

## Environment & Emergency Committee

**To: Committee Members**

Cllrs Pitt (Chairperson), Banks, Bolanz, Dunford, Goodman, Simonis, and S Smith

**Copies:** County Councillors – S Ferguson, K Prentice, S Taylor & G Seeff

District Councillors – L Davenport-Ray, S Ferguson, A Jennings, M Pickering, I Taylor, S Taylor & G Welton

Town Councillors (not a member of this committee)

Local Press, Town Council website

**Agenda** for the meeting of the **Environment & Emergency committee** to be held on **Tuesday 12<sup>th</sup> November 2024** at **6.15pm** in the Eatons Centre, 18 The Maltings, St Neots, PE19 8ES.

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

### Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

**Members of the Environment & Emergency committee are hereby summoned to attend this meeting to consider the following business.**

C Robson  
Town Clerk

**1. Apologies for absence**

To receive Councillors apologies for absence.

**2. Declarations of interest**

To receive from Councillor's declarations as to Disclosable Pecuniary Interests and/or Non-Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

**3. Minutes**

To approve the minutes of the Environment and Emergency Committee meeting held on 10<sup>th</sup> September 2024 as a true and accurate record. Attachment 1

**4. Action List**

To receive and note the committee action list. Attachment 2

**5. Emergency Plan**

To receive and recommend to Full Council that the updated Emergency Plan is approved and adopted. Attachment 3

**6. Budget Setting**

- i) To note and consider the 2024/2025 Carbon Neutral Revenue budget and make recommendations to the Finance and Governance Committee on 2025/2026 budgets. Attachment 4
- ii) To receive and recommend that expenditure of the Carbon Neutral Project revenue budget is delegated to the Environmental Project Officer.

**7. Transition of Fleet to EV**

To receive and recommend that surplus reserves are spent on transitioning the Operational fleet to EV. Attachment 5

**8. Strategic Projects**

- i) To provide the committee with information on Council Strategic Projects (plans, timelines, and budgets) that are owned by the Environment & Emergency Committee. Attachment 6
- ii) To discuss, if required, and seek the approval on Strategic Projects, their timelines, budgets and priorities
- iii) To approve recommended objectives for the projects

**9. Date of next meeting**

To note that the date of the next Committee meeting will be 14<sup>th</sup> January 2025.



## Environment & Emergency Committee

**Present:** Committee Members  
Cllrs Bolanz (elected Chairperson), Banks, Goodman, and Simonis

**In Attendance:** Town Clerk, Environmental Project Officer

**Absent:** Cllrs Dunford, Pitt and S. Smith

Minutes of the meeting of the Environment & Emergency committee held on 10<sup>th</sup> September 2024 at 6.15pm in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

### Public Participation

There were no members of the public present. No member of the public wished to address the Council.

059 In the absence of the Chairperson and Deputy Chairperson it was Proposed and Seconded the Cllr Bolanz be elected to Chair the meeting of the Environment and Emergency Committee.

060 Apologies for Absence

Apologies were received and noted from Cllrs Dunford, Pitt, and S Smith.

### ACTIONS

061 Declarations of Interest

There were no declarations of interest.

062 Minutes

**RESOLVED** to approve the minutes of the Environment and Emergency Committee meeting held on 2<sup>nd</sup> July 2024 as a true and accurate record.

063 Action List

Members received and noted the action list for the committee.

The Environmental Project Officer provided some updates on work to be undertaken at St Neots Old Cemetery as part of the Biodiversity for All grant. It was highlighted that the number of pathways around the unmown sections of the old cemetery will be reduced to provide enhanced space for nature and biodiversity. It was agreed advisory signage would be erected with QR codes providing information as to what was happening and why there would be less cutting of paths.

**RESOLVED** to remove implementation of LED light replacement at the Eatons Centre as this was now on ongoing operational matter for the Priory and Eatons Centre General Manager.

**RESOLVED** to remove the ongoing review of previously conducted energy audits from the action list, subject to the approval of new up to date details audits being resolved.

#### **064 Baseline Carbon Emissions**

The Environmental Project Officer introduced a report outlining the Council's baseline carbon emissions, which they had calculated across the Council's operations. It was explained that the information was provided for information at this stage and that it will be used to help inform the Council's priorities and actions.

A Member commented that the information was quite eye-opening and shifts where the Council's focus and actions may need to be. The baseline data showed that total emissions were 119.19 tons, with staff commuting, material use (including venue food and drink) as the key contributors.

A request was asked that a percentage breakdown for each scope was added to the data. Members noted the report and thanked the Environmental Project Officer for the work producing it.

#### **065 Energy Audits**

The committee had previously requested that the Environmental Project Officer obtain quotations for new energy assessment audits for the council's buildings and operations, that these were sufficiently detailed, captured useable data and that examples were provided to show what a report would look like.

The Environmental Project Officer presented three quotations, highlighting their recommended preferred company.

The preferred quote is substantially lower in cost than alternative quotes, with a user-friendly report and the company will work with the Council to ensure that the information and data the Council need is provided in a useable format. However, the level of detail in the report would not be as high as the more expensive quotes. It was not felt that there was a cost benefit for the higher quotes based on Council need.

**RESOLVED** that the Company C be engaged to undertake energy audits and reporting of Council buildings and operations at a cost of £4,210 from the Carbon revenue project.

#### **066 Vehicle and Operational Equipment Asset Register**

A report was presented outlining vehicles owned/operated by the Council and a high-level example of alternative electric vehicles, showing what a complete transition at this point in time might look like. It was not a proposal of the report that the Council look to transition its fleet, particularly given the limitations of alternative electric options at present.

A lot of the vehicle technology is not yet at a level that would meet the council's needs, but the information shows what is on the market now. Idea on what the electric vehicle transition would look like.

Officers will also investigate options around biofuel, hydrogen and the type of mileage vehicles provide.

Members noted the report.

#### **067 Community Orchard**

Members received and considered a report from the Environmental Project Officer on the potential to install a small community orchard at the Steve Van de Kerkhove Community Centre. c.

A Member raised concern around access and the relationship with the existing and future use of the site and Steve Van de Kerkhove Centre. It was acknowledged that more information and options on the management of a mini orchard would be needed as part of fully considering feasibility. If the committee were minded to support the idea of an orchard officers would investigate further and provide examples and management options to the Operations and Amenities Committee.

**RESOLVED to RECOMMEND** that the Committee recommends to the Operations and Amenities Committee that unallocated trees from the Biodiversity for All Ecology Audit are used to create a community orchard on land located at the Steve Van de Kerkhove Community Centre. That the recommendation to the Operations and Amenities Committee is supported with information on options around the management and operation of such a community offering should it be agreed.

#### **068 Carbon Literacy Training**

**RESOLVED** to approve expenditure of £300 for the verification of a bespoke Carbon Literacy course plus £10 per completion certificate from the Carbon Net-Zero revenue budget. (105 4365). Training would be delivered by the Environmental Project Officer to staff and Members.

#### **069 Budget Setting**

Members considered the Carbon Net-Zero revenue project budget of £10,000 which was within the committee's remit. Members noted that the Council also holds £23,000 in EMRs for Carbon Net-Zero projects.

Members discussed a potential cost of carrying out an audit of the food and drink procurement system for the Priory Centre, with a focus on using greener, local and more sustainable procurement. The Committee questioned whether this was really an Environment and Emergency cost. Members agreed that the cost of any such audit should come from Priory Centre related budgets, particularly as part of business planning for a re-furbished Priory Centre.

Members agreed that the committee would not, at this stage, look to recommend any increased budgets for the 2025-26 financial year given the level of reserves available to the Council.

The Chairperson invited Members to send any potential costs that might need considering through to the Environmental Project Officer for investigation.

**070 Date of Next Committee Meeting**

Members noted that the date of the next committee meeting would be 12<sup>th</sup> November 2024 at 6:15pm.

COMMITTEE CHAIRPERSON

DRAFT

## ST NEOTS TOWN COUNCIL – ENVIRONMENT AND EMERGENCY COMMITTEE

### ACTION LIST 2024/25

The following Action List summarises outstanding resolutions and activities that are ongoing from the last Council and will continue to be worked on over the year.

ENVIRONMENT AND EMERGENCY COMMITTEE				
Project	Objective	Status	Responsibility	Timescales
2024/25 Activities				
COMMUNITY EMERGENCY PLAN				
Community Emergency Plan for St Neots	To continue to develop and bring forward a completed, comprehensive Community Emergency Plan document for consideration by the Committee.	<p>Newly appointed Environmental Project Officer has reviewed current document and contacted relevant external partners to gather information required to complete the plan.</p> <p>Responses have been incorporated into the document and it is now being brought back to the committee for adoption.</p>	1) Env. Officer	See Agenda item 5
SOLAR PANELS ON CEMETERY GATE LODGE				
Solar Panels on Cemetery Gate Lodge	To obtain quotes and work with the tenant of Gate Lodge to bring forward a proposal on the installation of solar panels on the building, as requested by the tenant.	<p>The E&amp;E committee previously expressed support for a proposal from the tenants of Gate Lodge (Council owned building) to look at a scheme to install solar panels on the building.</p> <p>Quotations were taken to the Operations and Amenities Committee for consideration. The Committee has referred the matter back to the Environment Committee asking for further clarity on a wider approach to solar panels across the Council's estate.</p>	1) Env. Officer	To be reviewed after energy audits have been completed

**AGENDA ITEM 4****ATTACHMENT 2**

		The E&E Committee recommended that this action now be considered as part of a wider review of the Council's Net Zero ambitions in relation to its buildings.		
<b>BIODIVERSITY - NATURAL FLOOD MANAGEMENT</b>				
HDC Biodiversity Audit and Grant	Reviewing the results of HDC's audit and bringing forward opportunities / ideas that may arise from the audit	<p>Biodiversity Audit has been completed by HDC. Awaiting publication of resulting report. To review and see whether it provides opportunities for SNTC and the committee.</p> <p>Grant award confirmed and HDC will undertake works. Awaiting funding from HDC.</p> <p>HDC will provide timescales for works which will be reported to the committee. Works will most likely need to be undertaken in autumn.</p>	1) Env. Officer	Update to be brought to next meeting of the Committee
<b>CLIMATE ACTION</b>				
Climate Action Plan for St Neots Town Council	To continue to develop a climate action plan, with achievable and measurable actions for adoption and implementation by the Council.	<p>An initial draft plan was brought forward by the Chairperson for consideration. The newly appointed Environmental Project Officer will be developing the process and the plan itself in partnership with the Committee. The development of the Plan forms a key part of the role.</p> <p>The Committee is asked to consider recommending the plan for formal adoption.</p> <p>The Climate Action Plan has now been formally adopted by Full Council.</p>	1) E&E  Env. Officer	COMPLETED



**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>ENVIRONMENT AND EMERGENCY COMMITTEE</b>
<b>Date:</b>	<b>12<sup>th</sup> NOVEMBER 2024</b>
<b>Title:</b>	<b>EMERGENCY PLAN</b>
<b>Contact Officer:</b>	<b>ENVIROMENTAL PROJECT OFFICER</b>

**1. Purpose of the Report**

- 1.1 To receive and recommend to Full Council that the updated Emergency Plan is approved and adopted.

**2. Recommendations**

- 2.1 That the Committee recommends to Full Council that the Plan be approved and adopted.

**3. Background**

- 3.1 The Environmental Project Officer was tasked with updating the draft Emergency Plan.

**4. Information**

- 4.1 Please see **APPENDIX A** attached to this report for the Emergency Plan.

**5. Financial Implications**

- 5.1 Approximately £692 for equipment required for the emergency toolkits.

**6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.



# ST NEOTS COMMUNITY EMERGENCY PLAN

St Neots Town Council

August 2024



**In the event of an emergency the first vital action is to DIAL  
999. Then read the checklist on page 10**



**St Neots**  
Town Council

1

*Town Clerk – Mr. C Robson*  
Council Offices, Priory Lane, St Neots, Cambridgeshire, PE19 2BH

Telephone: 01480 388911 fax: 01480 388915



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**\*TBC = To Be Completed**

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## INTRODUCTION

This is the St Neots Town Council Community Emergency Plan which has been developed with the purpose of providing a local coordinated response to support the Emergency Services in a variety of emergency situations.

The aim of the plan is to increase resilience within local communities by being prepared to respond quickly to and aid recovery from local or wider emergencies, through the coordination of existing local resources to provide self-help and support for communities in crisis. By utilising local knowledge and expertise, proactive action can be taken to identify and prioritise risks allowing an efficient and effective response on the ground to support Emergency Services in reducing the impact to peoples' lives.

### The St Neots Community Emergency Response Plan

This plan documents how **St Neots** would respond in an emergency e.g. while awaiting the assistance of statutory authorities/emergency services, or in support of them. Types of emergencies might include: flu pandemic, flooding, adverse weather, prolonged loss of utilities, marine incidents (see risk register lower down in the plan for more details).

