

TRURO CITY COUNCIL



CITY OF TRURO

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
Tel. (01872) 274766
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18 March 2026

To: The Mayor (Councillor Wells)
Deputy Mayor (Councillor Rich)
and members of the **CITY EMERGENCY COMMITTEE**: Councillors Collins, Douglas-Martin (Vice-Chairperson), Sunderhauf, Tann (Chairperson), Wetherill, and all other Members of **TRURO CITY COUNCIL** *for information.*

Dear Councillor,

NOTICE IS HEREBY GIVEN that the meeting of the **CITY EMERGENCY COMMITTEE** will be held at **LARGE COMMUNITY ROOM, TRURO LIBRARY, UNION PLACE, TRURO** on **MONDAY 23 MARCH 2025** at **7:00 PM** for the transaction of the under mentioned business:

The press and public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media, or members of the public.

AGENDA

- 1 **COUNCILLORS IN ATTENDANCE AND APOLOGIES**
To **note** apologies.
- 2 **DECLARATIONS OF INTEREST**
To **receive** and **resolve** on any dispensation requests.
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA VERBAL QUESTIONS** (5 minutes only)
- 4 **MINUTES**
 - a. To **resolve** to approve and sign the minutes of the City Emergency Committee meeting held on 01 December 2025 (**Appendix 1 pg2**)
- 5 **CHAIRPERSON'S REPORT**
To **receive** a verbal report.
- 6 **CORRESPONDENCE**
 - a. Cornwall Council email with Survey of Town & Parish Councils on the Storms and Emergency Preparedness Presentation (**Appendix 2 pg5**)
- 7 **AGENDA ITEMS**
 - a. Verbal report from the Facilities, Estates, and Compliance Manager to include volunteer radio training.
 - b. Verbal report from the Parks Administrator on Emergency Plan Review, rest/control centre training, and volunteer first aid.
- 8 **DATE OF NEXT MEETING**
01 10 2026
- 9 **ITEMS FOR FUTURE MEETINGS**

David Rodda MBE
TOWN CLERK

TRURO CITY COUNCIL



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MEETING OF THE CITY EMERGENCY COMMITTEE HELD 01 DECEMBER 2025 AT 1900 IN THE TRAINING ROOM, TRURO COMMUNITY LIBRARY, UNION PLACE, TRURO, TR1 1EP

PRESENT: Councillors Tann (Chairman), Douglas-Martin (Vice-Chairman), Wells (Mayor), Rich (Deputy Mayor), Collins, and Wetherill.

APOLOGIES: Councillor Sunderhauf [personal].

ALSO IN ATTENDANCE: Mark Wright (Facilities, Estates, & Compliance Manager), Sarah-Jayne Jeffs (Parks Administrator), and William Thorpe-Stanley (Committee Clerk).

1 ELECTION OF CHAIRPERSON

It was proposed by Councillor Rich, seconded by Councillor Collins and **RESOLVED** that Councillor Tann be the Chairperson of the committee.

E/25/1076

2 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**.

E/25/1077

3 DECLARATIONS OF INTEREST

None.

E/25/1078

4 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA VERBAL QUESTIONS

None.

E/25/1079

5 MINUTES

It was proposed by Councillor Wells, seconded by Councillor Rich and **RESOLVED** to approve and sign the minutes of the City Emergency Committee meeting held on 19 September 2023 having been before Council at its meeting on 29 January 2024 (Minute No.324).

E/25/1080

It was proposed by Councillor Wells, seconded by Councillor Wetherill and **RESOLVED** to approve and sign the minutes of the City Emergency Committee meeting held on 14 November 2023 having been before Council at its meeting on 29 January 2024 (Minute No.324).

E/25/1081

6 CHAIRMANS REPORT

The Chairman thanked the committee for nominating him.

E/25/1082

7 CORRESPONDENCE

a. The Preparing for the Terrorism Act advice note by NALC was **noted**.

