

Operational Report

F&GP Committee – 28 April 2021

All prices stated are without VAT - Quotes are available if required.

| BEESON HOUSE – update on items for information only | |
|--|---|
| Death of Prince Philip | Condolence Book had been opened and is available to sign in Parish Chamber by appointment. Union Flag is flying at half-mast until the day after the Funeral. Note a spare flag has been ordered. Minutes silence by Councillors and Staff had been arranged for Saturday 17 th April at 2.45pm outside Beeson House for those who wish to attend. |
| Leaking | Damp patches have been spotted in the Neighbourhood Wardens office, Youth Project room and around the Southern wall on first floor. Elizabeth Williams from HDC has been to inspect the damp/possible leaks and SPC awaits further information/updates. Unfortunately seems like the recent roof repairs may not have fully addressed the issues. |
| Lintot Square | Not operated by SPC but worth noting that the potholes and poor condition of Lintot Square carpark surface and Fairbank Road have been reported to HDC who now manage Lintot Square (the management was removed from Lambert Smith Hampton in January 2021). – now been ascertained by HDC that WSCC are responsible for the pothole repairs in Fairbank Road – both HDC and SPC have requested repairs by Highways. |
| ElectroClean (COVID-19 Protection) | Electrostatic Deep Clean services continue to be carried out to help kill and protect surfaces from 99.9% of known viruses and bacteria, including coronavirus, for up to 28 days. This treatment is and will be carried out every 28 days. Note total cost of £100.00 per 28 days at Beeson House to continue. Last visit 6 th April 2021. Cleaning also to take place before & after use of Beeson House as Polling Station. |
| Museum | Horsham Museum holds approximately 1000 items all related to historical Southwater Forge, boxes of patterns of Wheel arches etc. Portslade also hold many Roman artifacts relating to Southwater. Due to the current restrictions, all further discussion with Horsham Museum were put on hold In January. Further discussions need to take place, ideas explored, along with liaising with other community groups on this. |
| Xmas Lights | Invitations to quote for a 3 year contract have been sent out with the return date of 14 th April 2021. To be considered on 21 st April 2021 at F&GP Committee. |
| THE GHYLL (LEISURE CENTRE) – update on items for Information only | |
| Southwater Ghyll CIO | The Ghyll, Pevensey Road, Southwater, RH13 9XZ is now managed and operated by Southwater Ghyll CIO. This includes both the car parks. CIO to provide a quarterly report on project progress and building works. No report received. |
| LAURIE APTED BUILDING – update Report on items for information only | |
| Southwater Ghyll CIO | The Laurie Apted Building, Church Lane, Southwater RH13 is now managed and operated by Southwater Ghyll CIO. |

| PLAY AREAS – update Report on items for information only and to approve if required | |
|--|--|
| All Play Areas | All Play areas continue to be inspected weekly by Steve Taylor (including the new Downs Link LEAP/NEAP Play Area), Nutham Lane Play area is inspected by Janine Taylor. |
| Larkspur Way | Works by RJ Playground are currently under progress to re-paint the frames. |
| Roman Lane | <p>Land Transfer from Bovis Homes has been finalised (of the open space and play area). The Council has now received the commuted S106 sums which relate to the transfer and are for the future maintenance of this specific Roman Lane Play Area and Open Space (GIROS) only.</p> <p>Equipped Play Area Contribution £39,347.05 GIROS Contribution £82,649.62 Legal Fees Reimbursement £2,626.00 Total Received = £124,622.67</p> |
| SKATE PARKS – update Report on items for information only | |
| Skate Park - Bens Field, Stakers Lane | <p><u>Design of Skate Park</u> – the design of the new proposed skate park closely replicates the original skate park but with some improvements following feedback and consultation with several users who came forward and contacted the Council after various FB posts/website posts asking for such help.</p> <p><u>Planning Permission</u> – An application has been submitted as the current planning permission in place does not quite meet the proposed new structure’s dimensions. The previous skate park had safety barriers added at a later date to the original planning permission which actually exceeded the planning permission in place by 1 metre. This had become apparent to the Deputy Clerk and MSA when putting together the formal tender and spec. Planning process could take 8-12 weeks for approval and is dependent on how many objections Horsham District Council receive.</p> <p><u>Formal Tender Process</u> – This is now live as of 7th April 2021 and will be open for 35 days (Submission deadline is 9:00am, 12th May 2021). Once all submissions are received these will be evaluated, a preferred contractor will be chosen and considered by the Council.</p> <p><u>Section 106 Funding</u> – This could take 4-6 weeks depending on how quickly Horsham District Council approve the funding application. An application for the available funds with tenders and other relevant information has to be submitted to HDC. There is approximately £61,000 available to apply for.</p> <p><u>Zurich Insurance/Underwriters/Insurance Claim</u> – The underwriters have been kept up to date with regards to the rebuild and they will await outcome of chosen Tender to which they would be covering 30% of the rebuild.</p> |
| Skate Park – Downs Link | The Deputy Clerk had formally applied, invoiced and requested the commuted S106 funds which relate to the maintenance and transfer of this facility. The Council has chased HDC but is still awaiting the funds. A maintenance plan is in place and the office is in the process of acquiring quotes for such works. |
| PUBLIC REALM – update Report on items for Information and to approve if required | |
| Allotments | Most rental invoices have now been paid. All allotment holders have been asked to sign updated tenancy agreements. Two plot holders left and their places have now been filled from the waiting list. |
| OUTDOOR SPACES – update Report on items for Information and to approve if required. | |

| | |
|---|--|
| Tree Survey Works – Sussex Tree Specialists | STS have now completed the tree works identified in the Tree Survey. |
| TEM | Continue to carry out grounds maintenance and grass cutting as per the agreed 3-year maintenance schedule. Office staff have been liaising with TEM over any missed areas and been tracking progress of scheduled tasks. |
| Janine Taylor – Senior Administrator [Report updated as at 13 April 2021] | |

OPTION A



OPTION B



OPTION C





PREPARING FOR EMERGENCIES
WHAT YOU NEED TO KNOW



SOUTHWATER PARISH EMERGENCY PLAN

| | |
|---|--|
| Community Emergency Coordinator: | Councillors Watkins, Flores Moore, Lewis and Scoon and the Officers of the Council |
| Address: | Beeson House, 26 Lintot Square, Fairbank Road, Southwater, West Sussex RH13 9LA |
| Telephone: | 01403 733202 |
| E-mail: | clerk@southwater-pc.gov.uk |
| Last updated: | January 2021 |
| Review date: | January 2021 |

This Emergency Plan has been prepared by Southwater Parish Emergency Planning Team.

