



Exbourne with Jacobstowe Parish Emergency Plan

Developed in partnership between Exbourne with Jacobstowe Parish Council and The Burrow
Community Shop and Cafe

Approved by Parish Council 26 May 2020

This plan will be reviewed annually

Review date	Reviewed by

1. Information

- 1.1. This document is a formalised plan of a community support scheme established by the manager of The Burrow Community Shop and Cafe together with other local residents. Our thanks go to those that give their own time to help those in our community that most need support
- 1.2. The plan has been developed for use in times of crisis to provide local support to the most vulnerable in our community who are unable to leave their homes
- 1.3. A vulnerable person means a person who, for any reason, is unable to leave their home and do not have regular support from a relative or other concerned person
- 1.4. The Burrow Community Shop allows for vulnerable people to open a personal account to remotely purchase essential goods.
- 1.5. The plan relies on holding details of vulnerable people and volunteers. The details held will consist only of names, addresses and contact numbers and will be considered confidential information. Details will only be held if the person concerned agrees to them being included in the register. For this reason these lists will only be available to the manager of the Burrow Community Shop, their deputy and Volunteer Coordinators.
- 1.6. This plan is not intended to be a static document but will evolve depending on changing circumstances and as opportunities for improvement arise. The plan will be owned by Exbourne with Jacobstowe Parish Council and will be reviewed in conjunction with key stakeholders annually.

2. Intention

- 2.1. To provide support to the most vulnerable in our community (including those temporarily unable to leave their homes) and therefore will be unable to obtain essential foodstuffs, Medical prescriptions etc.
- 2.2. To support regular welfare checks on the vulnerable and if applicable, provide a mechanism to arrange other support that may be outside of the scope or capability of The Burrow

3. Method

- 3.1. Vulnerable persons in the community will be identified by;
 - Vulnerable persons requesting they be included in the scheme
 - The Burrow Community Shop staff
 - Concerned neighbours of a person identified as vulnerable and who are not in a position to be able to provide regular support to the vulnerable person
- 3.2. In times of crisis, leaflets will be distributed to the parishes of Exbourne and Jacobstowe reminding them how they can access support, or how they can volunteer to support to this emergency plan.

- 3.3. Where someone is identified as being potentially vulnerable, they must be asked at the time whether they agree to being included in the plan and the concerned person will obtain the details required for inclusion in the confidential list.
- 3.4. To assist in the management of volunteers, Volunteer Coordinators will be identified and will act as a single point of contact for staff at the Burrow Community Shop.
- 3.5. A list of volunteers will be retained by the Volunteer Coordinators and, as a contingency, the manager of The Burrow. Details will include name, address, contact numbers and usual times and days that they will be available to provide support.
- 3.6. Where a vulnerable person agrees to be included in the plan they will be given the opportunity to open an account with The Burrow and will be told to telephone The Burrow for any essential items of shopping they need.
- 3.7. On receipt of a shopping request, staff at The Burrow will establish whether the vulnerable person has a health condition that requires them to isolate themselves. Staff will then make arrangements for shopping items to be set aside for volunteer delivery to the vulnerable person. The process/method of payments will be determined by the staff at The Burrow.
- 3.8. Once a request for a food delivery has been received by The Burrow, staff will contact a volunteer coordinator who will arrange delivery.
- 3.9. Delivery of the shopping to the vulnerable person will be made in a timely manner, taking into consideration any perishable items that need to be kept frozen or chilled.
- 3.10. The Volunteer Coordinator will notify a volunteer, if possible one that lives nearby, to arrange delivery of the shopping to the vulnerable person.
- 3.11. If the vulnerable person's health is such that close contact would be hazardous to the volunteer, the volunteer will leave any delivery outside the door of the vulnerable person before knocking, and then standing back to a safe distance before speaking with the vulnerable person.
- 3.12. If not prejudicial to the health of the volunteer, the volunteer will attempt to speak with the vulnerable person to establish that they are well and do not require other essential support. Any additional support required will be reported back to the Volunteer Coordinator who will consider the best approach to be taken, utilising the help of other volunteers where appropriate.

