

COPYTHORNE PARISH COUNCIL

A meeting of the Flooding Committee was held via Zoom Video Conference on Wednesday January 20th 2021 starting at 10am.

Members: Cllrs. Graham Chillcott (Chair), John Goodwin, Lady Kara Hawks, Sylvia Wiggins
Observer: Mr. David Rigby – Clerk and RFO

A G E N D A (with DRAFT notes of discussion)

1. Apologies for absence.

None

2. Declarations of Interest

Cllrs Goodwin, Hawks & Wiggins

3. Review of notes of previous meeting (October 28th 2020).

All present were happy that the notes of the previous meeting accurately reflected the discussions (Proposed SW, Seconded LK, all members in favour)

4. Review of Work programme for Flooding Advisory Committee for year ending April 2021.

- **1.) Consider way ahead on HCC Flood Report Draft Issue 2 (ALL)**
Members felt that we have waited long enough for this report to be issued in “final” form and remain concerned that there are factual inaccuracies within the report.
* ACTION – JG to confirm date that the first draft of this report was received.
* ACTION – Clerk, once JG has supplied details, to then e-mail County Cllr. Edward Heron asking him to ask the HCC F&WM Team what is delaying the finalising of the report and ask when it will be completed and available for publishing.
- **2.) Preparation of a new Parish Flood Plan 2021 (JG)**
This item will be discussed in more detail under Item 7 on today’s agenda
- **3.) Preparation of a schedule of works and then monitor said works on flood mitigation being undertaken by the Lengthsman (GC)**
This item will be discussed in more detail under Item 6 on today’s agenda
- **4.) Monitor works being undertaken by relevant authorities in inspecting main rivers and critical watercourses (DR)**
The Clerk advise members that he had sent e-mails to both the Environment Agency (“EA”) and Highways England (“HE”) requesting details of their inspection regimes. EA had yet to respond. HE advised on Nov 23rd that a response was provided to JG by their drainage team about the works raised in the parish. JG advised that this information was provided to him as he was “dealing with it for adjoining owners”
* ACTION – Clerk to chase both EA and HE for the required information and report to members.
- **5.) Investigate historic flooding in Old Romsey Road (LK to research)**
GC advised that he had visited the large culvert under the motorway at the back of the “Sir John Barleycorn” (photo sent to members by GC) although it is unlikely to have any impact on this issue. The Clerk advised that he had e-mailed the Environment Agency (“EA”). JG mentioned that he had asked the Clerk to try and find items of correspondence on this issue dating back to 2006.
*ACTION - Clerk to find and circulate the photo of the culvert taken by GC
*ACTION - Clerk to continue search for correspondence referred to above.
*ACTION - Clerk to chase e-mail sent to EA contact regarding what has happened since 2003.
- **6.) Investigate Pollards Moor Road, Electric Poles blocking drainage (JG)**
JG advised that meeting was held with Scottish & Southern Energy Networks on Dec 2nd 2020 who feel that the poles do NOT go through the drain and that a more detailed meeting is planned for February 24th 2021
* ACTION – JG to report outcome of Feb 24th meeting to Flooding AC members.

- **7.) Investigate the recent flooding issues in Southampton Road and Old Lyndhurst Road Cadnam (GC to lead)**

The Clerk advised that in response to drainage issues raised by GC with HCC Highways in October 2020 some inspection/investigation work is to be undertaken by HCC at the end of January 2021.

* ACTION – GC to follow up on the HCC Enquiry reports once work undertaken to establish what HCC Highways have discovered.

- **8.) Respond to new Flooding issues in the Parish as they arise (ALL)**

Continues to be a watching brief.

- **9.) Specific Drainage Issues**

a. Pound Lane Drainage – Concluded, can be removed from list.

b. Shepherds Road Drainage – Clerk sent letter to relevant property on Dec 14th 2020.

*ACTION – Clerk to write again and ask property owner to acknowledge receipt.

c. New Inn Rd/Oakfield Rd ditch – HCC chased for outcome of previous inspection.

