



## Meeting papers for PC meeting on 3 December 2025

[para numbers refer to items on the agenda]

### 6. Finance

#### a. Current position:

- The £6,231 we owe WSCC Operation Watershed is shown as being repaid by the year-end but they seem to prefer us to keep it against another project, so this may hang over for yet another year.
- We still have £806.56 of CIL and we will lose it unless it is spent by 31<sup>st</sup> March!
- We still have £2,000 in the budget for our “amenity project” - community facilities in the church – which the churchwardens no longer believe to be viable so this is now unlikely to be spent. If we delete this from the budget our reserves at the year-end will exceed the multiple-of-precept guidelines. Should we:
  - leave this to add to the budget next year and reduce the precept accordingly?
  - try to agree to spend it on something before 31<sup>st</sup> March?
  - put it into our new charity for future community projects? [my preferred solution]

#### b. Preliminary budget and precept proposal for next year

- My first attempt is attached but it assumes all three amounts above have been disbursed in the current year, so it will require significant amendment if this is not the case
- If we end up with reserves of more than twice the precept we will need to explain this in the year-end audit and some would argue the precept should be reduced until the excess is cleared. My view is that reducing the precept and then having to increase it again (probably the next year) would be unpopular but this is a PC decision.

#### c. Bank account:

- NatWest screwed up process of replacing signatories and altering mandate (agreed at last meeting)
- NatWest branches in Midhurst and Petersfield now closed and Post Office no longer able to accept large cash pay-ins – NR had to pay in fete cash via his personal account at Nationwide!
- Nationwide is the only bank with a local branch but it does not offer business banking (yet)
- Unity Bank is widely recommended for parish councils but I am still working through the various questions about switching to them
- Either way, it looks as though we will have to update the signatories via NatWest, so I propose that the PC authorises the finance committee to make the final decisions on whether to open a new account, but that we agree to the following (regarding both banks):
  - Change of signatories from Thais & Barry to Max and Chris
  - Single signing authority, if within budget, up to £1,000, then 2 signatures
  - Internet banking for all three signatories and debit card for clerk with same limits

### 7. Action team 1: Local environment [MM]

- a. Harting traffic scheme: consultation on further traffic calming (see attached)
- b. Action plan update
- c. Flooding on Chithurst Lane
- d. Maintenance responsibility for Chithurst extension graveyard – PC or PCC?

### 8. Action team 2: Community facilities / infrastructure [CC / NR]

- a. Visit by WSCC teams to discuss walkway project: agreed in principle for Feb – waiting for dates
- b. Update on lost paths project
- c. Charity proposal – key issues:
  - R&T News currently unwilling to combine into “our” charity, so current proposal is for Trotton only but drafted to be flexible in future – and combining it with START is not out of the question
  - Can we delegate the final decision on the following issues to a sub group of teams 2 and 3?
  - NR proposes a “Community Interest Organisation” with up to 8 trustees and open membership
  - Should we approach START – its constitution was originally designed to cover this too, and it is currently almost dormant but has a ready-made membership across the area?

- Should we call it Trotton Area Community Association or something broader (eg Downland Villages Community Association)?
- Who should the trustees be – also depends on above
- I have used the Charity Commission template to produce a draft constitution which can easily be finalised by the sub-group when the above decisions are made

9. **Action team 3: Community events & activities** [AS / SS]

- Review of bonfire and discussion re 2025 – especially re horses. Decisions required on whether to continue with event, where, and whether this is a PC, charity or private group event
- Trotton Fete: Parkers very happy for fete to remain in Old Rectory but willing to be approached if necessary
- First Fridays: review of 2024 and plans for next quarter
- Other dates / proposals for next year

10. **Action team 4: Community support** [DF]

- DF briefings from NR (admin) and CH (Midhurst Community Forum, Neighbourhood Watch, etc)
- PC winter / emergency plan:
  - Approve /amend attached draft (see below)
  - Consider buying grit bins (from amenity budget?) – Rogate recommend NESTOR 400 Litre Grit Bin available from **Glasdon** at ~ £300 each
  - Consider buying spreader attachment or trailer – DM to discuss

11. **Action team 5: Housing and planning** [NR]

