



To All Councillors on the Finance & General Purposes Committee,

You are hereby summoned to attend a Meeting of the Finance and General Purposes Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on TUESDAY 21 February 2023, at 7.30pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.

G.C. Burt
Clerk to the Council

15 February 2023

AGENDA

1. Chairman's Announcements
2. Apologies for absence.
3. To Receive Declarations of Interest and notification of Changes to Members' Interests.
4. Public Session.
5. Minutes of the meeting held on 25 January 2023, previously circulated; to confirm and sign as a correct record.
6. Matters Arising – not separate agenda items.
7. To approve payments and note any receipts for January 2023 - Appendix **A**.
8. To note Current and Reserve bank reconciliation to 31 January 2023 - Appendix **B**.
9. To note Bonus Saver Reserve bank reconciliation to 31 January 2023 - Appendix **C**.
10. To ratify reappointment of current IT services provider – Appendix **D**.
11. Grants
 - a. To consider request from BSRA for funding for drainage works at Jubilee Fields to improve pitch drainage - Appendix **E**.

(CIL overview – Appendix **F**)

12. To consider request for support for speed reduction on A29 through Five Oaks - Appendix G. (Note. Traffic Regulation Order [TRO] request since submitted.)
13. To consider level of insurance cover for properties following recent revaluation - Appendix H.)
14. To consider taking forward Emergency Plan - Appendix I.
15. Any other matters for information only.
16. Date of Next Meeting – **Wednesday 29 March 2025**

Committee Members: BB, PB, RM, **KP**, EB, DH, **CG**, PD

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

APPENDIX A

Date: 10/02/2023

Billingshurst Parish Council Current Year

Page 1

Time: 14:44

Current Bank A/c

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2023	Sussex Land Services	SO	2,328.11		GM Dec 2022
03/01/2023	Screwfix Direct Ltd	DD	34.32		Various ironmongery
03/01/2023	Netcom IT Solutions	DD	336.60		IT support
03/01/2023	Netcom IT Solutions	DD	224.35		Phone calls etc
03/01/2023	Horsham DC	DD	124.00		Bin emptying
09/01/2023	Netcom IT Solutions	DD	2,903.04		IT support
10/01/2023	Colin Ellis	013238	31.48		Key cutting
10/01/2023	West Sussex County Council	013239	19,319.07		Salaries - Dec 2022
10/01/2023	Rynat Ltd	013240	720.00		Play area annual inspections
10/01/2023	Southern Electric	013241	249.68		Street furniture energy
10/01/2023	Mulberry & Co	013242	48.00		Cllr training
10/01/2023	Greg Burt	013243	13.95		Xmas window trophy engraving
16/01/2023	A272 Design	SO	568.86		TWEET advert
16/01/2023	Southern Water	DD	32.58		83a High St water
17/01/2023	Restream Inc.	CARD	16.15		Streaming service
17/01/2023	Siemens Fin Serv	DD	266.54		Office copier lease
17/01/2023	Netcom IT Solutions	DD	336.60		Netcom IT Solutions
18/01/2023	Horsham DC	DD	132.00		Bin emptying
18/01/2023	Horsham DC	DD	163.50		Bin emptying
18/01/2023	Horsham DC	DD	49.50		Bin emptying
23/01/2023	EE & T Mobile	DD	27.34		Mobile phones
23/01/2023	Engie Gas Ltd	DD	227.43		83a High St. Gas
24/01/2023	Billingshurst Comm. & Conf. Ce	013244	1,252.46		Parish office Q3 utilities
24/01/2023	Greg Burt	013245	21.00		x2 HV vest for L/Wardens
24/01/2023	Brady Corp. Ltd	013246	42.36		Over trousers for L/W
24/01/2023	Deacon Crickmay Asset	013247	20.00		Cont to Xmas lights energy
24/01/2023	Aurac Sound & Vision Ltd	013248	20.00		Cont to Xmas lights electric
24/01/2023	Parkfield Retail Limited	013249	20.00		Cont to Xmas lights electric
24/01/2023	Fowlers Estate Agents	013250	20.00		Cont to Xmas lights electric
24/01/2023	Meadows Wellbeing	013251	20.00		Cont to Xmas lights electric
24/01/2023	Hayman Hospitality Ltd	013252	20.00		Cont to Xmas lights electric
24/01/2023	ICA Electrical Contractors Ltd	013253	834.00		Electrical wk - NWs office
24/01/2023	Light Angels Ltd	013254	18,400.45		Xmas lights 2023
25/01/2023	ALE Bus Machines	DD	52.27		Copier charges
30/01/2023	OVO Energy	DD	112.00		83a High St. Electricity
31/01/2023	Lady V	CARD	14.98		Coffee Mate
31/01/2023	Caboodle Office Supplies Ltd	CARD	51.55		Place name plates
31/01/2023	NatWest	BACS	18.20		Bank charges
31/01/2023	Sussex Land Services	SO	2,328.11		GM Jan 2023
31/01/2023	Netcom IT Solutions	DD	224.35		Phone charges
Total Payments			51,624.83		

Cash Received between 01/01/2023 and 31/01/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
13/01/2023	Billingshurst CCC	102554	BCCC - various	8,982.67
06/01/2023	BSRA	102554	Ins. cont 22-23	1,250.00
12/01/2023	Deacon Crickmay	BACS	JM Cleaning Dec 2022	853.34
27/01/2023	Deacon Crickmay	BACS	JM cleaning - Jan 23	1,066.68
11/01/2023	Fowlers Letting Ltd	BACS	Flat rent 83a High St	858.80
31/01/2023	HMRC	BACS	VAT rebate Q3	5,115.88
23/01/2023	Horsham District Council	BACS	Reim/Coun Tax b 4 occupation	998.41
30/01/2023	JC Miles	BACS	Utilities reimb. 83a/Flat	1,426.89
31/01/2023	NatWest	BACS	Bank interest	141.63
Total Receipts				<u>20,694.30</u>

APPENDIX B

Date: 10/02/2023

Billingshurst Parish Council Current Year

Page 1

Time: 14:41

Bank Reconciliation Statement as at 31/01/2023 for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/01/2023	495	100.00
Business Reserve Account	31/01/2023	339	156,575.37
			<u>156,675.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
19/12/2022 013236	Billingshurst Scout-Guide Assn	1,000.00	
10/01/2023 013241	Southern Electric	249.68	
10/01/2023 013243	Greg Burt	13.95	
24/01/2023 013244	Billingshurst Comm. & Conf. Ce	1,252.46	
24/01/2023 013245	Greg Burt	21.00	
24/01/2023 013246	Brady Corp. Ltd	42.36	
24/01/2023 013247	Deacon Crickmay Asset Manageme	20.00	
24/01/2023 013248	Aurac Sound & Vision Ltd	20.00	
24/01/2023 013249	Parkfield Retail Limited	20.00	
24/01/2023 013250	Fowlers Estate Agents	20.00	
24/01/2023 013251	Meadows Wellbeing	20.00	
24/01/2023 013252	Hayman Hospitality Ltd	20.00	
24/01/2023 013253	ICA Electrical Contractors Ltd	834.00	
31/01/2023 CARD	Lady V	14.98	
31/01/2023 CARD	Caboodle Office Supplies Ltd	51.55	
			<u>3,599.98</u>
			153,075.39
<u>Receipts not Banked/Cleared (Plus)</u>			
01/01/2023 102554		1,250.00	
13/01/2023 102554		8,982.67	
			<u>10,232.67</u>
			163,308.06
	Balance per Cash Book is :-		163,308.06
	Difference is :-		0.00

