

Weston on the Green Parish Council Community Emergency Plan



Plan last updated on: 28/03/2025

If you are in immediate danger call 999

Note: Guidance on Community Emergency Plan Toolkit document can be found here:
<https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies#community-resilience>

Plan distribution list

Name	Role	Phone number/email address	Issued on
Duty Emergency Officer	Emergency Planning Unit	emergencyplanning@oxfordshire.gov.uk / 01865 323765	
Paul Mann	Emergency Planning Officer - Oxfordshire County Council	Paul.Mann@Oxfordshire.gov.uk / 07771 387416	
Diane Bohm	Lead Councillor of CEP & Chair of Parish Council	dianebohm@gmail.com / 07770 895107	
John Miller	Lead Works Parish Councillor	d1jem@hotmail.com / 07710 023321	
Jane Mullane	Parish Clerk – Administrator of CEP	clerk@westononthegreen-pc.gov.uk / 01869 350282	

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
26/02/2024	01/02/2025	<ul style="list-style-type: none"> - Noted audit of trees undertaken regularly - Councillor names updated - Added Community Van information - Updated Useful Contacts page 	Administrator of CEP
15/01/2025	01/03/2025	<ul style="list-style-type: none"> - Amended contact number for Diane 	Administrator of CEP

		Bohm	
18/03/2025	Ongoing until approved	<ul style="list-style-type: none"> - Councillor names - Risk assessment - Group info / business contacts - Added appendix 	

Contents

Local risk assessment.....	5
Local skills and resources assessment.....	7
Key locations identified with emergency services for use as places of safety.....	8
Emergency contact list.....	9
Key parish telephone contacts.....	10
List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency	10
Activation triggers	11
First steps in an emergency.....	11
Community Emergency Group first meeting agenda	12
Actions agreed with emergency responders in the event of an evacuation	13
Alternative arrangements for staying in contact if usual communications have been disrupted	13
Useful Contacts.....	14
Appendix.....	16

Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Gallosbrook breaking its banks causing flooding - Church Lane/Gallosbrook Way playing field & spinney	<ul style="list-style-type: none"> • Flooding of local roads and risk to safety of traffic • Damage to property if persistent rain • Playing field & spinney flooded – lack of use for residents and for Ardley United FC 	<ul style="list-style-type: none"> • Parish Council to put flood warning signs out on the road • Ensure have contact numbers for emergency responders • Highlight any risks to residents • Utilise OCC flood toolkit & letter to landowners advising them of duty to keep ditches clear • Ensure drains are routinely checked and reported on Fix My Street if not • Ensure tunnels on Gallsobrook are free from debris • Ensure Ardley United FC goals are protected • Audit of trees in parish to be undertaken regularly
Northampton Road	<ul style="list-style-type: none"> • Damage to property if persistent rain 	<ul style="list-style-type: none"> • Parish Council to put flood warning signs out on the road Ensure have contact numbers for emergency responders • Highlight any risks to residents • Utilise OCC flood toolkit & letter to landowners advising them of duty to keep ditches clear • Ensure drains are routinely checked and reported on Fix My Street

		if not
Major incident in village e.g. traffic accident, plane/glider landing, storm damage, loss of electricity/water services, building collapse, explosion/major fire		<ul style="list-style-type: none"> • Work with local emergency responders to provide required support • Ensure emergency contact details up to date
Extreme temperatures – hot or cold	Vulnerable residents at risk	<ul style="list-style-type: none"> • Parish Council holds a list of vulnerable residents which is regularly reviewed • Parish Council allocated budget to support with any needs to reflect weather demands • Advice posters displayed in parish and information on website/Facebook

