

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 27 July 2026

PRESENT: Councillors A Cooper (Chairman), J Bennett, J Ceiriog-Hughes, Mrs A Cooper, G Lee, D Rogers, Mrs C Stevens, J Street and P Warren

In attendance: Ms R Costan (Deputy Clerk of the Council) and Mrs C Harris (Finance Manager/RFO)

Prior to the commencement of the formal business of the Meeting, the Chairman of the Council, Councillor Andy Cooper, presented a Long Service Award to a member of Personnel.

180/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Broomfield (Personal), Broomfield (Indisposition), Mrs Gregory (Personal), Grevett (Personal), Ms Lloyd (Personal), Mrs Partridge (Personal) and Ms Revell (Personal). These apologies were accepted by the Council.

181/26 DECLARATIONS OF INTEREST

Councillor Bennett declared a personal interest in Minute 198/26. He remained in the Meeting during consideration of this item.

182/26 MINUTES

The Minutes of the Monthly Meeting held on 22 June 2026 were signed by the Chairman as a correct record.

183/26 SUSSEX POLICE

The Chairman of the Meeting welcomed PCSO Raju to the Meeting, and thanked him, on behalf of the Council, for taking the time to attend.

PCSO Raju then provided the Council with details of the recent crime figures, for July, and advised that the number of reported shop lifting incidents had increased, but to note that in turn so had the total of successful arrests and convictions. He responded to a question from Councillor Mrs Cooper confirming that the rise in the number of reports by Village based businesses, of such crimes, had undoubtedly contributed to the growth in the number of convictions.

Councillor Warren referred to two male individuals who had been seen regularly begging within the Village. PCSO Raju said that both gentlemen had been spoken to and offered support from relevant Homelessness organisations. He confirmed that the Police had no power to remove them but that he would of course monitor the situation as part of his foot patrols in the centre of the Village.

(a) Matters Arising

The Deputy Clerk advised that, at the present time, she had very little to report in respect of any Police associated matters arising. She did refer to a male individual who had periodically been sleeping on the Woodlands Recreation Ground, but he was not begging or exhibiting any anti-social behaviour. However, his presence had been reported to PCSO Raju, who had visited the recreation ground and spoken to the individual in question, prior to advising the appropriate Homeless/Rough Sleeping Agencies. She said that he had not been seen now for over a week.

She then reported that there had also been a further incident of graffiti which, again, had been removed immediately.

Councillor Lee then advised that there had been 94 reported crimes in May. He said that 72 of these were anti-social behaviour, shoplifting and violence/sexual offences.

The Council NOTED this information.

(b) Parish and District Focus Groups with Sussex PCC and Sussex Police

The Council NOTED an email, sent via WSALC, from the Chief Communications & Insight Officer, Sussex Police & Crime Commissioner's Office, advising that the Office of the Sussex Police and Crime Commissioner would be running its annual autumn programme of discussion groups across the county throughout October and November and would be making contact with Town and Parish Councils during August to arrange suitable locations and dates. The Meetings would also be attended by representatives from Sussex Police who would provide updates on local initiatives.

184/26 DISTRICT COUNCILLORS

An apology for absence had been received from Councillor Ms Edwards.

Councillor Gunner then reported on District Council matters as follows:-

- Zachary Merton Hospital - Alison Griffiths MP has written to the new Secretary of State for Health and Social Care, Yvette Cooper MP and is awaiting a response. Mrs Griffiths remains hopeful for positive engagement with the Government regarding the future of the Hospital site
- Waste Collection Contract - Remaining few bins still to be collected. Councillor Gunner is happy for residents to contact him directly regarding any issues relating to the new service in Rustington
- Housing - Problems continuing although repair service has improved. If Members become aware of issues relating to ADC Housing then please do contact him in this regard
- Football Foundation to support Angmering Sports Hub with £2 Million of the required funding
- Local Government Reorganisation - A decision regarding the structural administration etc. of the proposed new Unitary Authority areas in West Sussex has been delayed to September/October 2026
- Watersmead (Former Body Shop Headquarters) - The Application was approved at the Planning Meeting held on 22 July 2026.

Following a detailed discussion in relation to the delivery and conduct of both Officers and District Councillors, in respect of the Watersmead Application at the aforementioned Planning Meeting, those Members, who had been able to attend or had viewed the Planning Meeting online, reiterated their disappointment in the management and quality of the debate and presentation. Members expressed their concern that the often-confused handling of the Watersmead Application in relation to the separate Application for the land at New Courtwick Lane had been detrimental to the debate.

Councillors Bennett, Mrs Cooper, Cooper and Warren agreed that Councillor Gunner should relay their individual disappointment to the District Council when he attended the forthcoming District Council Group Leaders Meeting.

The Council NOTED the remainder of the above information and the Chairman thanked Councillor Gunner for his attendance and for responding to the questions raised as far as practicably possible.

Councillor Mrs Cooper, in her capacity as a County Councillor, then reported on County Council matters as follows:-

- Full Council Meeting - 17 July 2026 - A Motion to write to the Secretary of State for Education regarding the lack of funding for West Sussex Schools, in comparison to other areas, was agreed
- The Holiday Activities and Food (HAF) had been announced over the Summer Holidays
- Focus given to the importance and recognition of volunteers across WSCC Services, including highlighting the West Sussex Fire and Rescue Service's youth engagement and intervention projects
- Recycling - Recent upgrade/expansion to the Horsham Anaerobic Digestion Plant will assist in 35,000 tonnes of food waste being able to be recycled across the County annually
- Falls Prevention projects in partnership with District and Borough Councils continue to support residents with the preventative initiative.

Councillor Mrs Cooper responded to a question from Councillor Bennett regarding the ongoing parking congestion and dangerous driving in the Guildford Road and Georgian Gardens area. She confirmed that parking enforcement was scheduled only to attend once in every 12 weeks. Councillor Bennett explained that this was extremely unsatisfactory and that there had been several near misses, with a child potentially being seriously injured, as a result of the inconsiderate parking. Councillor Mrs Cooper requested that, for her to take action as a County Councillor, all statistical information and case study evidence be forwarded to her by Councillor Bennett in his capacity as a Governor of the Georgian Gardens Community Primary School.

The Council NOTED the above information and the Chairman thanked Councillor Mrs Cooper for her Report.

(a) Grant Aid

The Deputy Clerk reported the receipt of messages of thanks and appreciation had been received from the following recipients of Grant Aid:-

4 Sight Vision Support
 Age UK
 Air Ambulance Charity Kent Surrey Sussex
 Arun Community Transport
 Arun Counselling Centre
 Arun Youth Aqua Centre
 Chichester Diocesan Association for Family Support Work
 Home-Start Arun, Worthing and Adur
 Littlehampton Child Contact Centre
 LPOS Musical Productions
 Outlaw All Stars Cheerleaders
 1st Rustington Scout Group
 Rustington Community Primary School PTA
 Rustington Heritage Association
 Rustington In-Bloom
 St Peter & St Paul Pantry

The Friendship Singers
Tyler's Trust

The Council NOTED this information.

187/26 CHAIRMAN'S REPORT

The Chairman reported on his official representation and attendance at Meetings, Events and Functions since the last Monthly Meeting as follows:-

- SERFCA Sussex Armed Forces' Briefing - 23 June 2026
- Judging - 2026 Annual Gardens Competition - 10 July 2026
- Friends of Angmering Station - Presentation of Prizes - Annual Children's Poster Competition - 11 July 2026
- Rustington Street Fayre - 11 July 2026

He then thanked Councillor Lee for Judging the 2026 Gardens Competition and also for attending the ArtWorks 10th Anniversary Party on 19 July 2026, accompanied by Councillor Mrs Stevens.

The Council NOTED this information.

188/26 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 1 June 2026 and 29 June 2026.

189/26 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 27 July 2026. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 27 July 2026 be APPROVED.

190/26 PAYMENT OF ACCOUNTS - AUGUST RECESS

The Council AUTHORISED the Finance and General Purposes Committee, at its rescheduled Meeting on Tuesday 25 August 2026, to deal with any urgent matters that might arise, in addition to the payment of accounts during the August recess.

**191/26 ANNUAL CIVIC THANKSGIVING & PRESENTATION RECEPTION -
20 SEPTEMBER 2026**

The Deputy Clerk reminded Members that the Annual Civic Thanksgiving Service was scheduled to be held on Sunday 20 September 2026, with St Peter and St Paul Parish Church hosting the Service.

She said that the Chairman, Mrs Lamb and the Clerk were due to meet with representatives from the Church to finalise arrangements within the next few weeks. She confirmed that the Civic Reception and Award Presentations would, as in previous years, be held in the Village Memorial Hall at The Woodlands Centre, following the Church Service.

She then advised that Peter Cavell, the recipient of the Individual Parishioners' Award had now indicated his preference in respect of the Award. She said that the recipient of the Group Parishioners' Award, ArtWorks, had also indicated their Award preference. She said that an invitation would again, as in previous years, be sent to both of the recipients of the Parishioners' Award, and also to the Winners in the Gardens Competition, to attend the Civic Service and Presentation Reception to receive their Awards.

She also reminded Members that the 2025 Annual Civic Thanksgiving Service had been cancelled and the Parishioners' and Gardens Competition Awards had been presented to the recipients by the Chairman at the September 2025 Council Meeting. At that time, the recipients had been advised that an Invitation would be extended to them to attend the 2026 Civic Service and Presentation Reception when their Awards would again be formally acknowledged.

The Council was pleased to NOTE this information and, following a brief discussion, RESOLVED that the Clerk should continue to liaise with the Chairman regarding the detailed arrangements for both the Service and Reception.

192/26 THE WOODLANDS CENTRE - MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Deputy Clerk referred to Minute 166/26 and said that the Tender Report in respect of the Pre-Qualification Questionnaires had been received and shared with all Members of the Working Party. The content of this Report was based on the assessment by the Project Managers, Quantity Surveyor and the Council's Senior Management Team. She said that five Companies had subsequently been invited to Tender for the Project, all of whom had now visited the Centre to assess the works required, and the revised closing date and time was set at 7 August 2026 at 12:00 noon.

She reminded the Council that, following the closing date the Project Managers and Quantity Surveyor would assess the Tenders received and create a detailed Final Report on their Recommendations to the Finance and General Purposes Committee for consideration and agreement at its August Meeting. Following the approval of the successful Tenderer, the Contract would be awarded to the successful Contractor as soon as practicably possible, in readiness of the 21 September 2026 start date.

The Council was pleased to NOTE this information.

193/26 OUT OF HOURS CARETAKING OF THE COUNCIL'S LAND AND BUILDINGS

The Deputy Clerk reminded Members that she had previously circulated a detailed Quotation received from Keith Anscombe, in respect of the possible extension of the Out of Hours Caretaking of the Council's Land and Buildings in the sum of £9,989.00 per annum for a further three-year period with effect from 1 September 2026.

She said that the Quotation received represented no cost increase on the current three-year Contract, but should the Council wish to award a one-year Contract effective from 1 September 2026, the annual cost would increase by 20%.

She reminded Members that any emergency call-outs, additional patrols, visual inspections, and the locking of the play area during personnel annual leave periods would be charged separately, over and above the Annual Contract sum.

Following a brief discussion, the Council RESOLVED that in accordance with Financial Regulation 5.11 iii:-

5.11 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below

- i. Specialist services, such as legal professionals acting in disputes;*
- ii. Repairs to or parts for, existing machinery or equipment*
- iii. Works, goods or services that constitute an extension of an existing contract*
- iv. Goods or services that are only available from one supplier or are sold at a fixed price*

and, in view of the proven and continuing success of the current Contract; best value; the excellent standard of service received over and above the contracted Specification (particularly with regard to unprecedented

incidents), the Quotation to extend the existing Contract, in the sum of £9,989.00 per annum, for a three-year period be ACCEPTED.

194/26 COUNCILLORS' SURGERIES

The Deputy Clerk reminded Members that Councillors' Surgeries had now been scheduled to be held at Rustington Library from 10.15 am to 12.15 pm on the following dates:-

- Saturday 22 August 2026
- Thursday 8 October 2026
- Saturday 28 November 2026
- Thursday 7 January 2027
- Saturday 27 February 2027
- Thursday 1 April 2027

The Council NOTED this information and requested that the above dates be circulated to Members once again.

195/26 RUSTINGTON IN-BLOOM

The Council NOTED the Minutes of the Committee Meeting held on 1 July 2026.

Councillor Lee reported that the Committee's Stall at the Rustington Street Fayre on 11 July 2026 had raised in excess of £250.00.

He said that he was also pleased to advise the Council that two more planters had now been installed, one in Sea Lane next to the first two planters, and the second one in the planted area in front of The Laurels Day Centre in Sheep Fold Avenue. He also said that an additional planter would soon be added to the front garden area of The Laurels Day Centre.

He concluded by confirming that the next Meeting of the Committee would be being held on 31 July 2026.

The Council was pleased to NOTE this information and commended the Group for the delivery of its colourful planters scheme.

196/26 FUTURE OF ZACHARY MERTON HOSPITAL AND LAND

The Deputy Clerk referred to Minute 171/26 and reminded Members that an email received from Alison Griffiths MP, together with a copy of her letter to The Rt Hon. James Murray MP, Secretary of State for Health and Social Care, had been previously circulated.

She explained that Mrs Griffiths had subsequently written to the new Secretary of State for Health and Social Care, The Rt Hon. Yvette Cooper MP, requesting that she confirm that the call-in request remains live, and that a date should be provided by which a decision will be made, and that she should give assurance that no sale, disposal, or other irreversible action involving the hospital site takes place in the meantime.

The Deputy Clerk said that the responses to the questions posed prior to and during the Public Meeting from the NHS had been received and could be accessed via a link to Mrs Griffiths' Website on the Council's Website.

The Chairman then reiterated that Mrs Griffiths was continuing to press the Government to review the closure decision and to lobby for the long-term future of healthcare services at the Zachary Merton site to be secured. He reminded Members of the Survey on her Website at:

www.alisongriffiths.org.uk/zachary-merton and urged them to complete it.

He said that he would report back to the Council as soon as any further information was received, or action taken, in this regard. The Chairman reminded Members that Councillor Mrs Cooper remained a member of HASC and that she would continue to push for clarity and transparency regarding the future provision of NHS Services in the local area.

The Council NOTED this information.

**197/26 ARUN DISTRICT COUNCIL - LOCAL GOVERNMENT REORGANISATION -
GOVERNMENT CONSULTATION - SHAPING WEST SUSSEX**

The Council NOTED the latest information received via Dawn Hudd, Chief Executive, from the Government on 20 July 2026, as follows:-

We are writing to update you on the latest position regarding local government reorganisation in Sussex and Brighton following the statement from The Ministry of Housing, Communities and Local Government of 16 July available at: <https://www.gov.uk/government/news/14-more-areas-to-benefit-from-streamlined-local-services>.

The government has further delayed its decision on local government reorganisation for West Sussex. We now expect the decision in October 2026.

Detailed work to prepare for the government decision has been undertaken with a strong collaborative approach between all West Sussex Councils.

Government has stated that their intended timetable for reorganisation remains, with elections to a new shadow council or councils expected in May 2027. The shadow councils will manage the transition to the new arrangements. The new councils will formally take on responsibilities for delivering services in April 2028.

We will provide more detail as plans develop and will continue to work with stakeholders to shape and refine how the new council will look and operate and how we will work together to deliver important services in the future.

We want to reassure our residents and all partner organisations we work with that there will be no immediate changes. All eight existing councils will continue to operate and deliver services right up to the handover in 2028 when the new unitary councils will take responsibility for delivering services.

We remain committed to keeping you informed as we move through this period of reorganisation and will share further updates as the programme progresses. Once decisions are confirmed, we look forward to engaging with partners on future arrangements and shaping the next phase together.

Thank you for your continued support.

(Prior to consideration of the following item, Councillor Bennett had declared a personal interest as a Family relation of a resident of Broadmark Parade)

**198/26 ARUN DISTRICT COUNCIL - APPLICATION FOR A PREMISES LICENCE - KFC,
4 BROADMARK PARADE, BROADMARK LANE, RUSTINGTON - LICENCE
APPLICATION NUMBER: 123454**

The Deputy Clerk said that she had previously circulated email correspondence from Environmental Health to Members, together with associated documentation in connection with an application for a Premises/Late-Night Refreshment Licence for KFC, 4 Broadmark Parade, Broadmark Lane, Rustington.

She advised that the application related to Late Night Refreshment Takeaway Delivery Only as follows:-

Sunday	23:00 to 00:00
Monday to Thursday	23:00 to 01:00
Friday to Saturday	23:00 to 02:00

She reminded Members that the Clerk had previously contacted the Licensing Officer for information in respect of a recent similar application (Express Pizza Rustington Limited) and had been advised as follows:-

'Under the Licensing Act 2003 anyone wanting to sell/supply hot food or drink after 11.00 pm and before 5.00 am must apply for a LNR licence. They can request what time they wish to operate and in this case the times of closure, 2.00 am Sunday to Thursday and 3.00 am on Friday and Saturday are being requested by the applicant.'

'In general terms these hours are not excessive, we have a number of such premises across the area with these and in some cases longer hours. In this case the applicant has also stated that during the night hours the premises will be operating on a delivery basis and not customer collection, to avoid excess noise/nuisance.'

Following a further discussion, the Council RESOLVED to object to this Application on the following grounds:-

- The Restaurant is located directly below residential accommodation. The proposed increase in delivery service hours will consequently lead to a lengthened amount of cooking time, associated smells, and noise from the catering equipment etc. which will in turn create extended periods of noise disturbance and nuisance to the residential properties that are sited in Broadmark Parade
- The arrival and departure of multiple delivery drivers will undoubtedly create a noise nuisance and disturbance for the residents in the adjoining flats, as well as an increase in the volume of traffic coming and going through the Village at unsociable hours
- The Council would like to draw attention to the fact that a neighbouring restaurant, Domino Pizza, does not provide a delivery service later than 23:00 hours. The Council would deem this an acceptable time in this particular residential area of the Village
- The Council acknowledges that there are restaurants located within the Village that do operate a delivery service into the early hours of the morning, e.g. Express Pizza Rustington Limited, but this business is located within a very different built-up area and does not have any residential properties adjoining it
- The Council feels strongly that an increase in delivery hours would create a Public Nuisance and be detrimental to the wellbeing of residents living within the immediate area of the restaurant.

199/26 ARUN DISTRICT COUNCIL - REVIEW OF PUBLIC SPACE PROTECTION ORDERS FOR DOGS - PUBLIC CONSULTATION

The Deputy Clerk reported that details of the Public Space Protection Order (PSPO) for Dogs in Open Spaces Consultation, together with associated documentation in this regard, had been previously circulated.

She reported that a Public Consultation was launched on 15 July 2026, and runs until 29 July 2026, to seek views on plans to amend and continue the current Public Space Protection Order for Dogs in Open Spaces. She said that it was proposed that the current Arun District Council PSPO for Dogs, which expires later in 2026, should be extended for a further three years until 2029.

She said that the online Consultation questionnaire could be completed online via the following link:-
www.arun.gov.uk/dogs-pspo-consultation

The Council NOTED this information and AGREED that Members should complete the Survey on an individual basis if they so desired.

**200/26 WEST SUSSEX COUNTY COUNCIL - STREET LIGHTING - PARISH
MAINTENANCE AND ENERGY 1 APRIL 2025 - 31 MARCH 2026**

The Deputy Clerk referred to the recently received Invoice and Street Lighting Inventory, previously circulated, from the Traffic Signals and Street Lighting Team at the West Sussex County Council.

She explained that the total cost for the 44 Units owned by the Parish Council would be £3,563.94 for the 2025/2026 Financial Year which included the cost of maintenance and energy used. She added that this represented a decrease of £65.22 on the previous Financial Year.

The Council was pleased to NOTE this information.

201/26 WSALC CHAIRS FORUM

Councillor Lee reported that he had attended the online Forum on 14 July 2026. He explained that the topics discussed included Asset Transfers, Business Planning and Local Government Reorganisation.

The Council NOTED this information.

202/26 ARUNDEL FUTURE OF ENERGY WORKSHOP

Councillor Mrs Stevens reported on her attendance at the Future of Energy Workshop in Arundel and highlighted that Parish Councils had been well represented at the event, which had included discussions relating to Wind and Solar Farms. She confirmed that she would be reporting back further details to the next Meeting of the Parish Council's Climate Change Working Group.

Mrs Stevens responded to a question from the Chairman regarding the potential installation of drinking water fountains in the Village. She confirmed that the aforementioned Working Group would be bringing forward details and options in relation to this project, in the Autumn.

The Council NOTED this information.

203/26 DOCUMENTS AND PUBLICATIONS CIRCULATED

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

- (a) Action in rural Sussex - Newsletter Summer 2026
- (b) Arun & Chichester Citizens Advice - Just 1 Week to Go!
- (c) Arun District Council - Larksfield Park, Bognor Regis - Survey now live!
- (d) Arun District Council - News Release - Aileen Evans OBE Appointed Chair of Arun District Council Housing Improvement Board
- (e) CAGNE - Appeal Court & Action Needed
- (f) Care UK - Join Us for Our Monthly Networking Breakfast + Speaker Opportunities!
- (g) Carers Support West Sussex - Your July Update from Carers Support West Sussex
- (h) CPRE Your latest update on our countryside
- (i) East Preston Parish Council News - 18 June 2026, 25 June 2026, 2 July 2026, 9 July 2026 and 21 July 2026
- (j) Hidden Disabilities Sunflower - Join the Sunflower Telephone Lines Webinar
- (k) National Association of Local Councils - Chief Executive's Bulletin - 25 June 2026, 2 July 2026, 9 July 2026, 16 July 2026 and 23 July 2026
- (l) National Association of Local Councils - Clear Councils - Important Notice for our Customers
- (m) RHS - RHS Communities July Update
- (n) Rustington Residents Association Newsletter
- (o) Southern Water - We're here to help keep taps flowing
- (p) Southern Water - Helping you stay updated: please whitelist our new email address

- (q) Southern Water - Your update from Southern Water in West Sussex
- (r) Southern Water - Your Water Matters: Meet the team and ask us anything
- (s) Southern Water - Our Annual Results are here
- (t) Stonepillow - Supporters Update
- (u) West Sussex County Council - Highways, Transport and Planning Parish Newsletter x2
- (v) West Sussex County Council - News Release - 23 June 2026, 24 June 2026 x2, 2 July 2026, 3 July 2026, 16 July 2026 x2, 17 July 2026 and 20 July 2026
- (w) West Sussex County Council - Residents' eNewsletter
- (x) West Sussex County Council - West Sussex Emergency Management - Met Office Red Heat Health Alert
- (y) West Sussex County Council - West Sussex Emergency Management - Moderate Air Pollution Alert for West Sussex

There being no further business the Meeting concluded at 8.20 pm.