APPENDIX C

Date: 07/02/2023

Billingshurst Parish Council Current Year

Page 1

Time: 14:49

Bank Reconciliation Statement as at 31/01/2023 for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Bonus Saver Account	31/01/2023	114	186,901.47
			<u>186,901.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,901.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,901.47
		Balance per Cash Book is :-	186,901.47
		Difference is :-	0.00

APPENDIX D

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

TUESDAY 21 FEBRUARY 2023

IT CONTRACT

REPORT BY CLERK

FOR DECISION

Last Autumn the Interim Internal Audit report included the following recommendation:

I note that the IT contract has not been retendered for a number of years.	The Council should consider retendering this contract
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I did explain to the Internal Auditor that to change contractor would involve significant upheaval and cost, even more so since the Council awarded the new telephone contract in 2021 to the said IT provider, with telephones now using the IT network instead of phone lines as previous which are being phased out. He responded that the Council could choose to not go out to tender, but the Council should have a minuted record of such decision.

The Council's Financial Regulations 11.1d) state

When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

The Committee is invited to recommend to Council that the existing IT support contract with Netcom IT Solutions be continued, and that no tenders be sought, as the Council is very satisfied with the existing level of service and the work involved to dis-aggregate the IT contract from the phone contract would be disproportionate to any potential savings.

APPENDIX E



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	BSRA.
2.	Name, Address and Position of Contact in Organisation	MARK BETTS - ACTING CHAIRMAN BILLINGSHURST
3.	Telephone Number of Contact	DAYS - (WORK)
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No
5.	Amount of grant requested	£ 4895.00
6.	For what purpose or project is the grant requested?	DRAINAGE ISSUE AT JUBILEE FIELDS. WORKS TO SORT DITCHES TO OVERCOME FLOODING ON TRIM TRAIL PATH AND BOTTOM OF MAIN FOOTBALL PITCH.
7.	What will be the total cost? (See 4i & ii of T&Cs)	£ 4895.00.
8.	When will the money be spent?	STRAIGHT AWAY IF WE ARE LUCKY ENOUGH TO GET IT.
9.	Who will benefit from the project?	BILLINGSHURST FOOTBALL CLUB BILLINGSHURST YOUTH F.C. BILLINGSHURST VETS F.C. ANY PERSON USING THE TRIM TRAIL + BILLINGSHURST ANGLING CLUB.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	60 to 70 for the football clubs are locals. fishing? NOT SURE HOW TO GUESS AT THE WALKERS BUT MUST BE A LOT.

Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Billingshurst Sports & Recreation Association

c/o Mark Betts

Billingshurst Parish Council, Roman Way, Billingshurst RH14 9QW.

3rd August 2023.

Dear Greg,

This letter accompanies a grant application on behalf of Billingshurst Sports & Recreation Association in the hope of getting funding for some much need drainage work at Jubilee Fields.

As you know, I submitted a report back in 2021 and we're still suffering the same issues today so we're applying for financial help from the Parish Council that will allow us to rectify the main problem which is the constant flooding to the bottom end of the main football pitch and the trim trail between the pitch and the fishing lake.

All the water across the whole site is carried in ditches and ends up in the bottom corner by the culvert near the Penstock valve and this is where the main issue is as it can't get away.

I've attached a copy of the original drainage report as this details the issue and we've submitted the 3 quotes as required and confirm our preferred contractor is Surrey Sports Turf Management Ltd who helped compile the report.

They have given us guidance as to how to move forward with the pitch but we can't do anything further until we can successfully get the water away from the site.

On the application form I've estimated the number of Billingshurst parish members (players) from the various football clubs who will benefit from the main pitch improvements but that doesn't include locals who come down to watch and I have no idea on the number of walkers from the parish who would benefit from the trim trail not being underwater but it must be in the hundreds. The other beneficiaries would be BSRA members and their associates, visiting clubs and members of the public who would have access to the facilities in the club on match days during the winter.

The BSRA are thankful of all the help the Parish Council has given us of late but with the facility being closed on many occasions over the past few months, we've had no revenue stream to help pay the bills and we're eating into our funds so we need to do all we can to get the facility open as much as possible and games called off because of flooding to the bottom end of the pitch doesn't help.

I hope the council consider our application favourably and if you need any further information, please contact me by email or phone, details given at the top of this letter.

Yours faithfully,

Mark Betts,
Acting Chair of BSRA.

Jubilee Fields Drainage Issues.

Listed below are the basic issues with the drainage at JF that effects the main football pitch and Trim Trail. It's an issue that needs addressing quickly and we need help from the council as we can't move forward without this being sorted.

1. All the drains across the whole site lead to the bottom corner by the lake and that's the main issue as it's that area where the water doesn't/can't get away.
2. The ditch at the bottom between the trim trail and lake never drains and is silted up, hence why it overflows onto the trim trail and pitch.
3. The ditch between the cricket and football pitch is silted up and has rushes growing in it, despite the fact we've cleaned it out a few times. We've now dug this out and it's working well.
4. The ditch beside the car park and main pitch is silted up and doesn't run well.
5. The main ditch on the far side seems to work well and runs freely until it hits the bit where it's piped into a culvert at the bottom corner. The connecting ditch that should take the water away and across the fields is both blocked and silted up for some distance.
6. Oddly, the bottom ditch goes into a pipe that goes under the Penstock valve but water doesn't flow through it and if you try to rod it, a rod will only go in about 1 metre. A smaller pipe has been installed beside it but this doesn't work either. The water should discharge into the ditch between the lake and Mrs Paines field and that ditch joins up with the ditch at the rear of the fishing lake. Any water collected should then go into a pipe and across Mrs Paines field but it can't as the pipe is blocked and the ditch silted up. A further issue is that the pipe going through the field has collapsed but Toby from Surrey Sports Turf has confirmed the fall from the ditch to the collapse in the pipe should be enough for it not to cause us an issue.
7. The drainage system for the pitch goes into a pipe that should discharge into this same ditch so suffers the same fate of not being able to get away and across the field.
8. The fishing lake level should be regulated by the outlet over the back but the flow is blocked with reeds and silt and that causes the lake level to rise. The inlet is also partly blocked.
9. The Penstock valve should regulate the water flowing into the lake and if there's too much going through, it should be shut off and the water then diverts back to the culvert and into the ditch that follows the footpath that runs from JF and goes across the fields towards Rowner. See note 5 as this doesn't happen.

The conclusion is that until we find a solution of getting the water away from these areas, the trim trail will always flood and the main football pitch will be unusable in the wet, winter months.

Kev Tilley has spoken to the fishing club and they are happy to drop the level of the lake a little if it helps but until we get the main water away, the problem will persist.

I took a video from the football stand roof at the end of last season and you can see the long term effects of the water damage at the bottom end of the pitch and despite all our efforts, it's now in the worst condition it's ever been in.

