



GLASTONBURY TOWN COUNCIL

Minutes of Resilience Committee held on April 2nd 2024, at 7pm	
Councillors Present	Jon Cousins, Lokabandhu, Paul Manning, Lindsay MacDougall, Mike Smyth, Michael White.
Apologies	Indra Donfrancesco
Absent	
In Attendance	Melissa Taylor, Clerk for this committee
Public Participation	No members of the public spoke during public participation.

47. TO RECEIVE APOLOGIES FOR ABSENCE AND NOTE THE REASONS GIVEN

Apologies were received from Cllr Donfrancesco. This was duly **NOTED**.

48. DECLARATIONS OF INTEREST

There were no declarations of interest.

49. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON FEBRUARY 6th 2023

The minutes from the last meeting were reviewed and agreed as a correct record and signed.

The following updates were noted:

- The urban Tree planting funding application has been prepared by Somerset. The plan is for 50 trees to be planted around the perimeter of Common Moor filed, which will be used for allotments, and is supported by this committee. Melissa will finalise the list of tree species to be planted, and approve the submission.
- A reminder that April 30th is the deadline for the consultation on Somerset's Nature Recovery Strategy <https://www.somerset.gov.uk/planning-buildings-and-land/somerset-local-nature-recovery-strategy/>
- The first stage of the public consultation for the Climate Adaptation Plan will be held by Somerset Wildlife Trust on Wednesday 10th April at the Rural Life Museum 10am – 4pm.

50. TO RUN A TEST EXERCISE FOR THE DRAFT EMERGENCY RESPONSE PLAN

The aim of this exercise was to test the draft Emergency Response Plan, and to identify changes to its structure, content and procedures.

Some initial important inclusions were proposed by Cllr White:

1. A logbook for keeping track of decisions made during an emergency. This would provide details of incidents, decisions and responses, and provide a record for changes in personnel over time, as well as possible legal investigations in the future. (there should be templates we can use as a starting point).
2. One person in charge and directing decisions and responses.

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3. Clear communications and records.
4. Training to cover all procedures, including record keeping.

A flooding scenario was used as the basis for the exercise, and five steps followed. The following notes run through the steps and questions raised.

1. WEATHER WARNING

- *The Met Office have issued a severe weather warning for rain fall within the next 16 hours (at least 150mm in 24 hrs)*
- *This will cause surface water flooding and many rivers are expected to flood particular in low laying areas*
- *Travel disruption is expected to occur*
- *The public are encouraged to take the necessary action in these areas*

Questions

- If the warning is issued by the Met Office, who will receive it? Who is responsible for monitoring warning and registered to receive warnings? Conor? Melissa?
- Who do we contact for information? Somerset Council? Who is the lead officer for emergency responses?
- How do we build a committee and a team of people who will be willing to help in an emergency? Start with Glastonbury Community Network?

Plan contents

- Full list of contacts for committee: phone numbers, addresses, email addresses for all councillors, GTC staff and officers, and representatives of community volunteer network, and radio station. (regularly updated. To be redacted from public versions of the plan).
- List of all GTC vehicles, equipment and other resources.

Procedures

- Send round a message to the main response group to prepare for a possible incident.
- Convene an emergency committee Avalon Special Protocol (ASP). Members should include councillors, officers, staff, community volunteer representatives. Members not in the area should not endanger themselves by travelling.
- Assess available resources.
- Identify vulnerable areas and individuals.
- Share warning messages to wider community if appropriate. With information about who to contact for help. (Glastonbury Community Network?)

2. ACTIVATION

- *What are the triggers to activate your plan?*
- *How will you inform the people listed in your plan?*
- *What are the first actions listed in your plan?*

Questions

- How should residents and businesses contact the Town Hall?
- How will we notify people about the ASP committee meeting?

Plan contents

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- List of communication tools
- Agreed template clear consistent messages for the community – written and/or recorded.

Procedures

- There needs to be a phone in the Mayor’s parlour, so that calls to the main GTC number can be answered there, while the committee meets in the council chamber.
- The Mayor and or the Deputy and the Clerk need to make the decision of when to activate the plan and convene a meeting of the ASP committee.
- The plan should be activated when a problem starts to emerge, and deactivated if the situation improves.
- The ASP committee should include: the Mayor, Clerk, councillors (at least the Resilience committee), representatives from the Community Volunteer Network, a local radio station operative, GTC officers and staff.

3. RESPONSE

- *How will you inform your community?*
- *What resources are available to your community?*
- *Where will you get your information from?*
- *How will you keep everyone safe?*

Questions

- How will we tell people in the community? Leaflets, youtube, facebook, council website, radio.
- If GFM are flooded could they set up a radio station in the town hall?
- What are the plans of other bodies in the area?
- What training will volunteers need?

Plan content

- Add extra venues: Grace Community Church; Travel Lodge; St Mary’s Church; St Benedict’s Church; United Reformed Church; Methodist Church; Congregational Hall; Jehova’s Witnesses’ Mosque Building; Rural Life Museum; Abbey House; Millfield School Buildings; Old Oaks Caravan Park; Paddington Farm.
- Second hand tents from Kieren Vandersbosch.

Procedures

- If the Brue floods to the extent illustrated in the flood maps, how many people will have to leave their homes (maybe 1,500), and where will they go?

4. OTHER CONSIDERATIONS

- *“Extendibility” - what if the rain carries on for a second or third day?*
- *“Concurrency” - What would you do if there was a second emergency at the same time?*
- *“Business Continuity” - what if the emergency happens when the local organiser is away on holiday?*

Questions

- What response should be planned for secondary impacts such as
 - the roads out of town being blocked, and deliveries of food etc being limited?

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- Water system polluted and town springs becoming only source of local clean water?

Plan content

- Include scenarios for secondary or extended events.

Procedures

- Plan at the start how to respond to secondary or extended events.
- Shift systems for longer term incidents.

Actions for MT

- will contact GFM about planning a flood response admin@ gws-radio.org.uk Joanne Schofield.
- Contact Neighbourhood Watch groups, and St Lancy/PC James.
- Contact residents on the flood vulnerable estates, maybe with a leaflet with information and offer of support.
- Contact Somerset Council, local hospitals and emergency services etc for details of their flood plans, and how people would be moved if necessary.
- Investigate sandbags.
- Look into Somerset Prepared funding.
- Work out how many people can fit in each of the shelter buildings, in emergency sleeping situations.
- Ask supermarkets how many days food they have if deliveries are cut off.
- Restructure plan based on points raised here, and include complete information.
 - Be aware
 - Assemble committee
 - Review people
 - Review resources
 - Communicate with community
 - Responses
- Invite an expert to speak with us about this process
- Include other scenarios
- Plan another exercise with more information available.
- Have big maps of the town and area printed for use during exercises and actual incidents.

51. TO SET THE DATE OF THE NEXT MEETING

The date of the next meeting is set for June 4th 2024, at 7pm.

SIGNED:	DATE:
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