4. Risk Assessments for Contagious Diseases:

Risk	Risk Level H/M/L	Mitigation measure
Risk of infected vulnerable person infecting volunteer	H	Contagious Vulnerable persons will be identified on their initial registration into the plan. Volunteers will be advised of the vulnerable persons status by the volunteer coordinator and will ensure they maintain a safe distance from the vulnerable person Volunteers should wash their hands as soon as possible as per government guidelines or use hand sanitiser Bags of shopping should be left at the door of the vulnerable person before knocking and standing back to a safe distance
Risk of infection from Burrow Staff and Volunteers	M	Staff and volunteers should maintain a safe distance from each other

5. Contingencies

- 5.1. In the event of full closure of The Burrow – (back up plan needed)

6. Communications

- 6.1. Leaflets of the scheme will be delivered to each household if possible, using volunteers to perform deliveries
- 6.2. Coordination of leaflet delivery will be arranged by members of the parish council. A delivery grid system of Exbourne has already been developed and is included at [Appendix 4](#)
- 6.3. Leaflets will be printed using the services of The Burrow, with printing costs being met by the parish council
- 6.4. Notices of the scheme will also be placed in The Burrow and the village notice boards
- 6.5. Consideration will be given to posting the leaflet onto suitable websites

7. Appendices

[Appendix 1](#) [Blank Vulnerable persons List](#)

[Appendix 2](#) [Blank Volunteer List](#)

[Appendix 3](#) [Sample flyers for use in times of crisis](#)

[Appendix 4](#) [RESIDENTIAL & FARM ADDRESSES to assist with managing leaflet drops etc](#)

Appendix 1 – Vulnerable person list

CONFIDENTIAL

[illegible]

Appendix 2 – Volunteer List

CONFIDENTIAL

[illegible]

Appendix 3 – Specimen public awareness leaflets

Exbourne with Jacobstowe Parish Community Support Scheme

The Exbourne Community Shop can help with food deliveries for those who are unable to leave their homes.

Contact the shop on **01837 851928**

If you need any other help we have volunteers who will be happy to assist

Contact the Volunteer coordinators on

Name	Tel	Mobile
or		
Name	Tel	Mobile

Area for specific message relating to the specific emergency.

Appendix 4 – RESIDENTIAL & FARM ADDRESSES

List adapted from WDBC Electoral Roll 19th August 2015:

Area: North of A3072 @ Ex Cross Garage:

Number	Property Address 1	Street/Road	Notes if any:
1	Vine House	Hole Hill	
2	Fradornic	Hole Hill	
3	Hole Downs	Hole Hill	
4	Caravan @ Hole Down Farm	Hole Hill	
5	Woodclose	High St (East side)	
6	Hope Cottage	High St (East side)	
7	Ardoch	High St (East side)	
8	West View	High St (West side)	
9	Moor View	High St (West side)	
10	The Cottage	High St (East side)	
11	Cofton Cottage	High St (East side)	
12	The Old Chapel	High St (East side)	
13	Old Sunday School	High St (East side)	
14	Beacon View	High St (East side)	
14A	The Garage	High St (East side)	
Total:			15

Area: West of High Street to Stowe Lane.

Number	Property Address 1	Street/Road	Notes if Any
15	Courtney View	High St (West side)	
16	1 Cawsand View	High St (West side)	
17	2 Cawsand View	High St	
18	3 Cawsand View	High St (West side)	
19	1 Comer Close	High St (West side)	
20	3 Comer Close	High St(West Side)	
21	1&2	High St (West side)	
22	3 High Street	High St (West side)	
23	4 High Street	High St (West side)	
24	Chapter 5, No.5 High Street	High St (West side)	
25	The Old Manse	High Street	
26	Elm House	High St (West side)	
27	Courtlyns	Stowe L	
28	1 Mount Pleasant	Stowe L	
29	2 Mount Pleasant	Stowe L	
30	??3 Mount Pleasant	Stowe L*	Only 2 properties there
31	Old Rectory	Hole Hill	
32	Wynridge	Hole Hill	
33	Barwick	Hole Hill	
Total:			19