Until we find a solution, we're throwing good money after bad as any amount of sand banding or top dressing we intend to do on the pitch won't cure the problem and I refer to the report from AMS who basically said major work is necessary. The FC can go for funding on the pitch issues and we'll need to put an amount towards it but it remains a pointless exercise until the main issues listed are addressed.

From the football side, we're keen to get moving on this ASAP but it's over to the council now for their decision.

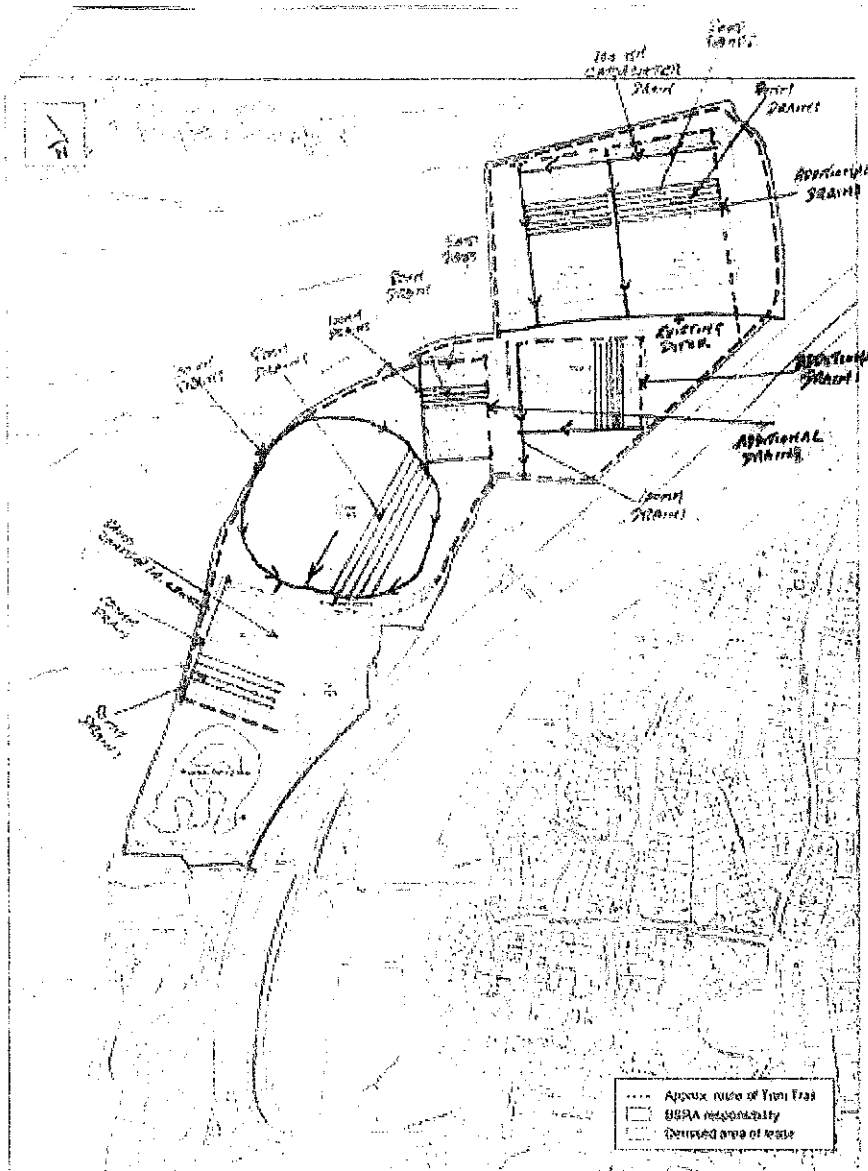
I'm happy to forward the video and any pictures showing the general pitch condition after an amount of rain.

I'm also happy to talk over any issues or walk over JF and point out where the particular problems are.

Here's hoping this will help drive the issue to the front of any proposed work the council have in mind at JF.

Kind regards.

Mark.



Billingshurst Sports & Recreational Association

Bank Balance as of 1st April 2020 **£ 2,501.74**

Income	
Bar	£ 23,589.04
Grants / Donations	£ 23,322.00
Club Hire	£ 5,765.50
BSRA Membership	£ 4,760.00
Fireworks Fund	£ 1,007.56
Clothes Bank	£ 230.46
Income Total	£ 58,674.56

Expenses **£ (39,111.97)**

Balance of Bank Account £ 22,064.33

Purchases:	
Bar Stock	£ 14,074.41
Expenses:	
Electric Bills	£ 4,624.55
Water (Business Stream)	£ 3,482.42
Telephone/Internet/TV	£ 3,034.30
Wages	£ 2,305.00
Insurance (Premises)	£ 2,217.40
Maintenance (Clubhouse)	£ 1,453.46
Alarm System	£ 1,267.40
Equipment (eg) Ipad/Vacuum	£ 1,015.95
Grounds Maintenance	£ 1,000.00
Cleaning	£ 1,000.00
Machinery Charges	£ 982.26
Horsham District Council	£ 612.00
Fuel (Oil)	£ 462.00
Card Machine Charges	£ 301.87
Sundry	£ 279.95
Machinery Insurance	£ 261.12
Covid Expenses	£ 221.72
TV Licence	£ 157.50
Accounts Fees	£ 156.00
Diesel	£ 133.35
Fire Safety	£ 69.31

Signed:

Treasurer: **ZM STONE**

Date: **03/02/22**

*I certify that these accounts
are in accordance with the
bills and other receipts and invoices
presented to me*

Date: **31/2/22.**

Billingshurst Parish Council				
Community Infrastructure Levy (CIL)				
The Parish Council is obliged to publish details of any CIL monies received in each financial year, and what it has been spent on.				
Year received	Amount received	Spent on.....	Amount spent	Balance
2018-19 (1 April 2018 - 30 Sept 2018)	2,964.79	Resolving surface water drainage issue to rear of Billingshurst Centre.	1,575.00	
2018-19 (1st Oct 2018 - 31 March 2019)	5,157.92	Perch seat at Manor Fields Play Area	380	
		Install above	98	
		Community Notice Board in Library Car Park	880	
		Sign for above	15	
2019-20 (1st April 2019-30 Sept 2019)	42,483.59	New kitchen at Women's Hall	11,695.24	
		New kitchen at Women's Hall (remaining amount)	1,304.76	
		Two new planters in High St	684.5	
		Xmas Lights power supply	2,760.53	
		New trees on highway	4,050.00	
		Living roof on bus shelter	608.97	
		Cont. to new play area at Dauxwood Pre-School	5,000.00	
2019-20 (1st October 2019-31 March 2020)	23,287.31			
		Water bowser	559	
2020-21 (1st April 2020-30 Sept 2020)	£35,997.11			
		New Litter Wardens base r/o BCCC (Pre works prof fees)	8,664.24	
		New Litter Wardens base	47,711.50	
		New Litter Wardens base	35,284.23	

