



Shipbourne Parish Council

Emergency Handbook

This Handbook contains:

- the Parish Emergency Plan;
- useful information compiled and maintained in readiness for an emergency;
- documents for use by the Parish Emergency Team during an emergency.

**The latest version of this document is at <http://www.shipbourne.com/parish.htm>.
Parishioners without internet access should obtain a copy from the Parish Clerk.**

All enquiries relating to the content this document should be referred to the Parish Clerk.

Email: shipbourneparishcouncil@gmail.com

Other contact details for the Parish Clerk (mail, telephone etc.) are available on the parish website (<http://www.shipbourne.com/parish.htm>) or in the parish newsletter.

IF YOU ARE IN IMMEDIATE DANGER CALL 999

Shipbourne has 3 defibrillators: 1 is located in the car park at the rear of The Chaser Inn. Call 999 to get the Access Code from the Ambulance service.

1 is located on the external entrance wall of Shipbourne Village Hall in a unlocked cabinet.

1 is located inside the Kentish Rifleman and availability is restricted to opening hours

The Emergency Co-ordinators for Shipbourne Parish are:

Sarah Huseyin, Parish Clerk 01732 86402
Nick Tyler, Chairman 07980713118

The Deputy Emergency Co-ordinators are:

Curtis Galbraith 01732 763367
James Sheldrick 01732 810721

*For further contact details see
Section B1: Parish Emergency Team Contact Details*

Data Protection

Some of the information given in response to this plan (e.g. addresses, contact numbers) is classed as 'personal data' under the Data Protection Act (DPA, 1998). Whilst holding this data is legally justified (e.g. in order to protect interests of members of the community in an emergency) the information will be stored and handled sensitively, in accordance with the requirements of the DPA. Shipbourne Parish Council is the 'Data Controller' and will ensure that 'reasonable steps' are taken to ensure that the information is collected, stored, handled, retrieved, shared and disposed of in an appropriate manner.

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DOCUMENT CONTROL

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Section A. Parish Emergency Plan

This Emergency Plan has been endorsed by the Shipbourne Parish Council, and is designed to complement the emergency plans of other bodies such as the emergency services and local authorities thus ensuring a robust coordinated approach in the event of an emergency.

Definition of an Emergency

For the purposes of this plan an emergency is defined as an event or situation which threatens serious and immediate damage across all or a significant part of our parish to:

- the welfare of our inhabitants and/or visitors;
- our environment; or
- our local or national security, e.g. as a result of war or terrorism.

In such a situation a State of Emergency will be declared within the Parish (see below).

Plan Objectives

Shipbourne is a small parish but like any other community it needs to be ready to play its part in dealing with an emergency when it occurs. This plan is therefore designed to:

- support the external emergency services (fire, police, ambulance, local authorities etc.), providing them with a single point of contact for their requests for local information, status updates and resources during an emergency;
- provide an effective two way communication system with parishioners, keeping them informed regarding the up to date status of the emergency and receiving back their local assessments for passing on to interested parties;
- enable our community to do its best to support itself when outside assistance from the emergency services or local authorities is delayed or overwhelmed;

- ensure that throughout the emergency due consideration is given to the needs of the more vulnerable members of our parish.

Plan Structure

Our plan for discharging this role has 2 elements:

- An **Emergency Management Team** to prepare for and handle emergencies;
- An **Emergency Handbook** published on the Parish website and containing:
 - A. This Plan;
 - B. Information that will be of practical use to the Team and outside bodies during an emergency;
 - C. Documents for use in an Emergency

The Emergency Management Team

The Team needs to be established in a state of readiness for any emergency that may arise.

To facilitate communication within the Parish during an emergency the Parish has been split into a number of geographical Zones. These are listed in the Section B of the Emergency Handbook.

This Emergency Management Team consists of an **Emergency Co-ordinator** and two **Deputy Emergency Co-ordinators** supported during an emergency by a number of **Zone Representatives**.

Details of the Co-ordinators and Zone Representatives are listed in Section B of the Emergency Handbook.

It is recognised that those named in the Handbook are not trained, equipped, empowered or resourced to carry out the functions of an emergency service. Their response to an emergency will generally be confined to:

- keeping relevant parties informed;
- supporting the welfare of the people in the community;
- helping to maintain normal community life.

Some Volunteers may have formal qualifications or training e.g. first aid, which may be of assistance until the emergency services arrive.

All Volunteers provide support at their own discretion and in a voluntary (not compulsory) capacity. No one is obliged to carry out duties they do not feel able to undertake.

Zone Representative's role

The Zone Representative will act as a two way communications link between the Emergency Co-ordinators and the people within their Zone and will provide general support and help within their Zone.

Emergency Co-ordinator's role

The Co-ordinators, assisted by the Parish Clerk, are responsible for publishing the Emergency Handbook and ensuring that its contents are maintained and always fit for use should an emergency arise.

It will be the responsibility of the Emergency Co-ordinator after consultation with the Chair of the Parish Council and relevant outside bodies to declare a State of Emergency within the Parish.

Such a declaration will invoke the following response to the emergency:

- Establishment of an Emergency Management Centre (see Handbook for likely location) to be manned by the Co-ordinators;
- Establishment of communications channels and provision of information, e.g. on the status of the emergency, between the Management Centre and:
 - appropriate outside bodies;
 - Zone Representatives who in turn will establish local communications within their geographical Zone;
 - The parish generally via the parish website, shipbourne.com.
- Ensuring adequate provision is being made for the vulnerable members within our community;
- Co-ordinating other local self help activities within the Parish.

Once the emergency is over the Emergency Co-ordinator will cancel the State of Emergency and announce the 'All Clear'.

Practical Information for use in an emergency

This is published in Section B of the Parish Emergency Handbook. It will be available to and used by both the Parish Emergency Team and external bodies such as the emergency services and local authorities.

It will be maintained on an ongoing basis by the Emergency Co-ordinators with the assistance of the Parish Clerk and will contain the following information:

- **Parish Emergency Team Contact Details** (address, phone number(s), email address as appropriate)
- **Shipbourne Addresses by Zone Letter**

This lists every address in Shipbourne and its Zone Letter. Use this to find out who your Zone Representative is.

- **List of Vulnerable People**

These are groups of people and individuals who, in an emergency, should be considered as potentially vulnerable, needing special consideration and a priority for support and the deployment of resources. The 'vulnerable' would include:

- The elderly who may not be very mobile;
- Those with physical disabilities;
- Those with learning difficulties;
- Parents and others looking after very young children;
- Those who are unable to see or have a severe sight impairment; □ Non – English Speakers.

For reasons of confidentiality details of vulnerable individuals will **not** be published on the web but will be maintained by the Emergency Team in an offline register for use in an emergency.

Parishioners should notify the Emergency Team of friends or family that they would like added to the 'Vulnerable' register in anticipation of an emergency.

Some people may be added to this register at short notice because they have become vulnerable as a consequence of the emergency.

- **Potential Community Shelters**
- **Other Parish Resources & Assets**
- **External Contact Details**
- **Other Agencies Outline Responsibilities**
- **About the Parish of Shipbourne**

General information about the Parish that might be of use to third parties during an emergency

- **Boundary Map of Shipbourne Parish**
- **Parish Street Maps (NW, NE, SE, SW)**
- **Local Risks Assessment**

Documents for use in an Emergency

Published in Section C of the Parish Emergency Handbook these documents are designed to help members of the Team perform their role in an emergency.

The Action Cards should be a useful aide memoire of what needs to be done and the Log Sheet should prove useful both during the incident and subsequently for debriefing purposes when trying to establish any lessons to be learnt for application in future incidents.

B1: Parish Emergency Team Contact Details

Emergency Management Centre

On declaration of an emergency the Emergency Management Centre will, if possible, be based at the Emergency Co-ordinator's residence (Willow House) see below for contact details.

