

**MONTHLY MEETING  
OF THE COUNCIL**

**1<sup>ST</sup> FEBRUARY 2021**

**SUPPORTING PAPERS**

## **Please note not every Agenda Item will have a supporting paper.**

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### **Agenda Item 8**

#### **Minutes of Monthly Full Council meeting, 4<sup>th</sup> January**

The draft Minutes were circulated to all councillors on 5<sup>th</sup> January, asking for suggested amendments by 12<sup>th</sup> January. None were received. Cllrs Gander and Moore both replied the Minutes looked fine.

Simon Cross – **Clerk to the Council**

14<sup>th</sup> January 2020

### **Agenda Item 9**

#### **Monthly Update Report**

- 1. Introduction**
- 2. Minute 006/21 – West Sussex County Council - fostering**
- 3. Minute 008/21 – Arun District Council – Code of Conduct**

##### **1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 4<sup>th</sup> January 2021.

##### **2. Minute 006/21 – West Sussex County Council - fostering**

After County Cllr Elkins asked for this council's help in advertising the need for foster parents, I included an article in the e-newsletter dated 6<sup>th</sup> January. A local resident sent me the following which he is happy for me to share with you.

“As previous Foster carers with an established track record, we took a break for a period of time.

“However, in response to the critical need for foster carers (and regular emails and texts requesting urgent help), we made ourselves available to accept a child: This was October. To date we haven't managed to get through the process of re-registering.

“The red-tape and protocols have intervened! Lock-down has effectively stopped home-visits and assessment of suitable environments. We are in limbo. [...] My personal recommendation to anyone contemplating fostering, frankly, is not to bother, unless they're prepared for endless frustration and delay.”

I understand the author has also contacted Cllr Elkins direct.

### **3. Minute 008/21 – Arun District Council – Code of Conduct**

As reported below, the Personnel Committee did consider the draft Code of Conduct and I have reported back to ADC this council generally has no concerns with the draft.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

## **Agenda Item 11**

### **Committees**

This month, the following committee meetings have taken place: Community Engagement on the 25<sup>th</sup>, Personnel on the 18<sup>th</sup> and Planning & Licensing on the 11<sup>th</sup> and 25<sup>th</sup>.

Simon Cross – **Clerk to the Council**

25<sup>th</sup> January 2021

## **Agenda Item 11a**

### **Amenities Committee**

The committee did not meet in January.

**Warren Recreation Ground - Tennis Court surface repair work** – An advert was placed on Contract Finder inviting companies to tender for the work, four quotes were received in total. Councillor Wilkinson carried out Due Diligence checks on the companies and the committee agreed to engage Playsafe Playgrounds to carry out the work. Playsafe Playgrounds quoted £10,002.00, which includes colour coating all the court area and reinstate lines. This is £2 more than in the budget line for 2021/22. The work will be carried out when the weather improves, Spring 2021.

The tennis court is currently closed to the public as per government regulations. The children's playground is still open though, although someone has very meticulously removed every bit of COVID-related signage we had installed in the playground. Fresh signage was put up yesterday.

Some concerns have expressed about drainage just inside the eastern boundary. This has been investigated and the report will be considered at the committee's next meeting.

**Two Acres** - Following the recent Risk Assessment carried out at Two Ares, the committee agreed to go ahead with the recommendations, to erect hazard warning signs to indicate the dangers and the sudden drop of the open ditch. Three hazard warning signs indicating the danger, have now been installed along the adjacent fencing.

The committee's next meeting will on 8<sup>th</sup> February.

Dawn Reid – **Assistant Clerk to the Council**

26<sup>th</sup> January 2021

## **Agenda Item 11b**

### **Audit & Governance Committee**

The committee did not meet in January.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> December 2020

## **Agenda Item 11c**

### **Community Engagement Committee**

The committee met on 25<sup>th</sup> January.

The meeting started with a chat with John Heaton, Census Engagement Manager, South and South West of West Sussex, on how Census 2021 will work and how the council may be able to help promote and provide reassurance to the public about the census. Mr Heaton thanked the Clerk for his help and advice so far and the council for its willingness to help. There is the potential of a fine of up to £1,000 for people who do not complete the census.

The committee agreed to move Extra Kind Month back to March in order to be better prepared for it.

For a different reason, i.e. pandemic uncertainty, the committee also agreed to move the half-day playscheme being planned for the Easter holidays back to May half-term.

The committee has identified one further blue plaque it would like to implement sometime during the coming financial year. This would be in a more central location than those already installed.