E/25/1083

b. The email & poster from Cornwall Council Emergency Management Officer was **noted**.

E/25/1084

8 AGENDA ITEMS

a. Terms of Reference

It was proposed by Councillor Wells, seconded by Councillor Tann and **RESOLVED** to add 'Notes that' to the start of 4.9.

E/25/1085

It was proposed by Councillor Wells, seconded by Councillor Tann and **RECOMMENDED** to Council that it adopt the terms of reference.

E/25/1086

b. Elect a Vice-Chairperson

It was proposed by Councillor Rich, seconded by Councillor Tann and **RESOLVED** that Councillor Douglas-Martin be the Vice-Chairperson of the committee.

E/25/1087

c. Emergency Plan

i. The overview of the current Truro City Council Emergency Plan adopted by Council 24 July 2023 (Minute No.118) was **noted**.

E/25/1088

ii. It was reported to the committee that contact details of volunteers needed a review to ensure that all were still happy to remain volunteers and their information hadn't changed, the Parks Administrator recommended this be an annual exercise.

The Mayor explained to members that the purpose of the plan was to facilitate a safe place for displaced members of the public immediately following an emergency event. The Council had no legal responsibility to do so but felt it was good public service, in the event there was a County wide issue and Cornwall Council, the responsible authority, could not intervene everywhere simultaneously.

It was suggested that the Martyn's Law briefing note be appended to the plan.

The Committee felt that a review of the data in the plan should be every six months, and a shortened public version of the plan published on the Councils website.

d. Training

It was reported that following the test exercise in January further radio training was identified as a must, and more volunteers needed to be recruited. There was also yet to be any training of using a rest centre. Members of the committee were happy to volunteer.

It was agreed that the Parks Administrator would circulate three dates in January 2026 to the volunteers in which to hold the radio training and to practice using a rest centre with a control room.

The committee discussed going live with the plan in March 2026.

E/25/1089

e. 2026/27 Budget

Provision of food stores and blankets was raised, the Parks Administrator informed the committee that if these supplies were needed, they would be provided by the police, Cornwall council and donations from the community and local businesses.

It was raised that volunteers would likely benefit from basic first aid training as well as awareness of equality, diversity, and inclusivity.

It was proposed by Councillor Douglas-Martin, seconded by Councillor Collins and **RECOMMEND** to council that £250 be included in the 2026/27 budget to fund suitable training for volunteers. E/25/1090

9 DATE OF NEXT MEETING

The date of the next meeting was **noted** as 23 March 2025. E/25/1091

10 ITEMS FOR FUTURE MEETINGS

None. E/25/1092

The meeting closed at 20:14.

Chairman

Sent: 27 February 2026 14:32

Subject: Emergency Resilience

Information Classification: CONTROLLED

Dear All,

Please see below a message from Cllr Thalia Marrington about emergency resilience. We will be following up on this at our next CAP meeting in April.

To: All Town & Parish Councils

Dear colleagues,

Emergency resilience

A key priority for Cornwall is continual improvement in preparedness and resilience for emergencies. The importance of this has, of course, been brought into focus by the recent storms and we are working to evaluate the lessons of these for ourselves, partner agencies and communities.

Survey of Town & Parish Councils on the Storms

I would appreciate your help with completing a short survey on the impact of the storms in your parish. The purpose of this is to help us understand what worked well, in terms of the multi-agency and community response, and learn where improvements are needed for future severe weather events. This is a structured survey to follow the feedback sought via the Localism team immediately following the storms. **A link to the survey is below and should only take 10-15 minutes to complete.** The survey will be open for six weeks, until 15 April 2026.

<https://letstalk.cornwall.gov.uk/january-storms-town-parish-council-feedback-survey>

Emergency Preparedness

I've also attached a copy of a presentation on Emergency Preparedness by Cornwall Council's Emergency Management Manager, Jamie Whitford-Robson. Long before the storms, Jamie has been making presentations on this subject to Community Area Partnerships and other groups, but we wanted you all to have a copy of this. If you would like Jamie to attend your CAP or have any questions, please can you let your Community Link Officer know in the first instance.