Emergency Co-ordinators

	Role	Land Line (01732....)	Mobile	eMail	Address
Sarah Huseyin	Co-ordinator	886402	07733250185	shipbourneparishcouncil@gmail.com	Gable Cottage, Ismays Road, Ightham, Kent TN15 9BE
Nick Tyler	Co-ordinator	811079	07980713118	spc@thetylerfamily.co.uk	Upper Green Road, Shipbourne TN11
James Sheldrick	Dep. Co-ordinator	810721/ 810995 (office)	07771 507310	jns@aralon.co.uk	Fairlawne Home Farm, School Lane, Shipbourne, TN11 9RT
Curtis Galbraith	Dep. Co-ordinator	763637work 810338home		cgg@galbraith.co.uk	The Barn, Tinley Lodge Farm, Hildenborough Rd., Shipbourne, TN11 9QB

Zone Representatives (contact details blacked out for data protection reasons, please contact Emergency Coordinators)

Zone letter	Zone Description (next section lists addresses by Zone)	Zone Rep.	Telephone (01732)	eMail	Address of Rep.
A	<u>Budds & Nuttree</u>	Alan Bristow	[REDACTED]	[REDACTED]	Budds Oast, Mote Road, Shipbourne TN11 9QD
B	<u>Fairhill & Marchurst</u>	Curtis Galbraith	[REDACTED]	[REDACTED]	The Barn, Tinley Lodge Farm, Hildenborough Rd., Shipbourne, TN11 9QB
C	<u>Callis & Tinley</u>	Curtis Galbraith	[REDACTED]	[REDACTED]	The Barn, Tinley Lodge Farm, Hildenborough Rd., Shipbourne, TN11 9QB
D	<u>A227 South</u> (from Woodhall)	Valerie Redman	[REDACTED]	[REDACTED]	Avenue Cottage, Shipbourne Rd., Shipbourne, TN11 9NU
E	<u>Stumble Hill</u> (south from The Old Coach House inc. Shipbourne School)	Stavros Martis	[REDACTED]	[REDACTED]	Stumble Hill Cottage, Stumble Hill, Shipbourne, TN11 9PB
F	<u>Lady Vane</u>	Sandy Oram	[REDACTED]	[REDACTED]	Flat 1, Lady Vane Close, Shipbourne, TN11 9PD
G	<u>A227 North</u> (from Church House to Springhill & Plantation Farm))	Julia Sheraton	[REDACTED]	[REDACTED]	Shipbourne House, Stumble Hill, Shipbourne, TN11 9PE
H	<u>Back Lane West</u> (from Brookers)	Rob Tipping	[REDACTED]	[REDACTED]	Higlers Farm, Back Lane, Shipbourne, TN11 9PP
I	<u>Back Lane East</u> (Crockwell to Wightwicks & Ambleside)	John Playle	[REDACTED]	[REDACTED]	Waylands, Back Lane, Shipbourne, TN11 9PP
J/K	<u>Upper Green Road North</u> (Little Court to Craft Cottage)	Nick Tyler	[REDACTED]	[REDACTED]	Wellhampton House, Upper Green Road, Shipbourne, TN11 9PN
L	<u>Upper Green Lane</u>	J Cruse	[REDACTED]	[REDACTED]	4 Upper Green Lane, Shipbourne, TN11 9PW

M	<u>Upper Green Road South</u> (The Wood House to Brambleside)	David Pettengell	[REDACTED]	[REDACTED]	Willow House Upper Green Road TN 11 9PH
N	<u>Reeds & Claygate North</u> (Little Banks to Cobtree Cottage)	Viv Packer	[REDACTED]	[REDACTED]	Plantation House, Reeds Lane, Shipbourne, TN11 9RR
O	<u>School Lane</u> (inc. Point Corner & Home Farm)	James Sheldrick	[REDACTED] e [REDACTED]	[REDACTED]	Fairlawne Home Farm, School Lane, Shipbourne, TN11 9RT
P/Q	<u>Puttenden</u> (inc. Dunks Green Road South)	Roy Thomas	[REDACTED]	[REDACTED]	The Old Stables, Puttenden Manor, Shipbourne, TN11 9RH
R	<u>Hampton's Road East</u> (from Popes Villas Farm)	Paul Hollobon	[REDACTED]	[REDACTED]	Holly's Cottage, Hamptons Road, Shipbourne, TN11 9RQ
S	<u>Shipbourne North East</u> (Roughway, Dunks Green Rd North , & Long Mill Lane)	John Austin (Landlord of K. Rifleman)	[REDACTED] [REDACTED]	[REDACTED]	Kentish Rifleman, Dunks Green Road, Shipbourne, TN11 9RU

* Zone Representatives are organised into three groups, East, Central and West. This column shows the Emergency Co-ordinator who will link up with the Zone Representative for the purpose of a 2 way communication channel during an emergency

B2: Shipbourne addresses by Zone Letter

This table shows every address in each Zone

Postcode	No.	Property Name	Road	Postal Address	Zone
TN15 0NT		Wilmot Cottage	Mote Road	Ivy Hatch, Sevenoaks	A
TN11 9QD		Budds Oast	Mote Road	Shipbourne, Tonbridge	A
TN11 9QD		Great Budds House	Mote Road	Shipbourne, Tonbridge	A
TN11 9QD		Little Budds	Mote Road	Shipbourne, Tonbridge	A
TN11 9QA		East House	Hildenborough Road	Shipbourne, Tonbridge	A
TN11 9QA		Nuttree Green House	Hildenborough Road	Shipbourne, Tonbridge	A
TN11 9QA		West House	Hildenborough Road	Shipbourne, Tonbridge	A
TN11 9QL		Fairhill	Riding Lane	Hildenborough, Tonbridge	B
TN11 9QL		Fairhill Court East	Riding Lane	Hildenborough, Tonbridge	B
TN11 9QL		Fairhill Court West	Riding Lane	Hildenborough, Tonbridge	B
TN11 9QL		Garden Cottage, Fairhill	Riding Lane	Hildenborough, Tonbridge	B
TN11 9QL		The Granary, Fairhill	Riding Lane	Hildenborough, Tonbridge	B
TN11 9QA		Barrwood	Hildenborough Road	Shipbourne, Tonbridge	B
TN11 9QA		Marchurst	Hildenborough Road	Shipbourne, Tonbridge	B
TN11 9QA		Marchurst Barn	Hildenborough Road	Shipbourne, Tonbridge	B
TN11 9QA		Marchurst Oast	Hildenborough Road	Shipbourne, Tonbridge	B

TN11 9QA	1	Callis Cottage	Hildenborough Road	Shipbourne, Tonbridge	C
TN11 9QA	2	Callis Cottage	Hildenborough Road	Shipbourne, Tonbridge	C
TN11 9QN		Peacocks	Hildenborough Road	Shipbourne, Tonbridge	C
TN11 9QB		Paddock View	Hildenborough Road	Shipbourne, Tonbridge	C
TN11 9QB		The Barn, Tinley Lodge Farm	Hildenborough Road	Shipbourne, Tonbridge	C
TN11 9QB		The Oast House	Hildenborough Road	Shipbourne, Tonbridge	C
TN11 9QB		The Spinney	Hildenborough Road	Shipbourne, Tonbridge	C
TN11 9QB		Tinley Lodge	Hildenborough Road	Shipbourne, Tonbridge	C
TN11 9PU		West Green Farm	Hildenborough Road	Shipbourne, Tonbridge	C
TN11 9NU		Avenue Cottage	Shipbourne Road	Shipbourne, Tonbridge	D
TN11 9NU		Valley House	Shipbourne Road	Shipbourne, Tonbridge	D
TN11 9PA		The Hoad	Tonbridge Road	Shipbourne, Tonbridge	D
TN11 9PA	1	Hill Hoad Cottages	Tonbridge Road	Shipbourne, Tonbridge	D
TN11 9PA	2	Hill Hoad Cottages	Tonbridge Road	Shipbourne, Tonbridge	D
TN11 9PA		The Timber Yard	Tonbridge Road	Shipbourne, Tonbridge	D
TN11 9PA		Nightingale Cottage	Tonbridge Road	Shipbourne, Tonbridge	D
TN11 9PA		Woodhall Oast	Tonbridge Road	Shipbourne, Tonbridge	D
TN11 9PA		Woodhall Cottage	Tonbridge Road	Shipbourne, Tonbridge	D
TN11 9PA		Woodhall	Tonbridge Road	Shipbourne, Tonbridge	D