Local skills and resources assessment

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Water/food supplies/understanding of vulnerable people in village	Weston Community Shop:	01869 350230	Church Road, OX25 3QP (centre of village)	Shop closed weekend afternoons
Works Parish Councillor (multitude of useful skills)	John Miller	d1jem@hotmail.com / 07710 023321	Fir Tree Farm, Northampton Road, OX25 3QL	-
Agricultural machinery owner and equipment	John Miller	d1jem@hotmail.com / 07710 023321	Fir Tree Farm, Northampton Road, OX25 3QL	-

Key locations identified with emergency services for use as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Memorial Village Hall	Mill Lane, OX25 3QR (centre of village)	Rest centre/safe place/kitchen/toilets. Village defibrillator on outside wall. Depending on incident – use if not booked. Capacity: 140 (90 seated)	01869 350992 / westonvillagehall@live.co.uk
St Marys Church	Church Lane, OX25 3QS	Rest centre/safe place/kitchen/toilets Capacity: c110 (seated)	Church Warden (Weston based): Peter Driver - 01869 350569 westononthegreen.akeman@gmail.com
The Manor Hotel	Northampton Road, OX25 3QL	Rest centre/safe place/kitchen/toilets/beds	01869 350621 / info@themanorweston.com
Weston Grounds Farm B&B	Northampton Road, OX25 3QX	Toilets/beds	01869 351168
Godwins at Manor Farm, Camping & Caravanning	Northampton Road, OX25 3QL	Toilet/shower block	01869 351647 / info@godwinsfarm.co.uk
The Chequers Pub	Northampton Road, OX25 3QH	Rest centre/safe place/kitchen/toilets	01869 351743 (vacant 03/25)
The Milk Shed	Manor Farm, Northampton Road, OX25 3QL	Rest centre/safe place/kitchen/toilets	01869 351387 / milkshedstore@gmail.com
The Old Flight House	Northampton Road, OX25 3TJ	Rest centre/safe place/kitchen/toilets	01869 343441 / info@theoldflightthouse.co.uk
The Ben Jonson Pub	Northampton Road, OX25 3RA	Rest centre/safe place/kitchen/toilets	07754 280756 / benjonsonenquiries@hotmail.com

Emergency contact list

Name: Diane Bohm
Title: Lead Councillor of CEP & Chair Parish Council
24hr telephone contact: 07770 895107
Email: dianebohm@gmail.com
Address: Oddtymes, Northampton Road, Weston on the Green, OX25 3QX
Name: John Miller
Title: Parish Council
24hr telephone contact: 01869 350511 / 07710 023321
Email: d1jem@hotmail.com
Address: Fir Tree Farm, Northampton Road, Weston on the Green, OX25 3QL
Name: Jane Mullane
Title: Parish Clerk
24hr telephone contact: 01869 350282 / 07775 994198
Email: clerk@westononthegreen-pc.gov.uk
Address: Oak View, North Lane, Weston on the Green, Bicester, Oxon, OX25 3RG
The Parish Council has a Whatsapp Group that can co-ordinate a response between Councillors promptly.

Key parish telephone contacts:

Councillors:

Diane Bohm (Chair) – 07770 895107
Susan Davis – 07518 926880
John Miller (Works) – 01869 350511
Tracy Rowan – 07833 473357
Michael Aldridge – 01865 600075

Parish Clerk:

Jane Mullane – 01869 350282 / 07775 994198

Church:

Church Warden (PCC): Peter Driver – 01869 350569

Weston on the Green Village Hall:

Jordanna Riches & Andrew Wilson – 01869 350992

Weston Community Shop:

Community run – 01869 350230

Footpath Warden:

Graham Barnett – 01869 350707

Neighbourhood Watch:

wotg.nhw@gmail.com

Community Van Named Drivers >70 (any driver >30):

Graham Barnett – 01869 350707 (Co-Ordinator)
Nigel Allison, Greg Milne, James Henderson

List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Name and role of contact	Phone number
Weston Community Shop	Community run	01869 350230
Weston on the Green Parish Council	Diane Bohm – Chair	01869 352006
Weston on the Green Village Hall	Jordanna Riches / Andrew Wilson	01869 350992

Activation triggers

This section details how the plan will be activated:

1. When a major incident happens within the village either visible to residents or a call from the emergency services.
2. When we get information that Gallosbrook has burst its banks.
3. Local news reports extremes in weather temperature for the area.

