

Singleton & Charlton Parish Flood Action Plan

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1. Emergency Plan Contact List

Singleton & Charlton Parish Council		
Deborah Harwood	Chairman	07976 800965
Graham Zacharias	Councillor	01243 818098 or 07774 822715
Karen Nash Peter Gattrell	Emergency Plan - Leads	07966 262553 07784 146852
Tony Marshall	Councillor	07905 915107
Jeremy Rigby	Councillor	07735 057428
Vivien Nuttall	Clerk	01243 811810 or 07702 240126
Useful Numbers		
Sue Martin	Level/Alert Warden	01243 811429
Cricket Pavilion	Francis Ward	07941 039378
Village Hall Keyholders		
Graham Zacharias		01243 818098 or 07774 822715
Church		
Rev Sarah		07468 854864
Judy Fathers		07776 258230
CDC		
Emergency Planning and Environmental Health Officer		01243 785339 01243 785 166
Environment Agency	Incident Hotline	0800807060
Environment Agency	Floodline	0345 9881188
Portsmouth Agency	Emergency	02392 477 999
Southern Water	Drains	845 2780845

2. Purpose

1. The purpose of this document is to define the operational aspects that the Singleton & Charlton Parish Council (SPC) will carry out to mitigate the effect of flooding within the Parish.
2. It remains the duty of every household to do their best to protect their property. SPC will support and advise, but it has no direct responsibility to individual householders.
3. Personal safety overrides all other considerations. SPC cannot accept responsibility for the action of individuals and can only offer their support through the generous support of volunteers.
4. SPC will always prioritise assistance to the most vulnerable.

3. Abbreviations

CDC	Chichester District Council
EA	Environment Agency
FAC	Flood Action Co-ordinator
FIC	Flood Incident Centre
FRS	Fire & Rescue Service
PPE	Personal Protection Equipment
PWC	Portsmouth Water Company
SPC	Singleton & Charlton Parish Council
SSEC	Scottish & Southern Electricity Company
SW	Southern Water
WSCC	West Sussex County Council

4. Background

The river Lavant is a winterbourne river, which starts in East Dean, where it is fed by a number of springs. It then flows through Charlton and under the road bridge over Knights Hill, which is the first significant restriction to flow. The river then flows across Leys Meadow, where it is able to flood on to the meadow.

As the river enters Singleton, opposite the school, it passes through a culvert containing a debris grate, which regularly blocks with vegetation and general rubbish. If this is not cleared, excess water floods onto the road and then flows down Charlton Road towards the pond. When this happens, a considerable number of properties are threatened with flooding.

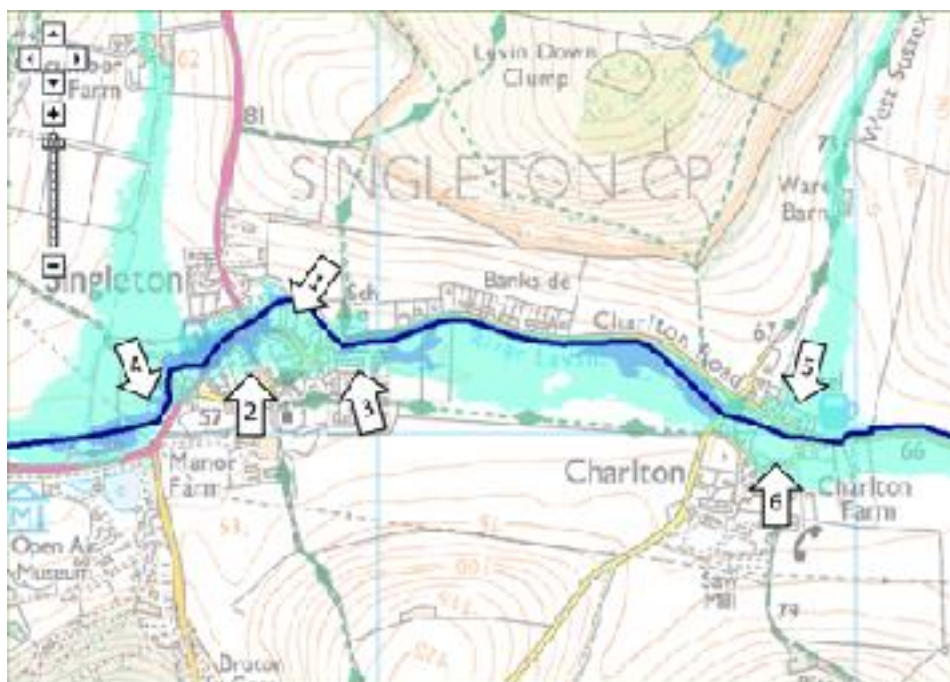
The river course then flows behind the houses to reappear close to the pond next to the bridge carrying the A286. Here the river regularly floods due to the restriction created by the road bridge and by the two further accommodation bridges. Beyond this the river flows alongside the A286 and regularly breaches the top, causing flooding to both the road and the properties to the south.