Postcode	No.	Property Name	Road	Postal Address	Zone
TN11 9PB		Shipbourne CP School	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PB		Old School House	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PB		School Cottage	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PB		The Red House	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PB		The Lodge	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PB		Stumble Hill Cottage	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PB		Stumble Hill House	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PE		Mallow House	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PE	1	Bateys Cottages	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PE	2	Bateys Cottages	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PE		The Old Coach House	Stumble Hill	Shipbourne, Tonbridge	E
TN11 9PD	1		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	2		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	3		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	4		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	5		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	6		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	7		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	8		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	9		Lady Vane Close	Shipbourne, Tonbridge	F

TN11 9PD	10		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	11		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	12		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	13		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	14		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PD	15		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9 PD	16		Lady Vane Close	Shipbourne, Tonbridge	F
TN11 9PE		Church House	Stumble Hill	Shipbourne, Tonbridge	G
TN11 9PE		Butchers Cottage	Stumble Hill	Shipbourne, Tonbridge	G
TN11 9PE		Shipbourne House	Stumble Hill	Shipbourne, Tonbridge	G
TN11 9PE		Chaser Inn	Stumble Hill	Shipbourne, Tonbridge	G
TN11 9PF	1	Church Gate Cottages	Stumble Hill	Shipbourne, Tonbridge	G
TN11 9PF	2	Church Gate Cottages	Stumble Hill	Shipbourne, Tonbridge	G
TN11 9PF	3	Church Gate Cottages	Stumble Hill	Shipbourne, Tonbridge	G
TN11 9PT	1	Springhill Cottages	Fairlawn	Shipbourne, Tonbridge	G
TN11 9PT	2	Springhill Cottages	Fairlawn	Shipbourne, Tonbridge	G
TN11 9PT		Plantation Farm	Fairlawn	Shipbourne, Tonbridge	G

Postcode	No.	Property Name	Road	Postal Address	Zone
TN11 9PS	1	Back Lane Cottages	Back Lane	Shipbourne, Tonbridge	H
TN11 9PS	2	Back Lane Cottages	Back Lane	Shipbourne, Tonbridge	H
TN11 9PS	3	Back Lane Cottages	Back Lane	Shipbourne, Tonbridge	H

TN11 9PS	4	Back Lane Cottages	Back Lane	Shipbourne, Tonbridge	H
TN11 9PS	5	Back Lane Cottages	Back Lane	Shipbourne, Tonbridge	H
TN11 9PS	6	Back Lane Cottages	Back Lane	Shipbourne, Tonbridge	H
TN11 9PS	7	Back Lane Cottages	Back Lane	Shipbourne, Tonbridge	H
TN11 9PS	8	Back Lane Cottages	Back Lane	Shipbourne, Tonbridge	H
TN11 9PP		Woodlands Farm	Back Lane	Shipbourne, Tonbridge	H
TN11 9PP		Wagoners Barn	Back Lane	Shipbourne, Tonbridge	H
TN11 9PP		Fairview House	Back Lane	Shipbourne, Tonbridge	H
TN11 9PP		Higlers Farm	Back Lane	Shipbourne, Tonbridge	H
TN11 9PP		Brookers Cottage	Back Lane	Shipbourne, Tonbridge	H
TN11 9PP		Crockwell	Back Lane	Shipbourne, Tonbridge	I
TN11 9PP	1	Martins Cottages	Back Lane	Shipbourne, Tonbridge	I
TN11 9PP		Martins Oast	Back Lane	Shipbourne, Tonbridge	I
TN11 9PP		The Stables	Back Lane	Shipbourne, Tonbridge	I
TN11 9PP		Higlers	Back Lane	Shipbourne, Tonbridge	I
TN11 9PP		Waylands	Back Lane	Shipbourne, Tonbridge	I
TN11 9PR	1	Wightwicks Cottages	Back Lane	Shipbourne, Tonbridge	I
TN11 9PR	2	Wightwicks Cottages	Back Lane	Shipbourne, Tonbridge	I
TN11 9PR	3	Wightwicks Cottages	Back Lane	Shipbourne, Tonbridge	I
TN11 9PR	4	Wightwicks Cottages	Back Lane	Shipbourne, Tonbridge	I
TN11 9RR		Ambleside Farm	Reeds Lane	Shipbourne, Tonbridge	I

TN11 9PL		Shipbourne Village Hall	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Yew Tree Cottage	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Bear Manor Oast	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Huntsview House	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Old Stables	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Saddlers	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Coach House	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Grange House	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Larches	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Fanecourt	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Wallside	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Learig	Upper Green Road	Shipbourne, Tonbridge	J
TN11 9PL		Providence Cottage	Upper Green Road	Shipbourne, Tonbridge	J

TN11 9PL		Little Court	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PJ	1	Grange Cottages	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PJ	2	Grange Cottages	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PJ	3	Grange Cottages	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PJ	4	Grange Cottages	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PN		Wellhampton House	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PN	1	New Cottages	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PN	2	New Cottages	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PN	3	New Cottages	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PN	4	New Cottages	Upper Green Road	Shipbourne, Tonbridge	K

TN11 9PN	5	New Cottages	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PN	6	New Cottages	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PN		Craft Cottage	Upper Green Road	Shipbourne, Tonbridge	K
TN11 9PW	1		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	2		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	3		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	4		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	5		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	6		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	7		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	8		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	9		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	10		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	11		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	12		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	13		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	14		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	15		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	16		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	17		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	18		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	19		Upper Green Lane	Shipbourne, Tonbridge	L
TN11 9PW	20		Upper Green Lane	Shipbourne, Tonbridge	L

TN11 9PW	21		Upper Green Lane	Shipbourne, Tonbridge	L
Postcode	No.	Property Name	Road	Postal Address	Zone
TN11 9PQ		The Wood House	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9PQ	1	Oakview Cottages	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9PQ	2	Oakview Cottages	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9PG		Meadow Place	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9PG		Whitehouse	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9PH		The Lee	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9PH		Copse Cottage	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9PH		Rosemead	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9PH		Willow House	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9PH		Collins Cottage	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9PH		Brambleside	Upper Green Road	Shipbourne, Tonbridge	M
TN11 9RR		Little Banks	Reeds Lane	Shipbourne, Tonbridge	N
TN11 9RR		Norcadia	Reeds Lane	Shipbourne, Tonbridge	N
TN11 9RR		Martins	Reeds Lane	Shipbourne, Tonbridge	N
TN11 9RR		Old Woodcocks	Reeds Lane	Shipbourne, Tonbridge	N
TN11 9RR		Cyder Cottage	Reeds Lane	Shipbourne, Tonbridge	N
TN11 9RR		Cyder House	Reeds Lane	Shipbourne, Tonbridge	N
TN11 9RR		Plantation House	Reeds Lane	Shipbourne, Tonbridge	N
TN11 9RR	1	Springfield Cottages	Reeds Lane	Shipbourne, Tonbridge	N