The committee remains in favour of somehow making either the existing playground more suitable for intergenerational usage or creating a new intergenerational space somewhere.

The committee considered a proposal from the East Preston Yarnbombers and agreed to support it, in principle, depending upon the costs involved. In order to retain an element of surprise for the village, no further information can be given on this project at this time.

Finally, the committee considered correspondence suggesting the council creates a dog-free space on its land somewhere in the village. The authors recognise this is a very dog-friendly village but not all residents are wholly comfortable with dogs. A similar proposal is going to be included in Correspondence Corner in the next newsletter and the committee agreed to discuss this further following any response to that article.

There will also be a newsletter article asking villagers for ideas on how the village could celebrate the Queen's platinum jubilee in June 2022.

Finally, the committee agreed to suspend Councillor Walkabouts until further notice. The committee does not want to go against government lockdown regulations.

Cllr Elizabeth Linton –  
**Chairman of the Community Engagement Committee**

26<sup>th</sup> January 2021

## **Agenda Item 11d**

### **Finance & General Purposes Committee**

The committee did not meet in January

Simon Cross – **Clerk to the Council**

20<sup>th</sup> January 2021

## **Agenda Item 11e**

### **Major Events Committee**

The committee did not meet in January.

Cllr Elizabeth Linton –  
**Chairman of the Major Events Committee**

25<sup>th</sup> January 2021

## **Agenda Item 11f**

### **Personnel Committee**

The committee met on 18<sup>th</sup> January.

As tasked at the last council meeting, the committee considered the ADC draft Code of Conduct which had been circulated to all councillors ahead of that last council meeting. The committee agreed it was

generally happy with the proposed new Code of Conduct and I let Solomon Agutu, ADC's Interim Monitoring Officer, know this before his closing date for comments of 20<sup>th</sup> January.

The committee agreed it would ask all councillors and officers to undertake a basic Disclosure and Barring Service (DBS) check again during April as the council reaches the half-way point of the current term. This is in line with the council's Resolution 1374 made in Minute 947/19 of the meeting held on 4<sup>th</sup> November 2019.

The committee reviewed the current COVID-19 working arrangements for all members of staff and were satisfied.

Progress is being made with the compilation of a Staff Handbook.

The committee was happy with recent councillor and officer behaviour and also that of the public at meetings.

Work has started on Annual Performance Reports for office-based staff.

The committee noted how little sick leave had been taken during 2020 and thanked the staff for that.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> January 2021

## **Agenda Item 11g**

### **Planning & Licensing Committee**

The committee met on 11<sup>th</sup> and 25<sup>th</sup> January to consider a total of four Planning Applications. By the time of this meeting, draft Minutes from both meetings will have been circulated to all councillors.

On the 11<sup>th</sup>, the committee considered two Applications. The first was the council's own Application to install four security lights in the Warren Recreation Ground car-park, all facing south. The council could not comment upon its own Application but the committee noted there had been no comments submitted to ADC by the time of the meeting. The committee then considered the third version of a Planning Application for Breakers, a property in Tamarisk Way. The committee agreed, not unanimously, not to object to this version of this Application. This has led to two members of the public writing in objecting to this council's stance upon this Application which they both see as a major about-turn compared to the previous Applications.

On the 25<sup>th</sup>, the committee considered a further two Applications. The first was for a change of Conditions for the Scorton site at the junction of The Street and Lime Tree Close. The committee was unhappy the change of Conditions was being requested after some properties had already been occupied on the site. The committee asked me to write to someone high up at ADC to express concern about this. The second Application was for a rear extension in Russells Close to which the committee had no objections.

Also on the 25<sup>th</sup>, the committee received a short presentation from Maureen Chaffe of Process Matters on how it is now possible to integrate information from Parish Online onto the council's website. Parish Online is the ever-evolving mapping software the council uses and Maureen showed how easily dynamic maps showing, for example, all the dog bins in the village could be generated on to the website. The committee was impressed and asked Maureen to provide a quotation for initial setting up work she could do on behalf of the council.

## **Agenda Item 12**

### **Working Parties**

The Emergency Planning and Environmental Initiatives Working Party both met on 11<sup>th</sup> January.

The Conservative Hall Working Party is meeting later today.

The council's other three working parties did not meet in January.

## **Agenda Item 12a**

### **Conservative Hall Working Party**

The working party is meeting later today. Initial membership of the working party is Cllrs. Gander, Linton, Mathias, McElroy, Toney and Wilkinson.

