RUSTINGTON PARISH COUNCIL

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

QUALITY PARISH COUNCIL

QUALITY PARISH COUNCIL

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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 *TBC*	Cllr J Ceiriog-Hughes		07709 245 357	cllr.johnceiriog-hughes@rustington-pc.gov.uk
Vice-Chairman TBC	Cllr Mrs C Broomfield	01903 786420		cllr.christinebroomfield@rustington-pc.gov.uk
Clerk	Carole Ward	[redacted]	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 Community Hub	01243 777100 033 022 27980	www.westsussex.gov.uk	9.00am-5.00pm (Mon-Fri) 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	[redacted]
St Peter & St Paul Parish Church Hall, The Street	01903 850509	In the event of a local emergency	[redacted]

Methodist Church Hall, Claigmar Road	01903 776900	In the event of a local emergency	[redacted]
Rustington Guide Hall	[redacted]	In the event of a local emergency	[redacted]
Rustington Scout Hall, Church Road	[redacted]	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 – Householders 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.

west sussex county council

www.westsussex.gov.uk/emergency

What if ?

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

GO IN. STAY IN. TUNE IN.

Station	Frequency	Website
BBC Sussex	104.8 & 95.3 FM	www.bbc.co.uk/bbcsussex
Heart	97.5 & 96.7 FM 1	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:**

	tick
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	

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

	tick
Bottled water	
Ready to eat food (tinned)	
Bottle/tin opener	

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

	tick
Blankets	
Torch and spare batteries	

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

Name

Mobile

Work

Name

Mobile

Work

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

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

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

Emergency telephone numbers

Emergency services	999	Local authority	
NHS out-of-hours	111	Doctor	
Police non-urgent Local Police Station	101	School	
Power cut	105	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]	
1st Rustington Scout Group		

Annex I - Draft Emergency Meeting Agenda

Proposed Emergency Meeting Agenda							
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**				
	Details		**Actions to be taken**		**Lead Person**		
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)

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
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Sign off date	
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	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 contactors as available. Services such as facilities management, car park operations, housing management and outdoor services are likely to initiate clearance and manage some response and precautions of their own assets.

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

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

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

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

References and useful links are listed in *Appendix 2: References and Useful Links*.

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

1.2 Historic Data

Year	Days of snow >15 mm depth	Days with frost requiring highways gritting
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 of 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 distirct

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 /m^2 is enough to thaw footpaths unless there is thickly compacted snow an ice. 1 tonne bag of salt covers over 4k of 6m wide carriageway or 12k of 2m wide footway.

20 grams/m^2 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 ^{O}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 ^{O}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: BRTH and Civic Centre Paths and Other Areas*. This will be the responsibility of Facilities management and Tivoli Services. The office superintendents are asked to check the safety of access to the Civic Centre and to respond appropriately by advising line managers, warning staff and taking appropriate action to make safe access. The adjacent public pavements, staff and public access paths within the building curtilage and the car park at the back (north side) of the Civic Centre should be gritted by office superintendents and supported by Tivoli Services
- Access to the **Waste Collection Depot**. WSCC Highways have included the access road to the Council's waste collection contractor's depot at Harwood Road as part of the WSCC Highways priority road network for gritting. Additional support may be available from the waste collection contractor's staff supported by Council's teams and contactors as available.

3.8 Response West of the District

- **Bognor Regis Town Hall** See *Appendix 8: BRTH and Civic Centre Paths and Other Areas*.
    - Gritting by 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

WSCC Highways winter service is restricted to:

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

WSCC 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 WSCC 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

WSCC 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)

Redacted

4 Appendices

Redacted

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

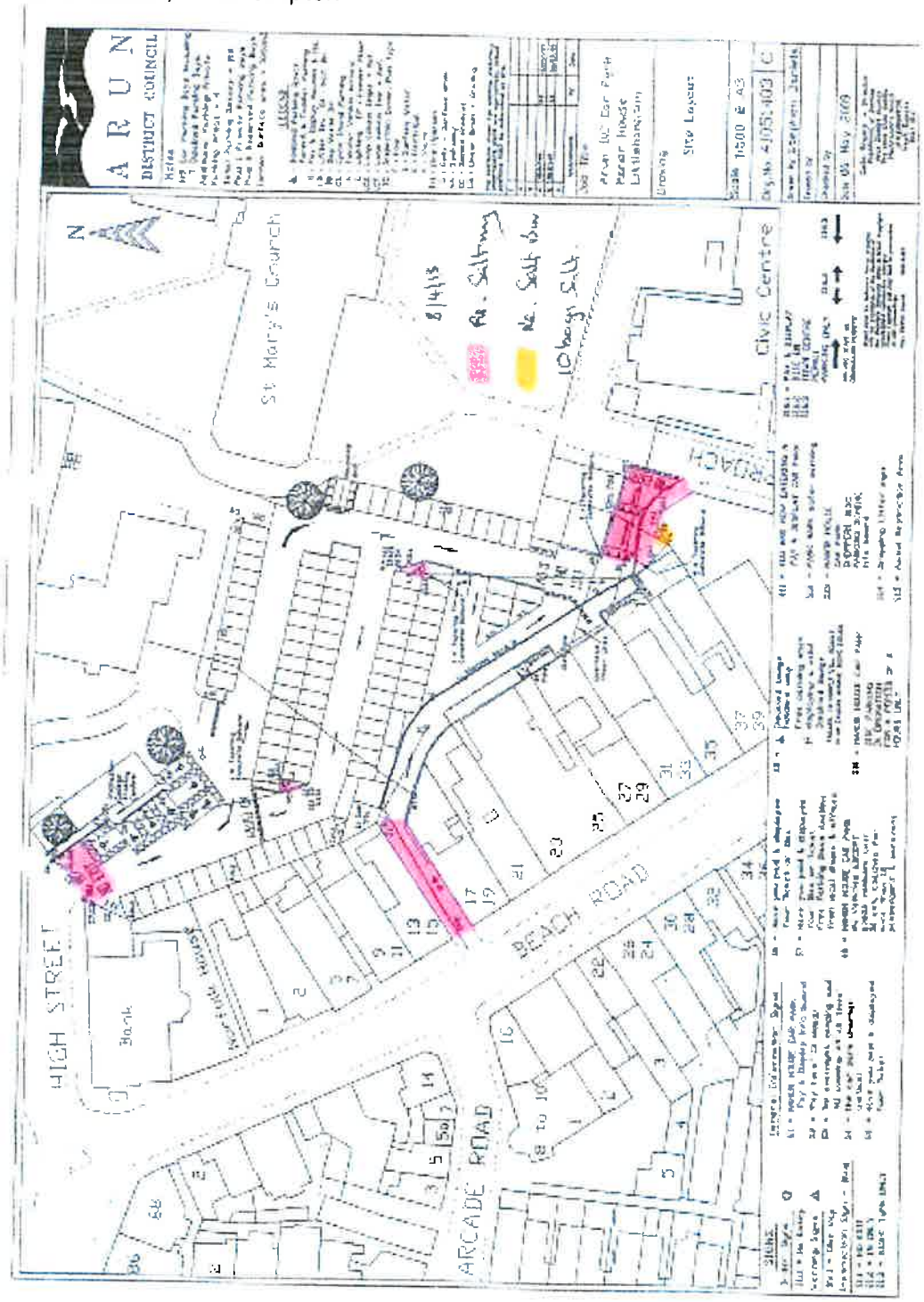
The areas to be salted in the car parks are detailed in car park plans distributed separately to Arun's services and contractors, as necessary.

