



Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk
Web site: www.kingtontowncouncil.gov.uk

Planning and Environment Committee

On Monday 11th May at 6.00pm

at

The Old Police Station, Market Hall Street, Kington
for the purpose of transacting the following business

Committee Members: Cllrs. E. Banks, B. Bishop, N. Cornish,
M. Fitton, J. Gardner, E. Rolls, P. Sell, M. Woolford & R. Widdowson

Agenda

1. To receive apologies, declarations of interest and requests for dispensation
2. Minutes: To approve Minutes of the meeting held on 13.04.2026
3. Planning & Licensing Matters:
 - a) 231767 – Arrow grange, Kington, Herefordshire HR5 3HD
Appeal under Section 78, Town and Country Planning Act 1990
 - b) To note planning enforcement action, if any
 - c) To note planning decisions by Herefordshire Council since the last meeting
4. Environmental Matters:
 - a) High Street
 - b) Planters and floral displays
 - c) Allotments
 - d) Footpath and Highway matters
 - To consider concerns regarding Route 44 Café and to determine whether any actions or representations to relevant authorities is required.
 - To consider proposals for town signage from Cllr. Woolford.
 - e) War Memorial
 - To consider response from War Memorial Grant Application regarding specific repair work to memorial.
 - f) Churchyard maintenance.
 - g) Litter and pavement sweeping
 - h) Update on proposal for 20mph zone in Kington
 - i) Emergency Plans
 - To consider the development of a combined Flood Plan and Emergency Plan
5. Public Realm Funded works update
6. Date and Time of next meeting and items for the agenda.

Ruth Robinson

Assistant Clerk, Kington Town Council
The Old Police Station, Market Hall Street, Kington, HR5 3DP
Tel: 01544 239 098 or Mob: 07483 914 485
Email: clerk@kingtontowncouncil.gov.uk

7.4.2026

Members of the public are welcome to attend meetings of the Planning & Environment Committee and may, at the discretion of the Chairman, speak on some agenda items. For more information on how you can participate in Committee meetings of Kington Town council, please speak to the Clerk at the address above.

Minutes of the Planning & Environment Committee

Monday 13th April 2026

6.00pm

at the Old Police Station, Market Hall Street, Kington.

PRESENT

Cllr. M. Woolford - Chair
Cllr. E. Banks
Cllr. B. Bishop
Cllr. N. Cornish
Cllr. E. Rolls
Cllr. P. Sell
Cllr. R. Widdowson

IN ATTENDANCE

Michael Greenfield – Town Clerk
Ruth Robinson – Assistant Clerk
No members of the public

Minute	Agenda item	
P&E 019-26	1	Apologies, Declarations of Interest and Requests for Dispensation There were no apologies. Cllr. P Sell declared a personal interest in agenda item 4(c) relating to Allotments and 4(f) relating to Churchyard Maintenance. Cllr. E. Banks declared a personal interest in agenda item 4(f) relating to Churchyard Maintenance. There were no requests for dispensation.
P&E 020-26	2	Minutes Minutes of the meeting held on 2 nd March 2026 were approved and the Chair was authorised to sign the Minutes as a true record of proceedings at that meeting.
P&E 021-26	3 a)	Planning and Licensing Matters Planning applications now due for consideration <ul style="list-style-type: none">• Ref: <u>260635</u> Site: Lady Hawkins School Dev: Construction of permanent classroom block and vertical platform lift with link bridge following removal of existing mobile classrooms. RESOLVED: No objection and to support the application.

- b) **Planning enforcement action**
None received.
- c) **Planning decisions by Herefordshire Council since the last meeting**
None received.

P&E 022-26

4 **Environmental Matters:**
a) **Town Centre**

To note letter from Openreach regarding installation of telegraph poles in Headbrook and Bridge Street.

Cllr. Widdowson introduced the correspondence in relation to Open Reach and the wider impact the work will have on the town, as replicated in other areas across the country.

Members expressed concern as to the long-term plan from Open Reach within Kington.

RESOLVED: That Cllr. Widdowson and the Clerk write to Open Reach and invite them to Kington, to enable them to discuss their work within the local area.

To note request from Cllr. Cornish regarding empty shop premises.

Cllr. Cornish expressed concern regarding several empty shops in the town, in addition Members highlighted several other concerns, which could possibly be a danger to the public, if possible further damage occurred to buildings.

One highlighted vacant property is the Headley Simcock building. Herefordshire Council may be unaware as to the state of various vacant properties in Kington.

Members to provide the Clerk with details of vacant properties of concern, including addresses.

RESOLVED: That the Clerk write to Herefordshire Council regarding vacant properties, to ascertain what they can do, using their statutory powers.

b) **Planters and Floral Displays**

To note quotation for planting up floral displays and baskets for 2026-2027.

RESOLVED: Approve recommendation to Full Council for the quote of £2890+VAT

To note quotation for maintenance of floral displays and baskets for 2026-2027.

RESOLVED: Approve recommendation to Full Council for the quote of £650+VAT per month payable until 31st October 2026

Members commented that in future at least one other quote will be required for this type of work.

c) Allotments

Cllr. Sell commented that the electrical work had been completed and access points were not damaged.

d) Footpath and Highway matters

To note email from member of public regarding A44 drains and missing sign.

Members discussed:

- the drains and gulleys that required clearing and cleaning.
- Balfour Beatty engaging with some rural councils on clearance management.
- Tree Wardens who may have some responsibility in highlighting the issues of tree issues to Balfour Beatty.
- Sunset Row road sign being missing.

RESOLVED: Clerk to write to Herefordshire Council highlighting the concerns from Members and the public regarding drains and trees in Mill Street and surrounding areas.

e) War Memorial

A pre-grant application to be submitted regarding the War Memorial. Further updates will be provided at the next meeting.

f) Churchyard Maintenance

To note request and discussion with PCC to include 'wild meadow' area within the churchyard.

A 'wild meadow' is to be developed, with a view to mow the meadow at the end of June, which will encourage daisies and buttercups.

To note request from PCC for grit bin and grit to be provided for the access road into the church.

It was noted that there is a grit bin on the pavement outside of the church, which is the responsibility of Herefordshire Council.

It was suggested that the church could use the grit bin on the road and approach a local quarry for additional grit/stones for the church.

g) Litter and Pavement Sweeping

Members commented that this is an on-going issue within the town. Cllr. Sell will be visiting a local school in the coming few days and will speak with the children to see if they can design a poster to deter litter. Cllr. Sell and Cllr. Woolford are to investigate the location, purchasing and emptying of x6 dog bins for the town.

Members commented that some dog bins have bag dispensers, which may encourage owners to put the dog waste into bins. Members suggested that an article be produced, asking for volunteers to empty the dog bins.

RESOLVED: Cllr. Sell & Cllr. Woolford to investigate the locations, purchasing and Cllr. Bishop the emptying of x6 dog bins for the town and work with other Members to identify volunteers to empty the dog bins.

h) Update on proposal for 20mph zone in Kington

Cllr. Woolford outlined the proposal and commented that 20mph zone background papers will be available at Full Council on 20th April 2026.

i) Flooding

To note 'Flooding Projections' Paper by Cllr. Widdowson

Cllr. Widdowson outlined flooding issues. This included information on Herefordshire Council's Climate Change and Adaptation Plan 2023-28 Adapting to a changing climate - Herefordshire Council

It was commented that Kington is listed as the second highest risk flood hazard catchment in the county.

Members also commented that fire is a risk within the town, due to old timber buildings.

RESOLVED: That the Clerk investigate a Resilience/Emergency Plan Template

Cllr. Widdowson was thanked for his work.

P&E 023-26

5

Update on Public Realm Funding

Cllr. Woolford has been in contact with Herefordshire Council regarding the upcoming dates of events across the town, which he has provided to Herefordshire Council.

Cllr. Woolford will be notified of dates that they will be working in Kington, with the expectation being that the dates of work will not coincide with the various scheduled events.

Market Hall

Cllr. Woolford has been in contact with Herefordshire Council regarding the upcoming dates of events across the town, which he has provided to Herefordshire Council.

Cllr. Woolford has also provided the dates to Cllr. Lester.

P&E 024-26

6

Date and time of next meeting

The next Planning and Environment Committee meeting is scheduled for Monday 11th May at 6pm.

There being no further business, the meeting was declared closed.



