

Lydney Town Council Community Flood & Emergency Plan

Plan last updated: 17/03/25

Plan version: 6.0

Redacted Version

If you or anyone else in in immediate danger call 999

Do not put yourself or others at risk

How to use this template: This template is designed for you to fill in the details of your community emergency preparations. Just parts or all of it can be used depending on how detailed you want your plan to be. More information on how to create a plan is found in the Community Emergency Plan Guidance at Gloucestershire Local Resilience Forum website https://www.glosprepared.co.uk/preparing-your-community/

Plan distribution list

Name of Councillor
Steven Cave
Carol Harris
Roger Holmes
Susan Holmes
Pam Johns
Peter Macklin
Tasha Saunders
Emma Taylor
Michele Jones
Tracey Lindsay
Susan Hillier
Mark Howard
Cllr Alan Preest
Flood Resilience Officer GRCC
Emergency Planning Officer – Publica

Please send a copy of your completed plan, and each time you update it to your local District Council (contact details are in accompanying Guidance)

Plan review/ amendments

Date of review / amendment	Plan Version Number	Details of changes made	
23.01.24	1.0	Added the sandbag distribution list contact details of councillors	
12.08.24	2.0	Former Cllr Bill Osborne details removed	
21.10.24	3.0	Former Cllr Harry Ives details removed Cllrs Tracey Lindsay, Susan Hillier & Mark Howard added	
04.03.25	4.0	GRCC/FoDDC merge of Flood Resilience Plan and Community	
		Emergency Plan	
12.03.25	5.0	LTC Updated with Places of Safety; Defib Locations: Volunteers	
17.03.15	6.0	Change of Cllr Alan Preest telephone number	

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1. Key community contacts – Community Response Group (CRG)

NB Please remember to check if listed contacts are happy for their contact information to be shared before the plan is sent to the District Council or made available to the community/ public.

Please contact in the order listed until contact is made.

1) Name	Carol Harris	
Emergency role	Community Emergency Coordinator	
24hr phone contact	Redacted	
Email	cllr.charris@lydneytowncouncil.gov.uk	
2) Name	Tasha Saunders	
Emergency role	Deputy Community Emergency Coordinator	
24hr phone contact	07488 251 049	
Email	cllr.tsaunders@lydneytowncouncil.gov.uk	
3) Name	Pam Johns	
Emergency role	Deputy Community Emergency Coordinator	
24hr phone contact	Redacted	
Email	cllr.pjohns@lydneytowncouncil.gov.uk	

2.Place of safety -

NB Please remember to check if listed contacts are happy for their contact information to be shared before the plan is sent to the District Council or made available to the community/ public.

Building	Address & Postcode	Key Holder Contacts
Lydney CofE School	High St, Bream, Lydney GL15 6LF	Redacted
Lydney Community Centre, Naas Lane	Lydney Youth & Community Centre, Naas Ln, Lydney GL15 5AT	Redacted
Primrose Hill Holy Trinity Church	Primrose Hill, Lydney Primrose Hill Gloucester, GL15 5SL	Redacted
Primrose Hill C of E Primary School	School Cres, Lydney GL15 5TA	Redacted
Severnbanks County Primary School	Naas Ln, Lydney GL15 5AU	Redacted
St Mary's Church	Church Rd, Lydney GL15 5TL	Redacted
The Dean Academy	Church Rd, Lydney GL15 5DZ	Redacted
Lydney Town Hall	High St, Lydney GL15 5DY	Redacted
Aylburton Village Hall	High St, Aylburton, Lydney GL15 6DE	Redacted
Aylburton CofE Primary School	Church of England Primary School, Church Rd, Aylburton, Lydney GL15 6DB	Redacted