- Update re small housing sites – Aylings, Parsonage & North Street, Rogate
- Planning update:
  - Tree applications for:
    - Keepers Arms - SDNP/24/04185/TCA                      Approved
    - Steps (NR) – SDNP/24/04289/TCA                      Approved
    - Old Rectory - SDNP/24/04457/TCA
    - Holme Hill – SDNP/24/04550/TCA
    - Maitlands (Chithurst Lane) - SDNP/24/04386/TPO
  - Enforcement actions:
    - Crocker Hill Stables - SDNP/24/00269/BRECON (number of horses on site) - ongoing
    - Crocker Hill Stables - SDNP/ 24/00256/BRECON (gates & fencing) - ongoing
    - GreenMead, Terwick (Stephanie Powers) - SDNP/24/00405/OPDEV - dismissed
  - Planning application
    - Malthouse, Chithurst Lane (DF) - SDNP/24/04787/HOUS

12. **Action team 6: sustainability & biodiversity** [KM / VC]

- Action plan update & WSCC Waste Prevention Community Grant
- Proposal to fund parish compost bins

13. **Information for councillors that are considered urgent or to be included on future agenda.**

14. **Date of 2025 meetings:** [4<sup>th</sup> Wed of every other month, as agreed by PC at 10 Jan meeting]

Next meeting: 22<sup>nd</sup> January 2025 (regular PC meeting)



Item	2023-24 actual	2024-25 budget	2024-25 to date	2024-25 planned	2024-25 expected	% variance re budget
<b>Brought forward</b>	<b>£9,144.80</b>	<b>£16,145.24</b>	<b>£16,145.24</b>		<b>£16,145.24</b>	
Precept	£4,000.00	£4,000.00	£4,000.00	£0.00	£4,000.00	0.0%
Interest income	£108.03	£110.17	£70.17	£50.00	£120.17	9.1%
VAT reclaim	£6,891.75	<b>-£5,961.30</b>	£269.71	<b>-£6,231.01</b>	<b>-£5,961.30</b>	0.0%
Funding	£761.56	£0.00	£0.00	£0.00	£0.00	0.0%
CIL income	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%
Other income	£97.62	£0.00	£0.00	£0.00	£0.00	0.0%
<b>Sub-total: income</b>	<b>£11,858.96</b>	<b>-£1,851.13</b>	<b>£4,339.88</b>	<b>-£6,181.01</b>	<b>-£1,841.13</b>	<b>-0.5%</b>
Wages	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%
Training / professional bodies	<b>-£38.55</b>	<b>-£100.00</b>	£0.00	<b>-£100.00</b>	<b>-£100.00</b>	0.0%
Travel	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%
Interest / finance costs	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%
Insurance	<b>-£428.00</b>	£0.00	£0.00	£0.00	£0.00	0.0%
CIL spending	£0.00	<b>-£806.56</b>	£0.00	<b>-£806.56</b>	<b>-£806.56</b>	0.0%
Legal and auditing	<b>-£252.00</b>	£0.00	£0.00	£0.00	£0.00	0.0%
Dues and subscriptions	<b>-£575.00</b>	<b>-£221.00</b>	<b>-£96.00</b>	<b>-£125.00</b>	<b>-£221.00</b>	0.0%
Office supplies & postage	<b>-£593.75</b>	<b>-£360.00</b>	<b>-£336.99</b>	<b>-£23.01</b>	<b>-£360.00</b>	0.0%
Online services	<b>-£883.39</b>	<b>-£760.00</b>	<b>-£300.00</b>	<b>-£460.00</b>	<b>-£760.00</b>	0.0%
Repairs & maintenance	<b>-£49.10</b>	<b>-£250.00</b>	£0.00	<b>-£250.00</b>	<b>-£250.00</b>	0.0%
Churchyard maintenance	<b>-£965.00</b>	<b>-£1,170.00</b>	<b>-£585.00</b>	<b>-£585.00</b>	<b>-£1,170.00</b>	0.0%
Donations / amenity services	<b>-£1,073.73</b>	<b>-£2,460.40</b>	<b>-£350.00</b>	<b>-£1,850.00</b>	<b>-£2,200.00</b>	<b>-10.6%</b>
Other / contingency	£0.00	<b>-£250.00</b>	£0.00	<b>-£272.40</b>	<b>-£272.40</b>	9.0%
<b>Sub-total: expenditure</b>	<b>-£4,858.52</b>	<b>-£6,377.96</b>	<b>-£1,667.99</b>	<b>-£4,471.97</b>	<b>-£6,139.96</b>	<b>-3.7%</b>
<b>Net surplus / deficit for year</b>	<b>£7,000.44</b>	<b>-£8,229.09</b>	<b>£2,671.89</b>	<b>-£10,652.98</b>	<b>-£7,981.09</b>	<b>-3.0%</b>
<b>CARRIED FORWARD</b>	<b>£16,145.24</b>	<b>£7,916.15</b>	<b>£18,817.13</b>		<b>£8,164.15</b>	<b>3.1%</b>