The Emergency Plan is to co-ordinate an organised response within the community in the event of an emergency.

The Emergency Plan was updated and adopted by Southwater Parish Emergency Planning Team on January 2021

Prepared by Southwater Parish Council

Emergency Plan distribution list

| Name | Role | Phone number / email address | Issued on |
|----------------------|---|--|-----------|
| Dawn Spouge | Southwater Parish Council Officer | 07737056412 dawn.spouge@southwater-pc.gov.uk | |
| Justin Tyler | Southwater Parish Council Officer | justin.tyler@southwater-pc.gov.uk | |
| Steve Lewis | Southwater Parish Emergency Plan Co-ordinator | 01403 731020 steven.lewis@cllr.southwater-pc.gov.uk | |
| Geoff Coon | Southwater Parish Emergency Plan Co-ordinator | 01403 733000 geoff.coon@cllr.southwater-pc.gov.uk | |
| Pauline Flores-Moore | Southwater Parish Emergency Plan Co-Ordinator | 01403 730002 pauline.floresmoore@cllr.southwater-pc.gov.uk | |
| Graham Watkins | Southwater Parish Council Chairman | 01403 738518 chairman@cllr.southwater-pc.gov.uk | |
| Michael Neale | Southwater Parish Council Vice-Chairman | 01403 733365 Michael.Neale@cllr.southwater-pc.gov.uk | |
| Tony Skelding | Horsham District Council Emergency Planning Officer | 01403 215125 Tony.Skelding@horsham.gov.uk Out of hours: 07801 900491 | |

Only those people identified above should have access to this Emergency Plan.

Emergency Plan secure locations list

| Name | Issued on |
|--|------------|
| Southwater Parish Council, Council Offices, Beeson House, 26 Lintot Square, Fairbank Road, Southwater, West Sussex | 31/07/2020 |
| Horsham District Council (with HDC Emergency Planning Officer) | 31/07/2020 |

Copies of this emergency plan should be stored at the secure, lockable locations listed above.

Changes to the Emergency Plan

| Date | Details of changes made | Changed by | Date for next revision |
|------------|--|---------------------------------|------------------------|
| 02/09/2017 | <ul style="list-style-type: none"> Reformat to align with 2015 template provided by Horsham District Council. Rewrite and adding additional information as required. Reference to WSCC Winter Plan in place of including a separate Winter Plan section in this document. Reference to the Southwater Country Park | Community Emergency Coordinator | |

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| | | | |
|------------|--|---|------------|
| 09/09/2017 | Southwater Parish Council Emergency Planning Coordinator comments incorporated | Community Emergency Coordinator | |
| 18/06/2020 | Emergency Plan update | Southwater Parish Emergency Planning Team | 01/08/2022 |
| 22/04/2021 | Emergency Plan update | The Clerk | 01/08/2022 |

CHAIRMAN _____

Date _____

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Introduction

Purpose

The purpose of the plan is to provide a self-help guide to the resources within the community when assistance from Emergency Services or other responders is delayed.

The plan is developed to support the Emergency Services and other responders once they are initiated to an emergency.

Levels of emergency

Three levels of emergency have been established. These are:

1. A major catastrophic event in London, or elsewhere in the South East, requiring large capacity shelters and support. This type of emergency would generally require resources far greater than those available within Southwater Parish and so most likely have no effect. In such an event higher levels of Government would direct the situation.
2. A major emergency at County or District level, or beyond (multi surrounding boarder), where the management of the event would be undertaken by those authorities. It may be possible Southwater Parish Council become involved at this level of emergency, but again this would be from a level of Government or Council which would direct that situation.
3. A local emergency within Southwater Parish, inevitably involving higher levels of Council or District for support (such as the supply of sandbags to deal with flooding), needs a high level of local involvement by local residents as it is they who are most likely to know who is likely to be at risk and/or in need.

This plan focuses entirely on this last category and specifically flooding. Refer **APPENDIX D - Flood Plan**.

Sharing the Plan

Once this emergency plan has been developed it shall be shared with the Horsham District Council (HDC) Emergency Planning Officer.

The Southwater Parish Council Emergency Coordinator shall record who has a copy of the emergency plan and ensure updates to the plan are distributed upon revision. The distribution list for this emergency plan is outlined on page two.

Reviewing the Plan

It is important to regularly review and update the Southwater Parish Council Emergency Plan to ensure it meets the changing needs of your community. A full revision of contact details should take place annually.

Roles & Responsibilities of Southwater Parish Council

Southwater Parish Council Emergency Co-ordinator

The role of the Southwater Parish Council Emergency Co-ordinator is:

- To advise and help local community preparations for the response to an emergency.
- Assess local problems that may arise in the event of abnormal circumstances such as a major incident or a natural disaster occurring.
- Identify vulnerable local residents such as the elderly who may require assistance.
- To determine the capabilities of the community to care for itself during an emergency in the absence of support from the emergency services and county authorities.
- To prepare and maintain the Community Emergency Resources Register (CMRR).

Role of the Southwater Parish Council Emergency Co-ordinator during a major incident.

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- Assess the situation within the community.
- If isolated, co-ordinate some immediate self-help recovery.
- To report the local situation to Horsham District Council, Parkside, Chart Way, Horsham, West Sussex, RH12 1RL during office working hours 9am – 5pm, 01403 215100. For out of office hours call 01403 215100 and listen to the recorded message for re-direction details.
- To organise available local resources within the community.
- To provide local knowledge to the emergency services or other organisations, as and when they are able to respond to the incident.

Southwater Parish Councillors

The role of Southwater Parish Councillors is:

- To assist the Southwater Parish Council Emergency Co-ordinator in identifying other community volunteers.
- To take part in exercises arranged to test the “WhatsApp Alert” call out system is implemented and working of the register.
- To assist the Parish Council in dealing with any emergency which may affect the community.

