

PS03 ITEM 33



4th January 2007

TO ALL TOWN AND PARISH CLERKS

Dear Town and Parish Clerks and Emergency Coordinators

You are probably aware that for some time now it has been annual 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.

The dates and locations for this year are:-

- Lewes (Town Hall) Tuesday 20<sup>th</sup> February 2007
- Battle Memorial Hall Tuesday 6<sup>th</sup> March 2007
- Uckfield (Civic Centre) Thursday 1<sup>st</sup> March 2007

All meetings will run from 6.15 p.m. to 9.00 p.m.

The meetings will provide an opportunity to update Town and Parish Councillors and existing Emergency Groups on current issues relating to civil protection, followed by participation of those attending in a table top exercise designed to progress the development of local emergency plans.

Working in partnership enables us to be flexible and while it is probable that representatives will wish to attend the venue in their particular district, each event will follow the same pattern and the choice of date and location can be chosen to suit.

Can we ask that all Councils/Emergency Groups let us know who will be attending to represent them, and on which evening, by contacting **Diana Burr** on 01323 418232, or by e-mail to [diana.burr@eastsussex.gov.uk](mailto:diana.burr@eastsussex.gov.uk) or [marie.kennedy@rother.gov.uk](mailto:marie.kennedy@rother.gov.uk)

It would be helpful if those attending were to bring with them any local town/parish emergency plans for their area.

Yours faithfully

*Alan Smith*

Head of Emergency Planning  
East Sussex County Council

*Charlie Sharrod*

Emergency Planning Officer  
Rother District Council