

BINGHAM 2020

COMMUNITY EMERGENCY PLAN

This Plan is next due for review on ...20/05/2021.....

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THE COMMUNITY EMERGENCY PLAN

1 Introduction

- 1.1 All major emergencies are dealt with by the Emergency Services, Local Authorities, Utilities and Voluntary Agencies in a combined response. In extreme conditions such as heavy snow and flooding, there is a possibility that the emergency services may not be able to reach the scene immediately.

In such circumstances, the initial response may rely entirely on local people.

A Community Emergency Plan can help a community prepare for an emergency and minimise its impact should they be affected.

- 1.2 Communities may have access to people or resources that allow them to respond to specific incidents that may affect a particular locality. Details of the role these people may play and how they will be contacted may be included in the Community Emergency Plan.
- 1.3 This plan template will aid Community Group leaders and their communities in developing an emergency plan. The template is not intended to be prescriptive and each community or group should feel free to amend the template to suit their needs as appropriate.

2 The Community Emergency Plan

- 2.1 Set out below is some useful advice to help you complete and maintain your Community Emergency Plan:

1. Keep copies of the document to a minimum. Ensure each of the nominated co-ordinators receives a copy.
2. Record the information clearly, handwritten documents are acceptable but must be legible.
3. Do not automatically assume that people will be happy to have their personal details included in the plan. You are strongly urged to consult individuals to seek their agreement to be included.
4. Treat the document as confidential and store it in a secure location.
5. Keep the plan up to date. Check and review contents at least once a year.
6. Once the plan is completed it should be issued and the community should be made aware of the plan. Individuals with a specific role highlighted in the plan should be well briefed.
7. **If an emergency occurs your first action should always be to contact the emergency services by dialling 999.**

DISTRIBUTION

Emergency Co-ordinator / Plan Author:	
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Distribution List:

NAME	ADDRESS	CONTACT NUMBER	EMAIL ADDRESS
BINGHAM TOWN COUNCILLORS	Appendix 3	Appendix 3	Appendix 3
BINGHAM LIBRARY	EATON PLACE BINGHAM	01623 677200	Bingham.library@inspireculture.org.uk
NOTTINGHAM COUNTY COUNCIL	COMMUNITY RESILIENCE TEAM	0115 9773471	emergency.planning@nottcc.gov.uk
RUSHCLIFFE BOROUGH COUNCIL	CIVIC CENTRE	01158 819911	

WHAT TO DO IF AN EMERGENCY OCCURS – INITIAL ACTIONS

3 Contact the Emergency Services

3.1 It is vital that in the event of an emergency situation affecting all or part a community the initial action is to telephone 999.

Follow instructions given by the emergency services or local authority supported by information included in this plan.

3.2 If contact with Nottinghamshire Police, Nottinghamshire Fire and Rescue Service and East Midlands Ambulance Service NHS Trust is not possible or the response is likely to be substantially delayed the Community Emergency Plan should be used to assist the local response until help arrives.

4 Activate Call Out / Cascade

4.1 In an emergency the emergency services want **clear, concise information as soon as possible**. Try to use the time available awaiting their response to obtain further information and if there is any additional information telephone the emergency services again to update them, as this might affect the resources they deploy.

4.2 Until help arrives and without endangering yourself or other local people contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point.

4.3 When the emergency services or local authority are on scene try to make contact with them and explain who you are and what your role is.

ACTIVATING THE COMMUNITY EMERGENCY PLAN

5 Notification of an emergency

5.1 Notification of an emergency may come from various routes, from the emergency services, local authority, local media or from the community itself. It is important to ensure your group has a procedure in place to record details of any incident and activate its emergency plan.

If details of an incident are received from a source other than the emergency services or local authority then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

6 Coordinators

6.1 On receiving notification of an incident or major emergency affecting the community, the Emergency Coordinator should contact those people identified to help respond.

The following people have been identified to co-ordinate the local response:

NAME	TELEPHONE NUMBER	MOBILE NUMBER
TOWN CLERK	01940 831445	
TOWN MAYOR	Appendix 3	Appendix 3
DEPUTY TOWN MAYOR	Appendix 3	Appendix 3

7 Assembly point

7.1 All members of the community willing to help should gather at:

THE OLD COURT HOUSE

7.2 In the event that this location is inaccessible the following will be used:

BUT FIELD SPORTS PAVILION OR (NOTICE WILL BE PLACED ON TOWN COUNCIL NOTICE BOARDS)

7.3 Anyone involved in coordinating a response should keep a log of all requests for assistance or action taken. An example incident log that can be used to record this information is included at Appendix 1.

COMMUNICATION

In an emergency it is important to ensure that the community is kept informed both during and after an event. To make this effective it is suggested that a cascade system is put in place with named people taking responsibility for notifying others, who in turn notify further members of the community.

