

FELPHAM POST OFFICE, 92 FELPHAM ROAD, FELPHAM, WEST SUSSEX. PO22 7PD.

ERECTION OF PROPOSED POP-UP SHOP

FLOOD WARNING STRATEGY

Introduction

It is proposed to erect a small timber “Pop-Up Shop” on the hard standing area to the front of Felpham Post Office.

This area is currently occupied by an existing telephone box and letter box.

The proposed Pop-Up Shop is approximately 2.2 metres x 2.0 metres in plan, is single storey, and has a pitched and felted roof and walls constructed with tongue and groove timber boarding.

Planning / Environment Agency

The Planning authority have advised that a Flood Risk Assessment is required for the development.

Information obtained from the Environment Agency “Flood Map for Planning” (enclosed) indicates that the site is in Flood Zone 2.

Use of Pop-Up Shop

The proposed Pop-Up Shop will be rented out to various local small businesses / entrepreneurs on a daily or weekly basis, and it will exhibit hand-made arts and crafts, jewellery, cup-cakes etc. in an effort to boost local trade and economy.

It is especially intended for local small businesses that cannot afford to rent retail premises on a permanent basis, and will be a place to advertise their wares and increase their client base and increase local awareness of their business.

The Pop-Up Shop is effectively an external space and is not physically linked to Felpham Post Office. It will be staffed generally by one person during normal working hours, and will be emptied and locked up overnight. There are no kitchen or welfare facilities within the Pop-Up Shop and no permanent heating, and so staff occupying this space will leave the Pop-Up Shop and use the facilities available to them in Felpham Post Office for hot water, for handwashing, for use of the W.C. etc.

No persons will be allowed to be within the Pop-Up Shop overnight or outside of normal working hours.

As the proposed development is very minor in nature and within Flood Zone 2, and the fact that the development is not classed as vulnerable, it is not considered that there will be any risk to person(s) who may be occupying the Pop-Up Shop.

Therefore it is proposed that a Flood Warning Strategy be put in place with appropriate evacuation procedures. This will be with reference to the Environment Agency's Standing Advice. It is anticipated that a Flood Risk Assessment would not be necessary for a minor development in Flood Zone 2 as long as an appropriate Flood warning Strategy is in place.

Flood Warning Strategy

1. The owner of Felpham Post Office will subscribe to Gov.uk flood warning alerts.
2. The owner of Felpham Post Office will appoint a designated person to take on the responsibility for alerting all staff should a flood warning alert be received, for the times when the owner is not on site.
3. If the owner is not on site and a flood warning alert is received, then they shall immediately contact the designated person at Felpham Post Office, who will then alert all staff as necessary.
4. The owner shall at all times keep a written register of all members of staff that are on the premises, including those within the Pop-Up Shop. This can then be checked in case of any emergency.
5. If a flood warning alert is received then Felpham Post Office and the Pop-Up Shop will be closed and the area evacuated to a pre-arranged designated place of safety.
6. Every member of staff that will use the Pop-Up Shop will have the flood evacuation procedure explained to them by the owner of Felpham Post Office prior to trading.
7. A hard copy of the Flood Evacuation Procedure shall be displayed in a prominent position in Felpham Post Office and another copy within the Pop-Up Shop.