Between the pond and the cricket pitch there are a number of valves that allow excess water from the main drains to join the Lavant. This additional water exacerbates the situation and increases the risk of flooding to properties that lie alongside the A286. Beyond the cricket pitch the Lavant flows across flood meadows onto West Dean.

In previous floods, the A286 has remained the last passable road between Chichester and Midhurst, effectively, and importantly, between the South and North of this region. With the likelihood of the A27 also flooding at both east and west of Chichester, this places the road through Singleton in a strategically vital position.

The mains sewer also runs from East Dean and generally follows the river. This sewer is porous and when the river is flowing at high capacity, during the winter, it backs up as it flows through Charlton. The sewer, as it runs through Singleton, will generally be at maximum capacity when the river is in full flow. Often the sewer will overflow through a manhole in the middle of Singleton onto the road, causing flooding close to the café and the properties around the pond.

Each winter Southern Water pump out the sewer into the river to create spare capacity within the drainage system, which results in the river becoming contaminated.



Areas within Singleton Parish that are at risk from flooding:

Singleton: -

AREA 1: To the north of Charlton Road and east of the Midhurst-Chichester road (A286)– properties adjoining the river as far as the school and the school itself.

AREA 2: To the south of Charlton Road and east of the Midhurst-Chichester road – broadly the center of the village as far east as the Village Hall.

AREA 3: South of Charlton Road and east of the Village Hall - broadly 'The Leys'

AREA 4: West of the Midhurst-Chichester road (A286) – broadly Childown south to the Cricket Pitch and properties west of the road

Charlton: -

AREA 5: North of the main road through the village

AREA 6: South of the main road through the village

5. Objectives

SPC aim to mitigate the consequences of flooding within the Parish by providing information and assistance to residents. Their primary objective is to protect properties from flooding and to maintain access to communal facilities. This is split into the following activities:

- 5.1 Provide guidance to residents on how to protect their properties from flooding and what to do in the event of a flood.
- 5.2 Monitor the river Lavant for possible restrictions to flow and assist in removing and correcting such restrictions, in order to maintain the rivers capability to operate at maximum capability.
- 5.3 Provide guidance to Riparian owners about their responsibilities to minimise potential for flooding. Implement an emergency response plan in the event of imminent or actual flooding.

6. Local Co-ordination and Contacts

- 6.1 The Flood Action Coordinators FAC are – Karen Nash and Peter Gattrell - Singleton and Charlton Parish Council. Please contact via karensingletonpc@gmail.com , 07966 262553. petergsingletonpc@gmail.com, 07784 146852
- 6.2 The Flood Incident Centre (FIC) will be Singleton Village Hall – in the event of this flooding, the fallback options are:
 - Partridge Pub
 - Cricket Pavilion

7. Flood Warning Alerts & Information

7.1 Environment Agency (EA)

- 7.1.1 Members of the public and businesses are recommended to sign up to receive warning messages through phone, text, email. Alternatively, they can call the EA 24 hour phone Floodline service, where they can listen to recorded information about flood warnings in force or speak to an advisor.