It is suggested that the maximum number that any person should be responsible for notifying is five to ensure a timely flow of information.

NAME	NOTIFYING	CONTACT DETAILS
(Initiator 1) TOWN CLERK	1. DEPUTY CLERK 2. OFFICE MEMBER 1 3. OFFICE MEMBER 2 4. CARETAKER 5. GROUND STAFF	Appendix 4
(Initiator 2) CURENT MAYOR	1. DEPUTY MAYOR 2. COMMITTEE CHAIRMAN 3. 4. 5.	Appendix 3
(Initiator 3) COMMITTEE CHAIRMAN	1. COMMITTEE MEMBERS 2. 3. 4. 5.	Appendix 3
(Initiator 4) COMMITTEE MEMBERS	1. COMMUNITY GROUPS 2. SCHOOLS 3.RELIGIOUS ESTABLISHMENTS 4. 5.	As per Town Guide & Butter cross Magazine
(Initiator 5)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

RESOURCES WITHIN THE COMMUNITY

Include contact details for any person or resource within the community that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. buildings, communications, local businesses, sources of heavy lifting equipment, lighting, generators, pumps, sand, sand bags, transport, boats etc

Code	Resources Available	Contact	Contact Number	24hr?
EC	Church House (building & catering)	Church Member	01949 836717	
EC	Methodist Church Hall (building & catering)	Church Member	07577 168798	
EC	Butt Field Sports Pavilion (administration)	Butt Field Sports Club	01949 382070	
EC	Town Pavilion (administration)	Bingham Rugby Club	07582 368699	
EC	Robert Miles Infants School (Accommodation & catering)		01949 837422	
EC	Robert Miles Junior School (Accommodation & catering)		01949 875011	
EC	Carnarvon Primary School (Accommodation & catering)		01949 838246	
EC	Toot Hill School (Accommodation & catering)		01949 875550	
EC	Leisure Centre (Accommodation & catering)	Manager	01949 838628	
EC	Women's Institute Hut (catering)	Manager	01949 836584	
EC	Police	Beat Officer	07595 074052	
EC	Bowling Club (building & catering)	Member	01949 838320	
ES	Fire Station	Fire Officer	0115 838 8017	
R	Local Farmers (heavy lifting equipment, tractor, trailers)	See attached List		
R	Local Business Community (various)	Bingham Business Club	01949 878685	
R	Screwfix		03330 112112	
EMS	Medical Centre	Bingham Health Centre	0115 896 9991ap 01949 872770	
ES	Police		999	101

SKILLS WITHIN THE COMMUNITY

Include contact details for any person within the community that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. medical (doctors, nurses, qualified first aiders etc), chemists, clergy or other faith group leaders, voluntary organisations, vets, farmers, radio amateurs.

This section could also include details of community groups or individuals such as flood wardens, neighbourhood watch, Police Community Support Officers etc.

Name	Role	Daytime contact number	24hr contact number
Bingham Health Centre	Medical		As per current Town Guide
Boots Chemist	Medical Chemists	01949 837857	As per current Town Guide
Bingham Pharmacy	Medical Chemists	01949 839978	As per current Town Guide
Methodist	Spiritual Support	01949 837330	As per current Town Guide
St Marys & All Saints	Spiritual Support	01949 837949	As per current Town Guide
Quakers	Spiritual Support	01949 21002	As per current Town Guide
The Spiritual Foundation of Light	Spiritual Support	01949 861552 and 01949 838219	As per current Town Guide
Butter Cross veterinary Centre	Animal Welfare	01949 837571 or 0115 91101044	As per current Town Guide
Minister Veterinary Centre	Animal Welfare	01949 833506	As per current Town Guide
Bingham Neighbourhood Hood Watch	Voluntary Group	01949 876 635	As per current Town Guide
Rotary	Voluntary Group	01949 836776 and 01949 875306	As per current Town Guide
Scouts	Voluntary Group		As per current Town Guide
Lions	Voluntary Group		As per current Town Guide
Police	Community Support/ Traffic Management Team		As per current Town Guide
Bingham Fire Station	Management of fire /chemical / rescue		As per current Town Guide
Bingham Heritage Trails Association	Voluntary Group		As per current Town Guide
Guides	Voluntary Group		As per current Town Guide
Girls Brigade	Voluntary Group		As per current Town Guide
A.N. Other	Voluntary Group		As per current Town Guide

LOCAL HAZARDS AND THREATS

Local areas are prone to particular hazards and threats which are best known to the local people and best identified by them.

Record here known hazards and threats.