If amount carried forward exceeds 2x precept, auditors require reasons  
Bank balance should agree with "Carried forward" for "to date" column

<b>Latest bank balances - total:</b>	<b>£16,145.24</b>
Current a/c:	£7,997.16
Reserve a/c:	£8,148.08

Includes £6,231.01 owed back to CDC from Op Watershed project in 2022-23 (awaits CDC decision) + CIL funds and amenity budget spent

Clerk does not take salary - notional £800 salary used for churchyard maintenance (see below)  
Allowance for training / conferences  
No claims expected  
No borrowing planned  
Final year of 3-year fixed cost contract paid early (March 2024)  
Existing CIL funds must be spent by April 2025 - action plan task groups to consider suitable projects  
Fee for external audit should not be required this year (last year's income and spending < £25k)  
ICO registration £35; Parish online mapping £36 ; Assumes regular PC meetings only (now £25 per meeting)  
Annual report to residents £167; allowance for paper, ink etc £200  
Website hosting £330; MS365 system £400; domain fees £60  
£50 petrol for lawnmower; £200 other maintenance spending  
Expected £800 for Trotton (in lieu of clerk salary); £370 for Chithurst (not optional).  
Midhurst Community Bus £350; START did not request £60; £2,000 allowed for amenity projects - delete?  
£614.09 spent on fete but repaid from fete funds. General contingency: £250 + £22.40 for purple guide



## Transaction breakdown: 2024-25 - by date

		Opening balance / brought forward:	Current	Reserve	Total
			£7,997.16	£8,148.08	£16,145.24
Date (cleared)	Item				Gross
19-Apr-24	Precept	Precept - first 50%			£2,000.00
23-Apr-24	VAT reclaim	VAT calculated from 2023-24			£269.71
30-Apr-24	Interest income	Interest from reserve account			£10.68
07-May-2	Office supplies & postage	Print annual report to residents: 200 x A3 double-sided on 160 gsm paper folded to 4 x A4			-£167.00
09-May-2	Dues and subscriptions	Annual data protection fee			-£35.00
31-May-2	Interest income	Interest from reserve account			£10.05
10-Jun-24	Dues and subscriptions	Annual digital mapping sub			-£36.00
19-Jun-24	Other / contingency	Portable WCs for fete - deposit			-£150.00
28-Jun-24	Interest income	Interest from reserve account			£9.09
18-Jul-24	Office supplies & postage	Set of HP 953XL print cartridges			-£169.99
25-Jul-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
31-Jul-24	Interest income	Interest from reserve account			£10.72
16-Aug-24	Other / contingency	Portable WCs for fete - final payment			-£150.00
30-Aug-24	Interest income	Interest from reserve account			£9.76
09-Sep-24	Other / contingency	Fete expenses - see claim form (repayable from fete proceeds)			-£314.09
13-Sep-24	Precept	Precept - second 50%			£2,000.00
30-Sep-24	Other / contingency	Repayment from fete takings (via NR bank ac) for fete loos and other expenses			£614.09
30-Sep-24	Interest income	Interest from reserve account			£10.10
21-Oct-24	Donations / amenity services	Donation			-£350.00
31-Oct-24	Interest income	Interest from reserve account			£9.77
08-Nov-24	Online services	Annual website hosting			-£300.00
19-Nov-24	Churchyard maintenance	Lawn mowing both churchyards Apr - Sep 2024 - 4.5 days @ £130			-£585.00
<b>Surplus / deficit for year to date:</b>					<b>£2,671.89</b>
<b>Closing balance / carried forward:</b>					<b>£18,817.13</b>
<b>Closing bank balances:</b>		Current	£10,598.88	Reserve	£8,218.25
					<b>Total</b>
					<b>£18,817.13</b>



## Transaction breakdown: 2024-25 to date - by category

Opening balance / brought forward: Current £7,997.16 Reserve £8,148.08 Total £16,145.24

