



## GUIDE TO PRODUCING A PARISH OR COMMUNITY PLAN IN SOUTH OXFORDSHIRE

This guide is designed to be read with and complement the Rural Community Council's national toolkit on parish and community planning (the nine-step guide) or the Market Towns Healthcheck (Lite)



## **Who are the South Oxfordshire Partnership (SOP) and the Oxfordshire Partnership (OP)?**

The South Oxfordshire Partnership brings together representatives from South Oxfordshire District Council, Oxfordshire County Council and the education sector, Thames Valley Police, NHS Oxfordshire, Oxfordshire Association of Local Councils, registered social landlords, private business and community, voluntary and faith sectors.

SOP's role is to drive partnership working to achieve improvements in the quality of life in South Oxfordshire

The Oxfordshire Partnership is a similar strategic partnership for the whole of Oxfordshire. Its role in community planning is explained below on a separate page

## **What parish/community planning means to the South Oxfordshire Partnership?**

The South Oxfordshire Partnership recognises the many ways that a parish or community plan can benefit your community. SOP, and its member organisations, want to support communities in developing these plans.

## **How a parish or community plan can benefit your community**

- parish planning can bring the community together, engender community spirit and help your community develop to deal effectively with issues that arise in the future
- they provide clear evidence of community aspirations and priorities
- they provide a plan for the future of the community which both the parish council and others like the district and county councils can support
- they open up funding streams for projects by providing solid evidence of need and community support
- they encourage partnership working by highlighting projects that need help from external agencies as well as local people
- they influence and inform sustainable community strategies, South Oxfordshire District Council's corporate plan and the local development framework

Community-led planning can play a crucial role in helping the district and county councils, Police and NHS to engage and work effectively with local communities. It also informs elected members and partners about the needs and aspirations of people across South Oxfordshire.

SOP supports and encourages the use of the nine-step toolkit for parish planning developed by the rural community councils, because underpinning the process is wide-ranging consultation with the community, undertaken by the community. It also supports market towns that wish to follow the Market Towns Healthcheck (Lite) process

SOP partners can have confidence that the issues raised in parish plans that follow this guidance have a real basis of support and legitimacy coming from the communities involved, and are able to use such community plans to help inform and influence our policies, strategies and work programmes.

We hope that you find this guide helpful. It forms part of a package of information and advice provided by SOP and its members. Please visit [www.southoxon.gov.uk/parishplans](http://www.southoxon.gov.uk/parishplans) for more information about how we can support your community plan.

## STEP ONE – getting started

If you are reading this guide, you have probably already been in contact with Anton Nath, Community Development Worker for Oxfordshire Rural Community Council (ORCC) (01865 883488) [Anton.nath@oxonrcc.org.uk](mailto:Anton.nath@oxonrcc.org.uk)). Anton can provide you with all the advice and guidance necessary to take you along the road towards producing your Parish or Community Plan.

## OTHER THINGS YOU SHOULD DO

Once you have met with Anton and decided to start developing Plan, you should also contact

- Emma Morris (01491 823612 [emma.morris@southoxon.gov.uk](mailto:emma.morris@southoxon.gov.uk)), lead officer for parish and community planning within South Oxfordshire District Council
- Kathrin Luddecke (01865 323965 [kathrin.luddecke@oxfordshire.gov.uk](mailto:kathrin.luddecke@oxfordshire.gov.uk)), lead officer for parish and community-led planning within Oxfordshire County Council.

Emma and Kathrin will provide advice on how to get the help and support you need from within each council. They will put you in touch with colleagues in their own and other organisations. You should also contact your district and county councillors to get them involved in helping to develop your plan. They can provide a lot of support and information and help you through the process.

## STEPS TWO AND THREE- moving forward with your plan

The development of a Parish or Community Plan can take some considerable time (anything from 18 months to two years) and a lot of hard work. Do not despair! Along the way, you will have the expert help of Anton Nath (ORCC) to call upon. At this stage you will be:

- establishing a steering group to take work forward and developing your project plan
- drumming up volunteers to support the steering group and to help to implement actions in your plan at a later

- collating information from the open evenings and events you have held to consult with the community
- thinking about the issues you want to explore in a questionnaire for the whole community
- starting to think about projects you may want to include in your action plan

## **HELP AVAILABLE TO YOU**

South Oxfordshire District Council can provide practical help at the early stages of developing your plan help by:

- lending display boards for consultation events and activities
- providing maps of your parish, subject to certain conditions
- helping you to find data and information

## **OTHER THINGS YOU SHOULD DO**

Anton will keep Emma Morris (SODC) and Kathrin Luddecke (OCC) informed of progress. You will probably also want to contact them direct for help in consulting with local authority services on developing ideas and projects in your plan, or to tackle issues you are beginning to identify for your community. They can also provide you with copies of the sustainable community strategies covering your area so that you can take account of the priorities that partners are focussing on.