HAZARD	LOCATION	CONTACT TELEPHONE NUMBER
Railway / Road Hazardous Loads	Railway through Bingham East to West	
Railway Crossing	Moor Lane Chapel Lane Church Lane Cogley Lane	
Electric Sub stations	Appendix 5	
Petrol Stations	Shell at Saxondale Roundabout	

VULNERABLE GROUPS IN THE COMMUNITY

Record here those vulnerable groups in the community that may require additional or specific assistance in the event of an emergency. This could include groups such as elderly people, people with a disability, schools, special schools, special homes, care in the community hostels and residential homes.

NAME	ADDRESS	CONTACT NUMBER	DETAILS OF ANY SPECIFIC REQUIREMENTS
	Moorlands Day Centre, Moor Lane	01949 836652	
	Chestnut Avenue sheltered accommodation	01949 8311393 or 07734963365	
	Wynhill Court, Wynhill	01949 838492	
	Local Knowledge via neighbours		
Beauvale	Nursing Home, Moor Lane	01949 838492	
	Rosary, East Street	01949 8311393 or 07734963365	
	Harrison Court, Wychwood Road	0345 678 0555	
	Grantham Road		
		Appendix 6	

NB It is not recommended that details of individuals who might be defined as 'vulnerable' are kept in your emergency plan as it is likely that the plan will be circulated to a range of people. However, it may be worth considering identifying a person or persons to keep a secure list of individuals within the community that could be referred to during an emergency. If this is the case it is important to remember to ask the permission of the people concerned before adding them to the list.

TEMPORARY PLACES OF SAFETY

Record here details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives e.g. halls, hostels, churches etc. Local authority premises, schools, leisure/community/day centres will be opened by the local authority as appropriate.

Please refer to Appendix 2 for guidance on identifying appropriate premises that could be used as a temporary place of safety.

KEY HOLDERS NAME	ADDRESS	TELEPHONE NUMBER	MOBILE NUMBER	EMAIL ADDRESS
Manager	But Field Sports Pavilion	01949 382070		
Manager	Town Pavilion	01949 875231	07582 368699	
Manager	Bingham Women's Institute Building	01949 836584		
Manager	Old Church House	01949 831445		
Manager	Bingham Bowling Club	01949 838320		
Manager	Bingham leisure Centre	01949 838628		
Manager	Methodist Church Hall (building & catering)	01949 837330/07577 168798		

SUPPORTING ORGANISATIONS CONTACT DETAILS

Nottinghamshire Emergency Planning Contact numbers

Name / Contact	Role	Daytime contact number	24hr contact number
Emergency Services		999	999
Local Police Station			
Local Fire Station			
Local Ambulance Station			
Local GP Surgeries			
District/Borough Council Emergency Contact Number			As per Town Guide
Nottinghamshire County Council Emergency Contact Number	24 hours / 7 days emergency contact number	0115 977 3674	0115 977 3674
Environment Agency	Floodline	0845 988 1188	
Environment Agency	Incident Hotline	0800 807060	0800 807060
NHS Direct		0845 4647	0845 4647
National Grid	Gas	0800 111 999	0800 111 999
Utility companies			

Appendix 1

INCIDENT LOG (Nature of incident) NAME DATE SHEET No.

No.	Time	Name	Information	Done
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	TOWN PAVILION
Building capacity	100 Standing 60 seated

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes
Is the site suitably heated, lit and ventilated?	Yes
Does the site have running water/suitable sanitation?	Yes
Is furniture available, appropriate and sufficient?	Yes
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes
Is the site suitable for Disabled Access?	Yes
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	No
Is there any potential falls from height present in the building?	No
Will there be a staff member / key holder present at the site?	No

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	Old Church House
Building capacity	2 separate Rooms 45x 20m & 24 x 18m

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes
Is the site suitably heated, lit and ventilated?	Yes
Does the site have running water/suitable sanitation?	Yes
Is furniture available, appropriate and sufficient?	Yes
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes
Is the site suitable for Disabled Access?	Yes
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	No
Is there any potential falls from height present in the building?	No
Will there be a staff member / key holder present at the site?	No

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	But Field Sports Pavilion
Building capacity	100

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes
Is the site suitably heated, lit and ventilated?	Yes
Does the site have running water/suitable sanitation?	Yes
Is furniture available, appropriate and sufficient?	Yes
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes
Is the site suitable for Disabled Access?	Yes
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	No
Is there any potential falls from height present in the building?	No
Will there be a staff member / key holder present at the site?	No

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	Bingham Bowling Club, The Dovecote Long Acre Bingham
Building capacity	50

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)?	Yes
Is the site suitably heated, lit and ventilated?	Yes
Does the site have running water/suitable sanitation?	Yes
Is furniture available, appropriate and sufficient?	Yes
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes
Is the site suitable for Disabled Access?	Yes
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	No
Is there any potential falls from height present in the building?	No
Will there be a staff member / key holder present at the site?	Yes

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	Bingham's Women's Institute 7 station Street Bingham
Building capacity	100