Chairman:

Date:

There were no questions received for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.

MINUTES: of the Special Meeting held on 10 September 2026

PRESENT: Councillors G Lee (In the Chair), J Bennett, Mrs C Broomfield, M Broomfield, Mrs A Cooper, Mrs S Partridge, Ms M Revell, Mrs C Stevens and P Warren

In attendance: Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

204/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ceiriog-Hughes (Personal), Cooper (Other Associated Business), Mrs Gregory (Personal), Grevett (Holiday), Ms Lloyd (Work Commitment), Rogers (Indisposition) and Street (Work Commitment). These apologies were accepted by the Council.

205/26 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

206/26 EXCLUSION OF THE PUBLIC AND PRESS

The Committee, pursuant to Section 100 of the Local Government Act 1972, RESOLVED that Members of the Public, and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

207/26 THE WOODLANDS CENTRE - MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Clerk referred to Minute 192/26 and reminded Members that she had previously circulated the Tender Report and, subsequently, an email and documentation containing details of the Value Engineering Exercise to date from the Project Manager and Quantity Surveyor, together with information produced by the Finance Manager/RFO, detailing the Council's financial position and the implications of any anticipated shortfall in the funding available for the Project.

The Council then received a further Presentation from the Project Manager and Quantity Surveyor in the above regard.

At the end of the Presentation, the Project Manager and Quantity Surveyor responded to a number of questions from Members, before leaving the Meeting.

A detailed discussion then ensued, following which the Council RESOLVED:-

- a) The preferred Contractor for the Project
- b) A maximum Project Cost of £715,000.00
- c) That the Project Manager and Quantity Surveyor should continue with further Value Engineering in negotiation with the preferred Contractor, in order to achieve the above sum.

The Council then considered and approved the Financial Risk Assessment as prepared by the Finance Manager/RFO. A copy of this document is attached and forms a part of these Minutes.

There being no further business the Meeting concluded at 7.08 pm.

Chairman:

Date:

There were no questions received for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.

Financial Risk Assessment for The Woodlands Centre Refurbishment Works

<u>Risk</u>	<u>Response (Actions)</u>	<u>Comments/Notes</u>
Centre closure	Centre to be closed, as previously agreed, in two parts:- (1) Village Memorial Hall - 21 September 2026 to 3 January 2027 - Hirers already informed and hirings have already been cancelled - Expected return from 4 January 2027 - Hall also open to adhoc bookings from this date (2) Rear of Centre - 4 January 2027 to 30 June 2027 - Regular hirers have not yet been informed / cancelled - Available times for adhoc hirers have been blocked out	Predicted loss is calculated on dates originally planned for closures - £27,461.22 - Figures produced as follows:- ▪ September 2026 to March 2027 - £22,483.22 ▪ April 2027 to June 2027 - £4,978.00 This is working on figures available to date and regular hirers of the Village Memorial Hall advising if they planned to finish earlier than 21 September 2026 and return later than 4 January 2027
Hirers leaving earlier than Centre closure times	Revised Budget for 2026/27 to reflect reduced income	Reduced from £60,000.00 to £35,000.00 for 2026/27 Predicted £50,000.00 for 2027/28
Hirers not returning immediately that Centre is reopened	Revised Budget for 2026/27 to reflect reduced income	
Hirers not returning	Loss of income to be taken from the Council's balances at the end of the financial year	
	Revised Budgets for 2026/27 to reflect reduced income, if forewarned	
Over-run of Project	Liquidity Damages in places should Contractor over-run. Charged weekly	

Project costs exceed loan taken and reserved funds	Consider increasing the General Fund Balance when the Budgets are revised to mitigate any risks	All works/fees from the start of the Project in 2022 to 31 March 2026 were paid from the Council's balances. Therefore, funds available at 1 April 2026 were £252,400.79, made up as follows:- - Capital Works (from Museum) - £230,459.11 - AirS Grant Funding - £2,470.00 - Opportunity Purchase Fund - £1,531.08 - Within General Fund - £13,760.92 To be added:- - PWLB Funding - £549,807.50 - Interest to 31 July 2026 - £2,328.76 Total in account £804,537.05, less fees/works carried out since 1 April 2026 leaves a balance of £763,451.24
	Consider a further budget (Vote) for the shortfall, and increase the Precept	
	Consider what parts of the project may be able to be removed to reduce the building costs	
	Consider a further loan	
Public Works Loan Board loan - repayment more than budgeted for, due to interest rate applied at date loan drawn down	Revised Budgets for 2026/27 to reflect increased repayment of loan	Loan Repayment - 2026/27 - Budgeted - £54,000.00, Actual - £27,916.98 2027/28 - To budget - £56,012.42
VAT to be paid, prior to being reimbursed by HMRC	Approximately £57,150.00 per quarter	To be taken from General Fund Balance until refunded by HMRC
Insurance	Building Works to be in 'Joint Names Policy'. The Woodlands Centre cannot be included in the Council's 'full' Policy and must be independent	As the building is still being used during the construction works, it is 'usual' to have insurance in both names. AJG, The Council's Brokers, are seeking a quotation with their Specialist Insurers. This is yet to be received.

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 3 August 2026

PRESENT: Councillors Mrs A Cooper (Chairman), J Ceiriog-Hughes, A Cooper, G Lee, Mrs S Partridge, D Rogers and J Street

In attendance: Ms R Costan (Deputy Clerk), Mrs C Ward (Clerk of the Council) and Mr J Burch (Leisure and Amenities Officer)

38/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Work Commitment), Mrs Gregory (Personal) and Mrs Stevens (Personal). These apologies were accepted by the Committee.

39/26 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

40/26 MINUTES

The Minutes of the Meeting held on 1 June 2026 were signed by the Chairman as a correct record.

41/26 WOODLANDS RECREATION GROUND

(a) Service Road - Rear of Jubilee Avenue

The Deputy Clerk referred to correspondence, previously circulated, from a resident of Jubilee Avenue. She explained that the resident had raised concerns regarding the access to the Service Road adjacent to the North Field. She reminded Members that the Service Road was not private land and formed part of the Freehold Land held by the Parish Council since 1937.

She confirmed that the residential properties which abutted the Service Road had a right of access over the land, to their houses, but that the Road was not for exclusive use by the residents. She added that individual Licences were held between the owners of eleven properties in Jubilee Avenue and the Parish Council, in relation to various items encroaching onto the Service Road e.g. hard standing for parking at the end of gardens.

She then confirmed that these Legal Agreements were issued in 2000 and stated that “The Licence is granted subject to any existing rights of way which affect the land and the Licensee shall not impede the owner (RPC), other residents of Jubilee Avenue or the public in the exercise of any such rights”. She added that the resident who had made the representation held one of the aforementioned Licences.

Following a detailed discussion and noting that the area concerned is classed as Public Land, the Committee RECOMMENDED that no further action should be taken regarding the restriction of public access to the Service Road.

(b) South Coast Skate Club

The Deputy Clerk referred to Minute 20/26(d) and confirmed that the free weekly skateboard sessions began on Friday 24 July 2026 and had, to date, proven very popular. She reminded Members that the sessions had been funded via a successful funding application to the Safer Arun Partnership and delivered by the South Coast Skate Club.

The Committee was pleased to NOTE this information.

(c) **Circus Wonderland - Family Circus Visit**

The Deputy Clerk referred to Minute 36/26 and confirmed that the Circus Wonderland visit had taken place between 5 July and 12 July 2026. She said that the visit had been a success, in logistical terms at the Recreation Ground, but that audience attendance had been low due to the exceptional high temperatures during the week. She explained that unfortunately the multiple heatwaves were proving to be detrimental for the Circus across the Summer season.

The Committee NOTED this information.

(d) **Sage House Dementia Advisory Bus**

The Deputy Clerk reminded the Committee that the Sage House Outreach Dementia Advisory Bus had first delivered its services from the Woodlands Recreation Ground in September 2025. She explained that the services offered by the Advisory Bus included:-

- One to one emotional support
- Accurate, accessible information
- Support to access the right services at the right time
- Support to live well with dementia and maximise your quality of life
- Care planning for the future
- Information about peer support groups

She stated that the Service would continue to visit the Recreation Ground on a monthly basis and that the Sage House Team valued the warm welcome and support provided by the Parish Council.

The Committee was pleased to NOTE this information.

42/26 **THE WOODLANDS CENTRE - CURRENT LETTINGS**

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2026 to 31 July 2026 was currently above the 2026/2027 Estimate of £60,000.00 at 0.76%.

She said that the total income to the aforementioned date was £22,167.84 which represented 36.95% of the Budget.

The Committee was pleased to NOTE this information.

43/26 **SAMUEL WICKENS CENTRE - CURRENT LETTINGS**

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2026 to 31 July 2026 was currently above the 2026/27 Estimate of £15,500.00 by approximately 18.46%.

She said that the total income to the aforementioned date was £6,120.65 which represented 39.49% of the Budget.

The Committee NOTED this information.

44/26 **RUSTINGTON YOUTH CENTRE**

(a) **Current Lettings**

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2026 to 31 July 2026 was currently above the 2026/2027 Estimate of £35,000.00 by 1.52%.

She said that the total income to the aforementioned date was £11,843.00 which represented 33.84% of the Budget.

The Committee NOTED this information.

(b) Worthing Table Tennis Club (WTTC)

The Deputy Clerk referred to Minute 29/26(b) and confirmed that the Senior Youth Table Tennis Club would begin at the start of the new school year in September. She explained that an advertisement detailing both the existing Junior and new Senior Youth sessions had been included within the most recent edition of the Parish Newsletter.

She confirmed that following agreement by Councillor Cooper, Chairman of the Council and Councillor Bennett, Chairman of the Finance and General Purposes Committee, an additional Table Tennis table, sourced by WTTC, had been purchased for £150.00. She added that the new table would be easily stored within the Youth Centre.

The Committee was pleased to NOTE this information.

(c) Replacement of 18 LED Batten Lights

The Clerk explained that there were 18 Batten Lights located within the Kilhams Hall, at height, within the Youth Centre building. She confirmed that some of the lights were in need of replacement, but these types of fittings were now obsolete. She advised that following a survey of the condition of the remaining units by the Council's Electrical Contractors, Barkers Electrical, it had been established that all of the lighting units would need replacing in the imminent future. She said that a Quotation had been received and accepted totalling £1,858.33 plus VAT. She added that due to the height of the ceiling a scaffold tower would be required to enable the works to be safely completed, and that they would have to be undertaken at a weekend when hirings were limited.

The Committee NOTED this information.

45/26 RUSTINGTON MUSEUM

The Deputy Clerk referred to a Report, previously circulated, from the Museum Manager. She explained that the Museum had delivered several successful outreach events which had attracted further enquiries from a variety of community-based settings and added that the Museum Team were developing new "Talks" content in order to extend the Museum's offer. She added that the Assistant Museum Manager, would be delivering the August Public Talk, at the Museum, on the theme of Seaside Tourism in the Victorian and Edwardian Period.

The Deputy Clerk then referred to a request from local Author Chris Hare to stock two of his recent publications within the Museum "shop". She explained that the Museum did not currently sell books on the behalf of anyone without an established long-term link to the Museum, but that Members may wish to consider stocking five copies of "Sussex History - Folklore and People". She confirmed that this would be at no cost to the Museum. She added that the second Title, proposed to be stocked, was very niche, and could be considered as a sometimes-controversial subject and, therefore, not appropriate to be sold by the Museum.

Following a brief discussion the Committee RECOMMENDED that five copies of "Sussex History-Folklore and People" should be available for sale within the Museum for a trial period of 6 months.

Councillor Rogers raised a concern regarding the security of the handling of cash at the Samuel Wickens Centre. The Deputy Clerk confirmed that any income generated via the Museum "shop" was passed onto the Finance Manager/RFO, on a regular basis, for banking, etc. and that the sums of money concerned were very minimal.

The Committee then discussed the benefits of introducing a Contactless Payment option at the Samuel Wickens Centre, especially in terms of Public Talk donations and “shop” purchases.

Following a detailed discussion the Committee RECOMMENDED that the Finance Manager/RFO be asked to explore the potential costs and benefits of the introduction of a Contactless Payment system for use at the Samuel Wickens Centre.

Councillor Cooper then requested that the Museum Team consider allocating additional time to the development of Digital Outreach side of the Service. The Deputy Clerk confirmed that this area of work had been highlighted as a key action within the Team’s targets which had been set as part of the ongoing line management supervision process.

The Committee NOTED the remainder of the Report.

A copy of the Report is attached and forms a part of these Minutes.

46/26 WOODLAND PARK SPORTSFIELD - EXTENSION OF LEASE

The Clerk referred to Minute 31/26(b) and reported that the new Lease and Underlease had still not been completed. She said that the Council’s Solicitors were continuing to chase the County Council’s Property and Legal Teams on a regular basis, but that frustratingly there was nothing further to report at this time.

The Committee continued to be concerned to NOTE this information.

47/26 PUBLIC SEATS - PROGRESS REPORT

The Deputy Clerk reported that general maintenance, including repairs and repainting, of the Council’s seat stock had continued over the summer months. She confirmed that 23 seats had been painted by the Council’s external contractor, and the Leisure and Amenities Officer had also undertaken repairs to several seats in the centre of the Village and the Greensward.

The Committee NOTED this information.

48/26 REPLACEMENT OF THE WAR MEMORIAL

The Deputy Clerk referred to Minute 50/25 and confirmed that the replacement Memorial would be installed during the week beginning 7 September 2026. She reminded Members that the replacement would be an exact matching replica of the existing Memorial.

The Deputy Clerk then explained that the Reverend Natalie Bawcutt had contacted the Council with a kind offer to host a short blessing ceremony for the replacement Memorial. She confirmed that she, the Clerk and the Personal Assistant to the Clerk had met with the Reverend Bawcutt and had discussed a proposed date of 20 September 2026 for the blessing ceremony, subject to the Council’s approval. She explained that a short ceremony would take place, on site, prior to the planned Civic Service and that the Reverend Rosemarie Clarke from the Methodist Church would be approached to lead the rededication/blessing jointly with the Reverend Natalie Bawcutt.

Following a brief discussion the Committee RECOMMENDED that the offer by the Reverend Natalie Bawcutt to deliver a blessing ceremony, in conjunction with the Reverend Rosemarie Clarke from the Methodist Church be accepted, with the date to be set as Sunday 20 September 2026.

The Committee then AGREED that Councillor Street should make contact with the Royal British Legion, East Preston, to invite a Standard Bearer to attend the blessing ceremony.

Councillor Street then asked if consideration could be given to adding names of Armed Forces Personnel who had been lost in conflict since the conclusion of the Second World War.

The Committee AGREED that Councillor Street should undertake research regarding the names of any additional Rustington residents, who may have lost their lives in active Service, and to then liaise with the Deputy Clerk with any findings.

49/26 GARDENS COMPEITION 2026

The Deputy Clerk reported that a Press Release containing details of the declared winners and runners-up in the Gardens Competition had been previously sent to all Members as follows:-

Class 1 - Window Boxes, Balconies and Patio Tubs etc. (Residential)

Winner 6 Donnington Place, Woodlands Avenue

Runner-Up 26 Ash Lane

Class 2 - Window Boxes, Balconies and Patio Tubs etc. (Commercial)

Winner Sweetpeas & Honeybees Boutique Florist, North Lane

Runner-Up The Lamb Public House, The Street

Class 3 - Front Gardens of Any Size inc. Paved Gardens with Patio Tubs (Residential)

Winner 2 Windmill Drive

Runner-Up 2 Tithe Green

Class 4 - Front Gardens of Any Size (Commercial)

Winner Rustington House, Worthing Road

Class 6 - Community Gardens

Winner The Laurels Day Centre, Sheep Fold Avenue

Runner-Up The Hidden Twitten (Rear of Herne Gardens/Orchard Gardens Garage Compound)

She reminded the Committee that the short-listed entries in the Competition had been judged by Councillors Andy Cooper (Chairman of the Council), Gary Lee (Vice-Chairman of the Council) together with Mrs Joanne Crockford (Ferring Nurseries).

The Committee were pleased to NOTE this information.

Following a further detailed discussion regarding the delivery and format of the Competition, the Committee RECOMMENDED that a small Working Party comprising of Councillors Mrs Cooper, Cooper, Lee and Street be established to review and possibly redesign the format, in advance of the 2027 Competition.

It was further RECOMMENDED that any recommendations by the Working Party, should be presented to the October Meeting of the Leisure and Amenities Committee.

50/26 DATES OF FUTURE MEETINGS

The Chairman reminded the Committee that the next Meeting was scheduled for 19 October 2026 commencing at 6.00 pm.

There being no further business the Meeting concluded at 6.52 pm.

Chairman: Date:

Museum Report – Leisure & Amenities Committee – July 2026

Documentation

I have continued to work on Modes records, tidying errors and adding photographs of the objects to the records as this helps with identification when looking for the items and considering them for display. The number of records stands at 4,706.

Collection Care and Storage

We have continued to prepare for the collection move from the Woodlands Store. There is currently a filing cabinet in that store, which holds accessioned paper documents. This is not the ideal storage, and so we are taking the store move as an opportunity to remove the items from the filing cabinet for more suitable storage in boxes at the museum store. This is a time-consuming process as I have been going through the Modes records for the items, scanning them and attaching the scans to the records before relocating them into new places. As part of this process, I plan to purchase some new archival boxes.

Acquisitions

Rustington Otters Youth Football Club dropped off two shirts and a scarf just in time for World Otter Day in May and the scarf was placed in the foyer case for a short period.

Recently a gentleman came into the museum with two keys which are marked on the top with R & I Stacey LTD, Ironmongers Rustington, we took these into the collection as an example of a local business.

Social Media

The website changes have been working well and allows us to have past exhibitions and multiple upcoming events displayed.

The Museum Facebook page continues to grow, from 840 (last Report) to 848 followers.

Beth has been posting things which are related to national days and events from the collection while I posted an image of an Order of Service booklet because I happened to be looking at it on the same day as was printed on the front. Posts like these help build a following as we are not just posting events but also information people may be interested in.

Events

Talks have been going well. We have booked The Magic of Pantomime for the December talk. This will be early in December to avoid the Christmas rush.

DATE	No of attendees	Talk Title
21st January	10	Duncan Jay- The Musings of a Misunderstood Man
25th February	37	Dr Janet Pennington- English Inn Signs

18th March	31	Holly Parsons- Suffrage in Surrey and beyond
15th April	24	David Slade- The Raid on Zeebrugge, St George's Day 1918
20th May	60	Dominic Grier and Richard Amey- Rustington's Sir Hubert Parry — His Music, Life and Times
17th June	24	Sussex Wildlife Trust- This year's photograph competition
15th July	17	Lisa Frank- St Swithin's Day (Folklore)
19th August		Beth Gisbey- Seaside tourism in the Victorian and Edwardian period
16th September		Guy Blythman- Windmills
21st October		Sarah Nathaniel- Commonwealth War Graves Commission
17th November		Gary Baines- Shoreham Fort
2nd December		The Magic of Pantomime

Managers Update

Beth and I visited Greystoke Manor Nursing Home to give a historic confectionary reminiscence session. We have had requests for this session since, but it is designed for small groups, so we are having to be offer alternative talks when we get enquiries. Beth is developing a History of Rustington talk which we will both learn and be able to give to groups.

Beth, Rosie and I met with Shelia from Rustington Heritage Association to discuss the collection move and work to progress and promote the reference library. The move is on track. The Rustington Heritage Association (RHA) Historyfest has understandably taken priority for the moment in terms of RHA volunteer availability and so the reference library has temporarily taken a back seat. Future plans are to make the space more accessible by using a library catalogue system to list the books and make this available physically in the Museum but also on our website so researchers can see what we have available.

Visitor figures

January 2026	124	January 2025	93
February 2026	246	February 2025	177
March 2026	93	March 2025	77
April 2026	202	April 2025	172
May 2026	194	May 2025	220
June 2026	100	June 2025	152
July 2026 (current)	103	July 2025	284

Families

For May half-term crafts, we ran sessions to come and make port holes and underwater monsters. These were quiet, which was attributed to the lovely weather we were having. Those who came really enjoyed it and we received positive feedback.

Over summer holidays we are running crafts every Wednesday morning 10am-12pm. These will be more relaxed than the half terms, some with no set theme allowing the attendees to use the craft materials to make what they would like.

Children's resources in the gallery have been coming along nicely. The dressing up is forever popular with visitors using it regularly. For the baskets, I bought some play food to fill the basket which already had some play food in it. This was played with the same day. I was lucky enough to get some Duplo for free via a Facebook page which has filled one of the empty baskets. In the temporary exhibition gallery, we purchased some children's art books to go in the book rack when we have art exhibitions on. We will continue to look for suitable toys, books and dressing up for the galleries.

Exhibitions

Sussex Wildlife Trust exhibition was successful and came down without a problem. Unfortunately, they are not running the Underwater Photography competition next year so there will not be an accompanying exhibition, but there is plans to run it in future years so we hope to have them back again.

Northbrook End of Year Exhibition went up and so far, has led to some visitors coming in to see the student's work, although this is a low number. We are looking into hiring a Dinosaurs are Birds exhibition for next May-September which should be very popular with families and will hopefully be available for the May half-term and summer holidays.