3. Local risk assessment

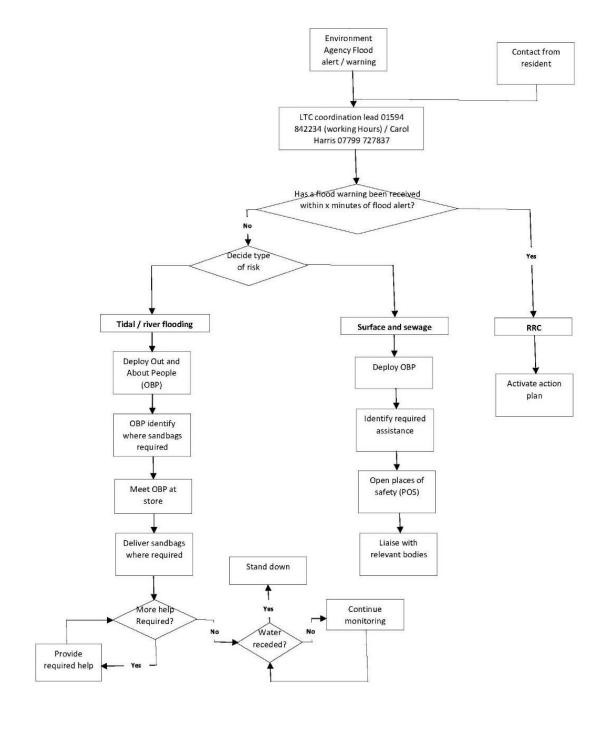
Risk	Details what and where?	What can the Community Emergency Team do to prepare and respond?
Prolonged loss of water/gas/electricity supply	All areas of town Major disruption or cessation of supply of gas, water, electricity or telecommunications.	 Engage with community to encourage vulnerable residents to register on water/gas/electricity supplier's Priority Services Register Work with water companies/FODDC as requested to identify where a public bottled water site could be set up by water company Identify anyone in the community has access to a generator, heaters etc. Identify suitable building(s) for a 'Place of Safety' for use as a point of refuge, set up alternative supplies, or as an information point for residents to find out more about the situation and any applicable guidance (e.g. in times of prolonged electricity outage) 'Out & About' teams will check residents and transport if necessary
Emergency requiring evacuation of residents e.g. large fire, gas leak	Potentially all areas of town	 Identify suitable building(s) for a 'Place of Safety' Identify local resources, organisations and suppliers for means of providing food, blankets, drinks etc for residents
Severe weather e.g. snow, heat wave	 All areas of town Severe, unusual weather conditions seriously affecting transportation, utility services, access to emergency services and necessary provision of food, fuel, water and other essential supplies. Extreme heat can impact vulnerable people, particularly the elderly and those with certain health conditions 	 Identify volunteers who may be willing to check/ door knock vulnerable neighbours to check on them Identify suitable building(s) for a 'Place of Safety' LTC sign up to Met Office weather warnings and subsequently share any necessary information with residents Identify LTC owned assets e.g. grit, shovels

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Major road accident	Potentially any area but important routes like A48. • Adjacent buildings to the route affected • Also risk of explosion	 Identify load and inform appropriate emergency services Help evacuate affected people to place of safety Assist police to redirect traffic as requested Assist to clear route as directed by Emergency Services
Flooding	 Lower areas of town 1. Tidal including surge tide 2. River flooding –Forecast predictable flooding 3. Rapid Response extreme flooding 4. Surface and Sewage Go to appendix D for a more detailed breakdown of at-risk areas 	 LTC to sign up to Met Office Weather Warnings and EA flood alerts and promote this service to at-risk communities Identify suitable building(s) for a 'Place of Safety' Identify local resources, organisations and suppliers to ensure hot food, drinks and blankets are available at place of safety as required. Monitor flooding level to feedback information on further potential for evacuation predict and identify more potential victims. Alert volunteer boat and 4x4 owners of possible need. 'Out and about' lead to identify need for sandbags in case of tidal/river flooding and use appendix F to assist the distribution of sandbags
Biological or chemical event	Potentially all areas, but especially industrial areas. Link with road accident above in case of road tanker Mains water contamination Airborne pollutant Contagious disease affecting local services • For nuclear Berkeley/Oldbury emergency plan is in place	 Assist emergency services, as and when instructed, to isolate/contain affected areas Warn people as needed Contact FoDDC for specialist support e.g. nuclear link to Berkeley/Old bury Contact Environment Agency and/or Environmental Health Team at FoDDC as necessary
Terrorism	 Potentially any area Likely to be informed of how CRG can help by FoDDC 	Contact Emergency Services for instruction

4. Plan activation process (any emergency)

Local Triggers	 This plan will be activated when an emergency has occurred and the emergency services are unable to gain immediate access to the scene, or require additional support e.g. during widespread flooding. It may also be activated if warnings are received, prior to an anticipated event such as severe weather, or when a member of the town council is alerted by the public to an incident e.g. through social media or phone The members of the Community Response Group (CRG) and the Town Council who receive a warning will alert other members to the situation and will contact the FoDDC and other statutory authorities/ emergency services as necessary.
	The CRG Lead and Co-Leads will make a detailed assessment of the emergency to try and establish its extent and the type of support required. They will communicate with FoDDC. If there is time, they will report to a meeting including other CRG members and the Town Council. A decision will then be made about activating the plan. If there is no time for such a meeting, the CRG leads will make the decision in consultation with the FODDC
	 If the Plan is not to be fully invoked (possibly on the advice of the emergency services) but some level of support is required, the Group will decide which part of the plan is appropriate to invoke and how to provide the required support.
	 CRG and Town Council to use logging sheet in appendix B to record events and activities undertaken for purpose of post- incident review
Responsibility for activating plan	Activation of the plan is from decisions taken by then emergency community coordinator and the deputy community coordinator(s), named in section 1
Post-Incident Review	 Agencies should undertake a multi-agency meeting, post action, to undertake a 'Lessons Learnt Exercise' and determine how to improve should the situation arise again in Lydney. Lydney Town Council and residents encouraged to report flooding events (non-emergency) to the Lead Local Flood Authority through Gloucestershire County Council's Flood Online Reporting Tool (FORT) - https://fort-gloucestershire.dorsetcouncil.gov.uk/ Ensure any issues (non-emergency) to highways caused by any emergency is reported to Gloucestershire Highways Team through FixMyStreet - https://fixmystreet.gloucestershire.gov.uk/