It is important to discuss potential projects and aspirations for your community with council officers and other appropriate agencies, as they will be able to advise you on what actions they may be able to support or help to implement.

## STEP four – consultation with your community

In developing your parish plan, you should consult widely with your community involving everyone, of all ages, ethnicity, background and ability. The more inclusive your consultation the better your plan will be – and being able to demonstrate effective consultation is really important when looking to other agencies for help and support in implementing actions.



There is a lot of support for you to call upon in developing your consultation activities and questionnaire. Anton Nath (ORCC) will be able to provide lots of advice and ideas and you should draw on his experience and enlist his help when drafting your questionnaire.

### WHAT ELSE YOU SHOULD DO

You will also need to involve Emma Morris (SODC) and Kathrin Luddecke (OCC) at an early stage in developing your questionnaire and send them draft versions so that they can

- obtain colleagues comments on any questions that relate to council services and services provided by other SOP partners
- help you to access statistics and information, and results from other consultations that may help to get you started and avoid duplicating work.

### HELP AVAILABLE TO YOU

Both South Oxfordshire District Council and Oxfordshire County Council provide advice and comments on areas for which they are responsible that are covered in your questionnaire.

South Oxfordshire District Council also offers a free questionnaire design and analysis service using its consultation software. The Council can scan completed questionnaires and automatically generate an analysis of the results for you. This not only saves you and your volunteers a lot of work but also considerably reduces the amount of time needed to complete the questionnaire stage of your consultation.

If you think you would like to use this service you will need to talk to Emma

Morris (SODC) at an early stage to discuss whether it will meet your needs and to book your slot.

## **STEPS FIVE AND SIX – developing your action plan**

During this stage, you will be developing a plan of actions to help your community to realise the aspirations expressed during consultation. It is important to keep in touch with Emma Morris and Kathrin Luddecke when you are developing your proposals for action. They can help you to:

- identify agencies that may be able to help you in delivering some of your actions and get their view on the feasibility of your proposals
- find out about work related to your actions that is already underway or planned that could help you
- find out about potential sources of funding for proposed projects in your plan

The purpose of this advice is to help to make sure that where your plan includes actions that need the help of others you can make a realistic assessment of what you may be able to achieve and how long it may take.





## **STEP SEVEN – publishing and launching your plan**

Once you have completed your plan, you will probably want to celebrate your success with a launch event and then take a step back, relax and realise just what you have achieved!

If you are organising a celebration event, you may want to consider inviting your district and county councillors or a SOP member. It's a good way of making sure your plan gets the attention it deserves.

Please send an electronic copy of your completed plan to Emma Morris and Kathrin Luddecke so that they can publish it on their websites. If you have enough copies of the published document then a copy or two are also welcomed and will be made available in the Members room at South Oxfordshire District Council and in the Planning library

You should also send a copy of your plan to the chairman of SOP, c/o South Oxfordshire District Council. At their quarterly meetings SOP will receive a report on completed community plans and will provide a written response. If there are any issues about the implementation of your plan that you would like to raise with SOP, please bring these to the attention of the Chairman when you send in a copy of your plan.

## **STEPS EIGHT AND NINE- implementing your plan and reviewing progress**

If you have kept in touch with Emma and Kathrin and involved them as suggested in this guide then by the time your plan is completed, you should have a good idea of:

- the projects that will be delivered by people in your community
- the agencies that you will need to help you with other projects and the type of support they can offer where they have said that they can do this.



SOP is very keen to ensure that partners support implementation of projects where they have said they can do this.

Behind the scenes, SOP members will be working within their organisations to ensure that they support parish and community planning, help implement projects wherever feasible, and take account of completed plans in their work and strategies.

We will also be keeping up to date with the progress that groups are making in implementing the actions contained in their plans. That means we can help to spread the good news about successes and try to help overcome any obstacles you may encounter.