**It is not the role of the community to take on the responsibilities of these agencies e.g. to save life; to take any risks to themselves; or to cope for hours without agencies' help and support.**

## PLAN OBJECTIVES:

Identify emergency risks to the community and relevant WTC/community response actions that can be taken to support emergency services.

- Identify vulnerable people / groups in the community.
- Identify resources available in the community to assist during an emergency.
- Provide contact details for the Community Response Group (CRG); key community resources; the Emergency Services; and local councils.
- To keep records of the actions taken and decision made during the emergency.
- To support residents and businesses to recover from the emergency.

## COMMUNITY RESPONSE GROUP

The Community Response Group is a group of Town Council Officers, Councillors, volunteers, and individuals from key organisations that can bring together local resources and knowledge to help in an emergency. In some areas these groups will directly form part of a larger Community Emergency Response Team (CERT) and Local Resilience Forum framework.

## EMERGENCY COORDINATOR ROLES & RESPONSIBILITIES

The role of Emergency Coordinator (and deputies) will be fulfilled by Members or Officers of St Neots Town Council who provide a vital link between residents and relevant organisations planning for and responding to an Emergency or Community Incident.

Contact details for the Emergency Coordinator and deputies are given on page 9

### Their role is to:

- Facilitate the completion and maintenance of the Community Emergency Plan (this plan)
- Call a community meeting during an Emergency or Community Incident (if deemed necessary)
- Provide the focal point for the community response to an Emergency or Community Incident and establish the Control Centre as a base location (if deemed necessary – see page 5 for Emergency Meeting Point details)
- Provide a link between the community and other agencies responding, which may include the emergency services and the Local Authorities
- Assist the Local Authorities and appropriate agencies in emergency preparedness through awareness-raising activities.

St Neots Town Council appoints the Emergency Coordinator who will lead a team of other volunteers during an Emergency/Community Incident. This Community Response Group (CRG) will be responsible for organising emergency activity within the town, under the direction of the emergency services where appropriate.

As emergencies can occur at any time, it is not possible to guarantee that all members of the CRG will be available within the town. Therefore, deputy Emergency Coordinators have been appointed who should be familiar with the plan and can act as an Emergency Coordinator in their absence.

In addition, all Town Councillors, during the emergency, may be requested to attend the Control Centre to support the response and decision-making processes.

## ST NEOTS TOWN COUNCILLORS' ROLE

The primary role of St Neots Councillors is to receive information from the Emergency Coordinator and assist in communicating this to residents in their ward. They may also help with the identification of vulnerable persons/groups and monitoring of their welfare, assist with transport, and pass messages on foot when telecommunication networks are down. Contact details and Wards for relevant Councillors are detailed on the call tree on page 14. Other volunteers, subject to qualification, may be co-opted to support the Ward Councillors where necessary. In a local emergency, the role of the CRG is to provide whatever support or information it can, potentially under the direction of the emergency services (police, fire brigade, ambulance), or other authorities.

## ACTIVATION OF THE PLAN

This plan will be activated when an emergency has occurred, or if warnings are received prior to an anticipated event. It will also be activated when emergency services need support or are not able to attend immediately e.g. in severe weather.

In the event of an emergency this plan will be activated by the St Neots Town Council's Community Response Group (CRG).

If this is the case, the CRG will assess the situation, ring Emergency Services (if not already done), and consult with the District and County Councils. The CRG will then put all or part of the Plan into effect as appropriate.

## TRIGGERS

- Call from a category 1 responder (e.g. Cambridgeshire County Council, Huntingdonshire District Council, Emergency Services, NHS, Environment Agency) or category 2 responders (e.g. utility companies, Network Rail). Identify communication channels between them and residents.
- Flood Alert or other notification from The Flood Warning System (FWS).
- Severe weather warning from the Met Office.
- Direct call from the public.

**Verify/confirm/substantiate incident has occurred, particularly with "direct call from the public".**

## INCIDENT COORDINATION (CONTROL CENTRE)

The Primary Control Centre should be a facility capable of being used as a 24-hour emergency centre. It should be well known to local residents, have good communication links (e.g. telephone and internet), and cooking, washing, and toilet facilities. It should also be accessible to those with disabilities.

The CRG Emergency Meeting Points (EMP) will be as follows:

The Primary EMP will be at:	<b>Priory Centre</b> , Priory Lane, St Neots, PE19 2BH
The Secondary EMP will be at: (use if primary EMP is not accessible)	<b>Eatons Community Centre</b> , The Maltings, Eaton Socon, St Neots, PE19 8ES
The third EMP will be at: (use if 1 <sup>st</sup> /2 <sup>nd</sup> EMP not available)	<b>Council Depot</b> , Unit 12 Levellers Lane, Eynesbury, St Neots, PE19 2JL
The CRG may call a virtual meeting if they feel this is the right response	Remote virtual meeting online

## ACTIVATION PROCEDURE (see also Pg 8)

- CRG Coordinator to contact emergency services, 999, and follow any advice given. Establish communication link and provide local knowledge.
- CRG Coordinator to contact CCC / HDC Council Emergency Planning Team and follow any advice given.
- Record advice and actions from the emergency services and CCC – Use Incident Log sheet.
- Contact other members of the CRG and agree if the Community Emergency Plan is activated.
- Using the Skills, People and Resources in this plan decide what response can safely be actioned to support the work of the local emergency responders as per the advice given.

## INITIAL CRG MEETING

Use the draft agenda (Pg 11) for the first meeting in an emergency situation.  
It is important to make sure that everyone is safe and working in a coordinated way.

## COMMUNICATION CHANNELS

On activation of the Community Emergency Plan, the Emergency Coordinator will maintain a register of all mobile numbers of volunteers, in addition to those of core members.

Use of Whatsapp will be the immediate and primary communication tool for the Community Response Group. A St Neots Community Response Group Whatsapp group will be set up and maintained as a central communication point for CRG coordinators and members. Appropriate Members of external bodies, such as HDC, local policing and fire teams, representation from the Cambridgeshire Local Resilience Forum etc. will be invited to communicate with the CRG through the Whatsapp group.

It should be remembered that at the time of a major emergency, mobile telephone networks may exceed capacity, leading to overload and disruption. The Group should not rely on mobile phones as the sole means of communication. If overload does occur, SMS text is likely to be more effective at getting through.

Police and other emergency responders have their own resilient communications systems, in particular Airwave. If all other means are not functioning, the emergency responders may allow the transmission of messages via this means.

If communications are disrupted and normal phone/mobile phone communication is not possible SNTC will make use of two-way radios, which are stored at within the emergency kits. Strategically positioned volunteers and radios to maintain communications and relay information to the CRG/emergency services (Maximum range 1 – 2 miles).

It may be necessary to consider door knocking as an option to communicate with the public.

## PRESS AND MEDIA

All communications with the Press and Media should be dealt with by the CRG Administrator or Coordinator in conjunction with the Emergency Services and/or Cambridgeshire County Council and Huntingdonshire District Council.

The Town Clerk is responsible for issuing media releases on behalf of the Town Council via the following means, insofar as may be available:

- Press Release to all Town Councillors, local authority partners, local newspapers, publications, radio stations and other identified partners via email.
- News Bulletins published on the Town Council website and highlighted on the front page of the site.
- Facebook post to raise awareness of available information
- Where possible, printed copies will be displayed on noticeboards and made available at key locations such as the library and Priory Centre.

## EVACUATION

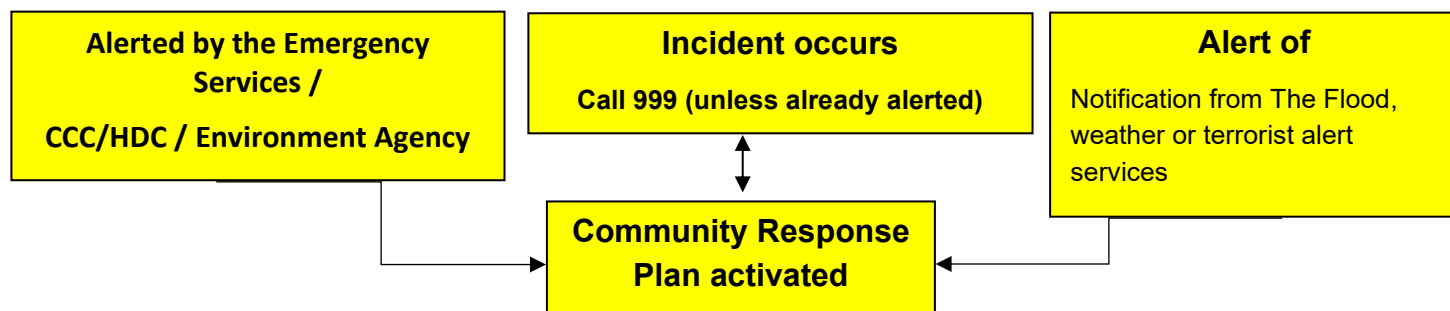
- It may be necessary for some members of the community to be evacuated from their homes to a rest centre (see Pg 24-26 for identified locations).
- The CRG may need to assist in co-ordinating any evacuation actions required.
- Volunteers may be able to assist with door knocking and the delivering of emergency messages.
- Volunteers may be able to assist in liaising with and running of a rest centre.

## COMMUNITY ACTIONS TO SUPPORT THE EVACUATION OF RESIDENTS

- Volunteer to help police/local authority with door knocking if required
- Help emergency services identify who might need extra help to leave their home
- Maintain contact with emergency services liaison officers and affected groups or individuals
- Nominate person/people to be a Single Point of Contact and/or commander, (usually the first on scene but can be handed over).



## COMMUNITY RESPONSE GROUP TRIGGERS AND ACTIVATION



**Contact Community Response Group (pg 13)  
and meet at Emergency Meeting Point (pg 5).**

**Contact other members of the community that need to be alerted.**

- Affected households
- Councillors and Ward Councillors
- Volunteers and key holders as appropriate

**Contact and inform Cambridgeshire County Council & Huntingdonshire District Council Emergency Planning Officers with an update and the CRG response. (Key Contacts pg 9)**

**Record details on the Action Log sheet (pg 15), including:**

- Any decisions made and why
- Actions taken
- Who you spoke to and what you said (including contact numbers)
- Any information received

**Under no circumstances should you put yourself or others at risk to fulfil these tasks.**

**If you are unsure, please ask.**

## DISTRIBUTION OF PLAN

POSITION	NAME	HARD COPY DISTRIBUTED TO
Town Clerk	Chris Robson	
Deputy Town Clerk	Karen Pollecutt	
SNTC Operations Manager	Ian Webb	
SNTC Centres Manager	Blair McPhee	
Emergency Plan Coordinator (EPC)	Clr VOLUNTEER REQUIRED	
Deputy EPC	Clr VOLUNTEER REQUIRED	
Town Mayor	Clr Slade	
FLAG Representative	Tim Wylie	
Emergency Incident Room Pack (x2)	N/A	
St Neots Library (Redacted Version)	N/A	

POSITION	NAME/S
St Neots Town Councillors	All Councillors
Huntingdonshire District Councillors	All St Neots Councillors
Cambridgeshire County Councillors	All St Neots Councillors
Cambridgeshire CC Lead Emergency Planning Officer	Stewart Thomas – <a href="mailto:stewart.thomas@cambridgeshire.gov.uk">stewart.thomas@cambridgeshire.gov.uk</a>
Huntingdonshire District Council Emergency Planning Advisor	Jon Illingworth – <a href="mailto:jon.illingworth@huntingdonshire.gov.uk">jon.illingworth@huntingdonshire.gov.uk</a> – 01480 388863/07795542086
Local Policing Team	Chief Inspector Mike Jackman – <a href="mailto:mike.jackman@cambs.police.uk">mike.jackman@cambs.police.uk</a>
FLAG	Tim Wylie - <a href="mailto:tw@stneotsflag.org">tw@stneotsflag.org</a> - 07976 765593
Emergency Plan Coordinator (EPC)	TBC
Deputy EPC	TBC
Deputy EPC	TBC
Deputy EPC	TBC

## EMERGENCY ACTION CHECKLIST

Action	Instruction	Complete
1	Ensure you are in no immediate danger	
2	Call 999 (or 101 as appropriate) unless you are certain that the Emergency Services have already been alerted by a 999 telephone call. Follow any advice given. Start a Log (as per page 15) recording the date, time and place of significant actions taken and other useful information personally gathered.	
3	Telephone the St Neots Community Emergency Plan Coordinator (EPC) and inform them of the nature and location of the Emergency or Serious Incident.  If no telephone response, contact one of the three Deputy Community Emergency Coordinators or the Town Clerk. Telephone numbers are on page 14, the Town Council Emergency Call-Out Tree.	
4	The EPC or a DEPC should contact the Cambridgeshire Emergency Management Team and the St Neots Neighbourhood Policing Team (NPT) to ascertain whether the Council and Police are aware of the Emergency. Contact details are on page 9.	
5	The EPC and DEPC should initiate and complete the Call-Out Procedures and Tree	
6	The Emergency Plan Coordinators should consider whether to call a Community Emergency Plan Meeting. Consider what the Community Response Group could safely do to help potentially vulnerable people in the community, the Emergency Services or CCC services, without entering a 'Scene of Action' or impeding the Emergency services. Discuss any proposed actions with CCC Emergency Management Team. Log decisions taken.	
7	The Emergency Plan Coordinator should refer to the Aide Memoir when planning the Agenda for a Community Emergency Plan Meeting, as per page 11	
8	CRG members should contact members of the community who need to be alerted including: a. Those specifically under threat or who may already have been affected b. Such specialists, volunteers or other assistance as may be appropriate or otherwise needed	
9	Emergency Coordinators and Deputies should inform appropriate individuals and bodies from the CRG (pg 13) of a decision to hold an Emergency Meeting.	
10	Ensure that organisations who may know of vulnerable groups are contacted. Coordinator to assign contacting of groups to volunteers CRG members. Record when they have been contacted on the incident sheet.	