			Improvements to FP Lordings Road	2,225.00		
2020-21 (1st October 2020-31 March 2021)		£35,997.11				
		£2,054.35				
			Additional drainage works to Trim Trail / path at Jubilee Fields.	820.00		
			Prof fees relating to the above.	270.30		
			Investigation into failure of concrete base at Natts Lane Skate Park	2,129.19		
			Investigation into failure of concrete base at Natts Lane Skate Park	3,651.73		
			Perch seat at Cleveland Gardens	487		
			Install above	115		
2021-22 (1st April 2021-30 September 2021)		£28,765.22	Wakoos - cont to replacement safety surfacing.	1,000.00		
			Further improvements to Women's Hall	2,000.00		
			Support for BSRA projects: Clubhouse floor	3,600.00		
			Support for BSRA projects: Heating imps	3,595.24		
			Support for BSRA projects	15,735.46		
2021-22 (1st October 2021-31 March 2022)		17,572.16	Further improvements to Women's Hall	3,000.00		
			Installation of new window in NW's Office: Planning fee	257.83		
			Installation of new window in NW's Office: Planning work	650.00		
			Installation of new window in NW's Office. Works Part 1	1,752.00		
			Installation of new window in NW's Office, electrical works	695.00		
			Installation of new window in NW's Office, residue of budget	1,645.17		
			Purchase replacement bollards at Adversane Green	4,698.00		

		Install replacement bollards at Adversane Green	1,350.00		
		x3 replacement benches at SRCG - supply	2,224.26		
		x3 replacement benches at SRCG - install	224.70		
2021-22 (1st April 2022-30 September 2022)	41,505.33	Replacement height barrier - Jubilee Fields	4,604.76		
		Electricity supply - Men's Shed	£5,446.70		
		Imps. to Billingshurst Centre	£10,197.37		
		Imps. to Billingshurst Centre	£21,195.00		
		Drainage works at Jubilee Fields	£2,830.00		
		Replace bollards at Adversane Green - Phase III	£6,048.00		
		Install fire protection in loft at Billingshurst Centre	£3,273.63		
	235,784.89		226,992.31	8,792.58	
As at 25/11/2022					
Red text indicates yet to be paid/received.					

APPENDIX G.

Billingshurst Parish Clerk

Subject: FW: Make Five Oaks 30

-----Original Message-----

From: James Drake

Sent: 19 October 2022 08:22

To: Council <council@billingshurst.gov.uk>

Subject: Make Five Oaks 30

Morning,

Morning,

I have recently started a campaign to make our village 30mph, I have spoken to the council and the first thing I need to do is get support from yourselves.

Five Oaks is a built up residential village with a main road running through it, there are narrow pedestrian foot paths either side of the road and the speed limit is 40mph,

This is far too fast for the area being a village and very dangerous for the pedestrians walking along the path to their homes.

Compared to all of the surrounding villages nearby, five oaks has the fastest speed limit and has the smallest walk ways.

Would you be able to show support for campaign so an updated review be carried out to keep the community of five oaks safe when near the road way?

The roads going through Five oaks are Horsham Road A264 & Stane Street A29.

Many Thanks

James Drake

APPENDIX

H

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

TUESDAY 21 FEBRUARY 2023

PROPERTY VALUATIONS FOR INSURANCE PURPOSES

REPORT BY CLERK

FOR DECISION

Last Autumn the Interim Internal Audit report included the following recommendation:

Building revaluations were last carried out in 2018.	I have suggested that this should be discussed with the insurer, to verify that the most recent revaluation is sufficiently recent to maintain full insurance cover.
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The insurer responded thus:

There is no specific, written requirement for buildings to be revalued for the cost of reinstatement but insurers and we as brokers do strongly recommend it. We used to recommend at least every 3 years but if your valuations are dated 2018 they are likely to be out of date so you could run the risk of being underinsured in the event if a loss and insurers would then adjust any claim accordingly.

I asked Vosper, who last undertook the valuations in 2018 to conduct a desktop review, as no significant changes had been made to the properties.

I summarise the 2018 and 2022 valuations below along with the current insurance values:

Property	2018 Survey	2022 Survey	Current Sum insured
Adversane Hall	130,000	160,000	£238,729
Jubilee Fields Sports Pavilion	510,000	610,000	£898,418
External Store, Jubilee	30,000	50,000	£133,133
Public Conveniences	65,000	100,000	£148,560

Billingshurst Community & Conference Centre	1,600,000	1,920,000	3,472,750
Portacabin, Jubilee	7,500	9,500	14,751
Shed, Station Rd Community Gardens	n/a	n/a	3,581
83a High St	n/a	n/a	340,673*
Garage, BCCC	n/a	n/a	84,000**
Total	2,342,500	2,849,500	5,334,595

* Purchase price

** Construction cost

I shared the report with the insurers accordingly, and they responded thus:

Thank you for your email and sending this over which is very interesting. There are some significant differences when comparing the new report figures to the insured values so you may want to give some consideration to adjusting these. Certainly we are hearing more about properties not being insured for a high enough amount due to increased costs of building materials and just cost of contractors etc but not usually the other way around. They mention on the report that they have included VAT at 20% to the values but do not mention any allowances for car parking, fencing, patio and pathways so you could allow an additional amount for these. Ultimately I will need to take your instruction as to how you want to adjust the insured sums if at all so I await your instructions.

The Committee invited to consider whether the insured values should be reduced, to possibly save on premiums, or left as is.

APPENDIX I

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

TUESDAY 21 FEBRUARY 2023

EMERGENCY PLAN

REPORT BY CLERK

FOR DECISION

The issue of an Emergency Plan for the parish has often been raised at meetings and I reported last year that West Sussex Association of Local Councils (WSALC) was working to produce a template that parishes could adopt accordingly. A service has since been offered, at cost, by WSALC.

I therefore asked Horsham District Council (HDC) if this is something they could assist with. [HDC along with WSCC as principal councils are category one responders under the Civil Contingencies Act 2004.]

Their lead officer responded as per the attached along with the template they suggest parishes adopt.

The Committee is invited to consider whether the Council should prepare its own Emergency Plan, and if so, who will take the lead. Alternatively the Committee might like to consider leaving the decision to the incoming new Council in May.

Notes

1. The Billingshurst Centre is already included with HDC's own Emergency Plan as a potential evacuation centre and they hold up to date contact details accordingly.
2. The Council has for many years had a Winter Resilience Plan (WRP). This aims to help those who have identified themselves as requiring assistance, with those offering assistance, in times of severe cold, ice snow etc. This could be shopping trips to get food or medicines. Sadly, post COVID, last autumn when previous beneficiaries and volunteers were contacted to see if they were still requiring or offering assistance, 5 said they wanted help and 5 said they could offer help, 2 of which said their help was limited to offering a spare bedroom. Thus the WRP is in effect in abeyance.

Billingshurst Parish Clerk

Subject: FW: Emergency Planning
Attachments: Town Parish EP Plan revised 2015.doc

From: Tony.Skelding
Sent: 01 February 2023 14:28
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Jane Eaton
Subject: RE: Emergency Planning

Good afternoon Greg,

There are several parishes who currently have a parish emergency plan in place. Most of them have used the attached template and altered it to suit their local needs, resources and locality. Ideally it's advised that each parish council review and update their plan annually and submit a copy to me to review and hold on file so it dovetails in with our own emergency plans/rest centre operations and ensures that the council contacts you hold are also up to date and accurate.

For information purposes please see this link for more details on what should be included in your emergency plan:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/552869/community_emergency_plan_toolkit.pdf.

In addition, here is the local community risk register which provides further information on risks across Sussex:
<https://www.sussex.police.uk/SysSiteAssets/media/downloads/sussex/about-us/sussex-resilience-forum/srf-community-information-on-risks-in-sussex.pdf>

Hopefully this information should suffice and provide a good foundation to start from but if you require any further assistance with the formation of the plan or have any other questions please feel free to get in touch.