TN11 9RR	2	Springfield Cottages	Reeds Lane	Shipbourne, Tonbridge	N
TN11 9RN	1	Woodcock Corner	Claygate Lane	Shipbourne, Tonbridge	N
TN11 9RN	2	Woodcock Corner	Claygate Lane	Shipbourne, Tonbridge	N
TN11 9RN		Hawthorne House	Claygate Lane	Shipbourne, Tonbridge	N
TN11 9RN		The Acorns	Claygate Lane	Shipbourne, Tonbridge	N
TN11 9RN		Cobtree Cottage	Claygate Lane	Shipbourne, Tonbridge	N
TN11 9RT		Ash Tree Cottage	School Lane	Shipbourne, Tonbridge	O
TN11 9RT		Fairlawn Home Farm	School Lane	Shipbourne, Tonbridge	O
TN11 9RT		Fairlawn Home Farm Bungalow	School Lane	Shipbourne, Tonbridge	O
TN11 9RT	1	School Lane Cottages	School Lane	Shipbourne, Tonbridge	O
TN11 9RT	2	School Lane Cottages	School Lane	Shipbourne, Tonbridge	O
TN11 9RT		St. Giles Cottage	School Lane	Shipbourne, Tonbridge	O
TN11 9RT		The Pinnacles	School Lane	Shipbourne, Tonbridge	O
TN11 9RS	1	Point Corner	Hampton Park Road	Shipbourne, Tonbridge	O
TN11 9RS	2	Point Corner	Hampton Park Road	Shipbourne, Tonbridge	O
TN11 9RX		The Old Stables, Great Oaks	Claygate Cross	Shipbourne, Tonbridge	P
TN11 9RX		Great Oaks Cottage	Claygate Cross	Shipbourne, Tonbridge	P
TN11 9RX		Great Oaks House	Claygate Cross	Shipbourne, Tonbridge	P
TN11 9RL		Claygate	Claygate Lane	Shipbourne, Tonbridge	P
TN11 9RL		Little Clayt	Claygate Lane	Shipbourne, Tonbridge	P

TN11 9RL		The Orchard	Claygate Lane	Shipbourne, Tonbridge	P
TN11 9QY		Hookwood Mansion	Puttenden Road	Shipbourne, Tonbridge	P
TN11 9QY		Hookwood Farm	Puttenden Road	Shipbourne, Tonbridge	P
TN11 9QY		Hookwood House	Puttenden Road	Shipbourne, Tonbridge	P
TN11 9QY		Hookwood Cottages	Puttenden Road	Shipbourne, Tonbridge	P
TN11 9RH		Coach House	Puttenden	Shipbourne, Tonbridge	Q
TN11 9RH		Puttenden House	Puttenden	Shipbourne, Tonbridge	Q
TN11 9RH		Puttenden Manor	Puttenden	Shipbourne, Tonbridge	Q
TN11 9RH		The Old Stables, Puttenden Manor	Puttenden	Shipbourne, Tonbridge	Q
TN11 9RU		Silver Hill Barn	Dunks Green Road	Shipbourne, Tonbridge	Q
TN11 9RU	1	Silver Hill Cottages	Dunks Green Road	Shipbourne, Tonbridge	Q
TN11 9RU	2	Silver Hill Cottages	Dunks Green Road	Shipbourne, Tonbridge	Q
TN11 9RU	3	Silver Hill Cottages	Dunks Green Road	Shipbourne, Tonbridge	Q
TN11 9RU	4	Silver Hill Cottages	Dunks Green Road	Shipbourne, Tonbridge	Q
TN11 9RU		Silverhill House	Dunks Green Road	Shipbourne, Tonbridge	Q
TN11 9RH		Longacre House	Hamptons Road	Shipbourne, Tonbridge	Q
TN11 9RQ		Popes Villa Farm	Hamptons Road	Shipbourne, Tonbridge	R
TN11 9RQ		Holly's Cottage	Hamptons Road	Shipbourne, Tonbridge	R
TN11 9RG		Bourne Valley Fish Farm	Hamptons Road	Hadlow, Tonbridge	R
TN11 9RG		Riverside Nurseries	Hamptons Road	Hadlow, Tonbridge	R

TN11 9RG		Rivers House	Hamptons Road	Hadlow, Tonbridge	R
TN11 9RU		Kentish Rifleman	Dunks Green Road	Shipbourne, Tonbridge	S
TN11 9RU		The Roses	Dunks Green Road	Shipbourne, Tonbridge	S
TN11 9SD		Silverhill Plantation	Long Mill Lane	Dunks Green, Tonbridge	S
TN11 9SD		Dynes Cottage	Long Mill Lane	Dunks Green, Tonbridge	S
TN11 9SH		Stone Cottage	Roughway	Tonbridge	S
TN11 9SH		Woodbine House	Roughway	Tonbridge	S
TN11 9SH	1	Woodbine Cottage	Roughway	Tonbridge	S
TN11 9SH	2	Woodbine Cottage	Roughway	Tonbridge	S

B3: List of Vulnerable People

Groups

Lady Vane Close Elderly
Shipbourne School Children

Individuals

Details of vulnerable individuals are not published in the Handbook but will be retained by the Co-ordinators in a private register to be used only when needed in an emergency. During an emergency special consideration will be given to the needs of these vulnerable members of our community.

Parishioners should notify the Emergency Team of friends or family that they would like added to the register in anticipation of an emergency . Please provide the following information to the Parish Clerk in the first instance.

Name	Vulnerability	Land Line	Mobile	eMail	Address	Zone Letter

B4: Potential Community Shelters

Building	<i>Shipbourne Village Hall</i>
Location	<i>East of Tennis Courts of Tennis Courts on Shipbourne Common</i>
Potential Use in Emergency	<i>Parish Emergency Centre</i>
Contact details	<i>Curtis Galbraith(see B1 for contact details)/ Helen Leach(07762241720)</i>
Hall Size:	<i>50</i>
Facilities:	<i>Main hall, meeting room, kitchen, male, female and disabled toilets, disabled access</i>
Building	<i>Shipbourne Primary School</i>
Location	<i>A227 corner with Back Lane</i>
Potential Use in Emergency	<i>Rest Centre/safe place</i>
Contact details	<i>Headteacher (810344)</i>
Hall Size:	<i>School capacity 60 pupils</i>
Facilities:	<i>School facilities for 60 pupils including heating, kitchen and toilets</i>
Building	<i>St Giles Church</i>
Location	<i>Stumble Hill</i>
Potential Use in Emergency	<i>Rest Centre/safe place</i>
Contact details	<i>Rector(810081)/Churchwardens(8/10035/365794)</i>
Hall Size:	<i>250</i>
Facilities:	<i>Church building, one external water tap, oil central heating</i>
Building	<i>The Chaser</i>
Location	<i>Stumble Hill by St Giles Church</i>
Potential Use in Emergency	<i>Rest Centre/safe place</i>
Contact details	<i>Manager (810360)</i>
Hall Size:	<i>Restaurant, bar areas and covered courtyard</i>
Facilities:	<i>Public House, toilets, kitchen</i>
Building	<i>Kentish Rifleman</i>
Location	<i>Dunks Green</i>
Potential Use in Emergency	<i>Rest Centre/safe place</i>
Contact details	<i>Landlord (810727)</i>
Hall Size:	
Facilities:	<i>Public House, toilets, kitchen</i>

Building	<i>Fairlawne Home Farm</i>
Location	<i>Off School Lane</i>
Potential Use in Emergency	<i>Rest Centre/safe place</i>
Contact details	<i>James Sheldrick (see B1 for contact details)</i>
Hall Size:	
Facilities:	<i>Buildings can be used for accommodation with toilets & car parking.</i>

B5: Other Parish Resources & Assets

Name	Role / skill / resource	Contacts	Address
Volunteers	Organisations who would be prepared to volunteer in an emergency		
Rector of St Giles	Pastoral/Counselling	811081	The Rectory, The Street, Plaxtol
Shipbourne WI	Food & Drink preparation	Margaret Thompson, 810789	
Shipbourne Cricket Club	Various	Mark Fenton, 811067	
Zone Representatives	2 way reporting by Zone	See details section B1 & B2	
Parish Website	Online status reports re the emergency	Sarah Huseyin (07733 250185) Saul Cullen (810498)	
Newsletter Distributors	Manual distribution of status reports in the event of telecommunications failure.	Alan Bristow 832316	Budds Oast, Mote Road, Shipbourne TN11 9QD
Equipment	Tools and equipment which might be needed in an emergency and people qualified, capable and willing to operate them		
Duncan Simpson	Chainsaw operator	810933, 07973 264952	Stone Cottage, Roughway TN119SH
Geoff Taylor	Chainsaw operator Lifting equipment Cross country vehicles	07831 294248, geoff@lodgeoast.co.uk	1, Upper Green Lane, Shipbourne
Richard Olley	Chainsaw operator	811162	Kingswood Training), Waggoners, Back Lane, Shipbourne
Fairlawne Estate	Tractors/lifting equipment	Office 810881, Home Farm 810944	Fairlawne Estate Office, Home Farm
The Chaser	Defibrillator	The Manager (810360)	Shipbourne (centre)
Supplies	Food, water and medical supplies and local suppliers and businesses who would be willing to provide them		
The Chaser	Food supply & preparation	The Manager (810360)	Shipbourne (centre)
Kentish Rifleman	Ditto	John Austin (Landlord) 810727	Dunks Green
Fairlawne Estate	Livestock	Office 810881, Home Farm 810944	Fairlawne Estate Office Home Farm
Haywards	Butchers	355611	York Parade