The next exhibition is a display of work by local artist Richard Marshall who has been in contact a few times and is working on plans for his display.

Exhibition Programme

Monday 25 th January – End of April	From Rustington to Neverland. Curated by Museum.
May – June	Sussex Wildlife Trust - Underwater Photography Competition
July – September	Northbrook College
October	Richard Marshall, (local artist)
November- January 2027	Shoreham Fort

Shop

We have been approached by author and speaker Chris Hare about selling two of his books: "Sussex History, Folklore and People" and "Hilaire Belloc - The Politics of Living". Currently we have a small number of books available for sale but these are all either on behalf of the Museum, Rustington Heritage Association or Graeme Taylor, both of whom are associated closely with the Museum. So, although Chris has done talks for us, this would be the first time we have sold for someone who is as external to the museum.

We would get a percentage of the sales for both the books, as below. If we did take them, we would only be taking between 5-10 copies of each due to our storage limitations.

Title	Sale Price	To Chris	To the museum
Sussex History	£15	£10	£5
Hilaire Belloc	£10	£6.99	£3.01

"Sussex History" accounts some local folklore and traditions including Bonfire, dialect, and witches, as well as West Sussex Fascists and local people including Lucy Broadwood the English Folklore Song Collector. This publication could prove to be popular as we have had Folklore talks in the past and Sussex history is often sought as an enquiry. We do not currently stock any publications which reference general Sussex history.

Hilaire Belloc, this is an academic evaluation of the work and life of Hilaire Belloc, a French/English writer and political activist who grew up in Sussex. To my knowledge, Belloc is also not well known, so may be a slow seller. We have a book about the Garrets and currently nothing on Belloc.

The shop is currently very small, so we do need to limit what we offer. We can also only take cash payments, but at some point we would welcome that consideration be given to a card machine. But these two books would fit within what the current Museum offer if Members would be happy to approve their inclusion in the Museum "shop".

Work by Volunteers

Janet has continued to work on photographing the Collection so we can get more images on Modes which helps with object identification and planning.

Janet, Shirley-Anne and Graham are all booked to help with family crafts over the summer.

We had Ella start as a new volunteer a few weeks ago, she is volunteering on Thursday mornings and has been working on cataloguing some of the collection.

Holly Parsons
Museum Manager
24th July 2026

EMERGENCY PLANNING COMMITTEE

MINUTES: of the Meeting held on 25 August 2026

PRESENT: Councillors J Bennett, Mrs C Broomfield, M Broomfield and J Ceiriog-Hughes

In attendance: Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk)

1/26 **ELECTION OF CHAIRMAN**

It was proposed that Councillor Ceiriog-Hughes be elected Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Ceiriog-Hughes be elected Chairman for the ensuing year.

2/26 **ELECTION OF VICE-CHAIRMAN**

It was proposed that Councillor Mrs Broomfield be elected Vice-Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Mrs Broomfield be elected Vice-Chairman for the ensuing year.

3/26 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Cooper (Work Commitment), Mrs Cooper (Personal), Grevett (Personal), Mrs Gregory (Personal) and Lee (Holiday). These apologies were accepted by the Committee.

4/26 **DECLARATIONS OF INTEREST**

There were no declarations of interest recorded by Members.

5/26 **MINUTES**

The Minutes of the Meeting held on 18 August 2025 were signed by the Chairman as a correct record.

6/26 **REVIEW OF EMERGENCY PLAN**

The Clerk referred to Minute 6/25 and said that she had previously circulated the Plan that had been updated to include a number of proposed amendments/additions. She said that the Plan also included a redacted copy of the Arun District Council Emergency Planning Winter Management Plan incorporating the West Sussex County Council Winter Service Plan.

Following a discussion, the Committee AGREED that subject to the aforementioned amendments/additions, no further revisions needed to be made to the Emergency Plan at the present time.

A copy of the amended Plan is attached and forms a part of these Minutes.

It was also RECOMMENDED that the next review of the Plan should take place in twelve months' time.

7/26 **DATE OF NEXT MEETING**

It was AGREED that the next Meeting should be held in August or September 2027 on a date to be agreed by the Council when it approved its Meeting Dates for 2027 later in the year.

There being no further business the Meeting concluded at 5.35 pm.

Chairman: Date:



RUSTINGTON PARISH COUNCIL

EMERGENCY PLAN



AUGUST 2026



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Introduction

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

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

Aim

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

To provide a supportive role in terms of communication, welfare signposting, local co-ordination and provision of facilities.

Objectives

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

Activation Procedure

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

Emergency Planning Committee

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

Role	Name	Tel	Mobile	Address
Chairman <i>TBC</i>	Cllr J Ceiriog-Hughes		07709 245 357	cllr.johnceiriog-hughes@rustington-pc.gov.uk
Vice-Chairman <i>TBC</i>	Cllr Mrs C Broomfield	01903 786420		cllr.christinebroomfield@rustington-pc.gov.uk
Clerk	Carole Ward		07752 493 539	Caroleward@rustington-pc.gov.uk
Committee Member	Cllr J Bennett		07507 873 537	cllr.jamiebennett@rustington-pc.gov.uk
Committee Member	Cllr M Broomfield	01903 786420		cllr.michaelbroomfield@rustington-pc.gov.uk
Committee Member	Cllr Mrs A Cooper		07753 573 838	cllr.alisoncooper@rustington-pc.gov.uk
Committee Member	Cllr A Cooper		07793 372 543	cllr.andycooper@rustington-pc.gov.uk
Committee Member	Cllr Mrs P Gregory	01903 772769		cllr.paulinegregory@rustington-pc.gov.uk
Committee Member	Cllr R Grevett	01903 776780		cllr.bobgrevett@rustington-pc.gov.uk
Committee Member	Cllr G Lee	01903 786420		cllr.garylee@rustington-pc.gov.uk
Deputy Clerk	Rosie Costan		07752 493 539	rosiecostan@rustington-pc.gov.uk

Meeting Venue

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

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

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

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

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

All Members of the Emergency Planning Committee should:

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

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

Key Information

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

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

Restricted Distribution

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

Plan Maintenance

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



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

Annex A - Activation Procedure and initial actions if a community response is required

Action		Complete
1	Incident detected. Dial 999 and ensure the emergency services are aware of the emergency and follow any advice given.	
2	Gather as much information about the situation as possible: • Location of emergency • Type of incident • Number of people/properties involved • Type of support which might be needed • Make contact with any of the responding organisations at the scene.	
3	Any Member of the Parish Council/Emergency Committee might be notified of an incident by the Local Authority or residents. They should lead the initial incident response and also contact the Clerk/Deputy Clerk asap to activate the Emergency Plan.	
4	Contact and inform other Members of the Emergency Planning Committee, the District and/or County Council. Details can be found on Page 25	
5	Begin recording details on the Log Sheet overleaf including: • Any decisions you have made and why. • Actions taken. • Who you spoke to and what you said. (Including contact numbers) • Any information received.	
6	Response plan is formed. If necessary, call a Committee Meeting, but ensure the venue is safe and people can get there safely	
7	Arrange for key contacts identified in Annex B to be made available as necessary	
8	Tell the community that the Emergency Team is active. Communicate warning information messages. Publicise the key telephone number to contact during the Emergency	
9	Make sure you take notes and record actions from the Meeting. If a decision is reached to activate the Emergency Plan ensure that Steps 1 - 8 above are carried out.	

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

Logging Sheet

It is important to record all information during an emergency. Completing a logging sheet is an easy way to ensure information is not lost. It can also help support / justify any decisions made or actions taken.

Date	Time	Information / Decision / Action	Initials

Annex B – Key Contacts List

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

Service / Name	Telephone Number	Website	Additional Information
Emergency Services: For Emergencies dial '999'			
Sussex Police	101 – non emergency Or 999	www.sussex.police.uk	Protection of Life
Fire & Rescue Service	999 Station HQ 01243 786211	www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/	Rescue of people trapped by fire, wreckage or debris.
Ambulance Service - South East Coast Ambulance Service	0300 1230999 Or 999 NHS 111	www.secamb.nhs.uk	Medical treatment & medical evacuation
British Transport Police (London South)	0800 40 50 40 Or 999	www.btp.police.uk	
Coast Guard	0203 817 2000 Or 999	www.hmcoastguard.uk	Sea search & Rescue Operations
Local Authorities			
West Sussex County Council	01243 777100	www.westsussex.gov.uk	9.00am-5.00pm (Mon-Fri)
Community Hub	033 022 27980		9.00am-5.00pm (7 days per week, except bank holidays which is 10am-2pm)
Arun District Council	01903 737500	www.arun.gov.uk Emergency Planning Officer	Switchboard - 24 hrs Mon to Thurs: 8.45am - 5.15pm Fri: 8.45am-4.45pm
Rustington Parish Council	01903 786420 07752 493539	www.rustington-pc.gov.uk 7 days a week 24 hours a day	Mon to Thur: 8.30am - 4.30pm Fri: 8.30am - 4.00pm

Littlehampton Town Council	01903 732063	www.littlehampton-tc.gov.uk	Mon to Fri 9.00am - 4.30pm
East Preston Parish Council	01903 770050	www.eastpreston-pc.gov.uk	Mon to Thurs 10.00am - Midday
Angmering Parish Council	01903 772124	www.angmering-pc.gov.uk	Mon to Thurs 9.00am - 5.00pm Friday 9.00am - 3.00pm
Utilities			
Gas	0800 111 999	Emergency number	24 hrs a day 7 days a week
Electricity – UK Power Networks	105 (National Number)	Emergency number 24 hours/7 days a week 0800 3163 105 www.ukpowernetworks.co.uk	
Water & Wastewater problems	0330 303 0368	Southern Water www.southernwater.co.uk	24 hr emergency line

Service / Name	Telephone Number	Website	Additional Information
Governmental Departments			
DirectGov		www.gov.uk	Information on public services
Cabinet Office		https://www.gov.uk/guidance/emergency-response-and-recovery	Link to guidance for staff of responder agencies
Voluntary Organisations			
British Red Cross	0344 871 11 11	www.redcross.org.uk	
Age UK (West Sussex, Brighton & Hove)	0800 0191310 or 0800 6781602	www.ageuk.org.uk/westsussexbrightonhove	Will assist in identifying vulnerable elderly within the community
St Johns Ambulance	03700 10 49 50	www.sja.org.uk	
RSPCA	0300 1234 999 Cruelty Line	www.rspca.org.uk	Animal Protection
Cruse	0808 808 1677 Daytime helpline	www.cruse.org.uk	Bereavement Care

The Samaritans	116 123	www.samaritans.org	Confidential non-judgmental emotional support
Turning Tides	01903 680740	www.turning-tides.org.uk	Homelessness support
Citizens Advice Arun & Chichester	0808 278 7969	www.arunchichestercab.org.uk	Independent, Impartial, confidential and free advice
Other Essential Numbers			
West Sussex Highways Dept.	01243 642105	www.westsussex.gov.uk	
Environment Agency Floodline	0345 988 1188	www.gov.uk/check-flooding	24 hour service
NHS 111	111	www.111.nhs.uk	
Doctors Surgeries:	01903 850900	The Coppice, Herne Lane	Joint telephone service with Angmering Medical Centre
	01903 777000	Westcourt, 12 The Street	
	01903 785152	Willow Green, Station Road	
Pharmacies	01903 786856	Boots Pharmacy 6 Churchill Parade	
	01903 784338	Kamsons Pharmacy 131 The Street	
Georgian Gardens Community Primary School	Headteacher 01903 771555	Guildford Road	
Rustington Community Primary School	Headteacher 01903 785271	North Lane	
Summerlea Community Primary School	Headteacher 01903 856783	Windsor Drive	

Annex C – Risk Assessments

When assessing the risks in the community the likelihood and the impact of the event should be considered. Many of the risks will be planned for at a national/ Regional/County or District level. Ensure relationship with key officers at District & County Council is established. The risk assessments should consider how the community could respond to ensure the community's safety/wellbeing.

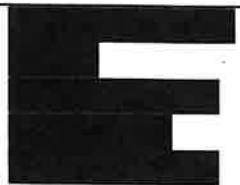
Risk / Hazard	Possible Actions
Sustained Loss of Critical Utilities - Gas, Electricity, Water	• Communication of updates with residents as they are received - See Annex F • Use mobile devices if electrical outage. Ensure that laptops and mobile phones are always charged • Opening and offer of Rest Centre to residents affected if required • Assist with road closures, traffic management if appropriate e.g. burst water main. • Encouragement of residents to have a Home Emergency Plan prior to any emergency • Relocation of personnel if offices affected by outage, e.g. Wi-Fi, to another RPC Centre • Ensure critical IT data is regularly backed up •
Severe Weather – Ice & Snow	• Link to ADC and WSCC Winter Management Plans - See Annex J • RPC, ensure good stock of resources are stored prior to Winter • Enact RPC Winter Management Plan • Communication of updates with residents as they are received - See Annex F • Encourage residents to check on neighbours • Opening and offer of Rest Centre to residents affected if required • Assist with road closures, traffic management if appropriate e.g. road blocked by snow. • Encouragement of residents to have a Home Emergency Plan prior to any emergency
Severe Weather – Heat Waves	• Communication of updates with residents as they are received - See Annex F • Liaise with schools, GP Surgeries etc to establish whether there are key messages to be shared with residents • Encourage residents to check on neighbours • Encouragement of residents to have a Home Emergency Plan prior to any emergency

Severe Weather – Flash Flooding	• Communication of updates with residents as they are received - See Annex F • Opening and offer of Rest Centre to residents affected if required • Contact WSCC Fire Service for assistance • Assist with road closures, traffic management if appropriate • If key service is affected e.g. a school - contact to advise to hold back children/staff from leaving/arriving • Encouragement of residents to have a Home Emergency Plan prior to any emergency
--	--

Annex D – Community Capacity & Resources

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

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

Methodist Church Hall, Claigmar Road	01903 776900	In the event of a local emergency	
Rustington Guide Hall		In the event of a local emergency	
Rustington Scout Hall, Church Road		In the event of a local emergency	

DEFIBRILLATORS are available for Public use at:

All are affixed to the external walls

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

Further DEFIBRILLATORS can also be accessed from inside

- Rustington Sports and Social Club, Jubilee Avenue (Woodlands Recreation Ground)
- Tesco Express, The Street

Annex E – Household Self Help

Further copies of the Household Emergency Plan can be downloaded from the following government website and distributed to families in the Parish:

www.ready.gov/make-a-plan



HOUSEHOLD EMERGENCY PLAN

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

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

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

A crisis happens when we least expect it.

GO IN. STAY IN. TUNE IN.



www.westsussex.gov.uk/emergency



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

GO IN. STAY IN. TUNE IN.

Station

BBC Sussex

Heart

Frequency

104.8 & 95.3 FM

97.5 & 96.7 FM 1

Website

www.bbc.co.uk/bbcsussex

www.heart.co.uk/sussex

Creating an emergency box/bag

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

Torch and spare batteries

Battery powered radio and spare batteries

Candles / matches

Copy of this plan

tick

☐
☐
☐
☐

First Aid kit

List of useful contact numbers

Toiletries

tick

☐
☐
☐

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

Bottled water

Ready to eat food (tinned)

Bottle/tin opener

tick

☐
☐
☐

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

Blankets

Torch and spare batteries

tick

☐
☐

Location of where emergency box/bag is kept

List of current medication

Medication name	Dose	When taken	Who takes it

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

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

Household contact details

Name

Mobile

Work

If you are evacuated is there somewhere we can go? Friends or family?

Name

Mobile

Work

If you can't contact each other, where should you meet /or who should you leave a message with?

Name

Mobile

Work

Who will be responsible for picking up the children from school? (if applicable.)

Emergency telephone numbers

Emergency services

NHS out-of-hours

Police non-urgent
Local Police Station

Power cut

Local authority

Doctor

School

Other

Important documentation and information

Insurance company name

Insurance phone number

Home insurance

Policy number

Other (Please list)

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

Have you turned off the following? Who is responsible?

	tick	Where are these utilities located at your property?
Gas	☐	
Electricity	☐	
Water	☐	

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

Name	Address	Telephone	Mobile

Useful websites

West Sussex County Council

www.westsussex.gov.uk

East Sussex County Council

www.eastsussex.gov.uk

Environment Agency

www.environment-agency.gov.uk

BBC Sussex

www.bbc.co.uk/sussex

National Flood Forum

www.floodforum.org.uk

Sussex Resilience Forum

www.sussexemergency.info

Other useful information

Annex F - Communications

Providing accurate information is essential during an emergency. Methods available will differ depending upon the type of incident, therefore alternatives should be considered. If the emergency relates to an electrical outage, mobile devices should be used. Ensure laptops and phones remain charged at all times.

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

Method	Location (If applicable)	Contact / Responsibility	Additional Information
RPC Website	www.rustington-pc.gov.uk	Rustington Parish Council	
RPC Facebook Page	@rustingtonpc	Rustington Parish Council	
Rustington Museum Facebook Page	@rustingtonmuseum	Rustington Parish Council	
Rustington Village	@RustingtonVillage	Rustington Parish Council	
Local Meetings	The Woodlands Centre, 34 Woodlands Ave	Rustington Parish Council	
Information Centre and Museum	Samuel Wickens Centre, Broadmark Lane Car Park	Rustington Parish Council	
Notice Board	The Woodlands Centre	Rustington Parish Council	
Notice Board	Churchill Court	Rustington Parish Council	
Notice Board	Station Parade, Station Road	Rustington Parish Council	
Notice Board	Guildford Road	Rustington Parish Council	
Notice Board	The Street In front of Cook	Rustington Parish Council	
Text System - Schools	Station Road, Angmering 01903 772351	The Angmering School	
Text System - Schools	Fitzalan Road, Littlehampton 01903 711120	The Littlehampton Academy	
Text System - Schools	Guildford Road 01903 771555	Georgian Gardens Community Primary School	

Text System - Schools	North Lane 01903 785271	Rustington Community Primary School	
Text System - Schools	Windsor Drive 01903 856783	Summerlea Community Primary School	

Key information such as road or school closures are usually reported on local radio. If experiencing an IT or electrical outage, telephone local stations listed below:

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

Annex G - Maps of the Community

Maps of the community are attached highlighting the location of the Woodlands Centre, Rustington Youth Centre and Samuel Wickens Centre. (See Village Map and Street Index - Page **78**)

Annex H - Plan Distribution

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

Organisation	Contact details	Number issued
Rustington Parish Council	01903 786420	
Samuel Wickens Centre	01903 788479	
Arun District Council	01903 737500	
West Sussex County Council	01243 777100	
Georgian Gardens Community Primary School	Headteacher 01903 771555	
Rustington Community Primary School	Headteacher 01903 785271	
Summerlea Community Primary School	Headteacher 01903 856783	
Rustington Library	01903 785857	
Rustington Residents Association	Chairman: [REDACTED]	
St Peter and St Paul Parish Church	Send to Church Office 01903 850509	
Rustington Methodist Church	Reverend Rosemarie Clarke, MA: 01903 776900	
Rustington Girl Guides	[REDACTED]	
1 st Rustington Scout Group	[REDACTED]	

Annex I - Draft Emergency Meeting Agenda

<u>Proposed Emergency Meeting Agenda</u>						
Date:						
Time:						
Location:						
Attendees:						
1. What is the current situation;						
Location (full details of address):						
Description of Incident:						
Any threat to life:	Yes	No	If yes, contact the emergency services immediately on 999			
No. of people affected by incident:	Adults	Children	List all known Hazardous substances below (e.g. gas cylinders, hazardous chemicals etc.)			
Of these how many are vulnerable?	Adults	Children				
What resources do we need?	Food	Yes/No	Blankets	Yes/No	Off-road vehicles	Yes/No
	Other	Yes/No	List additional resources needed			
	<u>Details</u>		<u>Actions to be taken</u>		<u>Lead Person</u>	
2. Establishing contact with the emergency services						
3. How can we support the emergency services						
4. What actions can safely be taken						
5. Any other issues						

Annex J – RUSTINGTON PARISH COUNCIL

2026/2027 WINTER MANAGEMENT PLAN

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

Mrs Carole Ward Clerk of the Council Rosie Costan Deputy Clerk of the Council Rustington Parish Council Council Offices 34 Woodlands Avenue Rustington BN16 3HB Tel: 01903 786420 Mob: 07752 493539 Email: caroleward@rustington- pc.gov.uk rosiecostan@rustington- pc.gov.uk	Mr Jim Burch Leisure and Amenities Officer Rustington Parish Council Council Offices 34 Woodlands Avenue Rustington BN16 3HB Tel: 01903 786420 Mob: [REDACTED] Email: jimburch@rustington- pc.gov.uk	Cllr Andy Cooper Chairman Tel: 01903 786420 Mob: 07793 372543 Email: cllr.andycooper@rustington- pc.gov.uk
--	--	---

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

Mr Courtenay Luscombe Ferring Nurseries Littlehampton Road (A259) Ferring BN12 6PN Tel: 01903 241122 Mob: [REDACTED] Email: office@ferringnurseries.co.uk	
---	--

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

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

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

Winter Service Duty Manager West Sussex County Council Tel: 01243 642105 Email: Highways.southern@westsussex.gov.uk	Michael Rowland Emergency Planning Officer Arun District Council Mob: [REDACTED] Email: Michael.Rowland@arun.gov.uk 24 Hour Emergency Number:- Tel: 01903 737500 (24 hour switchboard)
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5. Arun District Council Winter Management Plan (incorporating West Sussex County Council Winter Service Policy) attached

[THIS IS THE CURRENT EXISTING VERSION - AS ADVISED ON 2 JULY 2026. PLAN TO BE REVIEWED WINTER 2026 BUT NOT EXPECTED TO BE ANY SIGNIFICANT CHANGES MADE]

Arun District Council Emergency Planning Winter Management Plan

Redacted

This plan may be activated in part or full.

