



## **PENRYN TOWN COUNCIL**

### **COMMUNITY EMERGENCY PLAN WORKING PARTY**

**Monday 11 January 2016, 6.00 p.m., Town Hall, Penryn**

#### **AGENDA**

**Town Councillors:** Councillor N S Ferris  
Councillor G Grant  
Councillor K S Green  
Councillor J Langan  
Councillor Mrs M K May  
Councillor M J Mullins  
Councillor M Snowdon  
Councillor E L Wilkes

**Cornwall Council Officer:** Arthur Roberts (Emergency Management Officer)

**Environment Agency Officer:** Amy Pearce (Flood and Coastal Risk Management Officer)

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATION OF INTEREST**  
To receive declarations of interest in relation to items on the agenda
- 3. DISPENSATIONS**  
To consider requests for dispensations in relation to declarations of interest
- 4. MINUTES**  
To approve the minutes of the meeting of the Community Emergency Plan Working Party held on 17 August 2015 [Page 1-2]
- 5. ACTIONS FROM PREVIOUS MEETING**  
To review updates and actions carried out from previous meeting
- 7. CORNWALL COUNCIL AND ENVIRONMENT AGENCY FEEDBACK ON PLAN**  
To hear advice from Arthur Roberts and Amy Pearce and carry out scenario based exercise
- 6. COMMUNITY EMERGENCY PLAN**  
Agree any further amendments to the plan
- 8. DATE OF NEXT MEETING**  
To agree a date for the next meeting



## 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 Snowdon 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).