*ACTION – JG will contact HCC for an update on this issues first raised nearly a year ago.

*ACTION – Clerk to maintain tracking of this item since reported by JG

d. New Inn Rd/Rockram Close ditch – No problems have occurred since work undertaken.

e. Barrow Hill Road surface water issues – GC continues to deal with this issue.

GC advised that we still await the F&WM Team at HCC to send “riparian responsibilities”.

JG suggested that Parish Council should undertake this task.

GC suggested that we should asked County Cllr. Edward Heron to chase F&WM Team.

*ACTION – Clerk to contact Edward Heron to chase the promised letters.

*ACTION – JG to share correspondence from NFNPA relating to Barrow Hill Road

f. Petrol station – Broken gully – HCC have passed work to contractor. Removed from list.

g. Pollards Moor Rd electric poles – See item 6 above

h. Pollards Moor Rd verge condition & water on pavement – Clerk chasing HCC to resolve.

*ACTION – Clerk to continue monitoring repairs etc with HCC and subsequent work.

*ACTION – Clerk to provide GC with reference number for latest report to HCC

5. Discussion on the provision of sandbags and associated “sandbank” in the Parish in times of emergency.

It was felt that there had been some confusion amongst members as to the extent of the Flooding Advisory Committee’s plans with regards to this subject. After discussion it was agreed that the role of the Parish Council should be limited to providing a location where “in the event of a declared emergency” HCC could arrange for sandbags to be delivered to for subsequent distribution.

* ACTION – Clerk to contact the “Emergency Planning Team” at HCC to ask whether they would be willing to undertake such activity.

6. Review of FAC work programme for the Lengthsman.

The Clerk advised that the Lengthsman had undertaken ditch checking/removal of rubbish etc. and – where required – grip re-instatement along Pound Lane, Barrow Hill Road & Shepherds Road. It was felt that similar work should also be undertaken around Beechwood & Brockishill Roads. Bartley River through the “Forestry Commission” land nearby should also be checked.

JG also asked Clerk to re-issue the details of what “white railings” had been worked on previously by the Lengthsman so that others found could be added.

* ACTION – Clerk to check budget remaining and instruct Lengthsman to undertake the additional tasks mentioned above.

* ACTION – Clerk to reissue the report to council detailing the “white railings” worked on.

7. Update of the Parish Flood Plan Leaflet 2021.

JG left the meeting briefly. LK asked what was being considered as she hadn’t seen anything. The Clerk advised that late afternoon on the day before the meeting JG circulated a paper suggesting possible changes to the 2020 version. Unfortunately, not all members had seen the report so GC asked that the Clerk re-issue it on JG’s behalf to allow members to review the suggestions and discuss the 2021 revision at our next meeting. The Clerk also suggested that a link to a “Personal Flood Plan” on the Environment Agency website might also be added to the Parish Flood Plan leaflet.

* ACTION – Clerk to re-circulate JG’s paper and provide members with details of the Personal Flood Plan.

8. Discussion on Boldre Parish Council Reporting Model

JG had picked up on how Boldre Parish Council tracks outstanding issues reported to HCC and has held a conversation with their Clerk about the task. He asked whether our Clerk could do the same. Some members queried what this item related to as they had seen no details. The Clerk reported that he had also spoken to his fellow Clerk who advised that the task - as set - is very time consuming; he hadn't updated the list for some time; and was now only tracking a "Top 5" in such detail. I likewise feel that this deepening of outstanding issue tracking would prove too time consuming if all items reported were to be treated in this manner.

*ACTION – As not all members had seen the e-mail from JG about this matter, Clerk to send to all.

*ACTION – Members to consider how this suggestion could best be implemented.

9. Discussion on surface water and riparian responsibility issues in Kewlake Lane (HCC Enquiry 21534946).

GC introduced this item which had been raised with him by a local resident. GC advised that he had reported concerns about the road conditions to which HCC had replied "No maintenance required". He feels that we raise the reply from HCC with County Cllr. Edward Heron for his comments. LK asked for details of the correspondence between GC and the resident. JG asked if there were any HCC Highways drains either side of Kewlake Lane whilst noting that a nearby "field drain" was marked on the Ordnance Survey map.