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

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

DOCUMENT CONTROL

Title	Arun District Council Winter Management Plan
Version	1.0
Author(s)	Michael Rowland, Emergency Planning Officer, Arun District Council.
Primary reviewers	Joe Russell-Wells – Group Head of Environment and Climate Change
Intended audience	James Jones-McFarland - Parks and Cemeteries Manager Lisa Emmens – Parking Service Manager Oliver Handson - Environmental Services & Strategy Manager Paula Elliot - Community Parks Officer Richard Martin – Tree & Maintenance Team Manager Richard Tomkinson - Group Head of Housing, Wellbeing & Communities Sam Horwill – Property & Estates Facilities Manager
Sign off date	
Document date	November 19 2024
Review date	November 19 2025
	Distribution list
Electronic copies – See Intended Audience	
Amendments	
Date	Brief description

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

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1 Introduction

1.1 Background

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

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

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

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

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

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

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

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

1.2 Historic Data

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

Met Office records since 2018 – snow fall more than 2cm in Bognor Regis	
Date	Snow depth (cm)
27/02/2018	2
02/03/2018	4
03/03/2018	3
01/02/2019	3

1.3 Aim

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

1.4 Objectives

The objectives of this plan are to:

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

1.5 Scope

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

1.6 District Council roles and responsibilities

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

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

1.7 Litigation

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

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

If snow or ice is to be cleared:

Do

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

Do not

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

2 Activation of the plan

2.1 Authority to activate

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

2.2 Plan triggers

The triggers for implementation of this plan are:

- A Met Office forecast or actual snowfall to a depth exceeding 15mm within the Arun district
- A Met Office forecast or actual temperature below minus three degrees centigrade within the Arun district

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

Severe weather alerts are publicly available from the Met Office web site. All service area managers with a role in this plan should subscribe to the Met Office's weather warning service to receive notification by email or text:

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

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

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

2.3 Activation process

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

- Joe Russell-Wells – Group Head of Environment and Climate Change
- Richard Tomkinson - Group Head of Housing, Wellbeing & Communities
- Oliver Handson - Environmental Services & Strategy Manager
- James Jones-McFarland - Parks and Cemeteries Manager
- Paula Elliot - Community Parks Officer
- Sam Horwill – Property & Estates Facilities Manager
- Lisa Emmens – Parking Service Manager

3 Response phase

3.1 Salt spreading

Spread rates

The amount of salt needed to be applied to a surface varies depending on the forecasted temperature and conditions. 20 grams of salt /m² is enough to thaw footpaths unless there is thickly compacted snow or ice. 1 tonne bag of salt covers over 4k of 6m wide carriageway or 12k of 2m wide footway.

20 grams/m² of salt is a very small amount. There is no need for a lot of salt to protect a footway, use it sparingly spreading the salt evenly. Over salting is damaging to the environment and a waste of a limited resource. Salt bin or bulk bags may not be replenished if salt stocks are critical.

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

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

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

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

3.2 Car parks

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

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

3.3 Access to the Council's waste collection depot

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

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

3.4 Council residential sheltered housing

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

3.5 Council responsibility to rough sleepers

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

3.6 Other priorities

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

- roads, steep hills, tight bends, locations where surface water commonly

accumulates

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

3.7 Response East of the District

The following areas will be treated as indicated:

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

3.8 Response West of the District

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

3.9 WSCC Highways winter service

WSSC Highways winter service is restricted to:

- bulk purchase and storage of salt
- filling salt bins and delivering bulk bags when resources permit
- issuing farmers with snow ploughs
 - pre-treatment of selected roads
- reactive treatment of roads when resources permit
- monitoring local weather forecasts
- issuing a daily decision regarding action(s) to be taken
- provide advice and training

WSSC does not undertake any of the following:

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

Roads treated by WSSC and criteria for salting highways

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

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

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

3.10 Contractors

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

- MH Kennedy& Son Ltd (contractor)
- Richard Kennard Plant Hire T/A Sussex Manures (contractor)
- Tivoli Services (contractor)

4 Appendices

Revised

Appendix 1: Other Plans and Documents

Arun District Council emergency plans and documents

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

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

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

Hard copies are available in the Emergency Control Centre kit.

Sussex Resilience Forum related plans

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

Other useful documents:

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

https://www.westsussex.gov.uk/media/9011/winter_maintenance_plan.pdf

Appendix 2: References and useful links

ADC health and Safety information:

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

Met Office's weather warning service

To receive notification by email or text:

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

WSCC Highways Winter maintenance daily decision notification

Updates are made via the Twitter account:

https://twitter.com/WSHighways?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

Appendix 3: Car park salting priorities

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

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

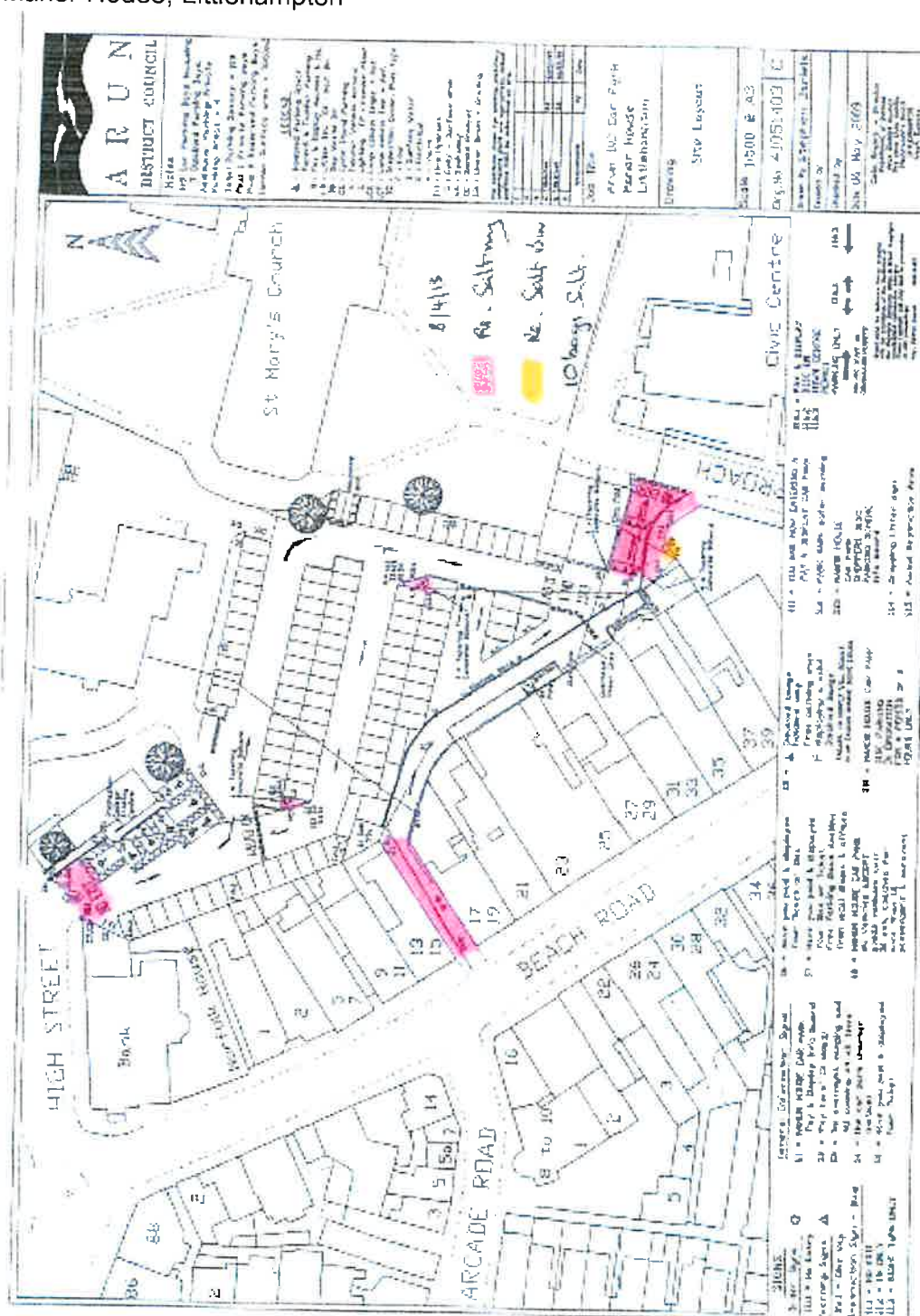
Appendix 4: Car park locations and salting rates

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

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

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

Manor House, Littlehampton



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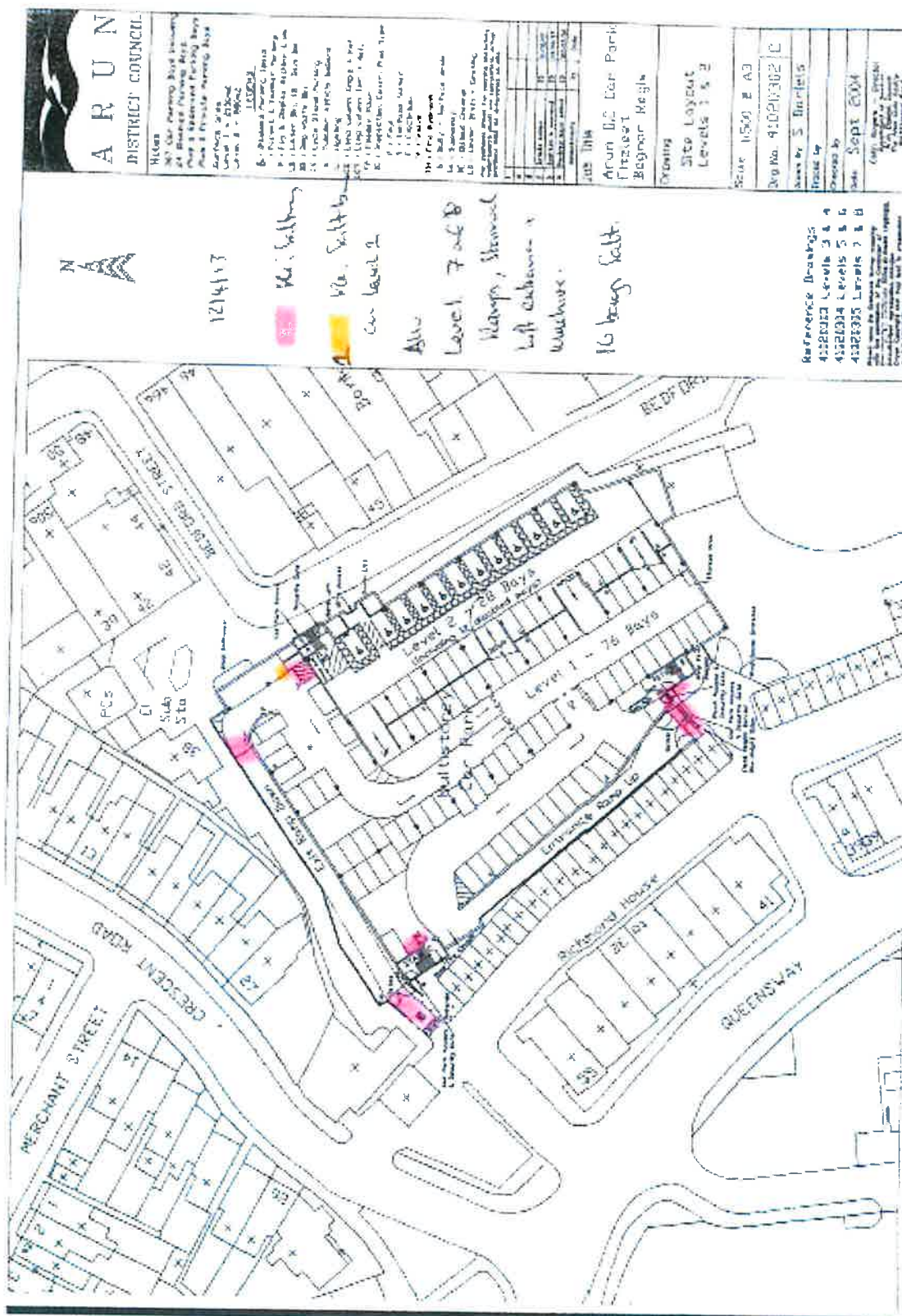
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Appendix 6: Housing Service Properties

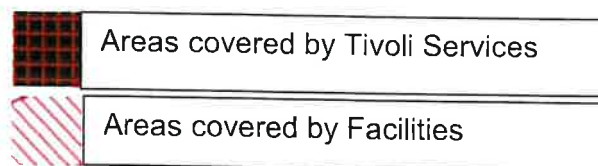
Appendix 7: Waste Collection Contractor's Depot and Amenity Tip Access Plans

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

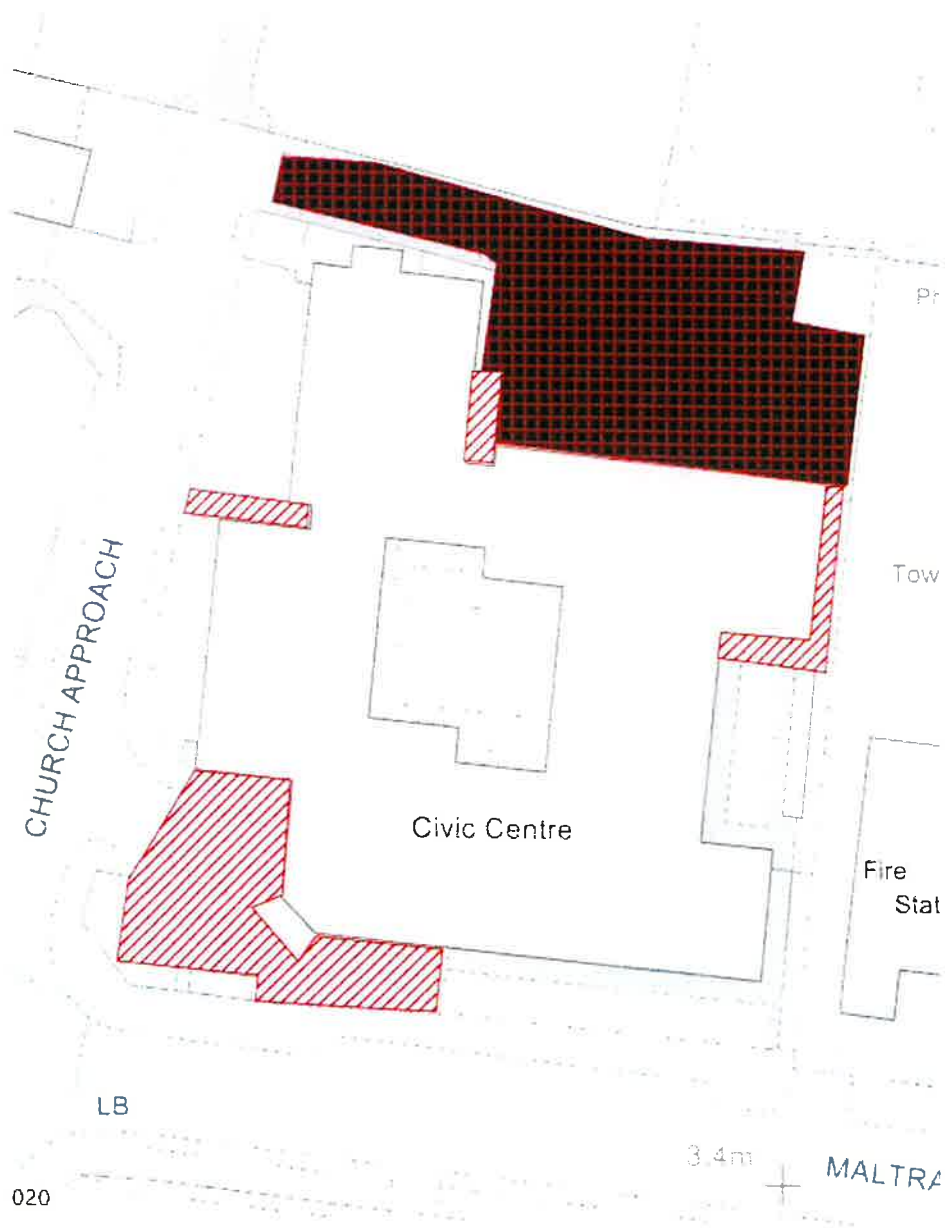
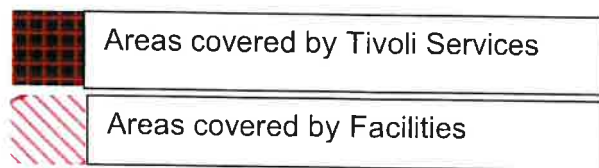
Access to Viridor Waste Management Ltd, Mill Lane, Wick. BN17 7PH

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

BRTM gridding map



Civic Centre Gritting Map



Appendix 9: Other Areas to Consider

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

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

Wave Leisure Centre Car Park
Sea Road
Littlehampton
BN16 2NA

Appendix 10: Salt/grit stocks

Stocks of salt are held at:

- **Tivoli**, Wicks Farm, Ford Lane, Ford, BN18 0DF
- **MH Kennedy & Son Ltd**, Pendean, Westergate St, Westergate, PO20 3QX
- **ADC Facilities** - stocks held with agreement of ADC Car Park Services

Appendix 11: Contact Details

Arun District Council:

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

WSCC Highways

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

Tel:

Email: Highways.southern@westsussex.gov.uk

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

Other information can be found on WSCC's web site: www.westsussex.gov.uk

Biffa (Arun's Waste Collection Contractor)

Tel:

Harwood Road Littlehampton BN17 7AU

Salt spreading and landscape services:

Tivoli Services

Matthew Slorach – Operations Manager,

Leigh Cuthbert – GM Supervisor,

Lorraine Cohen – Administrator,

Danny Willmott – Regional Manager,

Wicks Farm, Ford Lane, Ford, BN18 0DF

Salt supply and gritting:

M Kennedy & Sons Ltd

Simon Kennedy

01243 543530; 07831 440886; 07785 935604

info@mhkennedy.co.uk

Pendean, Westgate St, Westgate, PO20 3QX

Gritting and snow clearance:

Richard Kennard Plant Hire T/A Sussex Manures Muntham Farm North End Findon

West Sussex BN14 0RQ Tel: 01903 877689, 07899 676166

www.sussexmanures.com

West Sussex County Council Highways, Transport & Planning

Winter Service Plan 2025/2026



This is West Sussex County Council's Winter Service Plan for 2025/2026 and should be read in conjunction with the Operational Contractor's Winter Service Documents.

Prepared by:	A.Milne	Winter Service Manager
	C.Dye	Highway Operations Manager (Central)
	M.Hulme	Head of Highway Operations

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1. Introduction

1.1 The purpose of the Plan

The policy has four key purposes:

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

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

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

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

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

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

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

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

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

2. Winter Service Plan

2.1 The Aim of Winter Service

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

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

2.2 The Winter Service – Overview

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

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

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

2.3 The Winter Service Network

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

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

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

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

2.4 Winter Resilient Network

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

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

The Winter Resilient Network includes:

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

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

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

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

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

2.6 Contingency planning

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

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

In the event that extreme weather is combined with limited staff availability (for example high levels of sickness) then a decision may need to be made to reduce the area treated to key carriageways.

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

2.7 Road Closures

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

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

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

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

3. Precautionary Salting

3.1 The Objective of Precautionary Salting

Precautionary salting is undertaken in order to:

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

3.2 Decision Process

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

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

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

3.3 Salt Spreading – Rates of Spread

Recommended Spread Rates – dry salting (grams per meter²)

Road surface temperature (RST) when frost/ice is predicted	Dry/damp road	Wet road
At or above 1.0°C	8	8
-1.1°C to -2.0°C	8	8
-2.1°C to -3.0°C	8	13
-3.1°C to -4.0°C	9	17
-4.1°C to -5.0°C	11	21
-5.1°C to -7.0°C	15	30
-7.1°C to -10.0°C	20	40
-10.1°C to -15.0°C	28	56

3.4 Instructions to undertake Salting Operations

During the Winter Service operational period, instructions to undertake salting operations, or to initiate standby procedures, should be issued by the Operational Contractor's Responsible Person before 1300 hours daily. In the event of 'No Action Required', this instruction should also be recorded and issued.

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

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

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

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

4. Salting and Ploughing in Snow

4.1 Communications

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

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

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

4.2 Salting and Snow Ploughing

In snow conditions the typical rate of salt spread is 20 to 40 grams per metre². The actual spread rate will depend on the severity of snowfall and the ambient temperature.

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

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

4.3 Short Term Snow Events and Emergencies

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

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

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

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

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

4.4 Snow Clearance

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

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

4.5 Checking the Network for Damage

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

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

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

4.6 Monitoring Service Delivery

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

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

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

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

5.1 Monitoring Effectiveness and Quality

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

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

5.2 Winter Preparedness

To prepare for winter:

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

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

There is a process of annual review of the winter service.

