



Minutes of the Plaistow and Ifold Parish Council's Winter & Emergency Plan Committee held on 22nd September 2026 from 7.30pm. Winterton Hall, Plaistow.

- Attendance** Parish Councillors: Jane Price (Chair); Sophie Capsey; Rick Robinson; Andrew Woolf. Loxwood Parish Councillor Val Woods and John Burrell Plaistow Resident. Jane Bromley Parish Council Clerk. No members of the public. Action
- WE/08/2026** **Attendance and apologies for absence:** Parish Councillor Paul Jordan and Plaistow Resident Clarrissa Burrell.
- WE/09/2026** **Disclosure of interests:** None.
- WE/10/2026** **Minutes:** **RESOLVED** to approve the Minutes of the Winter & Emergency Plan Committee meeting held on [10th March 2026](#) and resolve to sign via Secured Signing in accordance with SO 12(g).
- WE/11/2026** **Public participation:** None.
- WE/12/2026** **Winter 26-27**
- **Salt Bins-** Audit of salt bins completed.
RESOLVED as noted but the Committee requested that WSCC be asked despite the salt bins being full, when the salt in the containers would be broken up to enable it to be used in the event of ice. Action Clerk
 - **Snow clearance-** Last year's contractor has been asked if they will quote again for this year and WSCC contacted for details of the arrangement this year.
RESOLVED to note arrangements for this emergency cover were progressing and the Committee requested the routes to be covered were to be published on the website. Action Clerk
- WE/13/2026** **Resilience Plan (Draft copy attached).**
- A call for volunteers and those with skills equipment was included in the Church Newsletter and E News and advertised at a NP event, with two volunteers arising.
 - Loxwood PC and Kirdford PC were asked if they wished to work on a joint resilience Plan. The Kirdford Emergency Plan is completed but Loxwood Parish Council would like to join forces.

The Chair talked through the draft plan:

A joint approach with Loxwood Parish Council had been suggested by Plaistow and Ifold PC and Loxwood Pc had accepted this offer. Kirdford PC had also been approached but they had produced an Emergency Plan recently.

The METHANE approach to reporting to Chichester District Council (CDC) on an incident was commented upon as to what constituted a major incident and beyond

routine with attached high risk to life/the environment/services was the published definition (Joint Emergency Services Interoperability Programme JESIP).

Major Incident Declared: State clearly if a major incident is declared or needs to be declared.

E – Exact Location: Give the precise address, grid reference, or coordinates.

T – Type of Incident: Describe what happened (e.g., collision, fire, collapse).

H – Hazards: Identify current or potential dangers to responders and the public.

A – Access: Note the best routes for entering and leaving the scene.

N – Number of Casualties: Report the count and severity of injured people.

E – Emergency Services: List what services are present or needed.

The risk assessment was updated:

- To include a post event report during the recovery phase for each risk.
- Gas Leaks and Gas Failure to be separate risks.

Action Clerk

Communication with the Community.

1. Proactive communications ahead of any event, involved publicity of the Emergency Response a member of the public should take in the event of discovering or being alerted to an emergency. The emergency being above and beyond that which would normally be reported and responded to by the emergency services.

Communication of what the public should do would involve publicity on the Council website, notice boards, newsletters, leaflets directing the public towards the Parish Emergency Response.

2. Communication “on the day” was more of a concern.

Various methods of communication that an incident was taking place that would require a Parish Emergency Response were discussed:

Ringling of the Church bells or similar in the communities of Plaistow Ifold and Loxwood to create a knock-on effect that neighbours would tell neighbours and so on.

If the internet and telephones were working communications would be easier and key numbers would be alerted. An emergency card of numbers was to be produced for the emergency team and strategic Volunteers.

Two band radio in the event of an internet black out but it was thought these would have limited range. A local specialist would be an ideal member of an emergency team.

Cllr. Jane Price

The Emergency Team Lead would create a cascade effect once the details of the emergency were relayed to him/her. Delegation of various responsibilities including the activation of strategic volunteers in the community to respond in a way directed to them by the team. An emergency may involve the whole community or one part. All strategic volunteers would be alerted but may not be required to react. Loxwood volunteers may come to the aid of Ifold or Ifold to Plaistow etc depending on the situation.

Resources

Emergency kits were available in Plaistow (Cricket Pavilion) and Kelsey Hall Ifold. Loxwood Parish Council were to purchase kits to store in North Hall and the Loxwood Church.

It was thought that whilst the halls/ churches would not have heating, in the event that electricity was not operating, a group of people together would be warmer than in isolation.

Action Clerk

Street Maps for all areas of the community to be purchased.

The Resilience Plan was cumbersome but a short version for ease of action was to be produced.

Action Clerk
and Cllr Price

WE/14/2026 Resilience Scenario Enactment. Shortfalls and resulting actions to be noted.

The scenario of a WWII bomb being found in a densely populated area of Plaistow with Emergency Services asking the Parish to ensure a 400m evacuation around the site ahead of their being able to attend.

The resident impacted would alert the emergency team on the Emergency Number.

The lead would delegate responsibilities:

- Team member one- To contact a strategic volunteer
- Team member two and three- would work with the nearest strategic volunteer circulating tabards to those involved in asking residents to leave their premises and report to the nearest welfare centre (Winterton hall) if this is at a safe distance from the site. Use of a megaphone or door knocking would be applied as quickly and efficiently as possible.
- Team member four would gather details and produce a METHANE report for CDC.
- Team member five with a Strategic Volunteer to open up the welfare centre or arrange a substitute if the centre were within the cordon and communicate the new centre to all team members and Strategic Volunteers. Hot drinks to be made available if possible.

Action Clerk-
emergency
number

Actions arising from scenario enacted: Strategic Volunteers and an Emergency team were a must.

- Church Key holders and Bell ringers to be asked in all communities to join the Emergency Team. Kelsey Hall Trustees and Ifold Estates Representatives to be asked. Member of the School PTA with school access rights to be asked. In Loxwood -North Hall trustees; Member of the school PTA with School access rights; Church rev James and Church Wardens with keyholder duties; Onslow Pub Landlord.
- Specific people with known skills to be asked directly to join.
- Strategic volunteers were required in all areas of the community- Alfold Bars to Shillinglee.
- Letter to be sent to all residents or a Newsletter to be produced for general posting to residents.
- Ask CDC regarding communication in the event the telephones don't work
- The emergency film to be shown at Cranleigh Arts Centre to be investigated for a screening at North Hall Loxwood.

Action Clerk-

WE/15/2026

Other matters and date for next meeting-

- 17th November 2026 7.30pm Winterton Hall
- 16th March 2027, 7.30pm Winterton Hall.

The meeting closed at 9.30pm