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
				Total kg	78	156	312
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
				Total kg	421	842	1684
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		Total kg	42	84	167

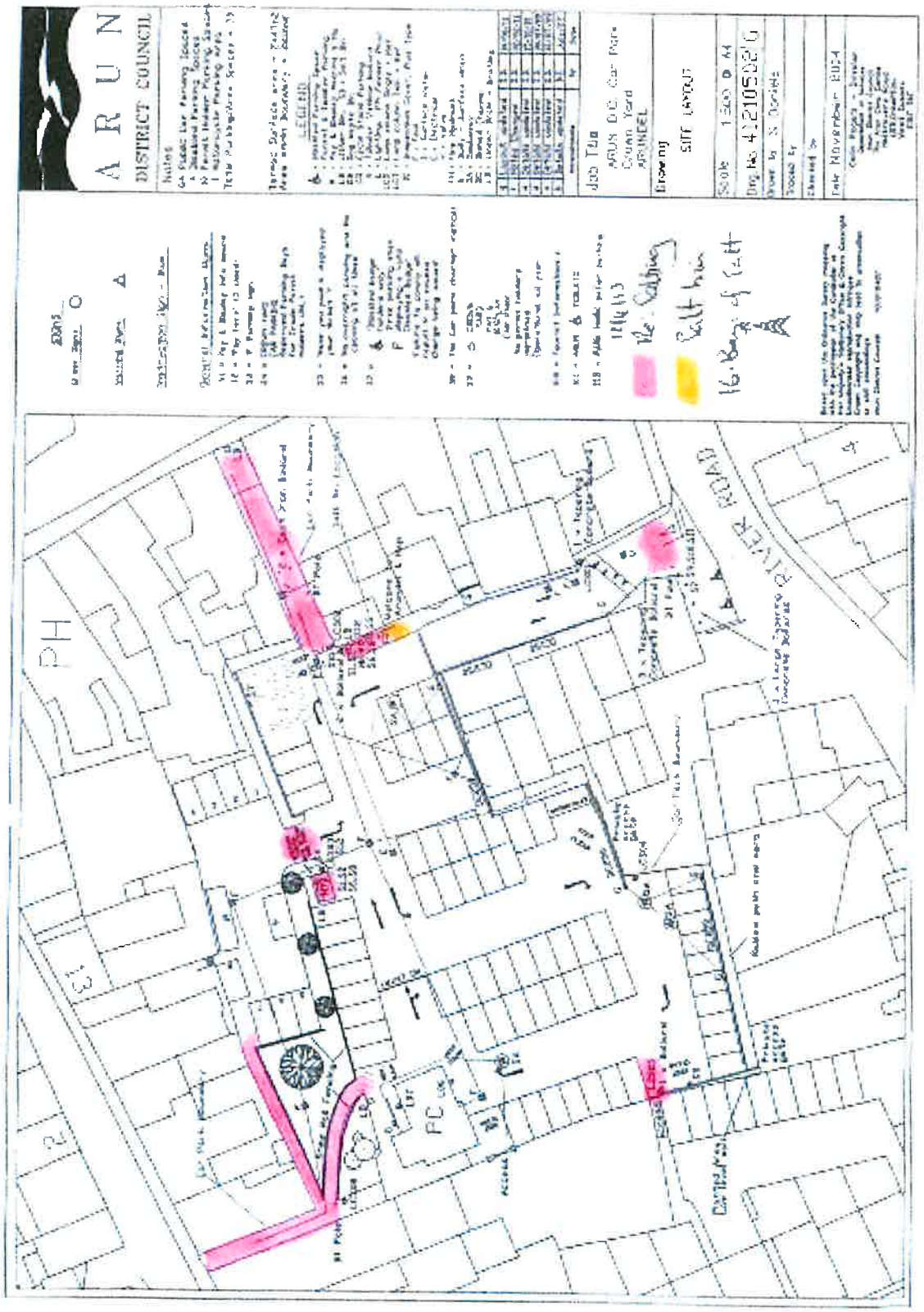
Car Park	Ref No	Entrance	Exit	Area m^2	Kg Salt @10 g/m^2	Kg Salt @ 20 g/m^2	Kg Salt @ 40 g/m^2
River Road BN17 5BJ	4	River Road	River Road				
		Surrey Street	Surrey Street				
St Martins BN17 5EH	3	St Martins Lane	St Martins Lane	6,640	66	133	266
		St Martins Road	St Martins Road				
Surrey Street - by Lifeboat Station BN17 5AZ	5	Surrey Street	Surrey Street	3,120	0	0	0
				Total kg	66	133	266
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
Hothamton 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
				Total kg	370	740	1481
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