## **Agenda Item 12b**

### **Emergency Planning Working Party**

The working party on 11<sup>th</sup> January. Those present agreed a Business Continuity Plan and an Emergency Resilience Plan were ready to be recommended to Full Council for adoption. Please see Agenda Item 13 below.

## **Agenda Item 12c**

### **Environmental Initiatives Working Party**

The working party met on 11<sup>th</sup> January also. The working party has drafted several articles for the Winter 2021 Newsletter. Cllr Gunston will provide further updates.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

## **Agenda Item 12d**

### **Flat and Frontage Working Party**

**Flat:**

No further problems since the last Full Council meeting.

**Frontage:**

I hope to have an initial meeting with Caldotec next week.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

## **Agenda Item 12e**

### **Leases Working Party**

Nothing to report.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

## **Agenda Item 12f**

### **Playing of Cricket Working Party**

On 20<sup>th</sup> January, via Zoom, Cllr Toney, Simon and I met with three representatives for the first of this year's twice-yearly meetings with the Cricket Club. The Club was represented by outgoing Chairman and President, Keith Chamberlain, Secretary, Colin Smith and Treasurer, Andy Reeves.

The bulk of the meeting was taken up discussing the draft report from the Playing of Cricket Working Party. The Club reps thanked the council for having undertaken this project and was pleased the residents' responses had been mainly positive.



Simon has provided comprehensive notes of the meeting and he and I will work on a final version of the report to be presented to the March Full Council meeting.

Cllr Christine Bowman –  
**Chairman of the Playing of Cricket Working Party**

22<sup>nd</sup> January 2021

## **Agenda Items 13a and 13b**

### **Emergency Planning Working Party – Business Continuity Plan and Emergency Resilience Plan**

**The council is asked to adopt a Business Continuity Plan for the council.** The latest draft can be found at Appendix A below.

**The council is also asked to adopt an Emergency Resilience Plan for the council.** The latest draft can be found at Appendix B below.

Cllr Gander will lead on this item.

If this documents are both adopted, **the council is asked to disband the Emergency Planning Working Party.**

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

## **Agenda Item 14**

### **Clerk's Report**

1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **Littlehampton Community Fridge on Tour, January**
6. **Littlehampton Community Fridge volunteers call, 7<sup>th</sup> January evening**
7. **East Preston Voluntary Service mini-conference, 19<sup>th</sup> January**
8. **Twice-yearly meeting with East Preston Cricket Club, 20<sup>th</sup> January**
9. **Social media**
10. **MailChimp stats**
11. **A selection of things we have been asked since the last meeting**

12. **Recent bouquets and complaints**
13. **Leave**
14. **February meetings and events**

## 1. **Introduction**

This is the report mainly covering January 2021 and matters which may not arise elsewhere on the agenda.

## 2. **Police matters**

On 7<sup>th</sup> January we received an email from a resident of Station Road who had received a visit from some Nottingham Knockers. Only seeing this email on the morning of 8<sup>th</sup> January, I posted a warning on the council's Facebook page, although usually Nottingham Knockers do not hang around long in any one location. A resident commented Nottingham Knockers had also been on the Angmering-on-Sea estate on the 6<sup>th</sup>.



The following link will take you to an Action Fraud leaflet on Nottingham Knockers - [https://www.actionfraudalert.co.uk/images/site\\_images/39616\\_Nottingham\\_Knockers\\_leaflet\\_26\\_02\\_18.pdf](https://www.actionfraudalert.co.uk/images/site_images/39616_Nottingham_Knockers_leaflet_26_02_18.pdf)

A couple of residents have been in touch with both us and Sussex Police about the apparent use of the MUGA on Lashmar Road by Personal Trainers in contravention of current pandemic regulations. ADC's officer responsible for Lashmar Road confirmed ADC does not take bookings for use of the MUGA and advised those concerned about its current usage should contact Sussex Police. Our local PCSO replied saying she has visited the site and spoken to a Personal Trainer there and found him or her not to be in contravention of the regulations. Local residents remain concerned though.

## 3. **Anti-social behaviour matters**

No new reports or updates this month.

## 4. **Freedom of Information / Data Protection requests**

The council received a new Freedom of Information request on 21<sup>st</sup> January, asking for information on any byelaws on our land covering the use of "UAVs" (otherwise known as drones). As the council has no byelaws about operating UAVs on its land, there was no need to confer with the Freedom of Information Panel about this request, and a response has been provided.

