

Bilton Parish Council

Clerk to the council - Mr S Dale
Chair to the Council - Cllr R J Garbutt
Vice Chair to the Council - Cllr T Hill



The Village Hall,
Main Road
Bilton,
East Riding of Yorkshire
HU114AA

E-mail: biltonpc@biltonpc.karoo.co.uk

Tel: 01482 811234

BILTON, WYTON AND GANSTEAD COMMUNITY EMERGENCY PLAN

Introduction

In the event of an emergency of any sort it is a well recognised fact that the first response is often unfortunately disorganised, however it is also recognised as the time when the most can be done to limit the effect on both people and their environment. Too often by the time the recognised authorities have taken charge the majority of the harm is already done, and their role is reduced to rectifying damage not preventing it. The Bilton Parish Council Community Emergency Plan is designed to bring some sort of organisation to the first response in what would otherwise be a somewhat chaotic situation. Based on a template issued by the East Riding of Yorkshire Council it is designed to operate in the following manner.

In the event of a perceived emergency the first step is to contact a member of the Emergency Team or in the event of this being impossible, any member of the Parish Council. The Emergency Team members will then evaluate the situation and if felt appropriate activate the plan. This may amount to as little as confirming contact with the correct emergency service or as much as a full scale evacuation of the affected area. At the first opportunity control of a ny situation will pass to the recognised emergency services, or the East Riding of Yorkshire Council. That is however not to say that any command structure set up by the Emergency Team may not be utilised by recognised authority if they think fit.

If evacuation of said area is deemed a possibility then a warning sign will be given by an INTERMITTENT signal on a portable siren. In the event of evacuation being deemed advisable then a continuous siren signal shall be given.

In the event of evacuation of the affected area then the reception zone for the Village will be the Village Hall, in the event that this is unusable then the St Peters Church Hall will be used. For key holders see Section 3.

It may be once within the reception zone certain members of the public will be co-opted to specific tasks. It is hoped that the remainder will respect their function whilst at the same time restricting their own movements, thus enabling a check to be kept on their whereabouts.

The type of support that would be welcomed changes from emergency to emergency but might include:

- Helping people move valuable and sentimental items upstairs
- Helping deploy any flood protection products they might have
- Providing some immediate shelter if people have had to leave their homes
- Looking after pets
- Providing lifts to family and friends
- Doing basic household tasks such as shopping

SECTION ONE - Activation

This plan will be activated when a member of the Parish Council considers it necessary to take action in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document.

The following people can activate the plan:-

Ray Garbutt - Chairman, Bilton Parish Council
Terry Hill - Vice Chairman, Bilton Parish Council
Lee Sims - Councillor, Bilton Parish Council
Stephen Dale - Councillor, Bilton Parish Council

This plan will be activated when one of the persons listed above decides that the plan should be triggered, and begins to follow the initial actions checklist in Section 2.

SECTION TWO - Initial Actions

- Gather as much information about the situation as possible. Make contact with the emergency services/East Riding of Yorkshire Council if they are involved in the incident.
- Contact the remaining members of the Parish Council (see telephone tree)
- Should the Emergency Team consider it necessary they will deploy cars/vehicles with sirens to alert affected areas of the Community.
- Consider whether you can work effectively from your current location or whether you need to move into the emergency reception zone.
- Arrange for contact to be made with vulnerable members of the community identified in Section 5 as appropriate for advice/assistance.
- Consider whether any additional members of the community need to be involved.
- If possible man the source area and set up communication with the Emergency Team for situation reports until the official emergency services arrive at the scene.

SECTION THREE - Pre Planning

In the event of the plan being triggered the following members of the Bilton Parish Council have agreed to form part of the Emergency Team who will help to mitigate the effects on the community, should they be available and in the area.

Members of the Council Emergency Team

Ray Garbutt	Tel: 01482 814165
Terry Hill	Tel: 01482 814540
Lee Sims	Tel: 01482 813781
Steve Dale	Tel: 01482 812750
Brian Gill	Tel: 01482 812773

INCIDENT ROOM

If an emergency team is brought together, it has been agreed that they will meet in one of the following locations.

EMERGENCY LOCATION PRIORITY



1st Choice Bilton Village Hall - Key holders Paul Walton 07889707595,
James Noble 07936701425.

