



## Flood & Emergency Group Terms of Reference

Membership numbers of the Flood & Emergency Group are not limited but are subject to a minimum of 5 members. Members of the community may be co-opted to serve on the committee.

The quorum for a meeting of the group shall be 3 members.

The primary objectives of the group are to:

- Work with the Environment Agency and other relevant organisations to minimise the risk of flooding in the parish.
- Ensure there is an Emergency Plan in place for the parish and to facilitate the implementation of that plan during an emergency event in the parish.

To fulfil this objective the group shall undertake the following roles:

1. To monthly monitor ground water levels along the valley and publish that information.
2. To liaise with HCC, the Environment Agency, Hampshire & Isle of Wight Wildlife Trust and any other relevant organization on required work on the Bourne Rivulet.
3. To annually review maintenance of all grips, ditches and drains and co-ordinate with Hampshire Highways, the parish lengthsman and riparian owners on carrying out necessary maintenance.
4. To annually review the Emergency Plan, ensuring that it is up to date.
5. To gather and hold information on any vulnerable residents that may need additional assistance in the event of any emergency incident.
6. To recruit, train and manage volunteer flood wardens.
7. To attend multi-agency emergency planning events.
8. To be the first point of liaison for responding agencies in the event of an emergency incident.
9. To coordinate the "warning and informing" of parishioners of any impending emergency incident.
10. To provide the Responsible Financial Officer with written estimates of any expenditure it wishes/expects to incur in the coming year no later than 30 September so that they be incorporated into the annual budget.