## AGENDA FOR INITIAL MEETING OF THE CRG

<b>INITIAL MEETING AGENDA TO HELP GUIDE CRG RESPONSE</b>			
Date:		Time:	
Location:			
Attendees:			
<b>1. What is the current situation</b>			
M	MAJOR INCIDENT	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)	<i>Include the date and time of any declaration.</i>
E	EXACT LOCATION	What is the exact location or geographical area of the incident?	<i>Be as precise as possible, using a system that will be understood by all responders.</i>
T	TYPE OF INCIDENT	What kind of incident is it?	<i>For example, flooding, fire, utility failure or disease outbreak.</i>
H	HAZARDS	What hazards or potential hazards can be identified?	<i>Consider the likelihood of a hazard and the potential severity of any impact.</i>
A	ACCESS	What are the best routes for access and egress?	<i>Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.</i>
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?	<i>Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.</i>
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	<i>Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.</i>
<b>2. Establishing contact with the emergency services</b>			
<b>3. How can the CRG support the emergency services?</b>			
<b>4. Are there any vulnerable people involved?</b> <i>Elderly? Families with children? Non-English-Speaking people? People with disabilities?</i>			
<b>5. What actions can safely be taken?</b>			
<b>6. What local skills and resources do we need?</b>			
<b>7. Who is going to take the lead for agreed actions?</b>			
<b>8. Any other issues?</b>			

## VOLUNTEER BRIEFING

Before deploying volunteers, all should receive briefings as to the current and expected situation and advised as to what is expected of them before they are mobilised. All volunteers have the legal responsibility to take reasonable care for their own Health and Safety and that of others that may be affected by their actions. Any incidents or hazards should be immediately reported back to the CRG coordinator, recorded and then forwarded onto the Town Clerk (if not acting as CRG coordinator).

### Briefings Template

**Situation Awareness** – following the METHANE Framework (page 11), brief all volunteers on the current situation. Frequency of updating – agree a frequency of updating volunteers.

**Expectations** - what are your expectations as a coordinating group of your volunteers and when/how will this be relayed to them? If being directed by CCC or emergency services, what is expected for the entire group; for example, the setting up and managing of a place of safety.

**Tasks** - brief volunteers on specific tasks that they will be allocated (for example, door knocking, meet and greet, etc.)

**Times** – how long will volunteers be expected to undergo tasking? Is there a rota system in place?

**Welfare** – what provisions are available to volunteers undertaking tasks (for example, refreshments, meals, breaks, etc.), and what other support is available to them?

**Communication** - how will volunteers communicate with the coordinating group, each other, and the people they are supporting?

**Safeguarding** – Safeguarding is the action of protecting people's health, welfare, and human rights, enabling them to live free from abuse, harm, and neglect. Everyone has a role to play in safeguarding and promoting the welfare of any child, young person, or vulnerable adult that they may come into contact with. If a volunteer has concerns surrounding safeguarding issues, they should report it immediately to their coordinator who in turn will notify CCC. Safeguarding is there to protect you as well – please adhere to best practice.

**Reporting incidents & Accidents** – how this is achieved and who is responsible for it?

**Stand down** – who will make this decision and how will this be communicated to all volunteers

## COMMUNITY RESPONSE GROUP (CRG)

Name	Role	Phone Number

## TOWN COUNCIL TELEPHONE TREE

Name	Ward	Telephone Number
Chris Robson (Town Clerk)	N/A	
Karen Pollecutt (Deputy Town Clerk)	N/A	
Cllr Barry Banks	Eaton Socon	07710 209950
Cllr Barry Chapman	St Neots Crosshall	07803 134565
Cllr Claire Mascarenhas	Eaton Socon	
Cllr Colin Maslen	Eaton Socon	07810 481941
Cllr Doug Terry	Eynesbury	
Cllr Diana Collins	Eynesbury	07948796260
Cllr Justin Cooper-Marsh	Eynesbury	
Cllr Sam Smith	Eynesbury	
Cllr Jennette Smith	Priory Park	
Cllr Delphine Johnson	Priory Park	07792 320965
Cllr Richard Slade	Priory Park	
Cllr Ben Pitt	St Neots East	07703 169273
Cllr Anna Crompton	St Neots East	
Cllr Jaideep Kumar	St Neots East	
Cllr Katie Dundas-Todorov	St Neots East	
Cllr Rob Simonis	Eaton Ford	
Cllr John Dunford	Eaton Ford	
Cllr Vivienne Hitchin	Eaton Ford	
Cllr Catherine Goodman	St Neots Church	
Cllr Daniela Bolanz	Priory Park South	
Cllr Rebecca McNab-Grieve	Eynesbury	

## ACTION LOG - COMMUNITY EMERGENCY RESPONSE GROUP

To be used to record actions agreed or undertaken by the CRG during an emergency response situation. It is important to keep a log of actions done to provide information to emergency services and key partners.

No.	Time	Name	Information	Done



## REST CENTRE LOG SHEET

SHEET No. \_\_\_\_\_ DATE: \_\_\_\_\_

To be used by the volunteer coordinating a rest centre in the event of an emergency. This should be kept on site and managed by a coordinator appointed by the CRG on the establishment of the rest centre.

Name	Address	No. Children / Vulnerable adults	Time in	Time out	Comments

## RISK ASSESSMENT

An assessment of the most likely risks facing the St Neots community has been prioritised based on the Cambridgeshire LRF Risk Register. It details the likely impact on the community and considers what the CRG/community can do to prepare/act using local knowledge, skills and resources to ensure the community's safety and wellbeing relevant to the local area. The Cambridgeshire LRF Risk Register is summarised in the table below:

Impact	High	5			Influenza type disease Pandemic		
	Medium to High	4	Radiation release from overseas nuclear accident		Failure of the national networks		
	Medium	3	Aviation crash	Systemic financial crisis	Severe space weather Fluvial Flooding The growth and spread of antimicrobial resistance Emerging infectious disease Drought	Volcanic eruption Public disorder Fuel shortage at filling stations	
	Low to Medium	2	Explosion at a high-pressure gas pipeline Bridge closure or building collapse Accidental release of biological pathogen	Major fire Large toxic chemical release Accident involving high consequence dangerous goods Gas supply failure Food supply contamination Building collapse Industrial action (fuel supply) Reservoir collapse	Major outbreak of animal disease Storms Industrial Action (public transport) Railway accident Poor air quality Surface water flooding	Collapse of major governmental contractor Industrial action (prison officers) Accidental release of biological substance Major social care provider failure	Industrial action (Firefighters)
	Low	1	Radiation exposure from XXXX goods Insolvency affecting fuel supply	Water infrastructure or loss of drinking water Disruption of loss of telecommunications systems	Earthquake (UK)	Heatwave Low temperatures and heavy snow Tech failure at retail bank Influx of British Nationals Influx of foreign nationals	Small scale highly disruptive Demonstration
			1	2	3	4	5
			Negligible	Rare	Unlikely	Possible	Probable
Likelihood							

### St Neots Community Emergency Risk Assessment

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
<p><b>PANDEMIC FLU</b></p> <p><b>Trigger – NHS / WHO</b></p>	<ul style="list-style-type: none"> <li>• People being unable to get to pharmacy for medication.</li> <li>• People 'shielding' and self-isolating causes isolation and unable to get food or medication.</li> <li>• People being unable to work/loss of jobs unable to pay bills and buy food.</li> <li>• Vulnerable people become isolated and scared to go out.</li> </ul>	<p><b>Preparatory Actions</b></p> <ul style="list-style-type: none"> <li>• SNTC / Community - In Autumn promote and publicise information on getting 'flu jabs' via all electronic and hard copy channels.</li> </ul> <p><b>During Actions</b></p> <ul style="list-style-type: none"> <li>• Contact key local organisations and councillors to help identify who is vulnerable and in need of help (this may include distribution provision,).</li> <li>• Contact organisations who have local members that could volunteer.</li> <li>• Flu Buddies Scheme - Identify volunteers who can collect and deliver medicines/food for people who are vulnerable / live alone / shielding.</li> <li>• Local link volunteers that can provide transport.</li> <li>• Volunteers that can keep in touch with isolated people via email / phone.</li> <li>• Contact Surgeries and pharmacies (do they need help? – volunteers).</li> <li>• Details of the nearest 24-Hour pharmacies.</li> <li>• Liaise with Health/NHS services and DC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> <li>• Put up NHS posters, and share with churches, shops, community centres, etc.</li> <li>• Volunteers can help existing organisations to cope with demand – Foodbanks, recycling centres, surgeries with flu jabs, etc</li> <li>• Cancel public events/meetings based on advice from NHS.</li> </ul>

<p><b>FLOODING</b>  <b>Fluvial / Groundwater flooding</b></p> <p><b>Trigger – Environment Agency Alert or warning / Resident call</b></p>	<ul style="list-style-type: none"> <li>• Flooding of local roads</li> <li>• Reduced access to buildings, houses, shops</li> <li>• Damage to buildings</li> <li>• Damage to road surface</li> <li>• Cars travelling too quickly cause waves into buildings</li> <li>• Dirty water – health risk</li> </ul> <p><b>See CRG Flood Plan pg 33-36</b></p> <p><b>St Neots Flood Risk Map pg 36-37</b></p>	<p><b>See CRG Flood Plan pg 33-36</b></p> <p><b>Preparatory Actions</b></p> <ul style="list-style-type: none"> <li>• Sign up to receive Met Office weather warnings email alerts from <a href="http://www.metoffice.gov.uk/about-us/guide-to-emails">www.metoffice.gov.uk/about-us/guide-to-emails</a> for rain for your area.</li> <li>• Sign up to The Flood Warning Service (FWS): <a href="https://www.gov.uk/sign-up-for-flood-warnings">https://www.gov.uk/sign-up-for-flood-warnings</a></li> <li>• Encourage residents / businesses in high-risk areas to improve property flood defences and have an emergency box and plan ready. Information on how to prepare for flooding.</li> <li>• Identify and train flood wardens to monitor flood risk areas.</li> <li>• Monitoring of areas prone to surface water flooding</li> <li>• Record areas that have suffered from flooding due to surface water runoff and notify ward councillors in those areas if heavy rain alerts have been issued.</li> <li>• Notify CCC Highways in autumn of drains that are blocked and request clearance.</li> </ul> <p><b>During Actions</b></p> <ul style="list-style-type: none"> <li>• Contact CCC County Emergency Planning Team – Duty Officer</li> <li>• Use CRG volunteers and SNTC staff to help monitor water levels</li> <li>• Relay information to the local community. This might involve door-to-door visits to engage with individuals.</li> <li>• Liaise with Emergency services and CCC/HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> <li>• Contact key local organisations to help identify who is vulnerable and in need of help.</li> <li>• Warn the public of a potential flood and particular areas to avoid.</li> <li>• Collect information on the flooding Notes, and especially photographs, on flow routes and water levels can be very useful.</li> <li>• When required help in the opening and initial setup of a rest centre when there is a sudden and immediate need. Contact CCC Emergency Planning staff to inform them</li> </ul>
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		<p>about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point.</p> <p><b>Post Actions</b></p> <ul style="list-style-type: none"> <li>• SNTC to display and signpost useful information from their website / Facebook.</li> <li>• Volunteers to help affected areas clean up afterwards (PPE must be available and worn).</li> </ul>
<b>TERROR ATTACK</b>	<ul style="list-style-type: none"> <li>• Risk of injury /death to people.</li> <li>• Potential damage to buildings if there is an explosive device.</li> </ul>	<p><b>Preparatory Actions</b></p> <ul style="list-style-type: none"> <li>• Ensure all staff are vigilant whilst carrying out their daily work and report anything they feel is suspicious to the police. Everyone has a responsibility in helping to prevent terrorist acts.</li> <li>• Ensure all staff have completed anti-terrorism training.</li> <li>• Council signs up to MI5 Threat Level Alert RSS Feed</li> <li>• Town Clerk to report any alerts to the CRG Whatsapp group.</li> </ul> <p><b>During Actions</b></p> <ul style="list-style-type: none"> <li>• Contact the police 999 / Anti-terrorist hotline 0800 789 321.</li> <li>• Contact CCC/HDC Emergency Planning staff to inform.</li> <li>• Explosive device - Evacuate the area (500m) - When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact DC Emergency Planning staff to inform them about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point.</li> <li>• Weapons attack follow the Run/Hide/Tell protocol</li> <li>• Liaise with Emergency services and CCC/HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> </ul>