First steps in an emergency

Steps to be followed in when the plan is activated:

	Instructions	Tick
1	Call 999 (unless already alerted) – if required	
2	Ensure you and residents are in no immediate danger	
3	Call 111 – if required	
4	Contact the Community Emergency Group and meet to discuss the situation / liaise over Whatsapp	

Community Emergency Group first meeting agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

Actions agreed with emergency responders in the event of an evacuation

Details of the actions we can take to help the local authority if an evacuation is necessary in your community:

1. Help police/local authority with door knocking
2. Tell emergency services who might need extra help to leave their home
3. Support in any advisable way

Alternative arrangements for staying in contact if usual communications have been disrupted

We are not currently aware of any alternative methods except walking and messengers.

Useful Contacts

Organisation	Service	Contact Details	Comments / Website
Emergency Planning Unit, OCC	Duty Emergency Officer	emergencyplanning@oxfordshire.gov.uk / 01865 323765	
Highways, OCC	Notify OCC of road blockages, emergency issues, fallen trees	Helpline: 0345 310 1111 Out of hours (evenings, weekends, bank holidays): 01223 849731	https://fixmystreet.oxfordshire.gov.uk/ OCC general enquiries: 01865 792422
National Highways	Issues on A34, M40	General enquiries: 0300 123 5000	https://nationalhighways.co.uk/ Report a problem: https://report.nationalhighways.co.uk/
Environment Agency Incident Hotline	Report risk to property from flooding	0800 80 70 60 (24 hour) 03708 506 506 (general enquiries Mon-Fri, 8-6pm)	www.environment-agency.gov.uk
Floodline (Environment Agency)	Identifies potential flood risks	0345 988 1188 (24 hour)	https://www.gov.uk/check-flooding
Met Office Weathercall	Weather warnings & advice		www.metoffice.gov.uk
Thames Water	Water or wastewater emergencies	0800 316 9800 (Lines open 24/7)	https://www.thameswater.co.uk/help/report-a-problem#/view-and-report-problems
SSEN	Electricity General Enquiries	0800 048 3516 (Open: 08:00 - 17:00 / Mon – Fri)	
SSEN – Electricity Network	Emergencies / Power Cut	105 (24 hours a day, 7 days a week)	https://powertrack.ssen.co.uk/powertrack
Weston on the	Squadron Leader Liam	01993 895149 / 07816	Under RAF Brize Norton:

Green Airfield – MoD, OX25 3TQ	Power -OC Robson Resilience Centre (Weston)	494802 / liam.power100@mod.gov.uk	01993 842551 / bzn-mco-group@mod.gov.uk
RSPCA	Advice on preparing animals at time of flooding	0300 1234 999 (8am – 6pm)	www.rspca.org.uk/floods
Bletchington Parish Council: Parish Clerk – Fiona Mason	Neighbouring village	01869 351967 / blethpc@gmail.com	www.bletchington-pc.org.uk/parish-council/
Kirtlington Parish Council: Parish Clerk – Joanne Broughton	Neighbouring village	kirtlingtonclerk@gmail.com	www.kirtlingtonvillage.co.uk/kirtlington-parish-council-about-us
Wendlebury Parish Council: Parish Clerk – Sarah Kearney	Neighbouring village	07831 119533 / clerk@wendleburypc.org.uk	www.wendleburyparishcouncil.gov.uk/
Chesterton Parish Council: Parish Clerk – Brian Inglis	Neighbouring village	clerk@chestertonparishcouncil.org.uk	www.chestertonparishcouncil.org.uk
OCC Councillor – Nigel Simpson	Support to parish	07802 271448 / Nigel.Simpson@Oxfordshire.gov.uk	
CDC Councillors: Gemma Coton Julian Nedelcu Alisa Russell	Support to parish	01869 717712 / gemma.coton@cherwell-dc.gov.uk 01869 717712 / julian.nedelcu@cherwell-dc.gov.uk 01869 717712 / alisa.russell@cherwell-dc.gov.uk	

Priority services register

It is possible to register with priority services for electricity and water which will ensure that the utilities know of any assistance required.