This request had been submitted to “a batch of 500” local authorities via the *WhatDoTheyKnow* website. In a seemingly random manner, the request has not been made of Arundel Town Council, Chichester City Council, Rustington Parish Council, all of which have land under their control, whilst it has been made of, for example, Kingston Parish Council which has no land. I have written to Sir Peter Bottomley, MP, expressing my concerns such websites make it all too easy for unclear and irrelevant requests to be made of too many local authorities in one go. The legislation just seems a little imbalanced to me. No response as yet.

No Data Protection requests have been received since the last meeting.

#### **5. Littlehampton Community Fridge on Tour, January**

Since the papers for the last meeting were circulated, the Littlehampton Community Fridge on Tour operated on the Council Office forecourt on 23<sup>rd</sup> and 30<sup>th</sup> December, and 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup> January and will again on the 27<sup>th</sup> January. Some of those days have been subject to bad weather but most of the food provided has been taken away by local residents. Whilst *Grub & gumption* is only opening Thursday to Sunday, Lottie Kemp is happy for the Community Fridge on Tour to set up in the partial shelter of the temporary wooden structure currently in place there.

For an hour on the morning of 7<sup>th</sup> January, six community volunteers, three councillor volunteers, Dawn and I joined a “familiarisation” Zoom call led by volunteer coordinator, Kath Callaghan. Kath provided some background to the Community Fridge, gave initial details of online courses she would like all volunteers to undertake and, most importantly, answered questions from volunteers. Subsequently, all volunteers have been asked to complete a simple online form and await the details of the online courses we are expected to undertake.

The rota for February has been finalised. From 1<sup>st</sup> February, most of the EPPC admin of the Littlehampton Community Fridge on Tour in East Preston admin will be handed over to Alison. This will mainly comprise sorting the volunteers for each month one month ahead of the start of that month.

There should be an article on the Fridge on Tour in the Winter 2021 Newsletter.

#### **6. Littlehampton Community Fridge volunteers call, 7<sup>th</sup> January evening**

As the East Preston scheme is so new, I accepted an invitation to attend this call on behalf of all East Preston’s volunteers. However, despite attempts to get hold to the call details, they did not arrive in time so I was unable to attend. Kath has apologised and said she hopes I will be able to join the next call in a month or so’s time.

#### **7. East Preston Voluntary Service mini-conference, 19<sup>th</sup> January**

The coordinators of the Voluntary Service thought it would be a good idea to run a Zoom call as a mini-conference that volunteers could join if they wanted to meet up with other volunteers or if they had any concerns they wished to air. The mini-conference took place at 17:00 on the 19<sup>th</sup> January.

All five coordinators attended – Cllrs Toney, Linton, Duff, Gander and Gunston – alongside eight volunteers. Eight might not sound many, but the eight were all prepared to speak up and tell us their experiences, which was invaluable. As coordinators had expected, there are one or two cases where a volunteer has begun to think about retiring from that service user only to have the service user say something such as, “Nobody could shop as well as you do,” or “Nobody else would get the bananas just

the way I like them.” The volunteer has then felt they really should stay with that service user. In writing communications to volunteers the coordinators have always made it very clear the option exists to retire from or change your service users if a volunteer wishes.

The volunteers were all very grateful to the council for running the service, all felt it enhanced the village’s reputation and all seemed happy with the friends they have made. The coordinators in turn thanked the volunteers without whom the council would not have been able to run the service.

#### 8. **Twice-yearly meeting with East Preston Cricket Club, 20<sup>th</sup> January**

A more detailed report is available at Agenda Item 12f above, but I attended this meeting with Cllrs Toney and Bowman. This was the first meeting the council had had with the club since March 2019 initially because of the mediation exercise which took place between April and November 2019 and then because of the pandemic and lack of games played in 2020.

#### 9. **Social media**

Facebook has once again changed how it presents information, so I now have to go through every single post to see how many people have seen a post rather than see all that information on a single screen.

- Post announcing the Littlehampton Community Fridge on Tour visit, 23<sup>rd</sup> December – 2,301 people
- Christmas Poems No. 29 – *Christmas in East Preston* – 1,337
- Post announcing the temporary relaxation of bus pass rules in West Sussex – 1,275
- Post announcing temporary roadworks in Sea Lane, 18<sup>th</sup> January - 829
- Post asking for old laptops for East Preston Junior School - 692
- Post warning of the presence of Nottingham Knockers in the village - 653

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 25<sup>th</sup> January)

The number of people currently liking the council on Facebook is 1,371, an increase of 11 on the last report.