2nd Choice St Peter's Church Hall - Key holder Rev Maggie Jeavons 01482

374509

An emergency box has been kept at both locations, it contains:

1. Copy of the Emergency Plan
2. Street Map of Bilton
3. Parish map
4. Marker pins
5. Emergency centre movement record
6. Pencils
7. Pencil sharpener
8. Shorthand Notepad
10. Portable Siren
11. Wind up/battery Radio
12. Wind up/battery Torch
13. High visibility tabards

Emergency Information Points

Locations can be pre-identified to pass information to the community during an emergency; these can be places such as community centres, the post office or the parish notice board.

Location	Responsible for updates	Contact Information
www.biltonpc.org.uk	Parish clerk	01482 811234
Post officewindow	Parish Clerk	01482 811234
Parish Notice Board	Parish Clerk	01482 811234

SECTION FOUR - Vulnerable People

Vulnerable members of the Community who may need particular help during an emergency

Please Contact Holderness Care Team, George Street, Hedon

Duty Officer 01482 899266

Only the following named Emergency Team personnel to call this contact:

Ray Garbutt - Chairman, Bilton Parish Council

Terry Hill - Vice Chairman, Bilton Parish Council

Lee Sims - Councillor, Bilton Parish Council

Stephen Dale - Councillor, Bilton Parish Council

Brian Gill - Councillor, Bilton Parish Council

Promote Buddy system, where people emergency co-ordinators encourage people to check on their own next door neighbours.

Have a high profile presence in the street to encourage vulnerable people to make themselves known.

SECTION FIVE - Emergency Contact List

Parish Council Contact Details

Members of Emergency Team

Ray Garbutt - Chairman, Bilton Parish Council - 01482 814165
Terry Hill - Vice Chairman, Bilton Parish Council - 01482 814540
Lee Sims - Councillor, Bilton Parish Council - 01482 813781
Stephen Dale - Councillor, Bilton Parish Council - 01482 812750
Brian Gill - Councillor, Bilton Parish Council - 01482 812773

Parish Councillors

Mr Carl Mallinson - 01482 811112
Mr Simon Cocklin -
Mrs Sally Griffin-Smart - 01482 813606
Mrs Jannine Clayton - 01482 811435
Mrs Ann Etherington - 01482 812054

External Contacts

East Riding of Yorkshire Council Customer Care	01482 393939
East Riding of Yorkshire Council	01482 887700
Town & Parish Council Emergency Hotline	01482 393536.
	Email ecc@eastriding.gov.uk (only monitored during an emergency)
Kingston Upon Hull City Council Customer Care	01482 300300
Highways Customer Care Line	0845 6001666
Fire, Police, Ambulance & Coastguard	999
Police non-emergency number	101
NHS Direct	111
Council House Repairs out of hours	01482 882414
Yorkshire Electricity	0800 375 675
Environment Agency	0800 807060
(Damage or danger to the natural environment Eg. Pollution, poaching, risks to wildlife, fish in Distress, illegal dumping of hazardous waste)	
Gas Leaks	0800 111999
Yorkshire Water	0845 1242424
South Area IDB, John Matson	

Details of Neighbouring Town and Parish Councils

Name	Town/County/ Parish	Contact Information	E-mail Address
Mrs J Freeman	Sproatley	01482 814593	-
Mrs S Towne	Skirlaugh	01964 544067	saratown@saratown.karoo.co.uk
Mr C Cromack	Preston	01482 899411	prestonparish@parishclerk.karoo.co.uk
Mrs S Dale	Hedon	01482 898428/310260 /310261	townclerk@hedon.gov.uk
Customer Care	Kingston upon Hull	01482 300300	-
Customer Care	East Riding of Yorkshire	01482 393939	ecc@eastriding.gov.uk (only monitored during an emergency)
Town & Parish Council Emergency Hotline		01482 393536	

Flooding Contact Numbers

Environment Agency trained operators are available 24 hours a day, seven days a week and can provide immediate practical advice on flood risk and what to do before, during and after a flood, Telephone 0845 9881188. For the deaf and hard of hearing there is a Minicam service 0845 602 6340.

East Riding of Yorkshire Council is responsible for the drains that remove surface water from the highway. In the event of significant highway flooding, the council works with other bodies to provide an emergency response, such as the provision of sandbags.

Highways customer care 0845 6001666

Yorkshire Water is usually responsible for sewer drains in the roads and blocked sewers, telephone 0845 12424 24.