Name	Role / skill / resource	Contacts	Address
Shipbourne Farmers Market	Bread, Meat & Veg	Bob Taylor(organiser) 833976	
Sainsburys	Supermarket	581830	York Parade
Co-Op	Supermarket	350318	York Parade
<u>Water</u>			
Bottled water from York Parade Supermarkets and Fairlawne Estate			
South East Water		0333 000 0002	0333 000 0365 (out of hours)
<u>Medical Supplies / Doctors</u>			
Thompsons	Pharmacy	833433	Riding Lane, Hildenborough
Curries	Pharmacy	355550	York Parade
Dr. Caroline Wragg	Doctor	07778 514400 01732 810394	The White House, Dunks Green
HTMG	Medical Centre/Pharmacy	838777(Hildenbor'gh) 352784(Trenchwood) 111 (Out of Hours)	

B6: External Contact Details

Adjacent parishes	Clerk		Chair
Plaxtol	Linda Thomas 01732 810600 thomaslinda@btconnect.com		Patrick Thomas 01732 810600
Hildenborough	Mrs P Gow 01732 832367		Mrs Margaret Coles 01732 832583
Hadlow	Melanie Stepkowski 01732 851878 clerk@hadlowpc.co.uk		Nick Collins 01732 850968 /07768 804521 nicolins@btinternet.com
Ightham	Sarah Huseyin (01732) 886402, 07733 250185 ighthamclerk@gmail.com		Rodney Willingham 01732 810656, 07887 524946
	Office	Out of hours	Other
Local authorities			
TMBC Council Offices	01732 844522	01732 844522	Customer.services@tmbc.gov.uk
Emergency services			
Police	101	999	
Fire service	01622 212451	999	
Ambulance service	03001230999	999	
Environment Agency			
Kent office, Addington	08708 506506	-	
Emergency hotline	0800 80 70 60	-	-
EA Floodline	0845 988 1188	0845 988 1188	-
Utility companies			
National grid (gas emergencies)	0800 111999	0800 111999	-
National grid (electricity emergencies)	0800 40 40 90 105	UK power networks 0800 783 8838	-
South east water (emergency)	0333 000 0365	Leakline 0333 000 3330	-
Southern water (emergency)	0845 278 0845	Leakline 0800 820 999	-

During wide-spread events, further information may also be found through local media such as:

- BBC Radio Kent 96.7FM, 774 AM and on DAB
- BBC Kent <http://www.bbc.co.uk/news/england/kent/>
- Kent Messenger http://www.kentonline.co.uk/kent_messenger/news.aspx
- Environment Agency <http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>
- Met Office <http://www.metoffice.gov.uk/public/weather/>

B7: Other Agencies Outline Responsibilities

County Council & District/Borough Council

This list covers the responsibilities of all local authorities, and shows how these are split between County Council and district council. Where a responsibility falls to one party, the other may agree to carry it out on their behalf, through mutual aid arrangements, or provide support.

		County	District
1	Provide a 24 hour point of contact to receive alerts and warnings, and for the management of a large volume of public calls	✓	✓
2	Co-ordinate the local authority response where more than one district is involved	✓	
3	Establish and staff a local authority Forward Control Point	Liaise	Lead
4	Alert Health Authorities where action other than direct casualty care is required	✓	✓
5	Liaise with Central and Regional Government	✓	
6	Liaise with administrative authorities in bi-national or multinational emergencies	✓	
7	Arrange for military aid	✓	✓
8	Assist in providing a catering service for involved personnel	✓	
9	Alert and coordinate voluntary organisations	✓	✓
10	Arrange attendance of ministers of religion	✓	
11	Support other responders with council resources	✓	✓
12	Implement animal health measures	✓	
13	Support other responding agencies in the response to a communicable disease outbreak	✓	✓
14	Establish a system for disseminating information to the public, in cooperation with other responders, and make premises available for Public Information Centres	✓	✓
15	Open and run support centres as required	✓	✓

Environment Agency

The Agency has responsibility throughout England and Wales for:

The management and regulation of the water environment, including abstraction licensing, pollution control, flood warning and flood defence.

Controlling industrial pollution, particularly at nuclear, oil and chemical sites and major industrial processes.

Regulating the transport and disposal of wastes.

The Agency will attend all incidents posing a significant or potentially significant environmental impact, or, in specific circumstances, posing a threat to human health. It will take appropriate action to prevent or mitigate the effects of such incidents and should always be informed of them as soon as possible. These might involve pollution of controlled waters, unauthorised disposal of waste (including fly tipping), accidents with radioactive substances, chemicals or major industrial processes, flooding, drought and low river flows, fish kills and poaching.

The Agency will work with the KFRS to minimise the threat to the environment caused by chemical spills and contaminated fire-water run-off and warn appropriate parties who may be affected by the associated dangers. It will also investigate the causes for possible legal action.

According to the seriousness of the incident, an Agency officer will attend as soon as possible following receipt of a report within a maximum of two hours during normal office hours and within four hours outside office hours. However, these are maximum times and every effort will be made to attend as quickly as possible.

The Agency operates a 24-hour service for reporting incidents and will usually be alerted by the emergency services or the local authority. **The public throughout England and Wales can report pollution incidents on the national reporting number 0800 807 060**

B8: About the Parish of Shipbourne

The Parish lies east of Sevenoaks and north of Tonbridge.

Neighbouring parishes are: Plaxtol & Ightham to the north, Hadlow & West Peckham east, Hildenborough, south west and Seal, north west.

The Parish is in the borough of Tonbridge & Malling, and has a population of 400 inhabitants in 200+ dwellings

The Parish comprises

- the central village area around Shipbourne Common & Green,
- the surrounding countryside of agricultural land, wood land and park land, much of it owned by the Fairlawne Estate, with dispersed groups of buildings that are almost entirely residential or used for farming purposes
- a major section of Shipbourne Forest is on the south side of the Parish
- a small area including dwellings/pub is at the south end of Dunks Green.