Southwater Parish Council

The role of Southwater Parish Council:

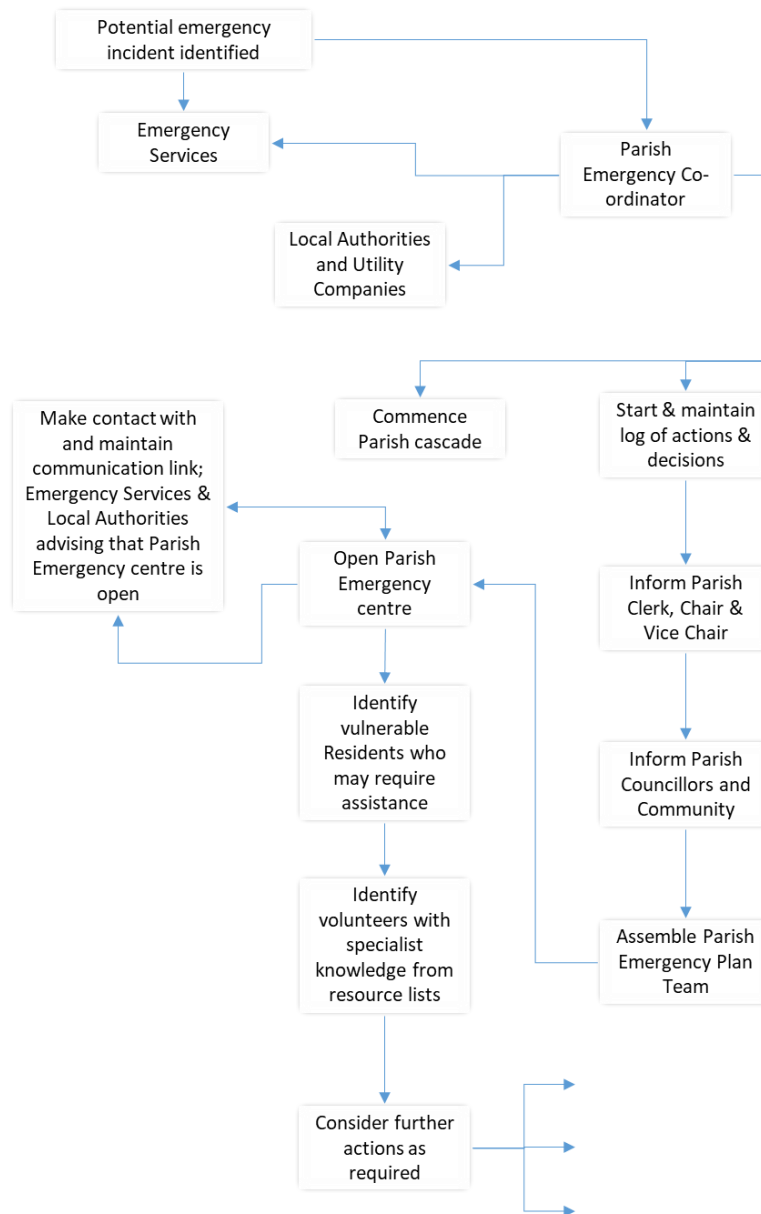
- Creation of a Flood Plan.
- Flood warning dissemination.
- Identification of vulnerable groups – e.g. elderly or disabled.
- Assist with distribution of sandbags from district council stockpiles.
- Assist the District Council to warn and inform the public regarding emergencies, at local level.
- Pass information regarding local issues and needs to key responders, via the District Council.

Response Procedure

Southwater Parish Emergency Plan



Response Flowchart



Response Action

Included in Appendices C1, C2, C3 & C4 are contact details of potential services available. Provided volunteers would be working under the sole control of the Parish Council and with any hand tools owned by the volunteers or the Parish Council, they would be covered under the Parish Council's Insurance Policy. However, this does not extend to material damage to the tools themselves which, if owned by the volunteer, should be covered (if required) under their own policy.

All calls upon the voluntary sector must be made via either the Parish Emergency Plan Team.

Activation Arrangements

The lead district for Southwater Parish is:

Horsham District Council, Parkside, Chart Way, Horsham, West Sussex, RH12 1RL, Tel. No: 01403 215100.

For out of office hours call 01403 215100 and listen to the recorded message for re-direction details.

Initial contact

- A.** Horsham District Council will contact the Parish Emergency Plan Co-ordinator in the first instance who will activate the Parish Contact “WhatsAPP Alert” and if necessary call an ad hoc meeting of the Parish Emergency Plan Team (the Clerk, Chairman of the Council and Vice Chairman of the Council).

Horsham District Council will:

- Give as much information as possible.
- Advise on a course of action, if appropriate.
- Request advice on the local situation, if appropriate.

The Parish Emergency Plan Team will co-opt volunteers with specialist knowledge when they have been identified, e.g. trained first-aiders. Depending on the situation, the following procedure will be followed:

- B.** For locally developing emergencies, the Parish Emergency Plan Co-ordinator will initiate the Parish “WhatsAPP Alert” and notify Emergency Services, then Horsham District Council with information about the incident.

Parish Emergency Plan – “WhatsAPP Alert”

The Parish Emergency Plan Co-ordinator will:

- Activate the Parish “WhatsAPP Alert”.
- Convene, if necessary, a meeting of the Parish Emergency Team.

Parish Emergency Plan Team

The Parish Emergency Plan Team will:

- Comply, if possible, with any advice or request from Horsham District Council or Emergency Services.
- Establish a communications link with the Horsham District Emergency Planning Officer and maintain it for the duration of the emergency. This link will normally be established at the parish emergency centre.
- Consolidate and disseminate information to residents and outside organisations.
- In the event any part of the parish becoming isolated, undertake co-ordination of effort to sustain the local community.

Parish Emergency Control Centre (PECC)

The Southwater Parish Council Building is nominated as the PECC. The address is as follows:

Beeson House
26 Fairbank Rd
Southwater
Horsham
RH13 9LA
Tel: 01403 733202

Keyholders: The Officers of the Council, Cllr Watkins. (all staff members have a key should the officers request they open up the building if required in an emergency and prior to the officers being able to get to Beeson House, Southwater.

