

# PILTON PARISH COUNCIL

## Flooding Working Group (FWG) Terms of Reference

### **Purpose:**

To seek to mitigate flooding: by providing advice, help and support to parishioners in preparation for and during flood events and to recommend to Pilton Parish Council (PPC) any requirements to action these.

### **A - Responsible for:**

1. Implementing the decisions of PPC that relate to the FWG
  - a. Annual review of PPC's Flood Plan and submitting it to PPC for adoption; and if necessary, undertaking an interim review if : –
    - i. following a flood, changes are required before the next annual review; and/or
    - ii. a statutory authority advises that changes be made immediately.
2. Liaising with relevant statutory authorities in order to fulfil its responsibilities, including to encourage and facilitate inspections of waterways, drains and culverts and to actively lobby to resolve flood risks.
3. Liaising with PPC to communicate relevant information to parishioners through media such as PPC's website, noticeboards and social media pages.
4. Identifying owners of properties within the parish at risk of flooding and, in accordance with GDPR principles, maintaining a database to be updated annually of those who wish to be kept informed specifically on flooding-related matters.
5. Establishing a system of communication with
  - a. owners of properties within the Parish at risk of flooding;
  - b. parishioners to inform them of FWG activities and to encourage their participation as and where possible.
6. Obtaining historical information relating to flooding and the environment, past remedial works and communications with statutory authorities and other relevant matters.
7. Monitoring regularly the parish's flood mitigation measures (drains, culverts, watercourses and ditches) to check they remain properly effective.
8. To consider the need for, and produce, if approved, a Flood Plan for approval by the PPC. This Plan should as far as possible be based on best practice and consider the feasibility of resources necessary to be effective.
9. Maintaining custody of the equipment set out in PPC's Flood Plan and monitoring its condition.

### **B - Membership:**

1. At least one Parish Councillor, who will be nominated by PPC at the Annual Council meeting.
2. Non-councillors may be invited to join the FWG by PPC at any time or at the Annual Council meeting, to provide relevant knowledge and expertise.
3. Quorum shall be three or one third of the membership, whichever is greater.
4. Membership of the FWG may be changed at any meeting of PPC.

### **C - Meetings:**

1. Meetings will normally be quarterly but can be held more frequently if required.
2. The first meeting of FWG shall nominate a Chair and a note taker.
3. The FWG is a non-decision making body however decisions can be made by consensus or by majority of those appointed members present prior to referring proposals to Full Council for approval.
4. All recommendations will be referred to the PPC Clerk for approval by PPC.