

# Weston on the Green Parish Council Community Emergency Plan

Plan last updated on: 26/02/2024

**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	<a href="mailto:emergencyplanning@oxfordshire.gov.uk">emergencyplanning@oxfordshire.gov.uk</a> / 01865 323765	
Paul Mann	Emergency Planning Officer - Oxfordshire County Council	<a href="mailto:Paul.Mann@Oxfordshire.gov.uk">Paul.Mann@Oxfordshire.gov.uk</a> / 07771 387416	
Diane Bohm	Lead Councillor of CEP & Chair of Parish Council	<a href="mailto:dianebohm@gmail.com">dianebohm@gmail.com</a> / 01869 352006	
Susan Davis	Vice Chair of Parish Council	<a href="mailto:sdaenke@gmail.com">sdaenke@gmail.com</a> / 01869 350426	
Jane Mullane	Parish Clerk – Administrator of CEP	<a href="mailto:clerk@westononthegreen-pc.gov.uk">clerk@westononthegreen-pc.gov.uk</a> / 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"> <li>- Noted audit of trees undertaken regularly</li> <li>- Councillor names updated</li> <li>- Added Community Van information</li> <li>- Updated Useful Contacts page</li> </ul>	Administrator of CEP

# Contents

Local risk assessment.....	4
Local skills and resources assessment.....	6
Key locations identified with emergency services for use as places of safety.....	7
Emergency contact list.....	8
Key parish telephone contacts.....	9
List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency .....	9
Activation triggers .....	10
First steps in an emergency.....	10
Community Emergency Group first meeting agenda .....	11
Actions agreed with emergency responders in the event of an evacuation .....	12
Alternative arrangements for staying in contact if usual communications have been disrupted .....	12
Useful Contacts.....	13

# 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"> <li>• Flooding of local roads and risk to safety of traffic</li> <li>• Damage to property if persistent rain</li> <li>• Playing field &amp; spinney flooded – lack of use for residents and for Ardley United FC</li> </ul>	<ul style="list-style-type: none"> <li>• Work with local emergency responders to see if they can help with distribution of flood warnings for road</li> <li>• Ensure have contact numbers for emergency responders and provision of emergency sand bags</li> <li>• Highlight any risks to residents</li> <li>• Complete OCC flood toolkit &amp; letter to landowners advising them of duty to keep ditches clear</li> <li>• Ensure drains are routinely checked and are fully functioning</li> <li>• Ensure tunnels on Gallsobrook are free from debris</li> <li>• Ensure Ardley United FC goals are protected</li> <li>• Audit of trees in parish undertaken regularly</li> </ul>
Northampton Road	<ul style="list-style-type: none"> <li>• Damage to property if persistent rain</li> </ul>	<ul style="list-style-type: none"> <li>• Work with local emergency responders to see if they can help with distribution of flood warnings for road</li> <li>• Ensure have contact numbers for emergency responders and provision of emergency sand bags</li> <li>• Highlight any risks to residents</li> </ul>

		<ul style="list-style-type: none"> <li>• Complete OCC flood toolkit &amp; letter to landowners advising them of duty to keep ditches clear</li> <li>• Ensure drains are routinely checked and are fully functioning</li> </ul>
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"> <li>• Work with local emergency responders to provide required support</li> <li>• Ensure emergency contact details up to date</li> </ul>
Extreme temperatures – hot or cold	Vulnerable residents at risk	<ul style="list-style-type: none"> <li>• Parish Council holds a list of vulnerable residents which is regularly reviewed</li> <li>• Parish Council allocated budget to support with any needs to reflect weather demands</li> <li>• Posters displayed in parish</li> </ul>