<p><b>PROLONGED ELECTRICITY POWERCUT</b></p> <p><b>Trigger – Loss of electricity / SSEN call</b></p>	<ul style="list-style-type: none"> <li>Residents / businesses with no access to power for a prolonged period</li> <li>Most vulnerable are those with only electric power</li> <li>Residents cannot get heat, light, or hot water</li> <li>Unable to cook food</li> <li>Defrosting fridges and freezers</li> <li>Health equipment which relies on electric power (e.g., oxygen concentrator machine)</li> </ul>	<p><b>Preparatory Actions</b></p> <ul style="list-style-type: none"> <li>Encourage vulnerable residents to register with their service providers for their Priority Service Register.</li> <li>Download ‘Power Track’ App for smartphones (shows outages on a map)</li> <li>CRG coordinator to check and share outage maps on Whatsapp group</li> </ul> <p><b>During Actions</b></p> <ul style="list-style-type: none"> <li>Call 105 National enquiry number for power outages.</li> <li>Contact CCC/HDC Emergency Planning Team – Duty Officer</li> <li>Work with identified organisations and residents to identify vulnerable residents most at risk.</li> <li>Liaise with Emergency services, CCC/HDC and Utility company to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> <li>When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact CCC/HDC Emergency Planning staff to inform them about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point.</li> </ul>
<p><b>DROUGHT</b></p> <p><b>Trigger – Environment Agency Alert</b></p>	<ul style="list-style-type: none"> <li>Vulnerable members of the community may need additional support.</li> <li>Water supply may be limited within the town.</li> </ul>	<ul style="list-style-type: none"> <li>CRG to contact identified organisations to use volunteers to check on identified vulnerable residents.</li> <li>SNTC to use vehicles to help deliver water to vulnerable people in case of severe lack of water</li> <li>Liaise with Anglian Water to identify safe locations for standpipes to be installed if required.</li> <li>Work with CCC/HDC to ensure residents have access to water.</li> <li>SNTC to display and signpost useful information from their website / Facebook.</li> </ul>

<p><b>HEAVY SNOW and/or ICE &amp; LOW TEMPERATURES</b></p> <p><b>Trigger – Met Office alert</b></p>	<ul style="list-style-type: none"> <li>• Access issues, impassable roads</li> <li>• Access to/from homes</li> <li>• Access to/from businesses/shops</li> <li>• Heating for local residents</li> <li>• Isolated residents – Assistance/food</li> <li>• <b>CCC Road Salting Map pg 39-40</b></li> </ul>	<p><b>Preparatory Actions</b></p> <ul style="list-style-type: none"> <li>• Sign up to Met Office weather warnings email alerts from <a href="http://www.metoffice.gov.uk/about-us/guide-to-emails">www.metoffice.gov.uk/about-us/guide-to-emails</a> for snow.</li> <li>• Review and request salt bins to be refilled by CCC in Oct.</li> <li>• Ascertain CCC priority road clearance plans for town in event of heavy snow fall.</li> </ul> <p><b>During Actions</b></p> <ul style="list-style-type: none"> <li>• Agree places where Town gritting is required. (List key ones)</li> <li>• Highlight key areas to CCC for gritting priority.</li> <li>• CRG to work with identified organisations and residents to identify vulnerable people most at risk.</li> <li>• CRG to identify volunteers who can collect and deliver medicines/food for vulnerable people.</li> <li>• Utilise SNTC fleet vehicles as required. (potential to assist with gritting)</li> <li>• Liaise with Emergency services and CCC/HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> </ul>
<p><b>STORMS &amp; GALES</b></p> <p><b>Trigger – Met Office alert</b></p>	<ul style="list-style-type: none"> <li>• Risk of injury/death to people and animals</li> <li>• Fallen trees - roads &amp; paths blocked</li> <li>• Flying debris</li> <li>• Damage to communications infrastructure</li> <li>• Damage to buildings</li> <li>• Tidal flooding</li> </ul>	<p><b>Preparatory Actions</b></p> <ul style="list-style-type: none"> <li>• Sign up to Met Office weather warnings email alerts from <a href="http://www.metoffice.gov.uk/about-us/guide-to-emails">www.metoffice.gov.uk/about-us/guide-to-emails</a> for wind.</li> <li>• CRG Co-ordinator to share weather alerts with Whatsapp group</li> </ul> <p><b>During Actions</b></p> <ul style="list-style-type: none"> <li>• Inform CCC Highways of blocked roads.</li> <li>• SNTC Open Spaces team to help clear blocked paths in severe cases.</li> <li>• CRG contact key local organisations to help identify who is vulnerable and in need of help.</li> <li>• CRG contact organisations who have local members that could volunteer.</li> <li>• CRG to identify volunteers who can collect and deliver medicines/food for people who are vulnerable / live alone.</li> <li>• When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact CCC/HDC Emergency Planning staff to inform them about the centre opening and the requirements and hand over</li> </ul>

		<p>responsibility of the centre when their staff arrive. Hot refreshments and information point.</p> <ul style="list-style-type: none"> <li>• Liaise with Emergency services and CCC/HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> </ul>
<p><b>LARGE SCALE EVACUATION (planned or unplanned)</b></p> <p><b>Trigger – Tier 1 or 2 service alert</b></p>	<ul style="list-style-type: none"> <li>• Relocation of a large number of residents.</li> <li>• Vulnerable residents that may have additional medical needs.</li> <li>• Impact to Schools.</li> <li>• Impact to local businesses.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with HDC Emergency Planning Team and Emergency Services to provide assistance.</li> <li>• Relay information to the local community. This might involve door-to-door visits to engage with individuals.</li> <li>• Work with identified organisations and residents to identify vulnerable people most at risk.</li> <li>• When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact CCC/HDC Emergency Planning staff to inform them about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point.</li> <li>• Liaise with Emergency services and HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> </ul>
<p><b>PROLONGED FAILURE OF GAS SUPPLY INFRASTRUCTURE</b></p> <p><b>Trigger – Loss of gas / British Gas alert</b></p>	<ul style="list-style-type: none"> <li>• Residents unable to cook food and heat house or access hot water.</li> <li>• Potential for explosion.</li> </ul>	<p><b>Preparatory Actions</b></p> <ul style="list-style-type: none"> <li>• Encourage vulnerable residents to register with their gas provider for their Priority Service Register.</li> </ul> <p><b>During Actions</b></p> <ul style="list-style-type: none"> <li>• Contact CCC/HDC County Emergency Planning Team – Duty Officer</li> <li>• Work with identified organisations and residents to identify vulnerable residents most at risk.</li> <li>• Relay information to the local community. This might involve door-to-door visits to engage with individuals.</li> <li>• If there is an explosion risk help to evacuate residents to a rest centre. Volunteer door to door visits. Liaise with emergency services.</li> </ul>



		<ul style="list-style-type: none"> <li>When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact CCC/HDC Emergency Planning staff to inform them about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point.</li> <li>Liaise with Emergency services, HDC/CCC and Utility company to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> </ul>
<b>RAILWAY ACCIDENT</b>  <b>Trigger – Network Rail / Emergency Services</b>	<ul style="list-style-type: none"> <li>Train passengers.</li> <li>Residents living near the incident.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with emergency services and contact CCC and HDC Emergency Planning Team – Duty Officer.</li> <li>When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact CCC/HDC Emergency Planning staff to inform them about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point.</li> <li>Liaise with Emergency services, CCC/HDC and Network Rail to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> </ul>
<b>PROLONGED FAILURE OF WATER SUPPLY INFRASTRUCTURE (or accidental contamination with a non-toxic contaminant)</b>  <b>Trigger – Loss of water / Wessex Water alert</b>	<p>All affected residents would need access to a temporary water supply</p>	<p><b>Preparatory Actions</b></p> <ul style="list-style-type: none"> <li>Encourage vulnerable residents to register with Anglia Water for their Priority Services and extra care support 03457 919 155.</li> </ul> <p><b>During Actions</b></p> <ul style="list-style-type: none"> <li>Assist CCC / HDC / Utility company to distribute and maintain temporary water containers.</li> <li>Work with identified organisations and residents to identify vulnerable people most at risk.</li> <li>Liaise with Emergency services, CCC/HDC and Utility company to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> <li>SNTC to display and signpost useful information from their website / Facebook.</li> </ul>

<p><b>HEATWAVE</b></p> <p><b>Trigger – Met Office alert / NHS warning</b></p>	<ul style="list-style-type: none"> <li>• Risk to vulnerable members of the community</li> </ul>	<ul style="list-style-type: none"> <li>• SNTC to display and signpost useful NHS/WHO information from their website / Facebook.</li> <li>• CRG to contact key local organisations to help identify who is vulnerable and in need of help.</li> <li>• CRG to contact organisations who have local members that could volunteer.</li> <li>• Identify volunteers who can collect and deliver medicines/food for people who are vulnerable / live alone.</li> <li>• Liaise with Health/NHS services to display and signpost useful information from the SNTC website / Facebook.</li> </ul>
<p><b>CYBER ATTACK</b></p>	<ul style="list-style-type: none"> <li>• Council operations, functions and systems.</li> <li>• Public services / Emergency services.</li> <li>• Businesses.</li> <li>• Public – Personal details held.</li> </ul>	<p><b>Preparatory Actions</b></p> <ul style="list-style-type: none"> <li>• Ensure all Council ICT equipment and procedures are secure and checked regularly.</li> <li>• Ensure all staff use strong passwords and always follow the recommended good practice working protocols.</li> <li>• Ensure all staff are trained on cyber protection and cyber security.</li> </ul> <p><b>During Actions</b></p> <ul style="list-style-type: none"> <li>• Contact Cloudy ICT to inform them of the breach and get assistance.</li> <li>• Contact CCC/HDC Emergency Planning staff to inform them of the breach and get assistance</li> <li>• Contact the Police</li> <li>• Liaise with Emergency services and CCC/HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).</li> </ul> <p><b>Post Actions</b></p> <ul style="list-style-type: none"> <li>• Contact any individuals / organisations that the Council holds sensitive details on that relate to the area of the cyber-attack to advise them of the breach and what action they should take.</li> </ul>

## COMMUNITY SKILLS AND RESOURCES

### 1. CRITICAL BUILDINGS, SITES and SHELTERS (Places of Safety)

Ref	Building/Facility	Road & No.	Post code	Max No.	Contact	What 3 Words
1	<b>Priory Centre – NOT CURRENTLY AVAILABLE</b>	Priory Lane	PE19 2BH	TBC	NOT CURRENTLY AVAILABLE	///appoints.apricot.juniors
2	<b>Eatons Community Centre</b>	18 The Maltings	PE19 8ES	200 (standing)	Blair McPhee 07511404856 <a href="mailto:blair.mcphee@stneots-tc.gov.uk">blair.mcphee@stneots-tc.gov.uk</a>  Jeremy Barnes 07845283093 <a href="mailto:Jeremy.barnes@stneots-tc.gov.uk">Jeremy.barnes@stneots-tc.gov.uk</a>	///challenge.store.wagers
3	<b>Priory Park Infant School</b>	Almond Road	PE19 1DZ	300	Angie Smith 01480 398010 <a href="mailto:head@park.cambs.sch.uk">head@park.cambs.sch.uk</a>	///forest.rooster.supper
4	<b>Crosshall Infant School (Eaton Ford)</b>	446 Great North Road	PE19 7GG	100	Rebecca Sawford <a href="mailto:rsawford@crosshallinfant.co.uk">rsawford@crosshallinfant.co.uk</a>	///civic.saying.unloads
5	<b>St Neots Leisure Centre – Organised by HDC</b>	Barford Road	PE19 2SA		HDC Organised	///limp.nickname.mailings
6	<b>St Neots United Reformed Church</b>	Moore's Walk	PE19 1BP	200	Jenny Gibbs 07789 240332	///bother.treatment.vans