Plan activation process (flooding) As above + flow chart



5. First steps in opening a place of safety

Consider these actions once the plan has been activated.

	Consideration	Tick (once considered)
1	Key holders are notified to open the hall	
2	Volunteers are coordinated to set up the hall	
3	Volunteers collect supplies from the shops and from others who have volunteered supplies of food, drink and pillows (if necessary)	
4	If necessary, information is relayed to people in the community notifying them that a place of safety has been set up	
5	Signage is put up to notify people of the location of the place of safety and "open" outside the place of safety	
6	A book is used to keep records of those entering and leaving the place of safety.	
7	Volunteers are ready to welcome and care for people as they arrive	
8	Volunteers are assigned other tasks as necessary – e.g. caring for specific people, cooking/ serving refreshments	
9	A short form is completed by people entering the place of safety, to include name, address, telephone number and any special needs/concerns – e.g. if they want to check up on a relative/ property.	
10	Once people have left the place of safety, a volunteer will check that they are alright (people will have been informed that this is likely to happen).	
11	Contact details are kept secure by the volunteer and are destroyed once contact is no longer needed.	

6. Communications

Consider how the Community Response Group Members will communicate with each other and also with residents.

Community Response Group Members	 If necessary, Emergency Services will be contacted by the first person on the scene Contact with other statutory authorities (receiving warnings, discussion of the situation) or media will be through the Coordination lead (or alternative if unavailable) The person responsible for receiving, checking and passing on warnings from statutory authorities is also the Coordination lead, although this task can be delegated as appropriate. The Community Response Group holds telephone, email and postal contact details for members of the group (section 1), keyholders of places of safety (Section 2) and potential volunteers (section 7) as not all forms of communication may be available in an emergency A cascade system (contact 'tree') in appendix F will be used to pass on information to community members, with named people responsible for passing on the message to 10 other people.
Residents	 In addition, notices will be posted at: The Town Hall, Co-op, Tesco, St. Mary's and Primrose Hill Churches, Bream Road, Severnbanks and Primrose Hill Schools and Lydney Hospital. Social media – town council pages and residents' pages Town council website Door knocking in times of urgent response due to imminent danger (as advised by and in support of the emergency services) Alert schools who can inform parents of an emergency (this may be undertaken by Gloucestershire County Council Schools team)

7. Local volunteers, skills and resources

This table provides details for individuals who have either volunteered to support the emergency response, or have a particular skill or resource

Name/ Contact Details	Volunteer/ Skill/	Notes e.g. terms of use for
	Resource	equipment, availability to
		volunteer
Redacted		Redacted
	Nurse	
Redacted		Redacted
	Nurse	
Redacted		Redacted
	General key holder	
Redacted		Redacted
	Volunteer	
Redacted		Redacted
	General key holder	
Redacted		Redacted
	First aider	
Redacted		Redacted
	Volunteer	
Redacted	Volunteer	Redacted
Redacted	Volunteer	Redacted

8. Contacts

BLANK

Contacts/ Websites			
Organisation	Phone Number		
Emergency Services	999		
Police (non-emergency)	101		
Fire and Rescue (non-emergency)	01452 888777		
NHS 111 Service	111 (24hr)		
Local Authority			
Forest of Dean District Council	01594 810000 (24hrs)		
Gloucestershire County Council Highways Team	08000 514 514 (24hr)		
Gloucestershire County Council social care	Adult Helpdesk 01452 426868		
(including safeguarding concerns)	Children 01425 426565		
	Out of Office Hours:		
	01452 614194 (emergencies only)		
Environment Agency			
Incident Hotline e.g. to report flooding, obstructions in rivers likely to cause flooding, pollution, dead fish/ birds in large quantities etc.	0800 80 70 60 (24hr)		
Floodline e.g. for latest Flood Warning info & to sign up for warnings	0345 988 1188 (24hr)		
General enquiries	08708 506 506 (24 hrs)		
	www.environment-agency.gov.uk		
https://www.gov.uk/check-flood-risk			
for links to latest Flood Warning info, river & sea le	evel info, 5 day flood risk		
Water/ Sewerage Companies			
Severn Trent Water	0800 783 4444 (24hr)		
Gas Leaks any supplier	0800 111 999 (24hr)		
Gas Distributor			
Wales and West Utilities	0800 912 2999		
Power Cut any supplier	105		