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

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

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

ANNEX A

Criteria for Inclusion in the Winter Service Network

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

Issues that have been considered include:

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

In West Sussex the Winter Service Network includes the:

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

ANNEX B

Action Decision Guidance

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

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

Confidence in the Forecast

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

Timing of Salting Runs

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

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

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

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

Residual Salt

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

Impact on Normal Working Hours

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

Salting Decision Matrix

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

Notes

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

ANNEX C

New Decision Board

Author

Instruction Number

Client

Duty Officer

West Simsbury Country Council

Select a Duty Officer

Approved Routes

Routing

Print

Add Action

No Action

Cancel Action

No Action

Cancel Action

Print

Action #1

Hazards

No Hazards

Heat Frost

Snow

Freezing Rain

Freezing Rain

Action Type

Full Out

Application Rate

Application Rate

Route Type

Vehicle Reg

Name

1.4

0.9

0.9

Clearing Rate

Freezeover

Iceover

Min RST

Zero Cross Time

Application Rate

Start Time

Route Type

Vehicle Reg

Comment

Winter Service Plan 2025/2026 v1.0

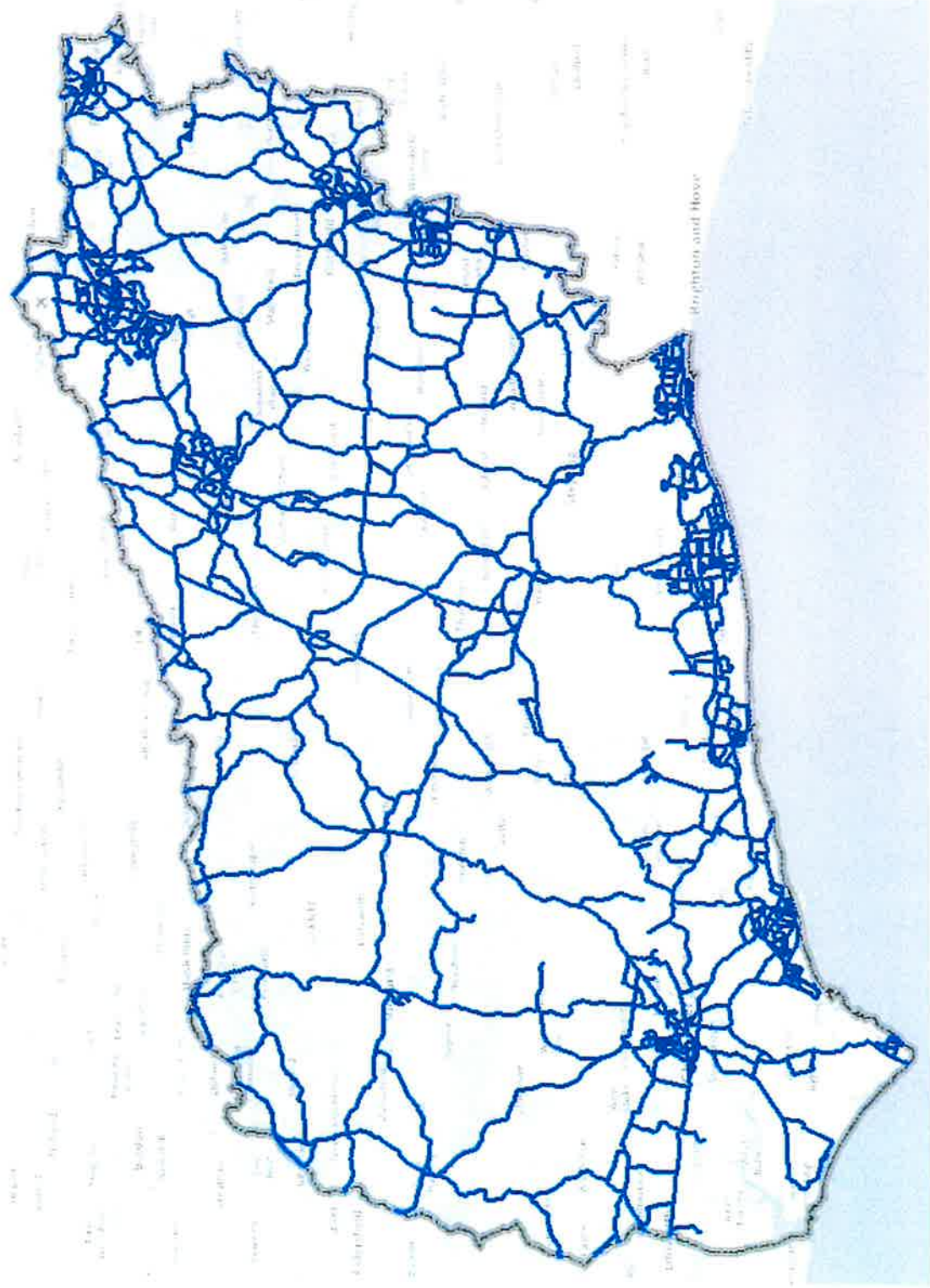
17

Last reviewed 12/06/2025.

70

ANNEX D

Winter Service Network



Winter Resilient Network



Annex R1 - Restricted Key Contacts

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

Restricted

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

Organisation	Contact details	Number issued

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

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

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

Primarily this would be the:

West Sussex County Council Community Hub – 0330 2227980

Age UK West Sussex – 0800 019 1310

West Sussex MIND - 0300 303 5652

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

Recreation Ground

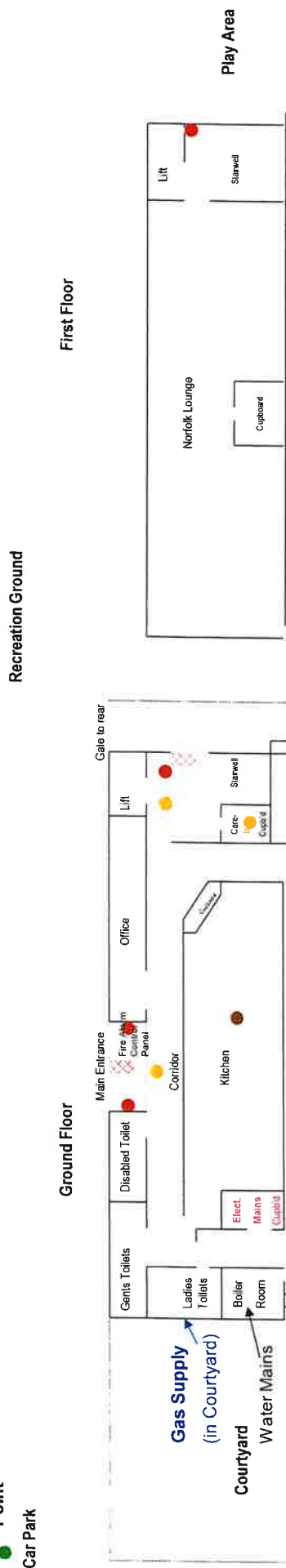


RUSTINGTON YOUTH CENTRE, WOODLANDS AVENUE, RUSTINGTON

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

Fire Assembly Point

Car Park

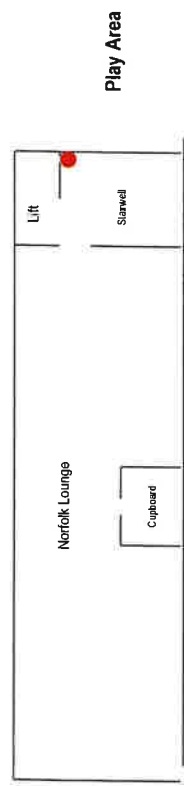


External Fence

External Fence

Ground Floor

First Floor



Water Meter / Stop Cock

Fire Assembly Point

Smoke Detector

Heat Detector

Fire Break Glass Points

Fire Assembly Point

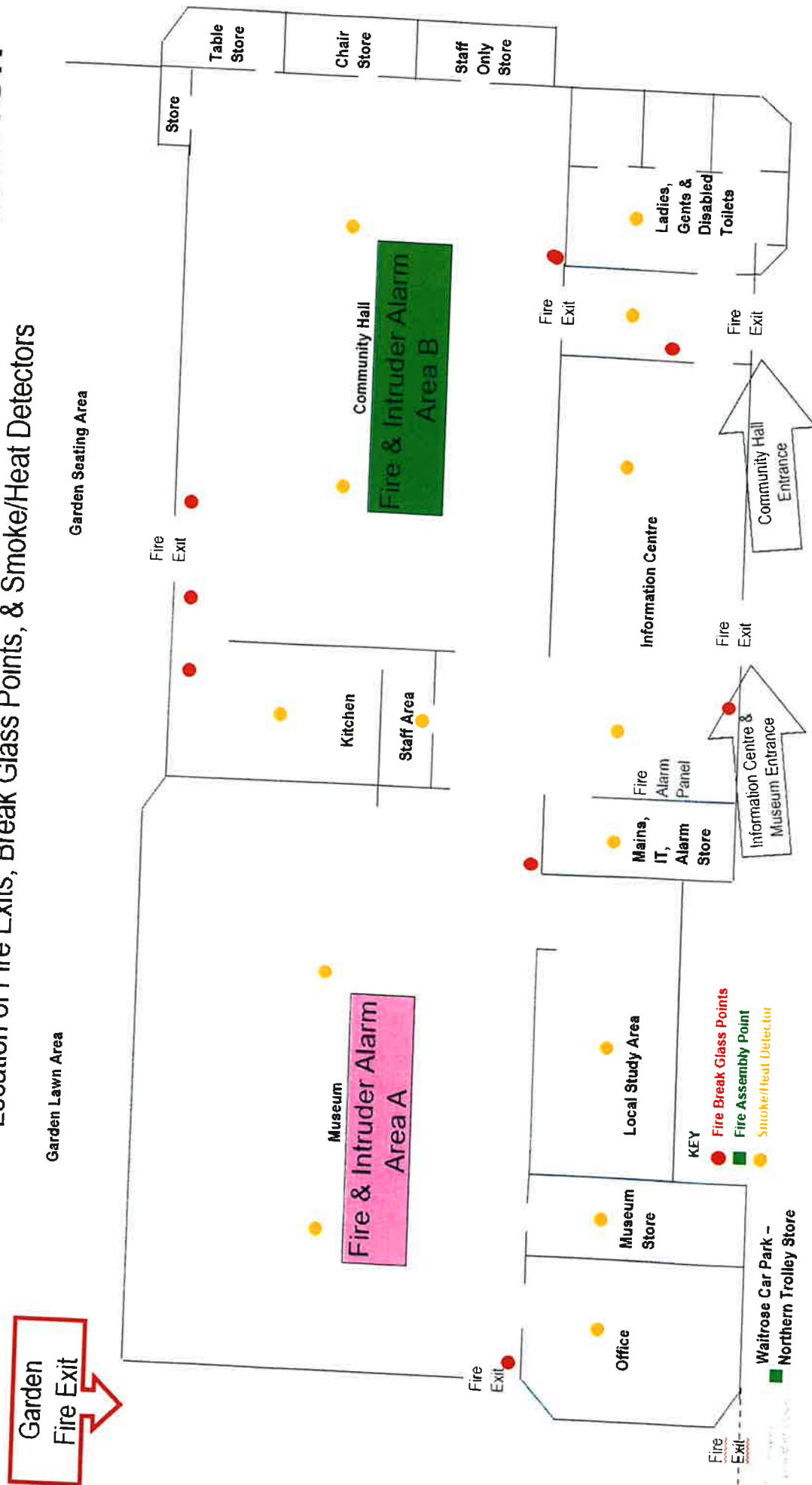
Smoke Detector

Heat Detector

Keep Clear (Emergency Exit)

THE SAMUEL WICKENS CENTRE, BROADMARK LANE, RUSTINGTON

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



Public Toldets
Information Centre



Our ref: 979/2098455

13 August 2026

Mrs C Ward
Rustington Parish Council
Council Offices
34 Woodlands Avenue
Rustington
West Sussex
BN16 3HB

Moore East Midlands

Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ
T 01536 461900

Moore East Midlands

Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ
T 01733 397300

mooreeastmidlands.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2026

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2026.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

A template Notice of Conclusion of Audit form is available in the useful documents section on our website mooreeastmidlands.co.uk/sectors/smaller-authorities/smaller-authorities-agar-forms/

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

Section 3 - External Auditor Report and Certificate 2025/26

In respect of **Rustington Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters affecting our opinion which we draw to the attention of the authority.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink, appearing to read 'Moore', written over a horizontal line.

Date

12/08/2026



7th September LGR update from Government

From Emily Simpson <admin@wsalc.co.uk>

Date Tue 08/09/2026 19:22

To Emily Simpson <admin@wsalc.co.uk>

Update for Parish & Town Councils across West Sussex from the Chair of West Sussex Associations of Local Councils.

Yesterday, 7th September 2026, the Government announced that in the light of new legal advice it is reviewing Local Government Reorganisation (LGR).

LGR in Hampshire, Essex, Suffolk and Norfolk has been abandoned.

LGR is paused while a review is undertaken of plans or proposals at 16 Councils, including both West Sussex and East Sussex with Brighton.

No change was announced to the creation of a Mayor of Sussex and Brighton to be elected in May 2028, preparations for which are proceeding as planned under the auspices of the Sussex & Brighton Strategic Authority and upon which WSALC will report from time to time via the DALCs.

My personal view:-

The review sounds to me like a precursor to LGR being abandoned across the 16 Councils, including West Sussex and East Sussex with Brighton. Others with whom I have spoken suggest a delay for a year or a quick review and back on track. One of my reasons for thinking this is the end of LGR is the confirmation by Government and maybe the key line in the announcement, that local elections will go ahead in May 2027 on existing boundaries - in other words District and Borough Council elections will go ahead as normal. This follows the elections for County Councils in May just gone. No mention of elections for 'shadow' authorities. If LGR is abandoned Local Government will seamlessly continue.

If this decision is really based on new legal advice, resulting in LGR being cancelled in four counties, then one would have thought that the advice should also apply to all 16 Councils referenced, so including both West Sussex, East Sussex and Brighton. Also to Surrey notwithstanding the fact that there LGR is now underway. Why the delay when the legal advice has been applied to the four counties?

Douglas Denham St Pinnock, Chair WSALC

8th September 2026



[Home](#) [News](#) [/news/](#)

West Sussex County Council Response – Government Pauses LGR Programme

West Sussex County Council Response – Government Pauses LGR Programme

West Sussex County Council reacts to the latest development



Release date: Monday 7 September 2026

Today the Government has announced that it is pausing the Local Government Reorganisation (LGR) programme whilst it reviews if decisions already taken and those to be made

are the right ones.

No timeline has been given to local authorities as to when the review is to be carried out or when it will be concluded.

West Sussex County Council has reacted to the latest development with disappointment that a process that has been ongoing for over 18 months has yet to be decided upon. In a statement it said:

“We are frustrated by the latest news and will be meeting with ministers to understand what is behind this decision and what the timetable is for going forward.

“Our concern now is to ensure our staff and members are kept up to date with the latest details in what continues to be an unsettling time for them. We will also ensure our residents, communities and businesses are kept fully aware.

“In the meantime, we urge the Government to finalise the details on the LGR programme so we can finally know when this will be happening and what the decision is for the future of local Government in West Sussex.”

[Future of local government in Sussex \(/campaigns/future-of-local-government-in-sussex/\)](#)

Related articles

Press release

Review of local government reorganisation launched

Review launched into plans to streamline local government, to ensure it is robust and aligns with new government priorities.

From: **Ministry of Housing, Communities and Local Government**
(/government/organisations/ministry-of-housing-communities-local-government)
and **The Rt Hon Angela Rayner MP**
(/government/people/angela-rayner)

Published: 7 September 2026



A review of plans to streamline local government has been announced to ensure the process is robust and aligns with the new government's plans to rewire the state.

Following updated and privileged legal advice, ministers will review plans for Local Government Reorganisation.

The review – which was announced by the Secretary of State in Parliament – includes decisions on Essex, Hampshire, Norfolk and Suffolk, which have been withdrawn in light of new legal advice.

Plans for 14 other areas, along with Cambridgeshire & Peterborough and West Sussex, are also being reviewed and paused while this is carried out.

To reassure local leaders and communities while this review takes place, the government has confirmed that local elections in May 2027 will go ahead on existing council boundaries and remains committed to effective and sustainable local government and simplifying these structures.

The government's Rewiring the State White Paper on devolution will also set out plans to rewire the country and ensure effective and sustainable local government in future.

This comes on the back of the push to shift power out of Westminster and into communities, led by No10 North.

Secretary of State for Housing, Communities and Local Government Angela Rayner said:

“As we are now determined more than ever to devolve power closer to the people we represent, it's only right that as the new Secretary of State I make sure that everything we do is working towards that plan to change Britain.

“The Prime Minister told the House last week, he was ‘prepared to look at local government

reorganisation' and he asked me as his Communities Secretary to 'do that'.

"[...] In that context, in light of legal advice, I want to satisfy myself firstly that the right process is in place, that it is robust, and of course complies with the law. And secondly, I want to fully test whether our proposals for local government reorganisation meet the priorities of a new administration and the new Prime Minister and any additional considerations.

"[...] I do not take this lightly. I recognise the huge amount of work that has already gone into progressing reorganisation in each of these areas, and I am very grateful for it."

Reorganisation in Surrey will not be affected by the review and the two new unitary authorities – East and West Surrey – will go live in April 2027.



OGI

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Alison Griffiths MP: July Update

From Alison Griffiths MP <alison.griffiths.mp@parliament.uk>

Date Sat 08/08/2026 11:10

To Carole Ward <CaroleWard@rustington-pc.gov.uk>

[View this email in your browser](#)



Welcome to my July newsletter! With Parliament now in recess, this is a good opportunity to look back on another very full month, both in Westminster and here across Bognor Regis, Littlehampton, and our villages. Local healthcare has once again been a major focus, as I've continued pressing for a decision on Zachary Merton Hospital in Rustington, challenged the proposed sale of the former Littlehampton Hospital site, and met local NHS leaders about the services our communities need.

This month, I've also launched my 29 for '29 campaign for Bognor Regis, continued working with Meningitis Now to secure better protection for young people, and spent time with local businesses, charities, community groups, and residents. You can read about all of that, and much more, below. Thank you, as ever, for taking the time to read my newsletter and for continuing to share the issues, ideas, and concerns that matter to you. They help shape what I raise locally and in Parliament.

July In Focus

1) Keeping Healthcare Close to Home



Officially opening three new clinical rooms at Fitzalan Medical Centre with Cllr Maralyn May, Mayor of Littlehampton, Shay Garner, the practice partner and clinical pharmacist who led the project, and members of the Fitzalan team.

Healthcare again dominated my postbag in July, as I pressed for answers on the Zachary Merton Hospital in Rustington and challenged the proposed sale of the former Littlehampton Hospital land.

On Zachary Merton, I have **published the NHS responses to all 110 questions** submitted ahead of the recent public meeting. They confirmed that a temporary closure became permanent and 26 rehabilitation beds were removed. Yet NHS England now argues that this is not a substantial variation requiring full public consultation, despite that being the determination of **West Sussex County Council's Health and Adult Social Care Scrutiny Committee**. I do not accept that, and I am challenging its response in detail.

After four months without a decision on my call-in request, I **wrote to James Murray**, then Health Secretary, and **six days later to his successor**, Yvette Cooper. She is the third Health Secretary to inherit this issue this year. A change of Minister cannot mean resetting the clock. I have asked for a decision date and confirmation that no irreversible action will be taken meanwhile.

In Littlehampton, I learned from the town's Mayor, Cllr Maralyn May, that the **former hospital land had been placed on the market**. I asked **NHS Property Services to stop the sale**, demanded the full disposal record, and I am now investigating the 1911 Deed of Gift for land given "for a Cottage Hospital".

Over 1,600 of you have completed my survey. Thank you. This should never become Littlehampton versus Rustington. The objective is stronger local healthcare across our area, with decisions based on patient need rather than the convenience of an NHS Estates spreadsheet.

There was also welcome progress at Fitzalan Medical Centre, where I was invited to officially open their three new clinical rooms. Shay Garner, a partner at the practice, led the project to convert its former pharmacy space, with the recruitment of additional doctors so that more patients can be seen face to face. Fitzalan delivered nearly 42,000 appointments over the last three months, more than any other GP practice in Arun. This is practical investment in care closer to home.

2) 29 for '29: Your Ideas for Bognor Regis



What would you like to see Bognor Regis achieve by 2029? Share the practical improvements you want me to champion through my 29 for '29 campaign.

On 26th July 2029, Bognor Regis will mark 100 years since King George V granted the town the royal suffix "Regis". It should be a proper celebration of our history and a reason to fix some of the smaller things which have been left for too long.

I am tired of seeing Bognor Regis reduced to the same lazy seaside ranking each summer. Arguing with a headline will not repair a damaged sign, improve a poorly lit street, or clean up a neglected space. Practical action will.

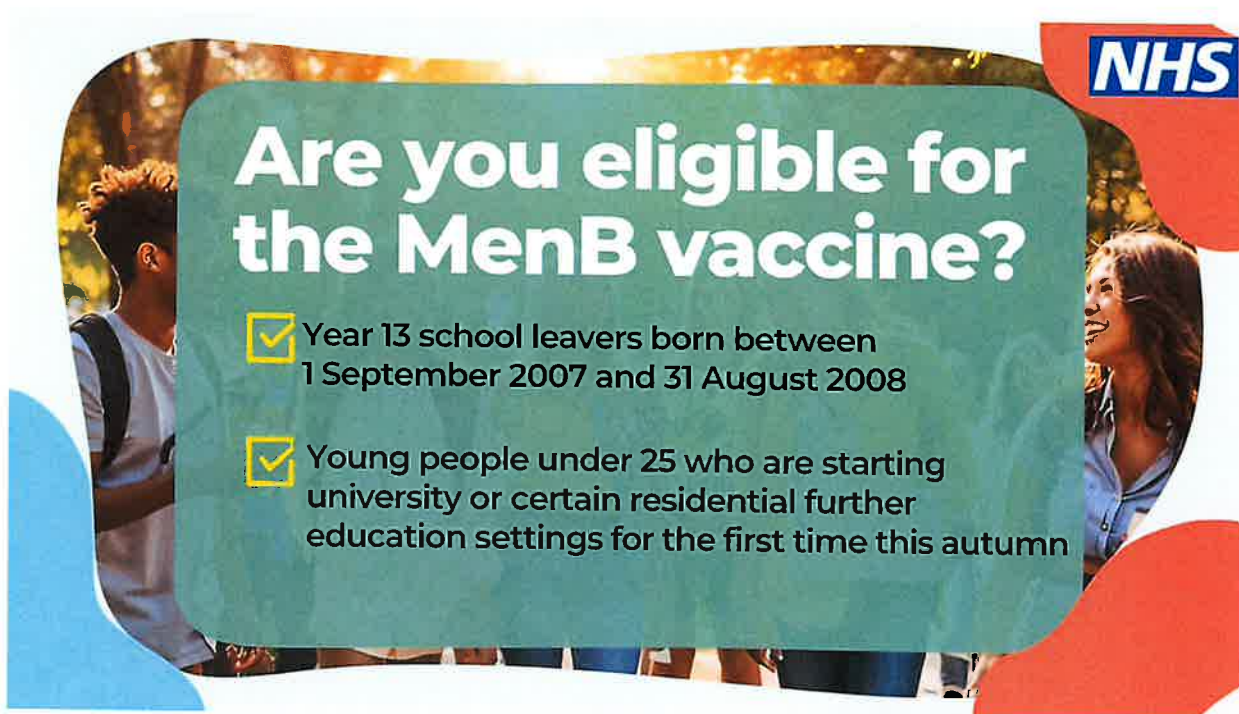
That is why I **have launched 29 for '29**. I am asking you to nominate the small, specific improvements you would most like me to champion ahead of the centenary, from better lighting and safer crossings to improved toilets or a problem on one street that has been overlooked for years.