Thank you,

Thalia Marrington
Cabinet Member Community Safety and Public Health
Cornwall Councillor Mousehole, Newlyn and St Buryan
Deputy Leader Liberal Democrat Group
07702 704004

Naomi Belert (pronounced: Nay-o-me Bel-air)
Community Link Officer
Roseland and Truro
Cornwall Council | Localism, Community Wellbeing

EMERGENCY PREPAREDNESS AND RESPONSE IN CORNWALL

THE ROLE OF CORNWALL COUNCIL
AND
TOWNS AND PARISHES



THE ROLE OF CORNWALL COUNCIL EMERGENCY MANAGEMENT

- As the unitary authority, Cornwall Council undertakes the role of the **Category 1 Core Responder Agency** under the Civil Contingencies Act, 2004 as a principal local authority.
- There is always an Emergency Management Officer and a Duty Senior Officer on-call 24/7, 365.



CATEGORY 1 RESPONDER DUTIES

- Assess the risk of emergencies happening (likelihood v. impact)
- Put in place emergency response plans
- Put in place business continuity management arrangements
- Provide advice and assistance to businesses and voluntary organisations about business continuity management.
- Warning and Informing the public
- Share information and co-operation with other local responders
- co-operate with other local responders to enhance co-ordination and efficiency



INCIDENT RESPONSE

When responding to an incident what are the key functions Cornwall Council undertakes are:

- Setting up the Multi-Agency Tactical Co-ordinating Centre
- Attendance at Strategic and Tactical Coordinating Groups
- Humanitarian Assistance – e.g. establishment of rest centres for displaced people, up to 72 hours, and temporary housing
- Resources e.g. clothing, food, refreshments
- Traffic diversions/road closure assistance



INCIDENT RESPONSE

- Transport; buses to shelters
- Environmental and public health advice
- Assessment of structural stability of properties
- Communicating with the public, media (TV, Radio) and staff
- Emergency Mortuaries



THE TACTICAL CO-ORDINATING CENTRE (TCG)



Located in the Emergency Centre in New County Hall, Truro

Equipped with – phones, internet access, Wi-Fi, work-spaces, audio and video conferencing, resilient telecommunications, TVs, radio and a back-up generator

It has 24/7, 365 access



THE TACTICAL CO-ORDINATING CENTRE (TCG)

Supported by Emergency Support Assistants
to support log keeping, handling messages and
response co-ordination

Facilities include a kitchen, toilets, showers



EMERGENCY PREPAREDNESS TOWNS AND PARISHES ROLE



Community Emergency Plan Toolkit - Cornwall Council

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VULNERABLE PERSONS

Identify vulnerable individuals — In an emergency you know the elderly, disabled, or isolated individuals in your community who may need extra support.

Remember that not all vulnerable persons need help in an emergency, and some people become vulnerable in an emergency

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VULNERABLE PERSONS

Have a plan for vulnerable residents to receive essential supplies, welfare checks, and assistance during emergencies (e.g. severe weather).



COMMUNICATION

Support communication — You can ensure that information flows effectively between the local community, emergency services, and others by maintaining local noticeboards, websites, and social media platforms.



EMERGENCY RESPONDER ASSISTANCE

Providing information about local geography, infrastructure, and the whereabouts of critical resources or people, you can help emergency services respond more effectively.



YOUR ROLES AND RESPONSIBILITIES

Identify key individuals (including councilors and volunteers) who will take specific actions during an emergency.

For instance, organising a flood warden scheme or neighbourhood watch groups to support local safety and readiness.



YOUR ROLES AND RESPONSIBILITIES

Providing or facilitate training for local volunteers on first aid, emergency response, or communication during an emergency.



