

Toppesfield Parish Council

Emergency Plan



Restricted Document

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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 |
|--------------|--|--------------|

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 pjedwardsholmes@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.

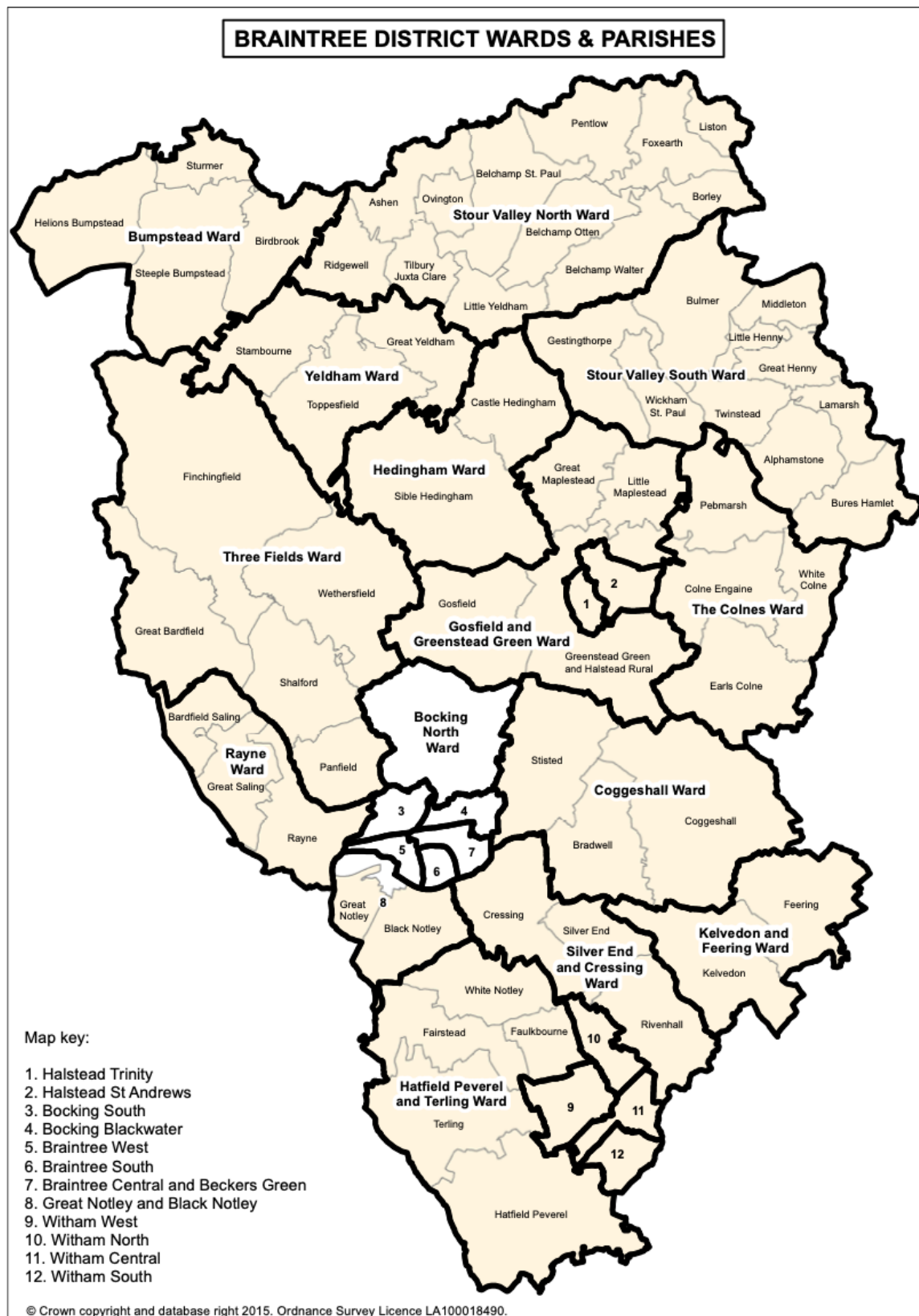
The B1057 to the West.