Kind regards,

Tony
Horsham District Council



**Horsham
District
Council**

[Insert your community name here] EMERGENCY PLAN

Community Emergency Coordinator:	
Address:	
Telephone:	
E-mail:	
Last updated:	
Review date:	

**IF YOU ARE IN
IMMEDIATE DANGER
CALL 999**

How to use this template: This template is designed for you to fill in the details of your community emergency preparations. This Emergency Plan has been prepared by [Insert community name] with the assistance of Horsham District Council to co-ordinate an organised response within the community in the event of an emergency. Detailed notes on how to create a plan can be found in the Community Emergency Plan Guidance document at www.cabinetoffice.gov.uk/communityresilience

This Emergency Contingency Plan was updated and adopted by [Insert community name] on [insert date].

Plan distribution list

Name	Role	Phone number / email address	Issued on
<i>Example: Tony Skelding</i>	<i>Horsham District Council Emergency Planning Officer</i>	<i>01403 215125 Tony.skelding@horsham.gov.uk</i>	<i>DD/MM/YY</i>

Copies of this plan should be stored at secure locations and/or by people named above in the distribution list to ensure that it is always accessible and available in the event of an incident.

Personal details are contained within this plan and it therefore should be stored in a safe and secure office or lockable cabinet. This plan and any details contained within it should not to be circulated to any members of the public and should not be released into the public domain.

Only those people identified above should have access to the emergency plan and the information contained within it.

Changes to plan

Date	Details of changes made	Changed by	Date for next revision
Example: DD/MM/YY	Annex A added	Community Emergency Coordinator	DD/MM/YY

CHAIRMAN

Date

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BACKGROUND INFORMATION

Purpose

The purpose of the plan is to provide a self-help guide to the resources available within the community to support it in a crisis, and the particular procedures to be followed for a specific crisis, especially if the emergency services or relevant local authority support is delayed due to the scope and nature of the emergency.

By becoming more resilient, you and your community can complement the work of local emergency responders and reduce the impact of an emergency on your community.

Roles & Responsibilities

- The Community Emergency Planning Team

This is the group that will champion the community emergency preparedness efforts and coordinate any community response with the emergency services. Where possible this group should build on an existing community group (such as the parish council) rather than build a new group from scratch.

- Community Emergency Coordinator

Once a Community Emergency Planning Team has been selected and established, it is sensible to select a Community Emergency Coordinator. The coordinator takes a lead role in organising and taking forward the work of the Community Emergency Planning Team and helping to sustain motivation and interest in their community. The coordinator acts as a contact point between the Community Emergency Planning Team, Horsham District Council and West Sussex county Council and the local emergency responders. The Community Emergency Coordinator could be an elected member or could work closely with elected members.

Sharing the Plan

Once the parish emergency plan has been developed it should be shared with the emergency planning officer from your local authority so that in the event of an emergency, they will know who to contact and what assistance you can provide.

You should record who has a copy of your plan and ensure that they receive a revised copy whenever it is updated. The distribution list for this emergency plan is outlined on page two.

Reviewing the Plan

It is important to regularly review and update the Parish Council Emergency Plan to ensure it meets the changing needs of your community. A full revision of contact details and geographic information should take place (at minimum) on an annual basis.

It is also important to make sure that your plan will work properly in an emergency. Consequently, you may wish to practice activating the plan to test how well it would work in an emergency and see how ready members of your emergency planning team and volunteers are to carry out its actions.

Local Risk Assessment

It is important to be aware of the risks that could affect your community, and understand how you could be affected by them in order to improve your community's resilience. In order to identify and prepare for local risks you should use local knowledge to try and identify all those risks in your local area that may not be included on your [Community Risk Register](#) (click for details). For example, is there a local road that regularly floods or a footpath that could get blocked in severe weather? Other aspects to consider when assessing the impact of incidents on your local area could include:

Environmental Risks

- Are there any particular areas that flood regularly?
- Are there any sites of environmental or historic importance, such as Sites of Special Scientific Interest, which may be impacted?

Infrastructure risks

- Is there a major transport hub in the area?
- Are there any bridges or main roads that are susceptible to flooding?
- Are there any large industrial sites in the area?
- Roads and footpaths that require particular attention for snow/ice treatment. These could include:
 - Steep Hills, Tight Roads, Locations where surface water commonly accumulates, Vehicle access routes to key facilities such as health clinics, schools, Emergency Services Stations/depots, doctors surgeries, community centres, care and residential homes, public & voluntary services such as meals on wheels etc...
 - High used sections & walkthroughs, Steep sections, Pedestrian access routes to key facilities such as health clinics, schools, residential homes etc ...
- Location of grit bins and/or suitable drop off sites for hippo bags of salt/grit

Risks	Impact on community	What can the Community Emergency Group do to prepare?
<i>Example: River through village can flood</i>	<ul style="list-style-type: none"> • <i>Flooding of local streets</i> • <i>Blocked access to town hall</i> • <i>Damage to property</i> 	<ul style="list-style-type: none"> • <i>Encourage residents to improve home flood defences</i> • <i>Work with local emergency responders to see if you can help with distribution of flood warnings and any evacuation and rest centre establishment required</i> • <i>Find out what flood defences exist or are planned in the area</i>

Vulnerable people

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance. Organisations and individuals such as Local Authority emergency planning officers, Red Cross volunteers, WRVS volunteers as well as many others, have systems and resources to help people to respond to, and recover from, emergencies. These groups cannot always determine exactly what individuals want and need, nor can they always identify who in your community may be vulnerable in a crisis, particularly those who may not previously have received support. This requires local knowledge and your help.

Emergencies can make anyone vulnerable and make life more difficult for those people who are already vulnerable. The emergency services will need to help those in most need first, and it would assist them if the Community Emergency Planning Team had an understanding of those in their community who might be vulnerable in an emergency and where they live.

It is important to note that:

- People may become vulnerable at any point in their life and we can all be vulnerable in different circumstances,
- Being vulnerable means different things to different people and groups,
- Vulnerabilities can vary in their duration.

There are a number of groups of people who, in a crisis, should be considered as potentially vulnerable:

- Older people with mobility limitations.
- Disabled people (including physical disability and learning disability).
- People who have recently had an operation.
- People with limited mobility
- Blind and partially sighted people.
- People without access to transport
- Parents who are on their own with children under 12.
- Anyone in charge of a group of children when the incident happens e.g. playgroup staff, Guide and Scout leaders.
- Newcomers to the community who may not know all its facilities.
- Hearing impaired people. It should also be noted that people who are deaf or hard of hearing may not be aware of broadcast alerts, and may need a personal visit to ensure they know of any risks the community is being alerted to.
- Any transient groups such as holiday makers or travelling communities who are not familiar with the local area and resources

Anyone in the community who may meet the above criteria should be noted in the table on the following page. Data collected in this section should not be shared with anyone apart from the emergency services and the District and County Councils for use during an emergency.

[illegible]

It is advised that each list created should remain in this Emergency Plan and be shared (upon request) with the District and County Council in order to guarantee access to this vital information.