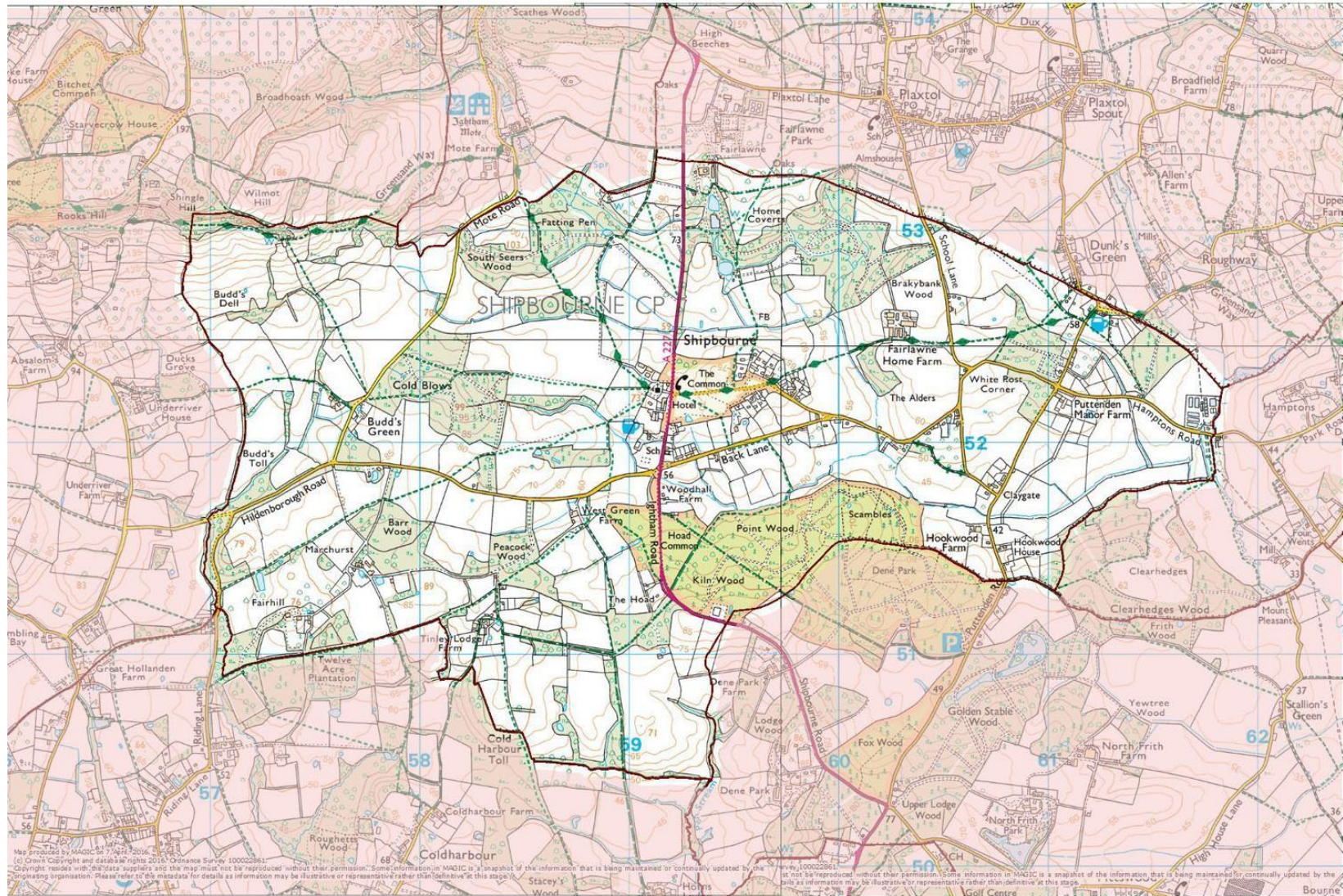
The Parish is situated in the Metropolitan Green Belt and is an area designated as a Special Landscape Area.

The central village including the pub, the church, the village school and The Common is within a Conservation Area.

Much of the village lies within the Kent Downs Area of Outstanding Natural Beauty

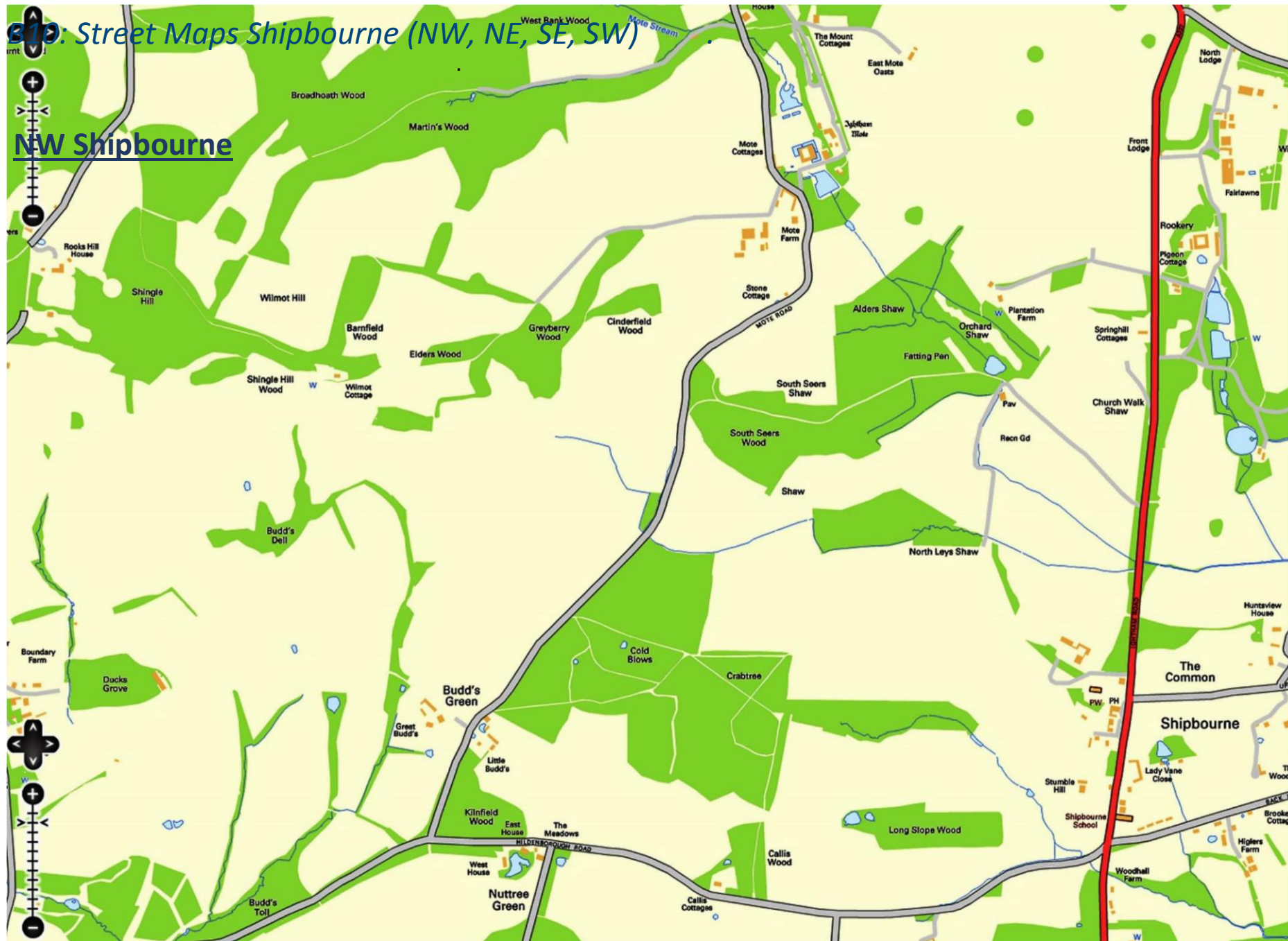
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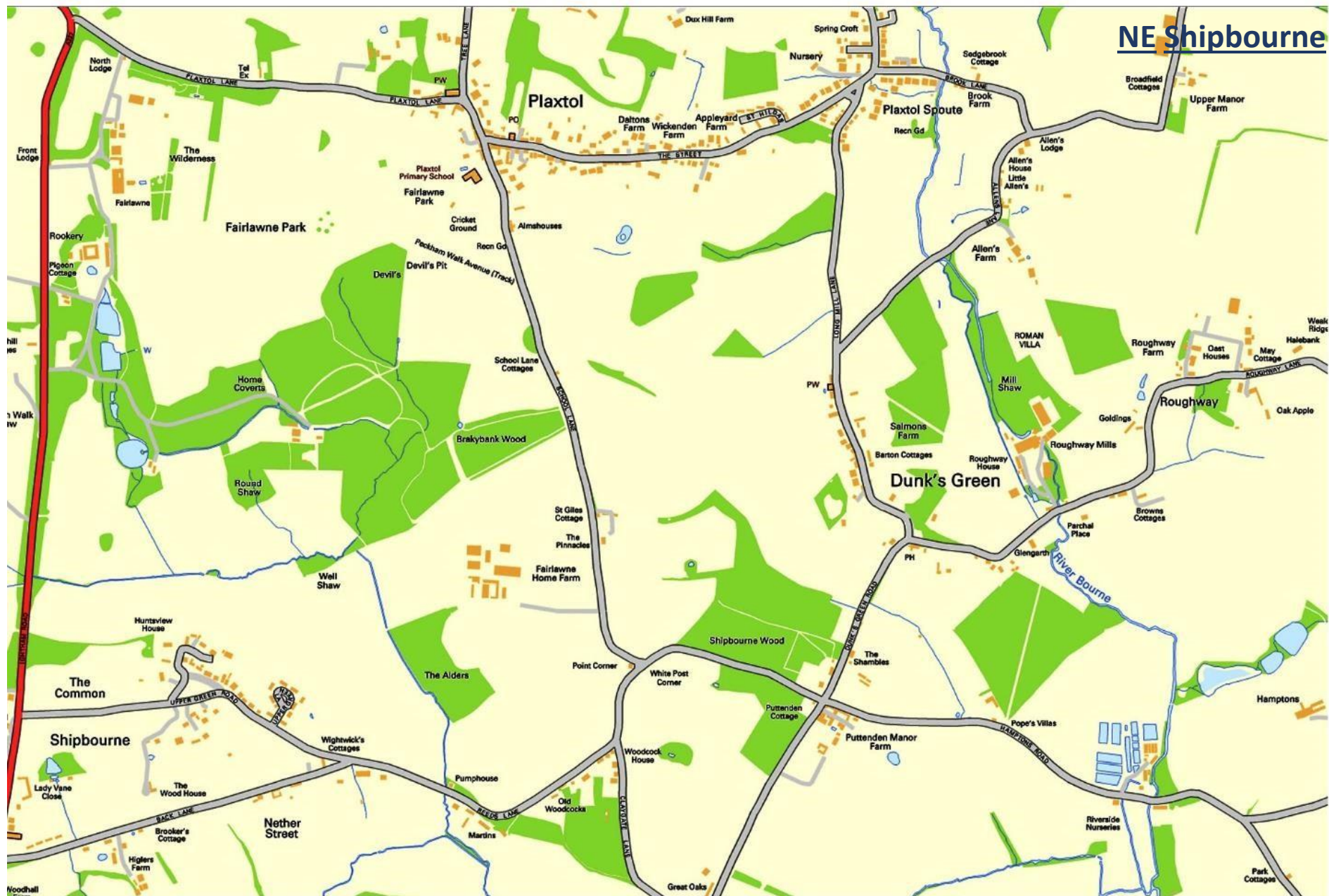
B9: Boundary Map of Shipbourne Parish