An incident box containing ordnance survey maps, copies of the electoral roll and other useful items to the Emergency services.

The role of the Parish Council is to be available to assist the Emergency services as required.

Temporary Accommodation

In the event of requiring accommodation, Southwater Parish may have access to the Ghyll Community Centre, Southwater church hall and similar type buildings which may be used in an emergency. The Emergency Planning Co-Ordinator will make the necessary decisions on an as required basis.

Availability of the following items may be required/need to be considered:

Blankets, first aid equipment, clothing, bottled water, food, radio, camp beds, heaters, crockery & cutlery, toilet and washing facilities, firefighting equipment and care for pets.

Refer APPENDIX C3 for more complete listing of potential accommodation.

Alternative Communication Arrangements

In the event normal communications are disrupted, the Emergency Plan Team should make arrangements for alternative methods of communicating internally and externally of Southwater Parish. This may include access to walkie-talkies, amateur radio groups (for example, the Radio Amateurs' Emergency Network (RAYNET)). Communication may also consider door knocking as an option to communicate with the public and get the emergency services' messages across if it is possible to do this safely. The Community Emergency Planning Team should work with local authorities and the emergency services to ensure that any messages they are delivering to the community are consistent with those from the authorities.

Other Organisations & Emergency Services

The Emergency Services, contact details included in Appendix B, will normally provide most of the initial response. They will be supported by District and County Councils, Environment Agency, utility (Gas, water and electricity) companies and voluntary organisations. If there is any risk to life, contact the emergency services immediately on **999**.

Southwater Country Park Site Specific Emergency Plan

The Southwater Country Park Site lays within the Southwater Parish boundaries, however is operated and managed by Horsham District Council (HDC). HDC have prepared a specific Emergency Plan for Southwater Country Park which is excluded from this document and only referred to here.

APPENDIX A – Emergency Co-ordinator Meeting Agendas/Actions

| | <u>Actions</u> | <u>Complete?</u> |
|----------|---|------------------|
| 1 | Call 999 (unless already alerted). | |
| 2 | Ensure you are in no immediate danger. | |
| 3 | Contact the Community Emergency Group and meet to discuss the situation. | |
| 4 | Contact your local emergency responders to offer your assistance (if they have not already contacted you) and ask if there is anything specific they want you to do. Let them know how the situation is developing on the ground. | |
| 5 | Assess the situation with the Community Emergency Group and other key personnel (including local emergency responder representatives if possible). | |
| 6 | Agree actions and ensure each member of the Community Emergency group/volunteer knows what they will do. | |
| 7 | Meet regularly to see how the situation is developing, actions are progressing, and whether you need to reprioritise tasks or move resources around. | |
| 8 | Once the immediate actions have been completed and the situation starts to improve, start thinking about the recovery phase and the role of the Community Emergency Group can play in helping the community return back to their day-to-day life. | |

Southwater Parish Council Emergency Planning Team
Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation? *You might want to consider the following:*

Location of the emergency - is it near any of the following:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Non-English-speaking people.

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Clothing?
- Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

APPENDIX B - Emergency Contact List (Other Organisations)

Local Authorities

- Horsham District Council / <http://www.horsham.gov.uk>

To ensure effective communication between the Parish Councils, Horsham District Council and West Sussex County Council, single points of contact need to be established. For Horsham District Council the single point of contact will be the emergency planning officer, or (in his absence) another member of the community safety team ([contact details listed below](#)).

| Name & Role | Telephone | Mobile |
|---|--|------------------------------|
| (Emergency Planning Officer) Out of Office Hours : | 01403 215125 | 07801 900491 07801 900491 |
| Email: | Tony.Skelding@horsham.gov.uk | |
| (Community Safety Manager) | 01403 215173 | ----- |
| Email: | Sharon.Cadman@horsham.gov.uk | |

Outside Normal Hours please telephone HDC's switchboard on 01403 215100 and listen to the recorded message for call re-direction details. Alternatively call 07801 900491 out of office hours to contact the HDC Duty officer.

- West Sussex County Council / <http://www.westsussex.gov.uk>

| Name & Role | Telephone | Mobile |
|--|--|--------------|
| WSCC Switchboard | 01243 777100 | |
| WSCC Resilience & Emergencies Team Duty Officer | / | 03302 222400 |
| E-mail: | emergency@westsussex.gov.uk | |

Outside Normal Hours please telephone WSCC's switchboard on 01243 777100 and listen to the recorded message for call re-direction details.

- West Sussex County Council (Highways) / <http://www.westsussex.gov.uk>

| Name & Role | Telephone | Mobile |
|--|--|---------------|
| WSCC Highways Duty Officer Southern Area Office, BN13 3UR | 01243 777105 | Not available |
| E-mail: | Highways.southern@westsussex.gov.uk | |
| Other Info: | www.westsussex.gov.uk | |

Emergency Services

- Police / <http://www.sussex.police.uk>

| Name | Telephone | Mobile |
|-----------|-----------|--------|
| Emergency | 999 | |

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| | | |
|---------------|--------------|--|
| Non-emergency | 0845 6070999 | |
|---------------|--------------|--|

- Fire & Rescue Service / <http://www.westsussex.gov.uk>

| Name | Telephone | Mobile |
|---------------|--------------|--------|
| Emergency | 999 | |
| Non-emergency | 01243 786211 | |

- Ambulance Service / <http://www.secamb.nhs.uk/>

| Name | Telephone | Mobile |
|---------------|--------------|--------|
| Emergency | 999 | |
| Non-emergency | 01243 575781 | |

- Police Community Support Officers and Police Constable

| Name | Telephone | Mobile |
|---|--------------|--------|
| Southwater Police Station | 01273 475432 | |
| Sussex Police – Southwater Police Station | 01273 475432 | |
| Reporting Incidents of crime or anti-social behaviour | 101 | |

- Neighbourhood Wardens (not 24hrs)

| Name | Telephone | Mobile |
|------------------|---|--------------|
| Dominic Woodhead | | 07789 943193 |
| Jacque Cave | | 07789 943156 |
| E-mail | Southwater.Wardens@horsham.gov.uk | |
| Other Info: | https://www.southwater-pc.gov.uk/Neighbourhood-Wardens.aspx | |

- Environment Agency / <http://www.environment-agency.gov.uk>

| EA Service | Contact Details |
|------------------|-----------------|
| Flood line | 0845 9881188 |
| Incident Hotline | 0800 807060 |

APPENDIX C1 – Medical & First Aid Provision

Medical and First Aid

In the event of anyone in the community being injured or becoming ill, the normal facilities, e.g. local doctor and Sussex Ambulance (via 999), will initially be approached for assistance.