National Grid	0800 6783 105 (24hr) or 105
Loss of supply interactive map -	
https://powercuts.nationalgrid.co.uk/power-cut-map/	
Scottish and Southern Electricity Network	0800 072 7282 (24hr)
Community Response Group leads	
Alan Preest	Redacted
Parish/Town Clerk	
Town clerk	town.clerk@lydneytowncouncil.gov.uk
	01594 842234
Key holders of local places of safety	
Reverend	Redacted
Redacted	Redacted

Appendices

Appendix A First meeting agenda for Community Emergency Team

Date:
Time:
Location:
Attendees:

1) Current situation

- Type of emergency
- Location of emergency
- Roads affected/ main access route
- Have electricity, gas or water supplies been affected

2) Vulnerable people / vulnerable locations

- Are any vulnerable people known to be involved e.g. elderly, children, persons who are non-English speaking, tourists etc.
- Are any vulnerable locations affected e.g. care home, school

3) Liaison with Local Authority/ Emergency Services

- Has contact been made with the Local Authority/ Emergency Services
- Who is going to be the single point of contact for this
- Are there any specific requests for support e.g. place of safety, info etc.

4) Action

- What actions can be safely undertaken
- Allocate actions and agree how they will be monitored/ recorded

5) Resources

• Are any resources needed e.g. place of safety, food, additional volunteers

6) Communication

- Agree how Community Emergency Group members will keep in contact
- How will residents be kept informed

7) Any other issues

8) Arrangements for future meetings

Appendix B Logging sheet

Date	Time	Information/ Decision/ Action	Initials

Appendix C Maps

Consider adding any maps to show your community and key sites of interest e.g.

- Vulnerable locations e.g. care homes, schools, nurseries NB please do not indicate where individual vulnerable people may live due to Data Protection
- Potential Place of Safety location(s)
- Location for Community Emergency Coordination Centre
- Location of resources e.g. defibs

Map of known Defibrillators around Lydney September 2024

In the Event of an Emergency Please Dial 999

Please note Lydney Town Council are only responsible for their own defibrillators.

Available at all times:

The Town Hall

Tesco

The Victoria Centre

Lydney Youth and Community Centre

Rodley House Care Home

Lydney Football Club

Lydney Train Station

Hips Harbourside Café

Holy Trinity Church

Live well at home

Restricted Access:

Bathurst Park

Severnbanks Primary School

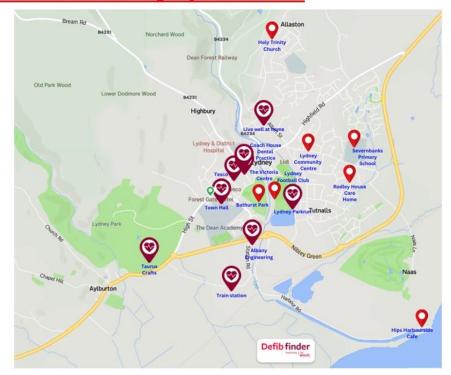
Albany Engineering

Lydney Park Run

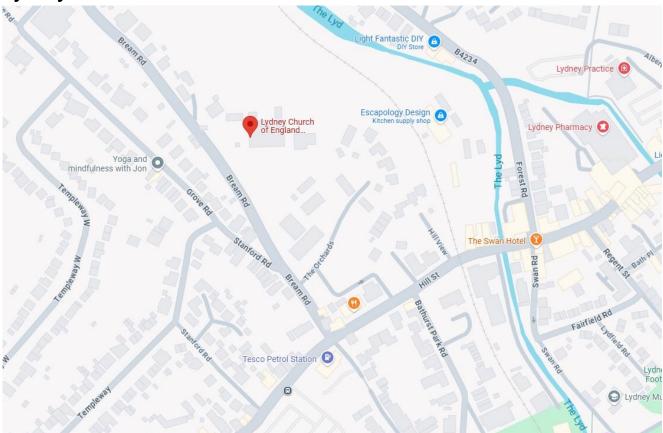
The Coach House Dental

Practice

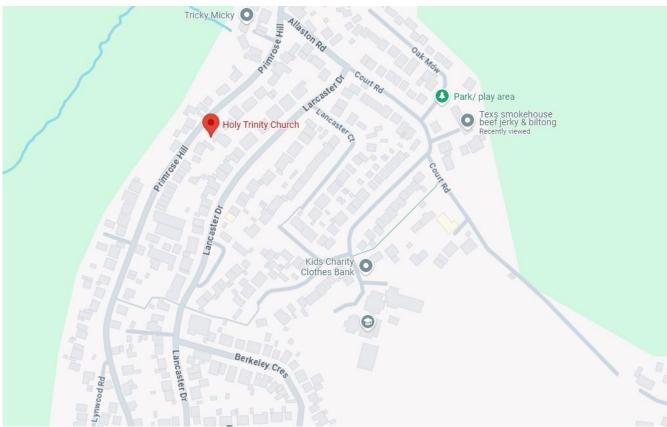
Taurus Crafts



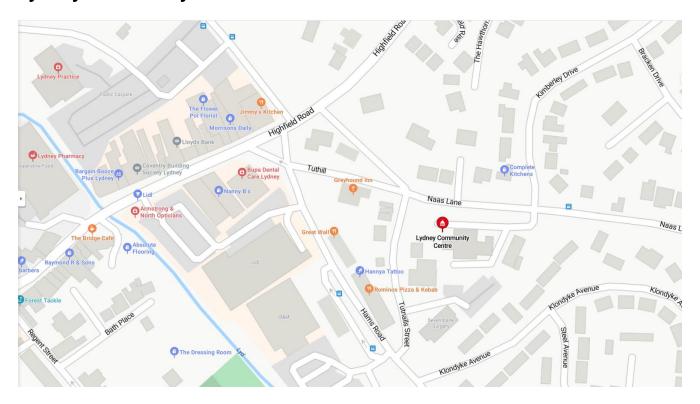
Lydney CofE School



Primrose Hill Holy Trinity Church



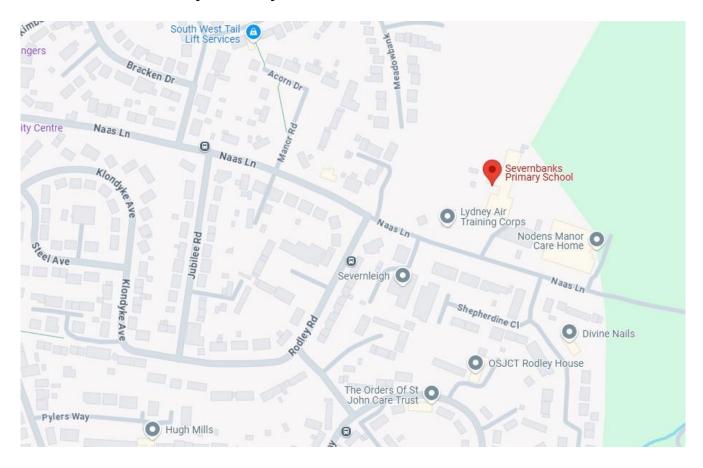
Lydney Community Centre Location



Primrose Hill CofE Primary School



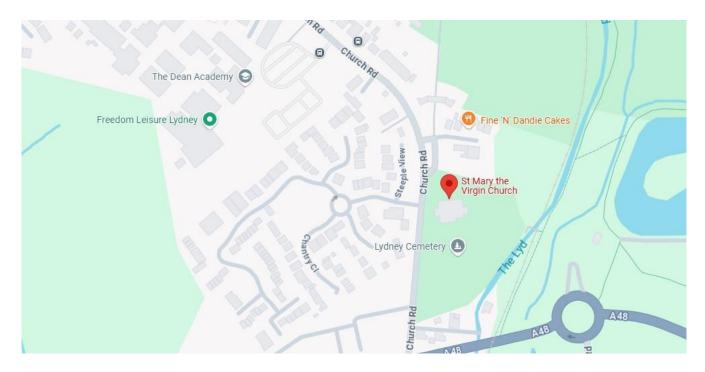
Severnbanks County Primary School



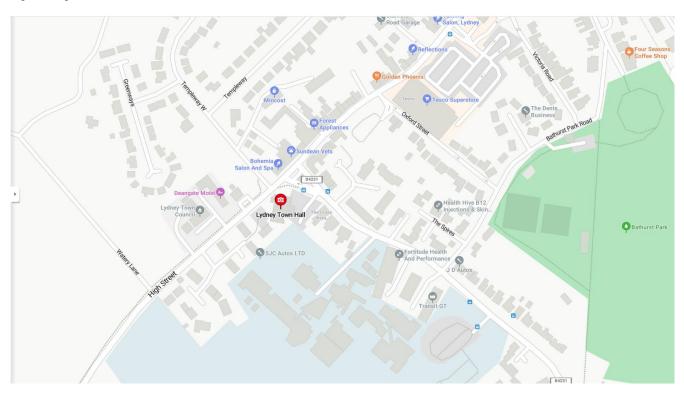
St Mary's Church



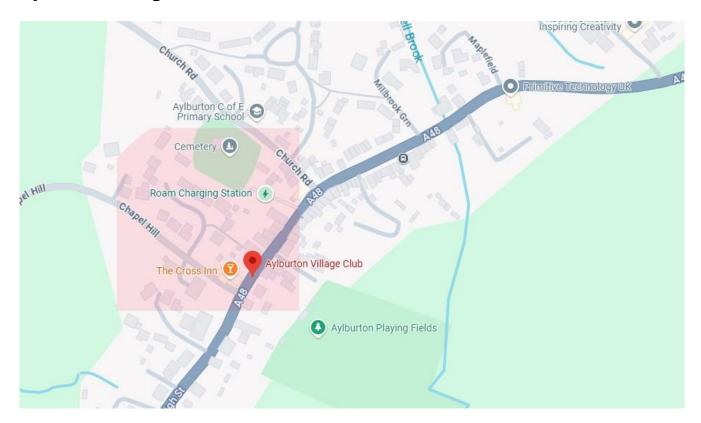
The Dean Academy



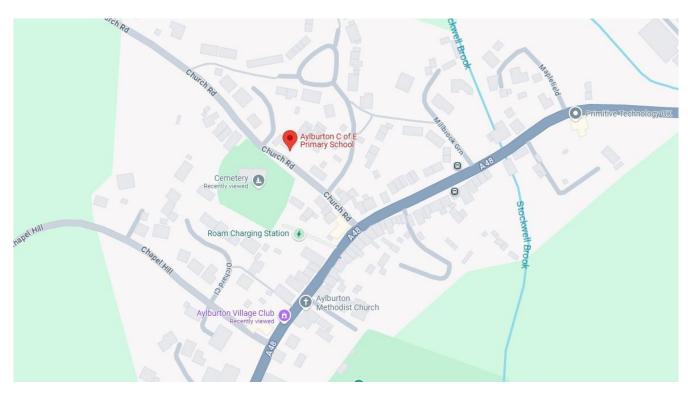
Lydney Town Hall Location



Aylburton Village Hall



Aylburton CofE Primary School



Appendix D - Flooding Risk in Lydney

- 1. Tidal including surge tide
- 2. River flooding –Forecast predictable flooding
- 3. Rapid Response extreme flooding
- 4. Surface and Sewage

1 Tidal

Lydney is protected from tidal flooding by a flood embankment and tidal flood gate in the Harbour.

If these defences overtop or fail flooding is possible in areas shown on Appendix J. This type of event is predictable and is expected to be caused by a high tide combined with a tidal surge. The overtopping of the defences would be of short duration at the top of the tides and would not result in many properties being flooded.

As such the lead time will be adequate to take measures to protect life and property if necessary, by evacuation and measures to reinforce the defences such as sandbagging.

2 River Flooding – Forecast and predictable

