

Great Somerford Community Emergency Plan Redacted Version

Plan last updated on: 01 December 2023

If there is a 'declared emergency' in your local area Wiltshire Council will be in touch.

If you are in immediate danger call 999

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INTRODUCTION

What is a Community Emergency Plan?

A Community Emergency Plan (CEP) is a tool that can be used to help the community effectively manage a serious emergency or major incident that might occur in their parish.

Wiltshire Council has plans in place for larger events that stretch the resources of the emergency services and affect large numbers of people or the environment. These events are known as “**declared emergencies**”. Local knowledge and community resources are often invaluable during an emergency and the Parish Council has a key role to play.

The Parish Council will be notified as soon as possible of a declared emergency which may affect them, and the community might be asked to mobilise their emergency response, at which point the CEP would be activated.

In a wide area emergency that impacts on many wards, initial notification is likely to come from the Emergency Co-ordination team at the Council by email, telephone or over the radio/tv. However in the event of a localised emergency that impacts a small area, the Parish Council can be expected to be contacted by a Wiltshire Council Officer. There may be circumstances when the local community decides that an incident is sufficiently serious that it will take the decision to activate the Plan without further notification.

During an emergency Wiltshire Council’s website should be fully updated with information.

What it is not

The Community Emergency Plan is not intended to replace the emergency services and other emergency responders. It provides a framework and starting point to support the local community at times of emergencies until such time as other responders are on the scene.

Contacting the Local Authority

We are asked to let the Wiltshire Council know to what extent our community has been affected by the emergency and whether there are vulnerable people that need particular support.

Plan Maintenance

To ensure that the CEP is up to date and fit for purpose it will be reviewed on an agreed frequency and during this review each section will be checked for accuracy. The CEP Co-ordinator will be responsible for reviewing the Plan and will report back to the Parish Council to confirm that the review has taken place.

It is imperative that updates or changes to the plan are approved by the appropriate persons (i.e. Emergency Response Team, Parish Council etc) before a final version is distributed.

The CEP Co-ordinator is responsible for reviewing the plan and must ensure that those on the distribution list receive an updated version.

The CEP will be exercised occasionally and the Co-ordinator will be responsible for arranging the exercise. All who are involved in the Plan must be made aware of their role and that they might be contacted during an emergency.

The CEP Co-ordinator is also responsible for making sure that the plan complies with Data Protection and all other appropriate legislation.

Emergency Response Team

In the event of the CEP being activated, the following Parish Councillors comprise the **Emergency Response Team (ERT)**.

Humphrey Gravell Co-ordinator **07775 604759**
hwglwh@btinternet.com

Assistant Co-ordinator
alicky@btinternet.com

Meriel Griffiths Chairman, Parish Council 01249 720309 **07860 843615**
merielgriffiths.gspc@btinternet.com

Toby Sturgis Vice Chairman, Parish Council 01666 510515 **07801 239778**
tobysturgis@outlook.com

Venue for ERT Meetings

Church Farm, Great Somerford, SN15 5JB

Activating the Plan

The CEP should be activated whenever an incident occurs that requires a co-ordinated community response.

As described above, it is anticipated that the Wiltshire Council will notify the community of a serious incident. **Anyone who considers there is an emergency that requires an urgent response should contact a member of the Parish Council or the Emergency Response Team.**

A member of the ERT would then lead the initial response to the incident/emergency..

LEVEL 1

Emergency contact list - Internal

Primary Contact	Name: Humphrey Gravell
	Role: Community Emergency Co-ordinator
	24hr telephone contact: 07775 604 759
	Email: hwglwh@btinternet.com
	Address: Church Farm, Gt Somerford SN15 5JB
Secondary Contact	Name Alicky Gravell
	Role: Assistant Community Emergency Co-ordinator
	24hr telephone contact: 07775 604754
	Email: alicky@btinternet.com
	Address: Church Farm, Gt Somerford SN15 5JB
Parish Council	Name: Meriel Griffiths
	Role: Chair Parish Council
	24hr telephone contact: 01249 720309 07860 843615
	Email: merielgriffiths.gspc@btinternet.com
	Address: Long Acre, Hollow St, Gt Somerford, SN15 5JD
Parish Clerk	Name: Helen Wallace
	Role: Clerk to the Parish Council
	24hr telephone contact: 07368 335251
	Email: clerk.gspc@gmail.com clerk.gspc@gmail.com
Wiltshire Council Councillor	Name: Elizabeth Threlfall
	Role: Co-ordination with Wiltshire Council,
	24hr telephone contact: 07778 110936
	Email: elizabeth.threlfall@wiltshire.gov.uk