#### 10. **MailChimp stats**

Since the last papers were issued, the council has sent out the following emails to local residents on the council’s main e-mailing list:

Parish Council news – 23<sup>rd</sup> December - sent to 855, opened by 574 (67.3%)

Parish Council news – 30<sup>th</sup> December – sent to 855, opened by 587 (68.7%)

Parish Council news – 6<sup>th</sup> January – sent to 855, opened by 576 (67.4%)

Parish Council news – 13<sup>th</sup> January – sent to 857, opened by 596 (69.5%)

### 11. **Things we have been asked since the last meeting**

“Is the council aware of the barrier which has been installed across Club Walk leading to the beach on the Angmering on Sea estate? Our understanding is that Club Walk is a public right of way leading to the beach and the local AirB&B owners have no right to block this access off.” (Similar requests were received from other residents. The barrier in question was a temporary barrier installed as part of an ADC project to improve flood defences in Club Walk. The final design would maintain pedestrian access.)

“Can the Parish Council do anything to get the residents of EP inoculated?”

“Is there anything the Parish Council can do to make this summer more enjoyable for residents & visitors please?”

### 12. **Recent bouquets and complaints**

(In addition to anything reported above)

From residents regarding Club Walk, “Thank you so much for going to the trouble of looking into this and getting back to me so swiftly. Much appreciated” and “Thank you so much for your email and keeping me informed about the situation. It is much appreciated.”

From a resident of Vermont Drive asking about the May 2021 elections, “Thank you very much. Very helpful.”

Not thanks as such but the Public Information Office at Buckingham Palace was very impressed we were well ahead of the game in planning for the Queen’s Platinum Jubilee by asking whether or not there was a logo yet. There is not.

Thanks from the Headteacher of East Preston Junior School, Michael Tidd, for publicising the school’s need for old laptops and tablets which has resulted in over twenty pieces of kit going to the school, many via the Council Office.

### 13. **Leave**

Weekday Steve may start working fewer days per week in order to reduce his backlog of leave.

I may attend a funeral on 1<sup>st</sup> February but will be in the office in time for that evening’s meetings. I might take off Friday 5<sup>th</sup> and Monday 8<sup>th</sup> Feb, but again will be in the office in time for that evening’s Planning & Licensing Committee meeting.

### 14. **February Meetings and Events**

This list may be incomplete and is subject to change.

- 1<sup>st</sup> County Lines briefing by Cllr Bowman (18:30, Zoom)  
Full Council (19:00, Zoom)
- 8<sup>th</sup> SSALC West Sussex Clerks’ Forum (10:30, Zoom)  
Planning & Licensing Committee (18:00, Zoom)  
Amenities Committee (19:00, Zoom)
- 15<sup>th</sup> Finance & General Purposes Committee (10:00, Zoom)
- 22<sup>nd</sup> Planning & Licensing Committee (18:00, Zoom)

Major Events Committee (19:00, Zoom)

25<sup>th</sup> WSALC Annual General Meeting (tbc, Zoom) (any two from ST, EL and SC only)

26<sup>th</sup> SSALC *Managing Difficult People* course (10:00, Zoom) (EL only)

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> January 2021

## **Agenda Item 15a**

### **Other meetings and events – Part 1**

**Council is asked to note the following reports:**

#### **Councillor Walkabout, 12<sup>th</sup> January**

We enjoyed a pleasant walk exploring the many little cul-de-sacs along Manor Road. Nursery Close, The Spinney and, later in the walk, The Nookery allowed us to see the Tennis Club from every possible vantage point. We also walked around Veronica Close and Appletrees before circling around Upper Drive, South View and Homelands Avenue picking up Vermont Drive to get back to our starting point at the Village Hall.

The Covid 19 restrictions meant we were not able to talk to any parishioners and we did not see any issues worthy of the Parish Council's attention on our stroll. The walk was however a useful opportunity to spend time with a fellow councillor and provided a welcome break from sitting at home.

Cllr John Gunston

14<sup>th</sup> January 2021

#### **East Preston Youth Club Annual General Meeting, 18<sup>th</sup> January**

Report to follow.

Cllrs Andrea Chapman and Lisa Duff

26<sup>th</sup> January 2021

### **Emergency Planning Working Party – Business Continuity Plan**

**The council is asked to adopt a Business Continuity Plan for the council.**

## **Business Continuity Plan**

### **Draft 4**

#### **Business Continuity Policy Statement**

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption. East Preston Parish Council's policy is to maintain the continuity of its critical core functions and where these are disrupted by any event to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

#### **Scope of the Policy and Plan**

This policy and plan is intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an emergency.