* ACTION – Clerk to ask HCC Highways/F&WM Team (with County Cllr. Edward Heron on copy) if they have any records of HCC Highways Assets in the Kewlake Lane/Cadnam Lane.

10. Discussion of other matters relating to the Aims and Responsibilities of the Flooding Advisory Committee.

JG asked if the Flooding AC's first "Term of Reference" should be removed now that a Parish Flood Plan was in place. The Clerk advised that this wasn't an urgent need and could be dealt with when the ToR needed reviewing in general.

JG asked if the correspondence that the Clerk was trying to track down relating to the historic flooding in Old Romsey Road (see item 4(5) above) could be an agenda item at the next meeting.

LK asked if she could have details of the e-mails sent to EA by the Clerk regarding flooding in the Old Romsey Road area could be provided to her so that she could contact them as an individual affected by the issue.

*ACTION – Clerk to provide details of e-mails sent to LK as requested.

It was agreed that an update on "Action Points" from meetings should be sent out to members one month after the meeting.

11. Agree date for next meeting.

Thursday March 25th 2021, 10am

Meeting ended at 12.10pm

Copythorne Parish Council – Flooding AC Meeting – January 20th 2021

Item 3 – Review of notes of previous meeting (October 28th 2020)

COPYTHORNE PARISH COUNCIL

A meeting of the Flooding Advisory Committee was held via Zoom Video Conference on Wednesday October 28th 2020 starting at 10am.

Members: Cllrs. Graham Chillcott (Chair), John Goodwin, Lady Kara Hawks, Sylvia Wiggins

Observer: Mr. David Rigby – Clerk and RFO

A G E N D A (with notes of discussion, actions and updates on actions)

1. Apologies for absence.

None

2. Declarations of Interest.

None

3. Review of notes of previous meeting (July 23rd 2020)

All present were happy that the notes of the previous meeting accurately reflected the discussions.

4. Review of meeting with Vicki Westall (HCC F&WM Team) on September 10th 2020. Using GC's Report on the Event dated 11th September 2020 as a basis for the review.

GC read through the review. JG suggested that in the "Brief Discussion on Flooding Report" paragraph the words "*Copythorne Parish catchment area*" be replaced with "*Copythorne village area*" and a plan be attached to the report. It was also agreed that the third bullet point in the "Wash Up" section be changed from "*FAC to recommend to the full Council, to give residents in known flooding hotspots sandbags and roadside "Flood Warning" signs*" to "*FAC to work with HCC/NFDC to identify a suitable location within the Parish where – in the event of a declared flooding emergency – sandbags could be collected from*". Subject to these changes are members were happy that the review be presented to Council as a report on 10/11/20.

5. Review on progress towards providing HCC F&WM Team and Highways with the information they have recently requested.

GC talked through the review. All members were happy with progress.

6. Review of Work programme for the Flooding Advisory Committee for year ending March 2021:-

- **1.) FAC members to consider and then further discuss the recent HCC Flooding report at the July FAC meeting with a view to convening a meeting with HCC staff later in the year (ALL)**

Members wanted to know when the report will be finalised and published by HCC. JG unhappy that report contains some inaccuracies, GC would prefer to “take issue” with points once report is published by HCC

* ACTION - Clerk to ask the HCC F&WM Team when they expect the report to be finalised and published.

** UPDATE – The Clerk has asked this question a number of times and is awaiting a response.

- **2.) Preparation of a new Parish Flood Plan 2021 (JG)**

* ACTION - Clerk to ask the new HCC F&WM Team Project manager what extra info could be included to improve the existing Plan

** UPDATE – The Clerk has asked this question and the HCC F&WM Team made no suggestions

- **3.) Preparation of a schedule of works and then monitor said works on flood mitigation being undertaken by the Lengthsman (GC)**

* ACTION – Clerk to arrange for Lengthsman to “walk the main parish watercourses & clear any obstruction.

