

BRISLEY ANNUAL PARISH MEETING

Minutes of the meeting held at 6.30pm on Wednesday 6th May 2026 in the Village Hall.

Present: Cllr Henry Collinge (Chairman), Cllr Richard Dykes (Vice Chairman) and ten members of the public.

1. Welcome and to receive apologies for absence.

The Chairman welcomed everyone to the meeting. There were no apologies for absence.

2. To approve the minutes of the meeting held on 7th May 2025.

The minutes of the meeting held on 7th May 2025 were approved.

3. Launch of the Community Resilience and Emergency Plan – come and hear what this can do for you and how you can get involved.

Cllr Richard Dykes summarised the content of handouts distributed at the meeting (attached) which included likely risks and safety issues, how residents can offer to help, the role of the co-ordinators and links to useful websites. He said the scheme was similar to the 'buddy' scheme set up in the village during covid.

He urged everyone who could assist to volunteer.

Comments from members of the public included that calls for assistance should not relate to household emergencies but events impacting the village. Cllr Dykes said the co-ordinators would assess requests for help. It was agreed it would be useful for new residents in the village who did not have any local contacts and having the reassurance that there is somewhere to turn in the event of an emergency.

4. Open Forum - an opportunity for residents of the parish to express their views on matters of interest or concern relating to the village and to suggest ideas for the future.

Speeding in the village was raised as a concern, particularly in School Road and on the Gateley Road. Solutions suggested included Village Gates, a traffic island at the junction of School Road and Church Street, improved signage for no-access through School Road, and 20mph flashing lights at the school.

The Chairman said that the SAM II speed sign was circulated around the village and a Speedwatch group was currently being set up. The school had also been requested to remind parents that this was a residential area and not to speed. This matter will be considered by the Parish Council once again at their June meeting.

There were no other matters raised and the Chairman thanked everyone for attending and closed the meeting at 6.52pm.

Signed: _____

Date: _____

Village Meeting – 6th May 2026

Can you help our community in an emergency?

The Brisley Parish Council is appealing to all residents living in the village who could help the community in the event of an emergency.

The Government has is encouraging every community to have a Community Resilience & Emergency Plan in place to assist in the event of an emergency.

The following are a few examples of local risks which might impact on our own village life -

- *The village being cut off by severe weather*
- *Interruption to utilities such as electricity, water or telephones*
- *Crop fires resulting in villagers having to evacuate their homes*
- *Risk to human health such as pandemics or heat waves*

To help the village cope with events of these and other critical events we are putting together a register of residents who can help. You may recall we had a 'buddy' system during Covid to help our neighbours. We hope that something similar may hep in the future. For example, do you have: -

- A 4x4 or tractor
- A power generator
- A chain saw
- Lifting equipment
- Portable gas cooking, heating or lighting equipment
- An inflatable mattress, blankets
- First aid or medical experience
- Spare accommodation for people or pets
- The willingness to help with checking on villagers who are vulnerable or who need help with shopping, prescription collection etc

Today's draft plan is intended to promote discussion and encourage offers of assistance. Once finalised, the intention is to circulate contact details of the Plan Co-ordinators to every household in the Village who may be contacted in the event of any specific and valid emergency.

Should you be willing to offer help or assistance of any kind, please complete and return the slip (overleaf) to the Parish Clerk, at clerk@brisleyparishcouncil.gov.uk with details of how you could help.

Thank You,

COMMUNITY EMERGENCY RESILIENCE

I/we can help by providing the following assistance ...

Emergency	Assistance / Resources Available
<i>For example – medical; transport; public utilities.</i>	<i>For example – First Aid; transport; machinery.</i>

Name.....

Address

Contact -

Phone.....

Email.....

**Please return to Brisley Parish Clerk at
clerk@brisleyparishcouncil.gov.uk**

Brisley Community Resilience & Emergency Plan

(Draft for Village Meeting 6th May 2026)

Remember – In an emergency call 999 and never put yourself or anyone else in danger.

This template is designed to help you identify risks, useful people, and what to do during an emergency.

Contents

	Page
Community Risks	2
Risk Incidents & Examples	2,3
First steps in Emergency	4
Main Contacts	4
Plan Trigger	4
Plan Actions	4
Key Locations	4
Specialist Skills	5
Resources/Volunteers	5
Local Clubs/Societies/Groups	6
Distribution	6
Map	6
Useful Contacts	7
Notes	8

DATA PROTECTION

The contents of this plan are subject to Data Protection Legislation. 'Data Protection Legislation' means the Data Protection Act 1998 if it is in force and thereafter the General Data Protection Regulation (EC) 2016/679 and any national implementing laws.

Please ensure that only people on the distribution list hold a copy of the Brisley Community Emergency Plan and that the personal information it contains, is only used in an emergency for the purpose in which it was collected. Please ensure that this document is securely stored and safely disposed of in line with Retention Guidelines as required under Data Protection Legislation.