OFFICIAL

Agenda Item 3a)



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 231767
Please ask for: Emma Jones
Direct line:
Email: emma.jones12@herefordshire.gov.uk
Date: 23/04/2026

Mrs Liz Kelso
Kington Town Council
Office 1, The Old Police Station
1 Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Kelso

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78**

APPLICATION NO & SITE ADDRESS:	231767 - Arrow Grange, Kington, Herefordshire, HR5 3HD
DESCRIPTION:	Proposed self-build energy-plus house.
APPELLANT:	Mr And Mrs Barry Dawson
APPEAL REFERENCE:	6008241
APPEAL START DATE:	20 April 2026
WEBSITE LINK:	https://www.herefordshire.gov.uk

I refer to the above details. An appeal has been made to the Secretary of State, against Herefordshire Council, for the following reason: **Refusal of Planning Permission** The appeal will be determined on the basis of **written representations** and a site visit by an Inspector.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal, unless you withdraw your representation by **27 May 2026**.

From 1 April 2024 comments from interested parties will only be accepted through the Appeals Casework Portal. The Planning Inspectorate will no longer accept interested party comments by email. Emailed comments will not be seen by the Inspector.

If you wish to make comments or modify/withdraw your previous representation or check the progress of the appeal you can do so online at <https://appeal-planning-decision.service.gov.uk/comment-planning-appeal>

The Planning Inspectorate will continue to make provision for those with accessibility needs. If you do not have access to the internet, you can send your comments (you must provide 1 copy) to: The Planning Inspectorate, c/o QUADIENT, 69 Buckingham Avenue, Slough, SL1 4PN.

All representations must be received by 27 May 2026. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

All documents will be published to the Council's website. Appeal documentation can be viewed on the Council's website by using the following link <https://www.herefordshire.gov.uk/>. If you do not have access to the Internet, access is available at Herefordshire Council Customer Service Centres - to check opening times please ring 01432 260000.

The Council will also be producing a Statement of Case, however the deadline for submission to the Planning Inspectorate is the same as that for any comments you may wish to make. It may not therefore be possible to read the Council's Statement prior to making your comments.

Guidance on communicating with the Planning Inspectorate electronically can be found at: <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or by contacting Herefordshire Council.

When the appeal has been determined the decision will be published on the Council's website and online at <https://appeal-planning-decision.service.gov.uk/comment-planning-appeal>

All personal data held is processed in accordance with data protection law. For further information please see our website https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3

Yours sincerely,

Mrs Linda White
TECHNICAL SUPPORT OFFICER

231767 Arrow Grange, Kington, HR5 3HD.
Appeal reasons.

This application was refused solely on the grounds of a Habitat Regulation Assessment and calculations therein of the release of phosphates.

However, the application proposed the removal of an existing building, a "granny annex" containing a full bathroom, kitchen, bedroom, etc, and replacing it with a new one of similar size. Unreasonably, the calculations did not take this substitution into account and merely applied fictional occupancy numbers to the proposed new dwelling.

Also, the calculations claimed a change of land use which would further increase release of phosphates. Since the proposal is on the site of an existing building in an existing domestic garden (just being sub-divided), this is simply not true - there would be no change of land use.

Overall, the proposal would have caused very little, if any, increase in phosphates and with no other objections and much local support, could have been determined quickly, rather than subjected to a delay of nearly 3 years.



Agenda Item 3c)

Town and Country Planning Act 1990
Town and Country Planning (General Permitted Development) (England) Order 2015

DETERMINATION AS TO WHETHER PRIOR APPROVAL IS REQUIRED

Applicant:
Mr P Jenkins
Cranleigh
Hatton Gardens Industrial Estate
Kington
Herefordshire
HR5 3DE

Agent:
Mr Ed Thomas
Tompkins Thomas Planning
13 Langland Drive
Hereford
Herefordshire
HR4 0QG

Date of Application: 15 April 2026

Application No: 261118

Grid Ref: 330328:256946

Proposed development:

SITE: Cranleigh, Hatton Gardens Industrial Estate, Kington, Herefordshire, HR5 3DE

DESCRIPTION: Application to determine if prior approval is required for a proposed side and rear extension. The extension will extend beyond the rear wall of the original dwelling by 5.03 metres. The maximum height of the extension will be 3.35 metres and the height at the eaves of the extension will be 2.46 metres.

Determination under Part 1 of Schedule 2

THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL hereby gives notice that:-

PRIOR APPROVAL IS GRANTED, subject to conditions:-

- 1 The development shall be carried out strictly in accordance with the approved plans (drawing nos. 0599/1, 0599/3, Application Form dated 13/04/2026) and the schedule of materials indicated thereon.

Reason: To ensure adherence to the approved plans and to protect the general character and amenities of the area in accordance with the requirements of Policy SD1 of the Herefordshire Local Plan – Core Strategy and the National Planning Policy Framework.

Informative:

- 1 The proposal has been considered in relation to the application form dated 13/04/2026 and drawings 0599/1 and 0599/3.

Planning Services
PO Box 4
Hereford
HR4 0XH

PRN

Date: 6 May 2026



**ANDREW BANKS
DEVELOPMENT MANAGER**

- Please note the appropriate application forms are available from the website www.herefordshire.gov.uk in the section 'Making a Planning Application'
- The applicant is advised that additional Council Tax payments may be sought in the event that the Valuation Office, who routinely monitor decision notices, consider any part of the development hereby permitted to be self-contained. This assessment is particularly likely to be the case in respect of flats, basement conversions, granny annexes, studio rooms and log cabins and/or where the additional accommodation contains its own kitchen, bathroom and bedroom. Further information can be found on the Council's website at <https://www.herefordshire.gov.uk/search?q=annexes>

Agenda Item 3c)

Town and Country Planning Act 1990
Town and Country Planning (General Permitted Development) (England) Order 2015

DETERMINATION AS TO WHETHER PRIOR APPROVAL IS REQUIRED

Applicant:

Mr and Ms Aspinall and Zappert
13 Montfort Field
Kington
Herefordshire
HR5 3AT

Agent:

Mr Andrew Coates
CO2 Architects Ltd
Carlton House
The Pavement
Hay-on-Wye
Herefordshire
HR3 5BU

Date of Application: 27 March 2026

Application No: 260952

Grid Ref: 329007:256919

Proposed development:

SITE: 13 Montfort Field, Kington, Herefordshire, HR5 3AT
DESCRIPTION: Prior approval for a proposed single storey rear extension. The extension will extend beyond the rear wall of the original dwelling by 8 metres. The maximum height of the extension will be 4 metres and the height at the eaves of the extension will be 2.4 metres.

THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL hereby gives notice that:-

PRIOR APPROVAL IS GRANTED, subject to conditions:-

- 1 The development shall be carried out strictly in accordance with the approved plans (drawing nos. P12.02, P12.03, P13.03, P99.03, Application Form dated 27/03/2026) and the schedule of materials indicated thereon.

Reason: To ensure adherence to the approved plans and to protect the general character and amenities of the area in accordance with the requirements of Policy SD1 of the Herefordshire Local Plan – Core Strategy and the National Planning Policy Framework.

Informative:

- 1 The proposal has been considered in relation to the application form dated 05/03/2026 and drawings Gs-01 and Gs-02.

Planning Services
PO Box 4
Hereford
HR4 0XH

Date: 6 May 2026



ANDREW BANKS
DEVELOPMENT MANAGER

- Please note the appropriate application forms are available from the website www.herefordshire.gov.uk in the section 'Making a Planning Application'
- The applicant is advised that additional Council Tax payments may be sought in the event that the Valuation Office, who routinely monitor decision notices, consider any part of the development hereby permitted to be self-contained. This assessment is particularly likely to be the case in respect of flats, basement conversions, granny annexes, studio rooms and log cabins and/or where the additional accommodation contains its own kitchen, bathroom and bedroom. Further information can be found on the Council's website at <https://www.herefordshire.gov.uk/search?q=annexes>

RE: [EXTERNAL] Route 44 Diner

From Felix Rawlinson <felix.rawlinson@westmercia.police.uk>
To Ruth Robinson <admin@kingtontowncouncil.gov.uk>
Date 2026-05-03 12:31

Agenda Item
4 d)

Hi Ruth,

This has been raised, yes. I'm going to try have a word with them there to see what their side of it is. I'll let you know when I can.