You can contact Emma and Kathrin at any time if there are any problems that partners may be able to help with.

We welcome your comments; if you want to contact us about this guide or other information we provide, or anything else concerning Parish and Community Planning in South Oxfordshire, please contact Emma Morris or Kathrin Luddecke.

## **The Oxfordshire Partnership and Community Planning**

The Oxfordshire Partnership (OP) brings together organisations from the public, private, voluntary and community sectors to focus their efforts on those things that are important to people who live in, work in and visit Oxfordshire and, more importantly, to do something about them.

The Oxfordshire Partnership's vision for the county is set out in the Oxfordshire 2030 strategy and delivery plan. Evidence of local priorities from 30 community plans published between 2002 and early 2007 informed the development of Oxfordshire 2030.

One of our pledges is to **“work with local people including the voluntary, community and faith organisations and the military to sustain and build supportive, cohesive, resilient and well planned communities.”**

To deliver on this pledge by April 2012, partners are committed to:

- increase the number of communities benefiting from involvement in local community planning
- increase the number of actions (identified as local priorities in community-led plans) that are progressed

We do not want to duplicate the support that SOP offers communities. What we will do to help is:

- use the Oxfordshire Partnership website ([www.oxfordshirepartnership.org.uk](http://www.oxfordshirepartnership.org.uk)) to give access to published community-led plans and relevant links, inc. to our partners and SOP
- take into account updated evidence from community-led plans about emerging trends and priority issues when we review Oxfordshire 2030
- contribute to the delivery of the Oxfordshire 2030 community-led planning targets in other ways, as appropriate, for example by supporting awareness raising, networking and developing skills

## Useful contacts and sources of information

### Oxfordshire Rural Community Council (ORCC) 01865 883488

Issue	Contact
Support for parish planning	Community development worker Anton.nath@oxonrcc.org.uk
Village halls	Lynne Newin, Village Halls Advisor Lynne.newin@oxonrcc.org.uk
Village and community shops	Jane Barker, Village Shops Development Worker Jane.Barker@oxonrcc.org,.uk
Rural housing enabler	Anna.kennedy@oxonrcc.org.uk
Community transport advisor	Alix.Michaelis@oxonrcc.org.uk

### South Oxfordshire District Council

Issue	Contact
Parish planning lead officer and key contact	Emma Morris Emma.morris@southoxon.gov.uk 01865 823612
Planning Policy	Caroline Emery caroline.emery@southoxon.gov.uk
Housing	Sarah Jones sarah.jones@southoxon.gov.uk 01491 823347
Waste and recycling, litter	Fred Thompson-Brown Fred.thompson-brown@southoxon.gov.uk
Community safety	Hilary Green Hilary.green@southoxon.gov.uk 01491 823615
Neighbourhood action groups (NAGs)	Alison Smith Alison.smith@southoxon.gov.uk 01491 823054
Environmental protection (air quality etc.)	Env.health@southoxon.gov.uk
Countryside management and forestry	forestry@southoxon.gov.uk
Environmental sustainability/ climate change	Heather.saunders@southoxon.gov.uk 01491 823457

Economic development and tourism	Economic.development@southoxon.gov.uk 01491 823421
Sport and leisure	leisure@southoxon.gov.uk 01491 823124
Grants	Jayne.bolton@southoxon.gov.uk 01491 823136
<b>Oxfordshire County Council</b>	
<b>Issue</b>	<b>Contact</b>
Partnership Officer ( Localities) and key contact	Kathrin.luddecke@oxfordshire.gov.uk 01865 323965
<b>NHS Oxfordshire</b>	
<b>Issue</b>	<b>Contact</b>
Health improvement and health care services	Jenny.newton@oxfordshirepct.nhs.uk
<b>Thames Valley Police</b>	
Neighbourhood policing and partnerships	Martin.jubb@thamesvalley.pnn.police.uk

