



**MINUTES** of the Winter & Emergency Plan Committee of Plaistow and Ifold Parish Council held on **Tuesday 10<sup>th</sup> October 2023** at Winterton Hall, Plaistow.

<b>Present</b>	<p>Cllr. Andrew Woolf; Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Sophie Capsey (Chair of the Planning &amp; Open Spaces Committee); Cllr. Rick Robinson; Cllr. Jane Price and Catherine Nutting (Clerk &amp; RFO).</p> <p>No members of the public were in attendance.</p>	
<b>WEP/23/001</b>	<p><b>Meeting Chair</b></p> <p>Committee Members unanimously appointed Cllr. Woolf as the meeting Chair.</p>	
<b>WEP/23/002</b> <b>Apologies</b>	<p>None.</p> <p>Mr Jon Pearce, Chair of Ifold Estates Ltd was not in attendance.</p>	
<b>WEP/23/003</b>	<p><b>Disclosure of interests</b></p> <p>None declared.</p>	
<b>WEP/23/004</b>	<p><b>Minutes</b></p> <p>It was <b>RESOLVED</b> to <b>APPROVE</b> the <b>MINUTES</b> of the meeting held on <b>27th September 2022</b>, which will be signed by the Chair of the meeting via Secured Signing, in accordance with Standing Order 12(g) as a true record. The signed minutes will be available on the Parish Council's <a href="#">website</a>.</p>	<p>Actions: Clerk &amp; Cllr. Capsey</p>
<b>WEP/23/005</b>	<p><b>Public participation</b></p> <p>None.</p>	
<b>WEP/23/006</b>	<p><b>Matters arising from the previous meeting (27.09.2022)</b></p> <p>a. <u>Salt bin signage</u></p> <p>The Committee <b>AGREED</b> that all salt bin signage is correctly displayed and <b>RESOLVED</b> that no further action is required.</p> <p>b. <u>Resilience webpage</u></p> <p>The Committee <b>NOTED</b> the webpage, which has useful and emergency information. The Committee <b>RESOLVED</b> that it be kept under review and updated when necessary.</p>	

	<p>c. <u>External socket at Winterton Hall for generator</u></p> <p>The cost to purchase a generator capable of powering the Winterton Hall would be disproportionate to the potential risk/likelihood of the hall being used as a full emergency centre. Storage of such a large generator would also be an issue.</p> <p>The Committee <b>RESOLVED NOT</b> to install an external <b>SOCKET</b>.</p> <p>The Committee <b>RESOLVED</b> to compile some <b>BASIC</b> emergency <b>EQUIPMENT</b> for <b>BOTH</b> the Winterton and Kelsey <b>HALLS</b>.</p>	<p>Actions:</p> <p>Cllr. Woolf to write a list of equipment with costs and circulate to Committee.</p>
<b>WEP/23/007</b>	<p><b>Winter Plan</b></p> <p>The Committee <b>RESOLVED</b> to <b>APPROVE</b> the draft Winter Plan document, which will be sent to WSCC by the Clerk, along with the contractor's insurance certificate.</p> <p>The Committee <b>RESOLVED</b> that the document should be condensed for maximum usefulness and combined with the Emergency Plan (see WEP/23/008 below). Cllr. Woolf to precise and consolidate the document and circulate to the Committee.</p> <p>The Committee <b>AGREED</b> that Members require each other's contact details for a 'phone tree'. The Clerk to set up a Council WhatsApp group.</p>	<p>Actions:</p> <p>Cllr. Woolf / Clerk</p>
<b>WEP/23/008</b>	<p><b>Development of Emergency / Resilience Plan, including Op Bridge</b></p> <p>The Committee discussed that the draft document is too verbose and would be hard to execute - it needs simplifying.</p> <p>The Committee <b>RESOLVED</b> to make the document shorter with concise checklists for likely scenarios e.g., cold weather, electricity, and water outage; a list of basic supplies (see WEP/23/006 (c) above); phone tree and budget.</p> <p>Cllr. Woolf to draft the document and circulate to the Committee.</p> <p>The Committee <b>RESOLVED</b> to ask the community to sign up to volunteer their skills and equipment and identify those to be added to the 'vulnerable list' at the Neighbourhood Plan public meeting on 7<sup>th</sup> December 2023.</p>	<p>Actions:</p> <p>Cllr. Woolf</p>

WEP/23/009	<p><b>Winter 2023/24</b></p> <p>The Committee <b>RESOLVED</b> to purchase the basic emergency equipment in advance of 23/24 winter season (WEP/23/006(c)).</p> <p>The Committee <b>RESOLVED</b> to add the breakup of salt within the salt bins to any future Community Action Day.</p> <p>The Committee to consider dehumidifier boxes for inside the salt bins. Cllr. Price to investigate and circulate to the Committee.</p>	<p>Actions:</p> <p>Cllrs. Robinson &amp; Price</p>																																																																										
WEP/23/010	<p><b>Committee expenditure review for financial year &amp; Budget review</b></p>																																																																											
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	<p>The Committee <b>NOTED</b> the end of quarter 2 budget expenditure, which amounts to the Winterton Hall WIFI between April – Oct 2023. The remainder of the financial years’ WIFI costs will be met from the budget. There are sufficient funds for the purchase of emergency equipment and dehumidifiers (WEP/23/006(c) and WEP/23/009).</p> <p>The Committee <b>RESOLVED</b> that £800pa budget was sufficient in 2024/25.</p>																																																																											
WEP/23/011	<p><b>Date of next meeting</b></p> <p>12<sup>th</sup> March 2024, Kelsey Hall, Ifold</p>	<p>Actions:</p> <p>Clerk</p>																																																																										

There being no further business, the Chair closed the meeting at 21:03