# 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 Pantry & PO: Yasemin Olcay	<a href="mailto:yasemin@westonpantry.co.uk">yasemin@westonpantry.co.uk</a> 01869 350230	Church Road, OX25 3QP (centre of village)	Shop closed weekend afternoons
Works Parish Councillors (multitude of useful skills)	John Miller  Ben Lanham	John: <a href="mailto:d1jem@hotmail.com">d1jem@hotmail.com</a> / 07710 023321  Ben: <a href="mailto:blanham@hotmail.co.uk">blanham@hotmail.co.uk</a> / 07887 886138	Fir Tree Farm, Northampton Road, OX25 3QL  Stonehouse, Northampton Road, OX25 3QX	-
Agricultural machinery owner and equipment	John Miller	<a href="mailto:d1jem@hotmail.com">d1jem@hotmail.com</a> / 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 / <a href="mailto:westonvillagehall@live.co.uk">westonvillagehall@live.co.uk</a>
St Marys Church	Church Lane, OX25 3QS	Rest centre/safe place/kitchen/toilets Capacity: c110 (seated)	Church Wardens (Weston based): Peter Driver - 01869 350569 Eric Bohm – 01869 352006 <a href="mailto:westononthegreen.akeman@gmail.com">westononthegreen.akeman@gmail.com</a>
The Manor Hotel	Northampton Road, OX25 3QL	Rest centre/safe place/kitchen/toilets/beds	01869 350621 / <a href="mailto:info@themanorweston.com">info@themanorweston.com</a>
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 / <a href="mailto:info@godwinsfarm.co.uk">info@godwinsfarm.co.uk</a>
The Chequers Pub	Northampton Road, OX25 3QH	Rest centre/safe place/kitchen/toilets	01869 351743 / <a href="mailto:chequersweston@gmail.com">chequersweston@gmail.com</a>
The Milk Shed	Manor Farm, Northampton Road, OX25 3QL	Rest centre/safe place/kitchen/toilets	01869 351387 / <a href="mailto:milkshedstore@gmail.com">milkshedstore@gmail.com</a>
The Old Flight House	Northampton Road, OX25 3TJ	Rest centre/safe place/kitchen/toilets	01869 343441 / <a href="mailto:info@theoldflightthouse.co.uk">info@theoldflightthouse.co.uk</a>
The Ben Jonson Pub	Northampton Road, OX25 3RA	Rest centre/safe place/kitchen/toilets	01869 350222

# Emergency contact list

<b>Name:</b> Diane Bohm
<b>Title:</b> Lead Councillor of CEP & Chair Parish Council
<b>24hr telephone contact:</b> 01869 352006 / 07770 895107
<b>Email:</b> <a href="mailto:dianebohm@gmail.com">dianebohm@gmail.com</a>
<b>Address:</b> Oddtymes, Northampton Road, Weston on the Green, Oxon, OX25 3QX
<b>Name:</b> Susan Davis
<b>Title:</b> Vice Chair Parish Council
<b>24hr telephone contact:</b> 01869 350426 / 07518 926880
<b>Email:</b> <a href="mailto:sdaenke@gmail.com">sdaenke@gmail.com</a>
<b>Address:</b> Westfield Farm Cottage, North Lane, Weston on the Green, Oxon, OX25 3RG
<b>Name:</b> Jane Mullane
<b>Title:</b> Parish Clerk
<b>24hr telephone contact:</b> 01869 350282 / 07775 994198
<b>Email:</b> <a href="mailto:clerk@westononthegreen-pc.gov.uk">clerk@westononthegreen-pc.gov.uk</a>
<b>Address:</b> 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. The Chair of Parish Council and Church Warden live in the same household.



## Key parish telephone contacts:

### **Councillors:**

Diane Bohm (Chair) – 01869 352006  
Susan Davis (Vice Chair) – 01869 350426  
John Miller (Works) – 01869 350511  
Ben Lanham (Playing Field/Works) – 07887 886138  
Tracy Rowan – 07833 473357