					<a href="mailto:stneotsurc.secretary@outlook.com">stneotsurc.secretary@outlook.com</a>	
7	<b>St Neots Parish Church</b>	Church Street	PE19 2BU	450	<p>Jacky Isaac  <a href="mailto:jackyisaac@hotmail.co.uk">jackyisaac@hotmail.co.uk</a></p> <p>Helen Bloxham  07907 107157  <a href="mailto:office@stneots.org">office@stneots.org</a></p>	///locked.intricate.boost
8	<b>St Neots Parish Church Rooms</b>	Brook Street / Church Walk	PE19 2BP	100	<p>Jacky Isaac  <a href="mailto:jackyisaac@hotmail.co.uk">jackyisaac@hotmail.co.uk</a></p> <p>Helen Bloxham  07907 107157  <a href="mailto:office@stneots.org">office@stneots.org</a></p>	///distract.spurring.numeral
9	<b>St Mary The Virgin Parish Church (Eynesbury)</b>	St Mary's Street	PE19 2NA	100	<p>Christine Miles  07926 197533  <a href="mailto:christinemiles@stneots.org">christinemiles@stneots.org</a></p>	///novels.awake.lunching
10	<b>St Mary's Church Eaton Socon</b>	Great North Road	PE19 8EJ	300	<p>Rev Tim Robb  01480 212219 / 07786 460024  <a href="mailto:vicar@eatonsocon.org">vicar@eatonsocon.org</a></p> <p>Edward Jarvis  07742 536877  <a href="mailto:cw.ed@eatonsocon.org">cw.ed@eatonsocon.org</a></p>	///sometimes.table.applied
11	<b>St Neots Evangelical Church</b>	Cambridge Street	PE19 1PL	200	<p>Richard Vennelle  07722 934367</p> <p>Graham Went</p>	///popular.perfectly.forgot

					07741 403782  Pete Bennett 07743 708497  Jan Sim 07801 575760  Paul Slater 07827 994431	
12	Love's Farm House	17 Kester Way	PE19 6SL	100 - 200	Helen Bull 01480 262626 <a href="mailto:helen@lovesfarmhouse.co.uk">helen@lovesfarmhouse.co.uk</a>	///arrays.slurs.pronouns

## 2. LOCAL RESOURCES

Skill/Resource	Who has the skill/Resource	Emergency Contact Details	Location	When might they be unavailable
PROVISIONS				
COMMUNITY TRANSPORT				

COMMUNICATION				
MEDICAL SUPPORT				
EMERGENCY SERVICES				
EQUIPMENT				

<b>OTHER</b>				

## LOCAL VOLUNTEERS

Details of key organisations/groups within the town who would be able to provide volunteers and work with the CRG in the event of an emergency. *(Representative of each organisation would ideally sit on CRG.)*

ORGANISATION/GROUP	EMERGENCY CONTACT	DESCRIPTION	NOTES (i.e special skills)	When might they not be available
<b>Flood Liaison Action Group (FLAG)</b>	<b>Tim Wylie Siriol Hogg</b>		<b>Practical advice and support in the event of flooding</b>	


## VULNERABLE GROUPS

Organisations and groups that may know vulnerable people that might need extra help in an emergency.

ORGANISATION	EMERGENCY CONTACT DETAILS	NAME AND ROLE OF CONTACT
St Neots Health Centre	01480 219317	
Cedar House Surgery	01480 406677	
Almond Road Surgery	01480 473413	
Eaton Socon Health Centre	01480 210000	



## FLOOD PLAN

Environment Agency Warning Level	What it means	Cambridge Council Actions	St Neots Community Response Group Actions	FLAG
<b>FLOOD ALERT</b> Flooding is possible Preparations should be made  <b>When is it issued:</b> Two days to two hours in advance of flooding	Flooding of low-lying roads is possible.	Monitoring by Duty Engineer  Discussion with EA duty teams based on Flood and Heavy Rainfall Alerts and with Met Office based on severe weather warning/s for rain and ongoing weather forecasts.  Duty Engineer responds to calls (likely to be surface water related at this stage)  Duty Engineer considers if action is required based on known risks and past experience	Closely monitor the weather forecast for indications of further heavy and persistent rainfall. (CRG co-ordinator)  Be aware of the areas that are liable to flood using flooding maps (pg 36-37).  Be aware of areas that have flooded in the past from heavy rain and surface water.  Inform local councillors in these areas to help prepare residents to act quickly if required.	Closely monitor the weather forecast for indications of further heavy and persistent rainfall. (Officers/Wardens)  Be aware of the areas that are liable to flood using flooding.  Contact and update CRG Co-ordinator of river levels and risks of flooding.
<b>FLOOD WARNING</b> Flooding is expected Immediate action required  <b>When is it issued:</b> One day to half an hour in advance of flooding	Flooding of properties is expected	Liaise / check extent with EA  Liaise with HDC  Liaise with St Neots emergency CRG  Coordinate response  Respond to calls from the public  Alert appropriate staff within the council and emergency planning teams	Call Community Response Group together to assess the situation and take required action.  SNTC update council website and social media mirroring CCC / HDC information and actions that the public should be taking.  Flood wardens and volunteers should not be in areas where they are in danger and should always keep out of flood water.	Wardens to closely monitor river levels and relay information to CRG co-ordinator.  Relay information of identified vulnerable people living in affected areas.  Follow EA flood warden procedures.  Flood wardens and volunteers should not be in areas where they are in danger and should always keep out of flood water.
<b>SEVERE FLOOD WARNING</b>	Flooding of properties, danger to life, severe disruption to services	Liaise with EA, Police, Fire & Rescue, St Neots CRG and partner agencies as to severity, extent expected and timings.		

Severe Flooding is expected Danger to life  <b>When is it issued:</b> When flooding poses a significant risk to life	and transport	Activate Emergency Response Plans: <ul style="list-style-type: none"> <li>Local Authority Liaison Officer to site</li> <li>Consider activating rest centre(s) via CCC Duty Emergency Planning Officer</li> </ul>		
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## Who does what in a flood emergency?

It may not always be possible for all actions to be carried out during a flood event. Responding organisations have limited resources so may not be able to provide assistance in all circumstances. In such cases the owners and occupiers need to be aware that they should make their own arrangements to protect their property from flooding.

Authority / Organisation	Flooding Responsibility / Response
<b>Environment Agency</b>  Flood Resilience Team email: <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a>  Flood Resilience Team can assist with flood plans, maps, training of flood wardens and coordinators	<ul style="list-style-type: none"> <li>Issue flood Alerts/Warnings.</li> <li>Receive and record details of all flooding incidents.</li> <li>Monitor the situation and advise other organisations.</li> <li>Respond to pollution incidents.</li> <li>Advise on waste disposal issues.</li> <li>Deal with emergency repairs and blockages on main rivers</li> </ul>
<b>Cambridgeshire County Council</b>	<ul style="list-style-type: none"> <li>Lead Authority in managing flooding in the district.</li> <li>Overall management responsibility for surface water, groundwater and ordinary watercourse flooding.</li> <li>Develops and actions the local flood risk management strategy for local sources of flooding.</li> <li>Co-ordinate emergency arrangements.</li> <li>Maintain safe conditions on the roads.</li> <li>Put flood warning signs on the highway.</li> <li>Organise road closures and traffic diversions.</li> <li>Clear blockages on highway drainage systems.</li> <li>Receives and records details of flooding at post incident / recovery stage.</li> </ul>

	<ul style="list-style-type: none"> <li>• Investigates flooding incidents in its area.</li> <li>• Maintains a register of structures or features which have a significant effect on flood risk within their area of responsibility.</li> <li>• Regulates activities affecting flow in ordinary watercourses.</li> </ul>
<b>ST Neots Flood Liaison Action Group (FLAG)</b>	<ul style="list-style-type: none"> <li>• Identifying key flooding issues.</li> <li>• Mapping out a flood St Neots flood plan.</li> <li>• Working in partnership to manage flood risk.</li> <li>• Spreading awareness &amp; monitoring local issues</li> </ul>
<b>Cambridgeshire and Peterborough Flood and Water group (CPFlowW)</b>	<ul style="list-style-type: none"> <li>• Key stakeholders in flood risk management</li> <li>• Coordinated and collaborative approach to flood risk management cross the county</li> </ul>
<b>Huntingdonshire District Council</b>	<ul style="list-style-type: none"> <li>• Support local flood action groups.</li> <li>• Provide training to Town Councillors and staff</li> <li>• Raise awareness.</li> <li>• Provide updates and communication to residents.</li> <li>• Assess levels of flooding and assist in the allocation of resources.</li> <li>• Open rest centers under the direction of the Police.</li> </ul>
<b>St Neots Town Council (CRG)</b>	<ul style="list-style-type: none"> <li>• The Councils Community Response Group to implement and coordinate the Community Emergency Plan.</li> <li>• Help with the coordination and distribution of sandbags.</li> <li>• Help with communication channels and identify local issues or vulnerable people/areas.</li> <li>• Creating a clear single point of messaging for the town.</li> </ul>
<b>Cambridgeshire Fire and Rescue</b>	<ul style="list-style-type: none"> <li>• Specialist teams providing rope, water and animal rescue capability.</li> <li>• Assist with flooding incidents, and we can be called upon to help other agencies.</li> <li>• Can attend to assist in pumping out flood water from badly effected areas.</li> </ul>
<b>Cambridgeshire Police</b>	<ul style="list-style-type: none"> <li>• To stop people/traffic from entering a flood zone.</li> <li>• To provide information to local residents.</li> <li>• Work with Councils to assess needs for rest centres</li> </ul>
<b>Water Companies</b>	<ul style="list-style-type: none"> <li>• Clearing blockages in public sewers and outfall grills.</li> <li>• Repairing burst sewage and water pumping mains.</li> <li>• May take action to protect property from flooding by</li> </ul>

	water from the public water mains or discharges from the public sewerage systems.
<b>Property Owners</b>	<ul style="list-style-type: none"> <li>• Responsible for ditches, watercourses, piped watercourses and culverts on their land.</li> <li>• Move to a safe area if life is at risk.</li> <li>• Prevent water from entering the property if possible.</li> <li>• Switch off electricity and gas supplies at mains.</li> <li>• Move valuable possessions upstairs if liable to be flooded.</li> <li>• Have an emergency box/bag and plan.</li> <li>• Sign up to Environment Agency flood alerts.</li> </ul> <p><b>Met Office:</b></p> <ul style="list-style-type: none"> <li>• Provide weather forecast/guidance updates, including severe weather warnings, through flooding incident.</li> <li>• Support in understanding when the flooding could recede/stop/be able to go into recovery.</li> </ul>

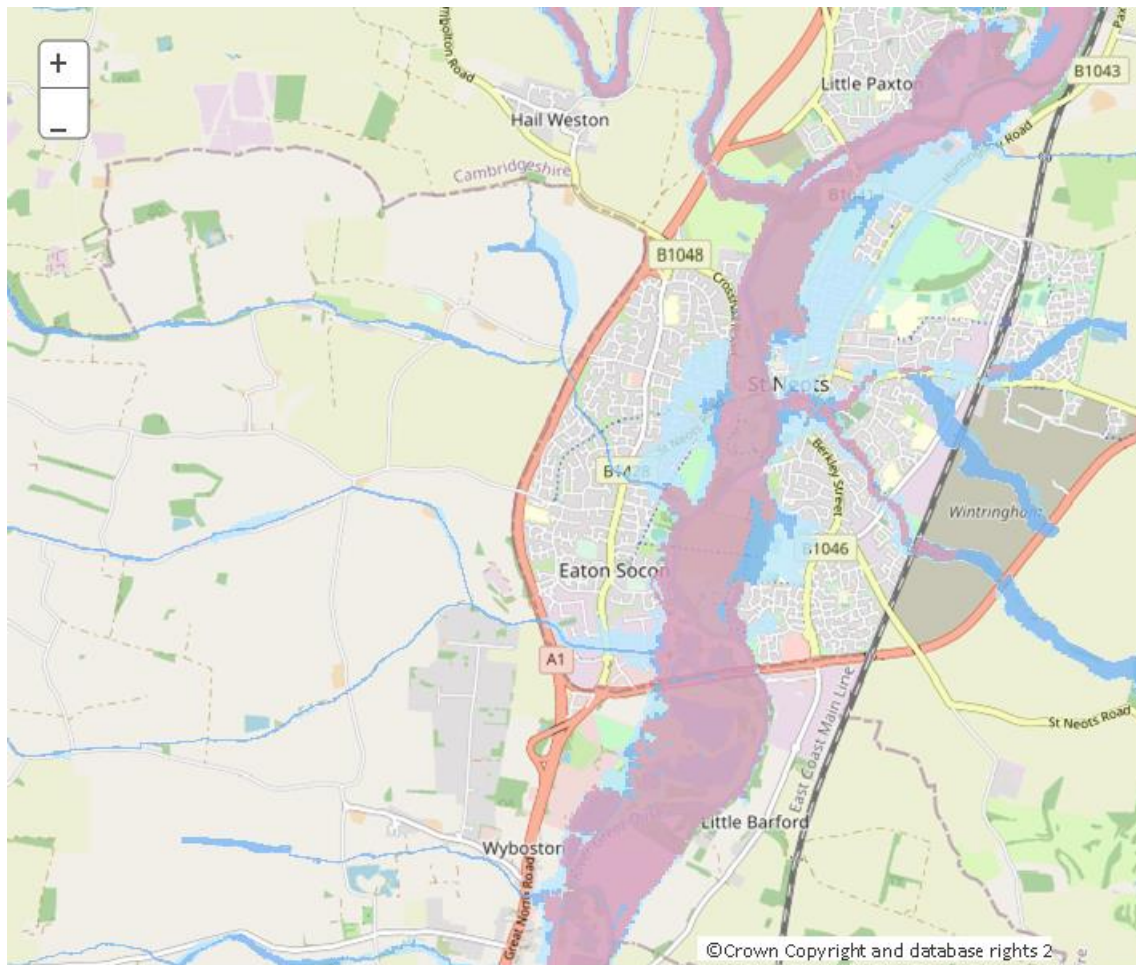
## FOLLOWING A FLOOD

In the days following a flood event the CRG will arrange a debrief to assess what happened and the effectiveness of the plan and response taken.

