



PENRYN TOWN COUNCIL

COMMUNITY EMERGENCY PLAN WORKING PARTY

Monday 17 August, 6.00 p.m., Town Hall, Penryn

MINUTES

Councillors: Councillor Mrs G A Grant
Councillor J Langan
Councillor Mrs M K May
Councillor M J Mullins

Also in attendance: Michelle Davey (Town Clerk)
Lauren Bayfield (Customer Support Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Snowdon.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. DISPENSATIONS

There were no requests for dispensations.

4. MINUTES

The minutes of the Community Emergency Plan meeting held on 24 February 2015 were approved as a correct record.

Proposed by Councillor Mrs G A Grant and seconded by Councillor J Langan

5. ACTIONS FROM PREVIOUS MEETING

Members reviewed what actions had been carried out since the previous meeting. Flooding was raised as the biggest and most likely threat to the town and Councillor Mrs May advised that improvements had been made around Treluswell which should help to alleviate flooding from the river. Flooding is also likely to occur on the quay. The plan is primarily to be used by the emergency services, the Town Council and Cornwall Council but will be available for public viewing on the Town Council website along with a household emergency plan.

6. VISIT TO THE CORNWALL COUNCIL EMERGENCY CENTRE

Councillor Mrs M A May had arranged for members to visit the Cornwall Council Emergency Centre and talk to Arthur Roberts, the Emergency Management Officer for Cornwall Council. He advised that in most cases the Penryn Community Response Team (CRT) would need to assist for up to 30 minutes before Cornwall Council and the emergency services were able to step in. Those that visited the centre expressed that it had been extremely worthwhile and informative.

7. COMMUNITY EMERGENCY PLAN

The visit to the Cornwall Council Emergency Centre highlighted the importance of the 'Call Tree' where appropriate volunteers need to be sought to provide an emergency response as quickly as possible. It was agreed that the Town Clerk will be the 'Chairperson' and main contact of the CRT in case of emergency and will commence the Call Tree to alert members. The second level will consist of five members of the Town Council, Councillors M Snowdon, M J Mullins, J Langan, Mrs M A May and Mrs G A Grant. The Community Network Manager for Penryn should also be invited to be listed as a contact on the Call Tree.

The remaining positions need to be filled by people with skills that would be of use in an emergency situation such as someone with a first aid or military background. Those who may be interested will be invited to attend an initial information event explaining what will be required of them and the plan itself. Members of the CRT will be expected to attend an annual Community Emergency Plan meeting after that.

8. NEXT STEPS

The following actions are to be taken before the next meeting in September:

- Town Clerk to set up work phone for contact in emergencies
- Customer Support Officer to:
 - Write and send out press release asking for volunteers and contact PCSO for police officers living in Penryn
 - Contact Councillor M Snowden with regard to recruiting volunteers from local sports clubs
- Councillor Mrs M A May to contact the following to invite them or relevant persons to become members of the Community Response Team:
 - Alison Williams and Penryn Surgery (First Aid)
 - Phil Robinson and Chaz Wenmoth (Military)
 - David Ward (Clergy)
 - Robbie Edgson (Tree Surgeon)
- Councillor J Langan to contact the following to invite them to become members of the Community Response Team:
 - Phil Annear (Electrician)
 - Penryn tree surgeon, boat owners and builders
- Councillor Mrs G A Grant to contact the Lions Club of Penryn and Rotary Club for volunteers with experience in traffic management
- Councillor M J Mullins to approach veterinary practices in Penryn for local volunteers

9. DATE OF NEXT MEETING

The next meeting is to be held in the last week of September (date to be confirmed).