All the best,

Felix

Felix

Mobile: 07971051480 Ext. 7723802

Team email: Kington.snt@westmercia.police.uk

From: admin@kingtontowncouncil.gov.uk <admin@kingtontowncouncil.gov.uk>
Sent: 22 April 2026 13:36
To: Felix Rawlinson <felix.rawlinson@westmercia.police.uk>
Cc: clerk@kingtontowncouncil.gov.uk
Subject: [EXTERNAL] Route 44 Diner

CAUTION: This email originated from outside of the Force. Do not click links or open attachments unless you are sure the content is safe.

Good afternoon Felix,

I am emailing on behalf of Kington Town Council regarding Route 44 diner in the town. I understand that it was the lighting issue was raised at the drop-in session on Monday 20th at Border Bean cafe, and that you said you would action communication with the owners. The issue is scheduled to be discussed on the next Planning and Environment Committee Meeting on 11th May, so are you able to provide an update to the committee for that meeting.

Thanks

Ruth Robinson
Assistant Clerk
Kington Town Council



Fwd: Kington signage

From <clerk@kingtontowncouncil.gov.uk>
To <admin@kingtontowncouncil.gov.uk>
Date 2026-05-05 09:40

Agenda Item
K d)

 kington sign.docx (~401 KB)

For Planning please

----- Original Message -----

Subject: Kington signage

Date: 2026-05-04 08:55

From: "cllr.m.woolford@kingtontowncouncil.gov.uk" <cllr.m.woolford@kingtontowncouncil.gov.uk>

To: "clerk@kingtontowncouncil.gov.uk" <clerk@kingtontowncouncil.gov.uk>

Good morning Michael,

At the last council meeting it was decided to refer back to the planning and environment committee the question of signage for the town, both entry signs and around town,

I will not be at the next meeting on Monday but I dont want to delay decisions.

I have therefor prepared a suggestion for entry signage and locations for increased signs within the town.

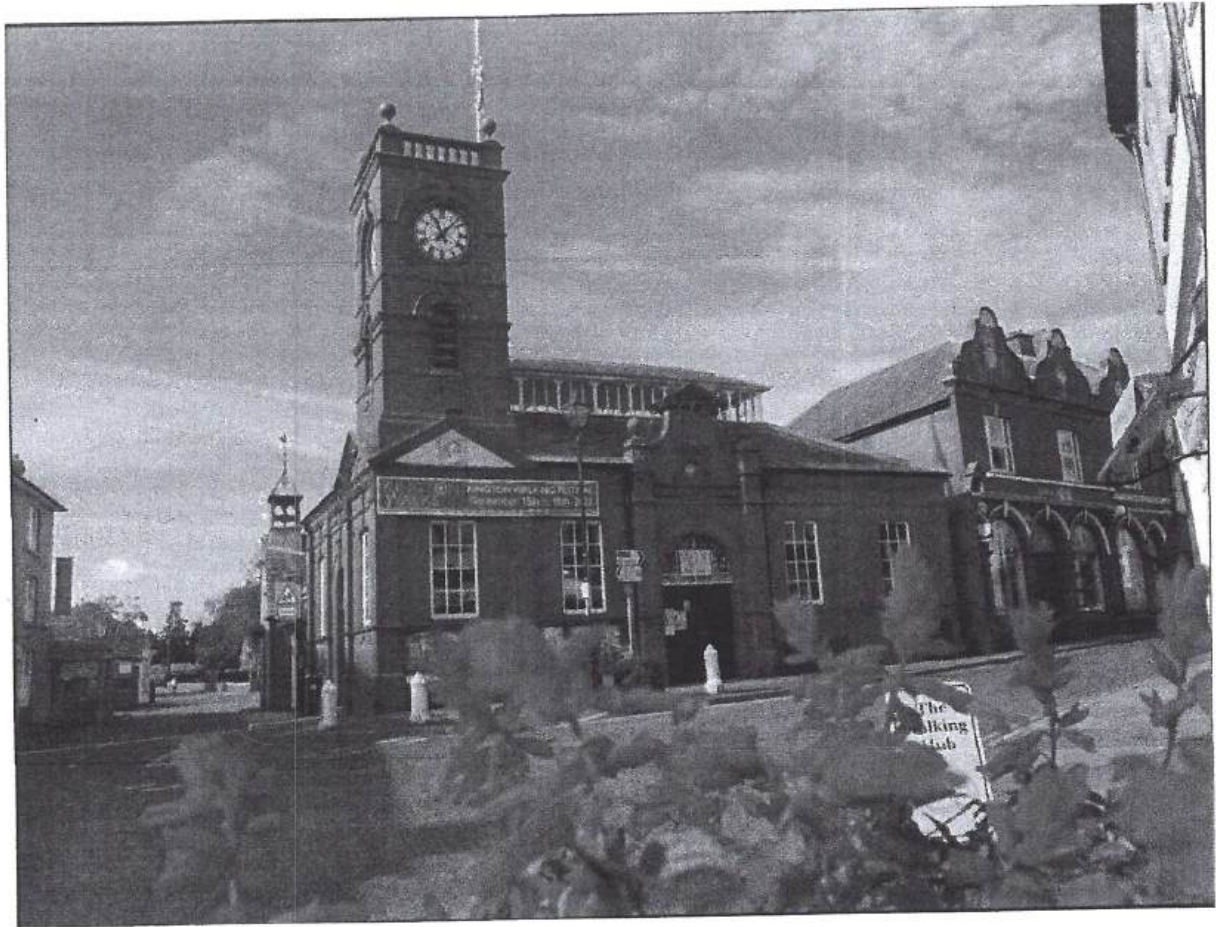
I hope this will help.

Signs to car park, Market hall, Crabtree road

Signs to Offas Dyke, The Square, common close/ crooked well

Regards

Martin



Welcome to Kington






**A Town for all
Seasons**

Re: Planning meeting

From Michael Greenfield <clerk@kingtontowncouncil.gov.uk>
To <cllr.m.woolford@kingtontowncouncil.gov.uk>
Date 2026-05-07 15:36

Agenda Item
4d).

 tourist_signage_application_form.pdf (~270 KB)  HT 020 Guidance notes Signs placed within the highway boundary in Herefordshire.pdf (~178 KB)
 208383-P_and_E_agenda_11.05.26.docx (~53 KB)

Hello Martin,
It is on the agenda, under Item 4d. I did investigate this further.

Road signs must be approved by Herefordshire Council, including paying a non-returnable fee of £599, to be submitted with the application and design.

The fee is part of their requirement.

Costs could increase if the application is approved and:

- Installation must be carried out by an approved contractor
- The council may require a Traffic Regulation Order (TRO) for certain signs (extra cost, often £3,000-£5,000)

The sign becomes part of the highway asset and must meet council maintenance standards.

Currently there are no 'what 3 words' locations, but an agreement, in principle, in Kington, to have appropriate signs for the town.

Specific locations are a requirement for any submissions to Herefordshire Council, as they need to review and approve all locations and purposes of the notices on the highway.

As a starting point, the key elements not included in your proposal were the following:

- A location plan
- A design drawing (dimensions, colours, wording)
- Justification for the sign
- Evidence of land ownership if not on the highway

In summary:

To install a road sign in Herefordshire, we must submit a highways application, pay the £599 assessment fee, provide drawings and justification, and obtain formal approval before installation, with installation being undertaken by Herefordshire Council.

Further there are the tourist signs that you are also keen to have installed, which is a slightly different process and costs of £250. What words/images and location were you envisaging?

Balfour Beatty are the public realm contractors and submitting an application to them, when their contract ends in May 2026, may not be suitable, as the new provider may have a different set of criteria for submissions (and a new form with their contact details etc).

May I suggest that you have a small Working Group, who can identify the sites, take photographs, provide the 'what 3 words' locations on the highway which would enable us to submit a comprehensive application?

We can submit the form, but need more details, or risk losing £599.

web link: <https://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=1862>

I hope these suggestions prove helpful.

Regards,

Michael Greenfield
Town Clerk & Responsible Financial Officer

Kington Town Council
The Old Police Station,
Market Hall Street
Kington,
Herefordshire
HR5 3DP

Tel: 01544 239098
Mobile: 07483914485

Please note that the Clerk works part time so may not respond immediately.

This email is for the intended recipient only. Any copying, forwarding or sharing can only take place with the express permission of the author. If you have received this email in error, please delete it and inform the author. Any emails sent to this address are deemed to be in the public domain.