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

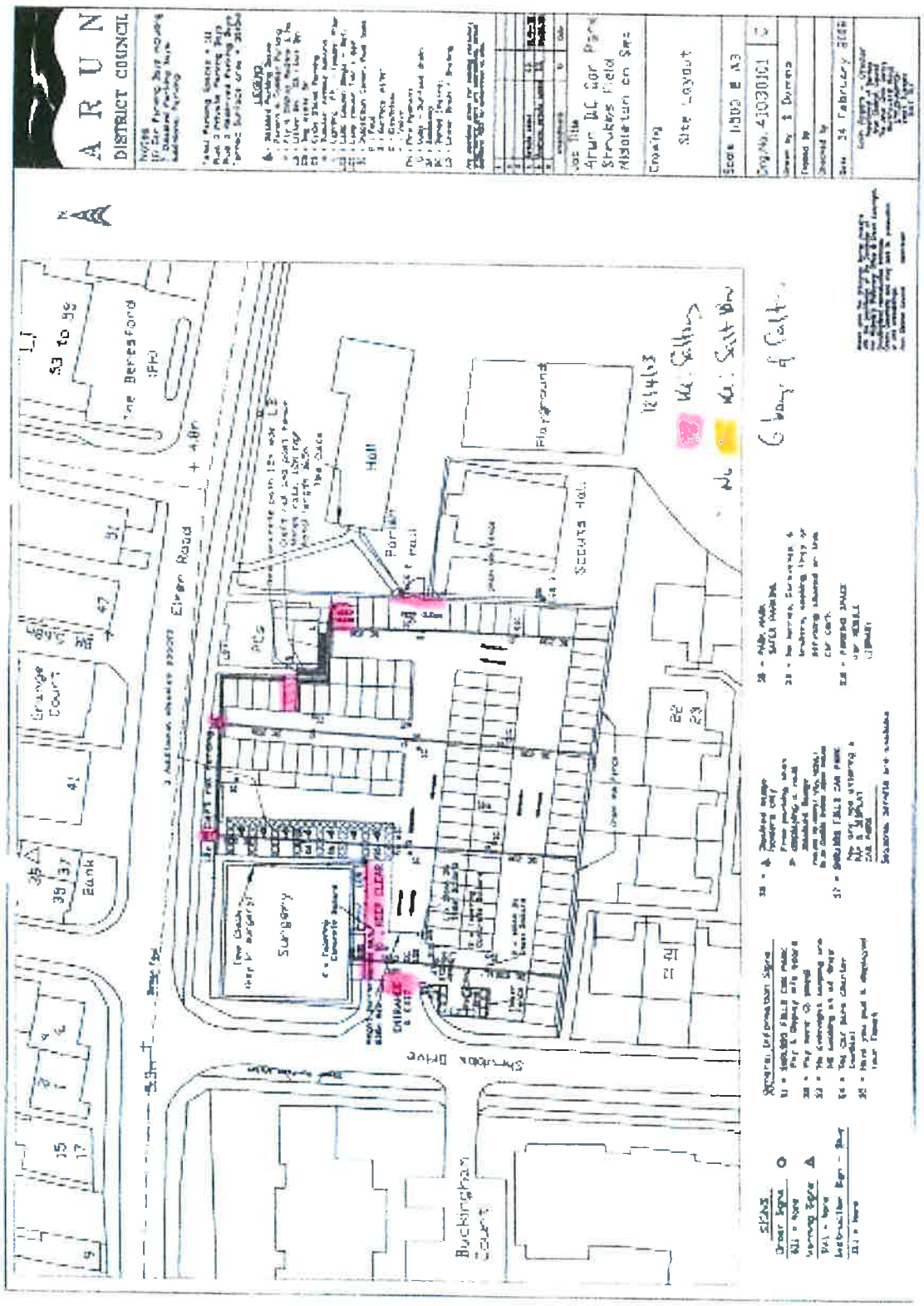
Manor House, Littlehampton



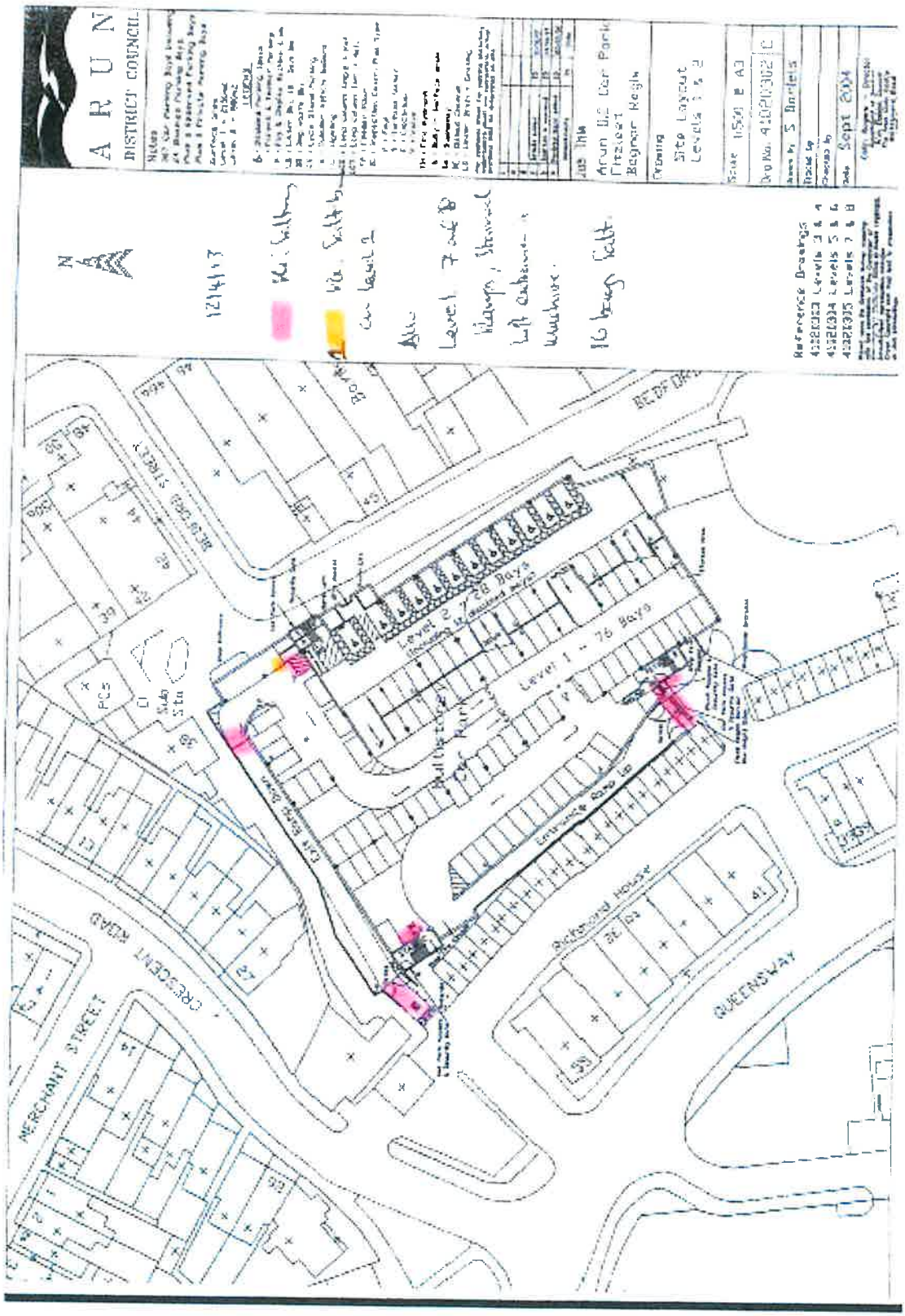
Crown Yard, Arundel



Shrubs Field, Middleton-on-Sea



Fitzleet, Bognor Regis



Appendix 6: Housing Service Properties

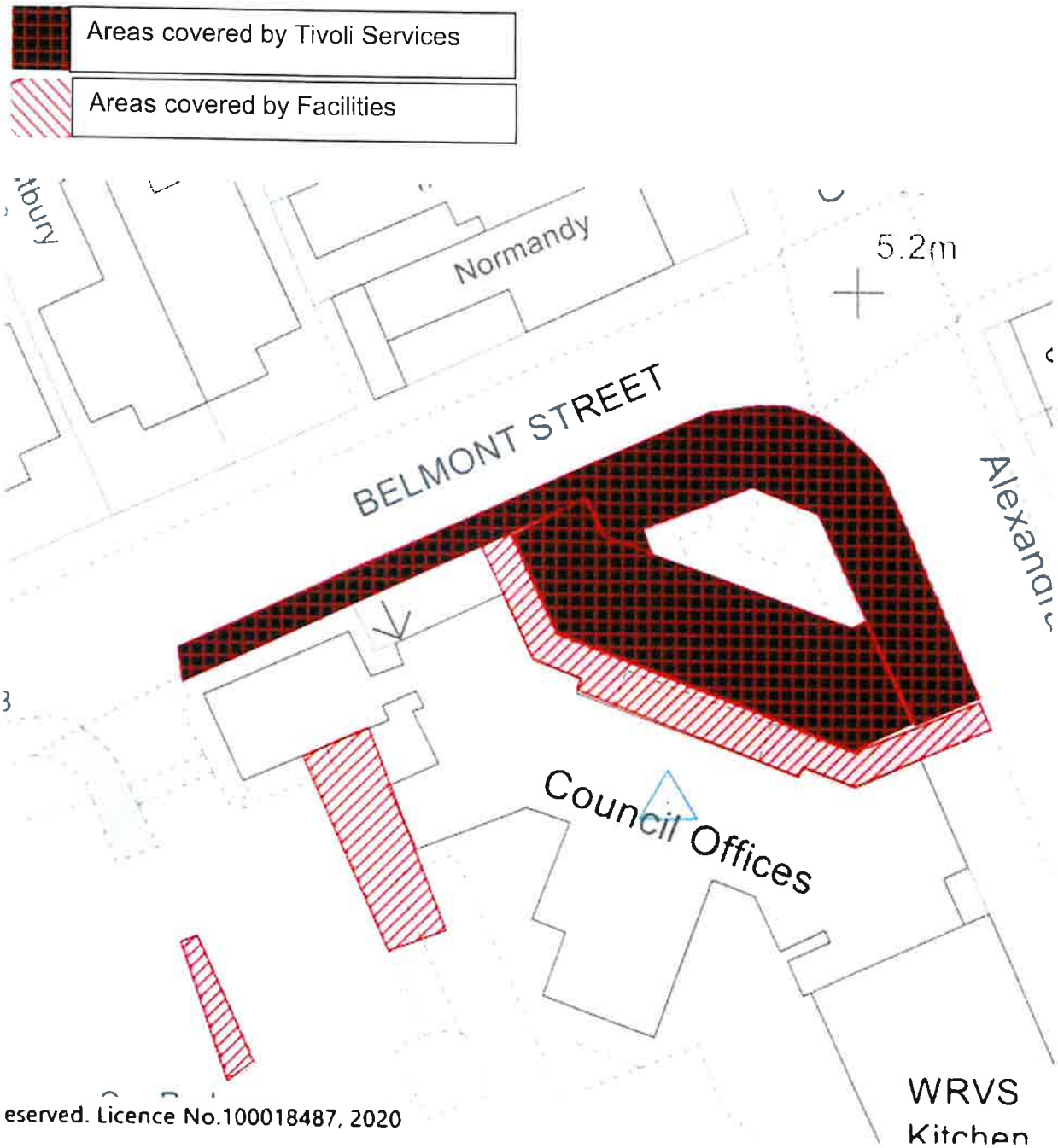
Appendix 7: Waste Collection Contractor's Depot and Amenity Tip Access Plans

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

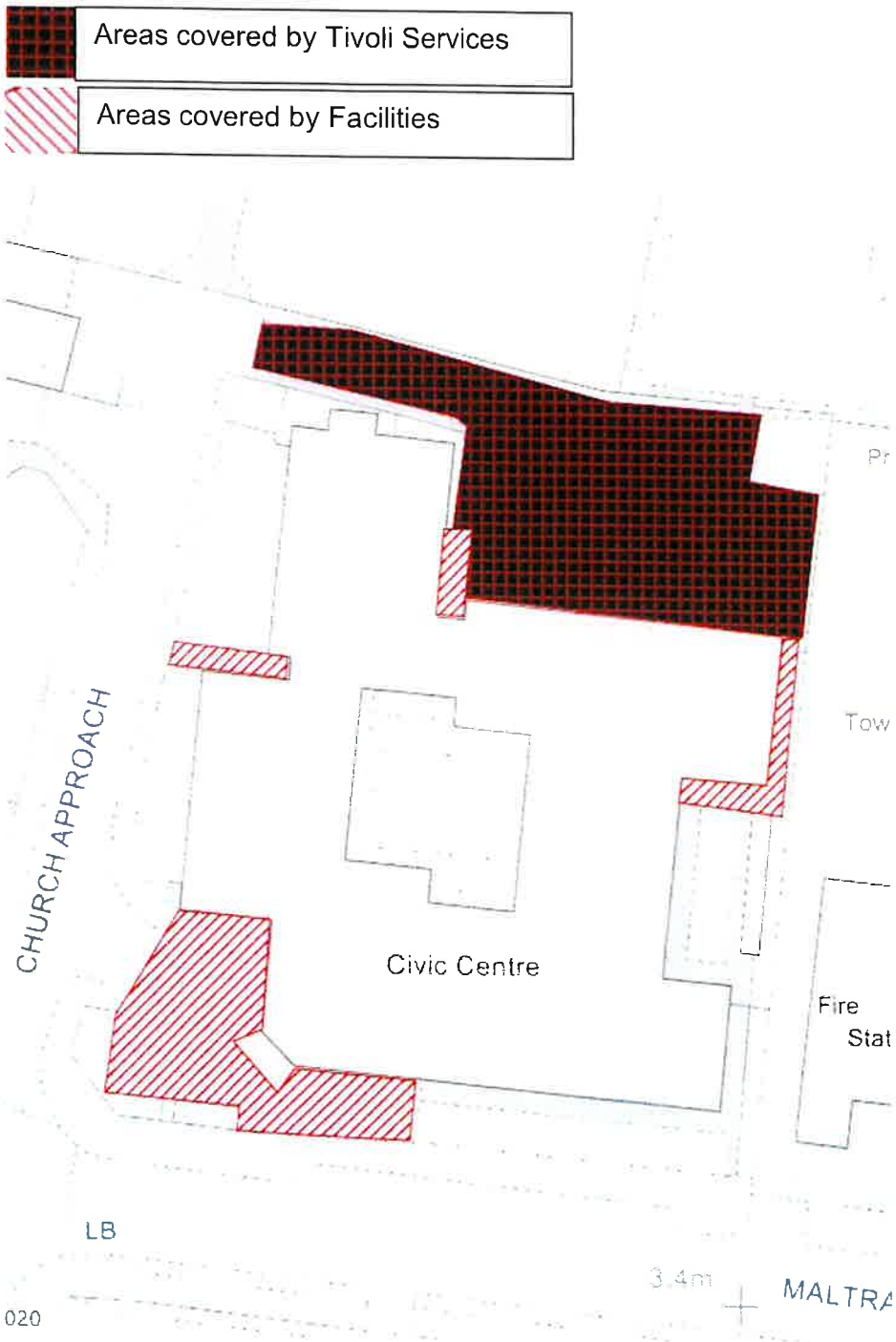
Access to Viridor Waste Management Ltd, Mill Lane, Wick. BN17 7PH

