

**NOTES OF MEETING - FLOODING ADVISORY COMMITTEE (FAC)**  
**Monday 21<sup>st</sup> October 2019 at 4.00pm (revised 31<sup>st</sup> October 2019)**  
**Held at: Baltimore, Chinham Road, Bartley, SO40 2LF**

**Attendees : John Goodwin (Chairman), Lady Kara Hawks, Graham Chillcott  
and, as an observer, Sylvia Wiggins**

**1. Introduction**

All members of the FAC welcomed Sylvia Wiggins to the meeting as an observer.

**2. Revisions of Proposed Terms of Reference (ToR)**

The FAC considered the comments (blue) and changes (green) proposed by the Clerk to the ToR prepared at the last FAC meeting on Thursday 3<sup>rd</sup> October 2019.

Following an item-by-item consideration, the FAC's produced their proposed ToR .

It was agreed by the FAC that these revised proposals should be sent to the Clerk for his consideration and comment before being finally issued for circulation to all Councillors and considered at the next Council meeting. It was also agreed that a sheet of the contemporaneous comments made at the meeting is also prepared to assist in the understanding of the FAC conclusions.

The FAC re-considered their proposed ToR's all the Clerk's comments/observations were included and the Final ToR's are as shown appended.

The FAC therefore propose that the ToR's are presented to the Council meeting on 12<sup>th</sup> November 2019 for adoption.

**3. Invitation to another councillor to become a member of the FAC**

The FAC agreed to ask Sylvia Wiggins to join them.

As Sylvia was present at the meeting as an observer, she confirmed her willingness to join the FAC, subject to final confirmation at the next Council meeting.

The Clerk is to be requested to add this proposal to the agenda for 12<sup>th</sup> November 2019 Council meeting.

**4. Flooding Risk Maps**

The Chairman presented plans received in November 2011 giving an overview for general information of the "at-risk" area within the Parish. A copy is attached.

**5. Date of next meeting**

The previously agreed date of Thursday 14<sup>th</sup> November 2019 at 2.00 pm was confirmed. The main topic will be a review of the Copythorne Village Flood Report received today, together with the items already noted being:

- Progress on HCC Flood Report(s)
- Draft Parish Flood Plan, and
- Update/Consideration of Local Flooding Issues

Report to be presented to 10<sup>th</sup> December 2019 Council meeting.

**Circulated to: Clerk to the Council - for circulation to all Councillors – 4<sup>th</sup> November 2019**

**Flooding Advisory Committee (FAC) – Proposed Terms of Reference (ToR)**

**Aim**

The aim of the Flooding Advisory Committee is to advise, oversee and make recommendations to the Council on flooding issues within the Parish of Copythorne, working in conjunction with the appropriate authorities to identify and mitigate flooding issues.

**Responsible for**

1. Preparing a new Copythorne Parish Flood Plan and submitting it to the Council for adoption.
2. Annually reviewing Copythorne Parish Council's Flood Plan and submitting it to the Council for adoption.
3. Ensuring that the Council has as much historic information as possible in its records and make this information available for viewing on a dedicated section of the Parish Council's website; ensuring that all information freely available for viewing meets GDPR requirements.
4. All flooding issues within the Parish that are not the result of highway or private drainage/sewerage related maintenance issues. This would generally concentrate the Flooding Advisory Committee's activities to land and ordinary watercourses within the vicinity of designated main rivers.
5. Ensuring advice is available through such media as the Council's newsletter, website and noticeboards, to inform property and land owners of their obligation, rights and responsibilities.
6. Ensuring that members of the Flooding Advisory Committee, details of whom can be found on the Council's website at: <https://www.copythorne.org.uk/committee-representation/#working> are, within the limits of them being non-expert members of the local community, available to contact for assistance. For information, signposting and advice on non-emergency flooding matters contact should always initially, where possible, be made to the Clerk to the Council.
7. Working and liaising with all appropriate and competent authorities to ensure regular inspection of main rivers and critical watercourses.
8. Providing a schedule of works for the Parish Lengthsman to potentially mitigate the risk of flooding and submitting it to the Council for approval.
9. In accordance with GDPR principles, maintaining a database to be updated annually of parishioners who wish to be informed specifically on flooding related matters. This database and the GDPR consent forms will be held by the Clerk to the Council.

**Members**

- Voting Membership of the Flooding Advisory Committee shall comprise ~~three~~ four Councillors elected at the Annual Parish Council Meeting each May.
- The voting members of the Flooding Advisory Committee will elect a Chairman annually.
- Membership of the Flooding Advisory Committee may be changed at any Council meeting.
- Councillors may be co-opted to join during year if authorised by Council.
- Non-Councillors may be invited to join the Flooding Advisory Committee. These persons do not have a right to vote or to move or second a motion.
- ~~Two~~ Three voting members shall constitute a quorum for meetings.

## **Meetings**

- Are to be held in such locations that are legal and practical for members to attend and that result in minimal financial burden on the Council.
- The Flooding Advisory Committee will meet on a quarterly basis but can also be convened to deal with flooding incidents or specific matters as necessary.
- As an Advisory Committee public notice of meetings or public admission to Flooding Advisory Committee meetings is not required.
- Agendas are to be distributed by the Chair of the Flooding Advisory Committee at least five days prior to any meeting to all its members and to the Clerk of the Council. The Clerk is to distribute a copy within three days of the meeting to all Councillors who are not members.
- As an Advisory Committee full minutes of meetings are not required. The Chair of the Flooding Advisory Committee is however required to forward to the Clerk of the Council notes of its meetings within five days of any meeting. These will then be distributed to all Councillors for their information within seven days of the meeting.

## **Decisions and Delegated Powers**

- The Flooding Advisory Committee is constituted to implement the decisions of the Council as specifically identified in its Terms of Reference and may only use resources as delegated by the Council. The Flooding Advisory Committee has no mandate to make decisions on behalf of the Council.

## **Reporting to Council**

- The Chair of the Flooding Advisory Committee must submit to the Clerk of the Council any report arising from its meetings that concludes with recommendations to be considered by the Council.
- The Chair of the Flooding Advisory Committee must submit to the Clerk of the Council any report arising from its meetings that includes recommendations to Council in accordance with Standing Order 9 ("Motions for a meeting that require written notice to be given to the Proper Officer").
- Clear and concise recommendations are required at all times to avoid ambiguity in the motions to the Council to ensure that the intention of the resolution is conveyed to the members for them to vote.

**Note:** Amended to show FAC has four members which is a recommendation going to 12<sup>th</sup> November meeting.

**Circulated to:** Clerk to the Council: for circulation to all Councillors

**From:** John Goodwin, Thursday 31<sup>st</sup> October 2019

***Copythorne Flood Risk***

**APPENDIX 3**