LEVEL 1

Emergency contact list – External

Wiltshire Council Highways, Social Care, 24hr Telephone No Community Emergency Planning	Name: Wiltshire Council
	Role: Highways, Social Care, Emergency Transport
	0300 456 0100
	Email: emergencyplanning@wiltshire.gov.uk
Police Neighbourhood Team	24hr telephone contact: Tel: 101 Email: force.servicedesk@wiltshire.pnn.police.uk
Wiltshire Council Weather Team	FOR PROVISION OF SALT AND GEL SACS IN OCTOBER: Weather & Drainage Technical Officer Department of Highways & Transport Wiltshire Council Tel: 01225 712816 M. 07826 943272 Email: jack.francis@wiltshire.gov.uk
National Flood Emergency	Floodline Tel: 0345 988 1188

LEVEL 1

First steps in an emergency

Use the table to add further steps to be followed when the plan is activated

	Instructions	Tick
1	Call 999 if there is an emergency (unless already alerted)	
2	Ensure there is in no immediate danger	
3	Contact the Emergency Response Team to meet and assess the situation	
4	Use the Situation Report on page 8	
5	If the emergency is covered by one of the Annexes, use them	
6	Send messages to community volunteers	
7	Notify local authority of any issues that cannot be managed locally	
8	Assign actions, timescales and date/time of next meeting	
9	De-fibrillator in Telephone Kiosk by Volunteer Inn	
10	De-fibrillator outside the Church, Park Lane	
11	De-fibrillator in Startley	
12		
13		

LEVEL 1

Emergency Response Team - first meeting agenda

Date:
Time:
Location:
Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- The school?
- A vulnerable area?
- A main access route?

- Type of emergency:
- Is there a threat to life?
- Has electricity 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?
- Torches?
- De-fibrillator?

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?

LEVEL 2

Activation triggers

1. **FLOOD** - When we receive a flood warning, turn to Annex A
2. **SNOW** – When we receive a snow warning, turn to Annex B
3. **PANDEMIC** – When we receive a health warning, turn to Annex C
4. **LOSS OF UTILITIES** – When electricity, water is lost, turn to Annex D
5. **ANIMAL HEALTH** – When disease is declared, turn to Annex E
6. **FUEL DISRUPTION** – When there is information in the news, turn to Annex F
7. **MAJOR EMERGENCY** – When a disaster strikes, see Annex G

LEVEL 2

Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Flooding from surface water and blocked drains SEE ANNEX A	<ul style="list-style-type: none"> • Flooding of local streets • Cars travelling too quickly cause waves into properties • School bus can't get into village • Cars blocking - particularly by War Memorial, West St or Hollow St 	<ul style="list-style-type: none"> • Sign up to EA Flood alerts • Encourage residents to improve home flood defences • Identify and train flood wardens • Notify Highways Dept in autumn of gulleys that are blocked • Apply in Oct for gel sacs from Wiltshire Council to be stored at West Street Farm by arrangement with Mike Lewellen – Palmer
Snow blocking roads SEE ANNEX B	<ul style="list-style-type: none"> • Access to shop and school • Heating for local residents • See Annex B for details of farmers and equipment • See Voluntary Groups • Snow Warden to co-ordinate gritting of pavements. 	<ul style="list-style-type: none"> • Areas where gritting is required: • Tight Bend at West St • Bottom of Hollow Street • Outside Shop & School • Check safety of vulnerable people. • Apply in Oct for 1T salt to be stored at West St Farm by arrangement with Mike Lewellen – Palmer • Apply in Oct for grit bin to be refilled.
Pandemic SEE ANNEX C	<ul style="list-style-type: none"> • People being able to get to pharmacy for medication • People sick and alone 	<ul style="list-style-type: none"> • Liaise with Link Scheme and identify volunteers who can collect and deliver medicines for people who are vulnerable / live alone. • Put up posters
Power Cut SEE ANNEX D	<ul style="list-style-type: none"> • Residents can't get heat, light or hot water • Unable to cook food • Defrosting of fridges 	<ul style="list-style-type: none"> • Promote registration with suppliers as vulnerable customers • Ask volunteers to door knock • Alert LA of vulnerable people • Establish warm spaces (pub and other locations with wood-burning stoves/fires, calor gas heaters, etc)

List of organisations helpful in identifying vulnerable people in an emergency:

Organisation	Name and role of local contact	Phone number
Neighbourhood Watch	Kyle Hourigan kyle@dhsurveys.co.uk	01249 720545 07738 230595
Church	Steve Wilkinson, Vicar rector@woodbridgegroup.co.uk Anna Kent, Church Warden anna.c.kent@gmail.com	01249 723733 07786 228436 01666 510515 07880 541553
Malmesbury & District Link	Janice Vincent, Vice Chair mafvincent@btinternet.com Duty Co-ordinator (9am – 1pm Mon – Fri)	01249 721420 07714 334880 01666 840861
St Mary Lands Trust	Craig Jones craigjones3112@gmail.com	01249 721395 07840 365344.
Volunteer Co-ordinators	Sarah Brunskill sarahbrunskill023@btinternet.com Janice Vincent mafvincent@btinternet.com	01249 721361 07905 167982 01249 721420 07714 334880

LEVEL 3

Key locations identified as places of safety

Building	Location	Potential use in an emergency	Contact details of key holder
Church	Park Lane SN15 5HZ	Shelter	Adye Lord 01249 720141 maandpalord@aol.com
Walter Powell School	Dauntsey Rd, SN15 5HS	Shelter & kitchen facilities	admin.swp@dbat.org.uk DBAT property manager: Michelle Pennycott - 07706 310055
Community Room	Dauntsey Rd	Shelter & kitchen facilities	David Todd 07977 074532
The Volunteer	Crossroads	Shelter & feeding facilities	Adrian & Rihanna Freak 01249 720316 07770 0304864 info@volunteerinn.co.uk

Actions agreed with emergency responders in the event of an EVACUATION

Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.

- Help police/local authority with door knocking
- Tell emergency services who might need extra help to leave their home

Alternative communications

Communication Type	Name of contact	Location
Parish Information Email	Steve Mansfield Stephen.gspc@gmail.com	
Local Radio Station	BBC Wiltshire Radio Main switchboard: 01793 513626 Heart Radio Main Switchboard: 01793 842600	Swindon Swindon
Website http://greatsomerfordparishcouncil.co.uk/ Great and Little Somerford Public Group Facebook https://www.facebook.com/groups/greatandlittlesomerford	Stephen Mansfield Stephen.gspc@gmail.com	

SITUATION REPORT FOR HELPING CO-ORDINATE EMERGENCIES

DATE

TIME

ATTENDEES:

1. WHAT IS THE INCIDENT?

2. LOCATION OF THE INCIDENT?

3. IS THERE A THREAT TO LIFE? Y / N IF YES CALL 999

4. HOW MANY ARE AFFECTED:

ADULTS

OF THESE HOW MANY ARE VULNERABLE?

CHILDREN

OF THESE HOW MANY ARE VULNERABLE?

PETS

5. WHAT RESOURCES ARE NEEDED?

- SHELTER
- FOOD
- 4 X 4
- BLANKETS
- OTHER

6. HOW WILL WE COMMUNICATE WITH RESIDENTS?

7.. ACTION TRACKER

WHAT ACTION IS REQUIRED?	WHO WILL DO IT?	TIME/DATE COMPLETED

LEVEL 1

FLOOD PLAN

ANNEX A

TRIGGER: Local flood alert from environment agency, or local knowledge

1. Map showing areas at risk of flooding - see page 22/23

- Drains and gulleys
- Roads, bridges and crossing points that are at risk of closing

2. Contact details - see page 10

- Flood wardens
- Farmers who can assist
- Local Highways Engineer (Wiltshire Council)
- Flood and Drainage Team (Wiltshire Council)
- Environment Agency
- Voluntary Groups who are in touch with vulnerable people.

3. Preparatory work

- If there are drains/gulleys which flood and makes it dangerous for drivers when it rains contact Local Highways team in **summer months**.
- Monitor drainage. In particular West Street, Frog Lane, Glebe Field and Moor Lane.
- Encourage residents to join Environment Agency '[Floodline Warnings Direct](#)' scheme, by publicising through The Signpost **November** edition.
- **In October apply** to Wiltshire Council for Gel Sacs – see page 9.