Date (cleared)	Item				Gross
<b>Income</b>					
19-Apr-24	<b>Precept</b>	Precept - first 50%			£2,000.00
13-Sep-24		Precept - second 50%			£2,000.00
30-Apr-24	<b>Interest income</b>	Interest from reserve account			£10.68
31-May-24		Interest from reserve account			£10.05
28-Jun-24		Interest from reserve account			£9.09
31-Jul-24		Interest from reserve account			£10.72
30-Aug-24		Interest from reserve account			£9.76
30-Sep-24		Interest from reserve account			£10.10
31-Oct-24		Interest from reserve account			£9.77
23-Apr-24	<b>VAT reclaim</b>	VAT calculated from 2023-24			£269.71
<b>Total Income</b>					<b>£4,339.88</b>
<b>Expenditure</b>					
09-May-24	<b>Dues and subscriptions</b>	Annual data protection fee			-£35.00
10-Jun-24		Annual digital mapping sub			-£36.00
25-Jul-24		PC meetings @ Borden village hall			-£25.00
07-May-24	<b>Office supplies &amp; postage</b>	Print annual report to residents: 200 x A3 double-sided on 160 gsm paper folded to 4 x A4			-£167.00
18-Jul-24		Set of HP 953XL print cartridges			-£169.99
08-Nov-24	<b>Online services</b>	Annual website hosting			-£300.00
19-Nov-24	<b>Churchyard maintenance</b>	Lawn mowing both churchyards Apr - Sep 2024 - 4.5 days @ £130			-£585.00
21-Oct-24	<b>Donations / amenity services</b>	Donation			-£350.00
19-Jun-24	<b>Other / contingency</b>	Portable WCs for fete - deposit			-£150.00
16-Aug-24		Portable WCs for fete - final payment			-£150.00
09-Sep-24		Fete expenses - see claim form (repayable from fete proceeds)			-£314.09
30-Sep-24		Repayment from fete takings (via NR bank ac) for fete loos and other expenses			£614.09
<b>Total Expenditure</b>					<b>-£1,667.99</b>
<b>Surplus / deficit for year:</b>					<b>£2,671.89</b>
<b>Closing balance / carried forward:</b>					<b>£18,817.13</b>
<b>Closing bank balances:</b>					
		Current	£10,598.88	Reserve	£8,218.25
				Total	<b>£18,817.13</b>



NatWest

## Transactions

Account type: **Business Reserve Account**

Account number: **55855539**

Sort code: **601422**

Account name: **TWC PC reserve**

### Your transactions

Date: **25 Nov 2024**

Showing: **01 Mar 2024 to 22 Nov 2024, All Transactions**

Date	Type	Description	Paid in	Paid out	Balance
31 Oct 2024	INT	31OCT GRS 55855539	£9.77		£8,218.25
30 Sep 2024	INT	30SEP GRS 55855539	£10.10		£8,208.48
30 Aug 2024	INT	30AUG GRS 55855539	£9.76		£8,198.38
31 Jul 2024	INT	31JUL GRS 55855539	£10.72		£8,188.62
28 Jun 2024	INT	28JUN GRS 55855539	£9.09		£8,177.90
31 May 2024	INT	31MAY GRS 55855539	£10.05		£8,168.81
30 Apr 2024	INT	30APR GRS 55855539	£10.68		£8,158.76
<b>Balance at 31 March 2024</b>					<b>£8,148.08</b>