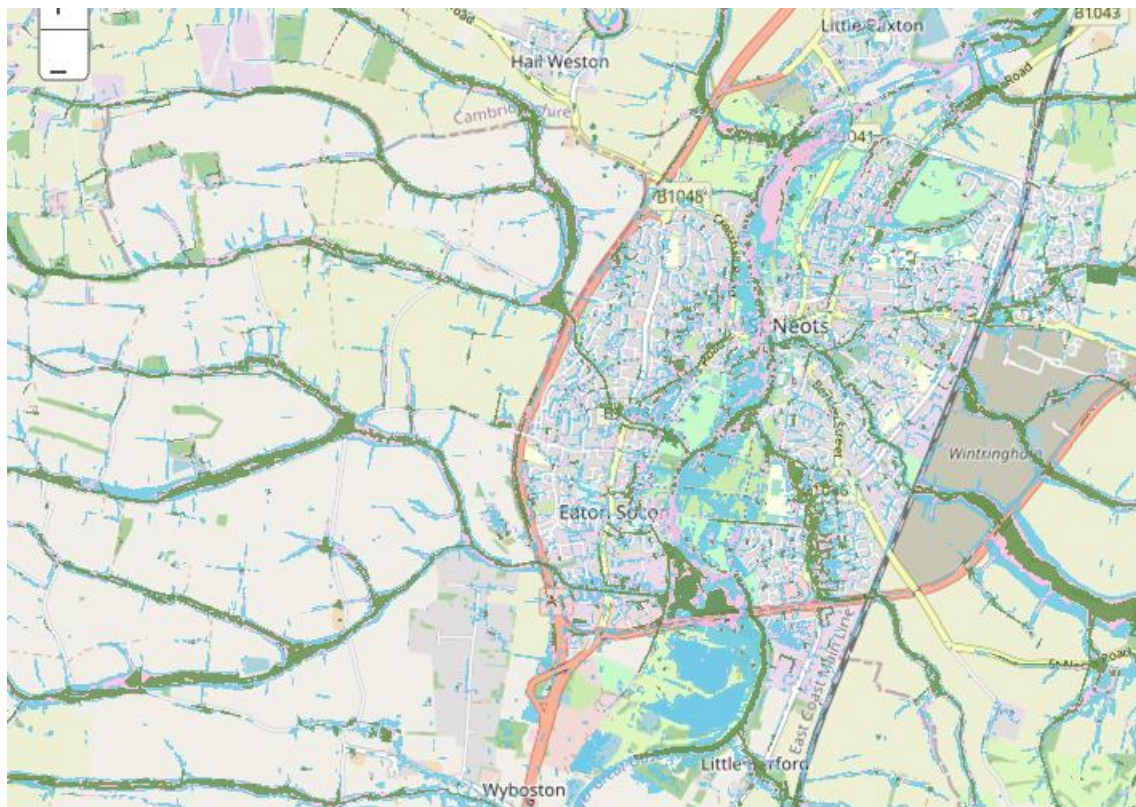
- The likely cause of the flood – i.e river, surface water, blocked drains/culverts etc.
- Any additional properties that were affected which had not been previously affected.
- The effectiveness of the Flood Plan i.e were sandbags distributed to the right areas at the right time?
- The effectiveness of communications.
- Any preventative measures that could stop the flood from happening in the future.

## FLOOD MAPS

Map 1 – St Neots Flood Zones

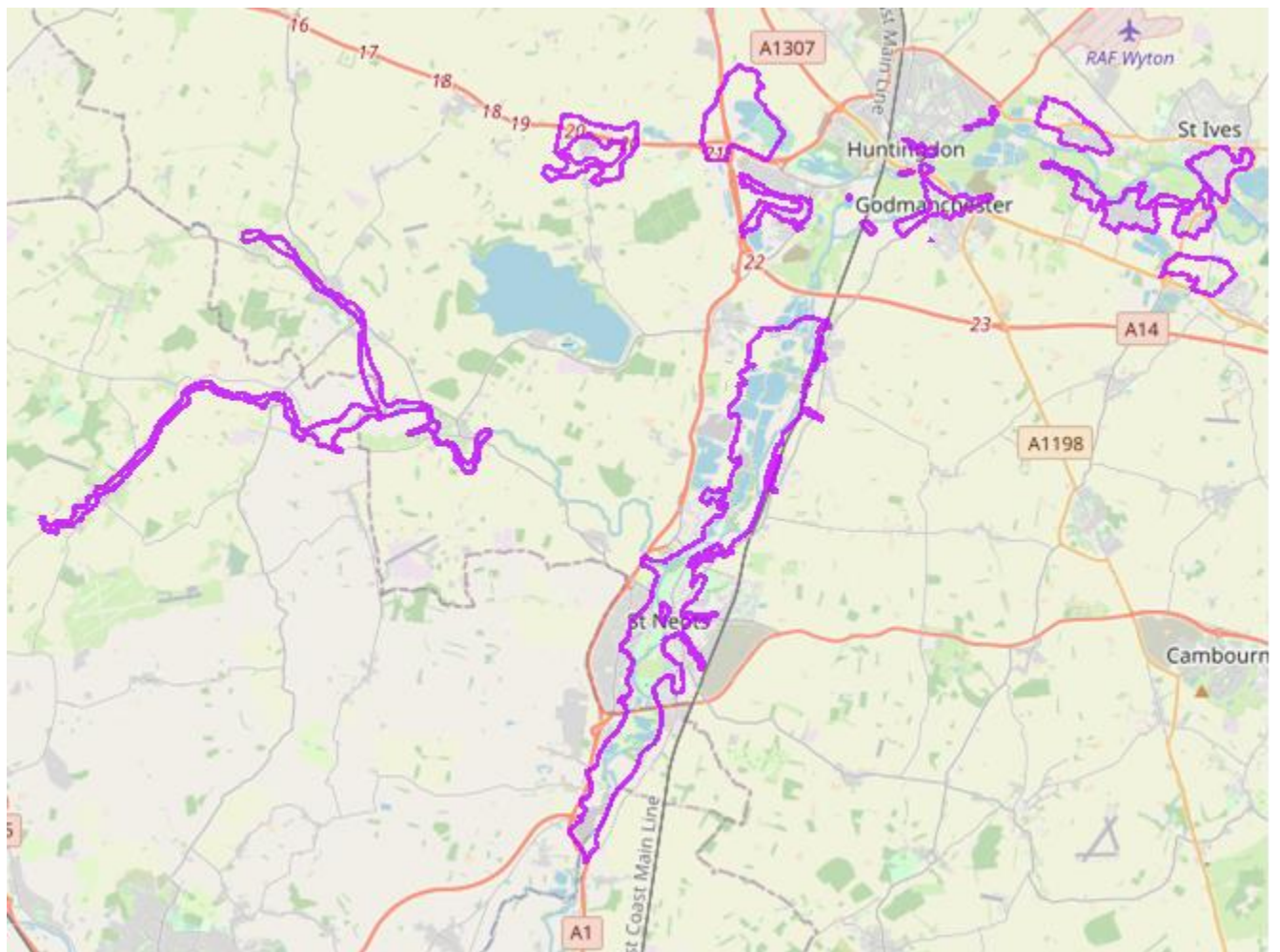


Map 2 – Surface Water Flooding





Map 3 – Flood Warning Coverage



Emergency Boxes for use by the CRG are held at the following locations;

**Town Council Offices – (Town/Deputy Clerk responsible for)**

**Council Depot - (Operations Manager responsible for)**

Contents of boxes are as follows;

<p>Copy of the Community Emergency Plan</p> <p>Incident Log Book</p> <p>Torches (x4)</p> <p>Map</p> <p>Wind up radio</p> <p>Copy of electoral register</p>
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High-visibility jackets (x4)

Barrier tape

First aid kit

A4 lined paper

Ball point pens

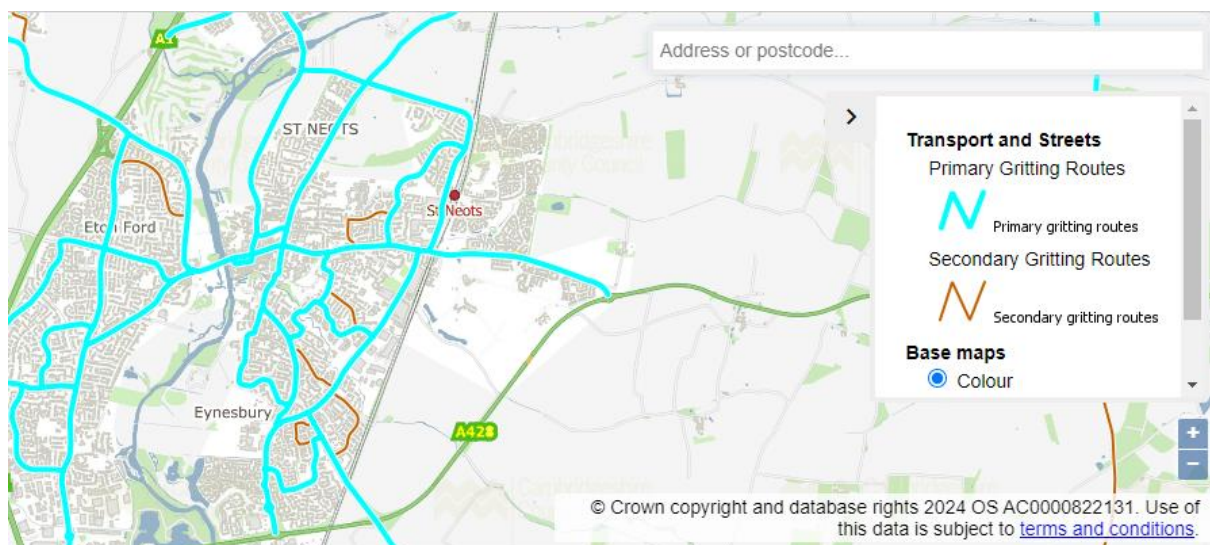
Gloves

Two-way radios

Batteries

*Image of emergency box to be inserted so it can be clearly identified by anyone looking for it.*

## ROAD GRITTING MAPS



## SALT STORAGE BINS

Address	What3Words Location
Cowpers Court	///strays.shells.constrain
Eaton Socon Cemetery	///speedily.things.wacky
Hill Rise	To be confirmed
Jutland Rise	///galloped.emails.video
Lawrence Road	///wiggles.gaps.butlers
Laxton Close	///robot.ensemble.ulterior
Linclaire Place	///averts.alike.complains
Milton Av (near 39/41)	///starting.interacts.toffee
Romney Court	///stilted.cleanest.racetrack
Sandwich Road/Acacia Av	///depravity.seemingly.firework
Trafalgar Road	To be confirmed
Whistler Road	///knocking.rejected.walls
Wilkinson Close	///reporting.vibe.eats
Willow Close	///spud.kickbacks.stud
Dramsel Rise	///trifling.dancer.items
Great High Ground	///workbench.deeper.shorthand
Stone Hill	///nerd.narrates.into
Longsands Academy	///darts.stop.saucepan
Ernulf Academy	///chairing.lightly.smooth
Round House Primary Academy	///makeovers.sweeten.beard
Wintringham Primary Academy	///tightest.congested.panics
Middlefield Community	///unstated.nitrate.bumps
Winhills County Primary	///zaps.renamed.monorail
St Mary's C of E	///replays.rinsed.crumb
Eynesbury CE	///thirsty.compelled.spud
Crosshall Academy Trust	///culling.dialect.restrict
Bushmead Primary	///yummy.supply.tasteful



Priory Park Infants	///teaching.enjoys.prove
Priory Juniors	///classmate.footballers.menu
Priory Hill	///calculating.timer.rate
Mill Hill x 2	///retained.exit.procured & ///handbook.restores.riches
Cross hall Road	///shady.harsheset.during
Potton Road	///array.fewest.submitted

## DEFIBRILATOR LOCATIONS

Address	What3Words Location
St Neots & District Voluntary & Welfare Association, Community Centre, Church Walk, St Neots, PE19 1JH	///reclined.hungry.blog
Adlam & Coomber Optometrists, 14 Brook Street, St Neots, PE19 2BP	///reported/fortress/shifts
Priory Centre, Priory Lane, St Neots, PE19 2BH	///appoints.apricot.juniors
Central Co-op Funerals, 1 Huntingdon Street, St Neots, PE19 1BG	///cherish.landlords.twit
Waitrose, Priory Lane, St Neots, PE19 2BH	///eruptions.restless.steamed
St Neots Lawn Tennis Club, 25 St Anselm Place, St Neots, PE19 1AP	///proceeds.twinge.quilting
Scout Hall, Bedford Street, St Neots, PE19 1AX	///replace.unfilled.admire
Ambience Cafe Riverside Park, St Neots Road, Eaton Ford, PE19 7SD	///villager.grudge.proofread
Montagu Square Day Nursery, Montagu Court, Eynesbury, PE19 2TL	///padding.extremely.blows
1 <sup>st</sup> Eaton Socon Scout Hut, Mill Hill, Eaton Socon, PE19 7AQ	///dented.harp.armrests

## USEFUL REFERENCE DOCUMENTS

The CRG should be aware of the following list of useful reference material some of which may prove useful in times of emergency.