** UPDATE – The Clerk has instructed the Lengthsman who has “walked” Pound Lane, Barrow Hill Road & Shepherds Road.

- **4.) Monitor works being undertaken by relevant authorities in inspecting main rivers and critical watercourses (DR)** JG suggested that specific issues related to individual properties be treated as a separate item on the FAC Work programme (as a new Item 9), leaving this topic to cover just the main rivers & critical watercourse. With regards to the “Monitor works” we need to ask the Environment Agency (“EA”) when the last - and when will they next - inspect the Main Rivers. Additionally we need to find out similar information in relation to Highways England’s (“HA”)

* ACTION – GC to create a new item 9

** UPDATE – GC has created an new item 9

* ACTION – Clerk to contact EA & HA to ask the questions detailed above.

** UPDATE – The Clerk has contacted the Environment Agency and awaits a response. The Clerk has contacted Highways England who advised him that a response was provided by their drainage team about the works raised in the parish.

- **5.) Investigate historic flooding in Old Romsey Road (LK to research)**

LK when through her report. JG suggested that the FAC should produce a “Hit List” of the things we want the EA to deal with (including inspection regime). GC suggested we should use the issues of Old Romsey Road as a way of building contacts with the EA.

* ACTION - JG to provide Clerk with details for the EA contact and the references for the reports.

** UPDATE – This action has been completed.

* ACTION - Clerk to then e-mail EA contact and ask what has happened since 2003.

** UPDATE – The Clerk has contacted EA regarding the 2002 Halcrow report and awaits a response.

- **6.) Investigate Pollards Moor Road, Electric Poles blocking drainage (JG)**

JG is meeting on Dec 2nd 2020. Clerk asked for details, JG advised dealing with matter outside of the Parish Council. GC responded that as this was a FAC work items details should be supplied, which JG agreed to do.

* ACTION – JG to keep FAC updated with progress.

** UPDATE – JG advises that a meeting held on site on December 2nd 2020. Next meeting programmed for February 24th 2021

- **7.) Investigate the recent flooding issues in Southampton Road and Old Lyndhurst Road Cadnam (GC to lead)**

Recent issues in this area discussed and report monitoring continues. Whether HCC or residents need to take action will need to be understood. JG suggested that the recent problems in this area would be a good case study.

- **8.) Respond to new Flooding issues in the Parish as they arise (ALL)**

Continues to be a watching brief.

- **9.) Specific Drainage Issues**

Various current issues (previously under Item 4 on the Work Programme) and others discussed.

* ACTION – GC to add additional issues to the new Item 9 on the work programme

** UPDATE – GC has added additional items

7. Discussion of Brockenhurst Parish Council's proposed action plan for Flooding in their parish

JG introduced a report which detailed the actions taken within the Parish Of Brockenhurst to mitigate potential flooding issues.

* ACTION - GC will speak to the Brockenhurst resident who led this work to see what he did and how.

** UPDATE – Via details provided by the Brockenhurst PC Clerk, the Clerk has spoken to the "Brockenhurst resident" and discussions are ongoing.

* ACTION – Clerk to talk to Brockenhurst PC Clerk regarding how their Lengthsman was involved with this work.

** UPDATE – The Clerk has spoken to the Brockenhurst PC Clerk who advises that the work undertaken by the Lengthsman for that parish is similar to those undertaken by ours.