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# Transactions

Account type: **Business Current**

Account number: **55855520**

Sort code: **601422**

Account name: **TPC current**

## Your transactions

Date: **25 Nov 2024**

Showing: **01 Mar 2024 to 22 Nov 2024, All Transactions**

Date	Type	Description	Paid in	Paid out	Balance
19 Nov 2024	DPC	M HOLLINGSHEAD , TROTTON PC , VIA MOBILE - PYMT , FP 19/11/24 10 , 17145012691916000N		£585.00	£10,598.88
08 Nov 2024	DPC	cuttlefish website, TRO001 , VIA MOBILE - PYMT , FP 08/11/24 10 , 21141358813371000N		£300.00	£11,183.88
21 Oct 2024	DPC	MY BUS , TROTTON&CHITHURST , VIA MOBILE - PYMT		£350.00	£11,483.88
30 Sep 2024	BAC	RYDER ALASTAIR , FETE EXPENSES , FP 28/09/24 1203 , FP24272O13245926	£614.09		£11,833.88
13 Sep 2024	BAC	CDC PAYMENTS , N00094	£2,000.00		£11,219.79
09 Sep 2024	DPC	A NEIL RYDER , TROTTON PC , VIA MOBILE - PYMT , FP 08/09/24 10 , 17163648939282000N		£314.09	£9,219.79
16 Aug 2024	DPC	LOOS FOR DOS LTD , 29050 , VIA MOBILE - PYMT , FP 15/08/24 10 , 10183951448074000N		£150.00	£9,533.88
25 Jul 2024	DPC	Borden Village Hal, Trotton PC , VIA MOBILE - PYMT , FP 25/07/24 10 , 07140047177088000N		£25.00	£9,683.88
18 Jul 2024	DPC	A NEIL RYDER , TROTTON PC , VIA MOBILE - PYMT , FP 18/07/24 10 , 32124658880260000N		£169.99	£9,708.88
19 Jun 2024	DPC	Loos For Dos LTD , 28341 , VIA MOBILE - LVP , FP 19/06/24 10 , 20104824538331000N		£150.00	£9,878.87
10 Jun 2024	DPC	PARISH ONLINE MAPS, 45UD058-0008 , VIA MOBILE - LVP , FP 10/06/24 10 , 59141259965200000N		£36.00	£10,028.87
09 May 2024	D/D	ICO , ZA353546		£35.00	£10,064.87
07 May 2024	DPC	KERRYTYPE , 46320 , VIA MOBILE - LVP , FP 05/05/24 10 , 14123627822634000N		£167.00	£10,099.87
23 Apr 2024	BAC	HMRC VTR , XRV126000104986	£269.71		£10,266.87
19 Apr 2024	BAC	CDC PAYMENTS , N00094	£2,000.00		£9,997.16
<b>Balance at 31 March 2024</b>					<b>£7,997.16</b>



Item	2024-25 actual	2025-26 budget	% variance re budget
<b>Brought forward</b>	<b>£16,145.24</b>	<b>£8,164.15</b>	
Precept	£4,000.00	£4,000.00	0.0%
Interest income	£120.17	£120.00	-0.1%
VAT reclaim	-£5,961.30	£1,000.00	-116.8%
Funding	£0.00	£0.00	0.0%
CIL income	£0.00	£0.00	0.0%
Other income	£0.00	£0.00	0.0%
<b>Sub-total: income</b>	<b>-£1,841.13</b>	<b>£5,120.00</b>	
Wages	£0.00	£0.00	0.0%
Training / professional bodies	-£100.00	-£100.00	0.0%
Travel	£0.00	£0.00	0.0%
Interest / finance costs	£0.00	£0.00	0.0%
Insurance	£0.00	-£250.00	0.0%
CIL spending	-£806.56	-£806.56	0.0%
Legal and auditing	£0.00	£0.00	0.0%
Dues and subscriptions	-£221.00	-£221.00	0.0%
Office supplies & postage	-£360.00	-£575.00	59.7%
Online services	-£760.00	-£760.00	0.0%
Repairs & maintenance	-£250.00	-£250.00	0.0%
Churchyard maintenance	-£1,170.00	-£1,170.00	0.0%
Donations / amenity services	-£2,200.00	-£1,410.00	-35.9%
Other / contingency	-£272.40	-£250.00	-8.2%
<b>Sub-total: expenditure</b>	<b>-£6,139.96</b>	<b>-£5,792.56</b>	
<b>Net surplus / deficit for year</b>	<b>-£7,981.09</b>	<b>-£672.56</b>	
<b>CARRIED FORWARD</b>	<b>£8,164.15</b>	<b>£7,491.59</b>	Assumes £6,231.01 paid back to CDC from Op Watershed project in 2022-23 (awaits CDC decision) + CIL funds and amenity budget spent before 1 April 2025
<b>Latest bank balances - total:</b>	<b>£18,817.13</b>		
Current a/c:	£10,598.88		
Reserve a/c:	£8,218.25		

If amount carried forward exceeds 2x precept, auditors require reasons



**Neil Ryder**

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**To:** Rebecca Caney  
**Subject:** RE: proposed permanent Traffic Order South Harting - TRO/CHI8015/RC

**Sent:** 27 November 2024 14:55

**Subject:** proposed permanent Traffic Order South Harting - TRO/CHI8015/RC

**WEST SUSSEX COUNTY COUNCIL**  
**(HARTING: B2146, & VARIOUS ROADS)**  
**(20MPH, 30MPH AND 40MPH SPEED LIMIT) (No. 2) ORDER 202\***