To sign up for the Flood Warning Service, contact the EA at: <https://www.gov.uk/sign-up-for-flood-warnings>
- 7.1.2 The Environment Agency also issues groundwater flooding warnings. Groundwater Briefing Notes are issued by email when groundwater levels are of a notably high level. Information on groundwater levels affecting the Singleton & Charlton area can be found at: <https://check-for-flooding.service.gov.uk/river-and-sea-levels?q=Lavant,Chichester,WestSussex&includeTypes=place&v=map&lyr=mv,ri,7,gr,rf,ta,tw,ts&ext=-0.892336,50.838531,-0.649272,50.951579&fid=sta7ons.1163>
- 7.1.3 In addition to the Groundwater Briefing Notes, the Environment Agency also issue a Groundwater Flood Alert for up to 5 days before if they feel that "flooding is possible" for the Parish.

- 7.1.4 If a Flood Warning or Severe Flood Warning is issued, a recorded message is sent directly to all landline numbers of all parties registered within that flood warning area.
- 7.1.5 Once a Flood Alert has been issued, the information will be updated on Floodline every 24 hours during the first week and on a weekly basis after that.
- 7.1.6 When the flood threat has receded the EA will issue "Warning Removed" messages. This will tell people that the flood threat has passed and no further flooding is expected in their area. They will be reflected on the Environment Agency website.

7.2 SPC

- 7.2.1 Once the EA has issued a flood alert for the Singleton area, SPC Councillors will monitor the following gauging point to assess the potential for flooding in the local area:
- Level gauge opposite Singleton Cafe
- 7.2.2 In addition, Sue Martin will actively monitor the water level from the "bore hole" located below the floor of her house.
- 7.2.3 The critical measurement points to trigger the FAG to activate the Flood Emergency Response and open the FIC are as follows:
- Sue Martin decides that flooding is imminent
 - Level at gauge opposite Singleton Cafe reaches XXXXX (to be determined when gauge is installed)
- 7.2.3 In addition, a second level gauge will be installed by the Charlton Barns, which will provide a reference for assessment of potential flooding in the Charlton Area. However, it is expected that initiation of the Flood Emergency Response will initially occur due to flooding in Singleton. It is expected that flooding will occur in Singleton before Charlton.

8. Flood Emergency Response

The SPC intends to provide the following actions; however, this will be reliant upon the number of volunteers that come forward to assist and so cannot be guaranteed:

- 8.1 Set up and man a Flood Incident Centre (FIC) in the Village Hall.
- 8.2 Maintain emergency flood incident mitigation equipment.
- 8.3 Assist in installation of temporary flood defence facilities, namely:
- Deployment of sandbags (limited quantity available).
- 8.4 Erect flood warning signs and isolate areas of significant flooding that may be of danger to the public.

- 8.5 Assist vulnerable people with managing issues associated with flooding such as:
- Installing temporary flood defences
 - Moving furniture etc.
 - Appointing a minder to confirm that they are alright.
- A list of vulnerable people is maintained by the SPC Clerk.
- This will be prioritised according to need and the availability of volunteers.
- 8.6 Maintain a log of events associated with the flooding event to include:
- Chronology of events.
 - Records of properties flooded.
 - Expenditure.
 - Details of problems and queries encountered during a flood event.
- 8.7 Liaise with CDC emergency contacts to facilitate additional emergency supplies and assistance as necessary.
- 8.8 Interface with the Media, Local Councillors and Support agencies on flood related issues as necessary.
- 8.9 After a flooding event, SPC will assist in the following activities:
- 8.9.1 Assist flood victims in clean-up as necessary.
- 8.9.2 Provide information to local authority emergency planning support groups to enable them to assist and advise affected property owners.
- 8.9.3 Supply details of properties flooded, the extent of flooding and flood levels to the EA.
- 8.9.4. Identify schemes to alleviate serious flooding of property (If applicable).