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

BRTH gritting 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

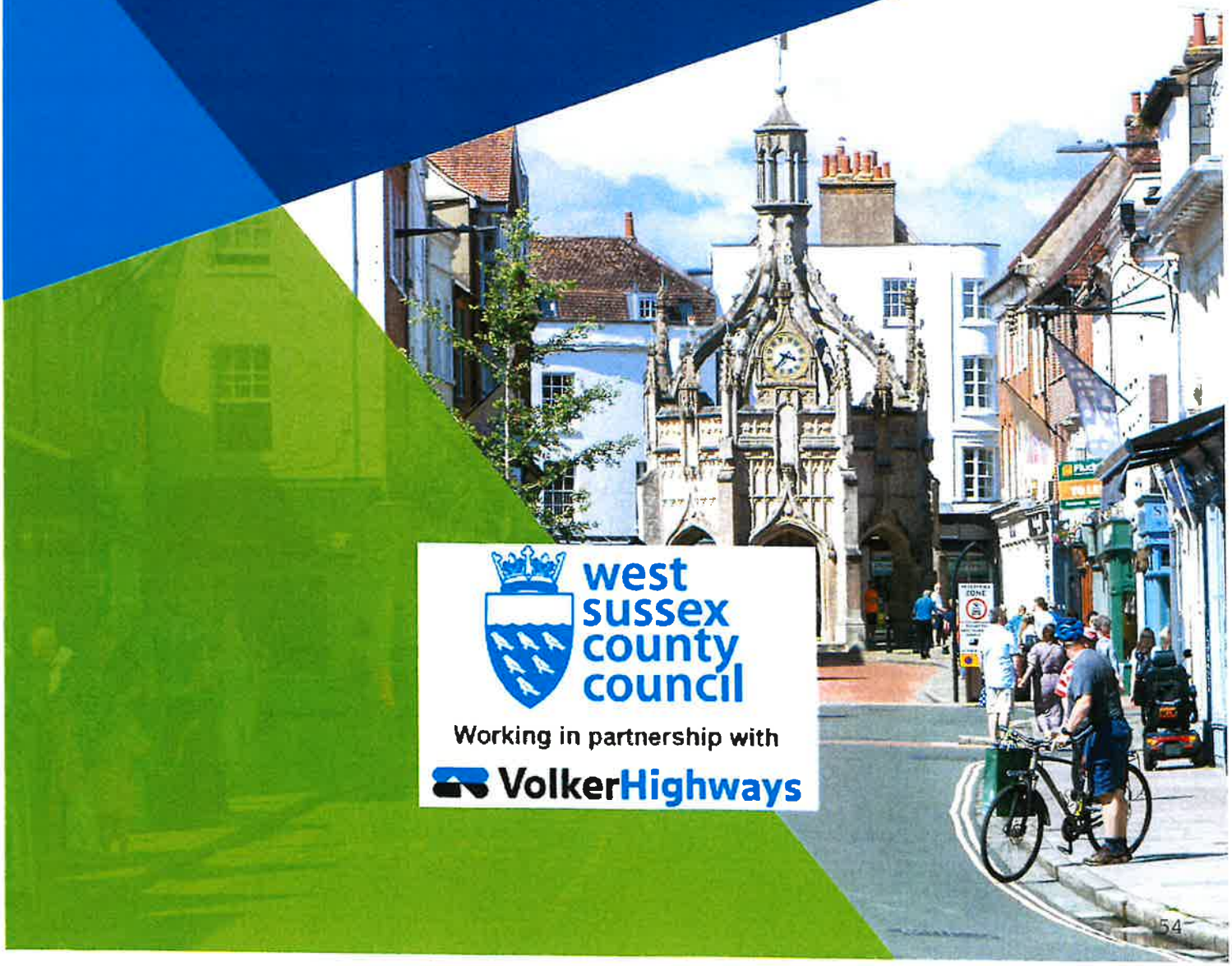
Gritting and snow clearance:

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

West Sussex County Council
Highways, Transport & Planning

Winter Service Plan
2025/2026



west sussex county council

Working in partnership with

VolkerHighways

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 meter^2)

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 metre^2. 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.

