

PSOI ITEM 11



20 May 2008

Dear Clerk to the Council,

**Community Emergency Planning Conference,  
East Sussex National Golf Course, Tuesday, 28<sup>th</sup> October 2008**

Please would you draw this invitation to the attention of your Council Chair and Emergency Coordinator (where appointed).

For some years now it has been the practice for the County Council and District Councils to jointly host a series of workshops at different venues in East Sussex to discuss and promote community emergency planning.

This year, to give the subject fresh impetus we are adopting a different format. A single, more ambitious event with the theme '**We didn't think it would happen to us!**' will be held at the East Sussex National Golf Course from 6pm – 9pm, Tuesday, 28<sup>th</sup> October. There will be a selection of visiting speakers who will describe the experience of their communities when affected by a recent disaster, and what the community did to respond to that disaster. There will be a number of display stands provided by the emergency services, public bodies and voluntary sector to promote aspects of community resilience and time will be made for networking.

This event will provide an excellent opportunity for representatives of your Council and existing Emergency Group (where applicable) to draw on the experience of others, to aid them in reviewing any current plan held or developing their own local arrangements.

You are cordially invited to send a maximum of two representatives to the seminar.

To assist us with the administration of what we believe will be a very popular event, please would you confirm that you will be sending representatives by forwarding their details to **Diana Burr** on the enclosed reply slip or by e-mail to [diana.burr@eastsussex.gov.uk](mailto:diana.burr@eastsussex.gov.uk), alternatively Diana can be contacted on 01323 418232. It would be of great assistance if you would notify us if you do not wish to accept the invitation in order that the opportunity can be extended to others.

Please could we have your reply by no later than **30<sup>th</sup> June 2008**.

Yours faithfully

*Alan Smith*

Head of Emergency Planning

*Charlie Sharrod*

Emergency Planning Officer

**Community Emergency Planning Conference**

**Tuesday 28<sup>th</sup> October 2008  
(registration from 6.00 p.m.)**

**East Sussex National Golf Course, Uckfield**

**Attendance Slip**

..... Town/Parish\* Council will / will not\* be  
represented at the conference.

Our representative(s) will be:-

- 1. ....
- 2. ....

Please return this slip by 30th June 2008, to:-

Diana Burr  
Technical/Admin Assistant  
Trading Standards & Emergency Planning  
East Sussex County Council  
St. Mary's House  
St. Leonard's Road,  
Eastbourne BN21 3UU

\*Please delete as appropriate