On 2026-05-07 14:00, cllr.m.woolford@kingtontowncouncil.gov.uk wrote:

Hi Michael,

Did you get my proposals re signage for the town?

Regards

Martin



Application form requesting consideration of Tourist Signing

Advice on completing this form:

- 1. Study the enclosed guidance document to determine whether you consider you are likely to be eligible. Eligibility does not necessarily confer approval for signing.
2. If you are asking for signs on Motorways or Trunk Roads, applications should be made to Herefordshire Council, and this will be forwarded to the Department for Transport (DfT) Highways Agency, who are responsible for signs on these roads. The final decision upon provision of signing on these roads rests with the Highways Agency.
3. You are required to complete the relevant sections of the form as fully as possible and enclose supporting documentation together with a crossed cheque for £250.00 made payable to Balfour Beatty Living Places Limited. The cheque is to cover the costs of investigating your request and is non-refundable.

Please type or print in black ink.

General Section:

- 1. Name of Applicant
Address of Applicant
Post Code
Telephone No Mobile No
Email
2. Position of Applicant (Owner / Curator / Tenant etc)
3. Address of the Property / Attraction / Facility to be signed, if different from above. (Please give full address and supply map indicating location)
Post Code
4. How long has this establishment been in existence? yrs
(If planning permission has been granted for Tourism please enclose a copy of the approval notice)
5. Please supply evidence of promotion to tourists, e.g. information leaflets, giving print numbers and dates, cuttings, advertisements, or other promotional material. Details should indicate clear travel directions and a map if necessary.
6. Specify opening times throughout the year, indicating hours per day, days per week and weeks per year.
7. Is the attraction open to the casual visitor during normal opening hours?

Yes / No

For office use
Vertical column of checkboxes for office use.

B) Accommodation:

1. Hotels / Motels, Bed & Breakfast, Farmhouses.

Number of beds provided
Please supply evidence that you are a current member of a recognised local or national independent inspection scheme

2. Self Catering Facilities of Holiday Centres.

Number of separate units
Please supply evidence that you are a current member of a recognised local or national quality assurance scheme

3. Camping / Caravan Sites.

Please specify how many pitches are available to tourists
(Minimum of 20 required)
Please specify number of static caravans

Please supply evidence that the site is currently licensed under the Caravan Sites and Control of Development Act 1960 (or Public Health Act 1936) and evidence that the site is currently registered under a locally or nationally recognised quality assurance scheme

C) Services:

1. Public Houses

Are meals provided at lunchtime and evenings Yes / No

Are facilities for children available Yes / No
Please enclose a copy of Children's Certificate if held.

Please provide evidence of registration under Food Safety (General Food Hygiene) Regulations and Food Safety Act 1990.

(Note if bed symbol is required then treat as hotel / motel – provided more than 6 beds)

2. Restaurants / Café

Number of covers (minimum 25)
Please provide evidence of registration under Food Safety (General Food Hygiene) Regulations and Food Safety Act 1990.

3. Shops

Indicate distance to next nearest shop or shopping centre
Number of retail units on site

4. Picnic Sites

Number of tables available
Are these available to anyone with their own food? Yes / No



GUIDANCE NOTE

Signs placed within the highway boundary in Herefordshire

1 INTRODUCTION

Herefordshire Council (the Council) has produced this guidance note to set standards for the placing of advertising and directional signs within county highways which are unlikely to attract enforcement action. The Council wishes to encourage the economic viability of the county but this has to be in a way which is balanced against the highway dangers caused by drivers endeavouring to read unauthorised signs.

In recent years there has been a steady increase in the number of unauthorised signs sited within the highway boundary across much of the county road network. The Council has also been receiving an increasing number of complaints from the public about the clutter caused by these signs, and this is of particular concern in the Areas of Outstanding Natural Beauty. The majority of the unauthorised signs are advertising commercial ventures such as public houses, tea-shops, sales, garden centres and properties for sale, as well as regular events such as car boot sales, and less frequent non-commercial or charitable events, such as school events, community functions, village fêtes and festivals.

The Council recognises that the success of some local community events rely on advertising and that they should be treated differently from commercial events. Therefore discretion will be applied in respect of local non-commercial signs which comply with the conditions set out in Section 3 below.

Because of the risks associated with the proliferation of unauthorised signs, no commercial advertising signs on county highways will be allowed by the highway service as detailed in Section 4, except for temporary local directional non-advertising signs and regular local seasonal activities. The temporary local directional non-advertising signs may only be in position for a maximum of 72 hours in any fortnight as detailed in Section 5. The primary concern is that unauthorised signs erected within the highway boundary are adversely affecting the safety of highway users, such as in the following ways.

- The signs are frequently sited in locations that obstruct visibility from side road junctions and accesses, and forward visibility "through" bends.
- The signs provide visual distractions that divert drivers' attention away from the road ahead.
- The signs sited on footways frequently obstruct the safe passage of pedestrians, particularly the visually impaired and disabled.
- The construction of the signs may be a dangerous and potentially lethal object for vehicles to hit should they leave the carriageway.

These risks can be associated with any location; however it is of particular concern when unauthorised signs appear at sites with a known accident history. Should this practice be permitted to continue, there is a real risk of serious incidents occurring on county highways for which the Council may be deemed liable. (County highways do not include the M50, the A49, part of the A40 (from the county boundary with Monmouthshire to the Overross roundabout), and the short length of the A449 (from the Overross roundabout to the M50) which are the responsibility of the Highways Agency.) Whilst particular attention will be given to unauthorised signage presenting a danger, other signage will receive a low priority except where particularly despoiling the environment. A common sense approach is therefore to be taken.

4 COMMERCIAL EVENT SIGNING

With the exception of temporary local directional non-advertising signs and regular local seasonal activities, unauthorised signing (including posters, placards, banners and advertising boards), erected anywhere within the boundary of county highways, that seeks to advertise businesses, services, goods or commercial events will be discouraged on a countywide basis. The enforcement of this policy will be applied consistently across the county using a common sense approach.

Where subject to the requirements of the Town and Country Planning Act 1990, any sign may only be erected in accordance with the planning permission obtained, which will be enforced by the Council's planning service.

Action is unlikely to be taken on highway grounds to remove signs about regular local seasonal activities. Other commercial event signing will only be permitted if it has been authorised by the approval of an application received through an authorised body such as the AA or RAC.

The use of advertising boards and displays of goods outside shops and business premises is unlikely to lead to the Council taken action on highway grounds unless the conditions set out in the Guidance Note 'Advertising Boards and Displays of Goods on the Highway in Herefordshire' have not been followed.

Street furniture and pavement cafés are subject to the terms and conditions detailed in the 'Highways Amenity Licences for Pavement Cafés' information pack and guidelines, which is available from the Markets and Fairs office of the Council.

The use of banners to advertise goods and commercial services within the highway boundary or upon any highway structure will not be permitted. The use of these items on private land or premises will be subject to any statutory planning regulations and will be regulated by the Council's planning service.

5 TEMPORARY LOCAL COMMERCIAL EVENT SIGNING

Whilst not giving formal prior written consent for signage, for the benefit of local communities The Council is unlikely to take action on highway grounds with regard to signs on county highways giving directions only to local commercial events providing they are in position for a maximum of 72 hours in any fortnight and that the following conditions are met.

- The sign does not constitute an obstruction or a hazard to highway users including pedestrians.
- The sign is not erected in any area that constitutes a visibility splay for junctions or accesses, nor shall it obstruct drivers' sight lines at bends.
- The size, detail described, number, and/or positioning of the signs does not unduly distract drivers' attention.
- The sign is not erected at any site that has a significant collision history during the last 10 years as advised by the Council's transportation accident investigation team
- The sign is constructed in such a way that does not represent a danger to vehicles that might collide with it.
- The sign face is manufactured on a suitable lightweight material such as Correx, wood, or ply and not exceed 10mm in thickness.
- The sign face must be no larger than 0.27 sq m, such as 900mm by 300mm, and must be securely attached to a stake no larger than 50mm by 50mm in thickness and firmly placed in the ground. The top of the sign must not exceed 1 metre in height above ground level.
- The sign is not to be affixed to street furniture without obtaining prior written permission of the Council.
- Any damage to the highway, or apparatus within it, caused by the sign's presence must be made good to the satisfaction of the Council. Any costs incurred by the Council in

This guidance note is without prejudice to the powers to license other amenities on county highways in accordance with the provisions of the Highways Act 1980. It does not confer any right or privilege or permit any breach of statutory requirements, but outlines the Council's normal approach in such matters. It reserves the right to enforce any appropriate statutory requirement where considered necessary.