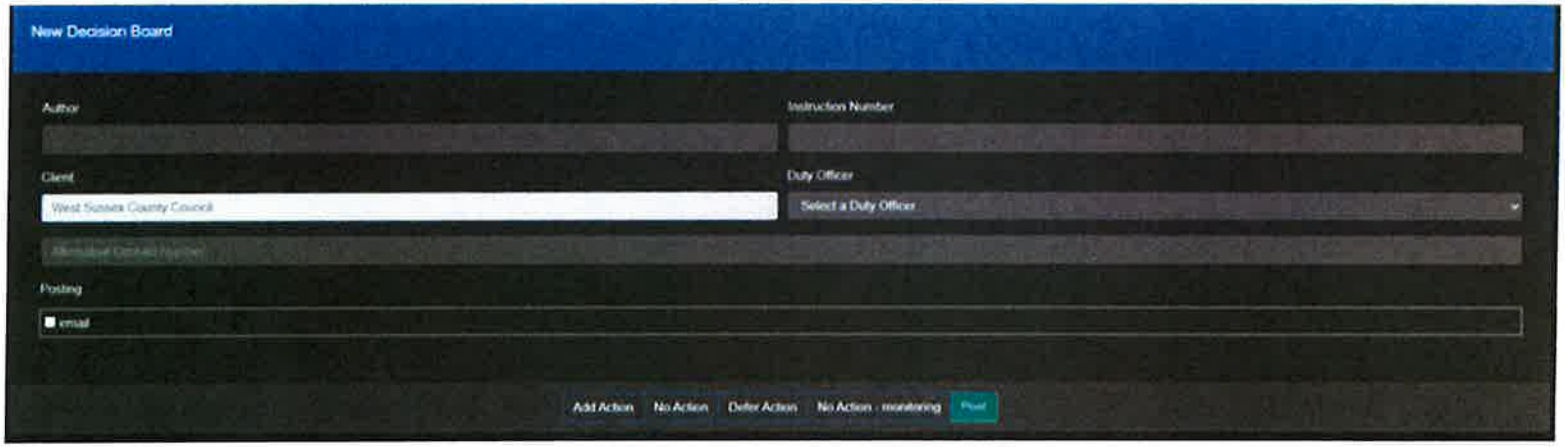
Salting Decision Matrix

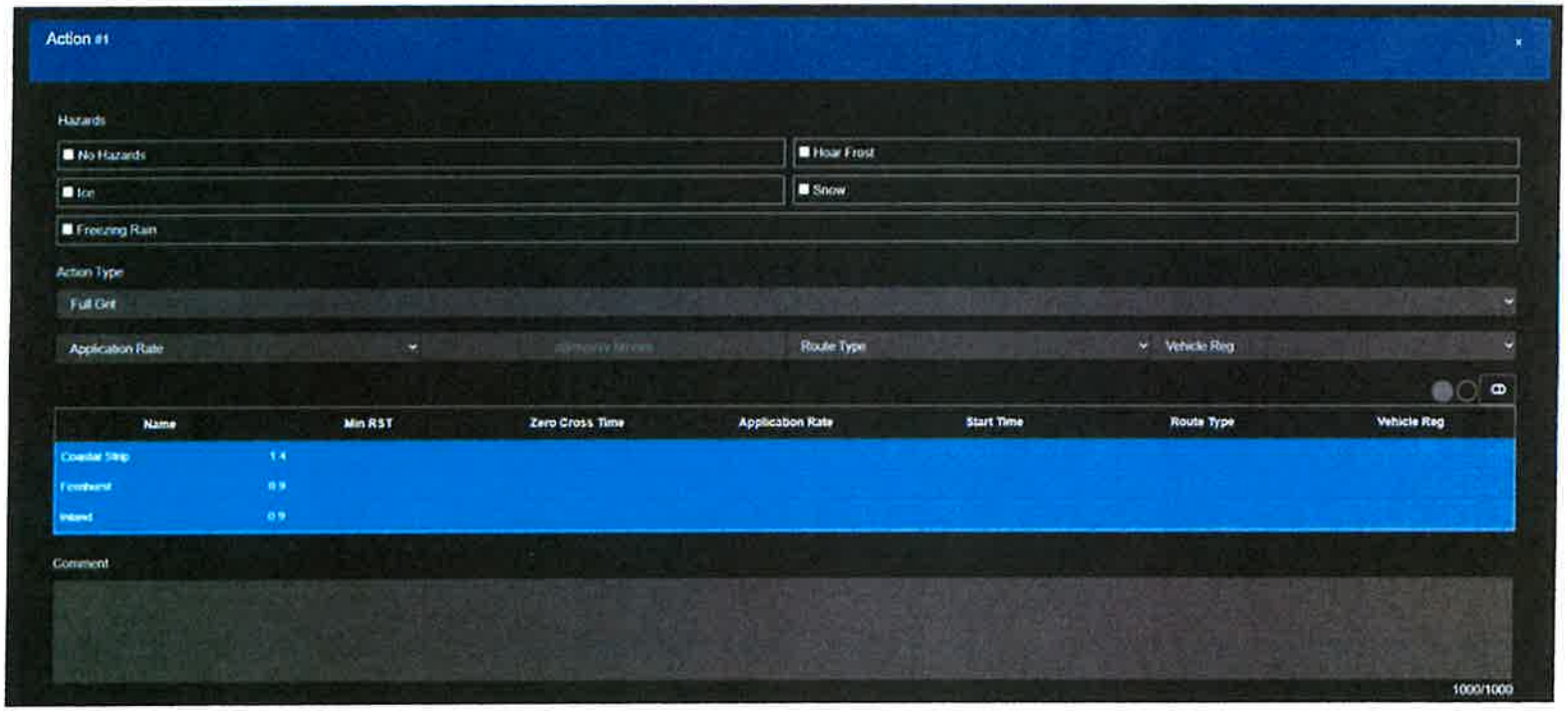
Salting Decision Matrix	Road Surface Temperature – may fall below freezing	Road Surface Temperature – expected to fall below freezing				
Predicted Road Condition	**No** Rain, Hoar Frost, Fog	**No** Rain, Hoar Frost, Fog	**Possible** Rain, Hoar Frost, Fog	**Expected** Hoar Frost, Fog	**Expected** Rain 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.

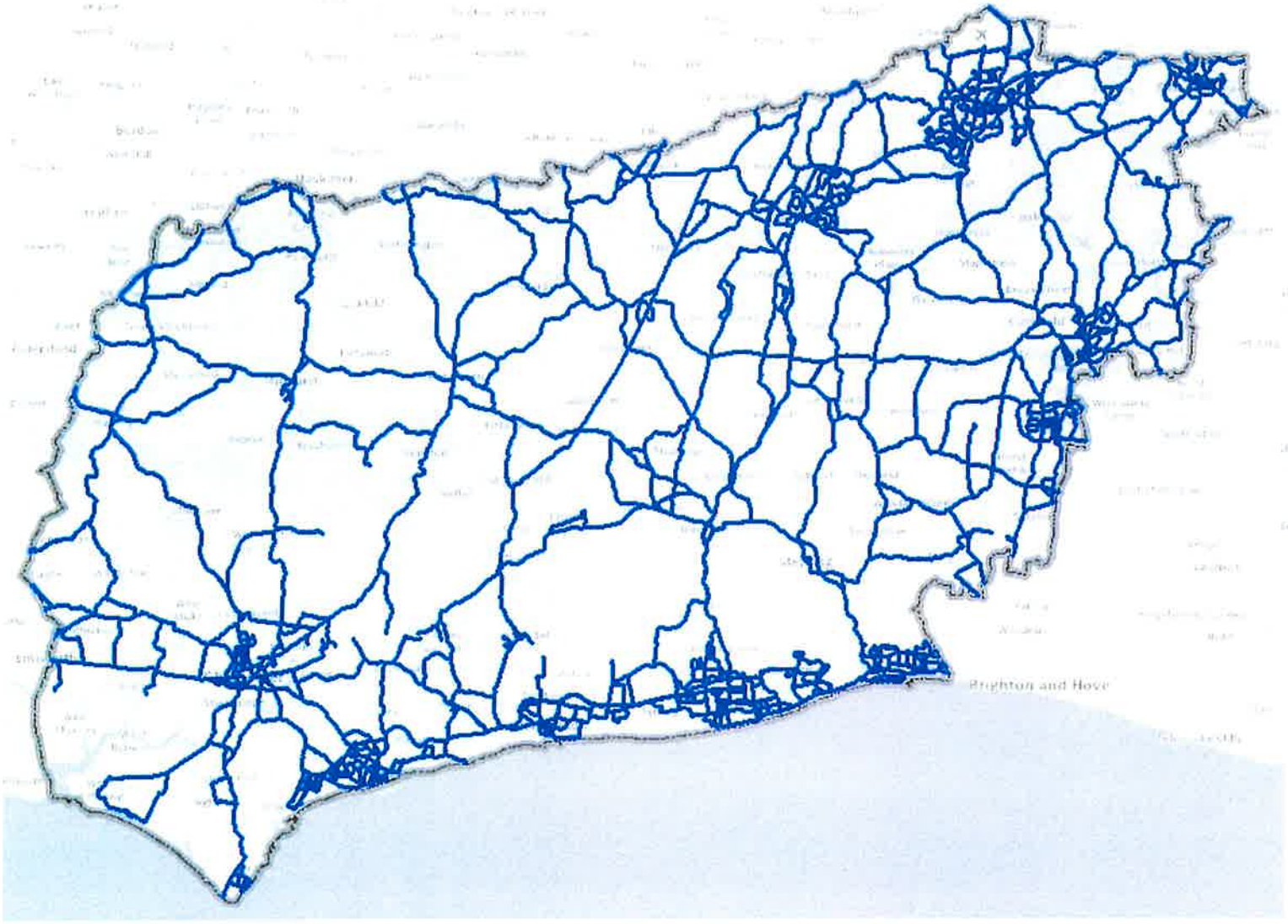
ANNEX C


New Decision Board
Author
Instruction Number
Client
West Sussex County Council
Duty Officer
Select a Duty Officer
Posting
email
Add Action
No Action
Defer Action
No Action - monitoring
Post


Action #1
Hazards
No Hazards
Hoar Frost
Ice
Snow
Freezing Rain
Action Type
Full Grit
Application Rate
Route Type
Vehicle Reg
Name
Min RST
Zero Cross Time
Application Rate
Start Time
Route Type
Vehicle Reg
Comment
1000/1000

