

NOTES OF MEETING - FLOODING ADVISORY COMMITTEE

Thursday 3rd October 2019 at 2.00pm

Held at: Baltimore, Chinham Road, Bartley, SO40 2LF

Attended by: John Goodwin (Chairman), Lady Kara Hawks, Graham Chillcott

Numbering of items as on issued agenda

1. Introduction: The adopted role of Advisory Committees

It was respectively suggested that the Clerk of the Council give consideration to the following amendments to the overriding, already adopted, documentation:

- a. In subsection c. the bracketed (as far as are permitted under 4 (c) above) is omitted; and
- b. The various references to the Council, the Full Council, the full Council, the Parish Council etc are standardised to "the Council".

2. Flooding Advisory Committee: Aim

The aim of the Committee is as set out on the attached Appendix.

3. Flooding Advisory Committee: Responsibilities

The responsibilities of the Committee are as set out on the attached Appendix. It is proposed that these are numbered to assist "that progress against Terms of Reference may be noted".

4. Flooding Advisory Committee: Members

The members of the Committee are as set out on the attached Appendix.

5. Flooding Advisory Committee: Meetings

The meetings of the Committee are as set out on the attached Appendix.

6. Flooding Advisory Committee: Decisions and Delegated Powers

The decisions and delegated powers of the Committee are as set out on the attached Appendix.

7. Flooding Advisory Committee: Reporting to Council

The reporting to Council of the Committee is as set out on the attached Appendix.

8. Review of Flooding Update on parish website

Not considered at this meeting.

9. Date of next meeting and items to be considered by flooding advisory committee

Thursday 14th November, 2.00pm at Baltimore, Chinham Road, Bartley, SO40 2LF.

Proposed agenda items to include:

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

Report to be presented to 10th December 2019 Council meeting.

Circulated to: David Rigby, Clerk to the Council – for distribution to all Council members
From: John Goodwin, Monday 7th October 2019

Appendix to Notes of Meeting

Flooding Advisory Committee – Proposed Terms of Reference

Aim

The aim of the Flooding Advisory Committee is to advise, oversee and make recommendation 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 the latest data protection 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 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 newsletter, website and noticeboards, to inform property and land owners of their obligation, rights and responsibilities.
6. Ensuring named councillors are available for parishioners to contact in times of emergency for advice.
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. Maintaining a database of parishioners who wish to be updated specifically with flooding related information, to be updated annually.

Members

- Voting Membership of the Flooding Advisory Committee shall comprise three Councillors elected annually by the Council at the Annual Parish Council Meeting in 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 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 meetings is not required.
- Agendas are to be distributed by the Chair of the Flooding Advisory Committee at least three days prior to any meeting to all its members and to the Clerk of the Council who is to distribute a copy prior to 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 a record of discussions at its meetings within seven days of any meeting which will then be distributed to all councillors for their information.

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 the 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 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 on.

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