The A120 to the South.

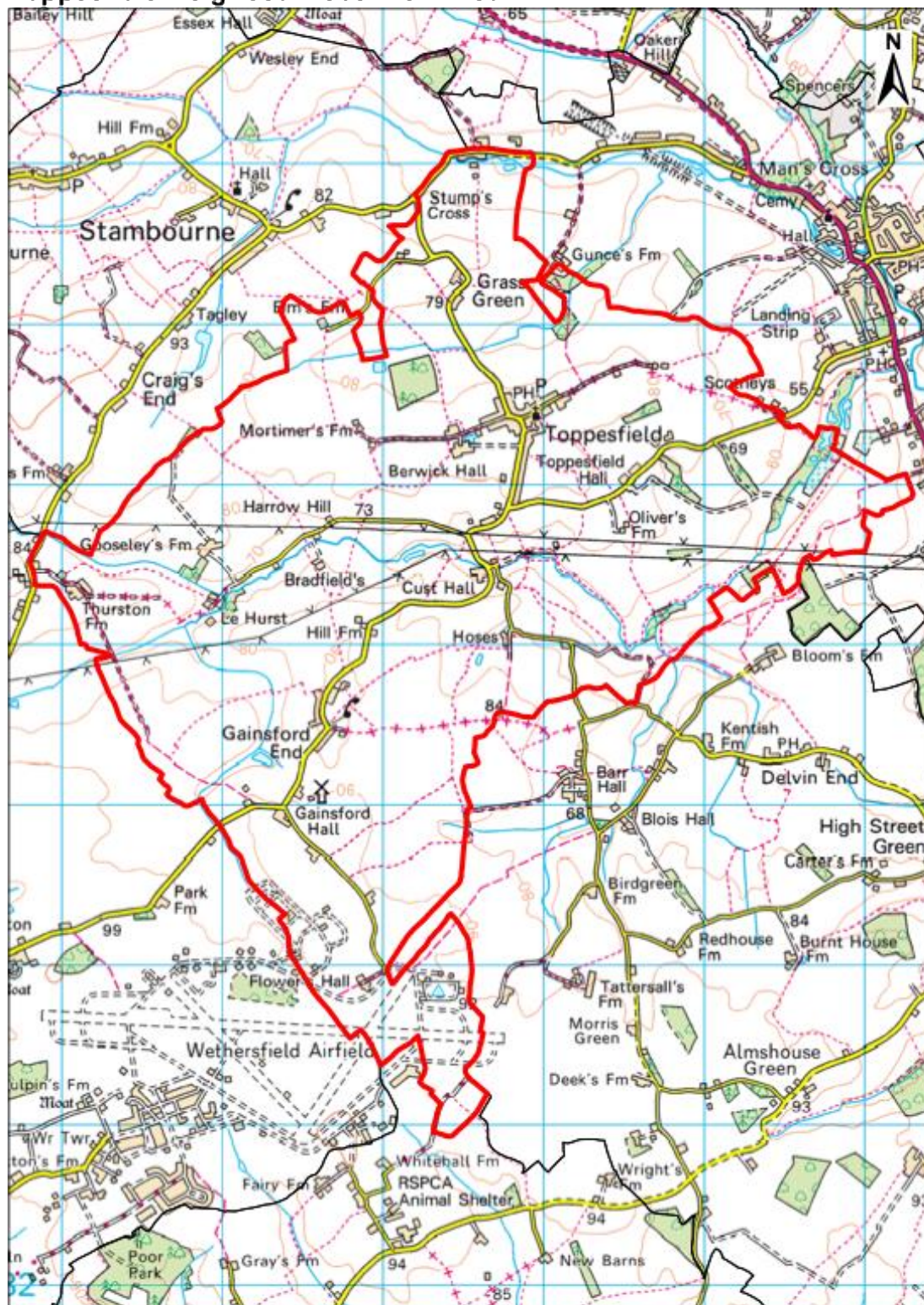
There are two secondary roads that connect the village to the outlying area.