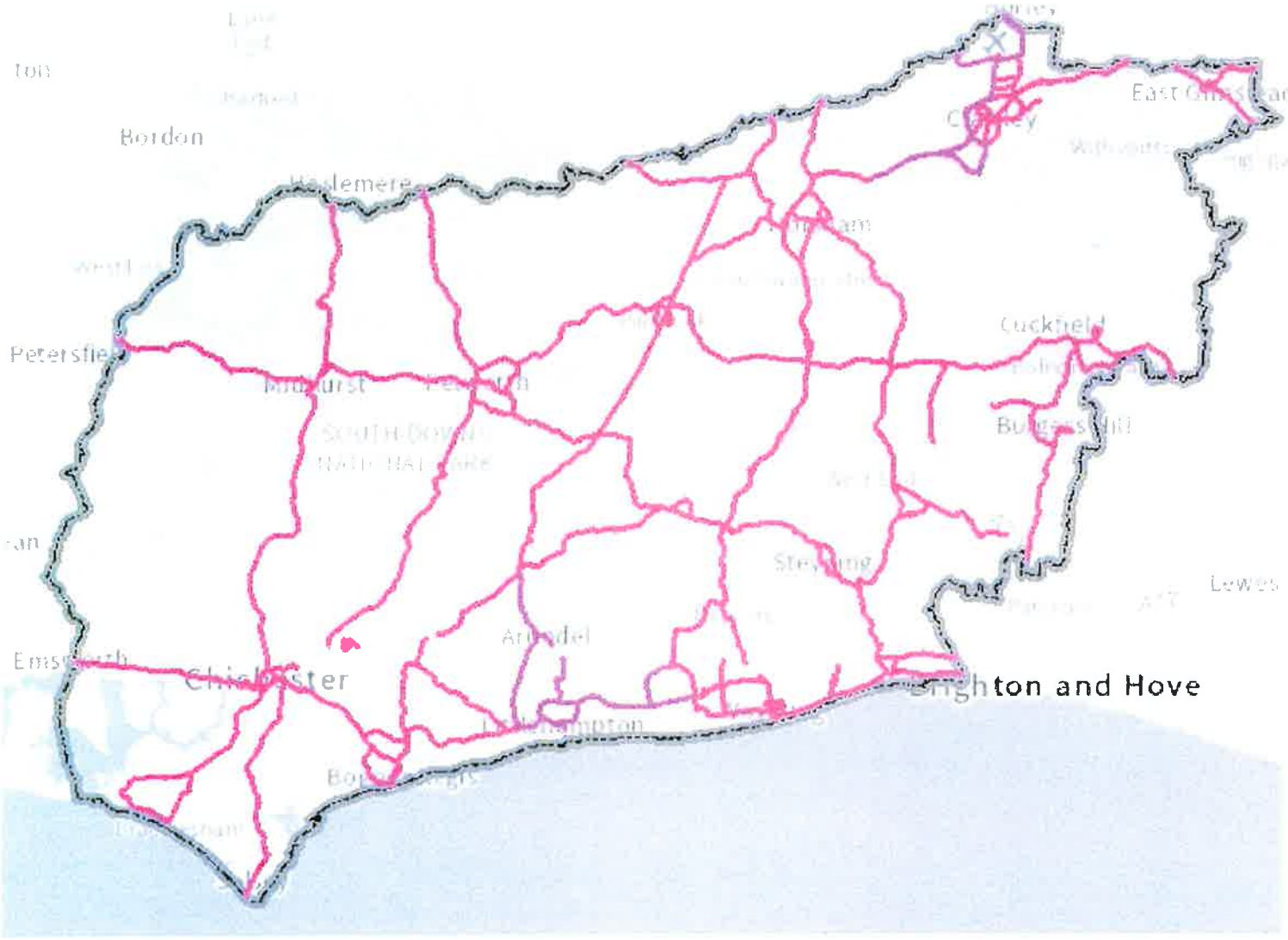
ANNEX D

Winter Service Network



ANNEX E

Winter Resilient Network



Annex R1 - Restricted Key Contacts

Service / Name	Telephone Number	Address	Additional Information
Keith Anscombe	[redacted]		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:

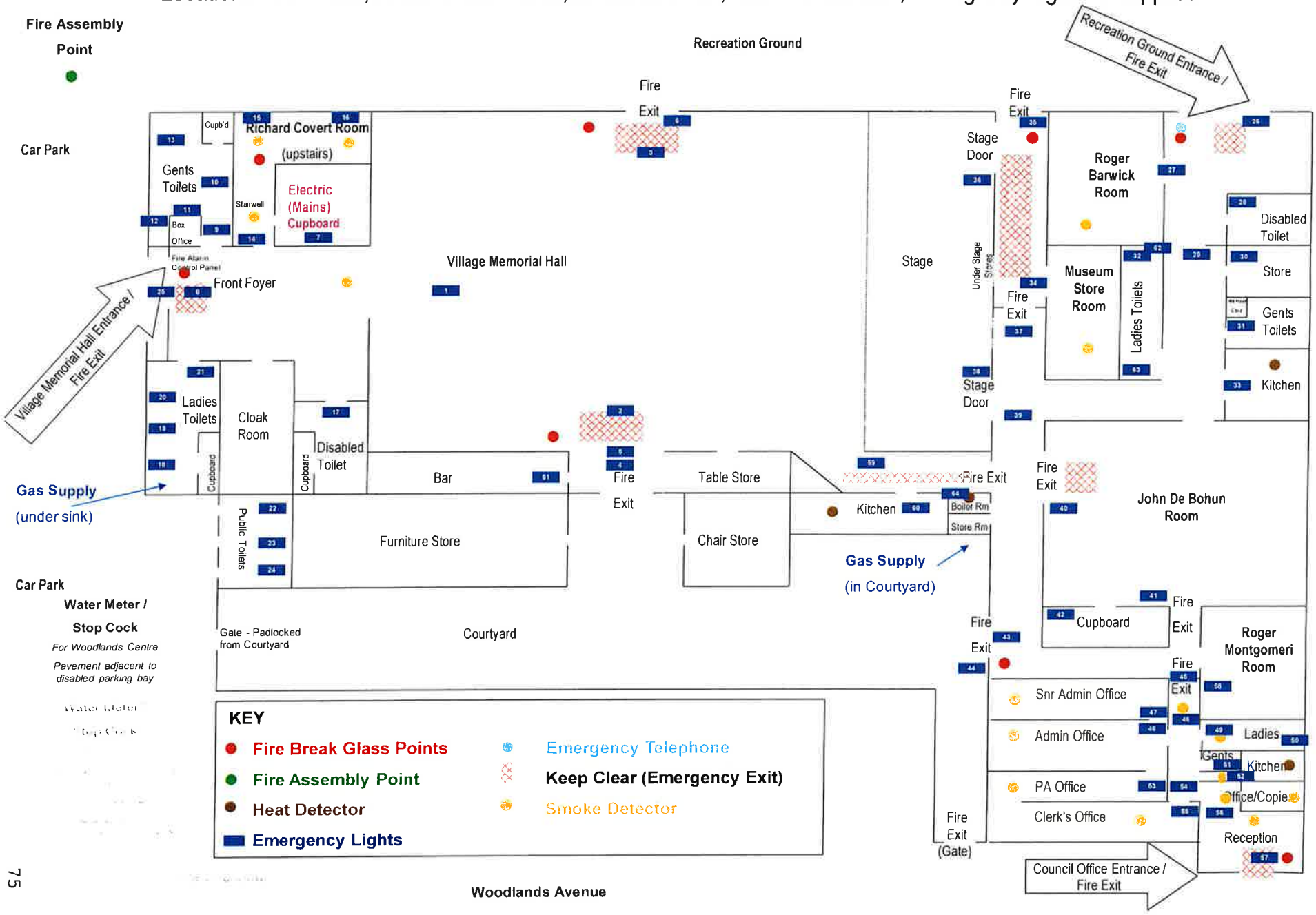
West Sussex County Council Community Hub – 0330 2227980