Nominations are open until 31st August. I will combine similar ideas, check which are workable, and put the eligible suggestions to a public vote in September. The final 29 will be announced on 1st October.

I will take your choices to the Bognor Regis Town Centre Action Group and work with the organisations responsible. Many decisions will sit elsewhere, so I cannot promise every ambition will be completed by 2029. I can promise to pursue the priorities you choose and report honestly on progress.

What would you change? **Please send me your ideas.**

3) Closing the Gap in MenB Protection



The poster features the NHS logo in the top right corner. The background is a collage of photos showing young people. A large green speech bubble contains the title and two eligibility criteria, each preceded by a yellow checkmark icon.

Are you eligible for the MenB vaccine?

- ✓ Year 13 school leavers born between 1 September 2007 and 31 August 2008
- ✓ Young people under 25 who are starting university or certain residential further education settings for the first time this autumn

Protecting against meningitis is so important. If you or somebody in your family is eligible for the one-off MenB programme, please make sure you receive both doses.

Meningitis changed my life. At 19, I contracted bacterial meningitis with septicaemia. I spent a week in a coma, lost 70 per cent of my hearing, and later needed open-heart surgery to repair damage caused by the infection. That experience is why I have worked with Meningitis Now for many years, first as a Trustee and now as an Ambassador, and it's why I keep pressing for better protection for young people.

In May, I raised the gap in MenB protection directly with the Prime Minister. During July, I met again with Meningitis Now's Chief Executive, Dr Tom Nutt, and subsequently Sharon Hodgson, who was then the Public Health Minister, to discuss what still needs to change. Sharon and I first met through the charity before I entered Parliament, and I was genuinely sorry to see her leave the role in the recent reshuffle.

The one-off summer MenB programme began on 20th July. It offers two doses to eligible 17- and 18-year-olds, as well as people under 25 entering university or residential further education for the first time this autumn. If that includes you or somebody in your family, please book both doses.

The JCVI has also recommended routine MenB vaccination at around 15, with further protection for young people who would otherwise fall between programmes. The Government should accept that recommendation.

This progress belongs first to those on the front line: Meningitis Now, Meningitis Research Foundation, clinicians, families, and survivors who have campaigned for years. I am proud to have helped make the case, and I will keep pressing until that gap in protection is closed.

To check whether you're eligible and find out how to get your MenB vaccinations, [click here](#).

Local Snapshot

July was far too busy for five photographs to do it justice, but these are five moments I particularly wanted to share.

Backing the Businesses That Make Summer Happen



A very useful discussion at East Beach Café. Thank you to Jane for hosting us so warmly, and to everyone around the table for speaking so candidly.

I welcomed Nigel Huddleston MP, the Shadow Culture Secretary, for **a day focused on tourism and hospitality**. At a roundtable hosted by East Beach Café, local employers explained what higher staffing costs, energy

bills, VAT, business rates, new employment rules, and a possible visitor levy mean in practice.

Their message was blunt. A family attraction may open for fewer days. A café owner takes on more shifts without drawing a wage. A hotel thinks twice before recruiting, and a young person misses out on a first job.

We also visited Harbour Park, Bailiffscourt Hotel, and Pinks Parlour. Pinks has sadly since closed its parlour for the time being, although the ice-cream van is still out and its products remain available through local stockists. I am staying in touch with the team.

The New Inn Is Our Community Pub Hero



With Becky Crossley behind the bar at The New Inn. Thank you to Becky and the whole team for the warmth, character, and hard work they bring to this much-loved local pub.

Congratulations to Becky Crossley, her father James, and the whole team at The New Inn in Littlehampton, which **you chose as our Community Pub Hero** for 2026.

Almost 1,000 nominations and comments were submitted during the competition. You described pubs which raise money for charity, welcome people who might otherwise be alone, and quietly help when someone is

having a difficult time. That came through especially strongly in the comments about The New Inn.

Presenting the award was a lovely moment, and I wish Becky, James, and the team every success in the national competition.

Backing the People Who Answer the Call



Thank you to everyone in the RNLI who are giving their time to help residents and visitors enjoy our coast safely this summer.

I visited the RNLI and Scania UK Float to Live roadshow on Sea Road in Littlehampton. Its message is very simple: if you enter cold water unexpectedly, lean back, extend your arms and legs, and float until you can control your breathing. It could save your life.

I also met Coastguard Rescue Officer Tony Phillips and, separately, Paul Greenwood about the Maritime and Coastguard Agency's plan to remove hourly payments for call-outs and training. I **challenged the responsible Transport Minister**, Keir Mather, directly in the House of Commons. I asked him to publish the impact assessment and MCA survey, consider lawful alternatives, and pause the change rather than risk gaps in emergency cover when somebody calls 999.

Following that, the Government U-turned. The Minister confirmed that the proposed move to an expenses-only model in September would not go

ahead and that current arrangements would remain in place. That is very welcome. People who leave work, family occasions, or their beds in the middle of the night to answer a 999 call should not be left out of pocket for doing so.

The Best of Summer Around Our Villages



Village fêtes are one of the loveliest parts of summer. They bring neighbours together, celebrate everything that makes our communities special, and give people of all ages a wonderful day out.

July brought fêtes, fairs, coffee mornings, and a great deal of cake. I opened Yapton Village Summer Fair, visited the Felpham and Middleton-on-Sea fêtes, and attended the tenth-anniversary gathering at St Peter and St Paul in Rustington.

Local ceramicist Su Cloud also showed me around the preview of the **Bognor Coastal Art Trail**, where our talented local artists and makers opened their doors across the seven-mile stretch from Pagham to Elmer.

These events never happen by magic. Somebody books the hall, puts up the bunting, bakes the cakes, and stays behind to clear up. Thank you to everyone who did their bit.

A Week Behind the Scenes



A huge thank you to Cllr Shaun Gunner for giving his time so generously and sharing his considerable experience of community engagement with our Summer Scheme students. As we went out and about, Shaun showed them how local representatives listen properly, build trust, and help people make their voices heard.

During July, I welcomed Samuel, Abigail, Patrick, Baxter, Charlotte, and Harry for work experience. In the final week of the month, Lawrence, Fia, Caitlin, Isaac, and Charlie joined my constituency Summer Scheme.

They saw how an MP's office works, met people across the constituency, and shadowed me through the mixture of casework, meetings, campaigns, and unexpected problems which fills an ordinary week. They asked sharp questions and were excellent company. I hope they found it useful and keep in touch.

In Brief

In Bognor & Littlehampton

🏡 I joined the first Wick and Toddington Pride in Place Board meeting. The Board will help guide £20 million of investment, with

In Parliament

🇬🇧 I continued making the case for stronger social-media protections for children, including discussing Australia's under-16 ban and what the UK can learn from its experience.

people who live and work in the area setting the priorities.

 I met Chief Inspector Adam McCaig to discuss serious crime, antisocial behaviour, shoplifting, drug-related activity, speeding, and police visibility across the constituency.

 I joined Southern Water and residents from the Aldwick Bay estates to discuss sewer works, bathing water quality, flood risk, road repairs, and the pressures created by further development. I also joined Middleton-on-Sea Parish Council at the Sea Lane outfall to press Southern Water and the Environment Agency for a lasting answer to the shingle blockage and flood risk.

 I visited Turning Tides in Littlehampton and Stonepillow in Bognor Regis to see their homelessness services. At Turning Tides, I heard how the lack of high-needs accommodation in Littlehampton can force people away from the support networks they know.

 I met Professor Symeon Dagkas at the University of Chichester's Bognor Regis campus. We toured the £35 million Tech Park and discussed skills, local employers, health facilities, and their plans for the years ahead.

 I **wrote to Emma Hardy MP** for a firm timetable to implement the Cunliffe Review of the water sector, including the new regulator, a statutory Water Ombudsman, and an end to water companies marking their own homework.

 I **challenged the Leader of the House** after the Government changed parliamentary business at the last moment before recess, denying MPs the planned opportunity to scrutinise the incoming Prime Minister before the House rose for the summer.

 I tabled 46 Written Parliamentary Questions during July on subjects including audiology, cardiology, Littlehampton Hospital, Housing First, water reform, statutory sick pay, and seasonal jobs.

 I welcomed Stephen and Edwin to Parliament for Prime Minister's Questions and the chance to see the House of Commons at work.

 I delivered the keynote address at the inaugural Women in Financial Markets London conference, speaking about competitiveness, innovation, AI, and the forces changing financial services.

Two Asks From Me

1) If you haven't already, please complete my survey on the **future of the former Littlehampton Hospital site** and share your ideas for **Bognor Regis through my 29 for '29 campaign**. Both take only a few minutes, and every response helps me make the strongest possible case for what local people want.

2) Are you following me on **Facebook** and **Instagram**? I welcome comments, questions, and ideas; I respond to as many as I can. I'm also on **LinkedIn** as well!

Please do feel free to forward this email to anyone you feel may find it useful; they are welcome **to sign up** to receive their own copy.

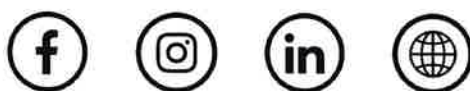
It really is a pleasure to serve as your MP, and to represent our superb towns and villages. As ever, if I can help on any issue or concern, or if you have a question you'd like to put to me, you can get in touch via **alison.griffiths.mp@parliament.uk**.

With very best wishes,

Alison

Alison Griffiths MP

Member of Parliament for Bognor Regis and Littlehampton



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Promoted by Alison Griffiths at 3 Anchor Springs, Littlehampton, West Sussex, BN17 6BP.

Alison Griffiths MP: Latest Newsletter

From Alison Griffiths MP <alison.griffiths.mp@parliament.uk>

Date Fri 04/09/2026 17:01

To Carole Ward <CaroleWard@rustington-pc.gov.uk>

[View this email in your browser](#)



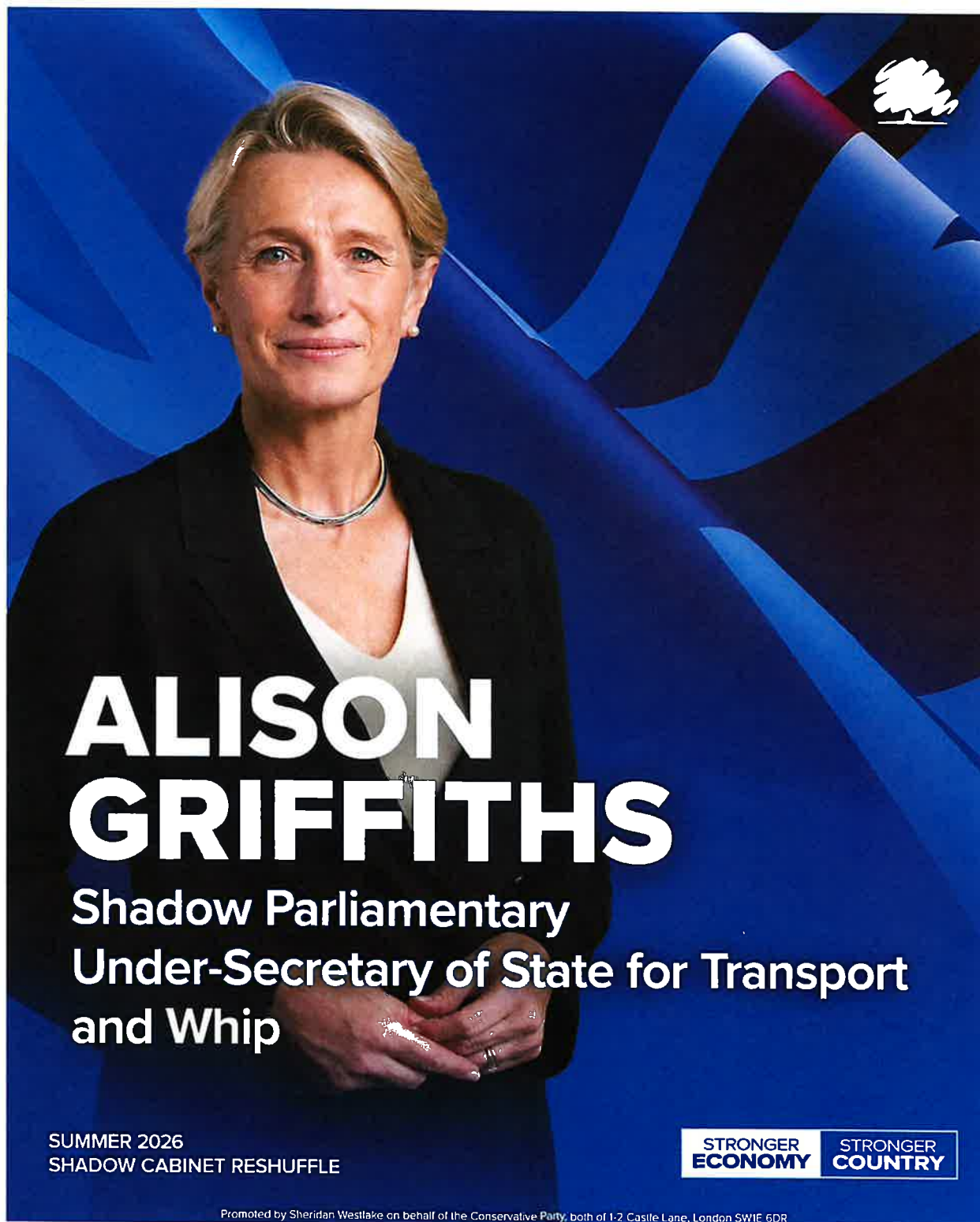
Welcome to my newsletter! August remained busy across Bognor Regis, Littlehampton, and our villages. I met Karen McDowell, Chief Executive of NHS Surrey and Sussex ICB, supported the campaign to protect summer jobs, and worked with my team to prepare the public vote for 29 for '29.

Since Parliament returned on Tuesday, I have questioned the Prime Minister about water reform, raised the uncertainty facing West Sussex over local government reorganisation, and been appointed to a new role in the Shadow Transport team. You can read about all of that, together with a few moments from around the constituency, below.

Thank you, as ever, for taking the time to read my newsletter and for continuing to share the concerns, ideas, and local experiences that shape what I raise here and in Parliament.

August In Focus

1) A New Role in Transport



ALISON GRIFFITHS
Shadow Parliamentary
Under-Secretary of State for Transport
and Whip

SUMMER 2026
SHADOW CABINET RESHUFFLE

STRONGER ECONOMY **STRONGER COUNTRY**

Promoted by Sheridan Westlake on behalf of the Conservative Party, both of 1-2 Castle Lane, London SW1E 6DR

I'm honoured to have been appointed Shadow Parliamentary Under Secretary of State for Transport by Kemi Badenoch, taking on the role of

Shadow Rail Minister alongside a position in the Whips Office.

It's a role that matters here at home too. We're fortunate to have three stations across the constituency, and this new brief gives me another way to make sure your voices on rail services, whether that's reliability, cost or the future of our railways, are heard in Parliament.

Richard Holden, who continues as Shadow Transport Secretary, has set out the team's priorities: backing drivers, bikers and hauliers with better infrastructure and road maintenance, keeping aviation and our ports competitive so costs don't rise for families and shoppers, pushing for buses and railways that are safe, reliable and good value for taxpayers, and supporting sensible improvements for walkers and cyclists while addressing concerns like floating bus stops and illegal e-scooters. I'll be working closely with him on the rail brief.

My first responsibility remains representing you. I'll keep raising the issues that matter locally and working to make Bognor Regis, Littlehampton and our villages an even better place to live.

2) Back in Parliament

Cleaner Water and Proper Accountability



Before the summer recess, I said water reform would be one of the first issues I pressed when Parliament returned. On 1 September, I did exactly that. I asked the Prime Minister to commit to implementing all 88 recommendations from Sir Jon Cunliffe's independent report on the water sector. Sir Jon's diagnosis is clear: stronger governance and tougher regulation are needed to improve performance.

Labour has instead talked about an ill-defined form of greater "public control". According to the Government's own assessment, that could cost taxpayers more than £100 billion without repairing a single pipe. The Prime Minister acknowledged the problems facing the industry, but did not commit to implementing the recommendations. People across Bognor Regis, Littlehampton, and our villages are paying higher bills while continuing to endure sewage discharges and far too little accountability.

I want a published timetable for reform and practical results: cleaner seas, a reliable service, and a water system that answers to the people who pay for it. I said I would raise this when Parliament returned. I have, and I will keep pressing the Government to act.

[Watch my remarks here](#)

Ending the Uncertainty for West Sussex

In a separate Westminster Hall debate later that day, I raised the Government's handling of local government reorganisation.

West Sussex's democratically elected councils had already put forward two options. The Government deferred its decision and asked for a third, leaving councils without a clear timetable or way forward. That uncertainty is taking up council officers' time, complicating preparations for next year's local elections, and leaving residents unsure what happens next.

I made the case that the Government must say when it will decide and when West Sussex can expect to hear. Next year's elections have to be prepared for. This cannot be allowed to drift.

[Read my intervention here](#)

3) Keeping Local Healthcare on the Agenda

I met Karen McDowell, Chief Executive of NHS Surrey and Sussex ICB, to discuss the health services residents rely on across Bognor Regis, Littlehampton, and our villages.

Our conversation covered the proposed Neighbourhood Health Centre in Littlehampton and the need for clear answers about whether it is approved and funded, where it would be based, what it would provide, and when it could open. I am also continuing to press for decisions about the former Littlehampton Hospital land not to undermine future NHS capacity in the town.

At Zachary Merton Hospital, questions remain about the permanent loss of 26 local beds and where rehabilitation care is now being provided. Where that care is delivered matters, particularly to older residents and families who may struggle to travel further from home.

We also discussed Bognor Regis Minor Injuries Unit, primary care, access to dentistry, children's mental health services, and the selective mutism pathway. I will continue pursuing clear answers, firm dates, and decisions residents can understand.

Local Snapshot

A Local Derby Under the Lights



One of the pleasures of representing two proud seaside towns is attending a football match where both teams are from the constituency.

I joined supporters for the derby between Littlehampton Town and Bognor Regis Town. It has been a favourite fixture of mine since I was invited to help open Littlehampton's new stand only a few days after the 2024 General Election.

It was a close match, but the Rocks edged a 1-0 win over the Golds.

Whatever happens on the pitch, we are fortunate to have two clubs with deep roots in their communities, inspiring supporters who are both young and young at heart. Thank you to the players, officials, sponsors, volunteers, and everyone who stopped to say hello.

Following the River Arun Home



My husband Chris and I took an early train to Amberley and walked back to Littlehampton, following the winding path of the River Arun.

It was a lovely way to see how the countryside, villages, river, and coast connect. We stopped for lunch at the Ship & Anchor Pub and Campsite in Ford, where Philip and Rita gave us a very warm welcome.

Their new riverside decking is a brilliant place to pause, enjoy the view, and watch the river go by.

29 for '29: Getting Phase Two Ready



In 2029, Bognor Regis will mark 100 years since King George V granted the town the royal suffix "Regis". My 29 for '29 campaign will identify 29 practical improvements for me to champion in the run-up to that centenary.

Nominations closed at the end of August after well over 100 suggestions from residents. They reflected enormous affection for Bognor Regis, alongside an honest understanding of the things which need attention.

My team and I have now read every submission. We combined genuine duplicates, separated entries containing more than one proposal, and checked each idea against the published criteria.

The next stage, a public vote, has been prepared and will launch shortly. I have not picked favourites, and I will not be telling anyone how to vote. These are residents' ideas, and it will be residents who choose the final 29.

Many decisions will sit with councils, businesses, landowners, community organisations, or other bodies. I cannot promise that every project will be completed by 2029. I can promise to press the people who can act, bring the right organisations together, and report honestly on progress.

[Find out more about 29 for '29](#)

We must save the summer job for young people in Bognor Regis and Littlehampton

OUR PLAN

- ✓ Cut taxes, scrap employment red tape and end attacks on hospitality and tourism.
- ✓ Simplify evening and Sunday restrictions, so young people can choose when to work.
- ✓ Remove red-tape permits so businesses can give young people the chance to work.

Sign our petition

 [SaveTheSummerJob.com](https://www.savethesummerjob.com)



Conservatives

Promoted by Shevitan Westlake on behalf of the Conservative Party, both of 1-2 Castle Lane, London SW1E 6DR

Summer jobs matter in a coastal constituency like ours. For generations, our cafés, restaurants, shops, and visitor attractions have given young people their first experience of work.

A first job builds confidence. It teaches responsibility, customer service, teamwork, and what an employer expects. For local businesses, seasonal

staff also provide essential help during the busiest months of the year.

But when the cost and complexity of employing somebody keep rising, smaller businesses operating on tight margins think twice about taking a chance on a young person looking for their first job. That means fewer opportunities locally.

That is why I am supporting the Save the Summer Job campaign. It is calling for lower employment costs and simpler rules so that businesses can continue creating those opportunities.

Tourism and hospitality are central to the economies of Bognor Regis and Littlehampton. We should be making it easier for responsible businesses to offer young people that vital first step.

From My SussexWorld Column

I continued writing about the issues affecting our area throughout August. You can catch up with my latest columns here:

- [Why I keep banging on about water](#)
- [From hospital beds to business bills: what I'll press for when Parliament returns](#)
- [Why Bognor Regis should choose its own 29 priorities for 2029](#)
- [Results season and the new beginnings it brings are a timely reminder to get vaccinated against meningitis](#)

Two Asks From Me

1) Please look out for the public ballot for 29 for '29 and take part when it opens shortly.