### **Cambridgeshire County Council website**

<https://www.cambridgeshire.gov.uk/council/emergency-planning>

### **Huntingdonshire District Council Website**

<https://www.huntingdonshire.gov.uk/contact-us/emergency-contact/>

### **Cambridgeshire and Peterborough Local Resilience Forum**

<https://www.cambsfire.gov.uk/community-safety/be-prepared-for-an-emergency/cambridgeshire-and-peterborough-local-resilience-forum-cplrf/>

### **Preparing for Emergencies – What you need to Know (HM Government)**

[www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies](http://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies)

### **Community Emergency Plan Toolkit (HM Government)**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/552869/community\\_emergency\\_plan\\_toolkit.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/552869/community_emergency_plan_toolkit.pdf)

### **The Heatwave Plan (2014) (HM Government)**

<https://www.gov.uk/government/publications/heatwave-plan-for-england>

### **The Cold Weather Plan (2019) (HM Government)**

<https://www.gov.uk/government/collections/cold-weather-plan-for-england>

### **British Red Cross**

<http://www.redcross.org.uk/>

### **BT Civil Resilience**

<https://www.bt.com/about/civil-resilience-and-incident-management-in-bt>

### **Disaster Action**

<http://www.disasteraction.org.uk/>

### **Medical Advice:**

<http://www.patient.co.uk/selfhelp.asp>

### **Salvation Army**

<https://www.salvationarmy.org.uk/cambridge-citadel>

## **St John Ambulance**

<http://www.sja.org.uk>

## **Royal Voluntary Service**

<http://www.royalvoluntaryservice.org.uk>

## **INSURANCE**

**TBC**

## **GENERAL DATA PROTECTION REGULATIONS**

A community emergency plan remains the property of the community and therefore any information collected in its creation is the responsibility of the group. Personal is collected on for the use of the following:

In the event of the plan being triggered, the following people have agreed to share their contact details with the Community Emergency Group and its partners for use in a warning & informing / coordination capacity before, during and after emergency.

St Neots Town Council will not use any personal information contained within a community emergency plan for any other means than for mentioned above and in response to emergencies, incidents and disasters.

Where necessary SNTC may share your personal data with the following categories of recipients:

- Community Emergency Response Team members
- Healthcare, social and welfare organisations and professionals
- Occupational health
- Regulatory bodies (eg Health and social care council)
- Police forces, other law enforcement and prosecuting authorities
- Disclosure and Barring Service
- Fire & Rescue Service

In order to comply with GDPR all volunteers will be required to sign and return a GDPR form to their community emergency coordinator. By signing this form all volunteers agree to have their details stored and shared as described above.

Volunteer GDPR Forms are available on request from the Town Clerk: [enquiries@stneots-tc.gov.uk](mailto:enquiries@stneots-tc.gov.uk)



**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>ENVIRONMENT AND EMERGENCY COMMITTEE</b>
<b>Date:</b>	<b>12<sup>th</sup> NOVEMBER 2024</b>
<b>Title:</b>	<b>BUDGET SETTING</b>
<b>Contact Officer:</b>	<b>ENVIROMENTAL PROJECT OFFICER</b>

**1. Purpose of the Report**

- 1.1 To note consider the 2024/2025 revenue budget and make recommendations to the Finance and Governance Committee for the 2025/2026 revenue budget.
- 1.2 To consider recommending that expenditure from the Carbon Neutral Revenue budget is delegated to the Environmental Project Officer.

**2. Recommendations**

- 2.1 That the committee agrees the recommended Carbon Neutral objectives focused work for 2025/2026 and recommends to the Finance and Governance Committee that a Carbon Neutral Revenue budget of £10,000 is included/maintained in the 2025/26 budget.
- 2.2 That the committee agrees the recommended biodiversity focused work for 2025/2026 and considers recommending to the Finance and Governance Committee a specific budget be included in the 2025/26 budget for the delivery of biodiversity projects/works.
- 2.3 That the Committee recommends that expenditure from the Carbon Neutral Revenue budget is delegated to the Environmental Project Officer.

**3. Background**

- 3.1 The current 2024/2025 Revenue budget is £10,000. There is also £22,693 in earmarked reserves for Carbon Neutral Projects, and a £5,000 flood management budget.
- 3.2 The budget setting process is in progress for the 2025/2026 financial year. Councillors are asked to consider the current budget and any forthcoming recommendations or proposals for changing the budget.

**4. Information**

- 4.1 The agenda includes a list of strategic projects/activities for the Committee to consider and agree as part of the wider approach to projects and helping set that direction of the Environment and Emergency Committee over the coming months and the remaining life of the Council.
- 4.2 Recommendations (4.3 & 4.4) are provided below from the Environmental Project Officer on key activities or objectives that arise from the Climate Action Plan for focus in the 2025/26 financial year and for which funding will be needed.
- 4.3 Carbon neutral objectives and focus for 2025/2026 for which funding would be needed to include:
- Decarbonising our buildings (plan to follow upon completion of Energise reports)
  - Decarbonising our fleet and operational machinery
  - A series of small community events for The Great Big Green Week (7<sup>th</sup>-15<sup>th</sup> June)
  - An audit of the Priory Centre's purchasing to establish where carbon reductions can be made
  - Purchase of an e-bike for staff use
  - Host a workshop for local stakeholders to improve partnership working and set out clear objectives for St Neots town and its residents
- 4.4 Biodiversity objectives and focus for 2025/2026 for which funding would be needed to include:
- Identify what space St Neots currently has committed to nature, and what needs to happen to reach our 30% by 2030 target
  - Assess current biodiversity (can include formal audits and citizen science) to identify where we want to focus our efforts on improving habitats and corridors
  - Review our operations and habitat/land management schedules
  - Develop community and stakeholder engagement
- 4.5 It is recommended that the Committee recommend maintaining a £10,000 Neutral Carbon Revenue budget in the 2025/26 budget to help deliver actions set out in 4.3 and the Climate Action Plan.
- 4.6 It is recommended that the Committee consider recommending an additional budget for delivering biodiversity objectives that arise from the Climate Action Plan, with a focus on working towards those identified in 4.4.
- 4.7 Councillors are asked to consider and set out any further areas the committee should focus and where revenue funding may be needed from the 2025/2026 Environment & Emergency budget, so that any associated budgeting requirements can be recommended to the Council.
- 4.8 Budget Delegation;
- 4.8.1 The Environmental Project Officer has been in post 15 months but does not have delegated responsibility for expenditure from the Carbon Neutral Revenue budget. When

the budget was proposed, prior to the role of an Environmental Project Officer the Committee proposed that a budget for Carbon Neutral project work be established but that authority over expenditure sit with the committee. This means that any required expenditure has to be taken to a bimonthly committee meeting to be approved, causing issues when a cost occurs soon after a meeting. Other Officers have been delegated control of budgets intended to deliver services and works under their remit or instructed by the Council/Committee.

**5. Financial Implications**

5.1 There is a current year revenue budget of £10,000 which sits under the delegation of the Environment and Emergency Committee. This report does not propose increasing that budget in 2025/26 but does recommend it is maintained to help deliver the objectives set out un section 4.2

5.2 It is recommended that the Council consider a separate budget of £10,000 for the delivery of biodiversity improvements, if the committee wished to recommend such a budget this would need to be considered by the Finance and Governance Committee as part of its overall budget consideration.

**6. Legal Powers**

6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>ENVIRONMENT AND EMERGENCY COMMITTEE</b>
<b>Date:</b>	<b>12<sup>th</sup> NOVEMBER 2024</b>
<b>Title:</b>	<b>TRANSITION OF FLEET TO EV</b>
<b>Contact Officer:</b>	<b>ENVIROMENTAL PROJECT OFFICER</b>

**1. Purpose of the Report**

- 1.1 To receive and note a report summarising information on embodied carbon within fuel vehicles versus electric vehicles, as requested by the Committee.
- 1.2 To receive a report summarising key information required to make a decision on when to recommend to the Operations and Amenities Committee and Council that the Council look at transitioning key operational vehicles to EV.

**2. Recommendations**

- 2.1 That the Committee propose a timeline for transitioning the oldest operational vehicles to EV, subject to further discussions with the Operations Manager and Operations and Ameities Committee to confirm suitability of proposed EV vehicles.

**3. Background**

- 3.1 The Committee asked at the last committee meeting that they be provided with information on embodied carbon within fuel vehicles versus electric vehicles, as well as information on how our current fleet compares with EV alternatives.
- 3.2 The purpose of this report is to understand the opportunities and challenges of transitioning the operational fleet as part of discussing and deciding on the approach the Council will take to making these transitions.

**4. Information**

- 4.1 Embodied carbon refers to the total amount of carbon dioxide (CO<sub>2</sub>) emissions produced during the manufacturing process of a product<sup>1</sup>. For EVs, this includes emissions from mining raw materials, manufacturing battery cells, assembling the vehicle, and transporting it to the market. A substantial portion of the embodied carbon in EVs comes from the production of lithium-ion batteries, which are energy-intensive to manufacture.



- 4.2 The battery pack represents the most significant source of embodied carbon. The extraction and processing of materials like lithium, cobalt, nickel, and manganese are particularly carbon-intensive. According to various studies, producing a single kilowatt-hour (kWh) of lithium-ion battery capacity emits between 56 to 494 kilograms of CO<sub>2</sub>, depending on the energy sources used in the manufacturing process and the efficiency of production technologies. For instance, an EV with a 60 kWh battery pack could thus have an embodied carbon footprint of 3.36 to 29.64 tons of CO<sub>2</sub> just from the battery alone. This significant carbon cost occurs before the vehicle has driven a single mile. However, some of the latest battery packs have started to remove rare earth materials from the production process reducing the amount of embodied carbon in the vehicle.

- 4.3 When considering the carbon footprint of EVs, the choice between buying new or used plays a crucial role:

**New Electric Vehicles:** Purchasing a new EV means adding another vehicle to the global fleet, with all the associated embodied carbon from manufacturing. While new EVs tend to have the latest technology, better range, and improved efficiency, the initial carbon cost can be substantial.

**Used Electric Vehicles:** Opting for a used EV helps mitigate the carbon footprint because the embodied carbon from manufacturing has already been "paid off" by the previous owner. Extending the lifespan of an existing EV maximises the utility of the resources and energy invested in its production, making it a more sustainable choice.

- 4.4 To comprehensively understand the environmental impact of EVs, it is essential to consider the entire lifecycle of the vehicle - from production to disposal. Lifecycle emissions include the embodied carbon in manufacturing, the operational emissions (dependent on the electricity grid's carbon intensity), and the end-of-life disposal or recycling of the vehicle:

**Operational Emissions:** EVs produce zero tailpipe emissions, but the carbon footprint of driving an EV depends on the energy mix of the electricity grid. In regions where the grid is powered by renewable energy, EVs have a much lower operational carbon footprint compared to areas reliant on fossil fuels.

**End-of-Life Management:** Proper recycling and disposal of EV batteries are critical to minimising their environmental impact. Efficient recycling processes can recover valuable materials and reduce the need for new raw material extraction, thereby lowering the embodied carbon of future batteries.