### **Parish Clerk:**

Jane Mullane – 01869 350282 / 07775 994198

### **Church:**

Church Wardens (PCC): Peter Driver – 01869 350569 / Eric Bohm – 01869 352006

### **Weston on the Green Village Hall:**

Jordanna Riches & Andrew Wilson – 01869 350992

### **Weston Pantry & Post Office:**

Yasemin Olcay – 01869 350230

### **Footpath Warden:**

Graham Barnett – 01869 350707

### **Neighbourhood Watch:**

Bob Hessian – 01869 350662

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

Graham Barnett – 01869 350707 (Co-ordinator)  
Nigel Allison  
Anthony Williams

## 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 Pantry & PO	Yasemin Olcay - Owner	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	<a href="mailto:emergencyplanning@oxfordshire.gov.uk">emergencyplanning@oxfordshire.gov.uk</a> / 01865 323765	
Highways, OCC	Notify OCC of road blockages, flood signs, sandbags	Helpline: 0345 310 1111	<a href="https://fixmystreet.oxfordshire.gov.uk/">https://fixmystreet.oxfordshire.gov.uk/</a> OCC general enquiries: 01865 792422
National Highways	Issues on A34, M40	0300 123 5000	<a href="https://nationalhighways.co.uk/">https://nationalhighways.co.uk/</a>
Environment Agency Incident Hotline	Report risk to property from flooding	0800 80 70 60 (24 hour)	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a> 08708 506 506 (general enquiries Mon-Fri, 8-6pm)
Floodline (Environment Agency)	Identifies potential flood risks	0345 988 1188	24 hour <a href="https://www.gov.uk/check-flooding">https://www.gov.uk/check-flooding</a>
Met Office Weathercall	Weather warnings		<a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>
Thames Water	Water or wastewater emergencies	0800 316 9800	Lines open 24/7
SSEN	Electricity General Enquiries	0800 048 3516	Open: 08:00 - 17:00 / Mon - Fri
SSEN – Electricity Network	Emergencies / Power Cut	105	<a href="https://powertrack.ssen.co.uk/powertrack">https://powertrack.ssen.co.uk/powertrack</a> 24 hours a day, 7 days a week
Weston on the Green Airfield - MoD	Helen Simpson - Squadron Leader	<a href="mailto:Helen.Simpson624@mod.gov.uk">Helen.Simpson624@mod.gov.uk</a> 01993 895149	Under RAF Brize Norton: 01993 842551

RSPCA	Advice on preparing animals at time of flooding	0300 1234 999	<a href="http://www.rspca.org.uk/floods">www.rspca.org.uk/floods</a>
Bletchington Parish Council: Parish Clerk – Fiona Mason	Neighbouring village	01869 351967 / <a href="mailto:bletchpc@gmail.com">bletchpc@gmail.com</a>	<a href="http://www.bletchington-pc.org.uk/parish-council/">www.bletchington-pc.org.uk/parish-council/</a>
Kirtlington Parish Council: Parish Clerk	Neighbouring village	<a href="mailto:kirtlingtonclerk@gmail.com">kirtlingtonclerk@gmail.com</a>	<a href="http://www.kirtlingtonvillage.co.uk/kirtlington-parish-council-about-us">www.kirtlingtonvillage.co.uk/kirtlington-parish-council-about-us</a>
Wendlebury Parish Council: Parish Clerk – Sarah Kearney	Neighbouring village	07831 119533 / <a href="mailto:clerk@wendleburypc.org.uk">clerk@wendleburypc.org.uk</a>	<a href="http://www.wendleburypc.org.uk">www.wendleburypc.org.uk</a>
Chesterton Parish Council: Parish Clerk – Brian Inglis	Neighbouring village	<a href="mailto:clerk@chestertonparishcouncil.org.uk">clerk@chestertonparishcouncil.org.uk</a>	<a href="http://www.chestertonparishcouncil.org.uk">www.chestertonparishcouncil.org.uk</a>
OCC Councillor – Nigel Simpson	Support to parish	07802 271448 / <a href="mailto:Nigel.Simpson@Oxfordshire.gov.uk">Nigel.Simpson@Oxfordshire.gov.uk</a>	
CDC Councillors: Gemma Coton  Julian Nedelcu  Simon Holland	Support to parish	01869 717712 / <a href="mailto:gemma.coton@cherwell-dc.gov.uk">gemma.coton@cherwell-dc.gov.uk</a>  01869 717712 / <a href="mailto:julian.nedelcu@cherwell-dc.gov.uk">julian.nedelcu@cherwell-dc.gov.uk</a>  <a href="mailto:simon.holland@cherwell-dc.gov.uk">simon.holland@cherwell-dc.gov.uk</a>	

## 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.

### **SSE Priority Services Register:**

<https://sse.co.uk/help/accessibility/priority-services-register>

Careline Number – 0800 622 838

**Thames Water Priority Services Register:** [www.thameswater.co.uk/help/extra-care/priority-services](http://www.thameswater.co.uk/help/extra-care/priority-services)

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