



# RUSTINGTON PARISH COUNCIL

## EMERGENCY PLAN



**AUGUST 2023**



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## **Introduction**

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, District and County Councils and other organisations, as part of their normal day-to-day activities.

Although there is no statutory responsibilities for Parish Councils and communities to plan for, respond to, or recover from emergencies, it is good practice to identify hazards and make simple plans on how they could respond to them.

## **Aim**

To increase resilience within the local community through developing a robust co-ordinated approach that compliments the plans of responding agencies.

## **Objectives**

- Identify the risks to the community and relevant response actions
- Identify vulnerable people / groups in the community
- Identify capacity and resources in the community available to assist during an emergency
- Provide key contact details for the Parish Council's Emergency Planning Committee, Key Community Resources, the Emergency Services, District and County Councils

## **Activation Procedure**

A guideline activation procedure can be found in **Annex A**. This procedure details the call out order, communicating of information to the community and logging of actions.

## Emergency Planning Committee

The Emergency Planning Committee coordinates the Parish Council's response to any emergency situation that may develop. This includes, but is not limited to ensuring that vulnerable people are cared for, promoting self help to householders, etc. It is also responsible for keeping the plan up to date. In the event of the Plan being triggered the following have agreed to be part of the Emergency Team:

Role	Name	Tel	Mobile	Address
Chairman	Cllr J Ceiriog-Hughes		07709 245 357	Migin 49 Oakcroft Gardens Littlehampton BN17 6LT
Vice-Chairman	Cllr M Broomfield	01903 786420		34 Woodlands Avenue Rustington BN16 3HB
Clerk	Carole Ward	01903 731322	07752 493 539	[REDACTED] [REDACTED]
Committee Member	Cllr J Bennett		07507 873 537	34 Woodlands Avenue Rustington BN16 3HB
Committee Member	Cllr Mrs C Broomfield	01903 786420	[REDACTED] [REDACTED]	34 Woodlands Avenue Rustington BN16 3HB
Committee Member	Cllr Mrs P Gregory	01903 772769	[REDACTED] [REDACTED]	18 Broadmark Lane Rustington BN16 2HJ
Committee Member	Cllr R Grevett	01903 776780		Mill House 3 Overstrand Avenue Rustington BN16 2JS
Committee Member	Cllr Mrs S Partridge		07538 256 633	April Cottage, Burmill Mews, Angmering Way, Rustington, BN16 3RD
Committee Member	Cllr Ms M Revell	01903 786420		34 Woodlands Avenue Rustington BN16 3HB
Committee Member	Cllr G Tyler	01903 856950		Pebble Beach 44 Broadmark Lane Rustington BN16 2JA
Deputy Clerk	Rosie Costan		07752 493 539	34 Woodlands Avenue Rustington BN16 3HB

## Meeting Venue

The Emergency Planning Committee will usually need to meet during an emergency and agree what is to be done. The following locations have been identified:

Venue		How to access
The Woodlands Centre		The Clerk and Deputy Clerk are key holders. If the emergency prevents their attendance contact should be made with Keith Anscombe, the Council's Security Contractor.
The Samuel Wickens Centre		As Above

## **The Emergency Planning Committee Chairman and Clerk of the Council should:**

- ✚ Oversee the completion and updating of the Emergency Plan.
- ✚ Ensure that the Plan is regularly reviewed and updated.
- ✚ Report annually to the Community detailing if the Plan has been activated and highlighting any membership changes to the Emergency Planning Committee.
- ✚ Act as a focal point for the community in the response to an emergency
- ✚ Act as the main contact point with Emergency Services and the District and County Councils and ensure that two-way communication is maintained.
- ✚ Ensure that the appropriate authorities and individuals are notified.
- ✚ Communicate important messages to the community.
- ✚ Activate resources as required.

Tasks should be delegated to Committee Members as appropriate. The Clerk of the Council should ensure that all Committee Members are engaged in the planning and response processes.

## **All Members of the Emergency Planning Committee should:**

- ✚ Reside in the community.
- ✚ Have good local knowledge.
- ✚ Be able to activate the support of the community and speak on behalf of the community.
- ✚ Ensure that the vulnerable are provided with additional assurances during an emergency.
- ✚ Ensure that communications are maintained within the community and with the Emergency Services/District and County Councils.
- ✚ Ensure that Confidentiality is maintained where necessary.
- ✚ Maintain an action log, with reasons recorded of why action taken, in the event of an emergency.
- ✚ Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required.
- ✚ Have sufficient knowledge of the plan to act as Chairman/ Clerk of the Council in their absence.

The Committee Chairman and other Members should support the Clerk of the Council in carrying out their role.

## Key Information

The Annexes of this plan provide areas to record key information to plan for and use in the event of an emergency.

- Annex A – Emergency Action Check List & Template Logging Sheet
- Annex B – Key Contact list (Publicly available)
- Annex C – Risk Assessments (Identifying risks to the Community)
- Annex D – Community Capacity & Resources
- Annex E – Family Emergency Plan
- Annex F – Communications
- Annex G – Maps of the Community
- Annex H – Plan Distribution

Restricted Distribution

- Annex R1 – Key Contacts (Not for general distribution)
- Annex R2 – Vulnerable Groups within the Community.

## Plan Maintenance

The Emergency Planning Committee should meet to discuss the community's resilience on at least an annual basis.



A full review of the Plan by the Emergency Planning Committee should be carried out annually to ensure that the contact numbers are still correct. When issuing updated pages of the Plan it is important to ensure the removed pages are returned as this will help ensure that all the Plans are correctly updated.

## Annex A – Emergency Action Check List

Action		Complete
1	Dial <b>999</b> and ensure the emergency services are aware of the emergency and follow any advice given.	
2	Gather as much information about the situation as possible: <ul style="list-style-type: none"> <li>• Location of emergency</li> <li>• Type of incident</li> <li>• Number of people/properties involved</li> <li>• Type of support which might be needed</li> <li>• Make contact with any of the responding organisations at the scene.</li> </ul>	
3	Any Member of the Parish Council/Emergency Committee might be notified of an incident by the Local Authority or residents. They should lead the initial incident response and also contact the Clerk/Deputy Clerk asap to activate the Emergency Plan.	
4	Contact and inform other Members of the Emergency Planning Committee, the District and/or County Council.	
5	Begin recording details on the Log Sheet overleaf including: <ul style="list-style-type: none"> <li>• Any decisions you have made and why.</li> <li>• Actions taken.</li> <li>• Who you spoke to and what you said. (Including contact numbers)</li> <li>• Any information received.</li> </ul>	
6	If necessary, call a Committee Meeting, but ensure the venue is safe and people can get there safely	
7	Arrange for key contacts identified in Annex B to be made available as necessary	
8	Tell the community that the Emergency Team is active. Communicate warning information messages. Publicise the key telephone number to contact during the Emergency	
9	Make sure you take notes and record actions from the Meeting. If a decision is reached to activate the Emergency Plan ensure that Steps 1 - 8 above are carried out.	

**Under no circumstances should you put yourself or others at risk to fulfil these tasks.**





## Annex B – Key Contacts List

E.g. Emergency Services, Health Organisations, Town / Parish / District / County Councils, Water Company, Gas, Doctors, Highways, Environment Agency, Schools etc.

Service / Name	Telephone Number	Website	Additional Information
Emergency Services: For Emergencies dial '999'			
Sussex Police	101 – non emergency  Or 999	<a href="http://www.sussex.police.uk/contact-us">www.sussex.police.uk/ contact-us</a>	Protection of Life
Fire & Rescue Service	999  Station HQ 01243 786211	<a href="http://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/">www.westsussex.gov.uk/fi re-emergencies-and- crime/west-sussex-fire- and-rescue-service/</a>	Rescue of people trapped by fire, wreckage or debris.
Ambulance Service - South East Coast Ambulance Service	0300 1230999  Or 999 NHS 111	<a href="http://www.secamb.nhs.uk">www.secamb.nhs.uk</a>	Medical treatment & medical evacuation
British Transport Police (London South)	0800 40 50 40  Or 999	<a href="http://www.btp.police.uk">www.btp.police.uk</a>	
Coast Guard	0203 817 2000  999	<a href="http://www.hmcoastguard.uk">www.hmcoastguard.uk</a>	Sea search & Rescue Operations
Local Authorities			
West Sussex County Council	01243 777100	<a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a>	9am-5pm (Mon-Fri)
Community Hub	033 022 27980		9am-5pm (7 Days per week except bank holidays which is 10am - 2pm)
Arun District Council	01903 737500  01903 737922	Switchboard - 24 hrs  Emergency Planning Officer  <a href="http://www.arun.gov.uk">www.arun.gov.uk</a>	Mon to Thur 8.45am to 5.15pm Friday 8.45am to 4.45pm

Rustington Parish Council	01903 786420  07752 493 539	<a href="http://www.rustingtonpc.org">www.rustingtonpc.org</a>	Mon to Fri 8.30am to 4.30pm  7 days a week 24 hours a day
Littlehampton Town Council	01903 732063	<a href="http://www.littlehampton-tc.gov.uk">www.littlehampton-tc.gov.uk</a>	Mon to Fri 9.00am to 4.30pm
East Preston Parish Council	01903 770050	<a href="http://www.eastpreston-pc.gov.uk">www.eastpreston-pc.gov.uk</a>	Mon to Thur 10.00am to Midday
Angmering Parish Council	01903 772124	<a href="http://www.angmering-pc.gov.uk/">www.angmering-pc.gov.uk/</a>	Mon to Fri 9.00am to 4.00pm
Utilities			
Gas	0800 111 999	Emergency number	24 hrs a day, 7 days a week
Electricity – UK Power Networks	105 (National Number)	Emergency number 24 hours/7 days 0800 3163 105  <a href="http://www.ukpowernetworks.co.uk">www.ukpowernetworks.co.uk</a>	
Water & Wastewater problems	0330 303 0368	Southern Water <a href="http://www.southernwater.co.uk">www.southernwater.co.uk</a>	24 hr emergency line

Service / Name	Telephone Number	Website	Additional Information
Governmental Departments			
DirectGov		<a href="http://www.gov.uk">www.gov.uk</a>	Information on public services
Cabinet Office	020 7276 1234	<a href="http://www.gov.uk/government/organisations/cabinet-office">www.gov.uk/government/organisations/cabinet-office</a>	Link to civil contingencies
Voluntary Organisations			
British Red Cross	0344 871 11 11	<a href="http://www.redcross.org.uk">www.redcross.org.uk</a>	
Age UK (West Sussex, Brighton & Hove)	01903 731800 0800 0191310 0800 6781602	<a href="http://www.ageuk.org.uk/westsussexbrightonhove">www.ageuk.org.uk/westsussexbrightonhove</a>	Will assist in identifying vulnerable elderly within the community
St Johns Ambulance	03700 10 49 50	<a href="http://www.sja.org.uk">www.sja.org.uk</a>	
RSPCA	0300 1234 999	<a href="http://www.rspca.org.uk">www.rspca.org.uk</a>	Animal Protection

	Cruelty Line		
Cruse	0808 808 1677 Daytime helpline	<a href="http://www.cruse.org.uk">www.cruse.org.uk</a>	Bereavement Care
The Samaritans	116 123	<a href="http://www.samaritans.org">www.samaritans.org</a>	confidential non-judgmental emotional support
Turning Tides	01903 680740 Ext: 239 01903 680745	<a href="http://www.turning-tides.org.uk">www.turning-tides.org.uk</a>	Homelessness support
<b>Other Essential Numbers</b>			
West Sussex Highways Dept.	01243 642105	<a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a>	
Environment Agency Floodline	0345 988 1188 (24 Hours)	<a href="http://www.gov.uk/check-flooding">www.gov.uk/check-flooding</a>	24 hour service
NHS 111	111	<a href="http://www.111.nhs.uk">www.111.nhs.uk</a>	
Doctors Surgeries:	01903 850900	The Coppice, Herne Lane	Joint telephone service with Angmering Medical Centre
	01903 777000	Westcourt, 12 The Street	
	01903 785152	Willow Green, Station Road	
Georgian Gardens Community Primary School	Headteacher 01903 771555	Guildford Road	
Rustington Community Primary School	Headteacher 01903 785271	North Lane	
Summerlea Community Primary School	Headteacher 01903 856783	Windsor Drive	

## Annex C – Risk Assessments



When assessing the risks in the community the likelihood and the impact of the event should be considered. Many of the risks will be planned for at a national / Regional / County or District level. Therefore the risk assessments should consider how the community could respond to ensure the community's safety / wellbeing.

Risk / Hazard	Possible Actions
Sustained Loss of Critical Utilities - Gas, Electricity, Water	<ul style="list-style-type: none"> <li>• Communication of updates with residents as they are received - See <b>Annex F</b></li> <li>• Opening and offer of Rest Centre to residents affected if required</li> <li>• Assist with road closures, traffic management if appropriate e.g. burst water main.</li> <li>• Encouragement of residents to have a Home Emergency Plan prior to any emergency</li> </ul>
Severe Weather – Ice & Snow	<ul style="list-style-type: none"> <li>• Link to ADC and WSCC Winter Management Plans - See Annex J</li> <li>• Enact RPC Winter Management Plan</li> <li>• Communication of updates with residents as they are received - See <b>Annex F</b></li> <li>• Encourage residents to check on neighbours</li> <li>• Opening and offer of Rest Centre to residents affected if required</li> <li>• Assist with road closures, traffic management if appropriate e.g. road blocked by snow.</li> <li>• Encouragement of residents to have a Home Emergency Plan prior to any emergency</li> </ul>
Severe Weather – Heat Waves	<ul style="list-style-type: none"> <li>• Communication of updates with residents as they are received - See <b>Annex F</b></li> <li>• Liaise with schools, GP Surgeries etc to establish whether there are key messages to be shared with residents</li> <li>• Encourage residents to check on neighbours</li> <li>• Encouragement of residents to have a Home Emergency Plan prior to any emergency</li> </ul>
Severe Weather– Flash Flooding	<ul style="list-style-type: none"> <li>• Communication of updates with residents as they are received - See <b>Annex F</b></li> <li>• Opening and offer of Rest Centre to residents affected if required</li> <li>• Contact WSCC Fire Service for assistance</li> <li>• Assist with road closures, traffic management if appropriate</li> <li>• If key service is affected e.g. a school - contact to advise to hold back children/staff from leaving/arriving</li> <li>• Encouragement of residents to have a Home Emergency Plan prior to any emergency</li> </ul>

Covid-19 - Local Outbreak	<ul style="list-style-type: none"> <li>• Refer to the West Sussex Covid-19 Local Outbreak Control Plan - Prevention and Containment of the Spread of Covid-19 - See <b>Annex K</b></li> <li>• Communication of updates with residents as they are received - See <b>Annex F</b></li> <li>• Make contact with the WSCC Community Hub</li> <li>• Assist Voluntary Services where required</li> </ul>
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## Annex D – Community Capacity & Resources

Key resources available to support the local community should be listed here. E.g. Community Centre, Defibrillators.

Resource	Contact / Key Holder	Conditions of use	Emergency Contact Number
The Woodlands Centre 34 Woodlands Avenue	Rustington Parish Council 01903 786420 07752 493539	In the event of a local emergency	07752 493539
Rustington Youth Centre 34 Woodlands Avenue	Rustington Parish Council 01903 786420 07752 493539	In the event of a local emergency	07752 493539
Samuel Wickens Centre Broadmark Lane Car park	Rustington Parish Council 01903 788479 07752 493539	In the event of a local emergency	07752 493539
Georgian Gardens Community Primary School Guildford Road	Headteacher 01903 771555	In the event of a local emergency	
Rustington Community Primary School, North Lane	Headteacher 01903 785271	In the event of a local emergency	
Summerlea Community Primary School, Windsor Drive	Headteacher 01903 856783	In the event of a local emergency	
Rustington Library, Claignar Road	01903 785857	In the event of a local emergency	
St Peter & St Paul Parish Church Hall, The Street	01903 850509	In the event of a local emergency	

Methodist Church Hall, Claigmar Road	01903 776900	In the event of a local emergency	
Rustington Guide Hall		In the event of a local emergency	
Rustington Scouts Hall, Church Road		In the event of a local emergency	
Zachary Merton Hospital, Glenville Road	01903 858100 (24 Hours)	In the event of a local emergency	01903 858100 (24 Hours)

**DEFIBRILLATORS** are available for Public use at:

All are affixed to the external walls

- Churchill Car Park Public Toilets (behind Iceland and The Factory Shop)
- The Georgi Fin Micropub, Woodlands Avenue
- Rustington Scout Hall, Church Road
- The southern end of Sea Avenue (affixed to a resident's garden wall)
- Beach Shelter (Junction of Sea Road/Sea Lane and facing away from the sea)
- Princess Marina House, Broadmark Lane/Beach, Pavilion Terrace building (facing sea)
- The Samuel Wickens Centre, Broadmark Lane Carpark, Broadmark Lane
- The Woodlands Centre, Woodlands Recreation Ground, Woodlands Avenue

Further DEFIBRILLATORS can also be accessed from inside

- Rustington Sports and Social Club, Jubilee Avenue (Woodlands Recreation Ground)

## **Annex E – Household Self Help**

Further copies of the Household Emergency Plan can be downloaded from the following government website and distributed to families in the Parish: [www.ready.gov/make-a-plan](http://www.ready.gov/make-a-plan)



## HOUSEHOLD EMERGENCY PLAN

**Emergencies can affect the county  
with little or no notice.**

Being prepared can help reduce the effects on your life and your loved ones; reduce the need for support from others and enable you to support the vulnerable in your community.

