

COPYTHORNE PARISH COUNCIL

Flooding Working Group - Draft Terms of Reference

1. Authority

The working group is appointed by and is solely responsible to Copythorne Parish Council. The group's duties are defined and agreed by the Main Council who may vote, at any time, to modify the working group's terms of reference. The working group will meet quarterly but can also be convened to deal with flooding incidents as they occur at the request of the Clerk or any group member.

2. Membership

All members of the working group will be elected Councillors. The working group will consist of no fewer than three elected Councillors. At its first meeting, it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting. A quorum at the working group meetings will consist of no fewer than **two elected members**.

3. Notice of meetings

Meetings of the working group shall be called by the Chairman. For the working group meetings, notice of that meeting confirming the venue, time and date together with an agenda of items to be discussed and copies of any relevant working group papers, shall be forwarded to each member of the group no fewer than three clear working days prior to the date of the meeting.

4. Record of Proceedings

Minutes will be prepared to record the group's discussions and decisions and will be circulated, by the Clerk, to all Councillors for consideration at the next Council meeting. The minutes will be published on the Parish Council's website. A date for the next meeting will be agreed..

5. Responsibilities

The working party's purpose is to identify and clarify flooding issues within the Parish of Copythorne and seek/ recommend ways to mitigate/solve these issues in conjunction with the appropriate agencies.

The working group will have the following specific duties: -

- a) To prepare a new Parish Flood Plan.
- b) To ensure that the Parish has as much historic information as possible in its records and make this information available for viewing on a dedicated section of the Parish website.

- c) To limit the group's area of flooding involvement to that related to the properties, land and watercourses neighbouring designated main rivers within the Parish being specifically:
- Chinham Road and Shepherds Road, Bartley,
 - Old Romsey Road, Cadnam, and
 - Pollards Moor Road and Romsey Road, Cadnam.
- d) To annually review and update as necessary the Parish Flood Plan to ensure that all information is current.
- e) To prepare, and annually review, a programme of works for the Parish Lengthsman.
- f) To advise property and land owners of their rights and responsibilities.
- g) To have named councillors for parishioners to contact in times of emergency for advice.
- h) To work and liaise with the appropriate competent authorities to ensure vulnerable water courses are regularly inspected and maintained.
- i) To seek a budget to enable any necessary plans and other Parish specific documentation to be prepared.
- j) To maintain a database of parishioners/residents who wish to be updated specifically with flooding related information.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Prepared at the meeting held on 25th June 2019

attended by Councillors:

- John Goodwin
- Lady Kara Hawks
- Graham Chillcott