#### **Aim of the Plan**

This Plan provides the framework in preparation for the Council to cope with the effects of an emergency.

#### **Responsibilities**

East Preston Parish Council, as a corporate body, is responsible for the Business Continuity Plan; however, the Chairman and Vice Charman are first responders in an emergency with the Clerk or Assistant Clerk and jointly will be responsible for initiating actions included in the Business Continuity Plan.

The Clerk, as Proper Officer has the delegated day to day responsibility for keeping the plan updated and taking the Plan forward to include lessons learned and good practice with support from the Council and staff members. The Clerk will be responsible for communicating the programme to Councillors and staff.

The Council will be responsible for ensuring there is adequate training for staff and ensuring that

activities are completed through a monitoring system.

### **Core Business of the Council**

The Council provides a Local Parish Council service to its electorate which includes the provision of: -

- Full range of Parish Council services including, but not limited to:
- Village keeper services around the village (litter picking, general and grounds maintenance) involving two employees and contractors
- Website and Notice board information
- Provision of Village Hall (through a lease to the East Preston & Kingston Village Hall Foundation)
- Management of the Warren Recreation Ground with children's play area, cricket wickets and Pavilion (partly through a lease to the East Preston Cricket Club)
- Signs, benches, grit bins, dog bins and street lighting (in parts of the village)
- Newsletter production and distribution

The Parish Council operates from the East Preston Parish Council office for the discharge of its responsibilities.

### **Risks which could invoke the BCP**

- **National Disasters/Weather Related Problems**

- o Acts of Terrorism
- o War
- o Extreme weather
- o Pandemic

- **Local Disaster/Incident**

- o Transport Incident
- o Coastal Incident
- o Unexploded Bombs
- o Fire/
- o Flood
- o Extreme weather

- **Failures**

- o Equipment
- o Services

- **Losses**

- o Officers or Councillors through resignation
- o Officers or Councillors through death
- o Officers or Councillors through long-term injury/sickness
- o Officers or Councillors through death or serious injury whilst working for the Council
- o Equipment theft breakage or major damage
- o Loss of Council records through theft, fire or corruption of files





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## Council Contacts

Councillors can be contacted via the internal contact list.

### COUNCIL STAFF

Simon Cross Clerk to the Council <a href="mailto:clerk@eastpreston-pc.gov.uk">clerk@eastpreston-pc.gov.uk</a>	Dawn Reid Assistant Clerk to the Council <a href="mailto:asstclerk@eastpreston-pc.gov.uk">asstclerk@eastpreston-pc.gov.uk</a>	Alison Roberts Receptionist / Admin Asst. <a href="mailto:admin@eastpreston-pc.gov.uk">admin@eastpreston-pc.gov.uk</a>
Tracy Khoo Book-keeper <a href="mailto:finance@eastpreston-pc.gov.uk">finance@eastpreston-pc.gov.uk</a>	Steve Rolph Village Orderly (weekdays)	Stephen Grover Village Orderly (weekends)

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN. Tel: 01903 770050

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The Clerk is the first point of contact for all emergencies and business continuity actions.

The Clerk is to implement all business continuity actions with the exception of the “Clerk not available” actions.

If the Clerk is not available and urgent action is required the Chair, Deputy Chair or a Member(s) of the Parish Council nominated by the Chair, shall implement all business continuity actions.

If the Clerk is not available the Chair, or in the absence of the Chair, the Vice-Chair, or a Member of the Parish Council nominated by the Chair or Vice-Chair shall implement the “Clerk not available” actions.

#### **Review of plan**

The business continuity plan to be reviewed on an annual basis:

- The Clerk to check that all the contact details are current and correct
- EPPC to consider whether the critical activities, Key risks and contingency plan actions are comprehensive and sufficient
- An updated Business Continuity Plan to be given to every member