4. Actions when a flood warning has been issued

- Gel sacs to be collected from West Street Farm Toby Sturgis
- Check security code
- Flood warden to check vulnerable properties Toby Sturgis
- Update GSPC website Steve Mansfield
- Facebook Meriel Griffiths

Notify Wiltshire Council of number homes and businesses at risk, and those that have been flooded. Toby Sturgis

LEVEL 1

SNOW PLAN

ANNEX B

TRIGGER: Alert from Wiltshire Council Severe Weather Officer, or local knowledge

1. Map showing Gritting Route - see page 24

Link to online Gritting routes -

<http://www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/gritting.htm>

Priority areas that will be gritted by Parish Council: Nil

Location of grit bins: Crossroads outside Volunteer Inn and Frog Lane

- Roads that are gritted by Wiltshire Council: The only road normally gritted by the Council is the route from Little Somerford via the village centre to Dauntsey.
- Areas at most risk: War Memorial, West Street, bottom of Hollow St

- Priority areas that will be gritted by Parish Council: **TBC**
- Location of 1 Tonne salt West Street Farm

2. Contact details - see page 10

- Snow warden volunteers
- Farmers with salt/gritting equipment
- 4 x 4 drivers
- voluntary groups that are in contact with vulnerable people

Wiltshire Council Severe Weather Team – **see page 6**

3. Preparatory work

In October

- Apply to Wiltshire Council for 1 Tonne of salt – See Page 9
- Check grit bins, and contact Severe Weather team requesting salt if necessary.
- Ask farmer to confirm their equipment can be used

Submit article for **November** edition of The Signpost

4. Actions to be taken for Snow Event or Cold Weather Alert

Put warnings on	Facebook: P.C. Website:	Meriel Griffiths Steve Mansfield
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Notify farmer (Mike Lewellen Palmer) to mobilise salt stores

Ask snow volunteers to grit pavements – bring your own shovel please!

Refill salt bins from 1 Tonne salt at West Street Farm: Snow Warden – Humphrey Gravell

LEVEL 1

PANDEMIC FLU PLAN

ANNEX C

TRIGGER: Pandemic declared by World Health Organisation

PANDEMIC FLU is the UK's highest risk. In a severe outbreak, up to 750,000 people in the UK could die of flu.

1. Form an Emergency Committee

Support Group Main contacts: Meriel Griffiths 01249 720309 Mob 07860 843615
merielgriffiths.gspc@btinternet.com

Include health care professionals if possible.

Make this committee larger than others, since during a full pandemic up to half the committee could catch the flu.

2. Contact details for:

Volunteers who can collect and drop-off prescriptions, collect food, etc. See page 11
Local Link Volunteers - provide transport to health related appointments
and collect prescriptions. See Page 11
Organisations for identifying vulnerable people. See page 11

Local GP surgery:

Malmesbury Primary Care Centre

Priory Way, Malmesbury, SN16 0FB

Tel: 01666 825825

info.ghs@nhs.net (not for emergencies)

Chippenham Minor Injuries Unit

Tel: 01249 456 403

Local pharmacy

Boots, Malmesbury Surgery Branch: Open 0630 – 2230 Sat 2030 Sun 1000 - 1600

3. Preparatory Work

- In Autumn, distribute information about 'flu jabs' on website and in The Signpost (CEP Co-ordinator)
- Share plans with the community

4. During Pandemic

- Put up NHS posters, and share with churches, village shop, etc.
- Consider cancelling public gatherings and meetings, as advised by the NHS
- Activate Street Champions and other volunteers to help people living alone:

Delivering food

Liaise with Link Scheme for collecting and dropping off prescriptions / anti-viral flu drugs

Looking after pets

Keeping in touch with infected people through email/phone.

LEVEL 1

LOSS OF UTILITIES

ANNEX D

TRIGGER: Loss of supply

1) Electricity

Scottish and Southern Energy

i) Preparation:

Download 'Power Track' App for smartphones (shows outages on a map)

Create <http://www.ssepd.co.uk/Powertrack/> as a favourite on your web browser

Encourage vulnerable people to join the 'Priority Services Register' 0800 294 329

Contact Street Champions and other voluntary groups to check welfare of vulnerable people during an outage.

If prolonged period of outage consider opening a rest centre (see list of Safe Places above)

Call 0800 072 7282 for information (0345 072 1905 from a mobile phone)

2) Water

Wessex Water

- Keep <http://www.wessexwater.co.uk/> as a favourite on your web browser • Emergencies and operational problems Telephone 0345 600 4 600 •
- Emergencies and operational problems Telephone 0345 600 4 600
- Encourage vulnerable people to join the 'Customer Care Plus' 0345 600 3 600

3) Telephone

BT

Faults:

https://www.bt.com/consumerFaultTracking/public/faults/tracking.do?pagelId=2&s_cid=con_FURL_faults&utm_source=ATL&utm_medium=FURL&utm_content=R&utm_campaign=faults