9. Sandbag Provision

- 9.1 Sandbags are seen as one of the best measures for protecting property that are in imminent danger of flooding and as such there could potentially be a large demand for them. However, the quantity available is limited. Sandbags are provided from the following sources:
- 9.1.1 A limited emergency supply of sand & empty sandbags are located in bins at the Partridge Car Park (padlock code 8365) and in Charlton opposite the Fox Goes Free (padlock code 1111). SPC also has two deployable poly-booms, which can be used for large areas.

- 9.1.2 CDC - A limited supply of sandbags may be delivered by CDC to the Village.
- 9.1.2.1 Note that the CDC does not have a statutory duty to provide sandbags to residents or businesses.
- 9.1.2.2 Sandbags will only be supplied to a residence that is in imminent danger of flooding.
- 9.1.2.3 In most cases CDC will charge for this service.
- 9.1.2.4 In an emergency call 01243 785 166; out of hours (5pm to 8:45 am) 01243 785 339.
- 9.1.3 WSCC - if the A-286 passing through Singleton is flooded and limits access for emergency services, then WSCC will consider deploying sandbags to protect the highway.
- 9.1.3.1 For traffic management issues call 01243 642 105
- 9.1.4 Commercial Stockists – a significant number of commercial organisations provide sandbags; a list of suppliers can be found in section 13.
- 9.1.4.1 Householders are strongly encouraged to retain their own flood protection measures.
- 9.2 Sandbag etiquette -please do not move sandbags that have not been allocated to you unless advised. Indiscriminate use of sandbags is likely to make things worse.

10. External Authorities Involved in Emergency Flooding Support

The following organisations may also be involved in providing support during a flooding event:

- 10.1 Environmental Agency (EA)
 - 10.1.1 The principle activities that the EA will undertake during a flood incident are:
 - Provide flood warnings and monitor flooding incidents
 - Deal with emergency repairs to rivers.
 - Respond to pollution incidents and advise on waste disposal.
 - 10.1.2 The EA can be contacted on:
 - 0800 807 060
 - Email – ssdenquiries@environment-agency.gov.uk
 - Web – www.environment-agency.gov.uk
- 10.2 West Sussex County Council (WSCC)
 - 10.2.1 The principle activities that WSCC will undertake during a flood incident are:
 - Coordinate response to major flooding across West Sussex.
 - Ensure that the highways are safe and organise traffic control as required. If the A286 through Singleton floods, and restricts access for emergency vehicles, then WSCC may protect the road with sandbags.
 - 10.2.2 WSCC can be contacted on:
 - For traffic management or road closures – 01243 642 105

- 10.3 Chichester District Council (CDC)
- 10.3.1 The principal activities that CDC will undertake during a flood incident are:
- Provide emergency planning support.
 - Coordinate response for district.
 - Supply sandbags (limited supply available)
 - Clear blocked watercourses, drains and gullies.
 - Provide environmental health support.
 - Provide housing officers to assist in rehousing.
- 10.3.2 CDC can be contacted on:
- Emergency Planning Officer – Careline 01243 778 688
 - Flooding emergency call 01243 785 166; out of hours (5pm to 8:45) call 01243 785 339
 - Local Authority Emergency Planning Officer 01243 785 339 or 07768 846 406
- 10.4 West Sussex Fire & Rescue Service (WSFRS)
- 10.4.1 The principle activities that WSFRS will undertake during a flood incident are:
- Respond to all emergency incidents as required.
 - Pump out flood water from cellars etc. after flooding has receded.
- 10.4.2 WSFRS can be contacted on:
- 01243 786 211
 - In emergency call 999
- 10.5 Water Companies
- 10.5.1 Portsmouth Water Company (PWC) (mains clean water supplier)
- 10.5.1.1 During flooding Portsmouth Water Company (PWC) will continue to provide safe potable water to the Parish through existing services. Any possible break in the system will be investigated as a matter of priority to avoid cross contamination of water supplies by untreated contaminated floodwater.
- 10.5.1.2 PWC can be contacted on:
- Office 023 9249 9888
 - Out of business hours 023 9247 7999
- 10.5.2 Southern Water (SW) (disposal of sewage and mains foul water)
- 10.5.2.1 During flooding Southern Water (SW) Company will continue to maintain the foul sewer system and will undertake the following activities:
- Emergency over-pumping or tankering from the sewerage system.
 - Clearing blockages in public sewers and outfall grills.
 - Repairing burst sewers and water mains.
 - Minimise ingress of surplus water into the Foul Sewer.
 - Sandbag off inspection covers where it is apparent that floodwater is entering the system.
 - Take action to minimise residents putting floodwater into the Foul Sewer.
- 10.5.2.2 SW can be contacted on:
- Urgent 0330 303 0368

