

Toppesfield Parish Council

Emergency Plan



Restricted Document

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Issue State

Issue Number	Date Issued
Issue 1	September 2021
Issue 2	June 2025

This plan is due for review on 01/06/2026

Toppesfield Parish Council Emergency Plan

Purpose

All major emergencies will have been planned for by either the National Government or Local Government e.g. Essex County Council or Braintree District Council.

The emergency will be dealt with by the emergency services, local authorities, utility companies and voluntary agencies in a combined response.

In extreme circumstances military personnel will assist.

Our Role

Our main role is to support other agencies if required.

We may be required to do nothing!

We may be asked to:

Provide local knowledge and situation reports.

Assist in opening Emergency Accommodation/Information Centres.

Visit and help people in the community.

When an emergency arises the first action should be to contact the emergency services by dialling **999**.

The purpose of this plan is to have a system in place to follow if we are called upon to deal with or help in an emergency in the Parish or surrounding area.

The emergency could require an immediate response over a short period of time or a slower pragmatic approach over a long period of time i.e. a

Pandemic.

There are many possible types of emergencies that preclude making individual plans viable, however all the initial responses will be the same.

Initial Actions

If an emergency arises and it is not possible to contact the emergency services straight away or if there is a delay in their response Toppesfield Parish Emergency Plan should be initiated as follows.

In the first instance contact should be made with:

Parish Clerk	Kaaren Berry clerk.toppesfieldparishcouncil@gmail.com	07341 264219
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In the event the Parish Clerk is unavailable contact should be made with the Chair or Vice Chair of the Parish Council.

Chair of Parish Council	Kitty Bourlet kitty@bourletsolutions.com	07920 427816
Vice Chair of Parish Council	Paula Edwards-Holmes pjewardsholmes@gmail.com	07850 592257

An Initial Response Team made up of the current Parish Councillors and volunteers will be contacted to co-ordinate a local response.

Parish Councillor	Frances Winter tpc4fw@gmail.com	07809 237789
Parish Councillor	Jeremy Graves Jgraves@uk.ey.com	07770 634479
Parish Councillor	Manda Smith manda1972grey@btinternet.com	07860 341400
Parish Councillor	Chris Neale cnealepc@gmail.com	07540 533611
Parish Councillor	Jane Daines janedaines@yahoo.co.uk	07790 476137
Volunteer	Boyd Page boyd.page@gmail.com	

The Parish Councillors will then select an emergency co-ordinator and assistant emergency co-ordinator depending on the type of emergency and the required skills.

The following should then be contacted when necessary:

Village Hall	Frances Winter tpc4fw@gmail.com	07809 237789
Village Shop	Wendy Ames Shop wendyames121@hotmail.com	07895 510767
Green Man Public House	Kevin Forsythe & Janet Stenson	01787 237418
St Margaret's C of E Primary School	Steve Parker (Chair school governors) Manda Smith (Key holder) manda1972grey@outlook.com	07860 341400
St Margaret's of Antioch Parish Church	Brian Moody James Blackie	

The nominated emergency coordinator and assistant emergency coordinator should consider obtaining an 'emergency email address' and forming a WhatsApp group etc.

All correspondence and emails sent or received by 3rd parties regarding the emergency, should be forwarded to the new email address.

Current Emergency Email Address for volunteers is -

tgevolunteer17@gmail.com

Administrator Rob Sullivan - rob_sul@hotmail.com

Consideration should be given to obtaining a minimum of three mobile phones. The Parish Clerks phone should initially act as the main phone.
07341 264219

New contact details as above to be broadcast on Parish Council Web site, Facebook, noticeboards etc.

Disseminating Information

Information will be disseminated through nominated channels e.g., Parish Council website, Group emergency email address, Facebook and WhatsApp.

In the event of internet/power failure consideration should be given to holding verbal update meetings.

Time and place to be arranged e.g., 9am every morning at the village hall or depending on circumstances every 2 hours at the Village Hall.

Primary Assembly Point

All villagers who are willing to help in the emergency should gather at the Primary Assembly Point:

- Toppesfield, Village Hall, Church Lane, Toppesfield CO9 4DR
Grid ref. 52.0082, 0.5325
what3words - fizzled.fashion.tightrope

If inaccessible, they should gather at

- The Pavilion, Village playing fields, Toppesfield CO9 4DS
Grid ref. 52.0082, 0.5343
what3words - known.luxury.reflected

Village Resources

A list of resources required such as four-wheel drive vehicles, chainsaws, lifting gear and other pieces of equipment relevant to the emergency should at this stage be made.

Village Skills

The assembled villagers contact details and relevant skills should be noted.

Other known villagers with relevant skills and or resources should be contacted.

Incident Handling

During the emergency anyone involved in co-ordinating a response should keep a log of all requests for assistance and action taken.

