

Wickham Market Parish Council

Emergency Plan Working Group

CHAIR: Pauline Huggins

Minutes of the meeting held 2 May 24

Present from the Council: Cllrs Huggins, Chenery, Cooke and Creasey

Present from the Public: None

Apologies: None

Declarations of Interest: None

Terms of Reference: Cllr Huggins had drafted proposed ToR's which were agreed with the addition of giving the Chair a casting vote if required and in Section 6 Responsibilities to add words to require the Working Group to provide information to the public and to update stakeholders of any revisions to the Plan

The amended ToR's will be forwarded to the Clerk for submission to full Council on 20 May 24 for approval and adoption.

Progress on the Emergency Plan: the items discussed included:

- Data Protection – Cllr Chenery to check the Plan and the work of the Working Group comply with the councils Data Protection policy
- Timetable – submit an update report to 20th May parish council meeting and then meet ESC at end May/early June with a draft Emergency Plan.
- Assessing the impact of an emergency incident - the Group used the acronym **METHANE** to apply to WM as follows:
 - M** – Major Incident – we agreed to not be on stand by for minor incidents
 - E** – Exact location – we agreed to use road names and What3Words
 - T** – Type of Incident – we listed flooding, snow, fire, public health emergencies, heat/drought, utility failure, major traffic incident, civic disorder, storm/high winds
 - H** – hazards – we divided up the types of incident between the cllrs to take away and come up with hazards for the incident, what caused the problem, how has it happened and are there any secondary hazards to be considered
 - A** – Access – best routes to an incident? We will ask JPU and agreed to obtain maps for each member and divided the village into nominated areas for each member to increase familiarisation with that area. First responders – Cllr Cooke to make contact and invite to next meeting.
 - N** – number of casualties – ask JPU if this is the best word to use
 - E** – Emergency services

Other Actions:

- Cllr Huggins to get village maps for next meeting
- We can use the parish newsletter, notice boards, library and social media to publicise any information to the village. Cllr Huggins happy to be the Facebook contact

- Need for high vis jackets or bibs for members with Wickham Market Parish Council Emergency Responders logo on the back
- Cllr Huggins to draw up the first draft Emergency Plan for comments
- Seek to add the Plan to the WMPC website under the Emergencies header
- Signing up for alerts – the public can be advised how this is done
- Yet to agree how ESC would make contact with the WM Emergency Plan responders e.g. would the members be happy to offer their mobile phone numbers for 24/7 on-call? Seek JPU advice.

Date of next meeting: to be agreed.

DC 3/5/25