- 10.6 Scottish & Southern Electricity Company (SSEC)
 - 10.6.1 The principle activities that SSEC will undertake during a flood incident are:
 - Attend flooding emergencies at their own service installations.
 - Attend to emergencies relating to their service at properties that put life at risk as a result of flooding.
 - 10.6.1.1 SSEC can be contacted on:
 - 0800 111 999

11. Emergency Flood Incident Mitigation Equipment

The following equipment will be maintained by the SPC in order to mitigate the consequences of flooding within Singleton Parish.

Storage Shed
 2 x tonne sand
 250 x empty rot proof sandbags
 2 x shovels
 Sand container
 2 x 100m Poly-booms
 10 x Cones
 4 x Road closed signs & frames
 10 x rolls of caution tape
 40 x Gloves
 15 x Head Torches
 20 High Vis Jackets First Aid kit

12. Flood Preparation - Guidance for Residents of Property

The principal actions for residents of property at risk of flooding or which is flooded are:-

- 1 **Prior to flooding**
 - 1.1 Prevent water from entering your property if possible.
 - 1.1.1 It is recommended that residents should maintain a small number of sandbags, plastic sheeting, timber battening and nails to prevent floodwater entering property through doors from the road or rear gardens etc. The main sandbag protection system to direct floodwater through the village will be supplied and managed by the County Council, District Council and Parish Council.
 - 1.1.2 If crews are assigned to place sandbags, give them full cooperation – don't move bags without permission or advice.
 - 1.2 Move valuable possessions above floor areas liable to be flooded. Store them in areas so that they do not create an obstacle.
 - 1.2.1 Residents can request assistance from the FAC to help move furniture and other possessions away from areas liable to be flooded. THIS WILL BE PRIORITISED ACCORDING TO NEED, and the availability of volunteers.

- 1.3 Gather contact numbers for assistance from Flood Coordinators, Fire & Rescue Service, neighbours and relatives. Distribute information to those around you and let people know if you are having trouble, need assistance, or have special needs.
- 1.4 Try to remove any debris in street collecting near drains to avoid clogging.
- 1.5 Ensure torches are available with extra batteries – alert everyone in house to their location.
- 1.6 If flooding is imminent, switch off electricity and gas supplies at the mains.

2

Flooding has occurred

- 2.1 Remain calm, stay dry, and communicate with those around you. Personal safety must override all other considerations.
- 2.2 Carefully consider the risks of any action taken during flooding – seek help and advice from others.
 - 2.2.1 Move to a safe area if life is at risk.
 - 2.2.2 Don't take chances if water is rising quickly – experience shows that flooding can rise by 18" - 24" (45-60 cms.) per hour.
 - 2.2.3 Avoid going down into cellars when the water level is increasing – water above welly tops can be dangerous and it will be very cold. Do not allow children to enter a cellar or play in the flood water as it can be very swift.
 - 2.2.4 Never enter a cellar alone – have someone standing by in case there is an emergency.
- 2.3 Remember, flood water may be contaminated with raw sewage from overflowing septic tanks.
- 2.4 If your main electricity service panel has been submerged, immediately inform Scottish & Southern Electric or contact the Flood Action Coordinator (FAC). Property owners in Singleton are recommended to ensure that their electrical main supply connections and heating systems are above cellar level and at least six inches above the ground floor.
- 2.5 If pumping must be undertaken, carry it out with care – do not try to empty the cellar whilst water continues to rise. Ask advice from flood coordinators or the Fire & Rescue Services – floods place pressure upon the cellar walls and can cause structural damage.
 - 2.5.1 Do not try to empty a cellar whilst water continues to rise. It is recommended that you do not pump until water in a cellar or well is 0.5m (18 inches) below your downstairs floorboards.
 - 2.5.2 Ensure discharge hoses have clear access to street drains and that there are no tripping hazards – don't create a problem for your neighbours by discharging onto their property.