Radio Humberside - Tune in to 95.9FM or 1485am

www.bbc.co.uk/humber

www.metoffice.gov.uk

SECTION SIX - Plan Publication

Electronic copies of this plan have been e-mailed to biltonpc@biltonpc.eastriding.gov.uk.
heps@eastriding.gov.uk

Hard Copies of this plan are kept at

- Emergency box Bilton Village Hall
- Emergency box St Peter's Church Hall

Electronic version of this document kept at

- c:\libraries/documents/emergency plan 2016
- Emergency Team personnel as named in Section 1

Due to data protection legislation a web version of the plan has been posted minus personal details.

SECTION SEVEN - Plan Maintenance

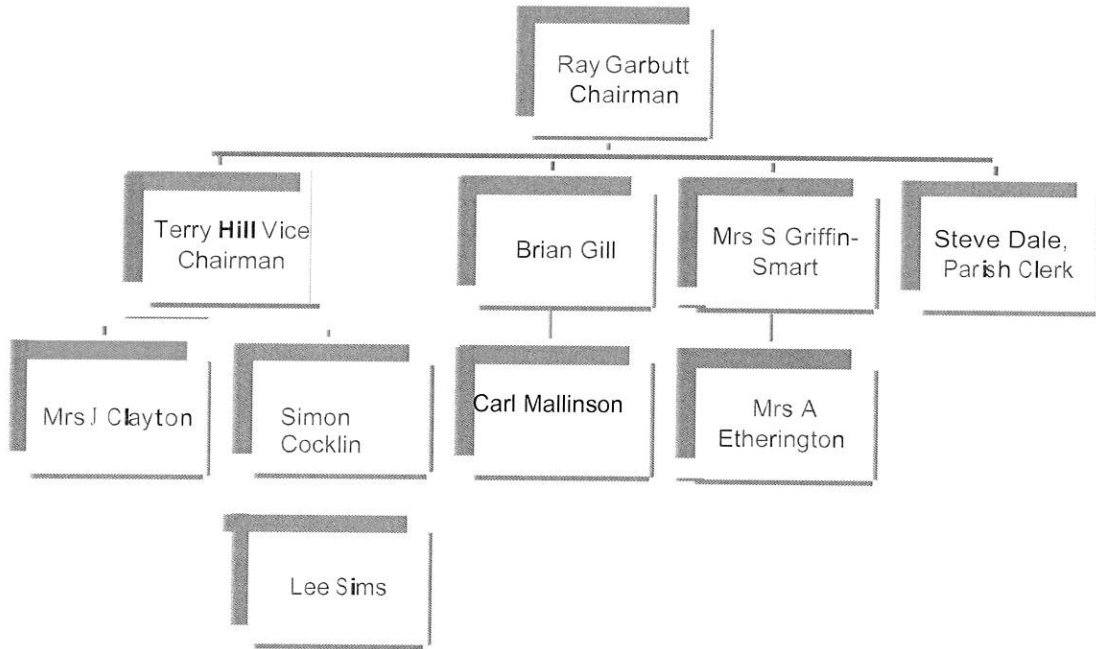
Bilton Parish Council is responsible for making sure the plan complies with Data Protection, and all other appropriate legislation

Bilton Parish Council should make sure that all the people who are involved are aware of their role, and know that they might be contacted during an emergency.

The plan should be reviewed annually. During the review every Section of the plan should be checked for accuracy (telephone numbers, resource lists, back up batteries for loudhailers should be changed annually) Bilton Parish Council Emergency Team will have the responsibility for reviewing the emergency plan.

Any updates to the plan, or lessons learnt, should be approved by the Bilton Parish Council Emergency Team before the plan is changed.

TELEPHONE TREE



Guidance for Emergency Co-ordinators

- IN AN EMERGENCY DIAL 999 IF NECESSARY
- Follow advice from the Emergency Services and responding organisations, make sure that your own family is safe, and that your house is secure
- Tune into the local radio station and listen for public advice messages

If you are able:

- Pass on any public advice messages to your community
- Make contact with your fellow coordinators
- Try to assess the impact of the emergency on your community and assess whether there is any support that you, or other community volunteers can provide, such as:
 - Helping people move valuable and sentimental items upstairs
 - Helping deploy any flood protection products they might have
 - Providing some immediate shelter if people have had to leave their homes
 - Looking after pets
 - Providing lifts to family and friends
 - Doing basic household tasks such as shopping
- Consider asking for additional members of the community (volunteers) to help with the response
- Co-ordinate offers of support where you can
- Pay particular attention to people that might be made vulnerable during an emergency
- Liaise with the Town / Parish Council if they have a Community Emergency Plan
- If people are advised to evacuate their homes, or are advised to evacuate, try and remind people of the steps they should take:
 - Grab 'Go bag' and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.