Disruption to essential services such as water, gas and electricity, regional and national travel and telecommunications are all ways an emergency can affect our everyday lives.

**A crisis happens when we least expect it.**

**GO IN. STAY IN. TUNE IN.**



west  
sussex  
county  
council

[www.westsussex.gov.uk/emergency](http://www.westsussex.gov.uk/emergency)





If you are not involved in an emergency but are close by or believe you may be in danger, in most cases the advice is:

# GO IN. STAY IN. TUNE IN.

Station	Frequency	Website
BBC Sussex	104.8 & 95.3 FM	<a href="http://www.bbc.co.uk/bbcsussex">www.bbc.co.uk/bbcsussex</a>
Heart	97.5 & 96.7 FM	<a href="http://www.heart.co.uk/sussex">www.heart.co.uk/sussex</a>
Spirit FM 96.6	102.3 & 106.6	<a href="http://www.spiritfm.net">www.spiritfm.net</a>

## Creating an emergency box/bag

Be prepared. Creating an emergency grab bag will help locate essential equipment quickly in an emergency. For ideas on what to include in your grab bag visit our website page entitled "What you can do to to prepare for an emergency". Some suggested items are:

Torch and spare batteries	tick <input type="checkbox"/>	First Aid kit	tick <input type="checkbox"/>
Battery powered radio and spare batteries	<input type="checkbox"/>	List of useful contact numbers	<input type="checkbox"/>
Candles / matches	<input type="checkbox"/>	Toiletries	<input type="checkbox"/>
Copy of this plan	<input type="checkbox"/>		

In case you are unable to leave the house it is suggested you should have:

Bottled water	tick <input type="checkbox"/>
Ready to eat food (tinned)	<input type="checkbox"/>
Bottle/tin opener	<input type="checkbox"/>

In case you are stuck in your car it is suggested you should have:

Blankets	tick <input type="checkbox"/>
Torch and spare batteries	<input type="checkbox"/>

Location of where emergency box/bag is kept

List of current medication

Medication name	Dose	When taken	Who takes it

Once completed it would be advised to laminate and then store in a safe

**Complete the following sections and keep it in a safe place where all in your household can easily access it**

**Household contact details**

Name <input type="text"/> Mobile <input type="text"/> Work <input type="text"/>	If you are evacuated is there somewhere we can go? Friends or family?	<input type="text"/> <input type="text"/> <input type="text"/>
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Name <input type="text"/> Mobile <input type="text"/> Work <input type="text"/>	If you can't contact each other, where should you meet /or who should you leave a message with?	<input type="text"/> <input type="text"/> <input type="text"/>
---	---	--

Name <input type="text"/> Mobile <input type="text"/> Work <input type="text"/>	Who will be responsible for picking up the children from school? (if applicable.)	<input type="text"/> <input type="text"/> <input type="text"/>
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**Emergency telephone numbers**

Emergency services <input type="text" value="999"/> NHS out-of-hours <input type="text" value="111"/> Police non-urgent Local Police Station <input type="text" value="101"/> Power cut <input type="text" value="105"/>	Local authority <input type="text"/> Doctor <input type="text"/> School <input type="text"/> Other <input type="text"/>
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**Important documentation and information**

Insurance company name

Insurance phone number

Home insurance

Policy number

Other (Please list)

place, e.g. upstairs (if available) and provide a copy to family or friends.

## Have you turned off the following? Who is responsible?

	tick	Where are these utilities located at your property?
Gas	<input type="checkbox"/>	
Electricity	<input type="checkbox"/>	
Water	<input type="checkbox"/>	

If you are in a position where you are able to offer help to your community start by checking that your neighbours are alright.

Name	Address	Telephone	Mobile

### Useful websites

**West Sussex County Council**  
[www.westsussex.gov.uk](http://www.westsussex.gov.uk)

**BBC Sussex**  
[www.bbc.co.uk/sussex](http://www.bbc.co.uk/sussex)

**East Sussex County Council**  
[www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)

**National Flood Forum**  
[www.floodforum.org.uk](http://www.floodforum.org.uk)

**Environment Agency**  
[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

**Sussex Resilience Forum**  
[www.sussexemergency.info](http://www.sussexemergency.info)

### Other useful information

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## Annex F - Communications

Providing accurate information is essential during an emergency. Methods available will differ depending upon the type of incident, therefore alternatives should be considered.

E.g. Notice Boards, Local Meeting, Community Leaflets, Telephone Cascade System, Door Knocking.

Method	Location (If applicable)	Contact / Responsibility	Additional Information
RPC Website	www.rustingtonpc.org	Rustington Parish Council	
RPC Facebook Page	@rustingtonpc	Rustington Parish Council	
Rustington Museum Facebook Page	@rustingtonmuseum	Rustington Parish Council	
Rustington Village	@RustingtonVillage	Rustington Parish Council	
Local Meetings	Woodlands Centre, 34 Woodlands Ave	Rustington Parish Council	
Information Centre and Museum	Samuel Wickens Centre, Broadmark Lane Car Park	Rustington Parish Council	
Notice Board	Woodlands Centre	Rustington Parish Council	
Notice Board	Churchill Court	Rustington Parish Council	
Notice Board	Station Parade, Station Road	Rustington Parish Council	
Notice Board	Guildford Road	Rustington Parish Council	
Notice Board	The Street In front of Cook	Rustington Parish Council	
Text System - Schools	Station Road, Angmering [REDACTED]	Angmering School	
Text System - Schools	Hill Road, Littlehampton [REDACTED]	Littlehampton Academy	
Text System - Schools	Guildford Road [REDACTED]	Georgian Gardens Primary School	
Text System - Schools	North Lane [REDACTED]	Rustington Primary School	
Text System - Schools	Windsor Drive [REDACTED]	Summerlea Primary School	

Key information such as road or school closures are usually reported on local radio. List all relevant local radio stations in the box provided below.

Station	Phone Number	Website
BBC Radio Sussex (Based Brighton)	01273 320400	<a href="http://www.bbc.co.uk/bbcsussex">http://www.bbc.co.uk/bbcsussex</a>
Heart Sussex	0345 481 1111	<a href="http://www.heart.co.uk/sussex">www.heart.co.uk/sussex</a>
More Radio FM	033 33 446 226	<a href="http://www.moreradio.online">www.moreradio.online</a>
V2 Radio (Based Chichester)	01243 963962 (office) 01243 963960 (studio)	<a href="http://www.v2radio.co.uk/">www.v2radio.co.uk/</a>

## Annex G - Maps of the Community

Maps of the community are attached highlighting the location of the Woodlands Centre and the Samuel Wickens Centre  
(See Village Map and Street Index - Page 79)

## Annex H - Plan Distribution

The spaces below will allow you to keep track of all copies of the Plan that you have distributed. This will also help you when you are updating your Plan to ensure that all old copies have been destroyed and replaced with the latest version.

Organisation	Contact details	Number issued
Rustington Parish Council	01903 786420	
Samuel Wickens Centre	01903 788479	
Arun District Council	01903 737500	
West Sussex County Council	01243 777100	
Georgian Gardens Community Primary School	Headteacher 01903 771555	
Rustington Community Primary School	Headteacher 01903 785271	
Summerlea Community Primary School	Headteacher 01903 856783	
Rustington Library	01903 785857	
Rustington Residents Association	Chairman: Peter Cavell [REDACTED]	
St Peter and St Paul Parish Church	Send to Church Office 01903 850509	
Rustington Methodist Church	Reverend Rosemarie Clarke, MA [REDACTED]	
Rustington Girl Guides	Joan Salmon [REDACTED]	
1 <sup>st</sup> Rustington Scout Group	Dan Lecuyer [REDACTED]	
Zachary Merton Hospital	01903 858100 (24 Hours)	

## Annex I - Draft Emergency Meeting Agenda

<b><u>Proposed Emergency Meeting Agenda</u></b>												
Date:												
Time:												
Location:												
Attendees:												
1. What is the current situation:												
Location (full details of address):												
Description of Incident:												
Any threat to life:	Yes	No	If yes, contact the emergency services immediately on 999									
No of <b>people</b> affected by incident:	Adults		Children	<b>List all known Hazardous substances below (e.g. gas cylinders, hazardous chemicals, snakes, etc.)</b>								
Of these how many are <b>vulnerable</b> ?	Adults		Children									
What <b>resources</b> do we need?	<b>Food</b>	Yes	No	<b>Blankets</b>	Y	N	<b>Shelter</b>	Yes	No	<b>Off-road vehicles</b>	Yes	No
	<b>Other</b>	Yes	No	<b>List additional resources needed</b>								

	<b><u>Details</u></b>	<b><u>Actions to be taken</u></b>	<b><u>Lead Person</u></b>
2. Establishing contact with the emergency services			
3. How can we support the emergency services			
4. What actions can safely be taken			
5. Any other issues			



## Annex J – RUSTINGTON PARISH COUNCIL

### 2023/2024 WINTER MANAGEMENT PLAN

#### 1. Co-ordinators of local resources during adverse weather conditions:-

<p>Mrs Carole Ward Clerk of the Council</p> <p>Rosie Costan Deputy Clerk of the Council</p> <p>Rustington Parish Council Council Offices 34 Woodlands Avenue Rustington BN16 3HB</p> <p>Tel: 01903 786420 Mob: 07752 493539</p> <p>Email: <a href="mailto:caroleward@rustingtonpc.org">caroleward@rustingtonpc.org</a> <a href="mailto:rosiecostan@rustingtonpc.org">rosiecostan@rustingtonpc.org</a></p>	<p>Mr Jim Burch Leisure and Amenities Officer</p> <p>Rustington Parish Council Council Offices 34 Woodlands Avenue Rustington BN16 3HB</p> <p>Tel: 01903 786420 Mob: [REDACTED]</p> <p>Email: <a href="mailto:jimburch@rustingtonpc.org">jimburch@rustingtonpc.org</a></p>	<p>Cllr Jamie Bennett Vice-Chairman</p> <p>Rustington Parish Council Council Offices 34 Woodlands Avenue Rustington BN16 3HB</p> <p>Tel: 01903 786420</p> <p>Email: <a href="mailto:jamiebennett@rustingtonpc.org">jamiebennett@rustingtonpc.org</a></p>
---	--	--

#### 2. Volunteers and Contractors to assist with any snow/ice clearance:-

<p>Mr Courtenay Luscombe Ferring Nurseries Littlehampton Road (A259) Ferring BN12 6PN</p> <p>Tel: 01903 241122 Mob: [REDACTED]</p> <p>Email: <a href="mailto:office@ferringnurseries.co.uk">office@ferringnurseries.co.uk</a></p>	<p>Mr Philip Twine Sigma Plumbing Rustington Parish Council Council Offices 34 Woodlands Avenue Rustington BN16 3HB</p> <p>Tel: [REDACTED] Mob: [REDACTED]</p>
---	--

**3. Areas to be cleared by Council Personnel and Contractors:-**

External Areas - Public Toilets - Churchill Parade, Broadmark Lane and The Woodlands Centre
External Area - Entrances to Council Offices and The Woodlands Centre
Car Park and Footpaths around Recreation Ground, The Woodlands Centre
External Area - Entrances to The Samuel Wickens Centre and Paved Area of Garden.

**4. Point of Contact for West Sussex County Council and Arun District Council:-**

Winter Service Duty Manager West Sussex County Council  Tel: 01243 642105 Mob:  Email: Highways.southern@westsussex.gov.uk	Michael Rowland Emergency Planning Officer Arun District Council  Mob: 07733 125 714  Email: <a href="mailto:Michael.Rowland@arun.gov.uk">Michael.Rowland@arun.gov.uk</a>  24 Hour Emergency Numbers:-  Tel: 01903 737500 (24 hr switchboard)
---	--

**5. Arun District Council Winter Management Plan (incorporating West Sussex County Council Winter Service Policy) attached**

**[THIS IS THE CURRENT EXISTING VERSION - TO BE REVIEWED IN OCTOBER 2023]**



# **Arun District Council Emergency Planning Winter Management Plan**

## **Redacted Copy**

This plan may be activated in part or full.

Hyperlinks are active for references in electronic copies of this document.

(Ctrl+click on an automated cross-reference to jump to the target location in the Word document and go back to your previous location by pressing Alt+left arrow key.)

## DOCUMENT CONTROL

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<b>Primary reviewers</b>	Joe Russell-Wells, Arun District Council	
<b>Intended audience</b>	Arun District Council Emergency Response Staff Group Head of Housing Environmental Services & Strategy Manager Community Parks Officer Projects and Facilities Manager	
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Arun District Council's intranet: N:\_SecureFolders\Emergency Planning Plans		
<b>Amendments</b>		
Date	Brief description	

Electronic copies of Arun District Council's emergency plans, documents and Emergency Contact Directory are available at:

Arun District Council's intranet: N:\\_SecureFolders\Emergency Planning Plans

ResilienceDirect: <https://collaborate.resilience.gov.uk/RDService/home/13075/Arun-District-Council>

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## 1 Introduction

### 1.1 Background

The Council's *Winter Management Plan* provides guidance to the Council in order that it can meet its responsibilities to provide a safe environment around its buildings and carry out its usual activities.

Service managers are responsible for providing safe access to their own premises and those premises they are responsible for using the service teams' staff and contactors as available. Services such as facilities management, car park operations, housing management and outdoor services are likely to initiate clearance and manage some response and precautions of their own assets.

Response in and around the East of the Arun district, i.e. Littlehampton and environs shall be carried out by services' staff and services' contractors based in that part of the district; e.g. waste collection contractors. For Contractors details see [Appendix 11: Contact Details](#).

Similarly, response in the West of the Arun district shall be by services staff and contractors who are based in the West, e.g. Greenspace and their grounds maintenance contractor.

Some overlap of effort and resources by the same team to both East and West will occur naturally e.g. by Tivoli Services to sheltered housing in the East and West of the district.

This plan is designed to be used on its own. Other ADC and Sussex Resilience Forum plans and documents are listed in [Appendix 1: Other Plans and Documents](#).

References and useful links are listed in [Appendix 2: References and Useful Links](#).

The Council's plans referred to in this document are available on ResilienceDirect and the Council's Intranet.

### 1.2 Historic Data

Year	Days of snow >15 mm depth	Days with frost requiring highways gritting
2007/08		
2008/09	6	36
2009/10	9	41
2010/11	9	46
2011/12	5	30
2012/13	6	39
2013/14	0	20
2014/15	0	18
2015/16	0	15
<b>Average</b>	<b>4 days</b>	<b>30 days</b>

### 1.3 Aim

The aim of this plan is to provide a framework by which The Council can respond to and manage ice and snow conditions.

### 1.4 Objectives

The objectives of this plan are to:

- explain the activation process and authority to activate
- explain how the plan will be implemented
- define the roles and responsibilities of The Council staff engaged in an emergency response
- provide practical guidelines
- identify associated plans and supporting information

### 1.5 Scope

The plan provides guidance to the Council to deal with incidents of snow and ice that may affect the provision of Council services and the users of Council owned and managed property. It does not impart a responsibility to other agencies to respond to snow.