Flooding from the River Lyd occurs gradually and can be monitored and predicted and will be forewarned by EA alerts and flood warnings. It normally follows a long period of rain when the ground is saturated and the runoff into the Lyd from its upper catchment is slow and gradual enabling timely warnings and actions to be taken and for necessary measures to be put in place.

It will occur when the channel capacity through the town has been exceeded by a 1:100-year event with spilling above the start of the defences at Forest Road/Station Road and high levels at the boating lake.

There would normally be adequate time for plans to be activated.

3 Rapid Response Extreme flooding

This type of fluvial flooding is due to a rapid increase in river flows as a result of exceptional rainfall over the Lyd catchment. Flows will increase rapidly to a point where the channel is incapable of carrying the flow. The flow will then spill over land over the area shown in Appendices G&H.

There will be no time for sandbagging and residents will have to self-evacuate their homes to places of immediate safety taking only the bare essentials with them.

The role of the flood group will be limited to

- 1. Accounting for residents from the flooded homes.
- 2. Providing temporary shelter
- 3. Advice and support on clearing up and returning home or longer-term support and rehousing.

4 Surface and Sewage

Gloucestershire County Council, as a Lead Local Flood Authority (LLFA), has a duty to consult with Lydney Town Council on planning applications. FODDC should undertake the same type of communication.

Lydney Town Council will respond to all applications accordingly and consider the impact of ant changes to in relation to surface water drainage on planning applications for all major developments.