10 MODIFICATIONS, ALTERATIONS AND AMENDMENTS

The conditions, procedures and requirements specified within this guidance note may be modified, altered or amended at anytime without notice as the Council deems appropriate.

Dated 22 June 2009



Agenda Item
(4e)

Our ref: WMO/170896

Dear Ruth,

Thank you for submitting a pre-application for a grant towards Kington war memorial, see www.warmemorials.org.uk/memorial/170896.

Before I can assess the application for its eligibility for a grant, could you please provide a brief description of the works proposed?

I look forward to hearing from you and if you have any questions please do not hesitate to get in touch.

Best wishes

Sam

Dr Samantha Bunning
Conservation Officer
War Memorials Trust

Telephone: 020 7233 7356 extension 5 (between 10am and 3pm)

Post: 70 Cowcross Street London EC1M 6EJ

Email: grants@warmemorials.org

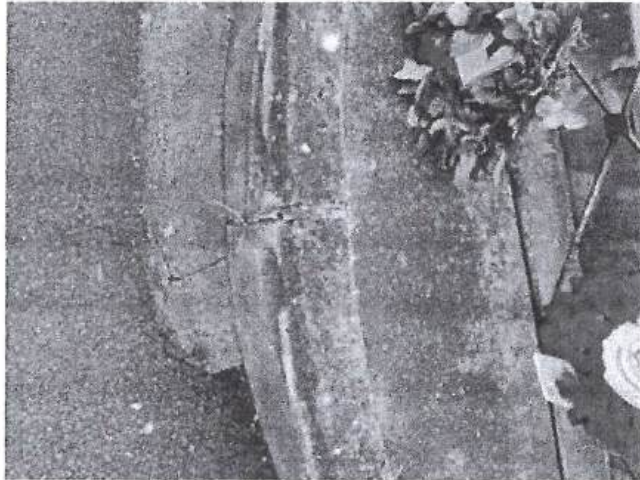
Websites: www.warmemorials.org / www.warmemorials.org.uk /
www.learnaboutwarmemorials.org

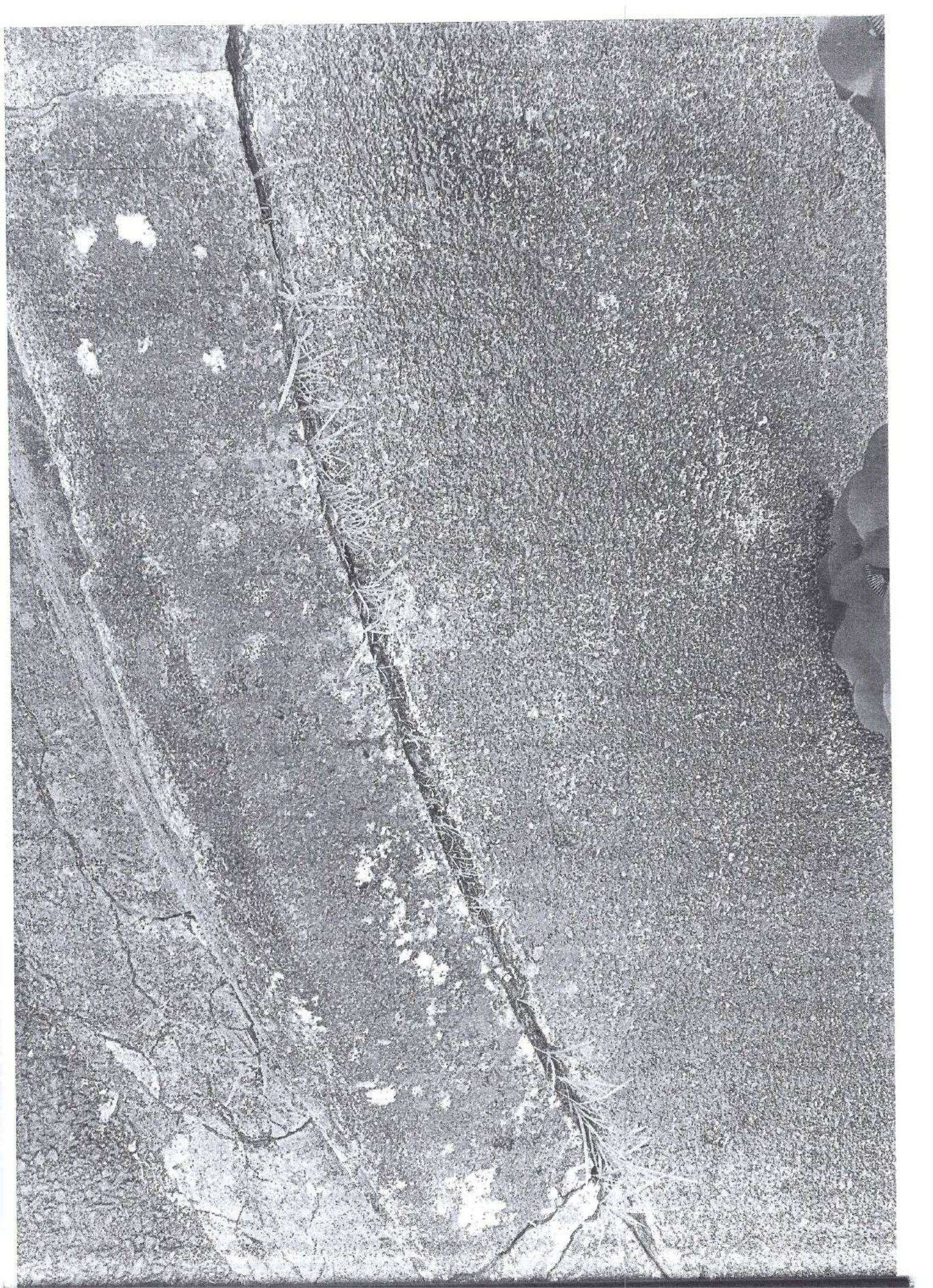
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WILLIAM ALFRED C. WATTS