Call: 0800 800 151 (landline) or 0330 123 4151 (mobile)

Service Status:

https://www.bt.com/consumerFaultTracking/public/faults/tracking.do?pagelId=31&s_intcid=con_L1:problem%20with%20service:L2:Problem%20with%20phone:fault%20check

Vodafone	0333 040191
O2	0344 809 0202
EE	0800 952 6000

WEATHER

Wiltshire Council Emergency contact: Jack Francis Tel 01225 712816 M. 07826 943272

weather.team@wiltshire.gov.uk

Wiltshire Council Online Gritting routes:

<http://www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/gritting.htm>

Meteorological Office Weather Warnings

<http://www.metoffice.gov.uk/public/weather/warnings>

Environment Agency National Floodline: 0345 988 1188

www.environment-agency.gov.uk

LEVEL 1

ANIMAL HEALTH

ANNEX E

TRIGGER: Notification of infected premises

The risks of disease being spread by those seeking recreational access to the countryside are very small and can be reduced further by avoiding direct contact with animals.

In the event of a disease outbreak, there will be a presumption in favour of access to the countryside, subject to veterinary risk assessment.

However, restriction in the movement of animals, people and vehicles on and around infected site/premises may be put in place.

There may be disinfectants that need to be applied when entering / leaving affected premises.

2) Animal Disease

These diseases have a serious economic impact for the farmer and will cause fluctuations in price of the meat, and animal products.

There may be restrictions put on movement around the infected premises in zones.

i). Diseases that affect only the animal.

Such as Foot and Mouth, Blue Tongue and Classical Swine Fever, etc.

Access to and from infected flocks/herds will be restricted, to isolate the disease.

ii) Zoo Notice Diseases

Diseases that can pass from animals to humans

Such as Avian Influenza, E.Coli, Salmonella, etc.

Access to the area and to animals will be restricted for infection control.

2) Parish Council Actions:

Obtain up to date information from:

Department for Environment, Food and Rural Affairs (DEFRA).

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>

Animal and Plant Health Agency

<https://www.gov.uk/government/organisations/animal-and-plant-health-agency>

- Liaise with Council Animal Health Team, 0300 456 0100
- Provide information to community about closed footpaths and bridleways.
- Provide information about alternative public byways which are suitable for exercising dogs, horses, etc.
- Check that positioning of public warning and information signage stays in place, and report to Council if tampered with/removed 0300 456 0100.
- Keep in touch with the affected farmer's famil, and check their welfare.

LEVEL 1

FUEL DISRUPTION

ANNEX F

TRIGGER:

News about fuel disruption, such as tanker driver strike or supplies not reaching the UK.

Fuel disruption can cause severe hardship in rural areas that rely on vehicles to get supplies, including food and medication.

1. Use your website, newsletter, etc. to advise the community to conserve fuel:

- take fewer trips by car (walk to shops, school, etc)
- encourage the use of public transport
- use online shopping, if available.
- List heated community buildings, if heating oil supplies.
- promote Wiltshire's car sharing <https://wiltshire.liftshare.com/>

2. Identify priority workers in the community who will have preferential access to fuel. Can they offer lifts, or do shopping for their neighbours?

3. Check on the needs of vulnerable people in the community. Report anything to the Council that cannot be managed locally.

4. Nearest filling stations, and opening hours.

BP Petrol Stn, Lwr Stanton St Quintin, Chippenham SN14 6BN Tel 01666 330466. Open 24/7*
Texaco Petrol Stn, Crudwell Road, Malmesbury SN16 9JL Tel 01666 824425 Open 0600 - 2300

*May be temporarily closed

5. Ask the community **not** to stockpile fuel (it can be very dangerous!).

LEVEL 1

MAJOR EMERGENCY

ANNEX G

TRIGGER: Plane crash, serious road traffic collision, explosion, chemical spill, etc.

1. Set up a committee

The Emergency Response Team should keep in contact. If the emergency services need your assistance, they will contact you using the contact details in this plan.

2. Share message with the community

Information on the disaster will be shared with the community. Depending on the nature and location of the disaster the local coordination centre will be opened to provide a central point for information dissemination. Social media will be used to help provide information

GO IN

Go indoors, close doors and windows and shut down ventilation systems if it is safe to do so. Unless there is an obvious risk to the property this will give you good short-term protection against the vast majority of hazards.

STAY IN

Stay indoors until you know more about the situation and the appropriate action you need to take to protect yourself further. The action you should take will be different depending on the nature of an incident so you could put yourself at more risk by not waiting for further instructions.