Major developments are defined by <u>The Town and Country Planning (Development Management Procedure)</u> (England) <u>Order 2015</u> as development involving one or more of the following:

- The winning and working of minerals or the use of land for mineral-working deposits;
- Waste development;
- Residential development of 10 or more houses;
- Residential development carried out on a site having an area of 0.5 hectares or more and it is not known how many properties are planned to be developed;
- Development where the building or buildings floor space exceeds 1,000 square metres; or,
- Development carried out on a site of one hectare or more.

Part of the Council's role in managing flood risk is to ensure that major development does not increase the risk of flooding onsite or elsewhere. This could be achieved through the use of Sustainable Drainage Systems (SuDS). SuDS control surface water runoff close to where it falls and copy natural drainage as closely as possible.

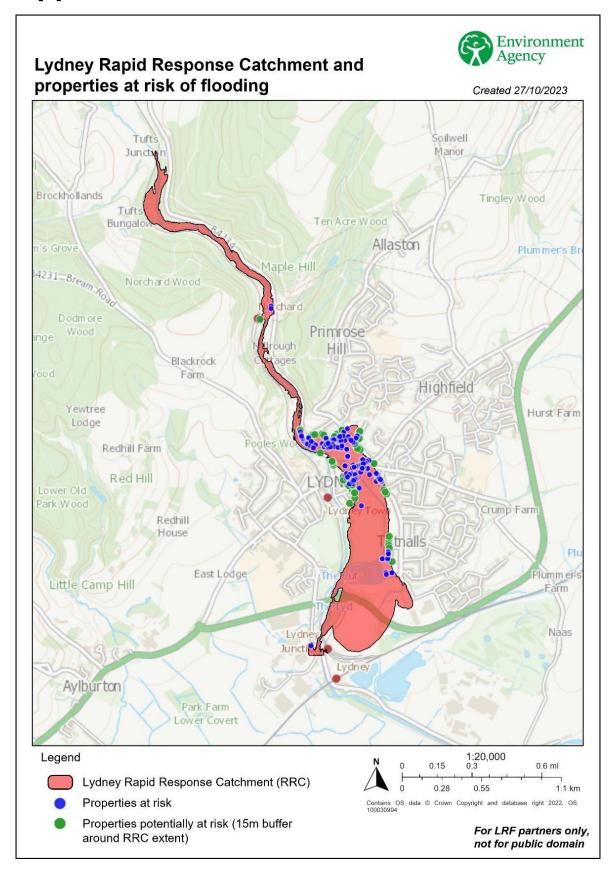
This helps:

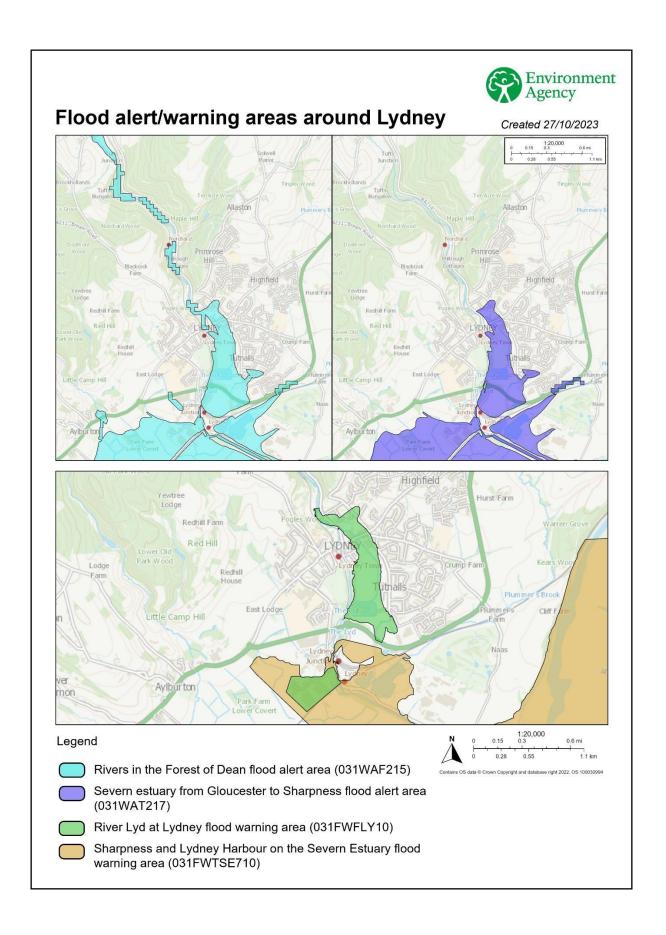
- Reduce the risk of flooding;
- Reduce the harm caused by any floods that do happen;
- Remove pollutants at source; and,
- Provide opportunities to combine water management with green space for the benefit of people and wildlife.