Area: Red Lion down Blenheim Lane (South)

Number	PropertyAddress1	Street/Road	Notes if Any
34	Red Lion Inn	High St (East side)	
35	Town Living	Blenheim La	
36	Swallows Rest	Blenheim L	
37	Willowdene or Lorryn	Blenheim La	
38	Beverlie	Blenheim La	
Total:			5

Area: Red Lion down Blenheim Lane (North)

Number	PropertyAddress1	Street/Road	Notes if Any
39	Myrtle Cottage	Blenheim Lane	
40	Church Style	Blenheim Lane	
41	Lower Church Style	Blenheim Lane	
42	Sunnybank	Blenheim Lane	
43	Church Cottage	Duck La	
44	Willhay Cottage	Duck La	
45	Jubilee Cottage	Duck La	
46	Victoria Cottage	Duck La	
47	Fern Villa	Duck La	
48	Holmeswell	Duck La	
49	1 Parade Cottage	Duck La	
50	2 Parade Cottage	Duck La	
Total:			12

Number	PropertyAddress1	Street/Road	Notes if Any
51	Blenheim	High Street	
52	1 Glebe Cottages	High Street	
53	2 Glebe Cottages	High Street	
54	1 Court Barton	The Avenue / High St	
55	2 Court Barton	The Avenue / High St	
56	1 Rookery Cottage	North Rd	
57	2 Rookery Cottage	North Rd	
Total:			7

Number	Property Address 1	Street/Road	Notes if Any
58	Rosemary Cottage	Fore Street	
59	Easterbrook Rest	Fore Street	
60	Ruddle House	Fore Street	
61	1 Fore Street	Fore Street	
62	Coombe House	Fore Street	
63	Endwell House	Fore Street	
64	Stone Farm	Hayfield Road	
65	Townsend Farm	Townsend Cross	
66	Longacre	Honeychurch Lane	
67	1 Pooks Cottage	Hayfield Road	

68	2 Pooks Cottage	Hayfield Road	
69	Hayfield House	Hayfield Road	
70	Wheelwrights Cottage	Hayfield Road	
71	Rosemary House	Hayfield Road	
72	Hayfield Cottage	Hayfield Road	
73	Fairview, The Bellamy`s	Hayfield Road	
74	Pookes Ridge, The Bellamy`s	Hayfield Road	
75	Speedwell, The Bellamy`s	Hayfield Road	
Total:			18

Number	Property Address 1	Street/Road	Notes if Any
76	The Manor House	Blenheim La	
77	1 Manor Gardens	Blenheim La	
78	2 Manor Gardens	Blenheim La	
79	3 Manor Gardens	Blenheim La	
80	4 Manor Gardens	Blenheim La	
81	5 Manor Gardens	Blenheim La	
82	6 Manor Gardens	Blenheim La	
83	7 Manor Gardens	Holebrook La	
84	8 Manor Gardens	Holebrook La	
85	9 Manor Gardens	Holebrook La	
86	10 Manor Gardens	Holebrook La	
87	11 Manor Gardens	Holebrook La	
88	12 Manor Gardens	Holebrook La	
89	14 Manor Gardens	Holebrook La	
90	Hayes	Holebrook La.	
	Adj Hayes house being built	Holebrook La.	
Total			16

Number	Property Address 1	Street/Road	Notes if Any
91	Rookery Nook	The Tumbles	
92	2 The Tumbles	The Tumbles	
93	3 The Tumbles	The Tumbles	
94	High Tumbles	4 The Tumbles	
94A	Simon Cooper's place	New build	
95	The Old Bakery	The Square	
96	Parade House	The Square	
97	The Downes	Downes Tenements	
98	Wheeltons	Downes Tenements	
100	(New Prop, Downes Mill)	Downes Tenements	
101	Tumbles Bungalow	The Tumbles	
102	Willow Cottage	Back St?	
103	Tumbles Cottage	Back St.?	
104	Town Farm House	Town Living X	
105	Town Farm Cottage	Town Living X	