- 4.5 When we factor in the embodied carbon over a lifetime of 200,000 miles, we get the following emissions per mile<sup>2</sup>:

**Small electric car: 115g of CO<sub>2</sub> per mile**

**Small petrol car: 253g of CO<sub>2</sub> per mile**

4.6 Some graphic comparisons:

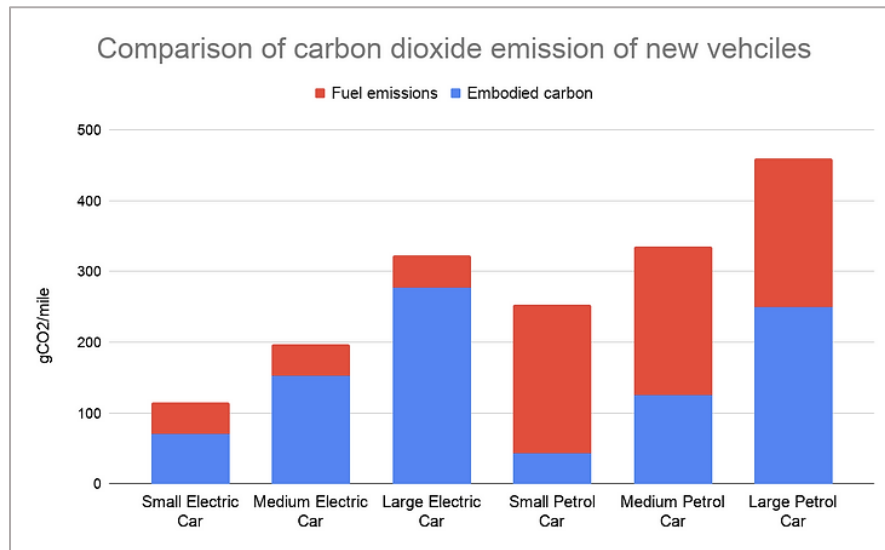


Fig. 1

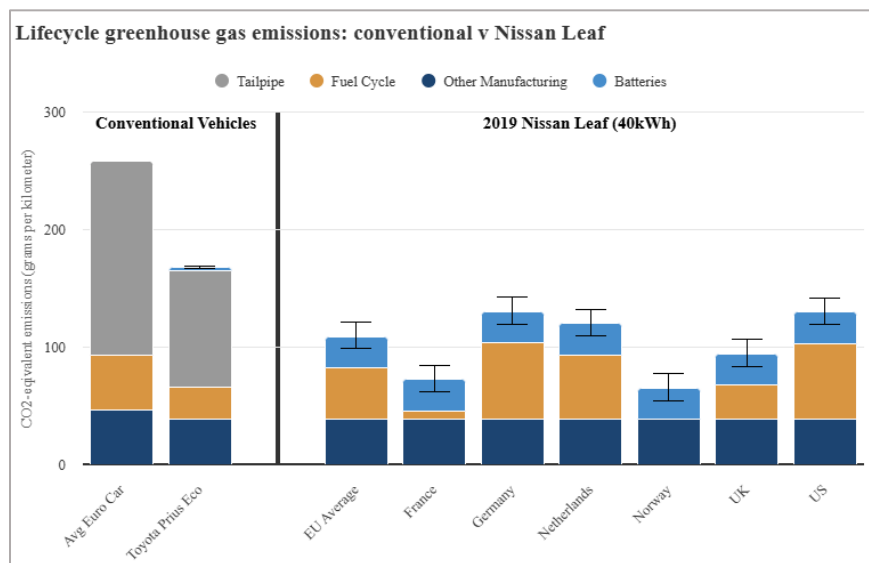
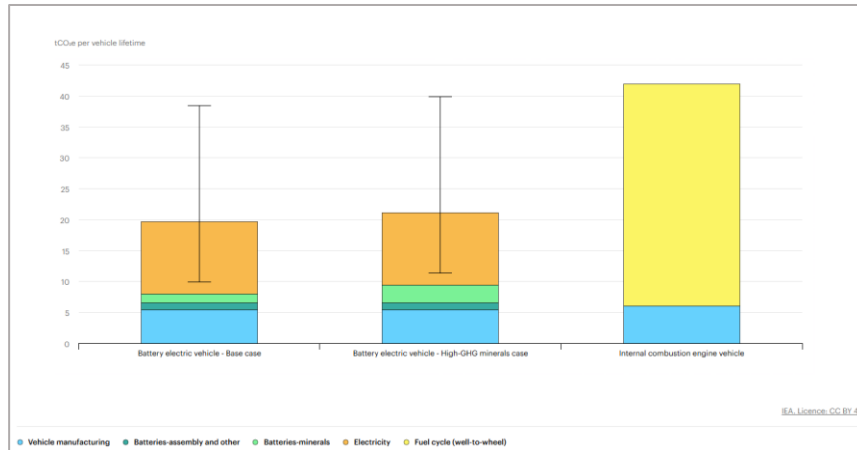


Fig. 2<sup>3</sup>

Fig. 3<sup>4</sup>

## 4.7 In conclusion:

- The embodied carbon of EVs is larger than for petrol/diesel cars (when comparing similarly sized cars), but this is more than offset by the emissions saved while driving
- Charging the EV from renewable energy will reduce or remove an EV's fuel emissions

## 4.8 Information and recommendations for transitioning the oldest vehicles in our fleet:

Vehicle	Registration	Vehicle Description	Year	Vehicle Type/Size	Type	Resale price								
						autotrader	Fb marketplace	we buy any car	AV			Proposed vehicle 1	Extra	Price, exv VAT
Peugeot Van	X241 NAV	Diesel van Class I (up to 1.305 tonnes)	2000	Class I (up to 1.305 tonnes)	Diesel	n/a	£ 900.00	£ 650.00	£ 775.00	95k		Citroen e-Berlingo XL	no towing	£ 28,905
Ford Ranger	AJ10 YKA	Diesel van Class II (1.305 to 1.74 tonnes)	2010	Class II (1.305 to 1.74 tonnes)	Diesel	£ 7,500.00	£ 7,000.00	£ 5,000.00	£ 6,500.00	45k		Maxus T90	1000kg braked trailer	£ 49,950
Nissan Navara	AK13 OHG	Diesel 4x4	2013	Dual purpose 4X4	Diesel	£11,000.00	£10,000.00	£ 8,000.00	£ 9,666.67	25k		Ford Transit Custom, H1 320 L1	2300kg braked trailer	£ 43,380
Ford Transit	AD16 DKF	Diesel van Class III (1.74 to 3.5 tonnes)	2017	Class III (1.74 to 3.5 tonnes)	Diesel	£18,000.00	£16,000.00	£11,250.00	£15,083.33	30k				
					total	£36,500.00	£33,900.00	£24,900.00	£32,025.00				total	£ 122,235
						quick solution							less resale	£ 90,210
Running cost														
Vehicle	Annual mileage	fuel consumption	fuel cost	Running cost per year	Proposed vehicle 1	Battery	Range	number of charges	kW	energy price (70p/kW overnight)				
Peugeot Van	1203	41 MPG, 6 l/100km	£1.4/l	£ 162.69	Citroen e-Berlingo XL	50kWh	200	13	668	£ 467.3				
Ford Ranger	1780	30 MPG, 9.5l/100km		£ 240.73										
Nissan Navara	1984	32 MPG, 8.8l/100km		£ 268.32	Maxus T90	88.6kWh	200	10	879	£ 615.2				
Ford Transit	3174	30 MPG, 9.5l/100km		£ 429.25	Ford Transit Van, H3 425 L4	135kWh	160	12	1674	£ 1,171.8				
				£ 1,100.99	Ford Transit Custom, H1 320 L1	64kWh	180	18	3174	£ 2,221.8				
							Charger price	£ 1,750.00	total (x3)	£ 5,250.00				
					Additional savings on EVs									
					1. No Tax									
					2. No MOT for 3 years									
					3. Once a year regular service and warranty for any issues (diesel vehicles are serviced annually as well)									
					Obvious solution is not to replace tipper (Ford Transit) with an e-Van to tow the digger and just replace the old Peugeot van and 2 pick-ups with smaller Vans like e-Berlingo									

## 5. Financial Implications

- 5.1 The financial implications linked to this report depends on whether a decision is made to recommend transitioning the above vehicles to EV alternatives and the timeline at which a transition would be phased over.

**6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

**7. References**

- 7.1 1: <https://www.drive-electric.co.uk/guides/general/know-your-ev-embodied-carbon-and-evs/#:~:text=Embodied%20carbon%20refers%20to%20the,transporting%20it%20to%20the%20market.>  
2: <https://www.zerocarbonguildford.org/post/should-i-buy-an-electric-car>  
3: <https://www.carbonbrief.org/factcheck-how-electric-vehicles-help-to-tackle-climate-change/>  
4: <https://www.iea.org/data-and-statistics/charts/comparative-life-cycle-greenhouse-gas-emissions-of-a-mid-size-bev-and-ice-vehicle>  
5: <https://www.bath.ac.uk/guides/how-to-decide-if-an-electric-vehicle-is-the-most-sustainable-travel-choice-for-you/>

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>ENVIRONMENT AND EMERGENCY COMMITTEE</b>
<b>Date:</b>	<b>12<sup>th</sup> NOVEMBER 2024</b>
<b>Title:</b>	<b>STRATEGIC PROJECTS</b>
<b>Contact Officer/s:</b>	<b>PROJECT DELIVERY MANAGER, ENVIRONMENTAL PROJECT OFFICER</b>

**1. Purpose of the Report**

- 1.1 To provide the committee with information on Council Strategic Projects: plans, timelines, and budgets, - owned by the Environment & Emergency Committee.
- 1.2 To discuss if required and seek the approval on proposed Strategic Projects for Environment & Emergency Committee, their timelines, budgets, and priorities.
- 1.3 To approve recommended objectives for the projects.

**2. Recommendations**

- 2.1 That the Committee note overall information on the Council Strategic Projects.
- 2.2 That the Committee note, discuss and agree on proposed strategic projects and the general approach to their prioritisation.
- 2.3. That the Committee recommend the Town Council to include its Strategic Projects in overall Full Council Strategic Project Programme and delegate Council Officers to continue work on those projects.

**3. Background**

- 3.1 The Council Strategy Working Group was formed from the Chairpersons of the Committees and Town Clerk to work on the list of Strategic projects and initiatives of the Town Council. Project Delivery Manager joined group as well.
- 3.2 During the series of meetings, the Working Group discussed the entire list of the Council projects regarding their prioritisation, complexity of implementation, approaches and budgets. As result the Strategic Project Programme was created. The working group didn't identify any projects owned by Environment & Emergency Committee as strategic.
- 3.3 The Council Strategy Working Group concluded on the last meeting that from now every Committee should work on delivery of the Strategic Projects they own.
- 3.4 The Environment & Emergency Committee Chairman and Deputy Chairman held a meeting with Project Delivery Manager and Environment Project Manager to identify three key projects recommended to include in the scope of strategic projects: energy improvements for SNTC owned buildings; transition of operational fleet, equipment, and machinery to electric; and biodiversity improvements. It also has a key input in the energy solutions for the Priory Centre project.

**4. Information**

**4.1 Core Strategic Objectives used to identify Strategic Projects:**

<b>1</b>	The Council will be accountable to residents, its works will be visible in the community and the role of councillors clear
<b>2</b>	The Council will act on the Climate Emergency and take steps to reduce the carbon footprint of its own operations and the town
<b>3</b>	The Council will act to improve accessibility and inclusiveness across Council assets and services, and promote action for greater accessibility in the town
<b>4</b>	Heritage, Culture and Leisure: The Council will make St Neots a destination for tourists and a place where residents love to live

**4.2 The Committee may discuss and suggest the following changes to the Strategic Projects Programme:**

- Scope of the Projects
- Proposed Budget
- Priority and Order
- Add more Project to be considered by the Working Group

**4.3 Key objectives of each project are as follows:**

- Energy improvements for SNTC owned buildings:
  - i) Complete energy assessments of all SNTC buildings (external contractor: Energise)
  - ii) Review reports and identify key retrofitting themes
  - iii) Develop a plan and budget for retrofitting
  - iv) Procure and Contract works
- Transition of operational fleet, equipment and machinery to electric:
  - i) Undertake fleet and machinery review
  - ii) Identify appropriate electric alternatives
  - iii) Develop a plan to transition away from fossil fuel vehicles
  - iv) Gain approvals for spend on transition
  - v) Purchase replacement vehicles and machinery
  - vi) Sell current vehicles and machinery
- Biodiversity:
  - i) Identify what space St Neots currently has committed to nature, and what needs to happen to reach our 30% by 2030 target
  - ii) Develop and enact a plan in response to the above
  - iii) Ascertain what protections exist for the town's green spaces
  - iv) Map St Neots' green spaces (and opportunities for increasing these) and establish who the landowners and stakeholders are for each
  - v) Establish where we want to assess the current biodiversity and how this may be done (can include formal audits and citizen science)
  - vi) Identify where we want to focus our efforts on improving habitats and corridors
  - vii) Review our operations and habitat/land management schedules
  - viii) Map our communities (i.e., schools, forest schools, volunteer groups, businesses who offer volunteer days to their staff)
  - ix) Develop an engagement plan for the above communities, and the wider public

- Energy solutions for the Priory Centre:
  - i) Consult with HDC on potential energy solutions
  - ii) Identify project ownership (HDC or SNTC) and leadership
  - iii) Find out the most appropriate and suitable solution from the long-term perspective
  - iv) Identify budget for retrofitting works
  - v) Where appropriate, source quotes and available funding sources
  - vi) Where appropriate, contract works

All projects should and will be divided to logical and deliverable stages, where completion of the one phase is an enabling process for the following phase. This is also an opportunity to take a review of the project's scope, objectives and make corrections if necessary. Retrospective reviews must be held periodically (even in the middle of the phases) for long term projects in order to verify the project's objectives and targets in accordance with changing external environment.

## **5. Financial Implications**

- 5.1 The cost of each project delivery and the proposed source of funding will be finally determined at the planning and quotation stages.
- 5.2 The budget estimates will be proposed as recommendation for approval to the Committee /s and the Town Council during the process of developing the projects.

## **6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

[illegible]