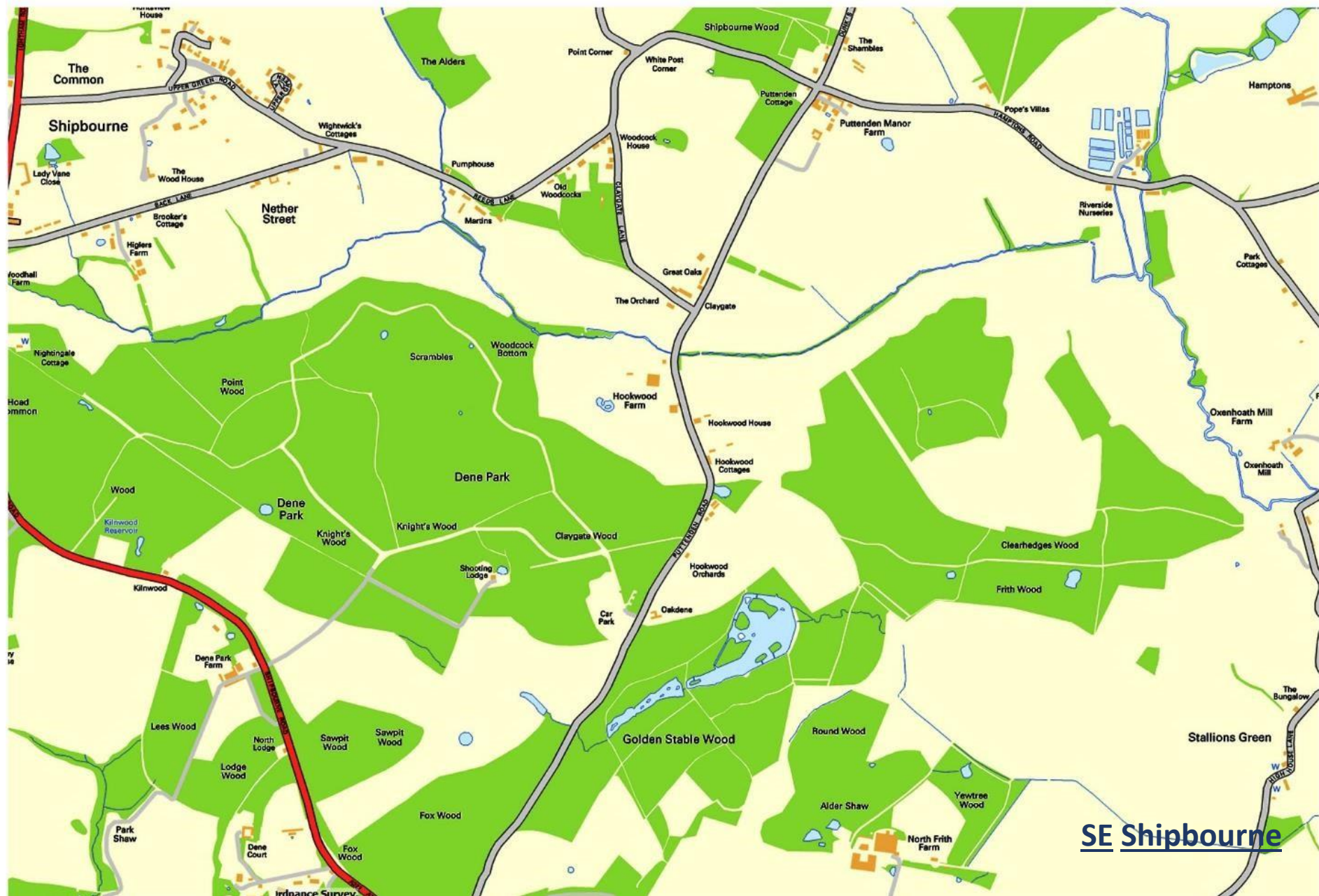


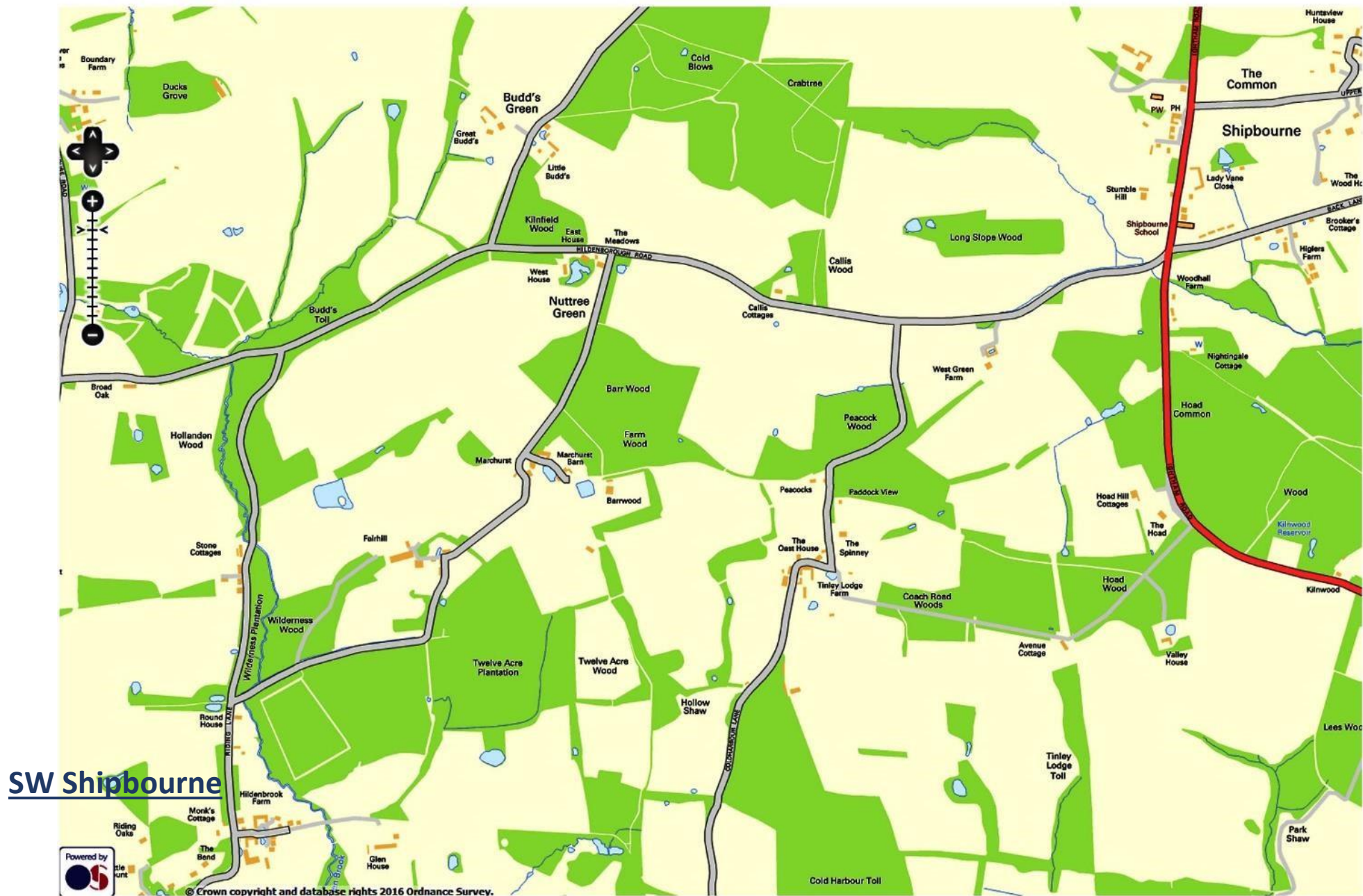
B10: Street Maps Shipbourne (NW, NE, SE, SW)