OLIVER THOMAS 2014 AFGS-AMSTW

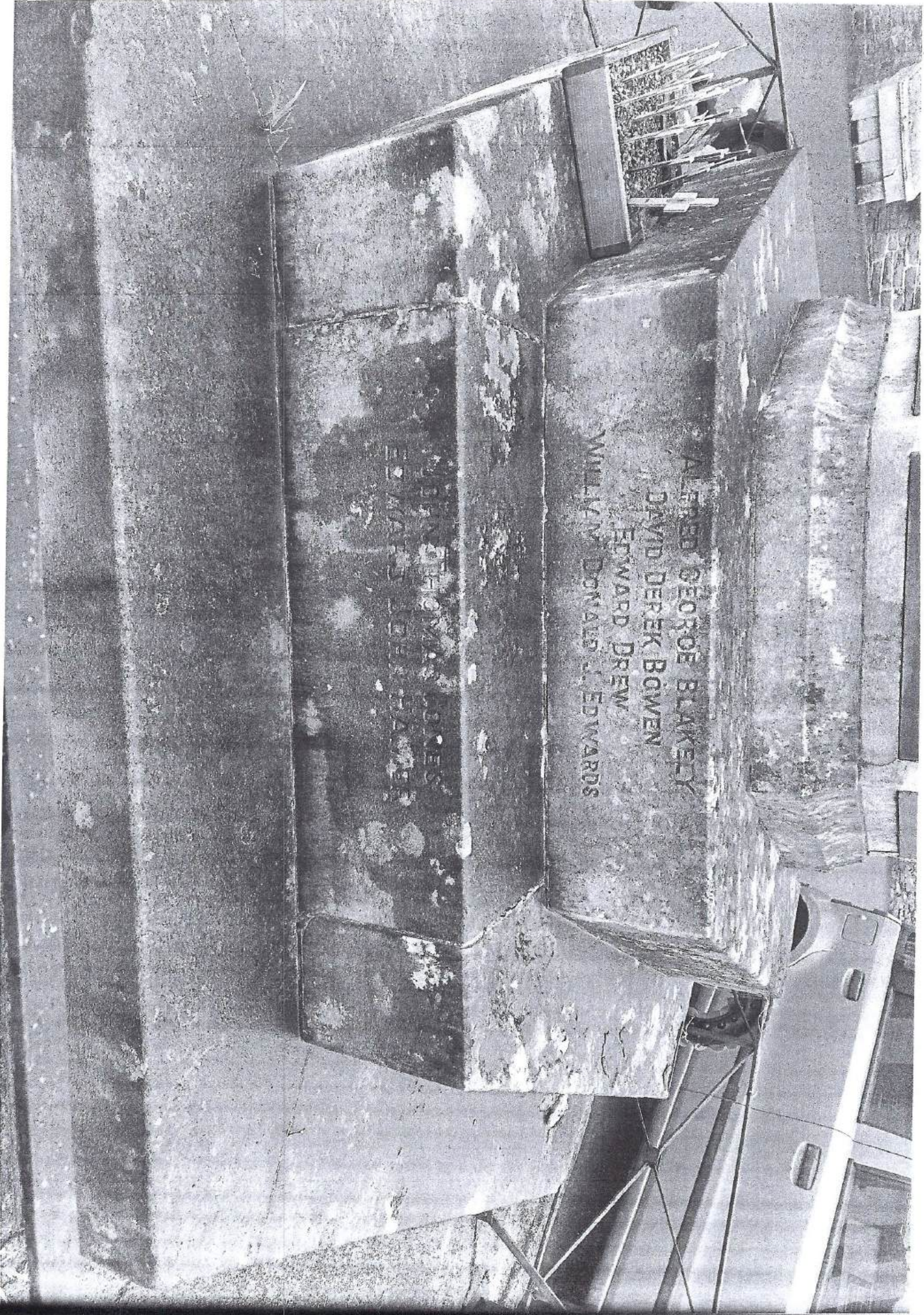
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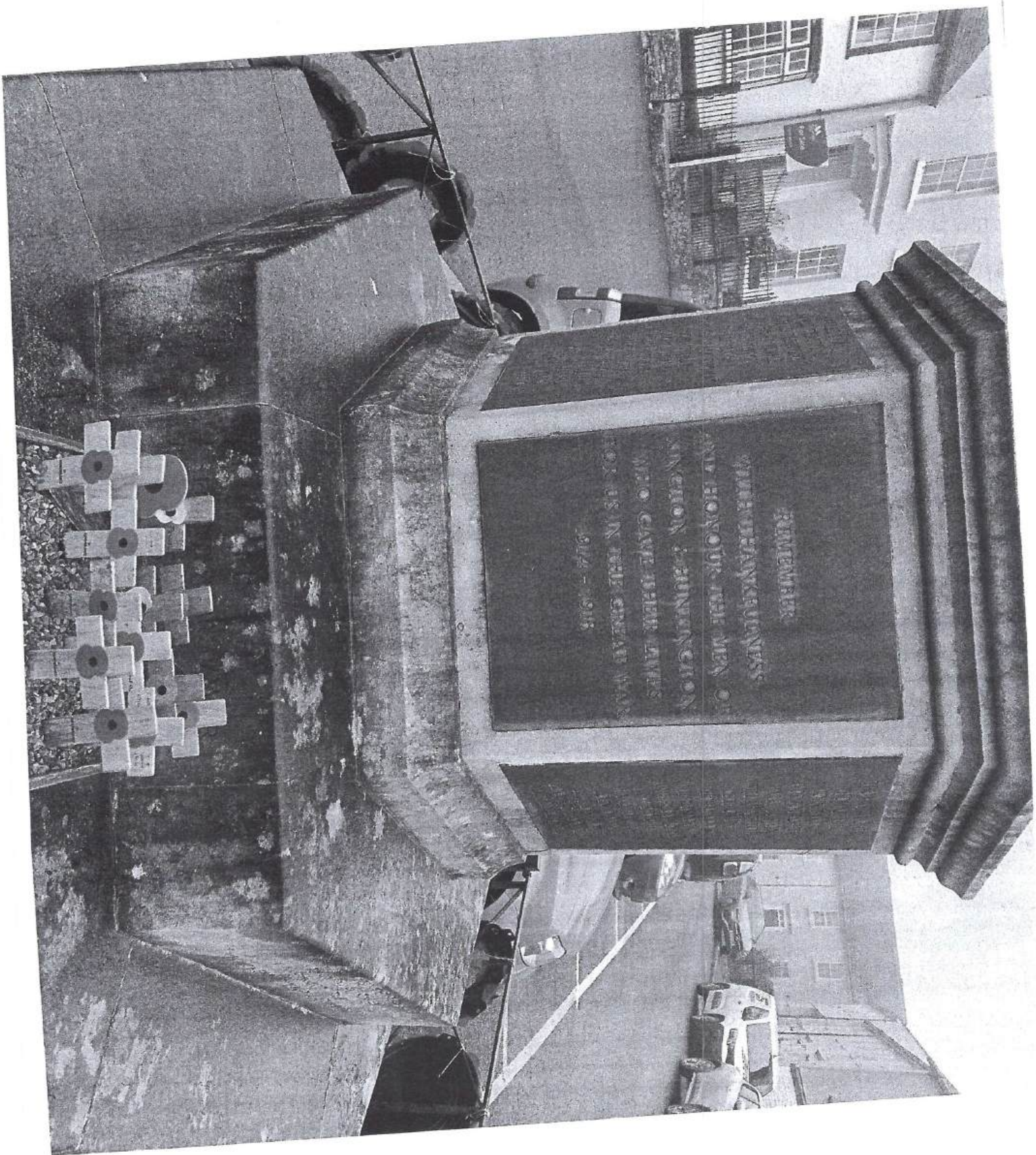
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EDWARD STEPHENSON JONES
EDWARD J. JONES





JOHN BAKER
IVOR BOURDNER
HARRY BUFTON
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GEORGE CAUNY
THOMAS COOK
WILFRED COOKE
ARTHUR COWDELL
ARCHIE DAVIES
HARRY DAVIES
JOHN DAVIES
BERT DAWSON
EDGAR FALCONER
ALFRED GEORGE

Agenda Item 4i)

Community Emergency Plan Toolkit

September 2016

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Introduction

Why do we need a Community Emergency Plan?

Emergencies happen. Local emergency responders will always have to prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when you may be affected by an emergency but your life is not in immediate danger. During this time, you need to know how to help yourself and those around you. By becoming more resilient, you and your community can complement the work of local emergency responders and reduce the impact of an emergency on your community both in the short and long term.

How will this toolkit help?

This document is a step-by-step guide to help you and your community produce a Community Emergency Plan. A Community Emergency Plan is a tool you can use to help you prepare for the emergencies that could affect your community. It is just one way of planning within your community. You may wish to tailor your approach to better suit the needs of your community.

This guide is linked to a template plan, and general information about Preparing for Emergencies which you will find at www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies-community-resilience

This guide sets out how to complete your plan. Look out for the **ACTION** markers for suggestions on how to complete sections of the plan and where to find information to help you.

If your community already has a Community Emergency Plan, you could use this document to update or validate it.

Step 1 – Planning for an emergency

This section outlines the key stages in getting started and planning for your community.

Identifying your community

Begin by considering who your community is and which communities you belong to. Who is your plan for? A community is a group of people linked by a common bond. Usually this bond is because the people live close to one another but the bond could also be from shared interests or as a result of experiencing similar circumstances. In planning for emergencies, it will usually make sense to think of your community as being those people who live near you, but you may also want to consider talking to and involving other people and communities in your planning as you may need to work together and help each other in an emergency.

Identifying existing local relationships and getting people involved

One of the first things to consider is who can help you get started. Community resilience is something many people and communities already do. It is not about creating or identifying a new community network, or a one-off response to an incident, but rather an ongoing process of using and enhancing existing relationships.

Consider what already exists around you, who you already talk to, and how you could work together before, during and after an incident. You could look to existing local community networks and groups within your community to see if they can get involved or fit resilience into their agenda, for example parish councils, Neighbourhood Watch groups, Scout groups, residents associations, youth groups etc. Your local authority emergency planning team may also be able to help you identify what community resilience initiatives are already in place.

You could hold an open meeting in which people can discuss their priorities for the plan and identify who is interested in helping to create it.

Community emergency groups and co-ordinators

The people in your community who want to take part could form a Community Emergency Group to champion the emergency preparedness efforts in your community. They will also play a role in your community recovery. This could be a new group or build on an existing community group.