<b>Other sources of information</b>	
<b>Issue</b>	<b>Contact</b>
General information and advice on parish planning	Oxfordshire Rural Community Council (ORCC) <a href="http://www.oxonrcc.org.uk">www.oxonrcc.org.uk</a>
SOP: general information	<a href="http://www.southoxon.gov.uk/sop">www.southoxon.gov.uk/sop</a>
SOP: parish planning information	<a href="http://www.southoxon.gov.uk/parishplans">www.southoxon.gov.uk/parishplans</a>
South Oxfordshire District Council	<a href="http://www.southoxon.gov.uk">www.southoxon.gov.uk</a>
Oxfordshire County Council	<a href="http://www.oxfordshire.gov.uk/communityplanning">www.oxfordshire.gov.uk/communityplanning</a>
NHS Oxfordshire	<a href="http://www.oxfordshirepct.nhs.uk">www.oxfordshirepct.nhs.uk</a>
Thames Valley Police	<a href="http://www.thamesvalley.police.uk">www.thamesvalley.police.uk</a>

## Other sources of information

Issue	Information source
General information and advice on parish planning	Oxfordshire Rural Community Council (ORCC) <a href="http://www.oxonrcc.org.uk">www.oxonrcc.org.uk</a>
SOP: general information	<a href="http://www.southoxon.gov.uk/sop">www.southoxon.gov.uk/sop</a>
SOP: parish planning information	<a href="http://www.southoxon.gov.uk/parishplans">www.southoxon.gov.uk/parishplans</a>
South Oxfordshire District Council	<a href="http://www.southoxon.gov.uk">www.southoxon.gov.uk</a>
Oxfordshire Partnership	<a href="http://www.oxfordshirepartnership.org.uk">www.oxfordshirepartnership.org.uk</a>
Oxfordshire County Council	<a href="http://www.oxfordshire.gov.uk">www.oxfordshire.gov.uk</a>
NHS Oxfordshire	<a href="http://www.oxfordshirepct.nhs.uk">www.oxfordshirepct.nhs.uk</a>
Funding and advice on running voluntary and community groups	Oxfordshire Community and Voluntary Action (OCVA) <a href="mailto:Info@OCVA.org.uk">Info@OCVA.org.uk</a> 01865  Oxfordshire Rural Community Council (ORCC) <a href="mailto:Anton.nath@oxonrcc.org.uk">Anton.nath@oxonrcc.org.uk</a> 01865

## Notes



Listening Learning Leading





# Neighbourhood policing and your community-led plan

This information sheet suggests some ways to involve your neighbourhood policing team in developing and implementing your community-led plan, and tells you about the help that they may be able to offer. It also tells you how you can contact your Neighbourhood Policing Team and the level of service you can expect.

## WHAT IS A NEIGHBOURHOOD POLICING TEAM?

Every neighbourhood in Thames Valley has a dedicated Neighbourhood Policing Team. Your Neighbourhood Policing Team is led by a senior police officer and includes a police officer and police community support officers.

Your Neighbourhood Policing Team works with local people and partners to identify, tackle and prevent local, low-level crime, anti-social behaviour, and tackle any ongoing concerns. A key part of its work is building relationships with local people.

Your Neighbourhood Policing Team works closely with your **Neighbourhood Action Group (NAG)** or, where there is no NAG, another locally based multi-agency problem solving group. A NAG consists of relevant partner agencies, key stakeholders and members of the local community.

For more information about neighbourhood policing and NAGs please visit <http://www.thamesvalley.police.uk/yournh.htm> or call 0845 8 505 505.

## HOW CAN YOUR NEIGHBOURHOOD POLICING TEAM HELP?

### Getting started

Involving your neighbourhood police team when you first start to develop your plan will help to ensure that community safety and policing issues in your community are thoroughly explored and that your plan contains feasible and effective actions to tackle them.

### *You may want to consider:*

- inviting a member of the Neighbourhood Policing Team to become a member of your steering group or making sure they get a copy of the notes of your meetings

- asking your Neighbourhood Policing Team about how you can link up with your NAG to share information and ideas and to look at ways of working together.
- inviting your Neighbourhood Policing Team to come along to your launch event and consultation events where they can listen to the concerns of local people and provide information. This will also help to reassure local people that the Police are taking your community-led planning seriously and that it is definitely worth doing!

## **Gathering information, collecting evidence and consulting**

There are a number of ways that your Neighbourhood Policing Team may be able to help.

### ***Talk to your Neighbourhood Policing Team about:***

- any available data about the incidence of crime and antisocial behaviour in your village
- any initiatives that are planned or underway to tackle problems
- arranging the use of a speed indicator device (SID) to measure the speed of traffic on roads where people report speed to be a problem.
- whether they can help with the distribution of leaflets etc to people they meet and talk to
- whether they have contacts or relationships with groups of people that you are having difficulty involving, for example young people.