TUNE IN

Tune in to local radio and television to find out more about what is happening. If there is a major emergency radio and TV companies will interrupt programming to give the public safety advice and information about the incident.

BBC Wiltshire

Swindon : 103.6FM and 1368AM,
West Wilts area including Chippenham: 104.3FM,
AM frequency: 1332.

Heart Radio

Swindon 97.2FM
Wiltshire 102.2FM

4. Prepare a Situation Report

From the information that you have, prepare a situation report (see page 12)

5. Evacuation

Consider putting the local place of safety on standby and activating the volunteer networks.

Plan distribution list

Name	Role	Phone number/email address	Issued on
Meriel Griffiths	Chair Parish Council	01249 720309 07860 843615 Merielgriffiths.gspc@btinternet.com	
Humphrey Gravell	GSPC Co-ordinator	07775 604759 hwqlwh@btinternet.com	
Alicky Gravell	Asst Co-ordinator	alicky@btinternet.com	
Toby Sturgis	Flood Warden	01666 7510515 07801 239778 tobysturgis@outlook.com	
Elizabeth Threlfall	Unitary Councillor	07778 110936 elizabeth.threlfall@wiltshire.gov.uk	

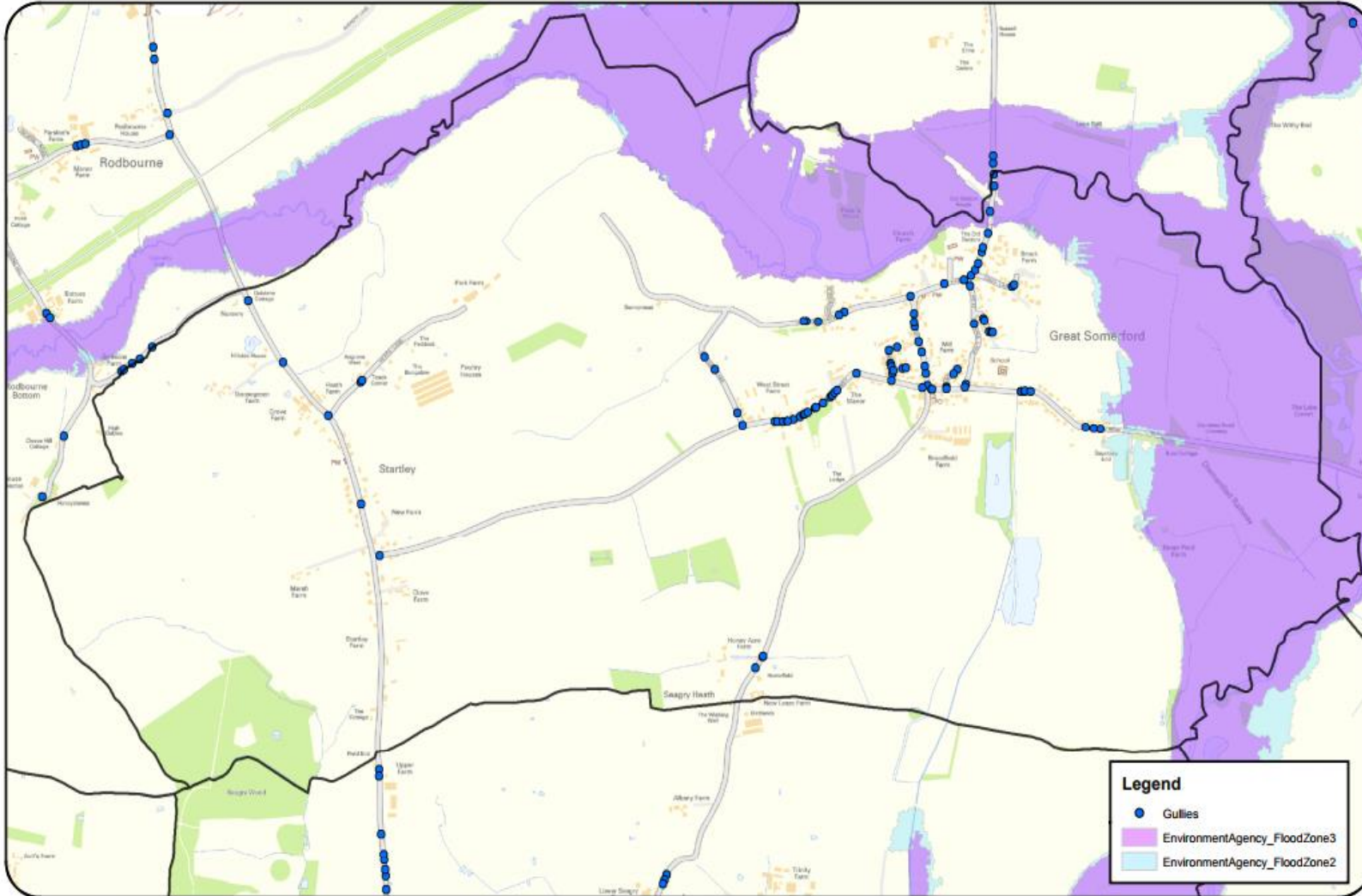
Parish Councillors		See Parish Council Website https://www.greatsomerfordparishcouncil.co.uk/council-members/	
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The redacted version of the Plan is available online at <http://greatsomerford.info/parish-council/>