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)

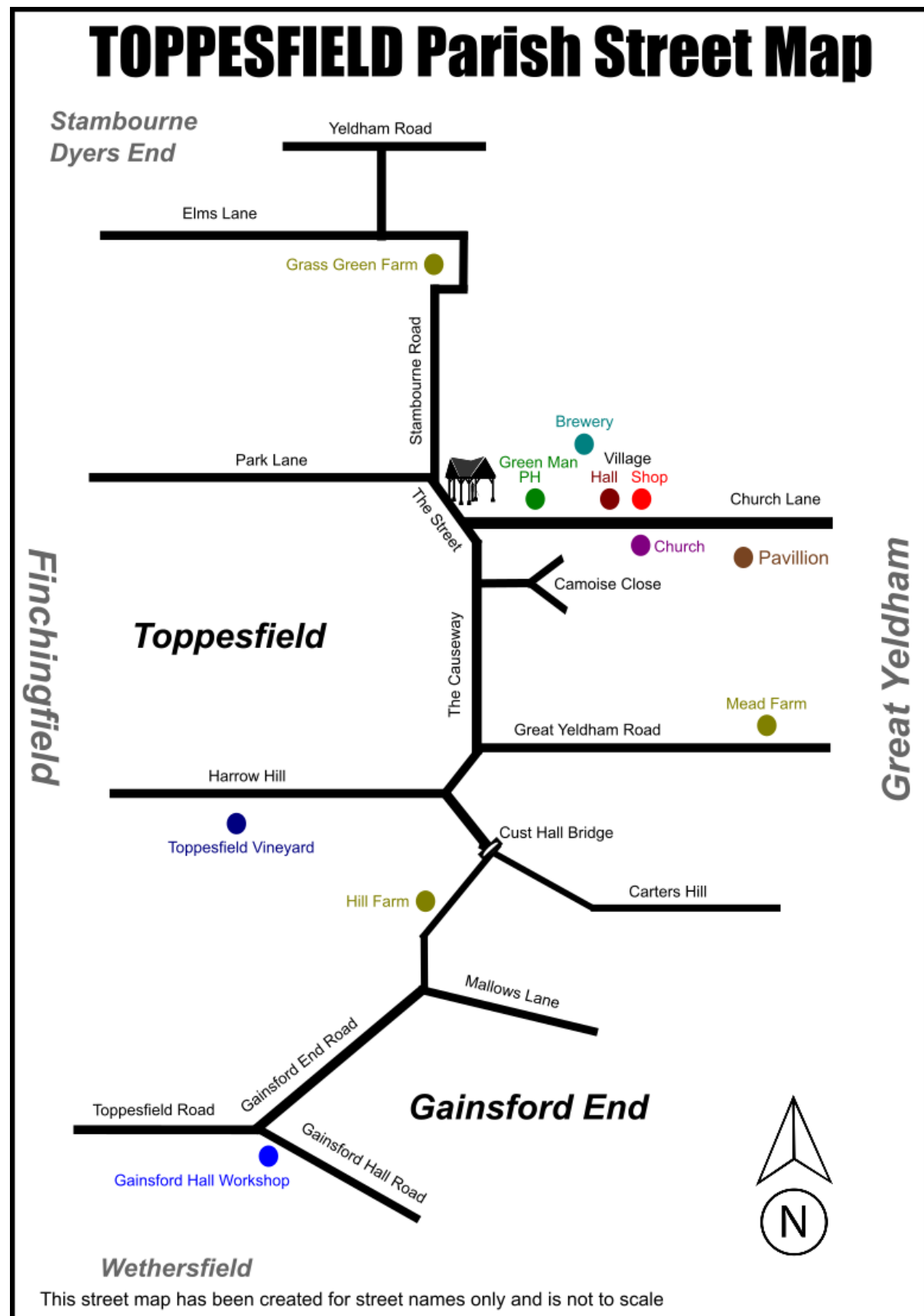


Toppesfield Neighbourhood Plan Area



1:30,000

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INCIDENT LOG

| Date & Time | Incident | Decision | Action | Completed By |
|--------------------------------|-----------------|-----------------|---------------|-------------------------|
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