West Sussex County Council proposes to introduce a permanent Order under the provisions of the Road Traffic Regulation Act 1984, the effect of which will be to introduce:-

- (i) a 30mph speed limit on lengths of Bohemia Hollow and West Harting Road; and
- (ii) a 20mph speed limit on a length of Mill Lane; and
- (iii) extend the 20mph speed limit on the B2146 by 60 metres to a point 185 metres west of The Street

These proposals are additions to the 20mph speed reduction scheme for South Harting village that was advertised in summer 2024 under reference TRO/CHI8013/RC.

As part of the legal process West Sussex County Council is required under the Road Traffic Regulation Act to undertake a formal consultation with you. I am pleased to attach a weblink. This will enable you to view:

- Plans showing the proposed lengths of roads to be subject to the new speed limits
- Statement of Reasons for proposing to make the Order
- Public Notice outlining the proposal that will be advertised in the Chichester Observer
- Draft Order

<https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/live-consultations-for-permanent-tros/chichester-live-tro-consultations/>

if you have any problems accessing the consultation documents via the link please contact me immediately.

In the usual way if you wish to express support or raise an objection about any part of the proposal please e-mail [tro.consultation@westsussex.gov.uk](mailto:tro.consultation@westsussex.gov.uk), or write to TRO Team, West Sussex County Council, The Grange, Tower Street, Chichester, PO19 1RH quoting reference **TRO/CHI8015/RC**

Please note the statutory consultation period ends on 19 December 2024 and any comments you wish us to take into consideration should be received before this date.

The consultation responses for these additions will be considered in conjunction with the consultation responses for the South Harting speed reduction scheme TRO/CHI8013/RC.



## Parish winter resilience plan 2024-25

### Introduction

1. This plan is designed to provide a co-ordinated approach to ensure access, emergency response and the safety of those residents who are at risk in the event of our parish being directly or indirectly affected by bad weather. The plan has been put together in conjunction with West Sussex Highways.
2. The parish contains the two villages of Trotton and Chithurst, together with the hamlet of Dumpford and it straddles the Rother river. Access to the parish is mainly by the A272, which divides the parish, and the B2146 'Elsted Road', which passes its Southern border. Both are main bus routes, but the Midhurst Community Bus also uses Trotton Road (between Dumpford and the Elsted Inn) on Fridays.

### Key risks

3. Disruption and risks to residents, often caused by extreme weather< include:
  - hazardous road and footpath conditions and restricted access as a result of snow and ice
  - steep, narrow roads & junctions
  - fallen trees
  - fallen power cables and power
  - telecoms disruption
  - lightning strikesand, in particular, risks to the frail, elderly and sick as a result of the above or persistent cold conditions.

### Emergency response

4. The parish council (PC) has an emergency committee consisting of:
  - a. Dominic Ferguson (chairman)
  - b. Neil Ryder (secretary)
  - c. Dave DawtreyThis group will co-ordinate the response to any local emergency and the following paragraphs cover the more obvious instances:
5. Extreme weather: In extreme weather conditions the priority should be to keep the A272 and B2146 open and safe. These roads are the responsibility of the WSCC Highways Department and are gritted automatically when bad weather is expected. However, residents also rely on a number of smaller roads, lanes and tracks.

Under a contract with ACS and WSCC, Trotton Rd and Chithurst Lane (as far as the parish boundary with Milland) will also be gritted when bad weather alerts are issued by WSCC.

The parish council will provide grit bins in the locations shown on the attached map and these will be filled (if necessary) by WSCC each Autumn. Residents are will be able to obtain the combination lock code for the nearest bin by calling or emailing the parish community support contacts shown on the list below. The PC community support action team (team 3) will maintain a list of anyone in the parish owning suitable vehicles and equipment to provide localised help with grit spreading where necessary, especially for vulnerable residents.
6. Vulnerable residents: This emergency committee maintains a list of vulnerable people, with other residents allocated to keep in touch with them and co-ordinate any response to their needs.
7. Fallen trees: The emergency committee also keeps a list of people with tractors, 4WD vehicles, chain saws and other emergency equipment. Its members will co-ordinate the use of these to react to blocked roads etc, and will contact WSCC where necessary.