### 1.6 District Council roles and responsibilities

The Council has the following responsibilities in relation to incidents of very cold weather:

- the safety and welfare of Arun staff by ensuring safe access to its building and land. This, for example, may be achieved by salting footpaths to provide safe access to the Council's buildings
- the safety and welfare of vulnerable people that Arun DC has direct responsibility for. For example, people housed in sheltered accommodation or people who sleep 'rough'
- to deliver priority services to the community, such as waste collection
- the delivery of other services to the community such as the maintenance of the car parks

### 1.7 Litigation

The Ministry of Justice has stated "*The prospects of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured are very small*".

A snow-clearer does have a duty to clear with reasonable care so as not to create a new and worse risk.

### **Do**

- clear ice and snow as soon as possible and before they have been compacted
- move snow to a porous surface such as a grass verge or garden
- spread salt/grit evenly and at the appropriate spread rates
- clear any excess salt or grit once the snow/ ice has melted

### **Do not**

- use water to melt snow and ice, there is a risk it will refreeze
- move snow to a location where it will create another risk such as another part of the pavement, road or where people are likely to walk
- use excessive salt, grit or other materials that would create a new or worse risk once the snow/ice has melted

## **2 Activation of the plan**

### **2.1 Authority to activate**

Activation of this plan is the responsibility of the Emergency Planning Officer or Group Head of Environment and Climate Change. In their absence it may be activated by any officer of Group Head level or above.

### **2.2 Plan triggers**

The triggers for implementation of this plan are:

- forecast or actual instance of severe winter weather of snowfall to a depth exceeding 15mm
- temperature below minus three degrees centigrade.

During holiday periods such as the Christmas, New Year break and at weekends the Emergency Planning Officer should, if possible, seek initiation and approval from the Group Head of Environment and Climate Change to call out staff and contractors as indicated in this plan.

Severe weather alerts are available to all on the Met Office web site. It is recommended that all Service Managers with a role in this plan subscribe to the Met Office's weather warning service to receive notification by email or text:  
<https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new>



WSCC Highways Winter maintenance daily decision notification updates are through the Twitter account:

[https://twitter.com/WSHighways?ref\\_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor](https://twitter.com/WSHighways?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor) ; e-mail notification will only be issued when a significant snow event is forecast. General enquiries to WSCC Highways at [highways@westsussex.gov.uk](mailto:highways@westsussex.gov.uk), 01243 642105.

### 2.3 Activation process

Once the decision to activate the emergency plan, either in part or full, has been taken the Emergency Planning Officer or Group Head of Environment and Climate Change will inform the following posts:

- Group Head of Housing
- Environmental Services & Strategy Manager
- Parks and Cemeteries Manager
- Customer and Parking Services Manager
- Property and Estates Manager

## 3 Response phase

### 3.1 Salt spreading

#### Spread rates

The amount of salt needed to be applied to a surface varies depending on the forecasted temperature and conditions. 20 grams of salt /m<sup>2</sup> is enough to thaw footpaths unless there is thickly compacted snow or ice. **1 tonne bag of salt covers over 4k of 6m wide carriageway or 12k of 2m wide footway.**

20 grams/m<sup>2</sup> of salt is a very small amount. There is no need for a lot of salt to protect a footway, use it sparingly spreading the salt evenly. Over salting is damaging to the environment and a waste of a limited resource. Salt bin or bulk bags may not be replenished if salt stocks are critical.

Typically, 10 grams of salt (about half a cup full) should be adequate to treat a square meter of road or path surface as a precautionary treatment when surface temperatures are forecast to fall between 0°C and -2 °C and ice or hoar frost is anticipated.

20 grams of salt should be adequate to treat a square metre of road surface as a precautionary treatment when surface temperatures are forecast to fall below -2 °C and ice, or hoarfrost is anticipated (freezing moist air).

40 grams of salt should be adequate to treat a square metre of road surface as a precautionary treatment when snow is anticipated.

For information about salt stocks see [Appendix 10: Salt Stocks](#).

### **3.2 Car parks**

All the car parks (locations listed in [Appendix 4: Car Park Locations and Salting Rates](#)) are to be included when the *Winter Management Plan* is activated and are to be treated by MH Kennedy & Son Ltd. For contractors details see [Appendix 11: Contact Details](#). A prioritised list of the car parks is provided in [Appendix 3: Car Park Salting Priorities](#)

See Appendices 3, 4 & 5 for the location of the car parks and plans of the areas to be treated in the priority one car parks. Parking Services hold bagged salt in salt bins at the car parks.

### **3.3 Access to the Council's waste collection depot**

Providing an uninterrupted waste collection service is a Council priority which requires access to the Depot in Fort Road East. See location plan at [Appendix 7: Waste Collection Depot and Amenity Tip Plans](#).

WSCC Highways has agreed to include the access road to the waste collection contractor's depot in their priority road network and treat the access road with grit.

### **3.4 Council residential sheltered housing**

Locations and addresses are listed at [Appendix 6: Housing Service Properties](#). Parks' contractor Tivoli Services will assist with providing safe access to sheltered housing. For Contractors details see [Appendix 11: Contact Details](#). A subsequent priority is access to other Council housing outside stair access and paths.

### **3.5 Council responsibility to rough sleepers**

Arun District Council Housing service may have a responsibility to provide people sleeping rough during wintry conditions with temporary accommodation. For the winter conditions which activate these responsibilities and the procedures for providing winter shelter for rough sleepers refer to Housing services.

### **3.6 Other priorities**

Attendance to the following will only be made if resources permit:

- roads, steep hills, tight bends, locations where surface water commonly accumulates
- vehicle access routes to key facilities such as the access roads to the Council's waste management contractor
- town main shopping street
- footpaths and other priorities including high use pedestrian paths, steep pedestrian paths and pedestrian access routes to key facilities such as health clinics, schools, residential homes and access to vulnerable peoples' accommodation.

### 3.7 Response East of the District

The following areas will be treated as indicated:

- **Council's housing stock** and sheltered housing. This will be the responsibility of Housing management supported by Tivoli Services. For Contractors details see [Appendix 11: Contact Details](#).
- **Civic Centre:** See [Appendix 8: BRTH and Civic Centre Paths and Other Areas](#). This will be the responsibility of Facilities management and Tivoli Services. The office superintendents are asked to check the safety of access to the Civic Centre and to respond appropriately by advising line managers, warning staff and taking appropriate action to make safe access. The adjacent public pavements, staff and public access paths within the building curtilage and the car park at the back (north side) of the Civic Centre should be gritted by office superintendents and supported by Tivoli Services
- Access to the **Waste Collection Depot**. WSCC Highways have included the access road to the Council's waste collection contractor's depot at Harwood Road as part of the WSCC Highways priority road network for gritting. Additional support may be available from the waste collection contractor's staff supported by Council's teams and contractors as available.

### 3.8 Response West of the District

- **Bognor Regis Town Hall** See [Appendix 8: BRTH and Civic Centre Paths and Other Areas](#).
  - Gritting by the Tree and Maintenance Team (TMT) of the immediate staff and public access paths to the Town Hall.
  - Gritting by Tivoli Services of the immediate public access pavements including the road and pavements within the War Memorial. For Contractors details see [Appendix 11: Contact Details](#).
- **Fitzleet multi-storey car park.** See [Appendix 5: Priority 1 Car Park Locations and Areas to Be Treated](#)
  - Fitzleet multi-storey car park ramps are to be attended to by Car Park service arrangements with support if necessary.
- **Sheltered housing** by Tivoli Services. For Contractors details see [Appendix 11: Contact Details](#).

### 3.9 WSCC Highways winter service

WSCC Highways winter service is restricted to:

- bulk purchase and storage of salt
- filling salt bins and delivering bulk bags when resources permit
- issuing farmers with snow ploughs
  - pre-treatment of selected roads
- reactive treatment of roads when resources permit

- monitoring local weather forecasts
- issuing a daily decision regarding action(s) to be taken
- provide advice and training

WSSC does not undertake any of the following:

- treat footways, cycleways or precincts as a precautionary measure
- treat private, third party or non-highway land
- refill salt bins or replace Hippo Bags when salt or grit stocks are critical
- fund farmers to clear additional road over and above the agreed local roads without prior approval

### **Roads treated by WSSC and criteria for salting highways**

The precautionary salting network for carriageways consists of the 'County Strategic Network' as defined in the Local Transport Plan for West Sussex plus carriageways which satisfy one or more of the following criteria:

- Major Road Network, made up of 'A' and 'B' class carriageways
- advisory Lorry routes
- access to emergency services
- access to hospitals, especially those with A&E
- transport hubs
- key train stations
- bus depots and garages
- busy bus routes
- key infrastructure, including ports, water treatment works, electric generation sites etc.
- access roads connecting communities

WSSC Highways have agreed to grit the access road to the Council's Harwood Road Depot.

### **3.10 Contractors and volunteer agency support**

Contractors and volunteer support may be available from (for contact details see [Appendix 11: Contact Details](#)):

- MH Kennedy & Son Ltd (contractor)
- Richard Kennard Plant Hire T/A Sussex Manures (contractor)
- Tivoli Services (contractor)
- Plymouth Brethren Christian Church, Rapid Response Team, Community Volunteers (volunteer)

#### 4 Appendices

REDACTED COPY



## **Appendix 1: Other Plans and Documents**

### **Arun District Council emergency plans and documents**

Electronic copies of Arun District Council's emergency plans, documents and Emergency Contact Directory are available at:

Arun District Council's intranet: N:\\_SecureFolders\Emergency Planning Plans

ResilienceDirect: <https://collaborate.resilience.gov.uk/RDService/home/13075/Arun-District-Council>

Hard copies are available in the Emergency Control Centre kit.

### **Sussex Resilience Forum related plans**

Available at: <https://collaborate.resilience.gov.uk/RDService/home/8241/SRF-Plans>

### **Other useful documents:**

*West Sussex County Council Highways, Transport & Planning Winter Service Policy 2021/22* available at:

[https://www.westsussex.gov.uk/media/9011/winter\\_maintenance\\_plan.pdf](https://www.westsussex.gov.uk/media/9011/winter_maintenance_plan.pdf)

## **Appendix 2: References and useful links**

### **ADC health and Safety information:**

<https://arungovuk.sharepoint.com/sites/intranet/health/SitePages/Home.aspx>

### **Met Office's weather warning service**

To receive notification by email or text:

<https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new>

### **WSSC Highways Winter maintenance daily decision notification**

Updates are made via the Twitter account:

[https://twitter.com/WSHighways?ref\\_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor](https://twitter.com/WSHighways?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor)

### Appendix 3: Car park salting priorities

Car Parks' salt bins should always be stocked with ten 25 kg bags of salt

Priority level	Car Park
1	Manor House, Littlehampton
1	Shrubbs Field Car Park, Middleton on Sea
1	Crown Yard Car Park, Arundel
2	Anchor Springs, Littlehampton
2	St. Martins, Littlehampton
2	Surrey Street, Littlehampton
2	River Road, Littlehampton
2	Mewsbrook (The Wave), Littlehampton
2	Regis Centre, Bognor Regis
2	Hothampton, Bognor Regis
2	Lyon Street, Bognor Regis
2	London Road, Bognor Regis
3	West Green, Littlehampton
3	East Green, Littlehampton
3	Gloucester Road, Bognor Regis
3	Hotham Park, Bognor Regis
3	Fitzalan Pool, Arundel
4	Sea Road and Wall, Littlehampton
4	Banjo Road Car Park and Coach Park, Littlehampton
4	West Beach, Littlehampton
4	London Rd Coach & Lorry Park, Bognor Regis
4	Rock Gardens, Bognor Regis
4	West Park, Aldwick
4	River Road, Arundel
4	Grassmere, Felpham
4	Culver Road, Felpham
4	Links Avenue, Felpham

#### Appendix 4: Car park locations and salting rates

The areas to be salted in the car parks are detailed in car park plans distributed separately to Arun's services and contractors, as necessary.

Car Park	Ref No	Entrance	Exit	Area m <sup>2</sup>	Kg Salt @ 10 g/m <sup>2</sup>	Kg Salt @ 20 g/m <sup>2</sup>	Kg Salt @ 40 g/m <sup>2</sup>
<b>Arundel</b>							
Crown Yard BN18 9AD	15	River Road rear Swan Hotel	River Road	2356	24	47	94
Fitzalan Pool BN18 9NZ	17	The Causeway next to swimming pool	The Causeway	5055	51	101	202
River Road BN18 9EY	16	River Road next to Nineveh Terrace	River Road	300	3	6	12
				<u>Total kg</u>	<u>78</u>	<u>156</u>	<u>312</u>
<b>Littlehampton Seafront</b>							
Banjo Road BN17 5LL	7	South Terrace	South Terrace	3,040	30	61	122
East Green BN17 5LL	8	Sea Road	Sea Road	7,715	77	154	309
Mewsbrook (The Wave) BN17 2LU	11	Sea Road	Sea Road	7,800	78	156	312
Sea Road BN17 5LL	10	Sea Road	Sea Road	725	7	15	29
The Wall BN17 5NA	9	Sea Road	Sea Road	940	9	19	38
West Beach BN17 5DE	12	Rope Walk	Rope Walk	9,900	99	198	396
West Green BN17 5LL	6	South Terrace	Windmill Rd	12,060	121	241	482
				<u>Total kg</u>	<u>421</u>	<u>842</u>	<u>1684</u>
<b>Littlehampton Town Centre</b>							
Anchor Springs BN17 5AG	2	Anchor Springs	Anchor Springs	1,050	11	21	42
Manor House BN17 5AG	1	Beach Road	Church Approach	3,125	31	63	125
		High Street		<u>Total kg</u>	<u>42</u>	<u>84</u>	<u>167</u>