Some villages, wards and parishes also have a Community Emergency Co-ordinator and you may wish to consider choosing one for your community. The co-ordinator takes a lead role in organising and taking forward the work of the Community Emergency Group, and helping to sustain motivation and interest in their community.

The co-ordinator acts as a contact point between the Community Emergency Group and local emergency responders. The Community Emergency Co-ordinator could be an elected member or could work closely with elected members.

ACTION: Using page 9 of the Community Emergency Plan template, you can record and maintain a list of organisations active in your local area that may be able to help you to identify vulnerable people in an emergency.

Identifying the most vulnerable in an emergency

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency. Organisations and individuals such as Local Authority emergency planning officers, Red Cross or Royal Voluntary Service volunteers, as well as many others, have systems and resources to help people to respond to, and recover from, emergencies. These groups cannot always determine exactly what individuals want and need, nor can they always identify who in your community may be vulnerable in a crisis, particularly those who may not previously have received support. This requires local knowledge and your help.

Vulnerable people

Emergencies can make anyone vulnerable and they make life more difficult for those people who are already vulnerable. Your local emergency responders will need to help those in most need first, and it would assist them if the Community Emergency Group had an understanding of those in their community who might be vulnerable in an emergency and where they live. Think about how you can share this information with the local emergency responders if an emergency occurs. Local organisations will also have a good idea of the people or communities who are vulnerable. You may want to consider maintaining a list of these organisations.

It is important to note that:

- people may become vulnerable at any point in their life and we can all be vulnerable in different circumstances;
- being vulnerable means different things to different people and groups; and
- vulnerabilities can vary in their duration and may last through the recovery from an emergency.

Identifying and preparing for risks

It is important to be aware of the risks that could affect your community, and understand how you could be affected by them, in order to improve your community's resilience. Individuals and communities should prepare for the risks they feel are relevant to their area.

Your local emergency responders meet regularly as a Local Resilience Forum. This forum co-ordinates the planning for emergencies affecting your local area and has a duty to publish a Community Risk Register, showing what local hazards and threats have been identified for your area, and their potential impact.

The Government regularly assesses all the natural hazards and malicious threats that could affect the UK. This is published in the National Risk Register. You can use this information together with your local Community Risk Register to consider potential threats and hazards to your local area and their impacts.

You should also use local knowledge to try and identify other risks in your local area that may not be included on your Community Risk Register. For example, is there a local road that regularly floods, or a footpath that could become unusable in severe weather?

Other aspects to consider when assessing the impact of incidents on your local area could include:

Social risks

Are there any known vulnerable people/groups in the area?

Examples may include:

- people who have recently had an operation;
- people without access to transport;
- people with limited mobility;
- groups that might find it difficult to understand emergency information; and
- transient groups such as holiday makers or travelling communities

Environmental risks

- Are there any particular areas that flood regularly?

- Are there any sites of environmental or historic importance, such as Sites of Special Scientific Interest, which may be affected?

Infrastructure risks

- Is there a major transport hub in the area?
- Are there any bridges or main roads?
- Are there any large industrial sites in the area?

ACTION: Using page 4 of the Community Emergency Plan template, you can identify:

- **potential risks and hazards and their impact on your community; and**
- **what you can do to reduce the impacts of these risks.**

You may find it useful to discuss this assessment with local emergency responders in your area to make sure you understand how you can complement their work in an emergency.

Assessing community skills and resources

Once your community is aware of the risks it might need to prepare for, it is important to consider what skills, resources and equipment your community already has that can be used, if needed, during or after an emergency.

You may want to assess your community's existing skills and resources under the following categories:

Volunteers

Volunteering is often spontaneous by nature and many communities and individuals automatically help each other during times of need. However, as part of your planning, you could speak to individuals and groups in your community and ask them if they would be willing to volunteer during an emergency, and what skills, tools or resources could be used. Potential volunteers may need to have permission from their employer to ensure that they could be released in an emergency.

You might also want to consider talking with existing local groups to see if their volunteers or contacts would be willing to help in an emergency.

It is important to make sure that you keep volunteers up to date and engaged with your emergency planning. You may wish to involve them in the exercising of your plan. More information about managing groups of volunteers can be found at:

Volunteering England - www.volunteering.org.uk

Volunteering Wales - www.volunteering-wales.net

Volunteer Development Scotland - www.vds.org.uk

Tools

With your Community Emergency Group, consider what tools and machinery might be needed in an emergency. There may be people in your community who are qualified, capable and willing to operate these tools and machinery in an emergency.

Supplies

In an emergency, your community will require supplies, such as food and water, which may be difficult to obtain. The Community Emergency Group should consider talking with local businesses and suppliers who might be willing to provide these. If a written agreement is made between your community and the supplier, attach this as an annex to your Community Emergency Plan.

Transport

Find out which vehicles could be used by the local community and know how access to them could be gained in an emergency. It is important to ensure that vehicle owners are properly licensed and insured to use their vehicles in this way.

Organisations such as 4x4 Response (www.4x4response.info) could be helpful in letting you know what groups may already be operating in your area.

ACTION: Using page 5 of the Community Emergency Plan template, you can complete your own assessment of your community's skills and resources.

Insurance and health & safety

When thinking about how community members can help, and the assets and resources you can use, you should think about insurance issues.

Many communities see insurance and liability as a barrier to preparing their community for emergencies. While liability is for the courts to decide, a common-sense approach to helping each other is required.

Please do not put yourself or others at risk when preparing or using your plan.

Communities have expressed concerns about having appropriate insurance and legal cover for their community emergency arrangements, in particular using assets like community centres and village halls as rest centres or using vehicles as part of a community response. The Government is working with the insurance industry and

community members to explore insurance and liability issues for a range of community emergency scenarios and will make the findings available publicly. You can find help on insurance issues at www.abi.org.uk.

Identifying key locations

In an emergency, your local emergency responders might need the Community Emergency Group's assistance to help identify a safe place for people to shelter and set up a rest centre.

You should work with your local emergency responders to see what help the Community Emergency Group could provide to set up places of safety or rest centres.

Different emergencies may affect different parts of your community in different ways so you should try to identify a number of alternative sites.

It is important that you get the permission of those responsible for any buildings you might use in an emergency and ensure that they have appropriate insurance and liability cover to use the premises in this way

ACTION: Using page 6 of the Community Emergency Plan template, you can make a list of key locations you have identified with your local emergency responders for use as places of safety.

Emergency contact list

It is important to keep accurate, up-to-date records of everyone who is in the Community Emergency Group, as well as others in the community who have offered their help in an emergency. This will help you to contact everyone quickly and make it easier for you and the local emergency responders to identify who is part of the Community Emergency Group. It is important to remember to keep personal details safe, and only share them with those who need the information. For further information see:

www.ico.org.uk/for-organisations/guide-to-data-protection

You may want to record contacts in a 'telephone tree', which sets out a process through which people have responsibility for ringing other contacts. An example of a telephone tree is provided in the Community Emergency Plan template.

ACTION: Using pages 7 and 8 of the Community Emergency Plan template, you can complete your own emergency contact list or telephone tree.

Step 2 – What to do in an emergency

Activation of your plan

In any emergency, having an emergency plan is not a substitute for calling 999 if there is a risk to life.

When an emergency happens, you will need to know how to activate your plan and contact your volunteers.

You will have made your local emergency responders aware of your Community Emergency Plan as part of your planning process, so in most circumstances you should activate your plan in response to a call from local emergency responders. You should work with them to identify how they will contact you, and how you should contact them, to activate your plan in an emergency.

In certain circumstances, local emergency responders may be unable to contact you to ask you to activate your plan. Therefore, you should develop a series of triggers you can use as a Community Emergency Group to decide whether to take action.

For example:

- Have you been able to contact our local emergency responders?
- What messages are being put out in the media?
- What can you do safely without the help of the local emergency responders?

Using your list of skills, people and resources, you will need to decide what you can do to safely support the work of the local emergency responders.

ACTION: Using pages 9 and 10 of the Community Emergency Plan template, you can record your own activation triggers and first steps to take once an emergency has met the threshold for activating your plan.

First Community Emergency Group meeting

A draft agenda for the first meeting of the Community Emergency Group can be found on page 11 of the template. This is intended to be a guide only. You may find that your team and volunteers are already getting on with helping but it is important to make sure everyone is safe and working in a co-ordinated way.

ACTION: Using page 11 of the Community Emergency Plan template, you can record your own draft agenda in your plan.