13. Sandbag Suppliers

MERCHANT	ADDRESS	AREA	PHONE	BAGS	SAND	MISC INFO
Arundel Builders	Railway Goods Yard, Arundel Station	Arundel	01903 882424	Yes	Yes	
Hawthorn Builders	19 Hawthorn Road, Bognor Regis	Bognor Regis	01243 841145	Yes	Yes	
Builder Centre	11 Beeding Close, Southern Cross Industrial	Bognor Regis	01243 863181	Yes	Yes	
Covers	Station Yard, Bognor Regis	Bognor Regis	01243 863100	Yes	Yes	
Builder Centre	11 Beeding Close Southern Cross Ind Est. Bognor R	Bognor Regis	01243 863181	Yes	Yes	
Covers	Sussex House, Quarry Lane, Chichester	Chichester	01243 785141	Yes	Yes	
Stearns	Shipton Green Lane, Itchenor	Chichester	01243 512823	Yes	Yes	
Manhood Builders	50 High Street, Selsey	Chichester	01243 603322	Yes	Yes	
M H Kennedy & Son Ltd	Pendean, Westergate Street, Westergate	Westergate	01243 543530	Yes	Yes	Filled sandbags supplied
Floodstop	15 Ellis Square Selsey Chichester http://floodstop-uk.co.uk/	Chichester	01243 201100	Hydrosacks Hydrosnakes		

14. Riparian Rights & Responsibilities

1. If you own land that is adjoining a watercourse or has one running through it, you are legally a 'riparian owner' and have certain rights and responsibilities. If you rent the land, you should agree with the owners who manages these rights and responsibilities.
2. If your land or boundary is next to a watercourse, it is assumed you own the land up to the center of the watercourse, unless it is owned by someone else.
3. You must let water flow through your land without any obstruction, pollution or diversion which affects the rights of others.

4. You are responsible for maintaining the bed and banks of the watercourse and the trees and shrubs growing on the banks.
5. Your property may include a watercourse that runs in a culvert. You have the same responsibilities for the upkeep of a culvert as if it was an open watercourse. You must keep any structures, such as culverts, weirs and gates, clear of debris.
6. You should keep the banks clear of anything that could cause an obstruction and increase of flood risk, either on your land or downstream.
7. You have the right to protect your property from flooding, and your land from erosion. However, you must get your plans agreed with the Environmental Agency before you start work.
8. You must accept flood flows through your land, even if these are caused by inadequate capacity downstream. However, a landowner has no duty in common law to improve the drainage capacity of a watercourse.
9. The Environment Agency booklet 'Living on the edge – A guide to your rights and responsibilities of riverside ownership' is available online through the EA website www.environment-agency.gov.uk or by ringing Floodline on 0845 988 1188

15. Recommended Protocol for dealing with a Flooding Emergency

1. In an emergency, it is recommended that if you are in doubt, it is best to over-react, then assess and stand down if necessary.
2. Always ensure that you do not put yourself in any danger.
3. Firstly, contact the Emergency Services (999 for emergency – 101 to warn of imminent danger).
4. Contact CDC Emergency Planning Officer
5. Contact fellow SPC members and arrange to meet at the FIC (village hall).
6. Contact the key holder for the most appropriate rest center and arrange for it to be opened.
7. Issue emergency Personal Protection Equipment and or Hi-Vis (PPE).
8. Assess the situation and agree a plan of action.
9. Liaise with all vulnerable people and properties that are in imminent danger of flooding.
10. Log all activities and communicate with fellow SPC members.