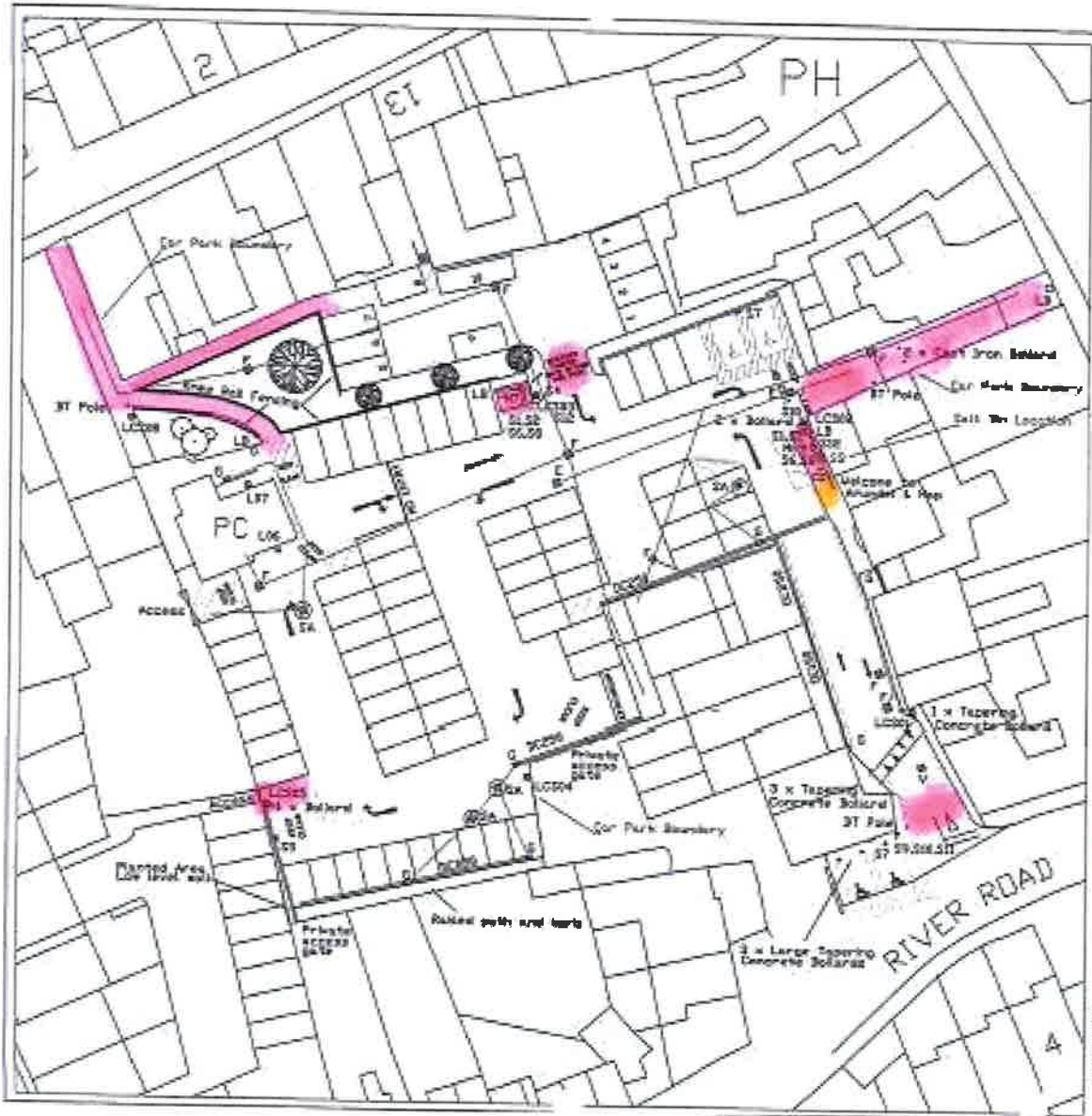


Car Park	Ref No	Entrance	Exit	Area m <sup>2</sup>	Kg Salt @ 10 g/m <sup>2</sup>	Kg Salt @ 20 g/m <sup>2</sup>	Kg Salt @ 40 g/m <sup>2</sup>
River Road BN17 5BJ	4	River Road	River Road				
		Surrey Street	Surrey Street				
St Martins BN17 5EH	3	St Martins Lane	St Martins Lane	6,640	66	133	266
		St Martins Road	St Martins Road				
Surrey Street - by Lifeboat Station BN17 5AZ	5	Surrey Street	Surrey Street	3,120	0	0	0
				<u>Total</u> kg	<u>66</u>	<u>133</u>	<u>266</u>
<b>Bognor Regis</b>							
Fitzleet PO21 1QN	28	Queensway	Queensway	11,925	119	239	477
Gloucester Road PO21 1NU	23	Gloucester Road	Gloucester Road	5,000	50	100	200
Hotham Park PO21 1HP	22	High Street	High Street	1,510	15	30	60
Hothampton PO21 1TA	29	Queensway	Queensway	5,885	59	118	235
		West Street					
London Road Car Pk PO21 18A	27	London Road	London Road	2,340	23	47	94
London Road Coaches/Lorries PO21 18A	26	Hotham Way	Hotham Way	3,366	34	67	135
Lyon Street PO21 1BN	25	Lyon Street	Lyon Street	1,650	17	33	66
Regis Centre PO21 1LF	24	Belmont Street	Belmont Street	5,345	53	107	214
		Clarence Road	Clarence Road				
Rock Gardens PO21 9LE	30	Aldwick Road	Aldwick Road	30	0.3	0.6	1.2
				<u>Total</u> kg	<u>370</u>	<u>740</u>	<u>1481</u>
<b>PARISHES</b>							
<b>Aldwick</b>							
West Park PO21 2RB	31	Silverston Avenue	Silverston Avenue				
<b>Felpham</b>							
Culver Road PO21 7EF	21	Culver Road	Culver Road				
Grassmere Close PO22 7NT	19	Grassmere Close	Grassmere Close				
Links Avenue PO22 7BL	20	Links Avenue	Links Avenue				
<b>Middleton-on Sea</b>							
Shrubbs Field		Shrubbs Drive	Shrubbs Drive				
				<b>TOTAL</b>	<b>977</b>	<b>1954</b>	<b>3910</b>

Appendix 5: Priority 1 Car Park Locations and Areas to Be Treated

Manor House, Littlehampton





- SYMBOLS**  
 Other Signs: ○  
 Warning Signs: ▲  
 Information Sign: ■
- GENERAL INFORMATION SIGN**
- 01 = Sign to display info board
  - 02 = 1st floor sign
  - 03 = 'T' Parking sign
  - 04 = 1000m yard (all roads)
  - 05 = Reserved Parking Sign for Trade Permit Holders (M1)
  - 06 = "Have you paid & checked your meter?"
  - 07 = No overnight parking and no parking at all times
  - 08 = Disabled badge holders only
  - 09 = Free parking when displaying a valid Disabled Badge
  - 10 = Failure to comply will result in an excess charge being issued
  - 11 = No car park charges imposed
  - 12 = P Car Park (M1) Car Park
  - 13 = No permit holding operators
  - 14 = Operative all year
  - 15 = Further information?
  - 16 = MEN & TOILETS
  - 17 = AMB MAN info board
- 14/11/13*  
 16 Bags of Salt

# ARUN DISTRICT COUNCIL

**Notes**  
 64 Public Car Parking Spaces  
 4 Disabled Parking Spaces  
 36 Permit Holder Parking Spaces  
 1 Motorcycle Parking Area  
 Total Parking/Access Spaces = 105

Tarmac Surface area = 2647m<sup>2</sup>  
 Area within Boundary = 2620m<sup>2</sup>

- LEGEND**
- ▲ Disabled Parking Space
  - Permit & Taster Parking
  - Sign & Display Boarding & No
  - Motor Sign, 50 + Salt Sign
  - Sign with Bin
  - Cycle Stand Parking
  - Disabled Vehicle Boarding
  - Lighting, 10m Tower Pole
  - Lamp column Single + Ref.
  - Lamp column Twin + Ref.
  - Inspection Cover, Road type
  - Fuel
  - Surface Water
  - Electrical
  - Valve
  - Fire Hydrant
  - Sign - Surface drain
  - Sewerage
  - Sewer Chamber
  - Linear Drain + Grating

1	2	3	4	5	6
1	2	3	4	5	6
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13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

**Job Title**  
 ARUN D.C. Car Park  
 Crown Yard  
 ARUNDEL

**Drawing**  
 SITE LAYOUT

**Scale** 1:500 @ A4

**Dwg.No.** 41210502/G

**Drawn by** S. Daniels

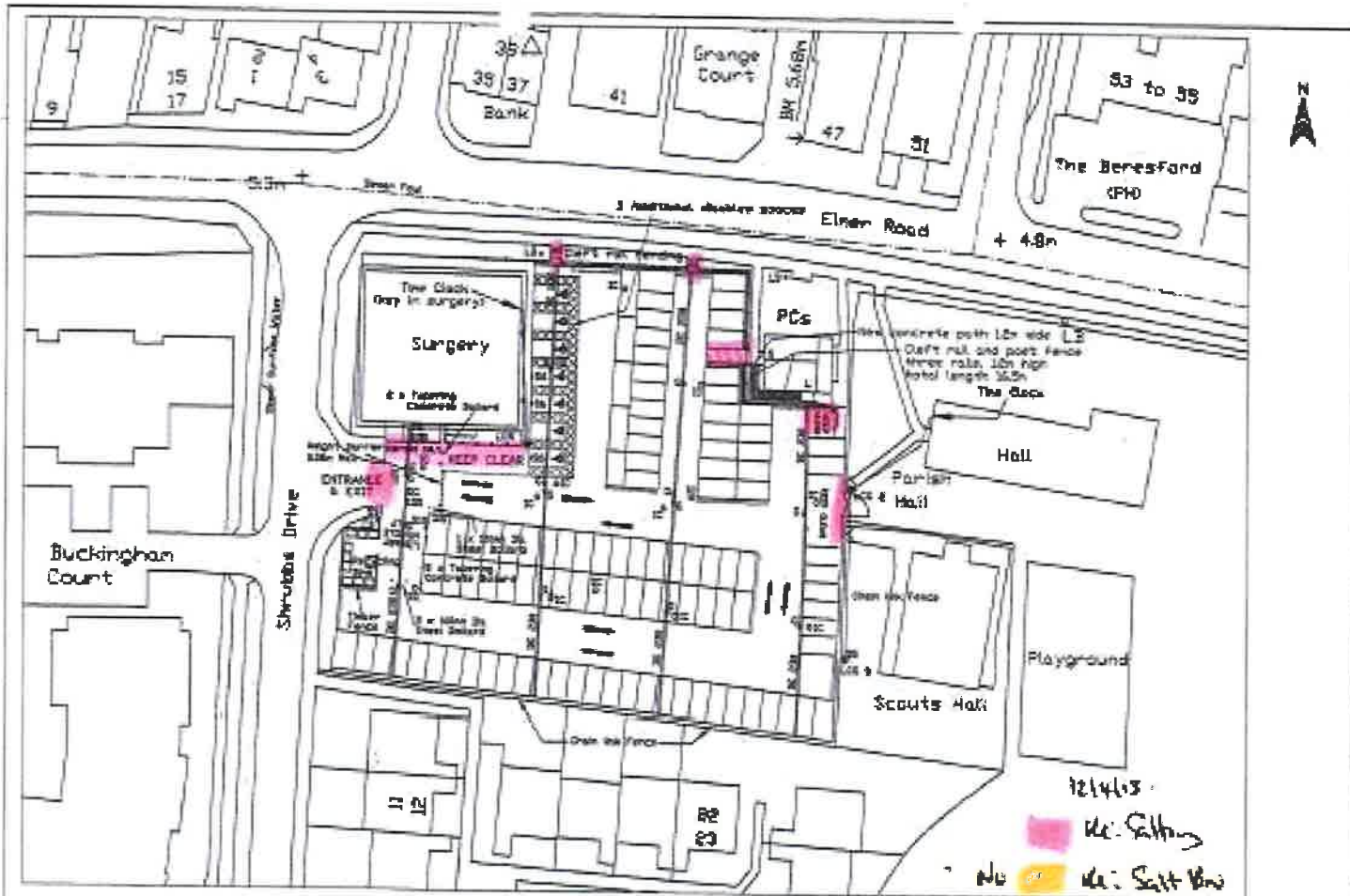
**Traced by**

**Checked by**

**Date** November 2004

**Callie Rogers - Director**  
 Council of Arundel  
 100 High Street  
 Arundel, West Sussex  
 BN18 9AA





**ARUN**  
DISTRICT COUNCIL

Notes  
10 Car Parking Bays including  
1 Disabled Parking Bay  
Additional Parking

Total Parking Spaces = 11  
Plus 4 Private Parking Bays  
Plus 4 Reserved Parking Bays  
Tarmac Surface area = 2040sqm

- LEGEND**
- 6 - Disabled Parking Space
  - 7 - Parent & Toddler Parking
  - 8 - Fly & Display notice & fee
  - 9 - Litter Bin, 28 x 40cm
  - 10 - Dog Waste Bin
  - 11 - Cycle Stand Parking
  - 12 - Tubular Vehicle Island
  - 13 - Lighting, FH - Floodlight
  - 14 - Litter Counter Sign - Ref.
  - 15 - Litter Counter Sign - Ref.
  - 16 - Inspection Cover, Plus top
  - 17 - Foul
  - 18 - Surface water
  - 19 - Drainage
  - 20 - Valve
  - 21 - Fire Hydrant
  - 22 - Gully - Surface drain
  - 23 - Sanitary
  - 24 - Street Closures
  - 25 - Litter Bin - Driveway

For further details for existing structures  
contacting ARUN or Middleton-on-Sea  
Council 01243 810000

1		
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25		

Job Title  
Arun DC Car Park  
Shrubs Field  
Middleton on Sea

Drawing  
Site Layout

Scale 1:500 @ A3

Org.No. 41030101 C

Drawn by S. Daniels

Traced by

Checked by

Date 24 February 2009

John Rogers - Director  
Head of Services  
John O'Connell - Deputy  
Head of Services  
John O'Connell - Deputy  
Head of Services  
John O'Connell - Deputy  
Head of Services

- SIGNS**
- Order Sign - O
  - OSI - None
  - Warning Sign - A
  - WAI - None
  - Instruction Sign - Blue
  - ISI - None

- General Information Signs**
- 11 - SHRUBS FIELD CAR PARK  
Fly & Display info board
  - 12 - Fly here O closed
  - 13 - No overnight camping and  
no cooking at all times
  - 14 - The car park charter  
doublet
  - 15 - Have you paid & deployed  
your Ticket

- 16 - Disabled motor  
holders only  
Free parking when  
displaying a valid  
Disabled Badge  
Valid in only VUL areas  
in all other areas some areas
- 17 - SHRUBS FIELD CAR PARK  
Now are you entering a  
CAR & DISPLAY  
CAR PARK  
Second signs are advised

- 18 - PARK MARK  
SAFER PARKING
- 19 - No loiter, drinking, &  
smoking, eating, fire or  
anything related on the  
car park
- 20 - PARKING SPACE  
FOR WHEELIE  
LIBRARY

121413  
Kc: Filling  
Kc: Salt Bin  
6 bays of Salt.

Based upon the drawings being made  
on the authority of the Director of  
Arun District Council  
Contract reference number  
Drawn by S. Daniels and any other  
in the drawing  
John O'Connell - Director  
Head of Services



12/4/13

16. Saltb  
16. Saltb  
Car level 2

Also  
Level 7 and 8  
Klamps, Stairwell  
Lift entrance +  
Washroom.

16 bays Saltb.

Reference Drawings  
4002000 Levels 3 & 4  
4002004 Levels 5 & 6  
4002005 Levels 7 & 8  
Read under the drawings some property  
and the intention of the Council as  
shown on the drawings. It is not intended  
to constitute a contract or any other  
document. It is not intended to be used  
for any other purpose.

**ARUN**  
DISTRICT COUNCIL

Notes  
167 Car Parking Bays including  
24 Disabled Parking Bays  
167 Reserved Parking Bays  
167 Private Parking Bays

Surface area  
Level 1 = 2250sq  
Level 2 = 660sq

**LEGEND**

- 1 - Disabled Parking Space
- 2 - Porch & Terrace Parking
- 3 - Pay & Display Machine & In-Lit
- 4 - Litter Bin, 20 - 20x30
- 5 - Dog Waste Bin
- 6 - Cycle Stand Parking
- 7 - Barrier Vehicle Access
- 8 - Lighting
- 9 - Land Column Drain & Vent
- 10 - Land Column Tank & Vent
- 11 - Freeway Sign
- 12 - Inspection Cover, Flat Type
- 13 - Fuel
- 14 - 200mm Water
- 15 - Electrical
- 16 - Valve
- 17 - Fire Hydrant
- 18 - Bulb - Contact work
- 19 - Subway
- 20 - Staked Channel
- 21 - Linear Drain + Gutter

Additional notes for existing structures  
indicated on the drawings, which  
indicate that no alterations shall be made.