It should be noted that all emergency plans and their contents must be stored in a secure locker or office and will only be used in the event of an emergency. Personal information contained in this plan will not be released into the public domain.

In addition to the vulnerable people list, both [Southern and Scottish Electric Priority Register](#) - and [UK Power Networks Priority Register](#) provide a priority service for customers with special needs.. Any residents who use SEE and would like to be placed on this register should subscribe via the method outlined on their websites.

Once on this list your home becomes a priority for power restoration and additional assistance will be provided to you during the event of power outages. Either the electricity provider or another voluntary agency such as the British Red Cross will assist with heat, food and any other requirements an individual may have. These are schemes that Horsham DC recommended that all elderly and vulnerable residents sign up to..

In addition to the vulnerable people list, it would be useful to identify any care or residential homes within the area as these would be of interest to emergency services in the event of severe weather, power cut or any need for evacuation.

Location of care or other residential homes			
Building Name	Address	Telephone	Estimated Population

Emergency Contact List (Community Emergency Team)

It is important to keep accurate, up-to-date records of everyone who is in the Community Emergency Planning Team, as well as others in the community who have offered their help in an emergency. This will help you contact everyone quickly in an emergency and make it easier for you and the emergency services to identify who is part of the Community Emergency Planning Team.

It is important to remember to keep personal details safe, and only share it with those who need the information. For further information see:

[Data Protection Act \(DPA\) guidelines - Organisations - ICO](#)

You may want to record contacts in a [telephone tree](#), which sets out a cascade call out process through which people have responsibilities for ringing other contacts.

For practical reasons a Community Emergency Planning Team (plus a nominated Community Emergency Coordinator nominated persons) should be selected to co-ordinate local resources, other residents, Horsham District Council and West Sussex Council during emergency incidents. Their names and contact details should be listed below:

Name:	
Title:	
24/7 Phone Contact:	
Email:	
Address:	
Name:	
Title:	
24/7 Phone Contact:	
Email:	
Address:	
Name:	
Title:	
24/7 Phone Contact:	
Email:	
Address:	

Name:	
Title:	
24/7 Phone Contact:	
Email:	
Address:	

Name:	
Title:	
24/7 Phone Contact:	
Email:	
Address:	

Name:	
Title:	
24/7 Phone Contact:	
Email:	
Address:	

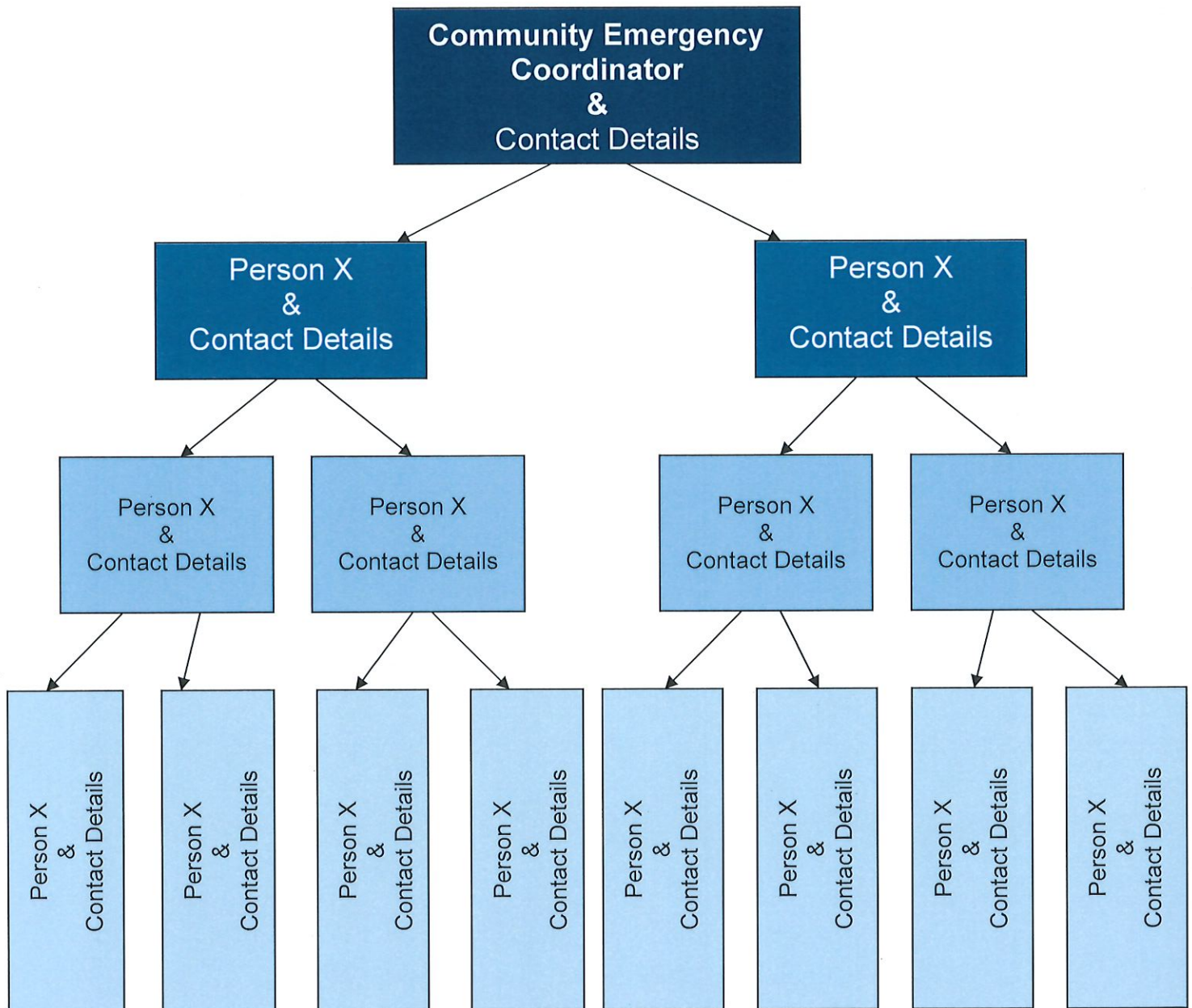
Name:	
Title:	
24/7 Phone Contact:	
Email:	
Address:	

Name:	
Title:	
24/7 Phone Contact:	
Email:	
Address:	

All contacts listed as part of the Parish Council Emergency Planning Team may need to be called during an emergency situation. In order to release the emergency coordinator from making numerous phone calls, the parish council could adopt a cascade call out procedure as outlined overleaf.

Sample Telephone Tree

The phone tree cascade call out works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.



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
Tony Skelding (Emergency Planning Officer)	01403 215125	07500 987373
Email: tony.skelding@horsham.gov.uk		
Greg Charman (Community Safety Manager)	01403 215124	07734 231028
Email: greg.charman@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>

----- Protect – Personal Details -----

Name	Telephone	Mobile
Emergency	999	
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 / [police-community-support-officers-\(pcsos\)](http://police-community-support-officers-(pcsos))

Name	Telephone	Mobile

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

EA Service	Contact Details
Floodline	0845 9881188
Incident Hotline	0800 807060

Medical and First Aid Provision

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. Should it not be possible to access these normal services, the following personnel are formally first aid qualified and will be asked to provide assistance within their capabilities and qualifications:

- Hospitals

Name	Telephone	Postcode
Worthing Hospital	01903 205111	BN11 2DH
Horsham (not 24hours)	01403 227000	RH12 2DR
St. Richards Chichester	01243 788122	PO19 6SE
Royal Sussex County Brighton	01273 696955	BN2 5BE

- Doctors

Name	Telephone	Postcode

- Nurses

Name	Telephone	Postcode

- Pharmacists

Name	Telephone	Postcode

- Community First Responders

Name	Telephone	Postcode

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.