## **Your consultation questionnaire**

When the time comes to write your questionnaire, please share draft versions with your neighbourhood police team so that they can help with wording questions about policing and community safety.

### ***Key points to consider:***

- your Neighbourhood Policing Team also has to carry out consultations with local people so if you are both planning a consultation exercise look at ways of linking up rather than duplicating. This will avoid confusing people and make sure you get the best response possible
- make your questions specific, for example,
  - if people have raised concerns about a specific problem, ask a direct question about it in your questionnaire
  - if you ask people if they are concerned about crime/antisocial behaviour, they should be asked to give a specific answer – what personally have they experienced (criminal damage to property, graffiti etc?), when, where and how often?
- Provide some background information to your questions, for example, if you have the results of some sessions with a speed indicator device operating on roads in your community, refer to these at the relevant point in the questionnaire

- Be realistic – should you ask a question that may raise expectations beyond what can realistically be achieved? If you do want to ask the question anyway, explain why you are asking it and be honest about the likelihood of being able to provide something even if everyone says ‘yes’.
- Can you ask a different question? If you decide, for example, that asking people if they would like a police station in the village raises expectations too high think about what is prompting the question and whether you could suggest different solutions. Talk to your Neighbourhood Policing Team about what these may be.

## Developing and implementing your action plan

Hopefully, your Neighbourhood Policing Team will have been closely involved with your community-led plan and the action plan will hold no surprises but this is still a good time to get their input.

### ***Ask your Neighbourhood Policing Team***

- to look at the draft action plan and comment on actions relating to community safety and policing
- to confirm that they are in agreement with the Police being listed as a partner against any actions where this is the case
- if they have any suggestions for additional actions
- if there are any other agencies or organisations who may be able to help with implementation

### **Finally, when your plan is published**

Ask your Neighbourhood Policing Team to share your plan with colleagues and bring to the attention of the local Inspector and Local Police Area Commander.

## CONTACTING YOUR NEIGHBOURHOOD POLICING TEAM

**Please use the attached map to identify which neighbourhood your community is part of for policing purposes.**

Method of contact	What to expect
Telephone: 0845 8 505 505	This is the general contact number for Thames Valley Police. Please ask to be put through to your Neighbourhood Policing Team.  If there is no-one available please leave a voice message and someone will return your call within 24 hours
By email (please see table below for details) .	All emails will be responded to within 24 hours

Neighbourhood and villages covered	Neighbourhood Sergeant	Email contact
<b>WHEATLEY</b> Wheatley, Woodeaton, Elsfield, Beckley & Stowood, Stanton St John, Forest Hill with Shotover, Holton, Waterperry with Thornley, Horspath, Garsington, Sandford on Thames, Waterstock, Tiddington with Albury, Cuddeson with Denton, Toot Baldon and Marsh Baldon.	Sergeant Stephen Hookham	<a href="mailto:WheatleyNHPT@thamesvalley.pnn.police.uk">WheatleyNHPT@thamesvalley.pnn.police.uk</a>
<b>CHALGROVE</b> Chalgrove, Stadhampton, Little Milton, Newington, Drayton St Leonard, Great Milton and Great Haseley.	Sergeant Stephen Hookham	<a href="mailto:ChalgroveNHPT@thamesvalley.pnn.police.uk">ChalgroveNHPT@thamesvalley.pnn.police.uk</a>
<b>THAME</b>	Sergeant Stephen Hookham	<a href="mailto:ThameNHPT@thamesvalley.pnn.police.uk">ThameNHPT@thamesvalley.pnn.police.uk</a>
<b>CHINNOR</b> Chinnor, Crowell, Aston Rowant, Kingston Blount, Sydenham, Tetsworth and Towersey.	Sergeant Stephen Hookham	<a href="mailto:ChinnorNHPT@thamesvalley.pnn.police.uk">ChinnorNHPT@thamesvalley.pnn.police.uk</a>
<b>WATLINGTON</b> Britwell Salome, Cuxham with Easington, Pyrton, Stoke Talmage, Shirburn, Wheatfield, Adwell, Christmas Common and Lewknor.	Sergeant Stephen Hookham	<a href="mailto:WatlingtonNHPT@thamesvalley.pnn.police.uk">WatlingtonNHPT@thamesvalley.pnn.police.uk</a>
<b>BERINSFIELD AND BENSON</b> Berinsfield, Benson, Nuneham Courtenay, Culham, Clifton Hampden, Dorchester, Shillingford, Warborough, Berrick Salome, Benson, Ewelme and Brightwell Baldwin.	Sergeant Fraser Weller	<a href="mailto:Benson%26BerinsfieldNHPT@thamesvalley.pnn.police.uk">Benson%26BerinsfieldNHPT@thamesvalley.pnn.police.uk</a>
<b>DIDCOT SOUTH</b>	Sergeant Fraser Weller	<a href="mailto:DidcotSouthNHPT@thamesvalley.pnn.police.uk">DidcotSouthNHPT@thamesvalley.pnn.police.uk</a>
<b>DIDCOT NORTH</b>	Sergeant Fraser Weller	<a href="mailto:DidcotNorthNHPT@thamesvalley.pnn.police.uk">DidcotNorthNHPT@thamesvalley.pnn.police.uk</a>
<b>WALLINGFORD</b>	Sergeant Fraser Weller	<a href="mailto:WallingfordNHPT@thamesvalley.pnn.police.uk">WallingfordNHPT@thamesvalley.pnn.police.uk</a>