2) Are you following me on **Facebook** and **Instagram**? I welcome comments, questions, and ideas; I respond to as many as I can. I'm also on **LinkedIn** as well!

Please do feel free to forward this email to anyone you feel may find it useful; they are welcome **to sign up** to receive their own copy.

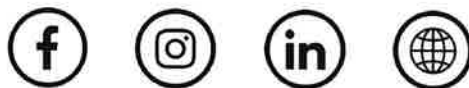
It really is a pleasure to serve as your MP, and to represent our superb towns and villages. As ever, if I can help on any issue or concern, or if you have a question you'd like to put to me, you can get in touch via **alison.griffiths.mp@parliament.uk**.

With very best wishes,

Alison

Alison Griffiths MP

Member of Parliament for Bognor Regis and Littlehampton



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Promoted by Alison Griffiths at 3 Anchor Springs, Littlehampton, West Sussex, BN17 6BP.

Re: RUSTINGTON INTERPRETATION BOARD

From The Acorn Workshop <sales@theacornworkshop.co.uk>

Date Wed 02/09/2026 14:13

To Carole Ward <CaroleWard@rustington-pc.gov.uk>

 1 attachment (23 KB)

Estimate 3977.pdf;

Dear Carol

It was good to chat earlier. I have attached a quote for you along with a photo of the frame style. The Sennen panel is one I did a couple of years ago, perhaps with your panel we could have the coastline illustration and then images of the wildlife with an interesting sentence on each. Once you are happy to go ahead, I do a first draft for you to look at and make comments on elements of the design you do and don't like. Usually by the second draft we are there with the overall design and then have a couple of rounds of tweaks and proofreading.

I'll leave it with you to consider. I am away next week but would be happy to make a start when it suits you after that.

Any questions do give me a call.

Regards
Ali

The Acorn Workshop
Kelvin 07989 223 634
Alison 

www.theacornworkshop.co.uk

Our working hours are Monday - Thursday 8:30am - 5:30pm

Nature Rubbing Posts | Interpretation Panels | Fingerposts and much more!



Tragedy at Sea

1900 night winds, two boats wrecked, both crews lost

The night of 19th November 1900 was a dark and stormy one. A heavy gale from the west with strong winds and high seas was blowing. At 10.15 pm the *SS Maudslayi* (a 1,200-ton ship) was wrecked on the rocks of the Lizard. The ship was carrying a cargo of coal and was bound for London. The crew of 12 men were all lost. The ship was seen by the *SS Maudslayi* (a 1,200-ton ship) was wrecked on the rocks of the Lizard. The ship was carrying a cargo of coal and was bound for London. The crew of 12 men were all lost.



Welcome to Sennen Cove

Porth Senan a'gas dynnergh

Sennen Cove developed around the fishing industry and in the 19th century, was one of Cornwall's key pilchard ports. Local fishermen were guided to fish shoals by a 'huer' calling from the cliffs. They would net and land their catch to be salted and packed by local men, women and children. Fishing boats still operate out of the harbour, supplying markets in Newlyn and beyond.



Dolphin pods leap and swim in the bay
Jan-Dec

Common Seals bob around the harbour walls
Jan-Dec

Sennen's fishing heritage is clearly seen in the harbour cottages and buildings.
 The iconic Round House was constructed in 1876 to house the large capstan wheel.
Donkeys pulled the capstan to haul boats up the slipway.

A lifeboat was first stationed in Sennen in 1856. A crew of trained local volunteers has been maintained in the village ever since.



Basking sharks filter feed in settled waters
Apr - Oct

Like nearby Porthcurno, Sennen is the landing place for transatlantic communications cables. The first cable was laid to Nova Scotia in 1881 by the American Telegraph Company.

Bluefin Tuna schools feed in the tidal races off Land's End
Jul - Dec

Common Choughs glossy black birds with red bills & legs, nest on the cliffs

Adders bask on footpaths or in undergrowth
Mar-Oct

Litter left here will end up in the sea, endangering marine life and seabirds. If the public bins are full please take your rubbish home.

Dogs are restricted on the beach in summer months. Always pick up after your dog.



Sennen Parish Council

Littlehampton fun run (that blocks off hundreds of Rustington homes).

From [REDACTED]

Date Tue 25/08/2026 10:42 AM

To enquiry <enquiry@rustington-pc.gov.uk>

Once again we have been told that we will be cut off here in Rustington, having no say in the matter and yet still they call it the Littlehampton fun run.

Below is what I sent them last year but, as our Parish council, I believe you should stand up for us and do something about this, as they could keep it in Littlehampton quite easily and safely or at least have the decency to include Rustington in the name.

Dear Sir/Madam

I'd like to start by saying well done for what you do, I to have been involved in many charity events and understand the effort and hassle involved in arranging these things.

However, with regards the 'Littlehampton' fun run, we here in Rustington, have again had several hundred households in Rustington (Sea Road, Harsfold road, Cove Road, half of Sea lane and all of the housing estate containing Fontwell close, Chanctonbury road etc), given forced unwelcome restrictions on our movements set by you, without ever being asked, just told, that we cannot drive from our homes for up to 4 hours on a Sunday morning.

On Sunday, I followed the rules you make up and left my home in Cove Road at 8.30 (it was being closed according to the paperwork sent out, at 8.45). I was met with a blocked road and a man telling us (there were others trying to get out) that we couldn't leave, as you had changed the times! I was going to a charity event where I was assisting and, informed him we could leave, as he had shut it early and there were no runners anywhere and he did, eventually let us out.

We only have to take a few seconds, crossing from Cove road to Crescent Road opposite, that isn't affected by your run but, throughout the event, no flexibility is given to make that crossing, even when there are no runners, just people walking slowly with huge gaps between them.

One woman in our road was trying to get out as her daughter who was giving birth, but was made to wait 30 minutes even though, there were multiple opportunities to cross and, she was just one of many who were trying to get out.

It isn't viable to park outside of our road area as you block off so many and, the roads surrounding the area, are always full on a Saturday night.

Might I suggest you consider for next year, a new and less intrusive route and perhaps, keep the 'Littlehampton' fun run, in Littlehampton, or at least have the decency to involve Rustington in its name and think of us instead of just addressing your road closure letter, to just the Littlehampton community.

Perhaps, consider using the new Fitzalan Road section out past the School, use some of the school grounds.

Either way, there are various other options that would interfere much less, with other people's lives.

I wish you well and applaud you for what you do, but think there may be a more sociable way of doing it.

To: [REDACTED]

Subject: Re: Littlehampton fun run (that blocks off hundreds of Rustington homes).

Dear [REDACTED]

I have received and thank you for your email below.

Whilst it is too late to make a representation to the Organisers of the Fun Run in respect of this year's Event, I will certainly include your email, for consideration, on the Agenda for the next Meeting of my Council on 28 September 2026,

With Kind Regards.

Carole Ward

Carole Ward (Mrs)
Clerk of the Council
Rustington Parish Council
Council Offices, 34 Woodlands Avenue
Rustington, West Sussex BN16 3HB
Tel: 01903 786420

Website: www.rustington-pc.gov.uk

*Please note, my normal working days are
Monday, Tuesday, Wednesday and Thursday



From [REDACTED]

Date Wed 02/09/2026 10:00

To Carole Ward <CaroleWard@rustington-pc.gov.uk>

Thank you Carole.

I know you may well be thinking of me as just an annoying whinger but many are annoyed, as peoples plans are made long in advance and yet we, (Dear Littlehampton Community!!) only get a 2 week warning. Many of us have Sunday sports to go to, other charity events, trips out planned etc and it isn't viable to park outside of our area as hundreds of homes are totally blocked off. Last year it was from 8.30 - 12 but now its 06.30-12!

They need to at least consider new routes, that at least, don't block all our exits, maybe continue along the Greensward or use the new road past Littlehampton School which would be safe and a decent distance.

If they're so keen on their Littlehampton fun run, let them keep it in Littlehampton, as they don't seem to care about how this effects people in Rustington or even acknowledge that we exist.



Sent: 25/08/2026, 10:42

To: info@run-fest.com

Subject: The Littlehampton and Rustington fun (for you) run.

Just as last year, You have continue to name your run after Littlehampton, ignoring the fact that many of us here in Rustington have to be cut off from doing what we want, just so you can all enjoy your hobby.

It seems you made no effort whatsoever to consider the hundreds of homes you cause problems for in Rustington.

As a reminder this below is what I sent last year and but no doubt, you will continue to just think about yourselves, not considering others who also have lives and events to go to.

Dear Sir/Madam

I'd like to start by saying well done for what you do, I to have been involved in many charity events and understand the effort and hassle involved in arranging these things.

However, with regards the 'Littlehampton' fun run, we here in Rustington, have again had several hundred households in Rustington given forced unwelcome restrictions on our movements set by you, without ever being asked, just told, that we cannot drive from our homes for up to 4 hours on a Sunday morning.

On Sunday, I followed the rules you make up and left my home in Cove Road at 8.30 (it was being closed according to the paperwork sent out, at 8.45). I was met with a blocked road and a man telling us (there were others trying to get out) that we couldn't leave, as you had changed the times! I was going to a charity event where I was assisting and, informed him we could leave, as he had shut it early and there were no runners anywhere and he did, eventually let us out.

We only have to take a few seconds, crossing from Cove road to Crescent Road opposite, that isn't affected by your run but, throughout the event, no flexibility is given to make that crossing, even when there are no runners, just people walking slowly with huge gaps between them. One woman in our road was trying to get out as her daughter who was giving birth, but was made to wait 30 minutes even though, there were multiple opportunities to cross and, she was just one of many who were trying to get out.

It isn't viable to park outside of our road area as you suggest (obviously no intelligent thought was put into this suggestion), as you block off so many roads here and, the roads surrounding the area, are always full on a Saturday night.

Might I suggest you consider for next year, a new and less intrusive route and perhaps, keep all of the 'Littlehampton' fun run, in Littlehampton, or at least have the decency to involve Rustington in its name and think of us instead of just addressing your road closure letter, to just the 'Littlehampton' community.

Perhaps, consider using the new Fitzalan Road section out past the School, use some of the school grounds.

Either way, there are various other route options that would interfere much less, with other people's lives.

I wish you well and applaud you for what you do, but think there are more sociable and considerate ways of doing it.

From: Run-Fest Info [mailto:info@run-fest.com]

Sent: 25 August 2026 12:22

To: [REDACTED]

Subject: RE: The Littlehampton and Rustington fun (for you) run. [thread::OEXiocBNJKS8QmIn3pXwqFM::]

Dear [REDACTED],

Thank you for getting in touch, and for taking the time to share your concerns with us.

Firstly, please accept our sincere apologies that you did not receive a response to the email you sent last year. I'm not sure what went wrong, I'm very sorry for any frustration or upset this may have caused, that is never the experience we want anyone to have.

This is only our second year being involved with the Littlehampton event, although the race itself has been running for over 20 years in support of Chestnut Tree House. It has traditionally been referred to as the Littlehampton event because it starts and finishes there, though I completely understand that the route also passes through Rustington.

As mentioned above, this is an inherited one-day event which raises over £40,000 for local charities.

As a company, we actually operate this event at a loss of around £10,000, but we continue to run it because it supports a wonderful cause and we were asked to take it on when Chestnut Tree House could no longer manage it themselves, it's our way of giving something back.

The event design is created collaboratively with local businesses, the council, and volunteers from the surrounding areas. With the event having taken place for over two decades, many elements are long-established within the community.

I do appreciate that events like this can be disruptive for some residents, and we genuinely try to keep any inconvenience to an absolute minimum.

I hope this helps explain a little more about us and what the event aims to achieve. I will make sure the Operations Team are aware of your concerns.

Kind regards, [REDACTED]

Sent: 04 September 2026 13:49

To: 'Run-Fest Info' <info@run-fest.com>; Carole Ward <CaroleWard@rustington-pc.gov.uk>

Subject: The Littlehampton fun run

In do not accept any apologies as we were not asked about this and only given days notice when many in this area we have events planned months in advance that you are stopping us getting to.

Many people I have met in this area are very angry about the way this is planned.

Can you please let us know, why large areas in Rustington are being cut off from 6.30 when the race doesn't start until 9 and runners won't even get to us until 9.15 onwards.

I personally have two events we need to get to, one at 8.30 and one at 10 and you are stopping us from going to both. (And no, the idea of parking outside of the area is not viable and as well thought out as your route).

Areas totally cut off that are in Rustington include nearly 40% of your route and yet you don't even address your letter to us, just Littlehampton people.

This is really ridiculous and not acceptable.

news release

Date: 21 September 2026

Title: Arun District Council Budget Consultation 2027/2028

Arun District Council is inviting residents, businesses and community organisations to have their say on priorities for the council's 2027/28 budget.

As the we begin to plan for the next financial year, we are seeking your views on how resources should be allocated to support local services and deliver the council's priorities for the district.

Our role is to make Arun a better place to live, work and visit while delivering a wide range of public services.

With increasing demand for services and continued pressure on public finances, it is essential that the council makes informed decisions about how public money is allocated. The annual budget plays a central role in ensuring resources are used effectively, delivering value for money and helping to support local priorities across Arun.

Councillor Martin Lury, Leader of Arun District Council, said:

"Delivering high-quality services for our residents, businesses and visitors remains at the heart of everything we do. As we develop our budget for the coming year, we are committed to ensuring that every pound is used wisely to support our priorities and provide the best possible outcomes for communities across Arun.

"Like councils across the country, we continue to operate in a challenging financial environment. Despite these pressures, we remain focused on using our resources responsibly and making decisions that reflect the needs of the people we serve.

"Setting the annual budget is one of the most significant responsibilities of the council. It requires us to balance growing demand for services with the need to deliver value for money while continuing to invest in the future of the district.

"The views of our residents, businesses and community organisations are an important part of this process. By taking part in the consultation, people can help us understand what matters most to them and ensure our spending plans reflect local priorities.

"I encourage everyone to participate in the consultation and provide feedback to help ensure our budget reflects the priorities of our communities."

The consultation will be available until it closes on 20 October 2026:

[2027-28 Budget Consultation](#)

Ends...

Is your community affected by surface water or groundwater flooding? Operation Watershed 2026/27 is Open for Applications

From Sue A Furlong <Sue.Furlong@westsussex.gov.uk>

on behalf of

Operation Watershed <operationwatershed@westsussex.gov.uk>

Date Thu 30/07/2026 16:12

To Parish Clerk (Albourne) <clerk@albourne-pc.gov.uk>; Parish Clerk (Aldingbourne) <clerk@aldingbourne-pc.gov.uk>; Parish Clerk (Aldwick) <office@aldwickparishcouncil.gov.uk>; Parish Clerk (Amberley) <clerk@amberley-pc.org.uk>; Parish Clerk (Angmering) <admin@angmering-pc.gov.uk>; Parish Clerk (Ansty and Staplefield) <clerk@anstystaplefield-pc.gov.uk>; Parish Clerk (Apuldram) <clerk@apuldramparish.gov.uk>; Parish Clerk (Ardingly) <clerk@ardingly.org>; Parish Clerk (Ashington) <clerk@ashingtonpc.org.uk>; Parish Clerk (Ashurst) <ashurstclerk@outlook.com>; Parish Clerk (Balcombe) <parish.clerk@balcombeparishcouncil.com>; Parish Clerk (Barnham and Eastergate) <clerk@barnhamandeastergate-pc.gov.uk>; Parish Clerk (Bepton) <clerk@bepton-pc.gov.uk>; Parish Clerk (Bersted) <clerk@bersted-pc.gov.uk>; Parish Clerk (Bignor) <bignorparish@gmail.com>; Parish Clerk (Billingshurst) <clerk@billingshurst.gov.uk>; Parish Clerk (Birdham) <clerk@birdhamparishcouncil.gov.uk>; Parish Clerk (Bolney) <clerk@bolneyparishcouncil.gov.uk>; Parish Clerk (Bolney) <clerk@bolney.com>; Parish Clerk (Bosham Village) <parish.clerk@bosham-pc.gov.uk>

Cc 'jcunningham@chichester.gov.uk' <jcunningham@chichester.gov.uk>; 'Louise Barnetson' <louise@wsrt.org.uk>; 'transitionworthing@gmail.com' <transitionworthing@gmail.com>; 'greenerhassocksitchling@gmail.com' <greenerhassocksitchling@gmail.com>; Operation Watershed <operationwatershed@westsussex.gov.uk>

Dear Parish & Town Council Clerks and Community Group Representatives.

Is your community affected by surface water or groundwater flooding?

If flooding is causing problems in your area, Operation Watershed may be able to help you develop and deliver a local solution.

We are writing to raise awareness of Operation Watershed 2026/27, West Sussex County Council's community flood resilience programme, and to encourage parish councils, town councils and constituted community groups to come forward with project ideas. Since its launch in 2013, Operation Watershed has invested almost £6 million in local flood resilience projects across West Sussex. In 2025/26 alone, funding supported 13 community-led projects, helping communities reduce flood risk, improve drainage infrastructure, and strengthen local resilience.

For the 2026/27 financial year, £435,000 is available to support projects that address surface water and groundwater flooding.

We are already working with several groups to develop potential applications, but we are keen to ensure that all eligible communities are aware of this opportunity and can explore whether funding may be available for projects in their area.

What types of projects can be funded?

Applications should address a recognised surface water or groundwater flood risk and support one or more of the following objectives:

- Deliver new flood risk management infrastructure or assets.
- Provide significant improvements to existing flood management or drainage infrastructure.

- Increase the capacity or effectiveness of existing drainage and flood risk management assets.

The programme is intended to complement, not replace, the existing maintenance and management responsibilities of landowners, asset owners and other responsible organisations.

What's required?

Successful projects will need:

- Demonstrable community commitment and support.
- A willingness to undertake any future maintenance responsibilities where appropriate.
- Support from the relevant local County Councillor, which remains a prerequisite for funding approval.

Interested in finding out more?

We encourage any parish council or community group affected by surface water or groundwater flooding to visit our [website](#), review the FAQs and submit an [Expression of Interest](#) form. Even if your project is at an early stage, we would be pleased to discuss potential opportunities and help develop solutions that can make a real difference to your community.

We look forward to hearing from you.

Kind regards"

Dominic Henly

Flood Risk Management Team Manager | Planning Services

West Sussex County Council, Ground Floor, Northleigh, County Hall, Chichester PO19 1RH

Phone: 0330 2225676 Mobile: 07354 165932

Email: dominic.henly@westsussex.gov.uk | Web: www.westsussex.gov.uk

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Take Part: Consultation on draft West Sussex Sexual Health Strategic Framework 2026-2031

From Georgia Birch <Georgia.Birch@westsussex.gov.uk>
on behalf of
Public Health Department <PublicHealth@westsussex.gov.uk>

Date Mon 14/09/2026 12:57

 3 attachments (3 MB)

How to set up a New Account External Users.docx; WS33780(A) Sexual Health campaign 08.26 Nextdoor 1200 x 900 px v1.jpg; WS33780(C) Sexual Health campaign 08.26 Instagram Facebook LinkedIn 1080 x 1350 px v1.jpg;

Take Part: Consultation on draft West Sussex Sexual Health Strategic Framework 2026-2031

Dear Colleague,

We are writing to invite you to share, and take part in, the public and stakeholder consultation on the draft **West Sussex Sexual Health Strategic Framework 2026-2031** which runs from Monday, 14 September 2026 until 11.55pm on Sunday, 18 October 2026. The Framework sets out five priorities to improve sexual and reproductive health and wellbeing and reducing inequalities across the county.

We want West Sussex to be a place where everyone can enjoy good sexual and reproductive health, make informed choices, and access high-quality, inclusive services when they need them throughout their life.

Everyone in West Sussex, including young people (16+), professionals, and local organisations, is invited to take part and have their say.

[TAKE PART IN SURVEY](#)

The Framework draws on evidence from the [West Sussex Sexual Health Needs Assessment 2025\(External link\)](#) which includes perspectives from residents, communities, and professionals.

We welcome your support in sharing the survey within your organisation, and with those you may be working with or supporting. You can do this by sharing any of our social media posts, as well as an article you are welcome to use together with an image (attached.)

We would also like to draw your attention to two resources you may find useful, as the consultation may well prompt discussions with service users and colleagues about sexual and reproductive health.

1. **Dedicated online website resource**

[SAFE \(Sex Aware, Feel Empowered\)](#) is West Sussex County Council's sexual health campaign website. The site is regularly updated and brings together trusted information, practical advice, and links to local services in one place. It helps you, your colleagues, and service users quickly find sexual and reproductive health (SRH) services across the county and access the support they need.

2. New Sexual Health Training for Professionals

We are also pleased to announce that our evidence-based MECC (Making Every Contact Count) programme now includes a dedicated sexual health training offer.

Through five short modules, professionals can build knowledge of key sexual health topics, including STIs, contraception, HIV and HIV prevention, and safe and healthy relationships. The training supports staff to recognise opportunities to support others, develop confidence in having respectful and non-judgemental conversations, and signpost individuals to appropriate services for advice, testing, treatment, and support.

[Find out more and sign up](#) - If you do not have access to the county council's Learning and Development Gateway, I have attached guidance on how external partners can register to complete the training.

Please let us know if you have any queries by replying to this email.

Many thanks,

Claire Currie, Consultant in Public Health and Patrick Stoakes, Public Health Lead - Sexual Health
West Sussex County Council, Northleigh, County Hall, Chichester, PO19 1RQ
PublicHealth@westsussex.gov.uk

Communications article to promote the survey:

Have your say on draft sexual health plan for West Sussex

We want West Sussex to be a place where everyone can enjoy good sexual and reproductive health, make informed choices, and access high-quality, inclusive services when they need them throughout their life. West Sussex partners have prepared a draft Sexual Health Strategic Framework 2026-2031 for the county and would like your feedback on the five proposed priorities.

The Framework sets out how organisations will work together to reduce inequalities, improve access to services and support better sexual and reproductive health and wellbeing across the county.

Everyone in West Sussex, including young people (16+), professionals, and local organisations, are invited to take part and have their say by completing our short survey before 11.55pm on Sunday, 18 October 2026.