Sustainable surface water management is a material consideration for plan ning applications. This means all development proposals should, as good practice, include a site-specific surface water drainage strategy following sustainable drainage guidelines (SuDS).

Key streets at risk of flooding	RRC	Fluvial	Tidal	Surface & sewage
Lakeside Avenue		Х		X
Regent Street	Х	X		X
Forest Road	Х	X		X
Watermead	Х	X		
Newerne Street (main shopping street)	Х	Х		Х
Hill Street				X
Bath Place	Х	X		
Fairfield Road		X		
Station Road		X		Х
Harbour Road		X	Х	
Lydfield Road	Х	X		
Cookson Terrace		X	Х	Х
A48	Х	X		
B4231				Х
B4234	Х	X		
Highfield	Х	X		

Appendix E - RRC Plan





Catchment Description

The River Lyd catchment covers a significant area of the Forest of Dean; it's tributaries rising to the North of Cannop at around 150 to 220 metres above sea level.

The River Lyd (known as the Cannop Brook until Parkend), flows in a steep catchment in a southerly direction through Parkend, Whitecroft, and the town of Lydney. At Lydney, the river is split into two channels, the River Lyd and The Cut. These two channels merge again just downstream of Lydney Railway Station.

Beyond this, the River Lyd is canalized on its approach to Lydney Harbour, before its release into the Severn Estuary. A concrete weir structure in Lydney Harbour maintains water levels in the River Lyd, the canal, and Lydney harbour's inner basin.

The upper catchment of the River Lyd consists of sandstones and limestones overlain by coal measures. Approaching Lydney town, and towards the Lyd's confluence with the Severn Estuary, the rock type changes to Lower Old Red Sandstone, overlain with more recent alluvium and river terrace deposits.

The majority of the Lyd catchment is well established, dense, mixed forest until its emergence upstream of Lydney.

The final 4km of the River Lyd is classified as main river, its main upper limit at Lydney.

The Upper and Lower Cannop reservoirs are located further upstream of the Rapid Response Catchment and should there be a sudden no notice catastrophic breach the impacts could be similar to Rapid Response Catchment flooding. If this situation did occur both the Rapid Response Catchment Plan and the reservoir flooding plans (both onsite and offsite) may need to be activated to respond.

Flood Warning Sorvice
Flood Warning Service
Lydney is covered by the two Environment Agency Flood Alerts and two Flood Warnings: The "Rivers in the Forest of Dean" (031WAF215) Flood Alert will be issued if the River Lyd exceeds 0.7m at the Lydney gauge, or 0.6m at the Parkend gauge. The "Severn estuary from Gloucester to Sharpness" (031WAT217) Flood Alert will be issued if the River Severn exceeds 5.7m from Minsterworth, 3.5m from Gloucester, or 3.4m at Sandhurst. The "River Lyd at Lydney" (031FWFLY10) Flood Warning will be issued when river levels at the Lydney gauge exceed 1.25m. The "Sharpness and Lydney Harbour on the Severn Estuary" (031FWTSE710). Flood Warning will be issued if the River Severn exceeds 11.45m at the Sharpness gauge.
Gauges and Forecasting
The nearest rain gauge is located at Parkend, approximately 7km to the northwest. There is a river level gauge is situated within Lydney itself, around 100m downstream from the southernmost tip of Millrough Wood.
Key services/infrastructure potentially affected by flooding
Fire Station, Hill Street, GL15 5HE Ambulance Station, Church Road, GL15 5EA Lydney Community Hospital, Grove Road, GL15 5JE The Lydney Practice, Albert Road, GL15 5NQ Severnbank Surgery, Tutnalls Street GL15 5PF Lydney Railway Station. Station Road, GL15 5EW Sewage Treatment Works - Church Road, GL15 5EL and East Marsh, GL15 5PU BT Telephone Exchange, Lydfield Road, GL15 5RS

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Places of Safety	Rest Centre
Lydney Town Hall, High Street, GL15 5DY St	Dean Academy, Church Road, GL15 5DZ
Mary's Church, Church Road, GL15 5TL	Dene Magna School, Abenhall Road, Mitcheldean
Lydney Community School, Bream Road, GL15	GL17 0DU
5JH	
Naas Lane Community Centre, GL15 5AT	
Primrose Hill Cof E Primary School, School	
Crescent, GL15 5TA	
Holy Trinity Church, Primrose Hill, GL15 5SL	
Severnbanks School, Naas Lane, GL15 5AU	

Appendix F – Phone Tree / Cascade System

Lydney Town Council

Flood Alert – Sandbag distribution Callout – Contact details

March 2025