An Incident log, Decision log and Action points will be kept by the Emergency Co-Ordinator.

We may have to attend a de-briefing with other agencies after the event.

(See page16 for copy of form)

Vulnerable Groups

If appropriate and if not already done so, contact should be made with vulnerable groups.

St Margaret's C of E Primary School	Landline 8am- 4pm Manda Smith Steve Parker	01787 237354 07860 341400 07359 045108
Little Chestnuts Preschool @ Village hall	Andrea Chinery achinery197@btinternet.com Kaaren Berry	01787 236179 07901880914 07341264219

Vulnerable Individuals

If appropriate and using local knowledge a list of vulnerable individuals will be made and contacted.

Temporary Shelters or Meeting Points

In the event of there being persons (including casualties) requiring temporary shelter or meeting points, one or more of the following buildings will be made available:

Toppesfield Village Hall, Church Lane, CO9 4DR Grid ref. 52.0082, 0.5325 What3words fizzled.fashion.tightrope	Frances Winter	07809 237789
St Margaret's of Antioch Parish Church, Church Lane, CO9 4DR Grid ref. 52.0082, 0.5332 What3words drizzle.puncture.dirt	Brian Moody James Blackie	01787 237974 01787 237642
St Margaret's C of E Primary School, Church Lane, CO9 4DR Grid ref. 52.0085, 0.5335 What3words entitle.journey.latitudes	Landline 8am- 4pm Manda Smith Steve Parker	01787 237354 07860 341400 07359 045108
Green Man Public House, Church Lane, CO9 4DR Grid ref. 52.0081, 0.5316 What3words slyly.screaming.upholding	Kevin Forsythe and Janet Stenson	01787 237418
Gainsford Hall Workshop, Gainsford End, CO9 4EH Grid ref.51.9866, 0.5094 What3words texts.present.diamond	Chris Barnard Mob. Workshop	01787 238110

Grass Green Farm, Stambourne Road, Grass Green, CO9 4NB Grid ref. 52.0161, 0.5273 What3words buzz.thrusters.paddlers	Simon Cornwell	
Pavillion, Village playing fields. Church Lane, CO9 4DR Grid ref. 52.0082, 0.5343 What3words known.luxury.reflected	Parish Clerk Kaaren Berry	07341 264219
Meads Farm, Wrmagri Ltd. Great Yeldham Road, Toppesfield, CO9 4LS. What3words variances.stung.darting	Will Murphy	
Hill Farm, Gainsford End Road, Toppesfield, CO94ED What3words convinces.bolsters.fever	Tom Mortlock	

USEFUL TELEPHONE NUMBERS

Name	Phone Number
Emergency Services	999
Police Headquarters www.essex.police.uk	01245 491491
Fire and Rescue Headquarters www.essex-fire.gov.uk	0137 6576000
Addenbrookes Hospital Cambridge	01223 805000
Air Ambulance	999
Ambulance Headquarters www.eastamb.nhs.uk	03456 013733
Broomfield Hospital Chelmsford	01245 362000
BT/Open Reach Emergency	0800 0232023
Colchester Hospital	01206 747474
Electricity UK Power Networks Emergency	0800 3163 105
Environment Agency Emergency www.gov.uk/environment-agency	0800 807 060
Environment Agency Flood line	0345 988 1188 08459 881188
Essex County Council	0345 6061212
Essex CC Duty Emergency Planning Officer	0345 743 0430
Essex Highway Services	0345 603 7631
Essex Social Services	0345 6061212
Gas National Grid Emergency	0800 111 999
Highways Agency Queries/Fault Reporting www.highways.gov.uk/traffic-information	0300 123 5000
Maps OS mapping for emergencies	0345 605 0505
Met Office (Weather) www.metoffice.gov.uk	0870 9000100
NHS Mid Essex Primary Care Emergency	0124 539 8750
Radio BBC Essex 95.3 & 103.5 FM 729,765 & 1530 MW	01245 616066
Radio Essex Heart 96.3 & 102.6 FM	01245 524550
RSPCA www.rspca.org.uk	0300 1234999
UK Power Networks www.ukpowernetworks.co.uk	0800 3163105 01243 508838
Water Anglian Water Flooding/Sewage/Emergency www.anglianwater.co.uk	03457 145145 0800 145145
Water Anglian Water Leak	0800 771 881

Emergency contact details for neighbouring Parish Councils.