- Hospitals

| Name | Telephone | Postcode |
|--------------------------------------|---------------------------|----------|
| Worthing Hospital | 01903 205111 Ext 84215 | BN11 2DH |
| Horsham Walk in Centre (not 24hours) | 01403 227000 | RH12 2DR |
| St. Richards Chichester | 01243 788122 | PO19 6SE |
| Royal Sussex County Brighton | 01273 696955 | BN2 5BE |
| East Surrey Hospital (Redhill) | 01737 768511 | RH15 5RH |
| Crawley Urgent care centre | 01239 600300 ext 1441 | RH11 7DH |

- Doctors

| Name | Telephone | Postcode |
|-----------------------------|--------------|----------|
| Southwater Village Surgery, | 01403 730016 | RH13 9HQ |
| Riverside Surgery | 01403 264848 | RH12 1UD |
| The Courtyard Surgery | 01403 253100 | RH12 1AT |
| The Orchard Surgery | 01403 253966 | RH12 1PJ |
| The Park Surgery | 0844 815151 | RH12 1BG |
| NHS 111 | 111 | |

- Dentists

| Name | Telephone | Postcode |
|---|--------------|----------|
| Station Road, Southwater, West Sussex RH13 9HQ | 01403 730016 | RH13 9LA |
| Carfax Dental Practice | 01403 253696 | RH12 1EB |
| Holbrook Dental Practice | 01403 249456 | RH12 5JL |
| Blackhorse Way Dental Practices | 01403 254615 | RH12 1NU |
| The Causeway Dental Practices | 01403 252477 | RH12 1HE |
| The Corner House Dental Practice, | 01403 251015 | RH12 1HE |

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- Nurses

| Name | Telephone | Postcode |
|--|--------------|----------|
| Prime Care (Registered Nurses for Nursing Homes) | 01403 734011 | RH13 9DE |
| Southwater Village Surgery | 01403 730016 | RH13 9HQ |

- Pharmacists

| Name | Telephone | Postcode |
|--|--------------|----------|
| (Boots Pharmacy), 2 Lintot Square, Fairbank Road, Southwater, West Sussex RH13 9LA | 01403 730496 | RH13 9LA |
| Boots Chemist | 01403 253553 | RH12 1PP |
| Roffey Chemist | 01403 259417 | RH13 6AA |
| Day Lewis Denne Pharmacy | 01403 253943 | RH12 5PJ |
| Boots the Chemists | 01403 253053 | RH12 1HQ |
| Alliance Pharmacy | 01403 272518 | RH12 5JL |

- Community First Responders

| Name | Telephone | Postcode |
|------------------|-------------|----------|
| Mrs Angela Small | 07584502332 | TBA |

- First Aiders

| Name | Telephone | Postcode |
|---|--------------|----------|
| (St.John's Ambulance) | 01403 738187 | RH13 5DZ |
| All Staff at Doctors Surgery | 01403 730016 | RH13 9LA |
| Parish Council Office (has a defibrillator) | 01403 733202 | RH13 9LA |
| Southwater Junior School | 01403 730475 | RH13 9JH |
| Roundstone Caravan Park | 01403 730218 | RH13 9JG |
| Sony DADC (15 Personnel trained on Defibrillator/First Aid) | 01403 739600 | RH13 9YT |
| Southwater Community Police Office (Some volunteers trained in First Aid/Defibrillator) | 01403 734417 | RH13 9LA |
| Sports Club (Defibrillator) | 01403 730345 | RH13 9BT |
| The Ghyll (has a defibrillator) | 01403 733208 | RH13 9XZ |

If Ambulance has been called First Responders will be despatched by the Ambulance Service if appropriate. DO NOT call First Responders directly unless Ambulance Service cannot be reached. (But if responder is already there then they can deal with the situation and update the ambulance service)

APPENDIX C2 – Materials, Equipment & Resources

Materials, Equipment & Resources (Local Skills & Resources)

The following contacts may be able to assist the community during times of flooding, adverse weather, evacuation and other emergency situations.

- Mini-bus & transport services

| Service | Name & Contact Details |
|----------------------------------|---|
| Horsham District Council Minibus | Community Wardens have details |
| Horsham Age Concern | Lavinia House, Denne Road, Horsham, West Sussex |
| Horsham Dial a Ride | 01403 754206 |
| Middle Earth Minibus Company | 07962 243985 or 07748 243505 |
| ALBA Taxis | 01403 731718 |
| AAA 2 B Taxis | 01403 242424 |
| Sussex Coaches | 01403 741976 |

- Electricians

| Company | Name & Contact Details |
|-----------------------------------|---|
| The Power Man Electrical Services | 01403 733288 or 07885 081588 |
| Turners Electrical | 01403 738142 or 07890 609273 |
| Clarke Electrical | 01403 730152 or 07792412885 |
| Aphilian Electrical Services Ltd | 01403 731553 or 07988 983249 |
| E & B Electrical | 01403 731243 or 07970 828221 |
| R G Hards | 01403 731535 or 07808 508003. |
| P & P Electrical | 01293 510836 or 07768 940400. http://www.pandpelectrical.co.uk/ |

- Mechanics

| Company / Name | Contact Details |
|----------------------------------|------------------------------|
| Tanbury Ltd | 01403 733344 |
| Denton's Automotive Services Ltd | 01403 276226 or 07803 267764 |
| A Team Mechanics | 01403 791749 or 07787 556943 |
| New Street Garage | 01403 274060 |
| Henfield Car Centre | 01403 268305 |

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| | |
|---------------|--------------|
| Elite Garages | 01403 269694 |
|---------------|--------------|