- Physios

Name	Telephone	Postcode

In addition to the list above, physiotherapists can also be contacted via the local hospitals

Utilities

- Power lines, sub-stations, TRANSCO gas pipes and supporting infrastructure

Infrastructure Type	Address / Location
<i>E.g. TRANSCO gas pipes</i>	<i>Run from x location to x location</i>
EDF Emergency	0800 7838866
British Gas emergency	0800 111999

- Local telephone infrastructure

Telephone Structure	Address / Location

- Mobile telephone masts and supporting infrastructure

Telephone Structure	Address / Location

- Water supply infrastructure
(Including wells known to hold potable water)

Water Supply	Address / Location
<i>E.g. Pumping Station</i>	<i>Broadbridge Farm east side of A24</i>
Southern Water emergency	0845 2780845
Southern Water leakline	0800 820999

- Water distribution equipment

Type of Equipment	Address / Location
<i>E.g. Mobile Water Browsers</i>	
<i>E.g. Tanks</i>	
<i>E.g. Pumps</i>	

Hygiene & Sanitation

Sites for Communal Toilet Facilities	Key Holder	Telephone

Sites for Parish Rubbish Pits/Tip	Key Holder	Telephone

Location of Sewage farm & operating generator	Key Holder	Telephone

Location of Portable Toilet distributors	Key Holder	Telephone

BBC World Service	Channel Details
Medium Wave	648 KHZ
Sky Digital	Channel 865
Freeview	Channel 710

Key Locations



- Main transport routes into and running through the community

Road Name	Road Number	From which direction

- Location for the council emergency management headquarters

Building Name	Address	Telephone

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

Road Name	Description

- Potential locations for helicopter landing zones

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

Landing Zone	Address

- Possible locations for community emergency accommodation
(All accommodation listed below has running water and toilet facilities)

Building Name	Address	Telephone

- Emergency catering & food stores
(Includes take away's, Pubs, supermarkets, bakers etc...)

Shop/Supplier	Address / Location	Telephone

- Other accommodation resources within the local area
(Please include B&B, hotel and hostel accommodation)

Building Name	Address	Telephone

Local Skills & Resources

The main purpose of this section is assessing your community skills and resources that may exist. Once your community is aware of the risks it might need to prepare for, it is important to consider what skills, resources and equipment your community already has that can be used, if needed, during an emergency.

The Parish Council Emergency Planning Team need to consider what tools and machinery might be needed in an emergency. There may be people in your community who are qualified, capable and willing to operate these tools and machinery in an emergency and ideally it would be wise to have their contact details and skill sets listed prior to an event.

In an emergency, your community will require supplies, such as food and water, which may be difficult to obtain. The Parish Council Emergency Planning Team should consider talking with local businesses and suppliers who might be willing to provide these supplies. If a written agreement is made between your community and the supplier, attach this to your Council Emergency Plan as an Appendix.

It is also advisable to find out which vehicles could be used by the local community and know how access could be gained to them in an emergency. It is important to ensure that vehicle owners are properly licensed and insured to use their vehicles in this way.

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

- Electricians

Company	Name & Contact Details

- Mechanics

Company / Name	Contact Details

- Tow trucks and vehicle recovery firms

Company / Name	Contact Details

- Tree services and certificated chainsaw operatives

Company / Name	Contact Details

- All terrain (4x4) vehicles

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

Resource	Name & Contact Details

- Farmer Assistance

Details should include any farmers that are willing to assist West Sussex County Council with winter maintenance operations. It is also to identify any farmers who possess vehicles, animal transport, and farm equipment which may be of use to the local community in times of an emergency.

Resource	Name & Contact Details

- Boats

Name	Contact Details

- Fuel distributors

Garage	Location

- Bottled gas & portable heaters

Company	Location & Contact Details

- Generators

Company	Location & Contact Details

- Sandbags

It should be noted that the Local Authority or County Council are not obliged to provide sandbags during times of flooding. Sandbag requests from members of the public will only be considered when occupied residential properties are in imminent danger of flooding. Sandbags will not be provided for protecting gardens, outbuildings or other structures.

It is stipulated in the HDC sandbag protocol that a Parish Council can request the delivery of sandbags to a secure area where that Parish council will then take responsibility for the storage, maintenance and local delivery of their own stocks. The question of quantities, delivery and disposal will be subject to agreement at the time the request is made. Consequently no guarantee can be made by Horsham District Council with regard to the supply of sandbags therefore a list of private suppliers and stocks should be made to ensure householders can effectively deal with flooding issues themselves.

Store / Supplier	Address including Postcode	Telephone
Builder Centre	Crawley Road, Horsham	01403 216700
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
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

List of Community Organisations

- Local voluntary aid resources

(This list is not all inclusive - please provide details of any voluntary groups available in your area – delete those that are not applicable)

Name	Contact	Telephone
Air Training Corps		
Army Cadet Force		
Boy's Brigade		
Boy's Club		
British Red Cross		
Citizens' Advice Bureau		
Girl Guides		
Inner Wheel		
Lions Club		
Local Club for Elderly		
Mothers' Union		
National Women's Register		
Parent/ Teachers' Ass.		
R.A.F. Association		
Rotary Club		
Round Table		
Royal British Legion		
St John Ambulance Assistance		
Community First Responders		
Salvation Army		
Samaritans		
Scouts Association		
Sea Cadets		
Townswomen Guild		
W.I.		

