed the meeting at 12.00. It was **agreed** the next SDPC CEPWG would convene once a draft of the amended CEP had been sent to CEPWG members for peer review.

Lead of St Dennis Parish Council Community Emergency Plan Working Group

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

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## SDPC CEPWG Action Log

| Action   | Owner     | Update  | Status |
|--|-----------|---|--------|
| <b>Action 1.1:</b> SDPC CEP to be transferred to new template.   | Cllr Dowd | In Progress   | Open   |
| <b>Action 1.2:</b> SDPC CEP to be amended to include cornwall.gov.uk guidance.   | Cllr Dowd | Guidance from GOV.UK and cornwall.gov.uk downloaded and to be applied to new CEP. | Open   |
| <b>Action 1.3:</b> SDPC CEP to amendments to include 'Scope and Purpose' (Item 7), Key Stakeholders (Item 8) and 'Key Locations' (Item 9). | Cllr Dowd | In Progress   | Open   |
| <b>Action 1.4:</b> SDPC Map required to identify parish boundaries.  | Cllr Dowd | Options discussed with Clerk. Further invest required.                            | Open   |
| <b>Action 1.5:</b> CEP Response Team to be identified. To include 'Road Reps'.   | Cllr Dowd | Subject to Action 1.4   | Open   |