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
April 2019	April 2020	Various	CB
August 2020	August 2021	Various	CB
December 2023	November 2024	various	HG

Great Somerford
Drainage Plan & Assets
General Overview

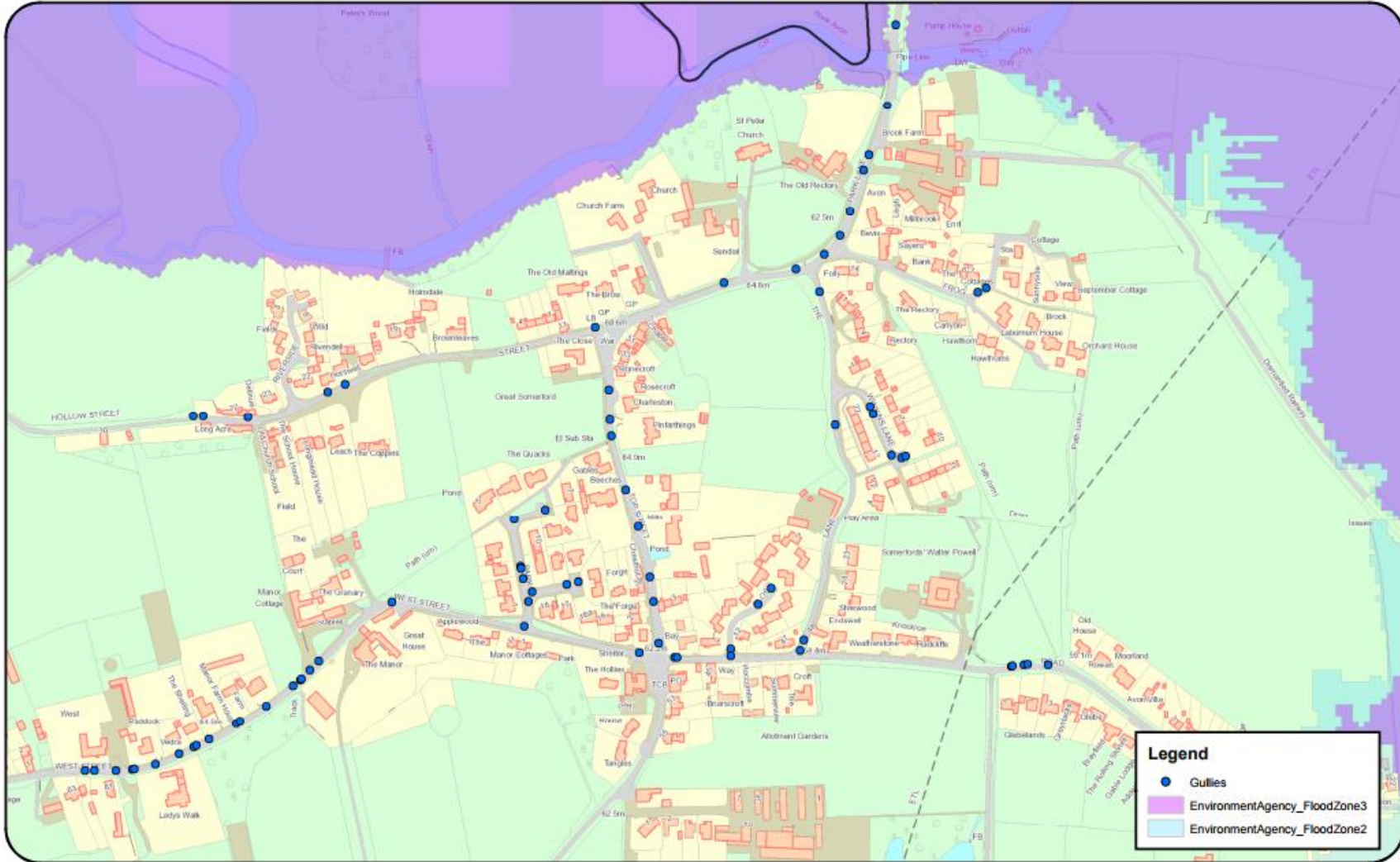


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Great Somerford
Drainage Plan & Assets
Parish Centre