1			
2			
3	167	167	167
4	24	24	24
5	167	167	167
6	167	167	167
7	167	167	167
8	167	167	167
9	167	167	167
10	167	167	167
11	167	167	167
12	167	167	167
13	167	167	167
14	167	167	167
15	167	167	167
16	167	167	167
17	167	167	167
18	167	167	167
19	167	167	167
20	167	167	167
21	167	167	167

**Job Title**  
Arun D.C. Car Park  
Fitzleet  
Bognor Regis

**Drawing**  
Site Layout  
Levels 1 & 2

**Scale** 1:500 E A3

**Drawn** 4/10/2012 C

**Drawn by** S Daniels

**Checked by**

**Date** Sept 2004

Colin Rogers - Director  
Arun District Council  
The Arun Club, South  
Rising, Bognor Regis

## Appendix 6: Housing Service Properties

Ref No	Parish	site	address	post code	Sheltered housing	flats with exposed staircases	entrance steps / slopes
1	Angmering	Orme Cottages	1-6 Orme Cottages, Arundel Rd	BN16 4JZ			yes
2	Arundel	Duke Close	14-24 Duke Close	BN18 9JX			yes
3	Arundel	Herington Rd	1-23 Herington Rd	BN18 9HU			yes
4	Barnham	Churchill Hse	Goodacres	PO22 0JH	yes		
5	Bersted	Bersted Green Court	Hazel Road	PO22 9DY	yes	yes	
6	Bersted	Chestnut Green	Chestnut Grove	PO21 9JE	yes		
7	Bersted	Corbishley Green	Corbishley Rd	PO22 9HU	yes		
8	Bersted	Olivier Court	Chichester Rd	PO21 5AS	yes		
9	Bersted	The Hamlet	Laburnum Grove	PO22 9BA	yes		
10	Bersted	Trees Estate	26-31 Larch Close	PO22 9LA		yes	
11	Bersted	Trees Estate	4-9 Maple Gardens	PO22 9LB		yes	
12	Bersted	Trees Estate	4-9 & 45-54 Sycamore Rd	PO22 9LD		yes	
13	Bersted	Trees Estate	28-35 Tamarisk Close	PO22 9JQ		yes	
14	Bognor Regis	Amberley Dr.	77-125 Amberley Drive	PO21 5PH		yes	
15	Bognor Regis	Glamis Court	1-16 Glamis Street	PO211 DR			yes
16	Bognor Regis	Hastings Clo	2-100 Hastings Close	PO21 5PW		yes	
17	Bognor Regis	King George Court	Sandringham Way	PO21 2BH	yes		
18	Bognor Regis	Lavinia Court	Hastings Close, West Meads	PO21 5PL	yes	yes	
19	Bognor Regis	Prince William Court	1-12 William Street	PO21 1BE			yes
20	Bognor Regis	Sir Robert	London Rd	PO21 1UU			yes

Ref No	Parish	site	address	post code	Sheltered housing	flats with exposed staircases	entrance steps / slopes
		Peel Court					
21	Bognor Regis	Steyne Street	1-43 Steyne Street	PO21 1TJ			yes
22	Bognor Regis	Sutherland Ct	Sutherland Close	PO21 1DX		yes	yes
23	East Preston	Arun Court	Fairlands	BN16 1HP	yes		
24	East Preston	Beaumont Ct	18-21 Beaumont Court, Worthing Rd	BN16 1BE			yes
25	East Preston	Orchard Road	Orchard Rd	BN16 1ET	yes	yes	
26	Felpham	Flax Mean	Wick Lane	PO22 8QF	yes		
27	Ferring	St Andrews Flats	No 8 St Andrews Close	BN12 5LF		yes	
28	Findon	Nightingales	Horsham Road	BN14 0WT	yes		
29	Littlehampton	Alinora	Maltravers Drive	BN17 5ES	yes		
30	Littlehampton	Chapel Close	1-4 & 17-21 Chapel Close	BN17 7EA		yes	
31	Littlehampton	Drummond Ct	1-7 Drummond Court, Albert Road	BN17 7AA			yes
32	Littlehampton	Greenside	Helyers Green	BN17 7HA	yes	yes	
33	Littlehampton	Heo Green Flats	12-17 Heo Green	BN17 7JB			yes
34	Littlehampton	Highfield	Wick Estates Flats	BN17 7EX			yes
35	Littlehampton	McDonald Hs	Helyers Green	BN17 7HB	yes		
36	Littlehampton	Mountbatten Court	Ensign Way	BN17 6RD	yes		
37	Littlehampton	Potters Mead Flats	38-77 Potters Mead	BN17 7HY			yes
38	Littlehampton	Temple Court	1-14 Temple Court, Church Street	BN17 5FE			yes
39	Littlehampton	Westway Flats	52-122 Westway	BN17 7LY		yes	
40	Littlehampton	White Lodge	Church Street	BN17 5EN	yes		



Ref No	Parish	site	address	post code	Sheltered housing	flats with exposed staircases	entrance steps / slopes
41	Littlehampton	Wickbourne House	Clun Road	BN17 7HS	yes		
42	Middleton	Stanley Court	Montgomery Drive	PO22 6RT	yes		
43	Rustington	Allangate Dr.	30-32 & 34-36 Allangate Drive	BN16 3JE		yes	
44	Rustington	Compton Crt	Shopfield Close	BN16 3JQ	yes		
45	Rustington	Goodwood Cl	Goodwood Close	BN16 3RD	yes		
46	Rustington	Woking Court	Guildford Rd	BN16 3RP	yes		

REDACTED

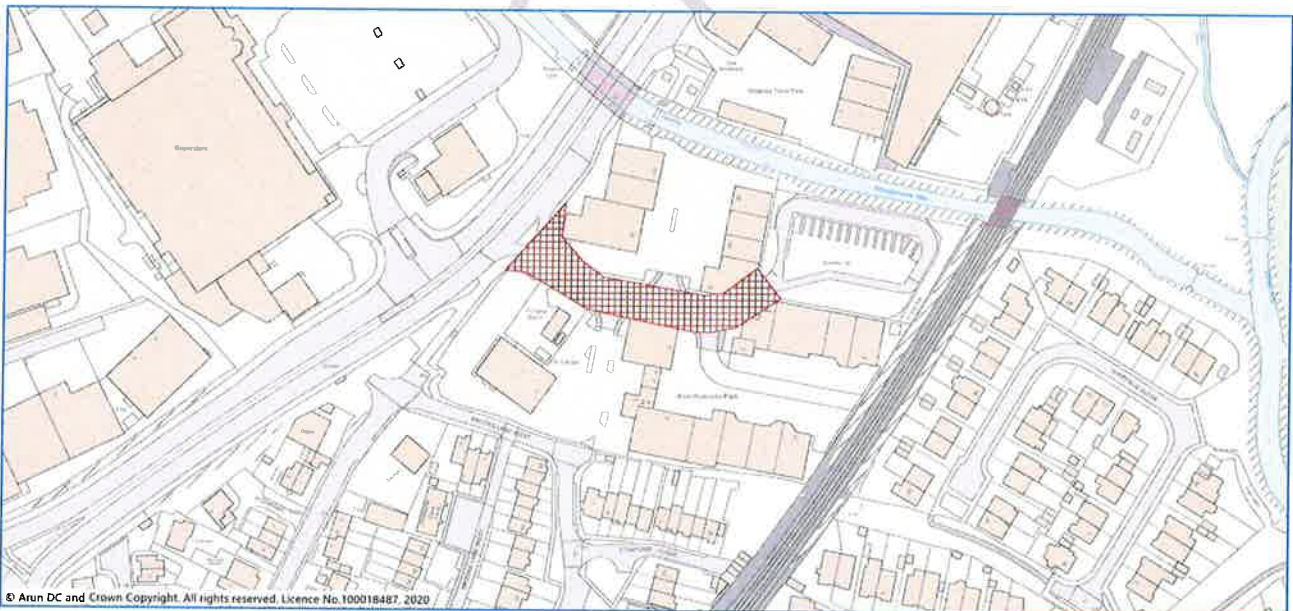


## Appendix 7: Waste Collection Contractor's Depot and Amenity Tip Access Plans

Access to Biffa Municipal Ltd. Harwood Road Depot via Fort Road and Fort Road East. BN17 7AU



Access to Viridor Waste Management Ltd, Shripney Road, Bognor Regis. PO22 9PA





Access to Viridor Waste Management Ltd, Mill Lane, Wick. BN17 7PH

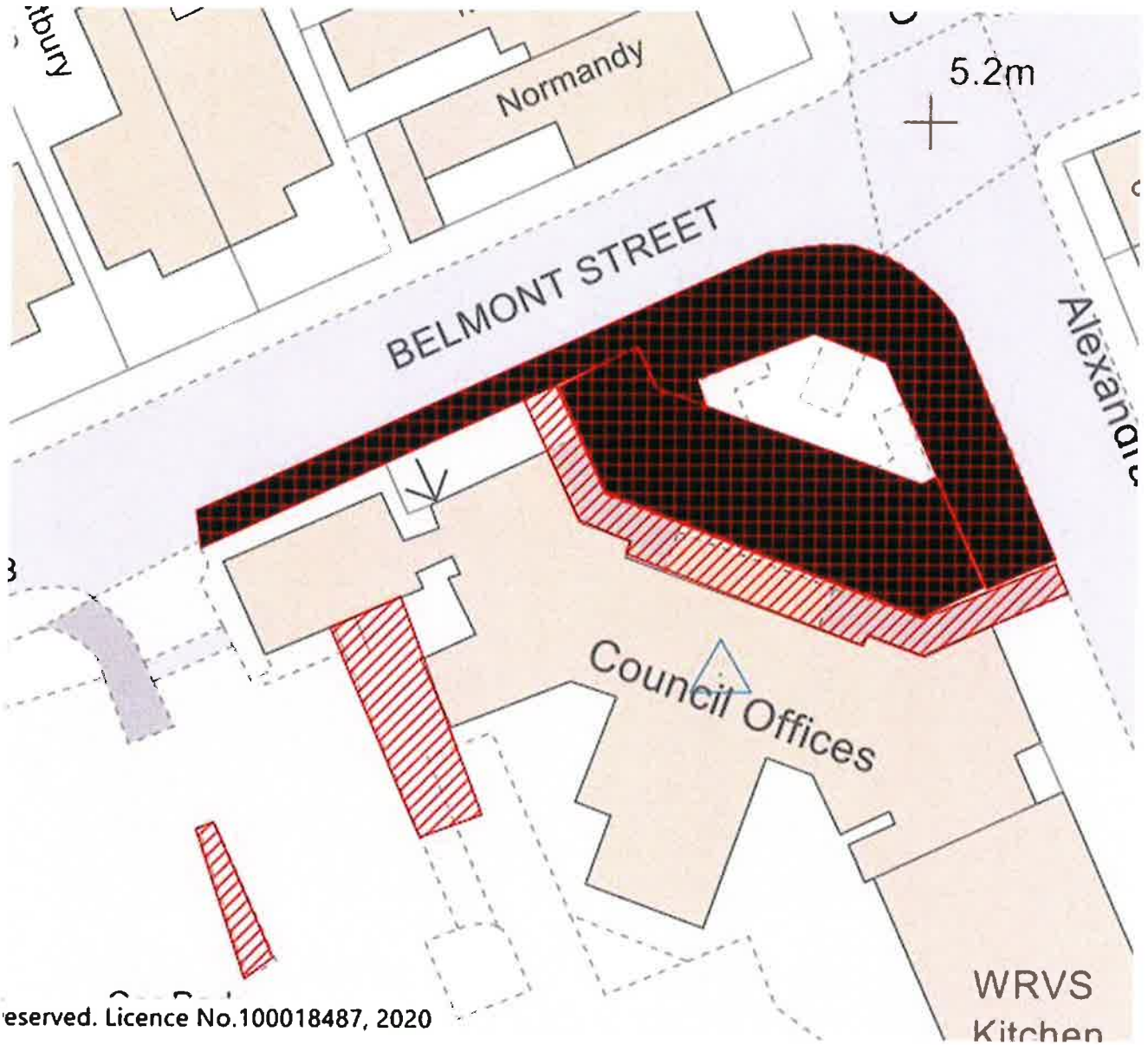


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# Appendix 8: Bognor Regis Town Hall and Civic Centre Paths and Other Areas

BRTH gritting map


	Areas covered by Tivoli Services
	Areas covered by Facilities

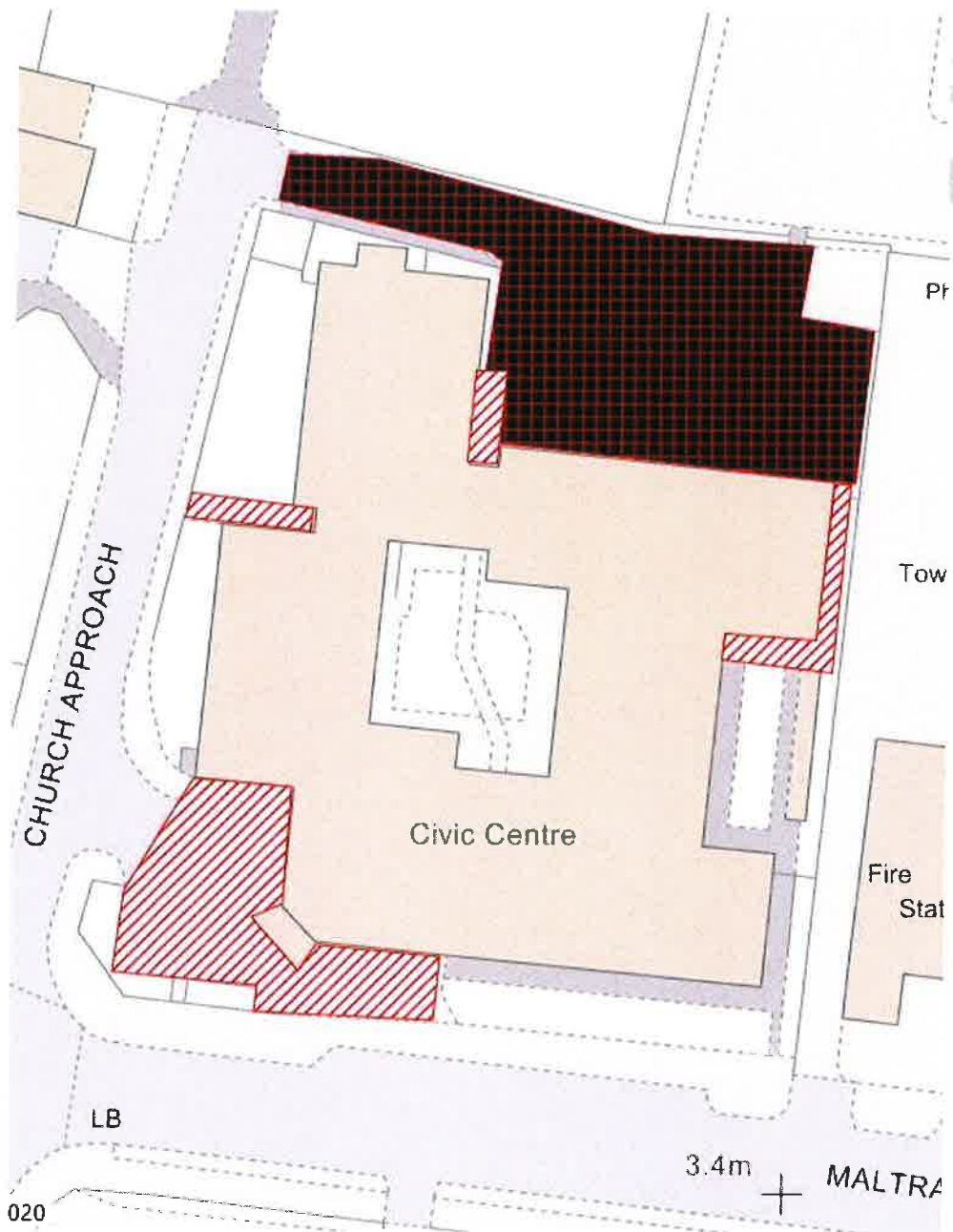


reserved. Licence No.100018487, 2020



### Civic Centre Gritting Map

	Areas covered by Tivoli Services
	Areas covered by Facilities



**Appendix 9: Other Areas to Consider**

Arun Leisure Centre Car Park  
Felpham Way  
Bognor Regis  
West Sussex  
P022 8ED

Bersted Park Community Centre Car Park  
Lakeland Avenue  
Bognor Regis  
PO21 5FF

Wave Leisure Centre Car Park  
Sea Road  
Littlehampton  
BN16 2NA

## Appendix 10: Salt/grit stocks

Stocks of salt are held at:

- **Tivoli**, Wicks Farm, Ford Lane, Ford, BN18 0DF
- **MH Kennedy& Son Ltd**, Pendean, Westergate St, Westergate, PO20 3QX - 5 bulk bags are held at the beginning of the Winter Season
- **ADC Facilities** - stocks held with agreement of ADC Car Park Services

REDACTED COPY

## Appendix 11: Contact Details

### Arun District Council:

- OoH Standby duty officer: Redacted
- Michael Rowland Emergency Planning Officer: 07733 125714
- Joe Russell-Wells Group Head of Environment and Climate Change: 07733 125708

### WSCC Highways

The single point of contact is the Winter Service Duty Manager whose contact details are:

Tel: Redacted

Email: [Highways.southern@westsussex.gov.uk](mailto:Highways.southern@westsussex.gov.uk)

Southern Area Office, Clapham Common, Worthing West Sussex, BN13 3UR

Other information can be found on WSCC's web site: [www.westsussex.gov.uk](http://www.westsussex.gov.uk)

### Biffa (Arun's Waste Collection Contractor)

tel: Redacted

Harwood Road Littlehampton BN17 7AU

### Tivoli Services

Rikki Gowing Redacted

Fax: Redacted

Andy Baxter (supervisor) Redacted

Garry Austerberry (supervisor) Redacted

Wicks Farm, Ford Lane, Ford, BN18 0DF

### Osbourne

24 hours: Redacted

### M Kennedy & Sons Ltd

Simon Kennedy

Redacted [info@mhkennedy.co.uk](mailto:info@mhkennedy.co.uk)

Pendean, Westgate St, Westgate, PO20 3QX

**Richard Kennard Plant Hire T/A Sussex Manures** Muntham Farm North End Findon  
West Sussex BN14 0RQ Tel: Redacted

[www.sussexmanures.com](http://www.sussexmanures.com)

**Plymouth Brethren Christian Church, Rapid Response Team**, Community  
Volunteers. Contact Tom Carron work Redacted [t.carron@btinternet.com](mailto:t.carron@btinternet.com) Home  
Redacted

# **West Sussex County Council Highways, Transport & Planning**

## **Winter Service Plan 2022/2023**



**Balfour Beatty**

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Working in partnership

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**This is West Sussex County Council's Winter Service Plan for 2021/2022 and should be read in conjunction with the Operational Contractor's Winter Service Documents.**

**Prepared by: B. Whiffin  
M.Hulme**

**Highway Operations Manager (Eastern Plus)  
Head of Highway Operations**

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## **1. Introduction**

### **1.1 The purpose of the Plan**

The policy has four key purposes:

1. To explain the County Council's Winter Service Duties and Powers;
2. To explain how these are achieved;
3. To ensure all staff and contractors involved in Winter Service understand their roles and responsibilities in delivering value for money to West Sussex residents; and
4. To inform anyone not normally involved or new to Winter Service.