<b>CHOLSEY AND MOULSFORD</b> Cholsey, Moulsoford, Aston Tirrold, Aston Upthorpe, South Moreton, North Moreton, East Hagbourne and West Hagbourne.	Sergeant Fraser Weller	<a href="mailto:Cholsey%26MoulsofordNHPT@thamesvalley.pnn.police.uk">Cholsey%26MoulsofordNHPT@thamesvalley.pnn.police.uk</a>
<b>NETTLEBED</b> Nettlebed, Swyncombe, Pishill with Stonor, Bix & Assendon, Stoke Row, Highmoor, Checkendon and Rotherfield Greys.	Sergeant Graham Pink	<a href="mailto:NettlebedNHPT@thamesvalley.pnn.police.uk">NettlebedNHPT@thamesvalley.pnn.police.uk</a>
<b>GORING AND WOODCOTE</b> Goring, Woodcote, Goring Heath and South Stoke and Whitchurch on Thames.	Sergeant Graham Pink	<a href="mailto:Goring%26WoodcoteNHPT@thamesvalley.police.uk">Goring%26WoodcoteNHPT@thamesvalley.police.uk</a>
<b>SONNING COMMON</b> Rotherfield Peppard, Kidmore End, Mapledurham, Harpsden, Binfield Heath, Shiplake and Eye & Dunsden.	Sergeant Graham Pink	<a href="mailto:SonningCommonNHPT@thamesvalley.police.uk">SonningCommonNHPT@thamesvalley.police.uk</a>
<b>HENLEY TOWN</b>	Sergeant Graham Pink	<a href="mailto:HenleyTownNHPT@thamesvalley.police.uk">HenleyTownNHPT@thamesvalley.police.uk</a>

## FURTHER SOURCES OF INFORMATION

<b>Thames Valley Police</b>	<a href="http://www.thamesvalley.police.uk">www.thamesvalley.police.uk</a>  0845 8 505 505 (non emergency number and to contact your Neighbourhood Policing Team by telephone)
<b>South Oxfordshire District Council</b>	<a href="http://www.southoxon.gov.uk/communitysafety">www.southoxon.gov.uk/communitysafety</a>  01491 823615 <a href="mailto:community.safety@southoxon.gov.uk">community.safety@southoxon.gov.uk</a>

# **Raining cats and dogs: building community resilience to extreme weather events**

Whatever the mix of views in your community about climate change – what is causing it and can we do anything to stop it – there can be little doubt that we have experienced some wild weather over recent years.

The consequences of severe weather events have ranged from devastating for people whose homes and businesses have been destroyed by flooding, to inconvenience, stress and potential harm for people trapped and isolated by heavy snowfall.