8. Power / telecom failures: The emergency committee will ensure that the relevant utilities and other emergency services are notified.
9. Defibrillator: The parish maintains a defibrillator in the restored BT telephone box in Mill Lane East. This is accessible to all and can be used without any training. Ambulance services can take 20 mins plus to reach the village so this is an essential piece of apparatus should any of the residents suffer a heart attack.
  - Defib contact: Barry Cooper

## Appendix 1: Emergency and useful contact details:

### PC community support

- PC community support team email: ***community-support.team@trotton.community***
- PC emergency contacts:
  - Dominic Ferguson: 078030 23444
  - Neil Ryder: 01730 207447
  - Dave Dawtrey: 01730 814925 / 07887 765386
- Defibrillator:
  - Barry Cooper: 01730 812034 / 07795 598695

### Other contacts

West Sussex Police	<a href="http://www.sussex.police.co.uk">www.sussex.police.co.uk</a>	101 or 01273 470101
West Sussex Fire and Rescue		01243 642105
Southern Water	<a href="http://www.southernwater.co.uk">www.southernwater.co.uk</a>	0330 3030368
SSE – Scottish Southern Electric	<a href="http://www.sse.co.uk">www.sse.co.uk</a>	0800 0727282
Dangerous power cables UK Power Networks		0800 31 63 105
Power cut helpline	105 or text POWER and your postcode to 80876	
BT	<a href="http://www.bt.com/faults">www.bt.com/faults</a>	0800 800 151
Other telecoms	Check your bill / supplier website	
WSCC Highways	<a href="http://www.westsussex.gov.uk/roads-and-travel/report-a-problem-with-a-road-or-pavement/">www.westsussex.gov.uk/roads-and-travel/report-a-problem-with-a-road-or-pavement/</a>	01243 642105
Chichester District Council	Emergency 01243 785166 Out of hours (5pm – 8.45am) 01243 785339	
Environment Agency		0845 9881188

## Appendix 2: Guidance notes for residents

### Guidance for using salt:

- Salt damages plants & trees – it should be spread sparingly on surfaced roads and footways.
- Do not dispose of unused salt on verges, roads, footways or down drains – return it to the bin ready for the next icy period.
- Use sparingly - 10 grams per square metre –about a handful per square metre/yard.
- Allow time for the salt to melt the ice – excessive salt will not speed this up
- Never assume salting will totally prevent icing – proceed with care.

### Health and Safety notes:

Salt is unlikely to cause harmful effects under normal conditions of handling and use. However, please be aware of the following risks:

- Eye contact: salt may cause irritation, irrigate eye with eyewash solution or clean water, holding the eyelids apart for at least 10 minutes. If symptoms develop obtain medical attention.
- Skin contact: salt will remove natural greases resulting in dryness, cracking and possibly dermatitis.
- Repeated and/or prolonged skin contact may cause irritation. Wash skin with water.
- Inhalation: high concentrations of salt may be irritant to the respiratory tract
- Ingestion: may cause vomiting and diarrhea, swallowing small amounts is unlikely to cause any adverse effects. Wash out mouth with water and drink half a pint of water.
- Salt spreading should be handled with care, so stop and think, position your feet, adopt a good posture, get a firm grip, keep close to the load, don't move suddenly, move your feet – don't twist.

### General awareness

- Wear high visible vest and appropriate clothing/footwear.
- Consider where you are spreading and assess possible hazards – keep safe.

