

# APPENDIX C

## NOTES

<b>Meeting:</b>	Emergency Plan Working Group
<b>Date and Time:</b>	18.06.2026 10.15 am

<b>Present:</b>
Councillor P Nowlan (PN)
Councillor A Ashburn (AA)
Councillor S Miller (SM)
Dawn Joyce (Office Manager/Assistant to the Town Clerk) (DJ)
Julie Hughes Administration Officer (JH)

Item	Key / Action Points:	Action by:
1.	<p><b>To appoint a Chairman;</b></p> <p>It was agreed that Councillor Alice Ashburn would be Chairman of the Emergency Plan Working Group.</p>	
2.	<p><b>To approve the Working Groups DRAFT Terms of Reference;</b></p> <p>It was unanimously agreed to approve the Working Groups Terms of Reference.</p>	
3.	<p><b>To receive a report on the Draft Saltash Community Emergency Plan;</b></p> <p>DJ provided Members with an overview of the report and explained that the original template plan Officers had been working on was significantly more in-depth than the new template plan provided by Cornwall Council.</p> <p>DJ &amp; JH recently attended a training and briefing session with Jamie Whitford-Robson, Emergency management manager at Cornwall Council, which has provided useful insight enabling Officers to gain a better understanding of the scope of the required Plan in order to guide Members through the requirements.</p>	
4.	<p><b>To identify and agree the following sections in the draft Saltash Emergency plan;</b></p> <p>a. Local hazards specific to the Saltash Community (Section 5);</p> <p>Members agreed the following risk or hazard as noted in the draft Plan;</p> <p>Flooding</p>	

Loss of power over extended period of time  
Access points to Saltash

AA also requested that adverse weather be added, including extreme heat or cold.

b. Assembly Points (Section 1);

Members agreed that the Primary Co-Ordinator assembly Point would be at the Saltash Guildhall, with a backup Assembly Point at the Saltash Library Hub.

Members further agreed that in the event of an emergency the Co-Ordinator Assembly Point could be either of the above, dependent on the location of the emergency.

c. Activation Procedures (Section 2)

Members agreed the following roles for activating the community emergency plan and requested that it include the role details and responsibilities. Members discussed if appropriate for the Town Clerk to be included and this is subject to agreement with the Town Clerk.

<b>ROLE</b>	<b>NAME</b>	<b>TELEPHONE</b>	<b>MOBILE</b>	<b>ADDRESS</b>
Co-Ordinator	Chairman			
Deputy	Vice Chairman			
Team Member 1	Working group member			
Team Member 2	Working group member			
Team Member 3	Working group member			
Team member 4	Town Clerk			

d. Local Vulnerable Groups (Section 5.1)

Members discussed the various local vulnerable groups to be included and agreed that Care Homes listed in the original draft should be included in addition to Malver House, Radford Gardens, any Sheltered accommodation, Memory Box, nurseries and pre-school groups. It was thought that schools would have their own emergency plan in place but could be notified of any emergency situation as well as GP Surgeries who may be able to contact any vulnerable people living alone.

<b>5.</b>	<b>Date of next meeting - TBC</b>	
<b>6.</b>	<b>Agenda items for next meeting: To invite Cornwall Community flooding/ Coastal Communities/ Saltash Flood Forum</b>	