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes
Is the site suitably heated, lit and ventilated?	Yes
Does the site have running water/suitable sanitation?	Yes
Is furniture available, appropriate and sufficient?	Yes
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes
Is the site suitable for Disabled Access?	Yes
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	No
Is there any potential falls from height present in the building?	No
Will there be a staff member / key holder present at the site?	Yes

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	Methodist Church Hall
Building capacity	

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes/No
Is the site suitably heated, lit and ventilated?	Yes/No
Does the site have running water/suitable sanitation?	Yes/No
Is furniture available, appropriate and sufficient?	Yes/No
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes/No
Is the site suitable for Disabled Access?	Yes/No
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	Yes/No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	Yes/No
Is there any potential falls from height present in the building?	Yes/No
Will there be a staff member / key holder present at the site?	Yes/No

Appendix 2 – Identifying Appropriate Places of Safety

Name / Location of premises	
Building capacity	

HEALTH AND SAFETY:

Hazard / Risk	Adequate
Does the site provide suitable access for pedestrian and vehicular traffic (including emergency services)	Yes/No
Is the site suitably heated, lit and ventilated?	Yes/No
Does the site have running water/suitable sanitation?	Yes/No
Is furniture available, appropriate and sufficient?	Yes/No
Are fire exits unlocked and free from obstruction and are evacuation procedures etc clearly displayed / identifiable?	Yes/No
Is the site suitable for Disabled Access?	Yes/No
Does the normal purpose of the building conflict in any way with it's purpose as a place of safety i.e are any dangerous chemicals, machinery etc accessible to evacuees or staff?	Yes/No
Is there any potential slip or trip hazards present? These could include: <ul style="list-style-type: none"> • Wet floors • Unsuitable footwear / footwear wet • Loose floorboards/tiles • Uneven surfaces or changes in surface level • Cables across walking areas • Obstructions, bumps or ridges 	Yes/No
Is there any potential falls from height present in the building?	Yes/No
Will there be a staff member / key holder present at the site?	Yes/No

Appendix 3 – Town Mayor, Deputy Town Mayor and Councillor Contact Details

<u>TOWN MAYOR</u>		
Councillor John Stockwood	46 Tythby Road, Bingham, NG13 8GP jstockwood@bingham-tc.gov.uk	07894 442294
<u>DEPUTY TOWN MAYOR</u>		
Councillor Andrew Shelton	6 Welbeck Grove, Bingham, NG13 8RF ashelton@bingham-tc.gov.uk	07764 605220
<u>TOWN COUNCILLORS</u>		
Councillor Gareth Williams	12 Stainmore Grove, Bingham, NG13 8SF gwilliams@bingham-tc.gov.uk	07557 763868
Councillor Francis Purdue-Horan	46 Tythby Road, Bingham, NG13 8GP fpurdue-horan@bingham-tc.gov.uk	07505 461002
Councillor Rowan Bird	50 Abbey Road, Bingham, NG13 8ED rbird@bingham-tc.gov.uk	01949 876570
Councillor Jane Best	29 Harrison Court, Bingham, NG13 8TD	01949 875221
Councillor Maureen Stockwood	46 Tythby Road, Bingham, NG13 8GP mstockwood@bingham-tc.gov.uk	01949 875778
Councillor Paul Moskwa	46 Mallow Way, Bingham, NG13 8TZ pmoskwa@bingham-tc.gov.uk	07855 947764
Councillor Viv Leach	18 Chaworth Road, Bingham, NG13 8EU vleach@bingham-tc.gov.uk	07773 446868
Councillor John Lewis	7 Beech Lodge, Oak Avenue, Bingham, NG13 8RA jlewis@bingham-tc.gov.uk	07428 418777
Councillor Monica Monni	The Old Post Office, Main Street, East Bridgford, NG13 8PA mmonni@bingham-tc.gov.uk	07802 460027
Councillor Wayne Stapleton	7 Stanhope Way, Bingham, NG13 8BJ wstapleton@bingham-tc.gov.uk	07913 381005
Councillor Tony Wallace	29 Meadowsweet Hill, Bingham, NG13 8TS twallace@bingham-tc.gov.uk	07974 650097
Councillor Gemma Simms	gsimms@bingham-tc.gov.uk	07795 380545

Appendix 4 – Town Clerk and Deputy Town Clerk Contact Details

Town Clerk : Sharon Pyke

Deputy Town Clerk: Joanne Riddle

Bingham Town Council
The Old Courthouse
Church Street
Bingham
NG13 8AL

TEL: 01949 831445

Appendix 5 - Electricity Sub Station locations

Appendix 6 – Vulnerable Groups in the Community

Wynhill Lodge Care Home, Wynhill Court, Forest Road, Bingham NG13 8ET

Chestnut Avenue/ Granby Court Bingham NG13 8AU

The Rosary, East Street Bingham NG13 8SH