Evacuation

During an emergency, it might be necessary for some members of your community to be evacuated from their homes to a safe place. Speak to those co-ordinating the response to see what role the Community Emergency Group can play in this.

You may be able to assist with:

- door knocking or delivery of emergency messages;
- running of a rest centre; or
- identifying those who may need extra assistance to move to safety.

ACTION: Using page 12 of the Community Emergency Plan template, you can record any actions for the Community Emergency Group that you have agreed with local emergency responders in their planning for an evacuation.

Communications

The Community Emergency Group should discuss how it will cope if communications are disrupted in the area. You may have access to walkie-talkies or amateur radio groups (for example, the Radio Amateurs' Emergency Network).

The Community Emergency Group could also consider door knocking as an option to communicate with the public and get the local emergency responders' messages across if it is possible to do this safely. The Community Emergency Group should work with the local emergency responders to ensure any messages that they are delivering to the community are consistent with those issued by local or national authorities.

ACTION: Using page 12 of the Community Emergency Plan template, you can record alternative arrangements for communicating in your local area.

Step 3 – Practising and reviewing your plan

Sharing your plan

Once you have developed your plan, share it with your community to get their views. It is important that all members of the community feel that the plan works for them.

It is also important that you share your plan with the emergency planning officer from your local authority, the local emergency responders and your Local Resilience Forum so that, in the event of an emergency, they will know who to contact and what assistance you can provide.

You can contact your local emergency planning officer through your local council. You should record who has a copy of your plan and ensure that they receive a revised copy whenever it is updated.

ACTION: Using page 2 of the Community Emergency Plan template, you can record a list of individuals and organisations that need to have a copy.

Reviewing and updating your plan

It is important to regularly review and update your Community Emergency Plan to ensure it meets the changing needs of your community. It is also important to make sure that your plan will work in an emergency. You may wish to practice activating the plan to test how well it would work in an emergency and see how ready members of your team and volunteers are to carry out its actions. You should work with your local emergency responders, using the local risk assessment you have produced, to identify scenarios that you can use to test the arrangements you have made in your plan.

Practising the arrangements in your plan will allow you to identify any problems with it. Once you have practised your plan, you should review and update it. You should also regularly update your emergency contact lists to ensure it is accurate.

When you make any changes and amendments to the plan, you should record the amendments to ensure that everyone knows they are using the latest version.

ACTION: Using page 2 of the Community Emergency Plan template, you can record and maintain a list of updates to your plan.

Support, funding and information

What the Government will do

The *Community resilience framework for practitioners* sets out in more detail the context for community resilience, the roles and responsibilities and the steps local government and emergency responders should take to enhance community resilience.

The Government will:

- remove the barriers which prevent participation such as concerns about liability and insurance;
- provide toolkits, templates and checklists to help you in your planning, and share information on the things you need to know for planning and preparing, such as relevant pieces of legislation and new funding streams;
- listen to your feedback on our products and guidance, making changes where relevant;
- help put you in touch with the right people and provide ways for you to communicate with the UK resilience community. In particular, we will support you to engage with local emergency responders and other communities through existing networks and structures;
- let you know what is happening so that you have up-to-date, accurate information to make decisions and carry out activities at a local level.
- set up relevant web pages to communicate and share information with you;
- champion your work nationally and listen to, and learn from, your good practice; and
- obtain useful advice from national bodies, promoting and sharing guidance from relevant organisations.

In some circumstances, communities may require further training and/or resources to increase the resilience of their local area to a wide range of potential incidents.

Funding can be sought from a variety of organisations and charities, at national, regional and local levels. Further information on funding can be found on page 15, which signposts some examples of funding as well as mechanisms for finding the best available funding for your community.

Funding arrangements

There may be circumstances in which you need additional funding to help enhance resilience in your community. There are many organisations, government departments and charities that provide funding for community groups. Below are some examples of tools which can help you find the best available funding for your community, as well as a selection of examples of national, regional and local funding. It is important to check the relevant websites for the most up to date information to ensure you meet the eligibility criteria or closing deadlines. These grant finding websites and tools have been developed to find the most suitable grant for community projects. The process involves a simple checklist to see what funding is available.

Grant Finder

www.idoxgrantfinder.co.uk/

Grants and policy database with details of 6,000 funding opportunities.

Funding Central

www.fundingcentral.org.uk

Funding portal for all voluntary sector organisations, including community groups, providing access to 4,000 funding and finance opportunities, plus tools and resources supporting organisations to develop sustainable income strategies.

Government Funding

www.governmentfunding.org.uk

Online portal to grants for the voluntary and community sector.

Lottery Funding

www.lotteryfunding.org.uk

Lottery Funding is a joint website run by all Lottery funders in the UK. This site allows you to search information on current funding programmes across the UK.

Wales

wales.gov.uk/funding/fundgrantareas

In Wales, the Welsh Assembly Government provides funding support to a wide variety of organisational structures. Details of funding available can be found on the Welsh Assembly Government website.

Where to get more information

The *Community resilience framework for practitioners* sets out in more detail the context for community resilience, the roles and responsibilities and the steps local government and emergency responders should take to enhance community resilience.

The *Community Emergency Plan Toolkit and Template* set out a number of practical suggestions for how you can get started in building resilience in your community. They include a suggested generic template plan that you can adapt for use locally. You are likely to find these documents most useful if you want to see an example of the practical steps you could take to create a community emergency plan.

The *Preparing for Emergencies* page is aimed at individuals, families, communities and businesses that want to find out more about how they can prepare for emergencies. The pages aim to answer questions around individual and community resilience and increase awareness of risks and vulnerability to risk. They also set out some easy steps for how you can improve your household preparedness. You are likely to find this information most useful if you would like more general information about emergency preparedness.

For further information on the Community Resilience Programme, please contact community.resilience@cabinet-office.x.gsi.gov.uk or write to Community Resilience, Civil Contingencies Secretariat, 22 Whitehall, London, SW1A 2WH.

Useful links

Preparing for Emergencies

www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies

The home of resources for individual, business and community resilience.

Local Resilience Forum

www.gov.uk/guidance/local-resilience-forums-contact-details

This web page provides contact details for Local Resilience Forums throughout England and Wales.

National Risk Register

www.gov.uk/government/uploads/system/uploads/attachment_data/file/419549/2015_0331_2015-NRR-WA_Final.pdf

The online home of the National Risk Register.

Environment Agency

www.environment-agency.gov.uk

08708 506 506

For information on environmental risks, including flood warnings.

British Red Cross

www.redcross.org.uk

0844 871 11 11

Information on the simple precautions that can be taken to prepare for a range of emergency situations, along with advice on how to cope when they do.

Royal Voluntary Service

www.royalvoluntaryservice.org.uk/

0845 601 4670

Information about the services provided by the Royal Voluntary Service (including emergency response) across the UK.

St John Ambulance

www.sja.org.uk

08700 104950

Information about how first aid training can make a difference to people in an emergency.

RSPCA

www.rspca.org.uk/in-action/international/emergencyresponse

0300 1234 555

The RSPCA has put together some guidelines so that you can be prepared to get your animals to safety in the event of flooding.

Radio Amateurs' Emergency Network (RAYNET)

www.raynet-uk.net

The UK's national voluntary communications service provided for the community by licensed radio amateurs.

Glossary

Community Resilience

Communities and individual harnessing local resources and expertise to help themselves during an emergency, in a way that complements the work of the emergency services.

Community Risk Register

An assessment of local risks that have been identified within a Local Resilience Forum area. It is written, maintained and published by the Local Resilience Forum.

Emergency

An event or situation which threatens serious damage to human welfare in a place in the United Kingdom; the environment of a place in the United Kingdom; or the security of the United Kingdom or of a place in the United Kingdom. Emergencies can also affect you at home, for example house fires, broken down boilers, burst pipes etc.

Local emergency responders

Organisations that respond to emergencies in your area. They include the fire, police and ambulance services, as well as your local authority and other organisations.

Local Resilience Forum (LRF)

A group formed in police area boundaries of England and Wales by key local emergency responders and specific supporting agencies for the purpose of fulfilling their duties under the Civil Contingencies Act 2004.

National Risk Register

A report produced by the Cabinet Office which outlines the Government's assessment of significant potential risks to the United Kingdom.

Rest centre

A building designated by a local authority for the temporary accommodation of evacuees. This may include overnight accommodation.

Risk

A measure of the likelihood and impact of a potential emergency.