LOCAL RESOURCES

Identify available resources, such as buildings that could serve as community emergency hubs (e.g. village halls) or equipment that might be useful in a crisis.



LOCAL RESOURCES

Community Emergency Hubs are safe locations for community members to gather in case of evacuation. They are for immediate warmth and refreshments only.

Overnight accommodation needs to be in conjunction with the Cornwall Council Emergency Management On-Call Officer.



BEFORE THE BLUE LIGHTS ARRIVE






BEFORE THE BLUE LIGHTS ARRIVE

There are several critical actions a community or individuals can take to ensure safety, support response efforts, and reduce harm.

SAFETY FIRST!

- Move away from danger (e.g., fire, flood).
 - Avoid entering hazardous areas unless you are trained and equipped with the correct equipment.
- 




BEFORE THE BLUE LIGHTS ARRIVE

Speaking with Emergency Management or the Blue Light Services

- Provide clear, concise information: location, nature of emergency, number of people involved, hazards.

Assist Others if Safe to Do So

- Help vulnerable individuals (children, elderly, disabled).
 - Apply basic first aid if trained and have access to a first aid kit.
- 




COORDINATE THE COMMUNITY

Activate Community Emergency Plans

- If your community has an emergency plan, follow it.
- Designated wardens or volunteers should go to their designated point

Alert Neighbours or Nearby People

- Use alarms, shouting, or community alert systems.
 - Encourage evacuation to your community emergency hub or shelter-in-place as appropriate.
- 




COMMUNICATE

Gather and Share Accurate Information

- Avoid speculation or spreading misinformation.
- Use radios, apps, or trusted sources to monitor updates.

Prepare for the Arrival of Responders

- Clear access routes for emergency vehicles if safe to do so.
 - Assign someone to meet responders and brief them.
- 



PRACTICAL STEPS

Secure Pets and Valuables

- Keep pets safe and out of responders' way.
- If safe to do so, encourage people to gather ID, medications, and essentials.

Document the Situation

- Take photos or notes (if safe) to support later recovery or investigation.



EMOTIONAL WELLBEING AND SUPPORT

Stay Calm and Reassure Others

- Panic can worsen outcomes.
- If you have trained, DBS checked people, support emotional needs, especially of children and vulnerable people.



IDENTIFYING KEY RESPONDERS



Information Classification: CONTROLLED

BLUE LIGHTS

Fire



The Fire & Rescue Service 'Incident Commander' on the scene, irrespective whether an Operational or Tactical commander, will

Police



The Police Commander on the scene will wear this tabard.



BLUE LIGHTS

Ambulance



The Operational Commander would wear this tabard.

Ambulance



The Tactical Commander will wear this tabard (referred to as the Ambulance Incident Commander).



BLUE LIGHTS

HM Coastguard



The incident commander tabard would be worn by the HM Coastguard operational commander.

HM Coastguard



The officer-in-charge tabard would be worn by the person in charge of the HM Coastguard team deployed.

LOCAL AUTHORITY



The commander from any emergency responder organisation at the scene of a multi-agency incident could wear a similar design tabard.



ENVIRONMENT AGENCY AND HIGHWAYS



WHAT ELSE CAN YOU DO?



Encourage households to install and maintain smoke alarms, educate the public on fire safety in homes and public spaces, and run workshops.

Partner with the police or other local organisations to promote neighbourhood watch schemes or crime prevention advice.



WHAT ELSE CAN YOU DO?



Work with Cornwall Council to support flood defences, planning decisions that mitigate flood risk or distribute information about flood preparedness and the importance of signing up for flood alerts.

Promote tree planting, improved drainage, or other environmental measures to reduce local climate risks.



BE PREPARED FOR THE DIGITAL SWITCHOVER



Starting from **January 2027**, the UK will permanently switch off the old landline phone network. It will be replaced by **digital, internet-based phone services** (known as VoIP).

You can use the Telephony Outages
Community Level Planning Workshop .

- - This will help you to understand the change and how it affects your community.