## Emergency Contacts

Contact for	Name	Company/Location	Contact Details
Trees: Fallen/dangerous	WSCC Highways	WSCC	01243 642105
Play Equipment/MUGA broken/dangerous	Ray Jones Duncan Robertson	RJ Playground Services Ltd Playsafe Playgrounds Ltd	07768 000608 01730 815472
Street Furniture: broken/dangerous	Mark Edwards	Council's Handy man	07973 177946
Emergency Repairs	Mark Edwards Mark Young	Council's Handy man MY Locksmith	07973 177946 07769 170109
Roads, pavements, street signs, etc	WSCC Highways	WSCC	01243 642105
Streetlights	SSE	SSE	Emergency 0800 048 2435
Waste disposal/Fly- tipping/dead animals/Syringes	Arun District Council	ADC Cleansing	01903 737754 Out of hours 01903 737500
Death or Accident of an Employee whilst on Council business	RIDDOR	Health & Safety Executive (HSE)	0845 300 9923 or email via <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Sussex Police /emergencies		Sussex Police	Non-emergency 101 or email –Emergency 999
Medical emergencies			Emergency 999
Fire			Emergency 999
Coast Incident	Coastguard		Emergency 999
Air Ambulance			Emergency 999
Rail and other transport emergencies			Emergency 999
Unexploded Bomb	Royal Navy Contact coastguard		Emergency 999
Lifeboat	RNLI Contact coastguard		Emergency 999
Gas Emergencies	SSE	Scottish and Southern Electricity Networks	National Gas Emergencies 0800 111 999
Electrical Emergencies	SSE	Scottish and Southern	0800 072 7282

		Electricity Networks	
Water supply and sewerage service emergencies	Southern Water	24 hours a day, 7 days a week	0330 303 0368
Reporting a leak	Southern Water	24 hours a day, 7 days a week	
IT Support/Failure		Microshade (server)	01752 869052
		North Star IT (Hardware)	?
Telephone failure	BT		0800 800 151
Coastal/Flooding	Arun District Council	Beach Office – foreshore officer	01903 731378 <a href="mailto:beaches@arun.gov.uk">beaches@arun.gov.uk</a>
Village Hall	Chairman of the Village Hall Foundation	Toni McElroy	07591 480815
Boilers/heating	J R Plumbing		0190377985 07714 237300
West Sussex County Council	County Hall		01243 777100
Arun District Council	Council Offices		01903 737500
Unavailability of Clerk and Assistant Clerk	Surrey and Sussex Associations of Local Councils	SSALC	01273 830200
Insurance Company	Came and Company	Policy no: RGBDX6962034	01483 462860
Car Park Company	One Parking Solutions		0330 043 0240
Letting Agent	Cooper Adams	Flat	01903 770055
Photo copying	SOS Systems	Serial number JMC10126	01293 613044

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**East Preston Parish Council  
Business Continuity Plan (BCP)**

**East Preston Parish Council Business Recovery Map**

<b>TIMELINE</b>		<b>24 HOURS</b>	<b>WITHIN 7 DAYS</b>	<b>WITHIN 1 MONTH</b>	<b>WITHIN 3 MONTHS</b>
<b>Area</b>	<b>Recovery Steps</b>	<b>Immediate Response &amp; Actions</b>	<b>Management Response</b>	<b>BUSINESS CONTINUITY Rebuild Confidence</b>	
Loss of Clerk due to sudden/long-term illness, incapacity or death		Inform Chair Inform Members	Decide on temporary cover strategy	Report to Full Council Provide replacement and/or begin recruitment procedures	Review position and procedure for improvements
Loss or serious injury to member of staff whilst carrying out Council duties		Inform Clerk & Chair Inform HSE	Decide on temporary cover strategy and answer to the HSE	Report to Full Council Provide replacement and/or begin process of recruitment or temporary cover period	Review position and procedure for improvements
Loss of Council membership due to multiple resignations (causing Council to be inquorate)		Inform all remaining members of Council/Clerk/Employees Inform Arun DC Monitoring Officer	Decide on temporary working strategy for immediate Council business	Instigate bye-election procedure/co-option procedure as advised by Arun DC	Review position and procedure for improvements
Loss of Clerk/staff members due to resignation or dismissal		Inform Clerk & Chair Inform Members	Decide on temporary cover	Process of recruitment or temporary cover period Provide replacement	Review position and procedure for improvements
Loss of Council documents due to fire		Inform Clerk & Chair Inform Insurers	Review position	Report incident to Full Council Meeting	Review position and procedure for improvements
Loss of Council electronic data due to fire, flood, breakdown or theft		Inform Chair Retrieve last backup Inform Insurers (if applicable) Inform police (if applicable)	Install backup files on temporary equipment	Report incident to Full Council Meeting Provide replacement equipment	Review position and procedure for improvements
Loss of Council equipment due to theft or breakdown		Inform Clerk & Chair Report theft to police and Insurers Decision on immediate replacement	Review position	Report incident to Full Council Meeting Provide replacement equipment	Review position and procedure for improvements