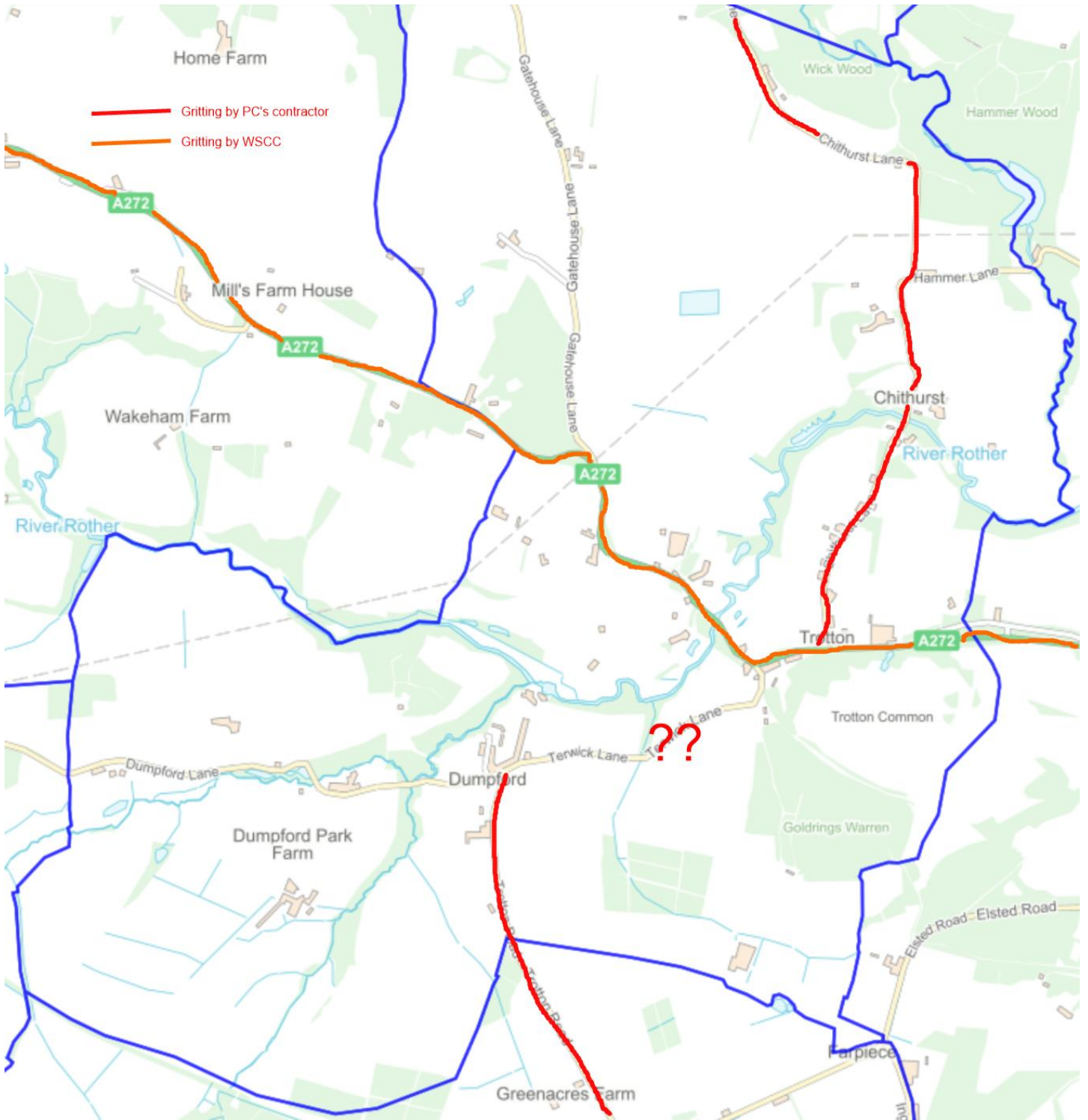
### Guidance for clearing snow and ice at home:

- do it early in the day - it's easier to move fresh, loose snow
- don't use water - it might refreeze and turn to black ice
- use salt if possible - it will melt the ice or snow and stop it from refreezing overnight
- you can use ash and sand if you don't have enough salt - it will provide grip underfoot
- pay extra attention when clearing steps and steep pathways - using more salt may help
- **Further guidance** can be found on the Met Office website 'Snow Code' [here](#).

### Self-help: (What people can do to help themselves)

- a) Purchase salt/grit.
- b) Keep to hand spreaders/snow shovels etc. for use in their designated areas.
- c) Keep logs/solid fuels stores in case of emergency for use by the local community.
- d) Make up personal Emergency Box's – *suggestions*:
  - ▪ Candles, matches & torch
  - ▪ Firelighters & matches
  - ▪ First aid equipment
  - ▪ Aluminium type thermal blankets
  - ▪ Emergency contact list.
  - ▪ BT Type non-hands-free phone (in the event of power failures most modern phones require mains electricity to work, the older type phones do not as they use the low power within the phone system.
  - ▪ Selection of tinned/dried food & soups, chocolate, tea-coffee etc.
  - ▪ To do list i.e. Turn off switches to televisions and unattended electrical equipment but not fridge/freezers etc.
- **Further guidance**
- can be found on the British Red Cross application 'what to do in an emergency' [here](#).

### Appendix 3: Roads to be snow-ploughed gritted



## Appendix 4: Location of grit bins / hippo bags