Developing a community-led plan is a great opportunity to think about how severe weather has affected your community in the past, or how it may affect it in the future. You may want to think about and discuss what action you could take at a local level now, and during severe weather, to manage and cope with the consequences. This information sheet is aimed at helping to build consideration of these issues into your community-led planning. It provides:

- suggestions for how you might include adapting to climate change in your discussions and consultations
- the types of issues and challenges that severe weather events may present for your community.
- ideas for possible actions that your community could take
- contacts for sources of further information, help and advice

## **Planning for climate change in your community-led plan**

- At **launch events and initial consultations** you could
  - use the information provided in this sheet to get people thinking about the possible local impacts of climate change and severe weather
  - if coping with severe weather is raised as a concern by local people you could follow this up through a topic group and use the links and contacts on this sheet to help you to find more information to inform discussion and further consultation.
- You could use your main **consultation questionnaire** to
  - find out how widespread interest and concern is in your community about the local impact of a changing climate
  - ask questions to find out whether local people would be prepared to get involved in action to meet any potential challenges, for example are there enough people who would

help to set up and operate a local support network for vulnerable people in your community in the event of severe weather.

- Depending upon the results of your questionnaire your **action plan** could include some actions to prepare your community for the consequences of severe weather. This could simply be an action to gather more information, for example on the history of flooding in your local area and the future risk. Or you may feel ready to act on information already gathered and want to implement an action such as developing a local flood action plan or a general community emergency plan based on existing guidance (see table of sources of help).

**Remember to talk to the relevant agencies and public sector organisations and involve them in developing questions for your questionnaires and developing possible actions. They will be able to provide information and advice and let you know what support they may be able to offer**

## ISSUES, ACTIONS AND SOURCES OF HELP

Weather event and issues to consider	Possible actions	Sources of help (see separate table for contact details of sources of help identified)
<p><b>All weather events</b></p> <p>Supporting vulnerable people in your community</p> <p>Communication and information</p> <p>General concern about how your community would deal with emergencies</p>	<p>Find out who is vulnerable in your community and what specific needs they may have in the event of severe weather.</p> <p>A communications plan will help to make sure that everyone receives important information. For example, can you help to get information updates from the Council's website to people without internet access? Do you know the different ways to get up to date information from the Council during severe weather e.g. texts, email alerts?</p> <p>The development of a general community development plan is highly recommended and is a great opportunity to consider how severe weather has affected your community in the past and what the effects of future severe weather may be on your community. Action you could take at a local level now, and during severe weather to cope with its consequences can be part of a general emergency plan.</p>	<p>Parish Council Local church/faith groups Local support groups/voluntary organisations</p> <p>South Oxfordshire Communications Team.</p> <p>Your district and county councillor</p> <p>Guidance on what it should include is published on the Oxfordshire County Council web site (<b>see below</b>).</p>
<p><b>Heavy rain and flooding</b></p> <p>Are properties in your community at risk of flooding?</p>	<p>Find out about the history of flooding in your community and what the flood risk is.</p>	<p>Environment Agency</p>



Weather event and issues to consider	Possible actions	Sources of help (see separate table for contact details of sources of help identified)
	<p>Have residents taken basic flood protection measures?</p> <p>Could the likelihood of flooding be reduced – are culverts clear? Is there other remedial work that could be carried out to make flash flooding less likely?</p> <p>Do people know what to do in the event of a flood or could you run an information campaign through your community? Do you need a flood plan?</p>	<p>Environment Agency</p> <p>Environment Agency John Backley, Technical Manager, South Oxfordshire District Council (SODC)</p> <p>Environment Agency John Backley, SODC</p>
<p><b>Heat wave</b></p> <p>Are older or other vulnerable residents at risk in conditions of extreme heat?</p>	<p>Can you identify a 'cool room' for vulnerable residents to use in very hot weather?</p> <p>Do you know who is vulnerable in your community?</p>	<p>People who manage your community buildings e.g. village hall, school, or businesses. Talk to neighbouring villages.</p> <p>Local groups for the elderly or disabled people, baby and toddler groups and local faith communities.</p>

Weather event and issues to consider	Possible actions	Sources of help (see separate table for contact details of sources of help identified)
<b>Flood and snow</b>  Can residents access their fuel/food supplies when cut off due to flood or snow?	Can you set up a support network to ensure that vulnerable people receive vital supplies?  Can the community build support networks to help those who do not have access to transport in extreme weather, for example, taxi drivers, owners of four-wheel drive vehicles, faith communities, 'flu friends'	Oxfordshire County Council can advise on how to set up a 'Good Neighbour' scheme in your community.  Local faith communities
Are food supplies in the community limited when cut off in extreme weather?	Can a plan be put together to minimise panic buying and ensure a more equitable distribution?	Talk to your village shop and parish council about options.
Schools are closed but parents still need to get to work	Can childcare be organised at a community level when schools are closed, to enable parents to continue working? Do any teachers live in the community who can help out locally if they are unable to access their own schools?	Contact Ofsted to find out about the regulations governing childcare and about the different options for this type of childcare. Oxfordshire Family Information Service (08452 262636) will be able to get a list of registered childminders and other local, registered childcare settings who may be willing to discuss options