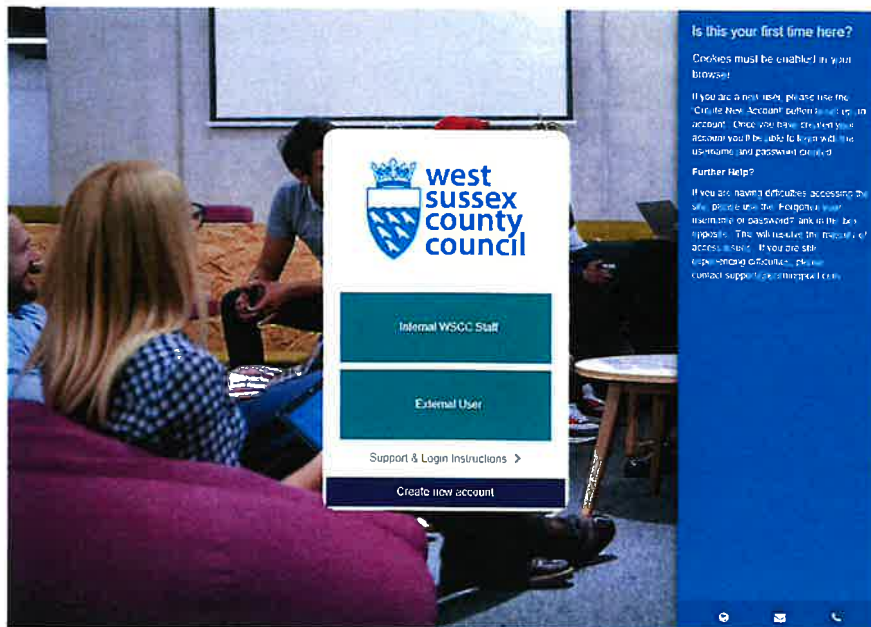
[TAKE PART IN SURVEY](#)

LEGAL DISCLAIMER

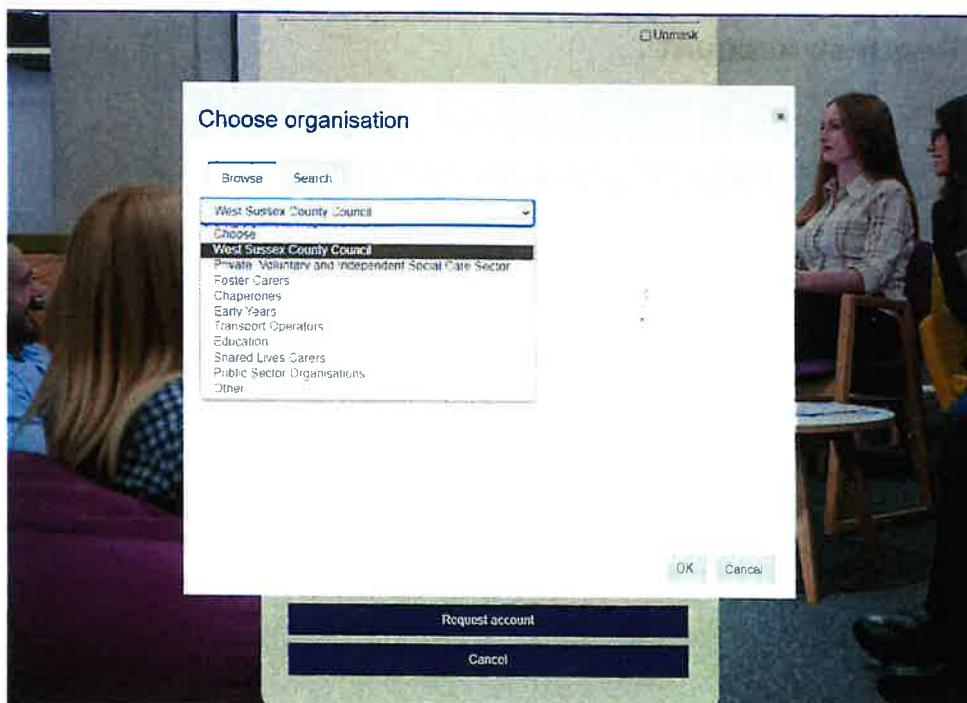
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How to set up a New Account – External Users

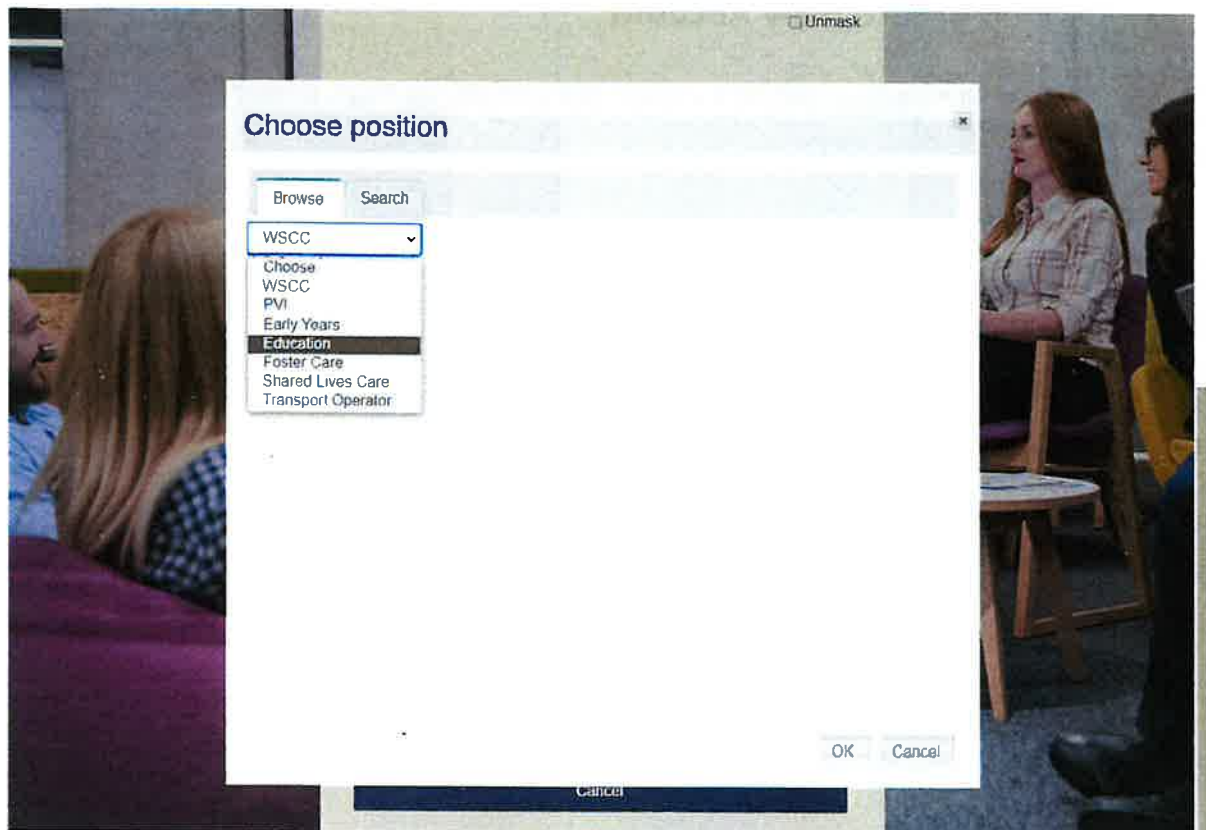
- Go to the site: [West Sussex: Main Homepage Dashboard \(learningpool.com\)](https://learningpool.com)
- Click on **Create New Account**



- Complete your details
- Click on **Choose Organisation**
- Click on the **drop down list to show all Organisations**
- Choose your organisation
- Pick your correct establishment from the list



- Choose your **Position** from the drop down list



- Input your **manager's name and email address (if you have one)**. **Note you will need a list a manager to attend events which require manager approval.**
- Click on '**Request Account**'.

Sent: 14 September 2026 12:47

Agenda Item: 28(d)

To: deborah.urquhart@westsussex.gov.uk <deborah.urquhart@westsussex.gov.uk>; wscchighways@westsussex.gov.uk <wscchighways@westsussex.gov.uk>; casework@drbeccycooper.co.uk <casework@drbeccycooper.co.uk>; admin@angmering-pc.gov.uk <admin@angmering-pc.gov.uk>; enquiry@rustington-pc.gov.uk <enquiry@rustington-pc.gov.uk>; planning@arun.gov.uk <planning@arun.gov.uk>
Subject: Road safety in Angmering and Rustington

Good afternoon all,

I am emailing as a resident at the new Fairway Gardens estate in Angmering who has great concerns about road safety in the area.

My greatest concern, which is shared among neighbours who I believe have already been in touch with Cllr Deborah Urquhart and Dr Becky Cooper MP, is safety at the New Road roundabout (at the entrance of Fairway Gardens, before Rustington Sainsbury's).

When exiting our estate or any of the businesses (including Out of Bounds) in the right hand lane, you simply take your life in your own hands. Cars come over the roundabout at 60mph, and cars go right round the roundabout in the left hand lane constantly, making it incredibly dangerous to safely exit, and there is absolutely no signage anywhere to say you can go right round the roundabout in

this lane. With so many children living on the estate and visiting Out of Bounds, the cars leaving are full of children and I am genuinely fearful that something sinister is going to happen.

I would urge you to consider fitting traffic lights at this roundabout, and instal clearer signage - particularly at the exit when leaving Rustington town - that the left hand lane is for left hand turns and going straight only.

Secondly, the A259 by Aldi in Rustington is a rat run in the middle of the night. Nightly we can hear cars and motorbikes going at least 100mph, and the Out of Bounds car park is now becoming a meeting point for their races, with racers revving their engines late at night and waking up those living on the estate. Last night my poorly son had just managed to get to sleep, and racers were beeping their novelty horns and revving their engines, waking him up. It's completely unfair and needs to stop.

Furthermore, recently I had to take my one-year-old to A&E in the middle of the night and was worried about driving at this time due to the excessive speeding in the area.

All the other stretches of road either side have speed limits of 40mph or 50mph, and with development only increasing, I think the speed limit on this road needs to be decreased too. Alternatively, speed cameras should be installed - I promise you'll make money from fines very quickly!

Please, for our children's sake, consider making the necessary road safety improvements in this area. I have to cross the roundabout four times a day in rush hour to take my son to nursery, and it is nerve-racking doing so - this isn't okay.

As I said, I believe my neighbours have been in contact to share their concerns too, so please be reassured this isn't just the concern of one person, but instead a whole community.

Thank you in advance.

Sent: 15 September 2026 07:23

To: deborah.urquhart@westsussex.gov.uk

Subject: Mill Lane roundabout A259 / safety concerns for residents of Fairway Gardens

Hi Deborah,

I am a resident of the new Fairway Gardens development situated between the A259 and the golf course, some fellow residents may have already written to you on this matter.

I have serious concerns about the safety of emerging onto Mill Lane roundabout from Golfers Lane (our only entry and exit), and something needs to be done, I am hoping you can assist.

The roundabout is very poorly arranged for our exit, having to give way to cars speeding through at 70mph as that section of the road is national speed limit rather than 50mph. It is impossible to get out of this roundabout (especially going straight on or turning right) without taking a chance on a small gap between cars at high speed.



To make matters worse, many drivers on this stretch of road speed and drive very aggressively. I think traffic lights are the only solution to regulate a safe flow of vehicles. Without any intervention, I am concerned there will be a serious accident sooner or later.

Traffic lights would also allow for a pedestrian crossing, at present the only way to walk into Rustington from our development is to cross at Sainsbury's and double back towards Mill Lane. My wife (who doesn't drive) must do this to walk our child to Rustington primary school and it adds 10 minutes to the journey each way. Given there will be nearly 200 new family homes on this site, this will become an increasing issue for many people in the coming year - the three nearest primaries are all the other side of the A-road and the train line.

Please can you help with raising and escalating this matter with the appropriate roads and planning departments.

Thanking you in advance.

Kind regards,

From: Angmering Parish Council <admin@angmering-pc.gov.uk>
Sent: 16 September 2026 10:57

To: [REDACTED]; wscchighways@westsussex.gov.uk <wscchighways@westsussex.gov.uk>

Cc: casework@drbeccycooper.co.uk <casework@drbeccycooper.co.uk>; enquiry <enquiry@rustington-pc.gov.uk>; Deborah Urquhart <deborah.urquhart@westsussex.gov.uk>

Subject: RE: Mill Lane roundabout A259 / safety concerns for residents of Fairway Gardens

Dear [REDACTED]

Thank you for your email setting out your concerns regarding the operation of the Mill Lane roundabout and access to and from the Fairway Gardens development.

We are aware that a number of residents have recently contacted both West Sussex County Council and Angmering Parish Council regarding concerns about this location, including vehicle speeds on the A259, access from Golfers Lane, pedestrian connectivity and wider road safety issues.

As you will appreciate, responsibility for the design, operation and maintenance of the highway network, including roundabouts, traffic signals, speed limits, pedestrian crossings and associated road safety measures, rests with West Sussex County Council as the Highway Authority.

The Parish Council takes residents' concerns seriously and has noted the points you have raised. We are currently seeking further information from West Sussex County Council, including any relevant highway information for this location, in order to better understand whether there are identified safety issues and whether any review of the current arrangements has been undertaken or is proposed. We would note that road traffic collision data is publicly available online and can be accessed through a number of sources. This information will form an important part of assessing whether there is evidence of an existing road safety issue at this location, and we would encourage residents to consider the available data alongside their own experiences and observations.

It is also worth noting that the Fairway Gardens development and its access arrangements formed part of the planning process, during which traffic and highway impacts would have been considered by the relevant authorities.

Thank you for bringing your concerns to our attention. We will keep the matter under review as further information becomes available.

Kind regards

Katie

Katie Herr
Clerk and RFO to Angmering Parish Council
01903 772124
admin@angmering-pc.gov.uk
www.angmering-pc.gov.uk



Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA



From: Deborah Urquhart <deborah.urquhart@westsussex.gov.uk>

Sent: 16 September 2026 17:13

To: [REDACTED]; WSCC Highways <WSCCHighways@westsussex.gov.uk>

Cc: casework@drbeccycooper.co.uk; Parish Clerk (Angmering) <admin@angmering-pc.gov.uk>; enquiry@rustington-pc.gov.uk

Subject: RE: Mill Lane roundabout A259 / safety concerns for residents of Fairway Gardens

Dear [REDACTED]

I've looked up the planning application, which was refused, and the appeal which was granted by the Planning Inspector. Regarding noise, the assessment stated that acoustic remedies within the housing would counter any noise from traffic. However, this is clearly not the case, on your estate or indeed elsewhere in the County.

With regard to the roundabout, Highways assessment for the planning permission was that the current layout was sufficient to take the increased traffic from the development, so no alterations were necessary. We have spoken to Highways about the issue and they need to wait until the development is complete and the final road safety audit carried out before considering any actions. They do not consider a speed limit reduction is required at this time. I disagree and will work with the Parish Council to get that section of the road reduced to 50mph.

Kr

Deborah

Sent: 20 September 2026 11:49

To: Deborah Urquhart <deborah.urquhart@westsussex.gov.uk>; WSCC Highways <WSCCHighways@westsussex.gov.uk>

Cc: casework@drbeccycooper.co.uk <casework@drbeccycooper.co.uk>; Parish Clerk (Angmering) <admin@angmering-pc.gov.uk>; enquiry@rustington-pc.gov.uk

Subject: RE: Mill Lane roundabout A259 / safety concerns for residents of Fairway Gardens

Dear Deborah,

Thank you for your response. Although my concern is not primarily noise, I agree that a reduction to 50mph (and enforcement) will reduce the incidences of high-powered sports cars and motorbikes using this stretch of the A259 as an evening racetrack. My primary concern is the roundabout itself, and although a speed reduction will help, in my view it is obvious and evident that the most pressing need is for traffic lights and a pedestrian crossing – my I reiterate my earlier point that not everyone drives and it is otherwise quite difficult to walk or cycle into Rustington for amenities without a large detour.

The development is still about two years away from being finished and I feel this is too long to wait for an updated safety audit. Could you ask Highways if it is possible to conduct an interim audit that assesses the risk as it is now and the predicted future increase of traffic. From the plan, there are in total 191 homes due, from which hopefully it is possible to extrapolate this.

The Golfer's Way exit also accommodates all traffic for Rustington Golf Centre, Lanes health club, and Out of Bounds leisure complex, as well as all construction traffic for the ongoing development (there is no service road). I have seen trucks having great difficulty getting out from the junction, given the layout, their slow acceleration and speeds from the right, but it may be worth consulting Barrett Redrow and their contractors. All in all, this is now a very busy junction that in my view is no longer suitable for a layout that was originally set out for the golf club many years ago.

WS Highways have also written to me to advise their Highways team will investigate within 10 days (see attached), but your ongoing involvement in this matter is appreciated.

Member & Parish Briefing Session – 26/27 Programme

From Kerry Arthur <Kerry.Arthur@westsussex.gov.uk>

Date Fri 11/09/2026 16:04

To PCC Adur <dl.pcc.adur@westsussex.gov.uk>; PCC Arun <DL.PCC.Arun@westsussex.gov.uk>; PCC Central and South Mid Sussex <dl.pcc.central.south.mid.sussex@westsussex.gov.uk>; PCC Chancetonbury <dl.pcc.chancetonbury@westsussex.gov.uk>; PCC Chichester <DL.PCC.Chichester@westsussex.gov.uk>; PCC Eastern Arun <dl.pcc.eastern.arun@westsussex.gov.uk>; PCC Horsham <DL.PCC.Horsham@westsussex.gov.uk>; PCC Mid Sussex <DL.PCC.Mid.Sussex@westsussex.mail.onmicrosoft.com>; PCC North Chichester <dl.pcc.north.chichester@westsussex.gov.uk>; PCC North Horsham <dl.pcc.north.horsham@westsussex.gov.uk>; PCC North Mid Sussex <dl.pcc.north.mid.sussex@westsussex.gov.uk>; PCC South Chichester <dl.pcc.south.chichester@westsussex.gov.uk>; PCC Western Arun <dl.pcc.western.arun@westsussex.gov.uk>

Dear All,

We are pleased to share our 2026/2027 programme of Member & Parish/Town Council Briefing Sessions.

Over the coming year, these sessions will provide an opportunity to hear directly from our service experts from across Highways, Transport and Planning on a range of topics that are frequently raised by local communities. The programme has been designed to improve your understanding of key highways services, our processes and responsibilities, while providing you with a forum to ask questions and engage with officers.

Topics will include:

- Highways Development Management and Planning Applications
- Winter Preparedness
- Riparian Responsibilities, Flood Risk Management and Planned Drainage
- Road Safety: Safe System Approach
- Speeding and Speed Limits
- Local Nature Recovery Strategy and Tree Plan
- Summer Readiness
- S106 Contributions: Bus Shelters and New Developments
- Parish Clerk Induction / Refresher Training
- Local Operations - Highway Maintenance
- Planned vs Reactive Maintenance: Pothole Repair, Resurfacing Programmes, Budgets + Data
- Public Rights of Way (PRoW)
- Highways Network Management

Each session will focus on a specific topic and will typically consist of a presentation followed by a dedicated question and answer session.

You will shortly begin seeing individual calendar invitations for the first half of the programme with further details about the topic and joining instructions. Please take care when forwarding these invitations to your network of councillors and where possible, let us know which representatives will be attending.

To support those who are unable to attend, each session will be recorded, and this recording will be distributed alongside the presentation slides and a Q&A sheet following the briefing.

We hope you will find these sessions informative and valuable, and we look forward to welcoming you throughout the programme.

Kind regards,
Kerry Arthur

Customer Communications Officer

Local Highways Operations, Highways, Transport and Planning, West Sussex County Council

Location: 1st Floor Northleigh, County Hall, Chichester, West Sussex, PO19 1RQ

E-mail: kerry.arthur@westsussex.gov.uk

Follow West Sussex Highways on , ,  and  @WSHighways

Typical working hours: 8am-4pm Mon-Fri

Advance notice of leave:

 I use the pronouns: *she/they*

 The sunflower represents that not all disabilities are visible. Please be aware that I may need to work in a different way, so I would appreciate your flexibility and understanding.



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Consultation on a New Proper Practices Framework for Smaller Authorities

From Emily Simpson <admin@wsalc.co.uk>

Date Wed 09/09/2026 9:39 AM

To Emily Simpson <admin@wsalc.co.uk>

Dear Clerk,

Please see the following from NALC.

The Smaller Authorities Proper Practices Panel (SAPPP) has today launched a consultation on a proposed new framework of proper practices for Category 2 Authorities in England, and the Panel would welcome your views.

This consultation is the second stage of a wider review of the governance, accountability and accounting framework for smaller (Category 2) authorities. The review is being carried out by CIPFA on behalf of SAPPP, with support from Smaller Authorities' Audit Appointments (SAAA).

As the current framework has been in place for more than a decade, the review aims to ensure that guidance remains relevant, practical and fit for purpose. Feedback is being sought on two proposed documents:

- Proper Practices Code for Category 2 Authorities (England)
- Code of Practice for Internal Audit of Category 2 Authorities (England)

The proposed codes are intended to provide a clearer and more consistent approach to governance, financial management, accountability and internal audit across the sector. SAPPP is particularly interested in views on:

- Changes to the Annual Governance Statement
- The treatment of reserves
- The presentation of accounts
- The proposed new approach to internal audit

The proposals have been shaped by feedback received during the first consultation in autumn 2025 from councillors, clerks, auditors, sector bodies and members of the public. This latest consultation provides an opportunity to help ensure the final framework is clear, practical and supports authorities in meeting their statutory responsibilities.

This is an important opportunity to influence the future framework for smaller authorities; member councils are encouraged to review the consultation documents and share your views.

 [View the consultation and submit your response](#)

 **Closing date:** 31 October 2026

Following the consultation, SAPPP will consider all responses before finalising the framework. Subject to approval, the new documents are expected to be introduced for the 2027/28 financial year.

Kind regards

NALC