NW Shipbourne









B11: Local Risks Assessment

In order to improve the community's ability to respond to local emergencies, the Community Emergency Team will endeavour to be aware of local risks that might necessitate the declaration of an emergency, their potential impact and what can be done to prepare for such an emergency.

Any member of the community Parish is welcome to offer information on risks for adding to the list, please use the contact details on the cover.

Risks	Impact on community	What can the ShipbourneCommunity do to prepare?
Electricity Network failure	This might happen for a variety of reasons e.g. high winds, cyberattack, system failure.	<p>This could affect premises heating (including fuel oil boilers), lighting, cooking facilities and telecommunications.</p> <p>The Potential Community Shelters listed in Section B may be able to provide a refuge for those worst hit.</p> <p>The Vulnerable Persons Register will identify those people in the parish that need to be given special consideration.</p>
Loss of Telecommunications	Ditto or Electricity Network Failure effecting the telecommunications systems or the recharge of devices.	Becomes a real problem if landline, mobile and broadband are all unavailable. In this situation parish communications will need to rely on messages by hand between the Emergency Communications Centre and Zone Representatives.
Loss of water supplies	In certain circumstances, e.g. heat wave or pollution, the water authority may ration supplies of drinking water.	The Water Authority would manage this situation.


Risks	Impact on community	What can the ShipbourneCommunity do to prepare?
High Winds	As in the 1987 hurricane very high winds can create major problems across the parish. There are many trees in Shipbourne. Falling or fallen trees pose a threat to: individuals; premises; access roads; overhead electricity and telecommunications distribution.	As such incidents can overwhelm the emergency services (at least in the initial stages of the emergency) the Parish Emergency Handbook should list self-help resources available within the parish for making safe and priority clearance of trees. The Potential Community Shelters listed in Section B may be able to provide a refuge for those worst hit. Residents to be aware of weak trees on their land.
Low Temperature & Heavy Snow	There is no piped gas to the village. Most of the village is heated by fuel oil which can start to solidify at low temperatures. Heating of premises is therefore at risk. The vulnerable will be particularly at risk. As in January 1987 drifting snow can block all access routes to the parish for maybe several days hindering supplies including fuel oil..	See comments for Electricity Network Failure above. As such incidents can overwhelm the emergency services (at least in the initial stages of the emergency) the Parish Emergency Handbook should list self-help resources available within the parish for clearing snow, de-icing roads. The Potential Community Shelters listed in Section B may be able to provide a refuge for those worst hit.
Heat Wave	Shipbourne is surrounded by woodland, parkland, arable land and pasture. In very hot and dry conditions this land might catch fire and put some premises at risk.	The preparation of this Shipbourne Emergency Handbook will enable the parish to better support the emergency services who will take the lead in this type of emergency.

Risks	Impact on community	What can the ShipbourneCommunity do to prepare?
Local Fluvial Flooding	<p>The topography of Shipbourne is such that widespread flooding is unlikely.</p> <p>The main access routes into Shipbourne are not under threat.</p> <p>There is a risk of flooding from the River Bourne in the extreme east of the parish.</p>	<p>Any flooding is unlikely to justify the declaration of a parish emergency.</p> <p>Those residents in premises at risk from the River Bourne flooding should develop their own plans for such an incident.</p>
Terrorist	Unlikely that a village such as Shipbourne would be under attack.	Impossible to make specific plans for dealing with such an emergency at local level.
Toxic chemical or radioactive substance release	The release would be unlikely to occur within the parish but there could be a risk from releases occurring further afield.	Ditto

Section C: Documents for use in an Emergency

C1: Emergency Co-ordinator Action Card

This Action Card has been written for the Emergency Co-ordinator but as the role of the Deputy Co-ordinators is to support and where necessary to deputise for him they too can use this Action Card as a useful aide memoire.



	Action	Notes / Complete
1	Call 999 (if necessary) and follow any advice given	
2	Ensure you are in no immediate danger	
3	Begin a log of conversations, actions and decisions.	
4	Ensure you have the Parish Emergency Handbook to hand	
5	Consult with emergency services/ local authority/ Parish Council Chair as appropriate and take decision to <u>declare</u> a State of Emergency for the Parish	
6	Update Deputy Emergency Co-ordinators (2)	
7	Initiate telephone tree and promulgate State of Emergency within Parish to those under threat	
8	Assign specific roles / areas of responsibility to Emergency Management Team as needed; e.g. communications, loggist, resources, information, welfare provision, etc. and confirm actions.	
9	Open community shelter if required.	
10	Alert volunteers / relevant resource holders as required.	
11	Establish Telephone Tree as a two way communication channel. Fill any gaps in the tree resulting from absence etc.	
12	Alert District Council as appropriate	
13	Support and handover control to emergency services / other authorities if required.	
14	Provide local knowledge and frequent updates to authorities.	
15	Coordinate community response.	
16	Support the vulnerable	
17	Regularly review progress of incident; respond as appropriate.	
18	Confirm and communicate end of incident.	
19	Complete incident log.	
20	Support community in recovery.	
21	Arrange debrief and review preparedness / plan as necessary.	

C2: Zone Representative Action Card



	Action	Notes / Complete
1	Receive notification of State of Emergency from Parish Emergency Co-ordinators.	
2	Ensure you have the Parish Emergency Handbook to hand	
3	Maintain a log of conversations, actions and decisions.	
4	Communicate the State of Emergency within your Zone and collect feedback to pass back to the Co-ordinators (up the Telephone Tree)	
5	Ensure the needs of the vulnerable within your Zone are being addressed.	
6	Support the Community Emergency Coordinators in their role.	
7	Provide ongoing communication and support within your Zone and continue to pass up the telephone tree.	
8	Once you have received notification that the State of Emergency is over advise the people in your Zone accordingly.	

C3. Log Sheet

For use by Emergency Co-ordinators and Zone Representatives.

All actions need to be logged throughout an emergency and this can be used as proof when saying what you did and why. It is also a useful tool when giving out information and briefings.

Date	Time	Action	Initials

Document Control

Shipbourne Emergency Handbook

Revision History

Summary of changes	Issue number & date	Approved by
New Issue	V01.00 29/11/2016	Parish Council
Revised Issue	V02.00 13/03/2020	Parish Council