Finchingfield	Parish Clerk - Kevin Money clerk@finchingfield.pc.gov.uk Councillor Johny Strange	01206 672191 07810 781509 07557 415457
Great Yeldham	Parish Clerk – Tracey Wigmore clerk@greatyeldham-pc.gov.uk	07907 631172 01787 237832
Ridgewell	Parish Clerk – Diane Jacob ridgewellpc@gmail.com	
Sible Hedingham	Parish Clerk – Mrs L Slade clerk@siblehedinghampc.org.uk	01787 462568
Stambourne	Parish Clerk – Debbie Hilliard clerk@stambournepc.org.uk	01440 785629
Wethersfield	Parish Clerk – Dona Roder clerk@wethersfield-pc.gov.uk	01371 829094

Toppesfield Parish Profile

The parish of Toppesfield consists of two main settlements, the village of Toppesfield and the Hamlet of Gainsford End with further individual dwellings scattered across the area.

It lies in the district of Braintree within the County of Essex.

Toppesfield Village Centre OS - TL739374

It is a rural community with several Arable Farms. The Parish covers an area of approximately 5.8 square Miles (1500 hectares).

The parish comprises approximately 220 dwellings, with a population of about 510 residents.

40% of the residents are aged over 50 years old.

The village and most other dwellings are built on high ground. The centre of the village is 86 metres (282 ft.) above sea level. All roads run downhill from the centre.

Toppesfield is located at a distance from the following towns –

5 miles North West of Sible Hedingham

9 miles south of Haverhill, Suffolk,

12 miles north of Braintree,

12 miles north east of Thaxted.

Main road routes

The A1017 to the East.

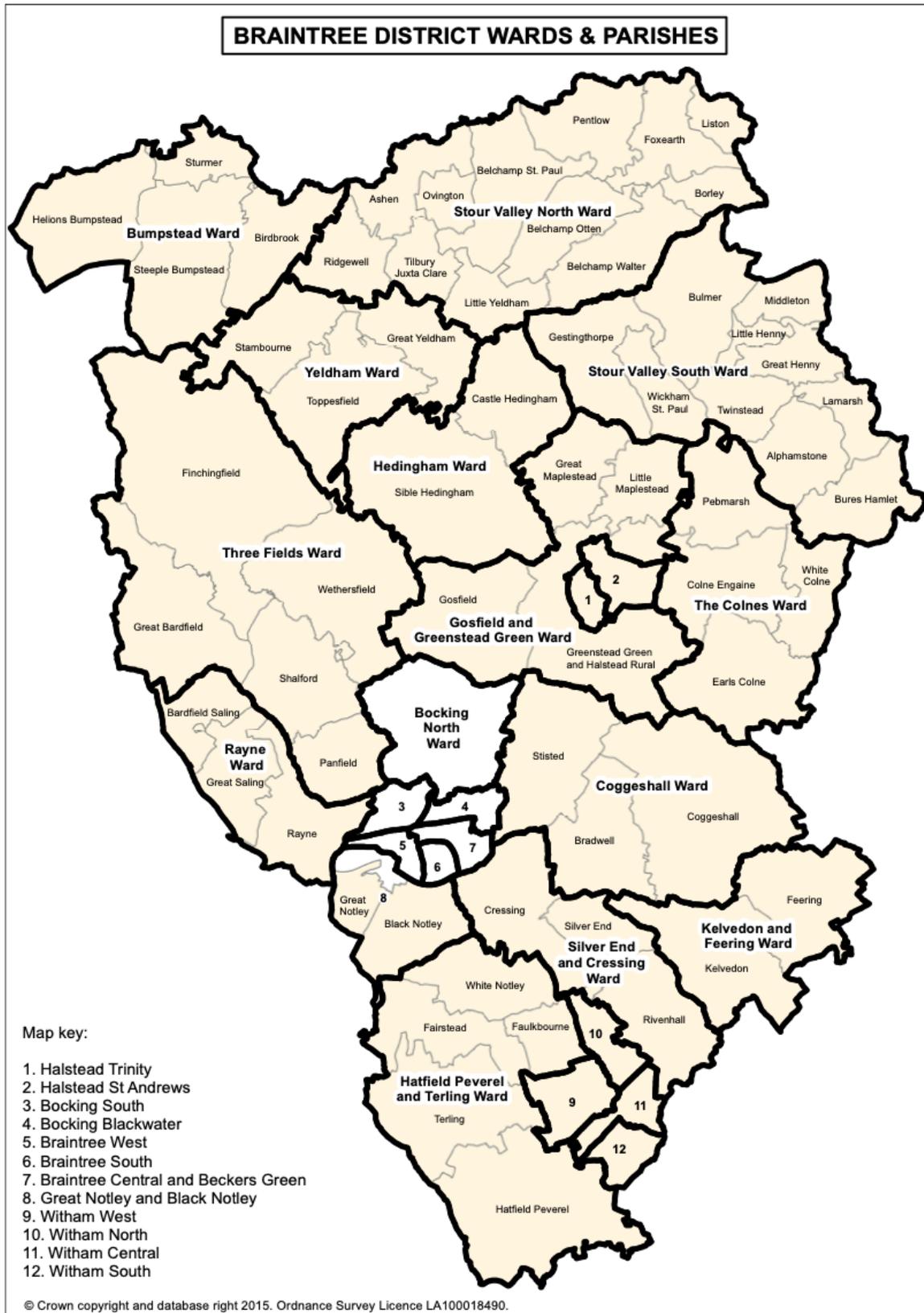
The B1057 to the West.