Local disaster	Inform all members of Council/ Clerk/Employees. Contact with relevant emergency services, if appropriate	Review position	Call Extra-ordinary Meeting of Council to discuss position and any necessary action	Review position and procedure for improvements
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**Should an emergency occur the following checklist should be used.**

Emergency Response  
Checklist For use  
during an emergency

- Start a log of actions taken:
- Liaise with Emergency Services:
- Identify any damage:
- Identify Functions disrupted:
- Convene your Response / Recovery Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff and business partners:
- Provide public information to maintain reputation and business:
- Arrange a Debrief:
- Review Business Continuity Plan:

### Agenda Item 13b

#### Emergency Planning Working Party – Emergency Resilience Plan

The council is also asked to adopt an Emergency Resilience Plan for the council.

### Emergency Resilience Plan

#### Draft 4

The Civil Contingencies Act 2004 places a duty on local authorities to ensure that they are prepared, as far as it is reasonably practical, to continue to provide critical functions in the event of an emergency. In this case 'emergency' is defined as:

- an event or situation which threatens serious damage to human welfare;
- an event or situation which threatens serious damage to the environment; or
- war, or terrorism, which threatens serious damage to security.

This document is intended to be a basic guide and describes how East Preston Parish Council (PC) will link into that process. This document should be read in conjunction with the '*East Preston Business Continuity Plan*'.

The PC will be a key player in the event of a major incident within its boundaries, and will only act in support of the emergency services and, where relevant, the county and district councils, who have a statutory duty to provide such support.

The rationale supporting the PC's involvement is that as local residents councillors know their area well. The involvement of councillors will allow the emergency services to carry out their tasks without being encumbered by less onerous matters that can be performed by others.

When might the PC become involved? A few examples (not an exhaustive list):

Aircraft incident	Major flooding
Shipping incident	Extremes of weather
Major road accident	Pollution
Major train accident	Major fire
Major infrastructure failure	Terrorist incident
Pandemic	Building collapse



What happens in the event of a major incident?

The first response is likely to be by one of the emergency services and they will make an assessment of the incident. Dependent upon the outcome of that assessment further resources may be summonsed to the scene. Any involvement by the PC will probably be as a consequence of contact from a member of the public, the county or district emergency response team, or one of the emergency services.

For background, the emergency services are well drilled in handling of such major incidents and have an established system of command and control. The lead is usually a senior police officer and their base will be known as 'Gold' control. 'Gold or Gold Commander', as s/he is known, will consider advice from any quarter and will set the strategy for dealing with the incident. The strategy is passed to the 'Silver' controller who is likely to be a police or fire officer. This tier of control will set the tactics to meet the strategy to deal with the incident. 'Bronze' control will be in charge of the elements on the ground who will enact the tactics. In reality each emergency service could run a 'Gold, Silver, Bronze' system in tandem to the primary/lead service. 'Gold' is likely to be situated remotely, possibly with 'Silver' control. Alternatively 'Silver' control could be co-located with 'Bronze' on-the-ground.

Dependent upon the nature of an incident in East Preston, 'Gold' and/or 'Silver' control may wish to be located in the village. The location of the incident site will help determine where they will be situated. The obvious candidates are the Village Hall, Conservative Hall, Scout Hut, Guide Hall and the church halls. All of these buildings are likely to be big enough to handle the initial incident. The potential impact of a long running incident is likely to rule the schools out.

How will the PC fit in with this system? The PC's response will depend upon the nature of the incident and when and how it is contacted. Things that need to be considered are:

- Opening the PC's offices
- Staffing the office, dealing with enquiries
  - Sending a councillor or councillors to the scene of the incident to liaise with the nominated point of contact or likely 'Silver' control
  - Deploying to the scene or nominated location - likely to be 'Silver' or 'Bronze' control. Take 'grab box' (see below)
  - In the PC's office, consider maintaining a 'log' of call-outs and decisions made. This will be useful in the event of a subsequent enquiry to justify why something was, or was not, done. See Appendix A below.

The councillors responding to the scene of the incident may have to give their details to the police officers controlling a cordon.

Councillors will need to maintain communication with the PC's office once liaison has been established and role(s) decided upon. The preferred method will be by mobile phone. Some extreme incidence may result in the mobile phone networks suffering a collapse and walkie-talkie type radios may need to be sourced.

Grab Box: this is not intended to be a definitive list of contents. It is worth considering that the box and its contents may need to be transported to the general area of the incident and then carried. Consider