### **1.2 The County Council's Legal Duties and Powers for Winter Service**

The Highways Act 1980 sets out the main duties of Highway Authorities in England and Wales. In particular, section 41 imposes a duty to maintain highways maintainable at public expense. The County Council, as a Highway Authority (West Sussex Highways), has a duty to maintain the public highway in West Sussex. This does not include the A23 and A27 trunk roads or the M23. These are the responsibility of Highways England.

Section 58 provides for a defence against action relating to alleged failure to maintain on grounds that the authority has taken such care as in all the circumstances was reasonably required to secure that the part of the highway in question was not dangerous for traffic.

The statutory basis for Winter Service in England and Wales is addressed through section 41(1A) of the Highways Act 1980. This states, "*In particular, a highway authority are under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.*"

Section 150 of the Highways Act 1980 also imposes a duty upon authorities to remove any obstruction of the highway resulting from 'accumulation of snow...'.

In addition, the Traffic Management Act 2004 placed a network management duty on all local traffic authorities in England. It requires authorities to do all that is reasonably practicable to manage the network effectively to keep traffic moving. In meeting the duty, authorities should establish contingency plans for dealing promptly and effectively with unplanned events, such as unforeseen weather conditions, as far as is reasonably practicable.

Recommendations and advice for meeting obligations are given in the Road Liaison Group document, "Well Managed Highway Infrastructure – A Code of Practice". This states, '*Given the scale of financial and other resources involved in delivering the Winter Service, it is not considered reasonable either to:*

- *Provide the service on all parts of the network; and*
- *Ensure carriageways, footways and cycle routes are kept free of ice or snow at all times, even on the treated parts of the network.'*

## **2. Winter Service Plan**

### **2.1 The Aim of Winter Service**

Authorities should adopt a plan for Winter Service in accordance with the Code of Practice 'Well Managed Highway infrastructure', which supports wider objectives for transport, integration, accessibility, and network management. When formulating the plan, issues considered include:

- Network resilience
- Treatment of facilities for public transport users;
- Treatment of facilities for road users;
- Treatment of facilities for walking and cycling;
- Treatment for transport interchanges;
- Treatment for promoted facilities such as community or leisure centres;
- Extent of priority for emergency services;
- Extent of priority for key public services and critical infrastructure;
- Extent of priority for vulnerable users;
- Resilience of Winter Service resources; and
- Other local circumstances.

### **2.2 The Winter Service – Overview**

Careful planning will result in a more resilient Winter Service and reduce the risk in the delivery of the Service during normal and severe winter conditions. It also has the potential to deliver the Service in a more efficient way. This includes the management of salt stocks and resources such as fuel, plant, and labour.

It is the policy of West Sussex County Council, via the Operational Contractor, to provide a service that:

1. Salts a network of identified carriageways (The Winter Service Network) to assist in the prevention of ice forming or snow accumulating.
2. Spot salt other roads, selected footways, and cycleways to assist in the removal of the winter hazard where deemed necessary and where resources allow.
3. Maintain, so far as is reasonably practicable, safety and traffic flows during snowfall by salting and ploughing the Winter Resilient Network. The Winter Resilient Network is smaller than the Winter Service Network and is based on defined priorities for treatment in the event of heavy snowfall. Generally, dual carriageways and multi-lane roads will be driven and treated in the nearside lane only.
4. Following snowfall, restore normality on a priority basis to its carriageways, footways, and cycleways as soon as possible.
5. The Winter Service operational period in West Sussex is from 1<sup>st</sup> October to 30<sup>th</sup> April. Outside of this period, extraordinary winter events are dealt with via normal contract procedures.

### **2.3 The Winter Service Network**

The Winter Service Network consists of roads where precautionary salting is carried out to assist in the prevention of the formation of ice or snow accumulation. Annex 'A' details the criteria for inclusion.

The Head of Local Highway Operations, Winter Service Manager or nominated officer, will instruct the Operational Contractor to undertake 'spot salting' of areas in response to local conditions where resources allow. Any decision to undertake 'spot salting' will be recorded and passed immediately to the Operational Contractor.

Given the scale of financial and other resources involved in delivering the Winter Service, it is not considered reasonable either to:

- Provide the service on all parts of the network; and
- Ensure carriageways, footways and cycle routes are kept free of ice or snow at all times, even on the treated parts of the network.
- Positively respond to all ad-hoc requests to spot salt locations not included on the Winter Service Network.

### **2.4 Winter Resilient Network**

As part of contingency planning West Sussex County Council has defined a minimum winter network called the Winter Resilient Network.

The Winter Resilient Network is the extent of the Winter Service Network that will be treated and/or ploughed in the event of heavy snowfall. Generally, dual carriageways and multilane roads will be driven and treated in the nearside lane only.

The Winter Resilient Network includes:

- Major Road Network, made up of 'A' and 'B' class carriageways;
- Access to emergency services;
- Access to hospitals, especially those with A&E;
- Principle public transport hubs;
- Key train stations;
- Bus depots and garages;
- Main bus routes
- Key infrastructure, including ports, water treatment works, electric generation sites etc.; and
- Connectivity between major communities;

It must be reiterated that given the scale of financial and other resources involved in delivering the Winter Service, it is not considered reasonable either to:

1. Provide the service on all parts of the network; and
2. Ensure carriageways, footways and cycleways are kept free of ice or snow at all times, even on treated parts of the network.
3. Positively respond to all ad-hoc requests to spot salt locations not included on the Winter Service Network.

## **2.5 Priorities for Maintaining Safety and Traffic Flow during Extreme Weather Events**

Keeping the highway safe and passable during extreme weather events is a dynamic situation that requires the Head of Local Highway Operations, Winter Service Manager or nominated officer to constantly monitor and to ensure resources are mobilised in order to respond to changing circumstances. In extreme conditions, when even driving a gritting lorry is considered hazardous, salting operations may be temporarily suspended until conditions improve.

## **2.6 Contingency planning**

The Winter Service Network is salted on a precautionary basis whenever temperatures are predicted to fall to a level where ice may form. In the event of heavy snowfall or other external issues impacting normal operations the following contingency plans may be invoked:

In the event of heavy snowfall, treatment may be reduced to the Winter Resilient Network

In the extreme event that weather and limited staff availability (for example due to Covid-19 outbreaks) then a decision may need to be made to reduce the area treated to key carriageways.

The trigger point for reducing salting operations to the Winter Resilient Network may vary depending on the severity of prevailing conditions at the time.

## **2.7 Road Closures**

Under certain circumstances road closures may be required for public safety. The County Council Highways (Local Highway Operations) and the Traffic Manager, Street Works Team, will work with the Police when considering such closure in situations such as:

- Roads become impassable
- Road conditions become excessively hazardous; and
- Closing them would facilitate better overall achievement of Winter Service objectives.

Section 64 of the Road Traffic Regulations Act 1984 grants the Police power to impose restrictions on the movement of traffic. Under more difficult conditions, Sussex Police may be requested to hold back certain vehicles while ploughing and/or salting takes place.

In all instances of road closures, the Head of Local Highway Operations, Winter Service Manager or nominated officer, will be responsible for arranging the provision and deployment of appropriate diversionary signing to facilitate minimum disruption to traffic flow as far as reasonably practicable.

### 3. Precautionary Salting

#### 3.1 The Objective of Precautionary Salting

Precautionary salting is undertaken in order to:

- Assist in the prevention of moisture turning to ice
- Assist in the prevention of heavy deposits of Hoar Frost turning to ice; and
- Assist in the prevention of the accumulation of snow and to help facilitate its subsequent removal on agreed routes.

#### 3.2 Decision Process

A weather forecast is provided to the County Council and Operational Contractor by mid-day every day. The Operational Contractor, in conjunction with the Head of Local Highway Operations, Winter Service Manager or nominated officer, is then responsible for the decision to undertake precautionary salting of the Winter Service Network or to place personnel on standby. Guidance is issued to decision makers and is contained in Annex B of this document.

If the weather information systems are non-operational and the temperature is seen to be falling, the Operational Contractor's Responsible Officer should notify the Head of Local Highway Operations, Winter Service Manager or nominated officer and instigate treatment based on experience and local knowledge. Where rain is forecast the decision to salt should be delayed as long as reasonably possible; however, where there are specific forecasts of 'freezing rain' salting should be undertaken even on dry roads or during rain.

The Operational Contractor's Responsible Officer shall record all daily decisions, and amendments, via the County Councils forecasting provider, Metdesk. The 'Decision Board' is shown in Annex C. The completed document is then emailed to appropriate persons listed on the Distribution List. Metdesk retains every decision on file for future reference.

#### 3.3 Salt Spreading – Rates of Spread

Recommended Spread Rates – dry salting (grams per meter<sup>2</sup>)

Road surface temperature (RST) when frost/ice is predicted	Dry/damp road	Wet road
At or above 1.0°C	8	8
-1.1°C to -2.0°C	8	8
-2.1°C to -3.0°C	8	13
-3.1°C to -4.0°C	9	17
-4.1°C to -5.0°C	11	21
-5.1°C to -7.0°C	15	30
-7.1°C to -10.0°C	20	40

-10.1°C to -15.0°C	28	56
--------------------	----	----

### 3.4 instructions to undertake Salting Operations

During the Winter Service operational period, instructions to undertake salting operations, or to initiate standby procedures, should be issued by the Operational Contractor's Responsible Person before 1500 hours daily. In the event of 'No Action Required', this instruction should also be recorded and issued.

Subsequent changes to the instructions should be issued using the same procedure.

Following treatment, the next working day the Operational Contractor is required to send a copy of data for each treated route to the Head of Local Highway Operations, Winter Service Manager or nominated person to include:

- Date and time of salting operation;
- Spread rate used;
- Vehicle registration and name of driver;
- Amount of salt used;
- Time salting operation commenced;
- Time salting operation finished; and
- Any notes, observations (e.g., diversion routes followed, untreated sections, blast treated sections etc.).

The Operational Contractor is also required to update the electronic salt stock volumes after each treatment event, so that the stock levels can be monitored and additional stock ordered to ensure service continuity.

## 4. Salting and Ploughing in Snow

### 4.1 Communications

During periods of snow, communications are key for the effective deployment of appropriate resources. Information should be gathered from a variety of sources including the emergency services and Operational Contractor, to include:

- The depth of settling snow;
- The location and extent of drifting snow; and
- Road closures and other restrictions on movement caused by obstructions such as abandoned vehicles etc.

During periods of heavy snowfall, the County Press Officer will remain the point of contact for the media. The Highways Customer Service Hub and Customer Service Centre should be kept informed of any developments in order to deal with initial enquiries from members of the public.

### 4.2 Salting and Snow Ploughing

In snow conditions the typical rate of salt spread is 20 to 40 grams per metre<sup>2</sup>. The actual spread rate will depend on the severity of snowfall and the ambient temperature.



Simultaneous ploughing and salting should commence when snow reaches a depth of 75cm to 100cm (3 to 4 inches).

Ploughing may be required in lighter snowfall where there is a potential risk of drifting or other localised obstructions.

#### **4.3 Short Term Snow Events and Emergencies**

In severe snow events the Assistant Director of Highways, Transport and Planning (the Director), or Head of Local Highway Operations, may decide it is necessary to open the Emergency Control Room at County Hall, Chichester, a Highway Depot or virtually by Microsoft Teams, when there is a need to re-distribute resources across the County or when network availability is greatly reduced.

Short term snow events may not be severe or be expected to last for periods long enough to require the use of the Emergency Control Centre.

When deciding to reduce the network to the Winter Resilient Network, the Assistant Director may decide to prepare the Emergency Control Room as the base from which Winter Service operations may be controlled. The Assistant Director will be responsible for liaison with the County Emergency Planning Officer under these circumstances. Liaison with the Customer Service Centre and Highways Customer Service Hub throughout the operational phase will also be required.

The Assistant Director will remain responsible for the overall operation of the Emergency Control Room. Assistance will be provided by members of the Local Highways Operations staff, during normal working hours, and at other times as directed by the Director throughout the period of the emergency.

In the event of the scale of the emergency escalating so as to affect other County Council services, overall responsibility may devolve to the County Emergency Planning Officer.

#### **4.4 Snow Clearance**

The objective is to keep as much of the highway network open and safe as is reasonably possible. Where conditions mean it is not possible to keep all of the network open, resources will be focused where they will be of most benefit. This will incorporate a minimum network known as the Winter Resilient Network.

Where conditions are such that resources available through the Operational Contractor are insufficient to deal effectively with lying snow, the Head of Local Highway Operations, Winter Service Manager or nominated officer, may call on and co-ordinate additional resources from Borough and District Councils, Supply Chain partners, Parish/Town Councils, local farmers, and other contractors as appropriate.

#### **4.5 Checking the Network for Damage**

The Head of Local Highway Operations, Winter Service Manager or nominated officer, are responsible, so far as it reasonably practicable, for planning that highway maintained drains are clear to help clear water from thawing snow.

During severe weather conditions, grit that has been deposited on the highway may be construed as litter under the terms of the Environmental Protection Act 1990. However, spreading salt and grit is considered a legitimate and reasonable duty of the Highway Authority and therefore is not actionable under the terms of the Act. The responsibility to clear these materials therefore rests with District or Borough Councils as part of their street cleansing duties.

Roads shall be regularly checked via formal and ad-hoc inspections for frost heave or other damage. In the event of frost heave, arrangements should be made to close the affected roads to heavy traffic in order to prevent further damage until repairs are completed.

#### **4.6 Monitoring Service Delivery**

The Head of Local Highway Operations, Winter Service Manager or nominated officer, is responsible communicating requirements for continuous salting, to the Assistant Director.

During prolonged periods of snow or when the severity of the weather necessitates or is likely to necessitate, continuous salting, the Head of Local Highways Operations, Winter Service Manager or nominated officer, should report conditions on the highway to the Director as follows:

- On request;
- Where temperatures have, or are likely to fall, below freezing for 48 hours or more;
- By 09.30 hours when snow has fallen or settled overnight;
- Weather reports and forecasts; and
- Any other pertinent information.

These details will enable the Director to make informed judgements when deciding whether to reduce essential operations to the Winter Resilient Network.

#### **5.1 Monitoring Effectiveness and Quality**

Prior to the commencement of the Winter Service Period, salting operations are checked and all routes are driven to ensure there are no issues and timings are within acceptable levels. This is known as Operation Snowflake.

During the Winter Service Period, a range of Key Performance Indicators are recorded and monitored to ensure operations are running correctly. This will ensure the aims of this Policy are being achieved.

#### **5.2 Winter Preparedness**

To prepare for winter:

- Salting routes are planned to minimise wasted travel and ensure response time targets may be met;
- Salt barns at our three depots help to reduce salt loss by keeping stock dry which enables more effective spreading; and
- We fill salt bins before the start of the Winter Service Period, these are managed locally under Local Parish & Town Council's Winter Management Plans

- Where requested we provide salt for District & Borough councils who may, subject to resources, salt high footfall areas such as shopping precincts during icy conditions.