The A120 to the South.

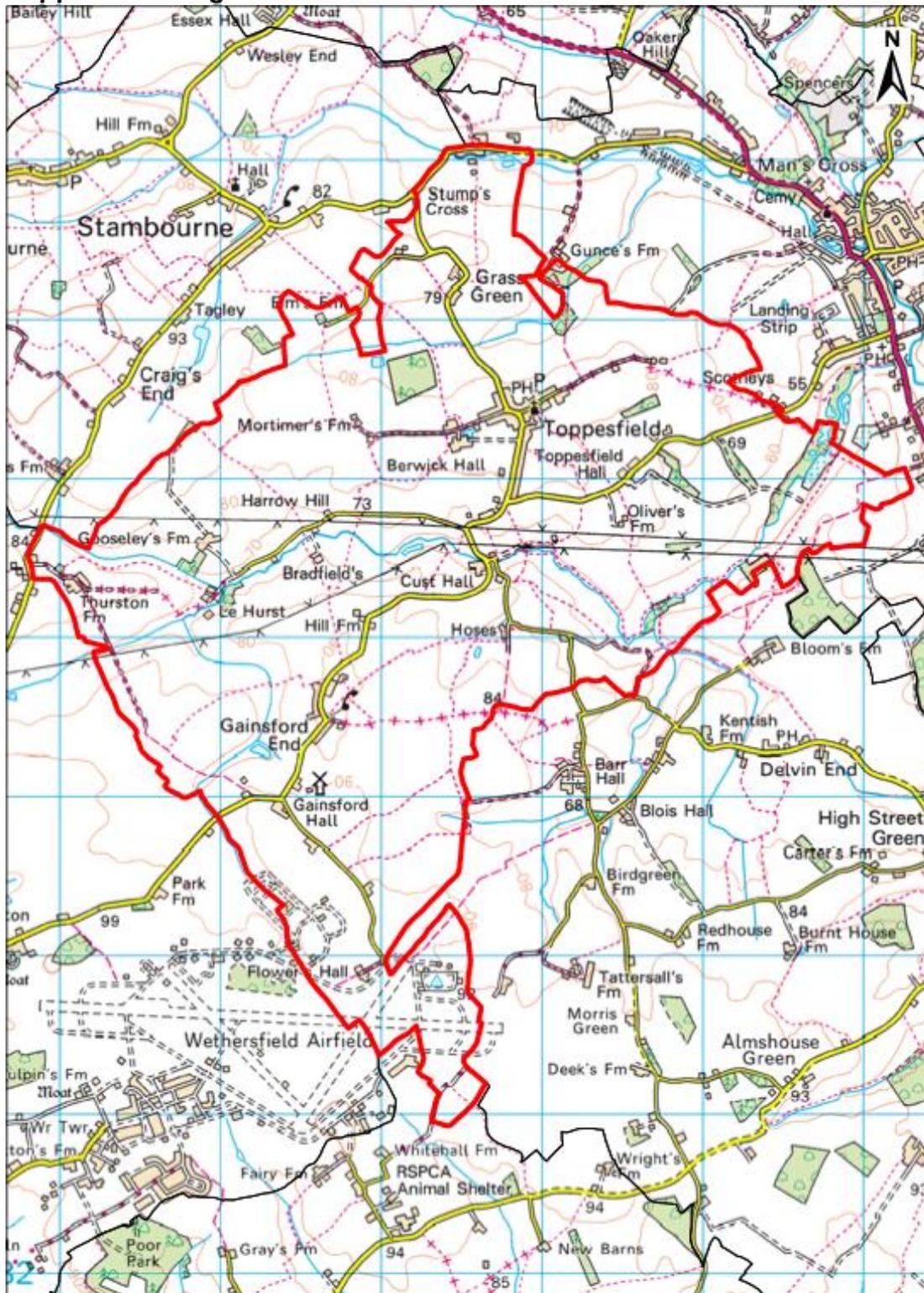
There are two secondary roads that connect the village to the outlying area.

1. A road running through the centre of the village. North to the village of Stambourne (2 miles) and Haverhill and South to Gainsford End (2 miles) and Wethersfield (6 miles)

2. A road running east to the village of Great Yeldham (2.5 miles)



Toppesfield Neighbourhood Plan Area



1:30,000

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