Age UK West Sussex – 0800 019 1310

West Sussex MIND - 0300 303 5652

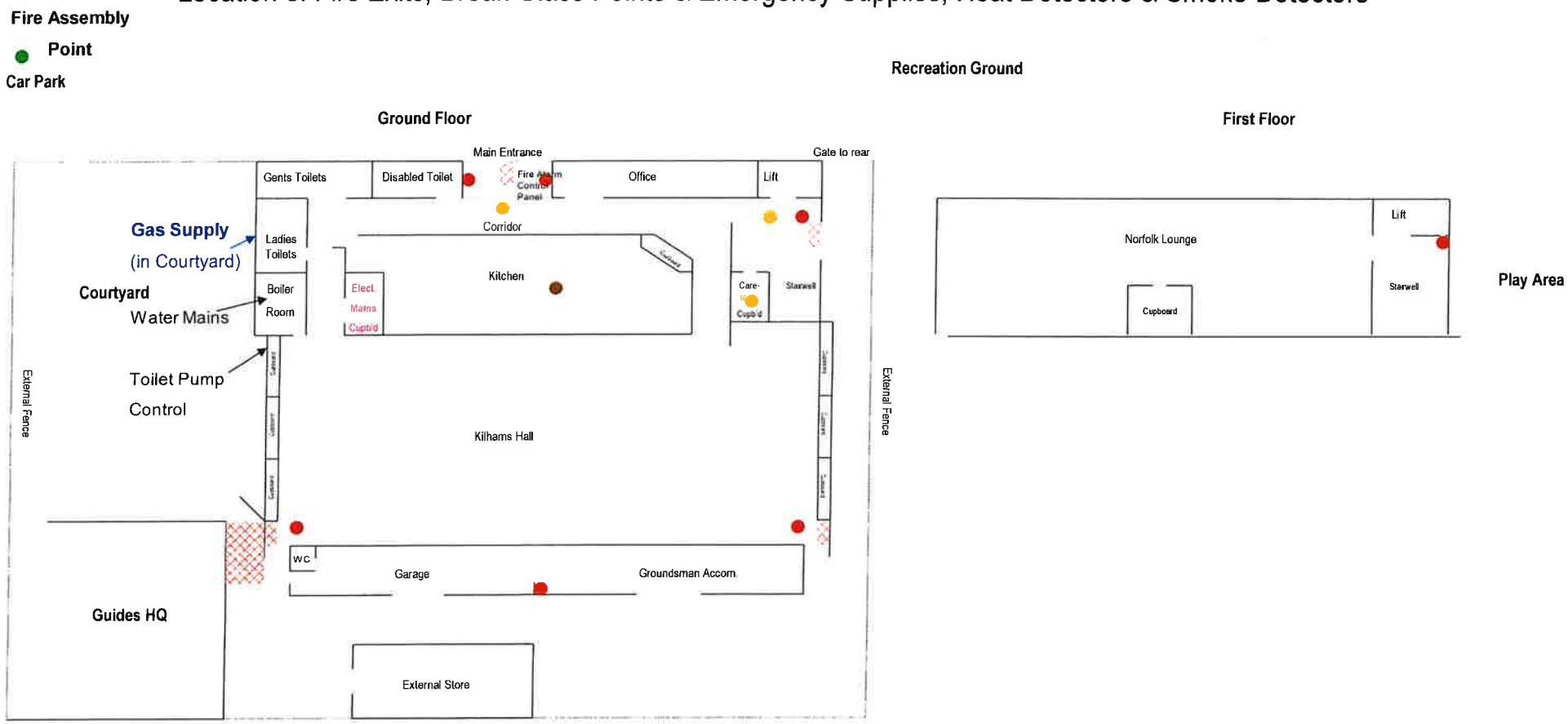
THE WOODLANDS CENTRE, WOODLANDS AVENUE, RUSTINGTON

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



RUSTINGTON YOUTH CENTRE, WOODLANDS AVENUE, RUSTINGTON

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



Water Meter / Stop Cock

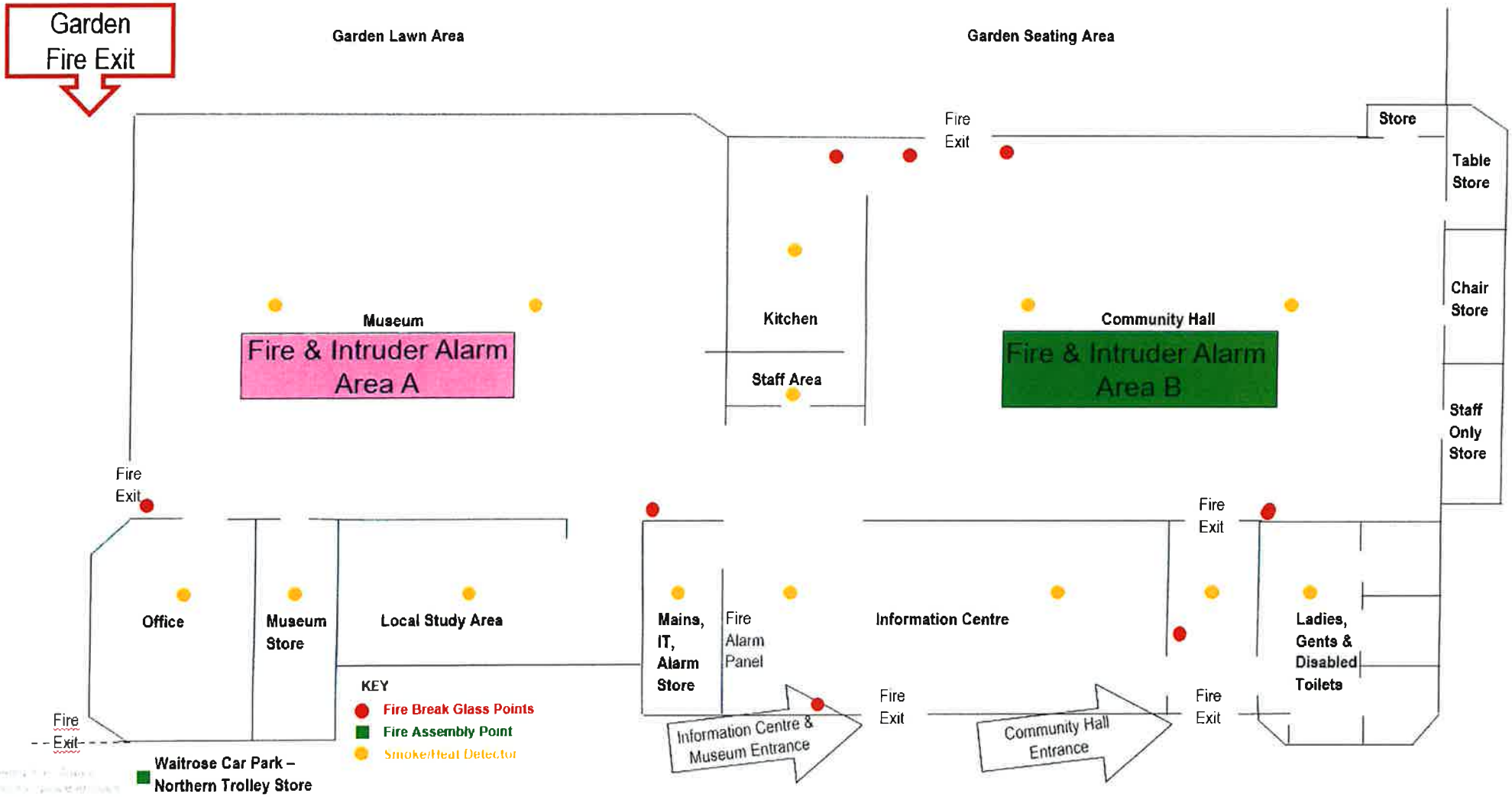
Pavement outside Council Office entrance (adjacent to garages)