- Tow trucks and vehicle recovery firms

| Company / Name | Contact Details |
|----------------------------------|--|
| Denton's Automotive Services Ltd | 01403 276226 or 07803 267764 |
| A1pha Recovery Ltd | 01293 910190 |
| Autocovery | 01293 415909 |
| Westbourne Motors | 08702 241073. www.westbournemotors.co.uk |
| Noble Motors | 01903 733917. www.nobleautos.co.uk |

- Tree services and certificated chainsaw operatives

| Company / Name | Contact Details |
|----------------------------|-------------------------------------|
| Tree Surgery | Jonathan Carter. Phone 07732 668518 |
| Simon Parsons Tree Surgery | 01403 731977 or 07767 456654 |
| Sutlieff Tree Services Ltd | 01403 254085 |
| Capel Tree Surgeons | 01403 730771 |
| Tree LC | 07788 847288 |
| Horsham Tree Surgeon | 01403 371980 |
| The Urban Surgeons | 07979 554950 |

- All terrain (4x4) vehicles

(Including Quad-bikes & Trailers / Jeeps & Domestic 4x4 vehicles)

| Resource | Name & Contact Details |
|-----------------|------------------------|
| Albourne | 01273 834689 |
| Tanbury Garages | 01403 733344 |

- Farm Assistance

| Resource | Name & Contact Details |
|------------------|--|
| Farm Equipment | Charmers Farm |
| Towing Equipment | Roundstone Caravan Park, Worthing Road, Southwater, RH13 9JG, Phone 01403 730218 |
| Snow plough | Godfreys Garage, Worthing Road, Southwater, RH13 9HA, Phone 01403 731755 |

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- Boats

| Name | Contact Details |
|-------------------------|---|
| Southwater Water Sports | Southwater Country Park, Cripplegate Lane Southwater, West Sussex RH13 9UN Tel: 01403 215256 or 01403 734424, Cafe - Tel: 01403 734607 |

- Fuel distributors

| Garage | Location |
|--------------------------------|---|
| Southern Counties | Phone: 0345 600 4006 |
| Local Fuels | Shortgate Business Park The Broyle Shortgate East Sussex BN8 6PH Phone: 01403 332128, 01444 221242 or 01825 840931 |
| Pricewatch Ltd T/A Local Fuels | Phone: 01293 221359, 01342776818 or 01825 840931 |

- Bottled gas & portable heaters

| Company | Location & Contact Details |
|-----------------------|---|
| Roundstone Caravans | Roundstone Caravan Park, Worthing Road, Southwater. Phone 01403 730218 |
| Raylands Park | Jackrells Lane, Southwater. Phone 01403 731822 |
| Shell Garage Hop Oast | Worthing Road Horsham By Pass, Horsham RH13 0AR Phone: 01403 739000 |
| Four Seasons Fuel Ltd | Four Seasons Farm, Coneyhurst, Nr Billingshurst, West Sussex RH14 9DG. Phone 01403 783379 |

- Generators

| Company | Location & Contact Details |
|-------------------|--|
| HSS Plant Hire | https://www.hss.com/hire/c/power/generators Call 0345 608 8811 Manor Royal Road, Crawley, RH10 9PY Tel: 01293 551115 7, The Broadway, Haywards Heath, RH16 3AQ Tel 01444 451613 |
| Brandon Tool Hire | Brandon Tool Hire Gatwick Crawley West Sussex(166) Unit 2, Royce Road Industrial Park, Fleming Way, Manor Royal, Crawley Gatwick, Crawley, West Sussex RH10 9NX T: 01293 577930 or 24/7 0871 2263885 |
| Brandon Tool Hire | Brandon Tool Hire Worthing West Sussex(60) 68-70 Broadwater Road Worthing, West Sussex Worthing, West Sussex BN14 8AG T: 01903 202212 or 24/7 0871 2263885 |

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- Local Transport Providers

| Name | Address including postcode | Telephone |
|--|---|--------------|
| Horsham Shop mobility | 41, Swan Walk, Horsham, RH12 1HQ | 01403 249015 |
| Horsham Community Transport | Lavinia House Dukes Square, Horsham, RH12 1GZ | 01403 754206 |
| The Southwater Neighbourhood / Community Network | https://www.southwaterneighbournetwork.org/contact-southwater-neighbour-network/ | 07766 088967 |

- Water distribution equipment

| Type of Equipment | Address / Location |
|--|--------------------|
| Mobile Water Bowsers, Tanks and Tankers | |
| HSS Hire | 0345 6088811 |
| Winner Tools | 01903 230906 |
| Water direct | 0345 3451725 |
| Tardis | 0800 7310589 |
| CHF Supplies | 01995 670888 |
| Pumps | |
| Winner Tools | 01903 230906 |
| SLD Pumps & Power | 08700 685547 |
| Andrews Sykes | 0800 211611 |
| HSS Hire | 0345 6088811 |
| Tardis | 0800 7310589 |
| Southwater Parish Council (Water Pump) | 01403 733202 |

- Hygiene & Sanitation

| Sites for Communal Toilet Facilities | Key Holder | Telephone |
|--------------------------------------|------------|---------------------|
| Portakabin LTD | | HIRE: 0845 004 2643 |

| Sites for Parish Rubbish Pits/Tip | Key Holder | Telephone |
|-----------------------------------|------------|--------------|
| Hop Host | | 01403 732497 |

| Location of Sewage farm & operating generator | Key Holder | Telephone |
|---|------------|-----------|
| Off A24 between Southwater and Tesco's | | |

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- Animal health services

| Resource | Name & Contact Details |
|------------------------------|-----------------------------------|
| RSPCA | 0990 555 999 |
| Downslink Veterinary Surgery | 01403 732219 |