8. Discussion of other matters relating to the Aims and Responsibilities of the Flooding Advisory Committee

None

9. Agree date for next meeting

January 20th 2021, 10am

Copythorne Parish Council – Flooding AC Meeting – January 20th 2021

Item 4 - Review of work programme for FAC for year ending April 2021

Action Number	Description	Task Owner	Start Date	Completion Date	Current Action	Notes
1	Consider way ahead on HCC Flood Report draft issue 2	All	July	tba	Clerk to set up meeting with HCC representatives	
2	Prepare new Parish Flood Plan for 2021	Cllr. Goodwin	July	tba	Awaiting feedback after recent release of 2020 Plan	All members to read new Flood Risk Leaflet from HCC
3	Preparation of Schedule of Works & Monitoring of Works on Flood Mitigation by Lengthsman	Cllr. Wiggins	July	tba	Prepare schedule	See attached schedule
4	Monitor works being undertaken by Authorities in Inspecting Main Rivers and Critical Watercourses	Clerk	Nov	tba	Clerk to contact EA & HA to obtain details of their inspection regimes and report to Council	
5	Investigate historical flooding in Old Romsey Road	Cllr. Lady Kara	July	tba	To research the history of the problem	Culvert under M27 behind Sir John Barleycorn photo taken by Cllr. Chillcott
6	Investigate Pollards Moor Road, Electric Poles blocking drainage	Cllr. Goodwin	July	tba	To research the history of the problem	First reported 25 years ago
7	Investigate recent flooding issues in Southampton Road & Old	Cllr. Chillcott to lead	Sept	tba	Requests made of HCC Highways to deal with issues reported in respect of certain Highways assets.	Items listed on Clerks database

	Lyndhurst Road, Cadnam					
8	Respond to new Flooding issues in the Parish as they arise	All	July	Tba	Watching brief	
9	Specific Drainage Issues	All	January		David to continue to monitor live events and report to Council	<p>a. Pound Land drainage issue (DONE)</p> <p>b. Shepherds Road drainage issue (WATCHING BRIEF)</p> <p>c. New Inn Rd/Oakfield Rd ditch and broken pipe. (21481011) Update required</p> <p>d. New Inn Road/Rockram Close blocked ditch (21475318)</p> <p>e. Barrow Hill Road, surface water flooding and drainage issues (e-mail 13/10/20 15.30 refers)</p> <p>f. Damage gully next to Filling Station in Romsey Road (21533842).</p>

						<p>g. Pollards Moor Road electric poles.</p> <p>h. Pollards Moor Road condition of verge at Romsey Road end, after Southern Water tanking exercise last month</p>
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Updated Cllr Chillcott – 5th Jan 2021

Copythorne Parish Council – Flooding Advisory Committee – Wednesday 20th January 2021

Item 7: Update Parish Flood Plan - Proposal for Update of Website Page – Flooding

The following updates are proposed by John Goodwin, for consideration at the above meeting:

Keep Front Page the same except to change date to: 2021 UPDATE

Page 1: INTRODUCTION

- iii. Made full section bold
- vii. Link/highlight parishclerk@copythorne.org.uk
- viii. Add Cllr Graham Chillcott to top as Chairman & move Cllr John Goodwin to end.

Link available is working correctly to relevant information

Page 2: KNOW YOUR FLOOD RISK

- In “The results are an indicator if an area’s flood risk.....” Change “if” to “of”

Link shown is working correctly to relevant information

Pages 3 & 4 – FLOOD WARNING INFORMATION

Link shown is working correctly to relevant information

Page 5: TYPES OF FLOODING

- Section 2: change “the area of Copythorne Parish Council arises” to “the Parish of Copythorne arises”

TYPES OF WATERCOURSES

- Final paragraph: add “are” between “watercourses” and “designated”
- And also: after land, add the word “and”

The final paragraph therefore now reads:

All other watercourses are designated as being ordinary watercourses, whether on public or privately owned land, and come under the regulation of the Lead Local Flood Authority (LLFA) which is Hampshire County Council.

Page 6: A WATERCOURSE NEAR TO OR ON YOUR PROPERTY – RIPARIAN RESPONSIBILITIES

- Add after Section 2: a new Section 3.

Hampshire County Council have HCC – Have produced a useful video (available via the following “YouTube” link) on [riparian responsibilities](#)

- As a consequence renumber 3. To 4. and 4. To 5. Link shown is working correctly to relevant information

Page 6: FURTHER INFORMATION

Both links shown is working correctly to relevant information

- Remove last bullet point as NFDC no longer refer to or give advice on the use of sandbags.

BACK PAGE

All five contact websites and telephone check and correct except for the Southern Water contact telephone number which should be changed to: 0330 303 0368

Prepared and Circulated by John Goodwin – Tuesday 19th January 2021