SSEN Priority Services Register:

<https://www.ssen.co.uk/power-cuts-emergencies/priority-services>

Contact Number – 0800 294 3259

Thames Water Priority Services Register: www.thameswater.co.uk/help/extra-care/priority-services

Customer Support: 0800 009 3652 (9am to 5pm) ecs@thameswater.co.uk

Appendix

1. **Oxfordshire County Council Flood Toolkit Link -**
<https://www.oxfordshirefloodtoolkit.com/>

2. **Oxfordshire County Council Sand Bag Policy and Advice note**

Policy

Sandbags will only be provided in response to emergency situations, where flooding from the public highway is occurring. Oxfordshire County Council will not provide sandbags where flooding from rivers or ground water is occurring.

Advice Note

Sandbags

If your property is in imminent danger of flooding, please telephone 0345 310 1111.

If you require sandbags as a precautionary measure, you will need to make your own arrangements to purchase them from local suppliers. You cannot collect sandbags from any of our depots.

Oxfordshire County Council has in place an Emergency Management Plan and will respond to flooding events. We do not have a statutory duty to provide sandbags, but experience shows that the community expects the council to help if flooding is imminent. It is important that we handle enquiries sympathetically but in accordance with the following principles:

- We will maintain a stock of sandbags at depots across Oxfordshire with a minimum of 1500 bags at each storage location.
 - We will supply sandbags free of charge on a “needs” basis in response to flooding emergencies.
 - We will supply sandbags where flooding from the public highway is occurring, however, we will not provide sandbags where flooding from rivers or ground water is occurring.
 - We will not supply sandbags in advance based on forecasts.
 - We will work with Town and Parish Councils with regard to the development of community emergency plan.
- If requests for supply or delivery are received during an emergency situation, we will consider them and prioritise them sympathetically on a case-by-case basis according to apparent vulnerability. Timescales for delivery will be dependent on the numbers and locations of enquiries.
 - We will encourage property owners in known flood areas to adopt a “self-help” approach and prepare in advance and respond to forecasts or flood warnings. We will encourage people making enquiries for sandbags at these stages to look to local suppliers such as builder’s merchants where they can purchase them or possibly have them delivered. This will help to preserve our stocks for emergency response.
 - The Environment Agency promotes self-help schemes, and we will refer people to their website www.environment-agency.gov.uk
 - For foul water flooding (i.e. flooding from sewers), please contact Thames Water <https://www.thameswater.co.uk/help/emergencies/flooding>
 - Once issued to householders, the disposal of contaminated sandbags following a flooding event will not be the responsibility of Oxfordshire County Council. Information can be provided on the most appropriate method of disposal but once issued the sandbags become the property of the occupier or organisation.

We suggest you visit your local District Council website to further advise on disposal of used sandbags:

<https://www.cherwell.gov.uk>
<https://www.southoxon.gov.uk/>
<https://www.westoxon.gov.uk/>
<https://www.whitehorsedc.gov.uk/>

Notes:

1. We have limited supplies of sandbags, but these can disappear quite quickly when storms do occur
2. Builders Merchants / sandbag supplier details for the various areas - see Builders Merchants in yellow pages or carry out a search on the internet

3. Visit National Flood Forum for helpful advice www.floodforum.org.uk and supplier information from www.bluepages.org.uk
4. The Environment Agency website is www.environment-agency.gov.uk
5. For further information please visit Oxfordshire County Council Flood Toolkit Website <https://www.oxfordshirefloodtoolkit.com/>