- Sandbags

| Store / Supplier | Address including Postcode | Telephone |
|------------------------------------|---|------------------|
| Builder Centre | Crawley Road, Horsham | 01403 216700 |
| Bunnings (Previously Homebase Ltd) | Broadbridge Heath Retail Park | 01403 217653 |
| Builder Centre | Conway Street, Hove | 01273 778778 |
| Travis Perkins | 60 Beaconsfield Road, Brighton | 01273 570761 |
| Travis Perkins | 1 Trafalgar Lane, Brighton | 01273 620760 |
| B & Q | Lewes Road, Brighton | 01273 679926 |
| Jewson's | 77 North Street, Brighton | 01273 411843 |
| Builder Centre | 86 Junction Road, Burgess Hill | 01444 232727 |
| Covers | Fairfield Road, Burgess Hill | 01444 233358 |
| Focus Do It All | 255/269 London Road, Burgess Hill | 01444 871866 |
| Jewson's | Bensly Sawmills, Cuckfield Road, Goddards Green | 01444 241555 |
| Travis Perkins | Malthouse Trading Estate, Brighton Road, Shoreham | 01273 870000 |
| B & Q | 43/61 Brighton Road, Shoreham | 01273 463423 |
| Bunnings (Previously Homebase Ltd) | Holmbush Farm Retail Park, Shoreham | 01273 871403 |
| M Kennedy | Pendean, Westergate Street, Westergate | 01243 543530 |
| Builder Centre | Dominion Road, Worthing | 01903 234848 |
| Travis Perkins | Long Furlong Road, Clapham Common | 01903 871224 |
| B & Q | Lyons Way, Worthing | 01903 821104 |

APPENDIX C3 – Useful Premises & Local Catering Services

- Possible locations for community emergency accommodation

(All accommodation listed below has running water and toilet facilities)

| Building Name | Address | Telephone |
|------------------------------|---|--------------|
| The Ghyll | Pevensey Road, Southwater, West Sussex RH13 9XZ | 01403 733202 |
| The Laurie Apted Building | Church Lane | 01403733202 |
| Southwater Village Hall | Church Lane, Southwater, West Sussex | 01403 733954 |
| Beeson House | 26 Lintot Square, Fairbank Road, Southwater | 01403 733202 |
| Easteds Barn | Easteds Lane, Southwater | 01403 733202 |
| Christ Hospital School | Christs Hospital, RH13 OYP | 01403 211293 |
| Holy Innocents Parish Church | Church Lane | 01403 218076 |

- Other accommodation resources within the local area

(Please include B&B, hotel and hostel accommodation)

| Building Name | Address | Telephone |
|----------------|---|--------------|
| Premier Inn | 57 North Street, Horsham, RH12 1RB | 0871 5278526 |
| Travelodge | Worthing Road, Exchange House, Horsham RH12 1SQ | 0871 9848484 |
| Cisswood House | Sandygate Lane, Lower Beeding, Horsham RH13 6NF | 01403 891216 |
| South Lodge | Brighton Road, Lower Beeding, Horsham RH13 6PS | 01403 891711 |

- Emergency catering & food stores

(Includes take-a-ways, pubs, supermarkets, bakers etc. ...)

| Shop/Supplier | Address / Location | Telephone |
|------------------------|--|------------------------------|
| The Bax Castle | Two Mile Ash, Southwater | 07776 118500 |
| The Sports Club | Church Lane, Southwater | 01403 730345 |
| The Topsy Fox | Worthing Road, Southwater | 01403 733009 |
| The Hen & Chicken | Worthing Road, Southwater | 01403 730349 |
| The Lintot Pub | Lintot Square, Fairbank Road, Southwater | 01403 738425 |
| The Boars Head | Worthing Road, Horsham | 01403 267268 |
| The Co-Operative Store | Lintot Square, Fairbank Road, Southwater | 01403 734877 |
| Budgens | Worthing Road, Southwater | 01403 730392 01403 738225 |

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| | | |
|----------------------------------|--|--------------|
| The Capital Chinese/Fish & Chips | Lintot Square, Fairbank Road, Southwater | 01403 730266 |
| The Little Tea House | Lintot Square, Fairbank Road, Southwater | 01403 738111 |
| Haldi | Lintot Square, Fairbank Road, Southwater | 01403 738236 |
| Diamond Cuisine | Worthing Road, Southwater | 01403 731124 |
| The Ghyll | Pevensey Road, Southwater | 01403 733208 |

APPENDIX C4 – Transport Routes, Communication Black Spots, Emergency Landing Zones & Neighbouring Parishes

- Main transport routes into and running through the community

| Road Name | Road Number | Direction |
|---------------------------|-------------|--|
| Southwater Village | | |
| London Road Bypass | A24 | North / South |
| Worthing Road | B2237 | North / South |
| Church Lane | | East / West, originating / ending Southwater Village |
| Southwater Street | | West / East, originating / ending Southwater Village |
| Hamlets | | |
| Christ Hospital Road | | East / West through Christ Hospital |

- 'Black spots' for mobile phones and VHF radio (if known)

| Road Name | Description |
|------------|-------------------------------|
| Southwater | Generally Poor Reception Area |

- Potential locations for helicopter landing zones

(Area must be clear of trees, buildings, power lines and other vertical obstructions)

| Landing Zone | Address |
|---|--|
| Blakes Farm Road | By Southwater Street Bridge |
| Castlewood School, Castlewood Road | School Playing Field |
| Charlock Way | Open Green Space |
| Church Lane | Green Fields |
| Infant/Junior School, Worthing Road | School Playing Field |
| Larkspur Way | Open Green Area (needs further evaluation) |
| Nutham Lane | Open Green Space |
| Southwater Country Park off, Stakers Lane | Open Green Space |
| The Ghyll, Pevensey Road | Open Green Space |
| | |

- Neighbouring Parishes

| Neighbouring Parish | Telephone | E-mail |
|---------------------|--------------|------------------------------------|
| Broadbridge Heath | 01403 785864 | clerk@broadbridgeheath-pc.gov.uk |
| Itchingfield | 01403 731596 | jancritchley@itchpc.freemove.co.uk |
| Nuthurst | 01403 781798 | nuthurstparishclk@btinternet.com |
| Shipleigh | 01403 741329 | Shipleigh-pc@virgin.net |

APPENDIX D – Flood Plan

This Flood Plan has been developed in the event of flooding in Southwater Parish. It should be read in conjunction with the Southwater Parish Emergency Plan.

This flood plan is a guide for the Emergency Co-ordinator to provide support to Southwater Parish residents and identify potential a representatives within the community who may be able to provide assistance.