KEY

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

THE SAMUEL WICKENS CENTRE, BROADMARK LANE, RUSTINGTON

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

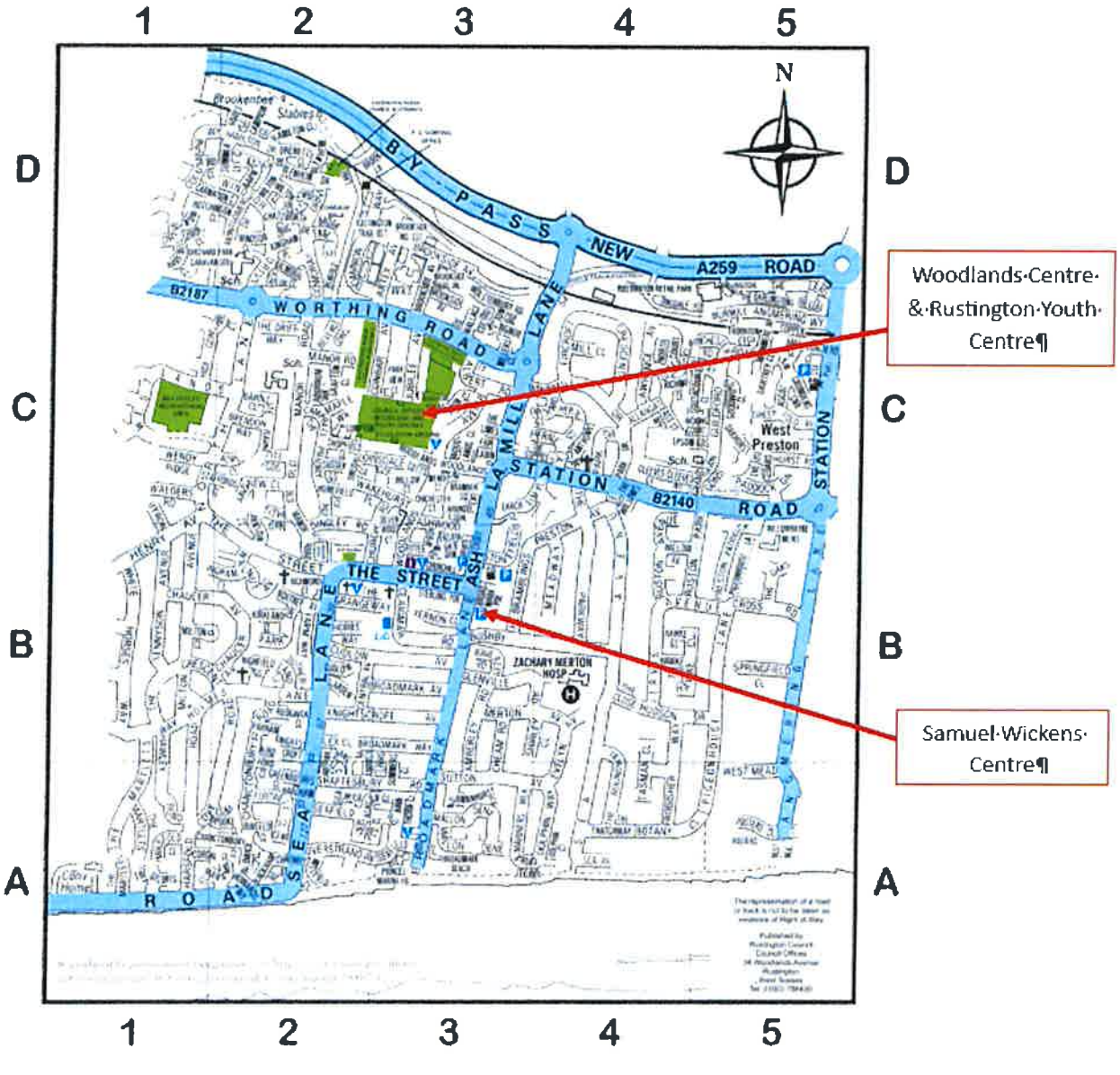


Rustington

MAP REFERENCE

Public Toilets

Information Centre



A2 Abbotswood Walk
C2 Acre Close
C3 Albert Road
A2 Alkham Close
C4 Allington Drive
B3 Amberley Road
C2 Andrew Close
B5 Angmering Lane
C5 Angmering Way
D3 Arnes Avenue
C3 Arran Close
C3 Arundel Gardens
C5 Ascot Way
B3 Ash Lane
A1/A2 Ashton Gardens
C3 Ashwood Drive

D2 Balmoral Close
C2 Barrons Close
C2 Barrons Gardens
D2 Barrons Close
C3 Bramber Square
B3 Bramblings, The
C2 Brierley Gardens
C3 Bignor Close
A2 Birchcroft Close
D2 Blenheim Close
D2 Blenheim Drive
A4 Botany Close
B3 Box Tree Avenue
C2 Brendon Way
A3 Broad Strand
B3 Broadmark Avenue
A1/B2 Broadmark Lane
B3 Broadmark Way
D2 Brook Lane
D1 Brownings Close
D1/C2 Brownsea Avenue
D2 Buckingham Place
C5 Burrell Court
B3 Burley Avenue
C1 Byron Road

C2 Campion Drive
D2 Campion Close
C4 Canterbury Road
C5 Cedars, The
B2 Chester Avenue
A2 Charlesbury Close
A2 Charlesbury Road
D2 Chatsworth Close
D2 Chatsworth Drive
B1 Chaucer Avenue
B3 Chesham Road
C3 Chichester Court
C3 Church Farm Estate
B2 Church Road
B3 Clarence Road
C4 Clarens Way
C5 Coach House Close
B4 Close, The
C2/C3 Conifer Avenue
C5 Copper Hall Close
A2 Coppets Wood
C3/4 Coppice, The
A1 Corbel Close
A1/A2 Cove Road
D2 Coverley Close
D2 Coverley Drive
D2 Coverley Walk
B1 Crescent, The
B5 Cross Road

C5 Crusaders Corner
B2 Cudlow Avenue
B2 Cudlow Gardens

C5 Darlington Walk
C5 Darlington, The
C5 Dawtrey Close
C2 Dingley Road
C2/C3 Dinsdale Gardens
A4 Dolphin Way
D2 Dominion Way
C2 Donnington Place
D2 Downside Close Drive
C2 Driftway, The
C3 Dunstan Road

C4 East Court Way
B3 Easturgate Green
D2 Elm Close
C2/C4 Elm Place
B4 Evelyn Avenue
C4 Epworth Gardens

C2 Fairlawn
B2 Farm Way
C4 Fawcett Crescent
B3 Fellowes Gardens
A2 Fernhurst Close
A5 Fosters Close
D2 Foxes Close
A4 Fredsbrae Way

C5 Georgian Gardens
A1 Gilberts, The
B2 Granville Road
C5 Goodwood Close
C2 Grafton Close
B2 Grangeway, The
A2 Green Bushes Close
C5 Guildford Road

D1/2 Hamilton Close/Drive
A2 Hardham Close
A1 Harebold Close
A1 Harebold Road
B4 Hawthorn Close
A1/B1 Hawtrey Road
A3 Hawthorn Close
B1 Henry Avenue
C4 Herne Gardens
C4 Herne Lane
A2/B2 Herons Court Close
C1 Hide Gardens
B2 Highfield Gardens
B2 Hobbs Way
B3/B2 Holmes Lane
C2 Holmfield Close
A2 Howards Way
B4 Hudson Drive
D1 Hutchinson Close
C5 Hurst Road

B2 Ilex Close
B2 Ingram Close
B3 Intermediate Centre

B4 Jarvis Avenue
C3 Jubilee Avenue

D2 Keighley Place
B2 Kenilland Close
B2 Kenland Close
B2/B3 Kingfisher Avenue
B2 Kingfisher Close

C2 Laburnum Walk
A2 Ladbrooke Close
C3 Larch Close
C4 Lawrence Avenue
C5 Laus, The
C3 Lewis, The
B3 Library & Information Service

A3 Malton Drive
B3 Manor Gardens
C2 Manor Road
C2 Maple Walk
A2 Marina Gardens
A3 Marsden Walk
A1 Martlets, The
B4 Meadway, The
B3 Merton Avenue
A5 Middle Walk
C4 Mill Close
C3 Mill Lane
C3 Millers Close
A2 Millfield Close
B1 Milton Avenue
B1 Milton Close
D2 Montgomery Drive
C5 Morrells Way
B2 Museum, Café and Community Garden

B1 Neptune Way
D1/5 New Road
A3 Nightingale Close
C1/2 North Lane
C4 Northcourt Close

B5 Oaks, The
C5 Oaklands Gardens
C2 Old Manor Road
C4 Orchard Gardens
A2 Overstrand Avenue

C5 Paddock Green
B2 Parham Close
C3 Parish Council Offices
C4 Park Drive
D1/2 Parklands Estate
B4 Parsonage, The
B2 Patty Drive
B2 Pegasus Court
D2 Penfold Lane
A5 Pigeonhouse Lane
B3 Post Office - Sub
C5 Post Office - Sub
D2 Post Office Sorting Office
B4 Preston Avenue
B5 Preston Paddocks
C2 Priory Road

A2 Rackham Road
C5 Railway Station
C1 Recreation Ground & Youth Centre
C3 Rewson Way
C4 Richmond Close
A4 Roundway, The
B2 Rudgwick Close
B4 Rustington Avenue
B4 Rustington Park
C5 Rustington Mall

C4 St Anthony's Way
A4/B4 Sea Avenue
A1 Sea Lane
A1 Sea Road
A2 Seafield Close
A3 Seafield Road
A2 Seamew Gardens
C4 School - Georgian Gardens Community Primary
C2 School - Rustington Community Primary
D2 School - Simmonds Community Primary
A2 Shaftesbury Court
A3 Shaftesbury Place
A2 Shaftesbury Road
C5 Sheep Field Avenue
B3 Sherry Close
C2 Shipdham Close
C3 Southmount Close
B5 Springfield Close
C1 Stafford Close
C5 Station Road
B3 Stonefields
B3 Street, The
A3 Summers Close
D2 Summerley Close
C2 Sussex Gardens
B2 Sutherland Close
A1 Sutton Avenue

A4 Tasman Close
D2 Taylor Close
B1 Tennyson Avenue
A4 Thatchtrap, The
C2 Tithe Green

B3 Vermont Close

C3 Wakehurst Place
C1 Walden Road
C3 Wallace Road
B2 Walnut Avenue
B3 Waverley Road
C1 Wendy Ridge
A3 West Mead
C1 Westlands
B3 White Croft
B1 White Horses Way
B4 Wilton Avenue
C4 Withies, The
D2 Wilton Close
D2 Wilton Drive
C5 Winchester Road
C4 Windmill Drive
D3 Windsor Close
D2 Windsor Drive
C3 Wolseley Road
C3 Woodland Centre, The
C3 Woodlands Avenue
C3 Woodlands Close
C2/C3 Worthing Road
5A Wren Walk
C3 Youth Centre

B4 Zachary Merton Community Hospital