Community Risks – Matters that could affect our community

	Very Likely	Likely	Less Likely	Negligible
Flooding(a) Coastal, River, Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Severe Weather (b) Storms & Gales	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility Failure (c) Loss of water, electricity Gas, telephones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport Issues (d) Main routes in or out blocked	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Human Health (e) Pandemic Flu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (f) Local, National or Global events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Issues (g) Village wide; or individual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Issues (h) Village wide; or individual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example 'Risk' incidents –

- a. **Flooding –**
 - i. Damage to buildings –
 - 1. Severity (High; medium; low).
 - 2. Physical Help / Assistance needed (vital; useful; not necessary)
 - ii. Damage to the environment –
 - 1. Effect on wildlife
 - 2. Contamination from pollutants
- b. **Severe Weather –**
 - i. Repeat (i) above
 - ii. Effect on mobility (provision of essential needs; disabled needs; etc).
 - iii. Effect on Village communications.
- c. **Utilities Failure –**
 - i. Identify specific utility affected
 - 1. Electricity supply; Water Supply.
 - 2. Severity (High; medium; low).
 - 3. Duration (long; medium; short).
- d. **Transport Issues –**
 - i. Access effect of road works (temporary; longer term)
 - ii. Speed and visibility controls
 - iii. Traffic incident (vehicular crash; breakdown; personal injury)
 - iv. Effect on Public and School buses; emergency vehicles and traffic.
- e. **Human Health –**

- i. Nature of 'event'
 - 1. Contagious or not?
 - 2. Isolation needed (private or public)
- ii. Cause – infection; local / general environment
- iii. Severity (High; medium; low).
- iv. Action needed (preventative; reactionary; advisory?)
- f. **Other –**
 - i. Local, National or Global events
 - ii. Effect and consequential action on our community will probably depend on outside information.
 - iii. Security –
 - 1. Public
 - 2. Private
- g. **Health Issues –**
 - i. Village wide –
 - 1. As e(i) above
 - 2. Effect of drought
 - 3. Effect of heat
 - ii. Personal issues –
 - 1. General awareness of CPRE
 - 2. General knowledge of use of Defibrillator
 - 3. Neighbourliness
- h. **Safety Issues –**
 - i. Village Wide –
 - 1. Countryside accidents
 - 2. Community 'incidents' (e.g. action groups)
 - ii. Personal –
 - 1. Intruder / fraud
 - 2. Unwanted visitor(s)

First steps in an emergency

Pre-arranged actions to respond rapidly to emergencies when they happen by -

- Consider incident and activate plan/response if required
- Contact emergency plan members and volunteers and brief them about the event (Phone/Teams/Zoom/Physical Meeting)
- Carry out actions (e.g. check on vulnerable neighbours)
- Report back to plan co-ordinator
- Liaise with Local Authority Emergency Planner if assistance required (i.e. help from voluntary sector such as 4x4 Response)

Main Contacts - Plan Co-ordinator & Deputy

Name	Address	Telephone	Email
Co-ordinator Richard Dykes	Little Orchard, School Road, Brisley, NR20 5LH	07860 274159	admin@dykesassociates.co.uk
Deputy Co-ordinator	tbc	tbc	tbc

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Plan Triggers – *examples when the plan may need to be activated.*

- Environment Agency Flood Warning / Met Office Severe Weather Warning
- Call from Police
- Call from Local Authority
- Call or message from a Local Resident

Plan Actions – *These are just examples of some pre-arranged actions.*

- Call volunteers to organise meeting or give telephone briefing
- Meet at pre-arranged location and agree actions
- Carry out actions (e.g. check on vulnerable neighbours)
- Report back to plan co-ordinator
- Liaise with Local Authority Emergency Planner if assistance required (i.e. help from voluntary sector such as 4x4 Response)

Key Locations – *Somewhere to meet and co-ordinate necessary actions, and if necessary to keep people safe and warm for a short time during an emergency. For example (subject to agreement) -*

Name	Address	Contact	Other Info
Brisley Village Hall	Gateley Road	Tbc	
St. Bartholomew's Church	Church Road	tbc	
Brisley Bell PH	The Common	tbc	
Brisley School	School Road	tbc	

Local Specialist Skills / Assistance offered - *Please offer if available ...*

Skill(s)	Name	Telephone
Medical / First Aid Skills		
Building / Structure		
Plumbing		
Electricity		
Water		
Fuel		
Food / catering		
Agriculture		
Mechanical		
Language		
Mental / Emotional support		