There is a process of annual review of the winter service

We work with neighbouring authorities to share best practice and consider requirements for mutual aid in the event of significant disruption to service.

Some Local Parish and Town Councils operate "Local Winter Management Plans". These include things such as:

- Monitoring salt bin levels; and
- Requesting and use of bulk bags of salt for local use.
- Localised salting by volunteers
- Agreement with local farmers to assist where significant snowfall requires clearing (5cm deep), and/or on request from the County Council.

## **ANNEX A**

### **Criteria for Inclusion in the Winter Service Network**

The National Code of Practice requires authorities to formally approve and adopt policies and priorities for Winter Service, which are coherent with wider objectives for transport, integration, accessibility, and network management. This includes strategies for public transport, walking, cycling and the wider strategic objectives of the Council.

Issues that have been considered include:

- Network resilience
- Treatment of facilities for public transport users;
- Treatment of facilities for road users;
- Treatment of facilities for walking and cycling;
- Treatment for transport interchanges;
- Treatment for promoted facilities such as community or leisure centres;
- Extent of priority for emergency services;
- Extent of priority for key public services and critical infrastructure;
- Extent of priority for vulnerable users;
- Resilience of Winter Service resources; and
- Other local circumstances.

In West Sussex the Winter Service Network includes:

- Major Road Network, made up of 'A' and 'B' class carriageways;
- Advisory Lorry routes;
- Access to emergency services;
- Access to hospitals, especially those with A&E;
- Transport hubs;
- Key train stations;
- Bus depots and garages;
- Busy bus routes
- Key infrastructure, including ports, water treatment works, electric generation sites etc.; and
- Access roads connecting communities.

## **ANNEX B**

### **Action Decision Guidance**

The following guidance is issued to assist the Decision Makers and other nominated decision makers.

These matters should be considered wherever possible but not at the expense of safety. All decisions require continuous monitoring, recording and review.

### **Confidence in the Forecast**

The forecast of hazards are given a 'confidence' rating. 'High' and 'Moderate' ratings should generally result in planned salting while 'Low' confidence should normally result in 'Standby'. Reassessments should be considered as appropriate.

### **Timing of Salting Runs**

Hazards, other than snow, predicted to occur before midnight should ordinarily result in salting being undertaken in the evening. Wherever possible this will be undertaken after the evening peak traffic flow but must be completed before the predicted onset of the hazard, even if this means salting during peak traffic flow.

Hazards, other than snow, predicted to occur after midnight should normally result in salting in the early morning, however, salting must be completed before the predicted onset of the hazard.

Salting for snow should be timed for completion just before its onset.

Salting should be delayed until any forecast rain has ceased unless rain is predicted during periods of freezing.

### **Residual Salt**

The Decision Maker may take account of the presence of residual salt in making their decision.

### **Impact on Normal Working Hours**

The Decision Maker will be aware that timing affects an operative's availability for normal work under the Working Time Directive. In general disruption will be negligible if salting is carried out at 1800 hours.

### Salting Decision Matrix

Salting Decision Matrix	Road Surface Temperature – may fall below freezing	Road Surface Temperature – expected to fall below freezing				
	<u>No</u> Rain, Hoar Frost, Fog	<u>No</u> Rain, Hoar Frost, Fog	<u>Possible</u> Rain, Hoar Frost, Fog	<u>Expected</u> Hoar Frost, Fog	<u>Expected</u> Rain before Freezing	<u>Expected</u> Rain during Freezing
<b>Wet</b>	Salt before frost	Salt before frost	Salt before frost	Salt before frost	Salt after rain stops (see note C)	Salt before frost (see note D)
<b>Wet Patches</b>	Salt wet patches before frost (see note A)	Salt wet patches before frost (see note A)	Salt before frost	Salt wet patches before frost (see note B)	Salt after rain stops (see note C)	Salt before frost (see note D)
<b>Dry</b>	No action (see note A)	No action (see note A)	Supervisor to make decision based on latest data and local knowledge, crews standby in depots awaiting instructions	Salt before frost (see note B)	Salt after rain stops (see note C)	Salt before frost (see note D)
<b>Pre-salted within last 24 hours with no rain since</b>	No action (see note A)	No action (see note A)	Supervisor to make decision based on latest data and local knowledge, crews standby in depots awaiting instructions	Supervisor to make decision based on latest data and local knowledge (see note A)	Salt after rain stops (see note C)	Salt before frost or Supervisor to make decision based on latest data and local knowledge, crews standby in depots awaiting instructions (see note D)

## **Notes**

- A. Possibility of water running across carriageways washing off previously deposited salt, e.g. from fields. Monitor and consider salting at other times e.g. evenings and mornings.
- B. Hoarfrost may result in considerable deposits of frost, generally in early morning. Salt deposited prior to onset may be dispersed and thus become non-effective. Ideally treat just as hoarfrost is forming but it is recognised this is not always possible. May require salting on a dry road prior to, and as close as possible to, the expected onset of the condition. Where hoarfrost is forecast at other times then timing of salting operations may need to be adjusted accordingly.
- C. If, under these conditions, rain has not ceased by early morning then crews should be called out and action initiated as the rain ceases.
- D. This is a most serious condition as rain will freeze on contact with running surfaces and full pre-treatment is required even on dry roads. Close and continuous monitoring is required throughout the danger period.
- E. Weather warnings are often qualified by altitude. Different actions may be required from various depots.

ANNEX C

**New Decision Board**

Active: \_\_\_\_\_ Instruction Number: \_\_\_\_\_

Client: \_\_\_\_\_ Duty Officer: \_\_\_\_\_

West Sussex County Council Select a Duty Officer

Responsible Contact Name: \_\_\_\_\_

Routing: \_\_\_\_\_

Email

Add Action No Action Delete Action No Action monitoring **Save**

**Action #1**

Priority:

No Hazards  High Frost

Ice  Snow

Freezing Rain

Action Type: \_\_\_\_\_

Priority: \_\_\_\_\_

Application Rate: \_\_\_\_\_ Route Type: \_\_\_\_\_ Vehicle Reg: \_\_\_\_\_

Name	Min RST	Zero Cross Time	Application Rate	Start Time	Route Type	Vehicle Reg
Coastal Strip	1.4					
Footpath	0.9					
Urban	0.9					

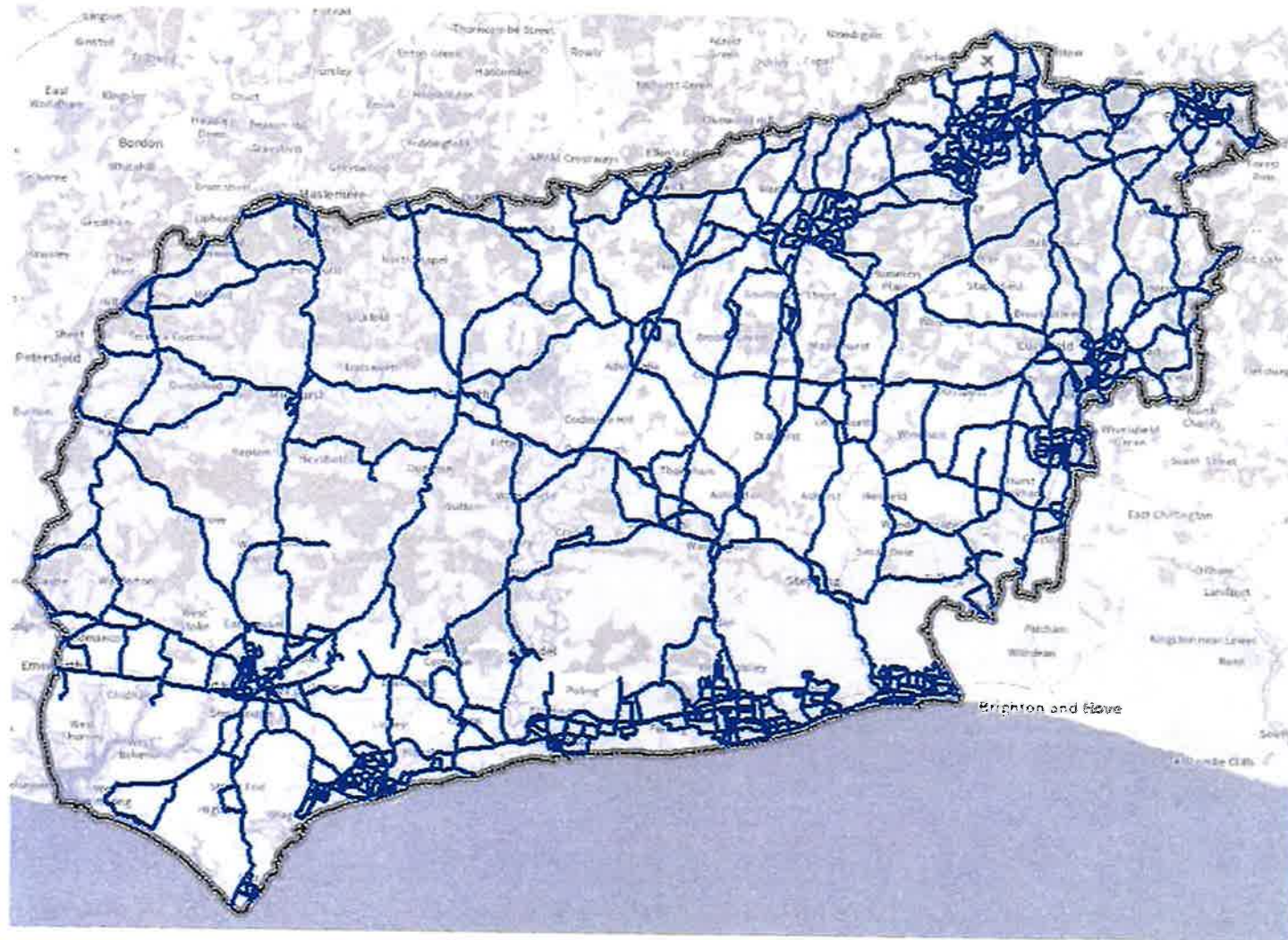
Comment: \_\_\_\_\_

10/06/2022



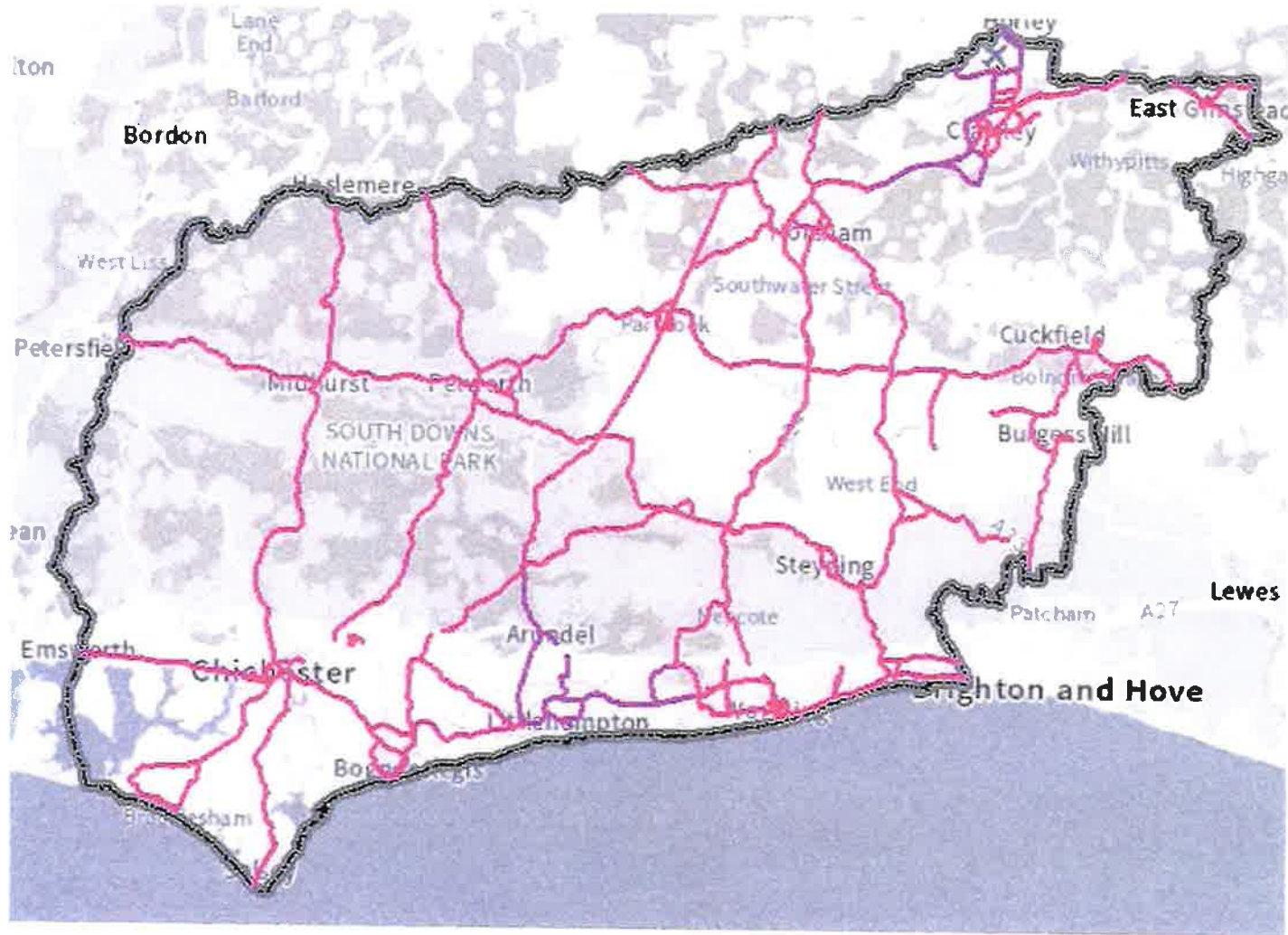
ANNEX D

Winter Service Network



ANNEX E

Winter Resilient Network



## Annex R1 - Restricted Key Contacts

Service / Name	Telephone Number	Address	Additional Information
Keith Anscombe	07900 411078		Security Contractor

### Restricted

The list below will help you keep track of whom you have issued any restricted material too. This will also assist you should any data protection issue arises as you will know exactly where and who has the access to any restricted/sensitive information that needs to be protected.

Organisation	Contact details	Number issued
		R1

## **Annex R2 - Vulnerable Groups within the Community (Restricted – Personal Information)**

Vulnerable people lists are constantly changing and therefore it would not be viable for Communities to permanently hold a list. Emergencies can also make people vulnerable who are not normally and therefore any details should be collated following a major incident. Information should be passed on to the emergency services and welfare agencies as a priority. The Community list should be secondary.

The Parish Council will not hold personal information regarding vulnerable members of the Community. The Parish Council will instead liaise with Voluntary and Statutory Agencies who provide support services to vulnerable individuals to offer its support as required.