If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.

Flooding Specific Actions

- If you are in an area that receives flood warnings, dial Floodline on 0845 988 1188
- Where ever possible, advise residents to:
 - Put any flood protection products they have into place
 - Move cars to higher ground
 - Make sure any valuable or sentimental items and important documents are safe
 - Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
 - Be prepared to turn off mains gas and electricity
 - Be prepared to evacuate if necessary:
 - Grab 'Go bag' and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.
 - Lock all doors and windows.
 - If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.
 - Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
 - Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
 - Always wash their hands/arms/legs after coming into contact with floodwater with hotwater and soap.
 - Keep contaminated footwear and clothing away from children
 - Never allow children to play in floodwater, as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk.
- Try and provide support to residents in carrying out these actions.

When an Emergency is Expected

If you can, let people in your community know what's happening and advise people to be aware of the situation.

Use the following advice in unusual weather conditions:

- **Heavy Winds**

- Secure loose objects such as ladders and garden furniture
- Close and securely fasten doors and windows, including garages
- Park vehicles in a garage or in a place clear of buildings, trees and fences
Stay indoors if possible
- If you need to go outside, do not walk or shelter close to buildings or trees
- Don't carry out repairs whilst the storm is in progress
- Do not drive unless your journey is essential and avoid exposed routes
- Do not touch electric/telephone cables which may have been blown down

- **Heat Wave**

- Try and plan your day to stay out of the heat, keep rooms shaded and, where possible use a fan
- If you must go out, stay in the shade, wear a hat and loose fitting clothing
- Drink plenty of fluids
- Don't leave animals unattended in cars in warm weather
- Seek medical help if you suffer from heat exhaustion or heat stroke. Remain somewhere cool, sponge yourself with cold water and drink plenty of fluids

- **Snow and Ice**

- Carry an emergency car kit – mobile phone, car charger, first aid kit, warm waterproof clothes, blanket, food, water, torch (with spare batteries)
- Inform a friend or family member of your intended travel arrangements and expected arrival time
- Wear a hat
- Watch out for signs of hypothermia – uncontrollable shivering, slow or slurred speech, drowsiness and memory lapse
- Don't drive unless you absolutely need to

- **Flooding**

- Listen to your local radio and TV weather forecasts for advice from the emergency services
- Move your car to higher ground
- Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs
- Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
- Turn off mains gas and electricity
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.

- Bring caged outdoor pets inside, move all -pets with food, water, bedding and litter trays upstairs
- Make sure any valuable or sentimental items and important documents are safe ○ Put any flood protection in place

REMEMBER flood water will probably contain sewage, which can cause

disease. Always wash your hands/arms/legs after coming into contact with floodwater with hot water and soap. Keep contaminated footwear and clothing away from children

DO NOT allow children to play in floodwater, as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk. If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you

Encourage members of the community to check on their neighbours, especially if they are elderly or live on their own.

Before an Emergency General Advice for the Community

Every household in the East Riding of Yorkshire should have received a "Preparing for The Unexpected" booklet from East Riding of Yorkshire Council. You can help your community be prepared for an emergency by encouraging them to follow the advice contained in that document. In particular you can:

- Encourage all members of your community to make sure they are adequately insured and to review their insurance
- Make sure that people are signed up to the Environment Agency Flood Warning Service if your community is in a flood risk area. Point them in the direction of the National Flood Forum for more information on flood defence products and to local surveyors and architects for advice on their effectiveness.
- Encourage people to prepare a Go Bag including, or prepare one for them:
 - Key documents (such as passport, driving licence, your personal emergency contact list and insurance details).
 - First aid kit including any medication.
 - Wet wipes and/or antibacterial hand gel.
 - Battery operated radio with spare batteries or wind up radio.
 - Notebook and pencil/pen.*
 - Mobile phone/charger.
 - Glasses/contact lenses.
 - Toiletries (including nappies/sanitary supplies).
 - Any special items for babies, children, elderly and disabled people.
 - Spare set of keys (home/car/office).
 - Bottled water/energy bars.
 - Coins/cash (small denominations) and credit/debit cards.
 - Change of clothes and blankets and sensible footwear (if necessary, waterproofs).
 - A torch and batteries or a wind up torch.
- Encourage people to complete a household emergency plan (contained in the Lets Get Ready Booklet)
- Encourage people to make a "Community Friend" – this is someone, or some people, that can be called during an emergency to provide practical support – such as helping move furniture, look after pets, share house keys to look after each others properties and maybe know which valuable and sentimental items should be moved upstairs, check on you if you are poorly and go to the shops and chemists on your behalf.
- Make sure people know how to respond. In an emergency, people should go inside go in, stay in and tune in to their local radio station for further instructions and updates – unless there is a fire, or any other threat to staying in the property, or unless they have been advised otherwise by the Emergency Services.

- Check that your community are ready for an emergency – ask them the following questions:
 - Do you have a household emergency plan ?
 - Have you discussed your plan with family and friends?
 - Do you know the emergency plan for your children's school/nursery/college?
 - Do you know the emergency plan for your place of work?
 - Have you completed a personal emergency contact list?
 - Have you prepared a check list for your 'go bag', or packed it ready to go?
 - Do you have ICE contact(s) in your phone, wallet or purse?
 - Do you have a contact person – someone unlikely to be affected by the same emergency - who can keep family and friends informed?
 - Do you have a wind up or battery-operated portable FM/AM radio?
 - Do you have alternative, agreed meeting points?
 - Do you have working smoke alarms in your home?
 - Do you have adequate contents and buildings insurance?
 - Do you have copies of your most important documents stored somewhere other than at home?
 - Do you have a written list of your valuables, plus photographs or DVD/video?
 - Have you undertaken a basic first aid course?
 - Have you checked if your property is in a flood risk area?
 - Have you thought about arrangements for pets if you need to leave your home?
 - Have you identified possible exit routes from every room in your home?

If you need further copies of the booklet can be obtained by calling 01482 393095.

The Environment Agency has flooding specific information for communities in flood risk areas. Call 0845 988 1188 for more information.

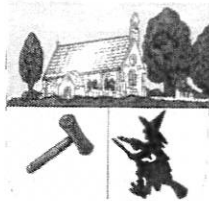
Make sure that you are prepared

- Make sure that you have your own household plan and go bag up to date and ready
- Buy a wind up torch, wind up radio and wind up mobile phone charger
- Let people know you are willing to act as a co-ordinator during an emergency
- Find out whether your Town or Parish Council have their own Community Emergency Plan that you can link into

You might be able to make contact with another community coordinator from another Neighbourhood Watch group; someone who is unlikely to be affected by the same emergency and who might be able to act as a runner to pass you radio alerts if you lose power.

Bilton Parish Council

Clerk to the council- Mr S Dale
Chair to the Council- Cllr R J Garbutt
Vice Chair to the Council - Cllr T Hill



The Village Hall,
Main Road
Bilton,
East Riding of Yorkshire
HU114AA

E-mail: biltonpc@biltonpc.karoo.co.uk

Tel: 01482811234

SNOW CLEARANCE APPENDIX TO COMMUNITY EMERGENCY PLAN

2) TRIGGERING SNOW ARRANGEMENTS

The Parish Community Emergency Team agree to monitor weather forecasts, and ground conditions, and will trigger these arrangements when:

- when conditions cause a significant risk of injury
- when the conditions cause a significant and prolonged disruption to transportation, food, water, gas, electricity or health services

And / Or

- when members of the community report serious and prolonged difficulties being experienced with slips, trips and falls, transportation or with essential services

3) COORDINATION OF SNOW CLEARANCE ACTIVITIES

Snow Clearance activities will be co-ordinated by the people identified in Section One of the Emergency Plan.

7) ROADS TREATED BY LOCAL AUTHOR

The following roads are on the local authority Primary Network:

- B1238
- B1239

8) RESOURCES FOR SNOW

Salt Bins

There are salt bins at the following locations:

Town / Parish Council Owned Salt Bins

- Church Road

Local Authority Owned Salt Bins

- School Lane, Bilton
- Corner of Galfrid Road and Garth Avenue, Bilton
- Low Farm Road, Ganstead West

9) CONTRACTOR / FARMER / LAND OWNER INFORMATION

The Parish Council has entered into an agreement with the following Contractors / Farmers to clear the areas identified in Box 6 when requested by the Community Emergency Team.