## CONTACTS

<b>Environment Agency</b> Flood risk Information for residents about what to do in the event of flooding	<a href="http://www.environment-agency.gov.uk/homeandleisure/default.aspx">http://www.environment-agency.gov.uk/homeandleisure/default.aspx</a> Telephone: 08708 506 506 (Mon-Fri, 8am - 6pm) <a href="http://www.defra.gov.uk/environment/flooding/manage/propertylevel/grant-scheme.htm">http://www.defra.gov.uk/environment/flooding/manage/propertylevel/grant-scheme.htm</a> Telephone: 08459 33 55 77
<b>South Oxfordshire District Council</b> Flood planning / Reducing flood risk	<a href="http://www.southoxon.gov.uk/ccm/navigation/advice--benefits-and-emergencies/floods/">http://www.southoxon.gov.uk/ccm/navigation/advice--benefits-and-emergencies/floods/</a> John Backley, Technical Manager, Commercial Services Tel: 01491 823419 <a href="mailto:John.backley@southoxon.gov.uk">John.backley@southoxon.gov.uk</a>
<b>Oxfordshire County Council</b> Community Emergency Plans  Heatwave Information  School closure and childcare  ‘Good Neighbour’ schemes	<a href="http://www.oxfordshire.gov.uk/plink/publicsite/councilservices/W/Internet/Council+services/Community+and+living/Our+work+with+communities/FPS+-+EP+-+FI+-+Parish+plan">http://www.oxfordshire.gov.uk/plink/publicsite/councilservices/W/Internet/Council+services/Community+and+living/Our+work+with+communities/FPS+-+EP+-+FI+-+Parish+plan</a> Emergency Planning Unit, Woodeaton Manor, Oxford OX3 9GU Tel: 01865 815604  <a href="http://www.oxfordshire.gov.uk/plink/publicsite/councilservices/W/Internet/Council+services/Fire+and+public+safety/Sun+and+heatwave+safety/FPS+-+FRS+-+sun+and+heatwave+advice">http://www.oxfordshire.gov.uk/plink/publicsite/councilservices/W/Internet/Council+services/Fire+and+public+safety/Sun+and+heatwave+safety/FPS+-+FRS+-+sun+and+heatwave+advice</a>  <a href="http://www.oxfordshire.gov.uk/plink/publicsite/councilservices/W/Internet/Council+services/Education+and+learning/Education+and+learning+home">http://www.oxfordshire.gov.uk/plink/publicsite/councilservices/W/Internet/Council+services/Education+and+learning/Education+and+learning+home</a> Oxfordshire Family Information Service, County Hall, New Road, Oxford, OX1 1ND Tel: 08452 262636  <a href="http://www.oxfordshire.gov.uk/wps/portal/publicsite/councilservices?WCM_GLOBAL_CONTEXT=http://apps.oxfordshire.gov.uk/wps/wcm/connect/occ/Internet/Council+services/Health+and+social+care/Community+development/SHC+-+community+development+home">http://www.oxfordshire.gov.uk/wps/portal/publicsite/councilservices?WCM_GLOBAL_CONTEXT=http://apps.oxfordshire.gov.uk/wps/wcm/connect/occ/Internet/Council+services/Health+and+social+care/Community+development/SHC+-+community+development+home</a>  Community Development Team, Knights Court, 21 Between Towns Road, Oxford, OX4 3LX, 01865 323091
<b>Ofsted</b> Childcare advice	<a href="http://www.ofsted.gov.uk/">http://www.ofsted.gov.uk/</a> Tel: 0300 123 1231
<b>Churches together in Oxfordshire</b> Information about local faith communities	<a href="http://www.communicate.co.uk/oxford/churchinoxon/">http://www.communicate.co.uk/oxford/churchinoxon/</a> County Ecumenical Officer, Churches Together in Oxfordshire, Cowley Road, Methodist Church Centre, Jeune Street, OXFORD, OX4 1BN Telephone: 01865 723801