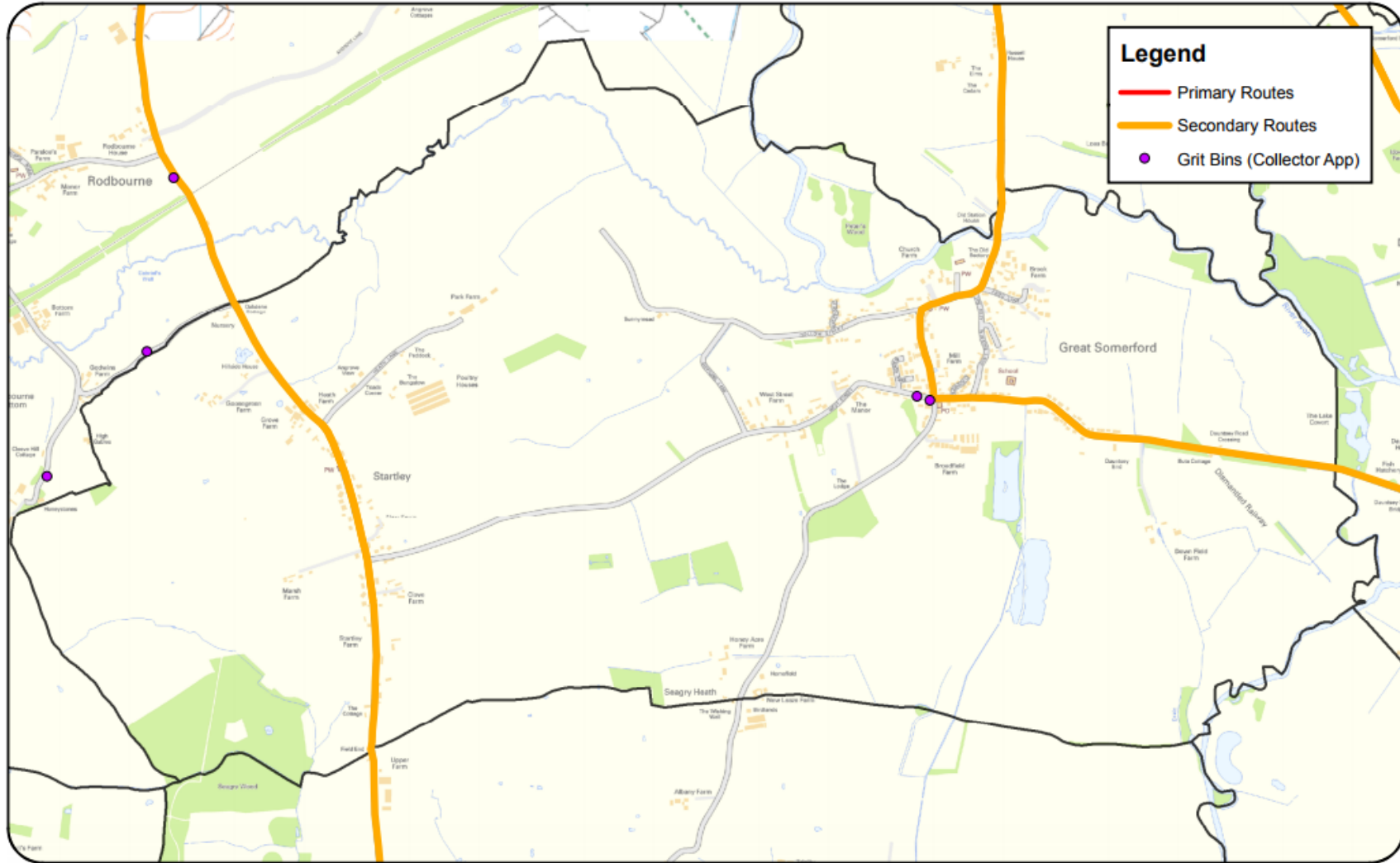


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Great Somerford
Winter Plan & Assets
General Overview



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