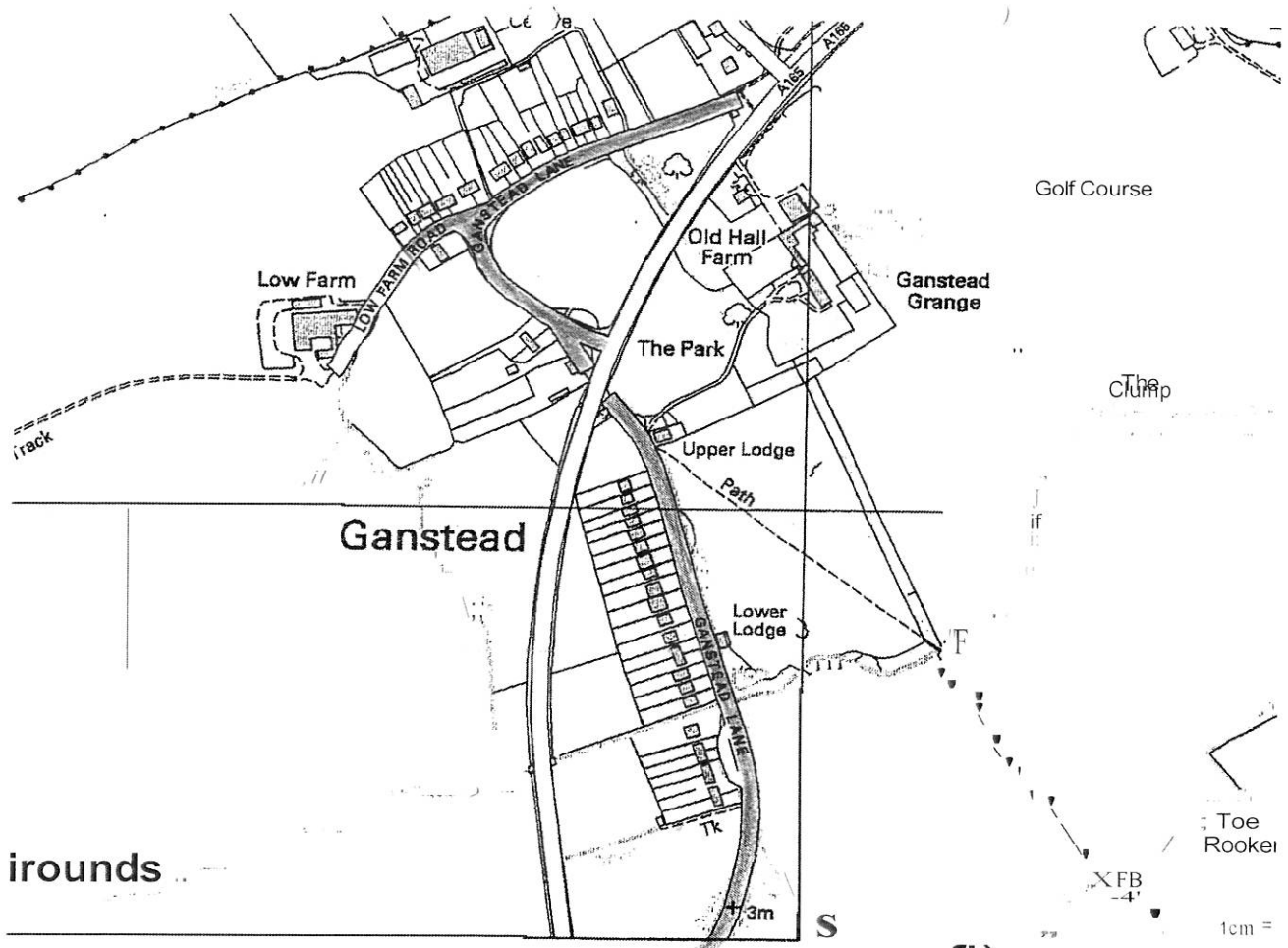
Tony Cook Ltd

Checks have been made to ensure that contractors / farmers have the appropriate license, training and insurance to carry out these activities.

