

EMERGENCY & FLOOD COMMITTEE MINUTES

An Emergency & Flood Committee meeting was held on Wednesday 28th September 2016 which commenced at 7pm at the Town Meeting Room, The Old Courthouse, George Street, Pocklington.

Present: Cllr Jones (Chairman), Cllr Ratcliffe, Cllr Sharpe, Cllr Spademan and Cllr West

In Attendance Alan Bravey (Emergency Planning Manager East Riding of Yorkshire Council) Christopher Lane, member of the public and Gordon Scaife (Town Clerk).

1. The notice of meeting was proposed by Cllr Jones 2nd Cllr Ratcliffe and agreed.
2. To accept apologies for absence. None received.
3. Declaration of interests. To record declarations of interest by any member of the Council in respect of the agenda items listed below. Members declaring an interest should identify the agenda item and type of interest being declared.

There were no declarations of interest.

4. Consider suspending the meeting to allow a discussion with a member of the East Riding of Yorkshire Council's Emergency Planning Team.

Cllr Ratcliffe proposed suspending the meeting to allow a discussion to take place with the Emergency Planning Manager from East of Yorkshire Council 2nd by Cllr Sharpe and agreed.

5. Emergency Plan Update.

There was a discussion about the current plan and how to revise it. The plan is the Town Council's plan on how to respond to an emergency such as flooding, adverse weather or a major fire.

It was agreed the plan could be activated by the chair of the committee, any member of the Emergency & Flood committee, the mayor, deputy mayor or town clerk.

All the contact information for the councillors and town clerk need to be amended on page 3 of the plan.

The contact details in Section 2 – initial actions on pages 4 and 5 need to be checked. The Town Clerk will action this work.

The details for where keys are kept needs to be amended along with the information on how to access the buildings.

In Section 3 pre-planning.

Agreed the location of the defibrillators in the town need to be added and a policy on how social media will be used to communicate will be developed. Town Clerk to action.

There should be a standard agenda added and Ward Councillor contact details.

It is suggested that large areas of hard standing are identified that can be used as places to gather to wait for evacuation or for deliveries/collection of equipment.

There was a discussion on the flood warden scheme and agreed to try to increase the number of flood wardens in the town. The Town Clerk agreed to contact Environment Agency to ask how to recruit more flood wardens.

Section 4 – the business section needs to be trimmed and include those who would be able to add something extra to the plan e.g. out of hours service or credit. Cllr West agreed to review this part of the plan.

Section 5 vulnerable people. A list is kept separately and securely in the office. This list needs to be updated.

Section 6 – Emergency contact details. The details for the Arts Centre need to be added.

Section 7 – Plan publication. Agreed electronic copies would be held by East Riding of Yorkshire Council and Pocklington Town Council. All councillors would be given a hard copy.

No plan would be placed on the town council website. The residents need to know we have a plan. East Riding of Yorkshire Council have a booklet which is available to residents that helps them prepare their own person emergency plans.

Section 8 – plan maintenance. The plan should be reviewed yearly to ensure it is accurate and a desk top exercise carried out every 3 years.

Appendix 1. Snow clearance. This part of the plan needs reviewing and contacts changed. The Town Clerk will ask the former clerk if he is willing to help with snow clearance.

It was agreed to review the snow clearance routes as the doctors surgery has moved from Barmby Road to West Green.

Appendix 1 section 8 needs to be reviewed. A call for volunteers to help with snow clearance will be made.

The salt piles need to be checked and any extra salt ordered in October each year and regularly checked throughout the winter/early spring.

JCB – need to ask if Henry Thirsk is willing for this to be used for snow clearance.

The location for the resources needs to be checked and amended.

Appendix 2 – flooding

There was a discussion on flooding. It was agreed that the Clerk would sign up for a flood alert which is issued by the Environment Agency. The clerk would ask if the Environment Agency would be able to sign up all the Councillors or whether this is something each councillor needs to do.

All the barriers and cones required for the closing of roads in the time of a flood are at the allotments shed.

6. To consider continuing the meeting. Decided to continue the meeting in open session so visitors could input into the discussions.
7. Agenda for flood update meeting to be held on 16 November 2016. This is an update for the town. Town Clerk to invite the Environment Agency and the Flood Risk team at East Riding of Yorkshire Council to attend.
8. Flood alleviation scheme and other works needed on Pocklington Beck.

There was a discussion on contacting land owners up stream of Pocklington to encourage them to do works that might slow the flow of the Beck.

The Environment Agency have sent an email to the Town Council informing us that a sheet of plywood has been removed and the section downstream from the church is clear of gravel.

The Town Clerk is chasing the Environment Agency about the culverts upstream of the church.

9. Meeting closed 8.25 pm.