Primarily this would be the:

West Sussex County Council Community Hub - 0330 2227980

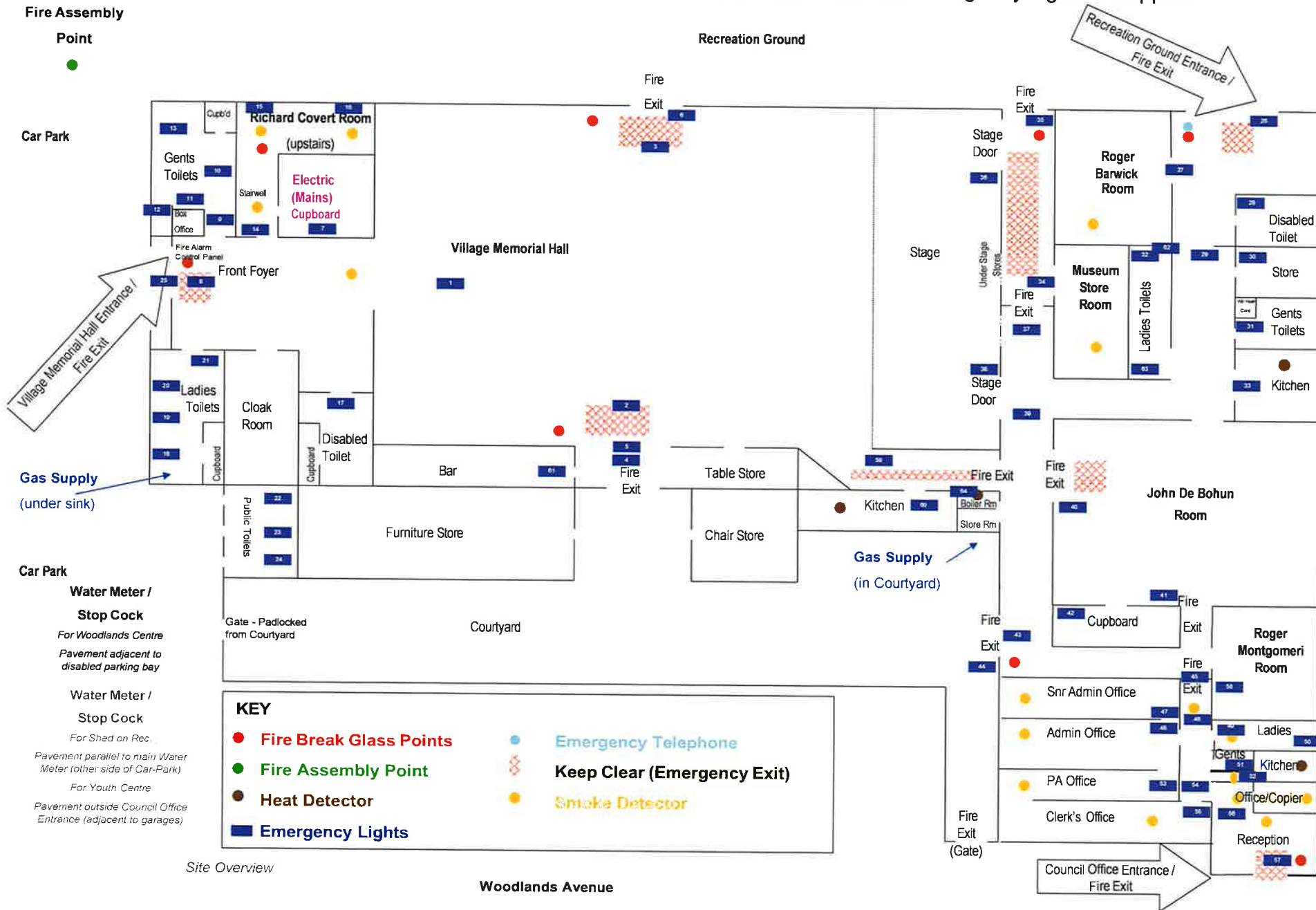
Age UK West Sussex - 01903 731800

West Sussex MIND - 01903 277000



# THE WOODLANDS CENTRE, WOODLANDS AVENUE, RUSTINGTON

Location of Fire Exits, Break Glass Points, Heat Detectors, Smoke Detectors, Emergency Lights & Supplies



# RUSTINGTON YOUTH CENTRE, WOODLANDS AVENUE, RUSTINGTON

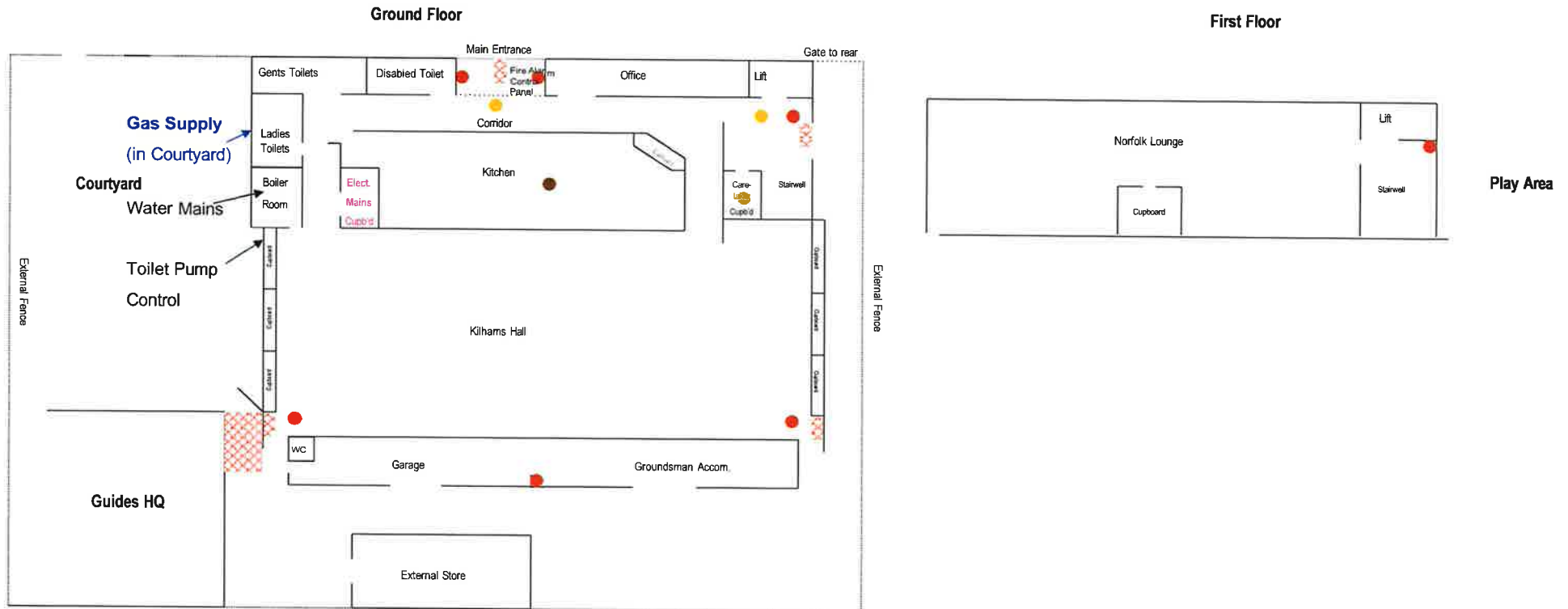
Location of Fire Exits, Break Glass Points & Emergency Supplies, Heat Detectors & Smoke Detectors

Fire Assembly

● Point

Car Park

Recreation Ground



Water Meter /  
Stop Cock  
*Pavement outside Council Office  
Entrance (adjacent to garages)*

**KEY**

- Fire Break Glass Points
- Fire Assembly Point
- Smoke Detector
- Heat Detector
- ⊗ Keep Clear (Emergency Exit)

# THE SAMUEL WICKENS CENTRE, BROADMARK LANE, RUSTINGTON

## Location of Fire Exits, Break Glass Points, & Smoke/Heat Detectors





## MAP REFERENCE

<b>A2</b> Abbotswood Walk	<b>C5</b> Crundens Corner	<b>B2/B3</b> Knightscroft Avenue	<b>C4</b> St. Anthony's Way
<b>C2</b> Acre Close	<b>B2</b> Cudlow Avenue	<b>B2</b> Knightscroft Close	<b>A4/B4</b> Sea Avenue
<b>C1</b> Albert Road	<b>B2</b> Cudlow Garden		<b>A2</b> Sea Lane
<b>C4</b> Aldwick Close		<b>C2</b> Laburnum Walk	<b>A1</b> Sea Road
<b>B3</b> Amberley Road	<b>C5</b> Darlington Walk	<b>A2</b> Labrooke Close	<b>A1</b> Seafield Close
<b>C2</b> Andrew Close	<b>C5</b> Darlingsons, The	<b>C3</b> Larch Close	<b>A2</b> Seaford Road
<b>B5</b> Angmering Lane	<b>C5</b> Dawney Close	<b>C4</b> Lawrence Avenue	<b>A2</b> Seaview Gardens
<b>C5</b> Angmering Way	<b>C2</b> Digley Road	<b>C5</b> Leas, The	<b>C4</b> School - Georgian Gardens
<b>D3</b> Artes Avenue	<b>C2/C3</b> Dinsdale Gardens	<b>C3</b> Limes, The	<b>C2</b> Community Primary
<b>C3</b> Arun Close	<b>A4</b> Dolphin Way	<b>B3</b> Library & Information Service	<b>C2</b> School - Rustington
<b>C3</b> Arundel Garden	<b>D1</b> Dominion Way		<b>C2</b> Community Primary
<b>C5</b> Ascot Way	<b>C3</b> Donnington Place	<b>A3</b> Milton Dene	<b>D2</b> School - Summerlea
<b>B3</b> Ash Lane	<b>D2</b> Drevets Close/Drive	<b>B2</b> Manor Gardens	<b>C2</b> Community Primary
<b>A1/A2</b> Ashton Gardens	<b>C1</b> Drifway, The	<b>C2</b> Manor Road	<b>A2</b> Shaftesbury Court
<b>C3</b> Ashwood Drive	<b>C3</b> Duxford Road	<b>C2</b> Maple Walk	<b>A2</b> Shaftesbury Place
		<b>A2</b> Marama Gardens	<b>C5</b> Sheep Fold Avenue
<b>D2</b> Balmoral Close	<b>C4</b> East Court Way	<b>A3</b> Mariners Walk	<b>B3</b> Shirley Close
<b>C2</b> Barnside Close	<b>B3</b> Eastergate Green	<b>A1</b> Martlets, The	<b>C2</b> Shipfield Close
<b>C2</b> Barnside Gardens	<b>D1</b> Elis Close	<b>B4</b> Meadow, The	<b>C5</b> Southcourt Close
<b>D2</b> Barwick Close	<b>C4</b> Bm Place	<b>B3</b> Merton Avenue	<b>B5</b> Springfield Close
<b>C3</b> Bramber Square	<b>B4</b> Evelyn Avenue	<b>C4</b> Mill Close	<b>C1</b> Staffords Close
<b>B3</b> Bramblings, The	<b>C4</b> Epsom Gardens	<b>C3</b> Mill Lane	<b>C5</b> Station Road
<b>C2</b> Beverley Gardens		<b>C3</b> Millers Close	<b>B3</b> Stonefields
<b>C3</b> Biggor Close	<b>C3</b> Fairlawn	<b>A2</b> Milford Close	<b>B3</b> Street, The
<b>A2</b> Binstead Close	<b>B2</b> Farm Way	<b>B1</b> Milton Avenue	<b>A3</b> Summers Close
<b>D1</b> Blenheim Close	<b>C4</b> Firroft Crescent	<b>B1</b> Milton Close	<b>D2</b> Summerley Close
<b>D2</b> Blenheim Drive	<b>B3</b> Fostwell Close	<b>C2</b> Montgomery Drive	<b>C2</b> Sussex Gardens
<b>A4</b> Botany Close	<b>A5</b> Fosses, The	<b>D3</b> Mulmure Way	<b>B2</b> Sutherland Close
<b>B2</b> Box Tree Avenue	<b>D1</b> Foxes, The	<b>B2</b> Museum, Cafe and Community Garden	<b>A3</b> Sutton Avenue
<b>C2</b> Brendon Way	<b>A4</b> Frobisher Way		
<b>A3</b> Broad Strand		<b>C5</b> Georgian Gardens	<b>A4</b> Tazman Close
<b>B3</b> Broadmark Avenue	<b>C5</b> Gilberts, The	<b>A1</b> Glenville Road	<b>D1</b> Taylor Close
<b>A1/B3</b> Broadmark Way	<b>B3</b> Goodwood Close	<b>C2</b> Grafton Close	<b>B2</b> Tenynson Avenue
<b>D2</b> Brook Lane	<b>C2</b> Grange, The	<b>B2</b> Grangeway, The	<b>A4</b> Thatchway, The
<b>D2</b> Brooklee Close	<b>B2</b> Green Bushes Close	<b>C4</b> Guildford Road	<b>C2</b> The Green
<b>D1/C3</b> Brookside Avenue	<b>C5</b> Guildford Road		
<b>D2</b> Buckingham Place	<b>D1/2</b> Hamilton Close/Drive	<b>B5</b> Oaks, The	<b>B3</b> Vernon Close
<b>C5</b> Burnhill Court	<b>A2</b> Hardham Close	<b>C5</b> Oakhurst Gardens	<b>C3</b> Wakehurst Place
<b>B3</b> Bushby Avenue	<b>A1</b> Harstold Close	<b>C2</b> Old Manor Road	<b>C1</b> Walters Road
<b>C1</b> Byron Road	<b>A1</b> Harstold Road	<b>C4</b> Orchard Gardens	<b>C3</b> Wallace Road
	<b>B4</b> Hawke Close	<b>A2</b> Overstrand Avenue	<b>B2</b> Walnut Avenue
<b>C2</b> Campbell Drive	<b>A1/B1</b> Hawley Road	<b>C5</b> Paddock Green	<b>B3</b> Waverley Road
<b>D2</b> Campion Close	<b>A3</b> Henry Avenue	<b>B2</b> Parham Close	<b>C1</b> Wendy Ridge
<b>C4</b> Canterbury Road	<b>C4</b> Heme Gardens	<b>C3</b> Parish Council Offices	<b>A5</b> West Mead
<b>C5</b> Cedar, The	<b>A3</b> Heme Lane	<b>C4</b> Park Drive	<b>C1</b> Westlands
<b>B2</b> Central Avenue	<b>A2/B2</b> Heron's Court Close	<b>D1/2</b> Parklands Estate	<b>B3</b> White Croft
<b>A2</b> Chancery Close	<b>C1</b> Hide Gardens	<b>B2</b> Parkway, The	<b>B1</b> White Horses Way
<b>A2</b> Chancery Road	<b>B2</b> Highfield Gardens	<b>B4</b> Parry Drive	<b>B4</b> Willows, The
<b>D2</b> Chatsworth Close	<b>B2</b> Hobbs Way	<b>B2</b> Pegasus Court	<b>C4</b> Wilton Close
<b>D2</b> Chatsworth Drive	<b>B1/B2</b> Holmes Lane	<b>D2</b> Perfold Lane	<b>D2</b> Wilton Drive
<b>B1</b> Chaucer Avenue	<b>C2</b> Holtfield Close	<b>A5</b> Pilgrimage Lane	<b>C5</b> Winchester Drive
<b>B3</b> Cheam Road	<b>A2</b> Howards Way	<b>B3</b> Post Office - Sub	<b>C4</b> Windmill Drive
<b>C3</b> Chichester Court	<b>B4</b> Hudson Drive	<b>C2</b> Post Office - Sub	<b>D2</b> Windsor Close
<b>C1</b> Church Farm Estate	<b>D1</b> Hutchinson Close	<b>D2</b> Post Office Sorting Office	<b>D2</b> Windsor Drive
<b>B1</b> Church Road	<b>C5</b> Hurst Road	<b>B5</b> Preston Avenue	<b>C3</b> Wolstenbury Road
<b>C3</b> Clagmar Road		<b>B4</b> Preston Paddock	<b>C3</b> Woodland Centre, The
<b>B4</b> Cleaves Way	<b>B2</b> Ilex Close	<b>C1</b> Priory Road	<b>C3</b> Woodlands Avenue
<b>C4</b> Coach House Close	<b>B2</b> Ingram Close	<b>A2</b> Radcliff Road	<b>C3</b> Woodlands Close
<b>B5</b> Close, The	<b>B3</b> Information Centre	<b>C3</b> Recreation Ground & Youth Centre	<b>C2/C3</b> Worthing Road
<b>C2/C3</b> Conbar Avenue		<b>C3</b> Ravison Villas	<b>A4</b> West Walk
<b>C5</b> Copper Hall Close	<b>B4</b> Jarvis Avenue	<b>C4</b> Richmond Close	<b>C3</b> Youth Centre
<b>A2</b> Coppice Wood	<b>C3</b> Jubilee Avenue	<b>A4</b> Roundway, The	
<b>C3/4</b> Coppice, The		<b>B2</b> Radgwick Close	<b>B4</b> Zachary Merton Community Hospital
<b>A1</b> Cordal Close	<b>D2</b> Kingham Place	<b>B1</b> Russon Avenue	
<b>A1/A2</b> Cove Road	<b>B2</b> Kirkford Close	<b>B4</b> Russon Park	
<b>D2</b> Cowdray Close	<b>B2</b> Kirkland Close	<b>C5</b> Rustington Hall	
<b>D2</b> Cowdray Drive			
<b>D2</b> Cowdray Walk			
<b>B1</b> Crescent, The			
<b>B5</b> Crass Road			

**Public Toilets**  
**Information Centre**