- Focus on the primary routes / areas before moving on to the secondary and tertiary routes
- It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow in the morning.
- When you're shoveling snow, make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides. Take care where you put it so it doesn't block paths or drains.
- Do not pile up snow where it will block or obstruct the footpath, access to property or road in any way. It may be necessary to remove any resulting accumulations of snow.
- Spread salt on the area you have cleared of snow to prevent the residual film icing over.
- Salt is very effective and requires only a small amount spread over a wide area to stop ice forming, all types of salt are effective for example dishwasher or even table salt works well when treating household paths and drives.
- <If you have a pedestrian salt spreader, the following rates could be used:

Freezing conditions	10-20 g/m ²
Freezing conditions expected after rain	15-25 g/m ²
Freezing conditions and / or light snow expected	15-25 g/m ²
Continuous snow expected	20g/m ²
Ice Formed	10-25 g/m ²
Hard packed / snow ice	20-40 g/m ²
Snow cover exceeds 30mm	20-40 g/m ²

- For areas away from the salt bin / store, a bucket or even a wheelbarrow, if one is available, would be useful to transport some salt.
- Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the ground. You can use rock salt, ordinary table or dishwasher salt - a tablespoon for each square meter you clear should work. If you don't have enough salt, you can also use a grit and salt mix. This is particularly helpful on snow that is starting to compress, as it helps to provide better grip under foot. Sand or ash can also be used for this.
- Avoid using water as it may freeze and make the situation more hazardous.



irounds

Map of The East Riding of Yorkshire

fl) EAST RIDING

© 2009. Unpublished production in the East Riding of Yorkshire. All rights reserved. Stationery Office: Crown

13) Record of Snow Clearance Work undertaken by Town / Parish Council

Date / Time	Work done	Work Carried out by	Comments

14 RISK ASSESSMENTS

This section can be used to keep copies of risk assessments and safe methods of working that have been prepared in advance of snow clearance activities. A blank form has been included with this template for you to use if you wish, along with a worked example.

The risk assessment should cover the types of hazards that would be present in the work that you are planning, and could include:

- work equipment (fit for purpose, maintained, training)
- the environment - consider weather, darkness, rural, slopes etc)
- slip, trip & falls (dynamic assessment, 2 points of contact for getting in/out of vehicle, Personal Protective Equipment (PPE))
- manual handling (lifting equipment, training, planning, dynamic assessment, PPE)
- lone working (means of contact, first aid kits, emergency procedures)
- thermal effects - (test breaks warm areas, clothing, **PPE**, hot drinks)
- vehicle accidents (maintained tested vehicle, licensed driver, trained driver/operator of equipment, Driver hour rest breaks)
- road traffic accident (vehicle breakdown/rescue, emergency procedures, other vehicle safety controls listed above)
- working on the highway
- loading salt / use of a pedestrian spreader
- any other equipment that may be used (e.g attaching snow ploughs, falling from cabs)
- Hazardous substances - control of substance hazardous to health assessment (consider likely exposure and effects)
 - substances may include:- brine, rock salt, vehicle oils/fuels.
- wash down of any equipment to be used.

VOLUNTEER EMERGENCY FLOOD WARDENS

<u>NAME</u>	<u>CONTACT DETAILS</u>	<u>RESOURCES OFFERED</u>	<u>OTHER COMMENTS</u>
George Bedford	815683 Mob. 07717710659 e-mail gbedford@gbedford.karoo.co.uk.	4 x 4 vehicle, heavy plant and 3.5 ton lorry	
Ian Clark	817812 mob. 07946612275	Combi Van	Plumber by trade
Stephen Dale	812750		Parish Clerk – Parish Emergency co- ordinator
Miles Girdwood	814376 Mob 07968798718 e-mail milesg@milesg.karoo.co.uk	Transit Van, pick up truck, palliser, still saw, chain saws	Local businessman used by Parish Council
Dave Hart	815401	4 x 4 vehicle	Extensive knowledge of local drainage system
Steve Roberts	Mob. 07768934536	Pick up Van	
John Wright	07884018181	4 wheel drive pick up truck	Ex drainage board member, good knowledge of drains system – monitors non return valve.
Lee Sims	813781 Mob. 07789226653		Useful link to fire brigade activity
Paul Walton	07889707595		Fireman & Parish Councillor
James Noble	07936701425		Chairman Bilton Village Hall Events organiser Bilton Village Hall