

CROSCOMBE PARISH COUNCIL

Croscombe Flood Group (CFG) 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 Croscombe Parish Council (CPC) any requirements to action these.

To be aware of environmental issues across the parish with particular attention to the River Sheppey and to recommend to CPC any actions arising to maintain the health of the environment.

A - Responsible for:

1. Implementing the decisions of CPC that relate to the CFG
 - a. Annual review of CPC's Flood Plan and submitting it to CPC 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 CPC to communicate relevant information to parishioners through media such as CPC'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 CFG 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. Maintaining custody of the equipment set out in CPC's Flood Plan and monitoring its condition.
9. Establishing an action plan for flood issues and encouraging the engagement of parishioners in the care of the environment.

B - Membership:

1. At least two Parish Councillors, who will be nominated by CPC at the Annual Council meeting.
2. Non-councillors may be invited to join the CFG by CPC 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 CFG may be changed at any meeting of CPC.

C - Meetings:

1. Meetings will be held annually and otherwise as required.
2. The first meeting of CFG shall nominate a Chair and a note taker.
3. Notes will be taken at each meeting and a copy passed to the Clerk for the record and forwarding to councillors.
4. All members may vote.
5. All decisions will be referred to the CPC Clerk for approval by CPC.