106	Town Farm Barn	Town Living X	
107	1 Town Farm Court	Town Living X	
108	2 Town Farm Court	Town Living X	
109	3 Town Farm Court	Town Living X	
110	4 Town Farm Court	Town Living X	
Total:			20

Area: From Avenue House up North Road

Number	Property Address 1	Street/Road	Notes if Any
111	Avenue House	The Avenue/North Rd	
112	Fir House	North Rd	
113	Fir Cottage	North Rd	
114	1 The Shrubbery	North Rd	
115	2 The Shrubbery	North Rd	
116	3 The Shrubbery	North Rd	
117	4 The Shrubbery	North Rd	
118	5 The Shrubbery	North Rd	
119	6 The Shrubbery	North Rd	
120	1 Rose Cottage	North Rd	
121	2 Rose Cottage	North Rd*	Only 1 property
122	Badgers Barn	North Rd	
123	Badgers Holt	North Rd	
124	2 Badgers Holt	North Rd	
125	Sunnyside	North Rd	
126	Farthings	North Rd	
127	Meadows Edge	North Rd	
128	Nymphaze	North Rd	
129	Holly Ridge	North Rd	
130	Copper Beeches	North Rd	
Total			19

Area: MONKKEHAMPTON ROAD

Number	Property Address 1	Street/Road	Notes if Any
131	Brooklyns	North Rd	
132	Mobile Home, Brooklyns	North Rd	
133	Waterhouse Farm	Monkokehampton Road	
134	Coxhall Mill Farm	Monkokehampton Road	
135	Meadow View Farm	Monkokehampton Road	
Total:			5

Area: HONEYCHURCH ROAD

Number	Property Address 1	Street/Road	Notes if Any
136	East Barton Farm		
137	Chattafin Farm	Honeychurch Lane	
138	Chattafin Cottage	Honeychurch Lane	

139	Tor Down Farm	Honeychurch Lane	
Total			4

Area: BROADWOOD ROAD

Number	Property Address 1	Street/Road	Notes if Any
140	Birchwood	Broadwood La	
141	Higher Narracott	Broadwood Rd	
142	Lower Narracott	Broadwood La	
143	Coxwell Green Cottage	Broadwood La	
144	Coxwell Farm	Broadwood La	
Total:			5

Area: WOODHALL LANE

Number	Property Address 1	Street/Road	Notes if Any
145	Woodlands		
146	Higher Woodhall	Woodhall La	
147	Lower Woodhall	Woodhall La	
148	Woodhall Barn	Woodhall La	
Total:			4

Area: HOLE HILL outside Village Envelope & JACOBSTOWE HILL - South of A3072

Number	Property Address 1	Street/Road	Notes if Any
149	Crossways	Exbourne Cross	
150	Yearnswell	Hole Hill	
151	Buskin Farm	Off Hole Hill	
152	Redlands	Jacobstowe Hill	
153	Riverside	Jacobstowe Hill	
154	St. Johns Park	Jacobstowe Hill	
155	Glebe House	Jacostowe Hill?	
156	Glebe House Cottage	Jacostowe Hill?	
157	The Coach House	Jacostowe Hill?	
158	Swanstone Farm	Okehampton Rd	
159	Shilstone Farm	Okehampton Rd	
160	Shilstone Bungalow		
161	Hole Cottage	Hole La	
Total:			13

Area: DORNAFORD HAMLET

Number	Property Address 1	Street/Road	Notes if Any
162	Swanstone Cottage	Dornaford Hamlet	
163	Riverstone Farm	???	
164	Dornaford Park	Dornaford Hamlet	
165	Dornaford Park Bungalow	Dornaford Hamlet	
166	Orchard House	Dornaford Hamlet	
167	Dornaford Cottage	Dornaford Hamlet	
168	Dornaford Studio	Dornaford Hamlet	

169	Coombe Park Farm	Dornaford Hamlet	
170	Quiet Orchard	Dornaford Hamlet	
171	Tor View	Dornaford Hamlet	
172	Little Holme	Dornaford Hamlet	
Total:(min)			11