Resources - *Please offer if available ...*

Name	Contact	Info
Medical/First Aid		
Visit/Monitor		

Deliveries		
Cook/Refreshments		
Accommodation for a Pet		
Emergency Accommodation		
Lifting/carrying sand bags etc		
Submersible Pump		
Portable Lighting		
Portable Heater		
Portable Generator		
Chainsaw		
4 x 4 Vehicle		
Camping Gas Stove or LPG Cooker		
Lifting Equipment		
Compressor		
Inflatable Mattress		
First Aid Kit		
Tractor		

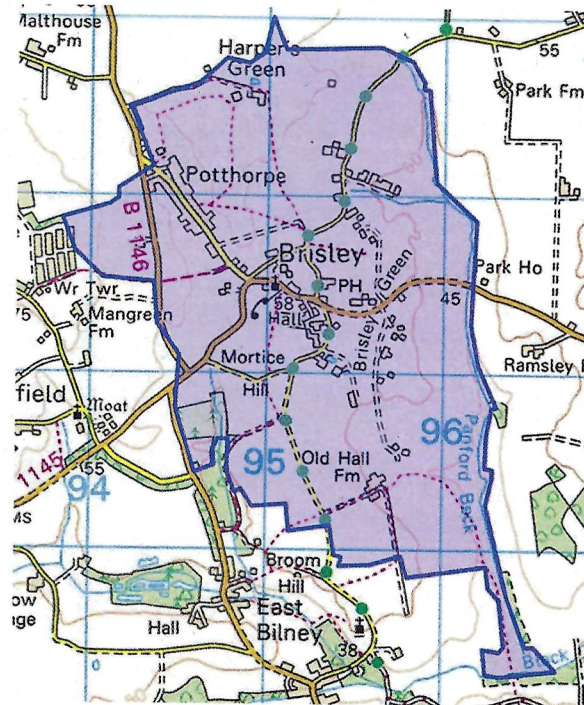
Local Clubs / Societies / Groups – *These may be able to offer all sorts of assistance.*

Resource	Contact Name	Contact Number	Info
Scouts?			
Women's Institute?			
Cricket			
Pub			
Church Groups			
Social media e.g. Facebook / X			

Distribution (Suggested List of people or places to hold plan)

1. Co-ordinator – Co. Richard Dykes
2. Deputy Co-ordinator
3. Clerk to Parish Council
4. Chairman – Parish Council
5. Vice-Chairman – Parish Council
6. Chairman - Brisley Village Hall
7. South Norfolk and Broadland Councils – Emergency Planning Team – Nick Kendrick; Simon Faraday-Drake; Jenny Bloomfield

Map Parishes (May 2024) Boundaries EW BGC | Open Geography Portal



Useful Contacts

Service / Role	Additional info	Telephone	Website / email
Emergency Planning Team	Nick Kendrick. Simon Faraday-Drake. Jenny Bloomfield	Breckland DC 01603 430 434 SNC 01508 533 607	emergencyplanning@southnorfolkandbroadland.gov.uk
Police	(non-emergency)	101	
Norfolk Fire & Rescue Service	(non-emergency)		www.norfolkfireservice.gov.uk
NHS Direct	(non-emergency)	111	www.nhs.uk/111
EA Flood line		0345 988 1188	www.environment-agency.gov.uk
Local Doctors Surgery			
Water - Anglian Water	24hr Control	03457 145 145	www.anglianwater.co.uk
Electricity - UK Power Networks	Supply interruption. 24hr fault line Substation issues. (Vandalism or unauthorized entry) Powerline damage	105	www.ukpowernetworks.co.uk
Gas - National Grid	24hr emergency number for gas safety	0800 111 999	www.nationalgrid.com/uk
Telephones loss of service	Individuals will need to contact their own service provider.		
Telephones Damage to Infrastructure	BT Openreach Damage to phone lines, poles, street cabinets, manhole covers etc	0800 023 2023 (option 1)	

Notes

1. **RESILIENCE MEANS** - the capacity to withstand (cope with) and / or to recover quickly from difficulties, setbacks, emergencies.
2. **Refer to -**
 - a. [Norfolk Resilience Forum website](#)
 - b. [The UK Government Resilience Framework \(HTML\) - GOV.UK](#)
 - c. [National Risk Register - 2025 edition](#)
 - d. [Sweden's recovery and resilience plan - European Commission](#)
 - e. Shere PC (Surrey) - [Combined-Emergency-Plan-and-Annex-B-Current-1.pdf](#)
 - f. Cranleigh PC (Surrey) - [PARISH COUNCIL Emergency plan](#)
3. Look at UK government preparedness website www.gov.uk/prepare
 - a. [Get prepared for emergencies - Prepare](#)
 - b. [Be informed about hazards - Prepare](#)
 - c. <https://prepare.campaign.gov.uk/get-involved-in-your-community/>
4. Steps needed –
 - a. [Volunteering and helping others - Prepare](#)
 - b. [Information for communities and community groups - Prepare](#)
 - c. [Donating during an emergency - Prepare](#)