Flood Risk Areas

Below is a list of identified potential flood location in the Southwater Parish including potential flood source.

| Location | Source |
|--|--|
| Castlewood Road | Balancing Pond |
| Hazel Close | Balancing Pond |
| Larkspur Way | Balancing Pond |
| Pond Farm Ghyll | River tributary in severe weather conditions |
| Porchester Way | Extreme weather conditions |
| Roman Lane and Cedar Drive | Run off rain water from new developments |
| Church Lane, Cock Inn Pub, Worthing Road, Station Road, Little Bridges Close, Lakeside Drive | Extreme weather conditions. Little Bridges Close is a known low lying area |
| Station Road, Christ Hospital | Vehicles parking on street drains |
| Cripplegate Lane by old Bridge | Extreme weather conditions. Defective/inadequate drainage |
| Downslink/ Rose Cottage/ Railway | Extreme weather conditions |

Flood prevention

With careful planning, prevention can possibly reduce the impact of flooding. Below is a list of high level flood preventions. This list is not exhaustive and additional preventions may be required depending on a particular situation. The Emergency Co-ordinator may implement further flood preventions in other events.

- Ensure HDC and WSCC perform regular inspections of known blockage sites especially prior to heavy rain warnings.
- Ensure Southern Water are alerted prior to heavy rain warnings. This is in relation to extensive development in Southwater in recent years.
- Encourage residents to improve home flood defences. This is particularly important to riparian households (those properties on embankments).
- Work with local emergency responders to help with distribution of flood warnings and any evacuation and rest centre establishment required.
- Inspect soil and tree conditions prior to and after heavy rain, snow and high winds.

Flood action

Sensible precautions should be taken to avoid risk to life by rising flood waters, and exposure to health risks, for instance due to pollution of the foul sewer system. It is the responsibility of individual householders to take whatever preventive measures they consider necessary to avoid damage to their property in the event of a flood.

The Emergency co-ordinator will assess the situation from the respect of SPC actions on a case by case basis.

Local action may include:

- Moving valuable or perishable items (including insurance policies and other personal documents) upstairs or otherwise out of reach.
- Move to a safe area if life is at risk.
- Prevent water from entering property if possible, either by using sand bags, blocking air bricks etc.
- Switch off electricity and gas supplies at mains.
- Move vehicles to higher ground, but in a place which is unlikely to hinder emergency vehicles or be a nuisance to local residents.
- Move valuable possessions above areas liable to be flooded.
- Ensure insurance policy includes adequate flood damage cover.

Flood warnings and Flood Plan activation triggers

The Environment Agency's (EA) Local Flood Warning Plans provide details of flood warning arrangements for specific areas. The EA will issue Flood Watch messages when:

- Flooding of low-lying land is expected
- Flood Warnings when flooding of homes and businesses is expected
- Severe warnings when there is extreme danger to life and property
- All-Clear messages when earlier warnings are no longer in force in the area

Residents can register to receive flood warnings by visiting the Environment Agency website. During a flood, information is also available from the Environment Agency's website.

Following periods of heavy rain it will be necessary to monitor trash screens for debris.

Notification to the Environmental Agency either directly or via the Emergency Co-ordinator should follow any identification by Southwater residents. Subsequent investigation by the Emergency Co-ordinator may trigger the "WhatsApp Alert".

Shelter for those impacted by flooding

Once the activated, the Emergency Co-ordinator may require "rest centres" or temporary shelter for those evacuated from damaged property or property deemed to be unsafe by Emergency Services or higher authorities. The Emergency Co-ordinator may refer to APPENDIX C3 for a list of "Useful Premises & Local Catering Services" to assist.

Currently the County Council will assist with the transport to "rest centres".

Flood Roles & Responsibilities

Environment Agency

- Issue Flood Warnings
- Receive and record details of flooding incidents
- Monitor the situation and advise other organisations
- Deal with emergency repairs and blockages on main rivers, arterial watercourses in Southwater Parish and own structures
- Respond to pollution incidents
- Advise on waste disposal issues
- Issue warnings when there is a risk of flooding occurring; alerting those who have registered, in areas where the service can be provided.

County Council

- Co-ordinate emergency arrangement
- Maintain safe conditions on the roads
- Put flood warning signs on the highway
- Organise road closures and traffic diversions
- Clear blockages on highway drainage systems - blocked road channels and gully gratings, storm debris
- May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system
- Assist with providing transport for evacuees to rest centres.

District Council

- Co-ordinating role for own area
- Flood warning dissemination (by local agreement with Environment Agency)
- Emergency assistance (Civil Contingencies Act 2004) — Provide sandbags to houses at imminent danger of flooding
- Clear blocked watercourses (Land Drainage Act powers)
- Environmental health issues — pollution
- Blocked road channels and gully gratings — routine street cleaning only
- Emergency planning support groups
- Waste and debris removal

Parish Council

- Flood warning dissemination (by local agreement with Environment Agency)

Fire and Rescue Service

- Rescue
- Respond to all emergency incidents as required
- Assist the populace where a need is identified and the use of Fire Service personnel and equipment is relevant

Water Companies

- Emergency over pumping or tankering at pumping stations
- Clearing blockages in public sewers
- May take action to protect property from flooding by water from the public water mains or discharges from the public sewerage systems

Electricity, Gas and Telecommunication Companies

- Attend to emergencies relating to their service at properties putting life at risk as a result of flooding
- Attend to flooding emergencies at their own serviced installations

Large Industrial Companies

- Protect own premises and installations
- Source of resources which could be hired

Property Owners

- Move to a safe area if life at risk
- Prevent water from entering property if possible
- Switch off electricity and gas supplies at mains
- Move valuable possessions above areas liable to be flooded

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- Consider developing flood plans, moving their vehicles to a higher level
- Call 999 if there is a need to be evacuated
- Only switch of gas and electricity if the property is not flooded and it is safe to do so
- Collect together essential items such as medication, blankets, baby food, nappies, torch and batteries, bottled water and food when there is a risk of flooding.

Refer the following websites.

Environmental Agency - <https://www.gov.uk/government/organisations/environment-agency>

West Sussex County Council -

https://www.westsussex.gov.uk/media/1595/local_flood_risk_management_strategy.pdf