R.V.S.		
Young Wives		
Youth Club/Wing		

- Animal health services

Resource	Name & Contact Details
RSPCA	0990 555 999
Local Veterinary Practice	

- Neighbouring Parishes

Neighbouring Parish	Telephone	E-mail

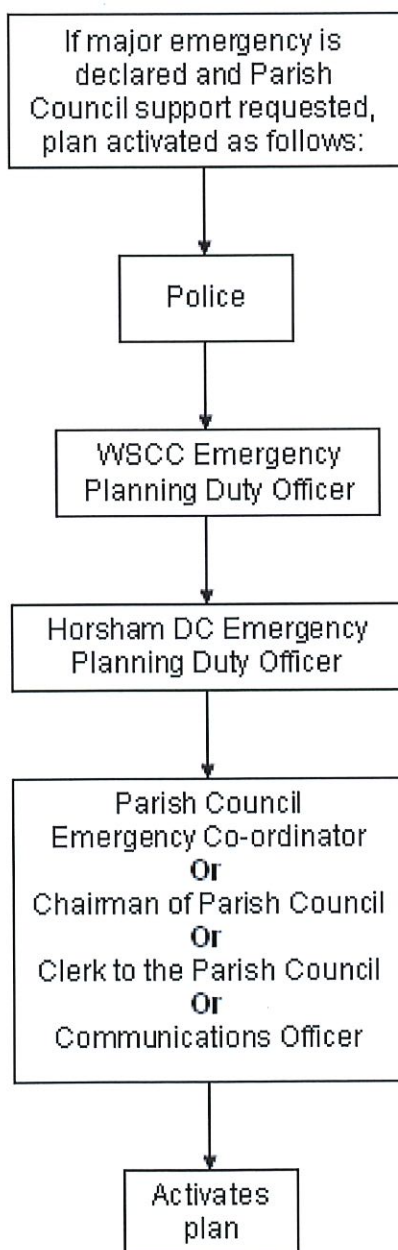
Activation Triggers

- Activation

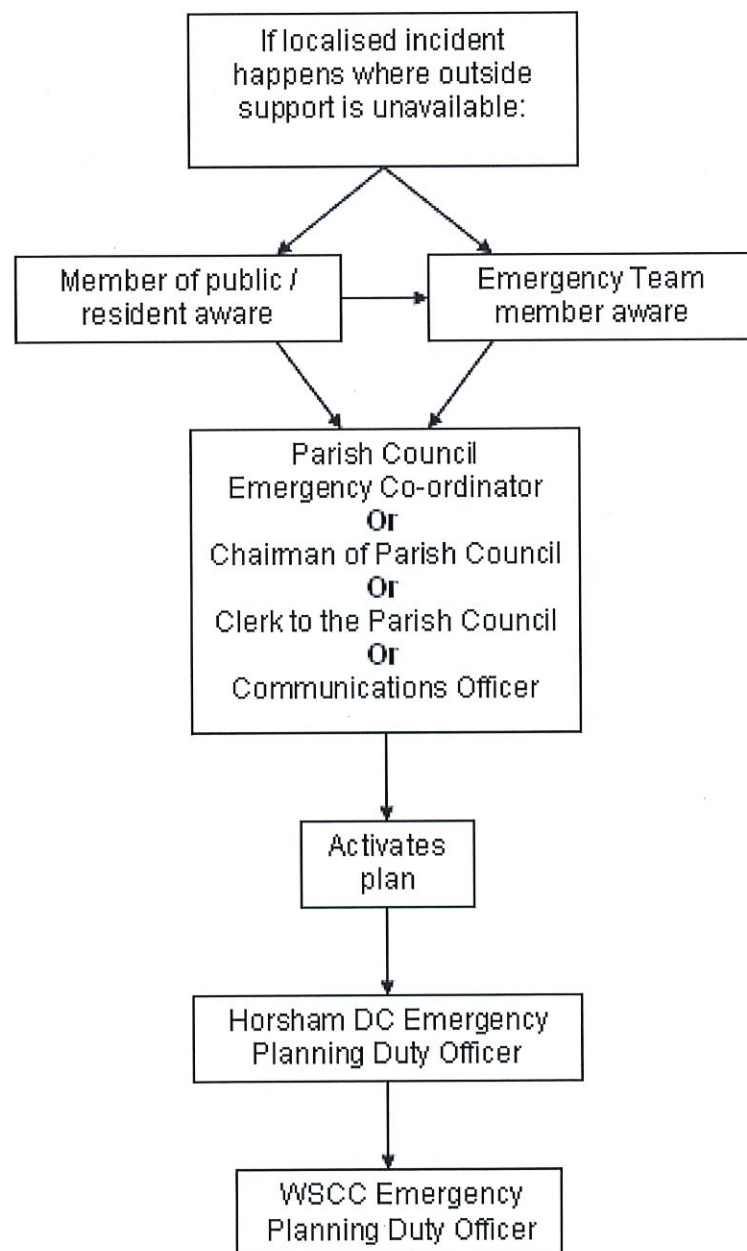
You will have made your local emergency planning officer aware of your emergency plan as part of your planning process, so in most circumstances you should activate your plan in response to a call from the Horsham District Council's emergency planning officer (see option A).

Where the decision to implement the plan has been taken by the community due to the lack or unavailability of outside support, then the District Council and County should be advised that the plan has been activated on the advice of the Community's Emergency Planning Team (see option B).

Option A



Option B



- Plan Triggers

In certain circumstances, the District or County on call emergency planning officer may be unable to contact you to ask you to activate your plan. Therefore, you should develop a series of triggers you can use as the Community Emergency Planning Team to decide whether to take action.

For example:

- The Community Emergency Planning Team has been notified by the emergency services (Police/Fire/Ambulance) that a major incident has been declared.
- A localised incident has developed or threatens to develop and the Community Emergency Planning Team is unable to contact the emergency responders?
- What messages are being put out in the media such as severe weather alerts and advisory notifications & guidance?
- Assess what the Community Emergency Planning Team can do safely without the help of the emergency services?

What to do once you have activated your plan

As stated in the checklist on the previous page, the formation of the Community Emergency Planning Team emergency meeting is paramount during an emergency. It is vital that the members of the team convene so that the current situation can be established and all issues can be dealt with in a coordinated fashion.

An example of a draft agenda you can use for the first meeting of the Community Emergency Planning Team meeting can be seen on the following page. This draft agenda is intended to be a guide only but should help to outline the main concerns and issues with the emergency.

You may find that your team and volunteers from the local community are already getting on with helping but it is important to make sure everyone is safe and working in a coordinated way.

During an emergency, it might be necessary for some members of your community to be evacuated from their homes to a safe place which is out of the cordon or area near the emergency. It is important that the Community Emergency Coordinator contact the Horsham District Council Emergency Planning Officer to see what role the Community Emergency Planning Team can play in this scenario.

As the local authority has a main role in providing accommodation for those made homeless by an emergency the Community Emergency Planning Team may be able to assist with:

- Door knocking or delivery of emergency messages,
- Assistance with the running and operation of a rest centre,
- Identifying those who may need extra assistance to move to safety.

First Steps in an Emergency

Once the community emergency plan has been activated it is important to follow a clear process in order to effectively support the relevant services in times of emergency. In order to utilise your list of skills, people and resources, you will need to decide what you can do to safely support the work of the emergency services. As a lot of key local knowledge is required during emergency situation it is wise to arrange a Community Emergency Planning Team meeting. This is your first step upon activation of the plan and is high on the checklist for the Community Emergency Coordinator.

	Actions	Complete?
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 the Community Emergency Group can play in helping the community return back to their day-to-day life.	

Other considerations to take during an incident include:

- What help and support you need and how to access it?
- Assess existing skills and resources in your community?
- Identify the key locations in your community to use in an emergency.
- Who in your community might be vulnerable in an emergency?
- Have you shared your plan with the necessary people and local emergency responders?

Draft Community Emergency Group first meeting agenda

Parish/Neighbourhood 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?
- 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?

Actions agreed with local Authority in the event of an evacuation

[Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.]

Alternative Communication Arrangements for staying in contact

Normal methods of communications, such as landline telephones and mobile phones, are put under a huge strain when a major emergency occurs. Systems are such that they can often be managed by rerouting calls through other exchanges and so on. Where this is not possible, other facilities are available to allow the emergency services and other responding organisations to continue to make calls.

The Community Emergency Planning Team should discuss how it will cope if communications are disrupted in the area and look at alternative arrangements. For example, you may have access to walkie-talkies * or amateur radio groups (for example, the Radio Amateurs' Emergency Network (RAYNET)) that you could use to communicate with each other.

The Community Emergency Planning Team could 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.

[Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.]