

## KNIGHTON COMMUNITY MEETING

TUESDAY, 22 NOVEMBER 2016

Overdale Junior School, Eastcourt Road, Knighton, Leicester, LE2 3YA

Present:

Councillor Grant (Chair)

Councillor Gugnani

Councillor Dr. Moore

<b>NO</b>	<b><u>ITEM</u></b>	<b><u>ACTION REQUESTED AT MEETING</u></b>
40.	<b>INTRODUCTIONS</b>	Councillor Grant, Chair for the meeting, welcomed everyone and led the introductions.
41.	<b>APOLOGIES FOR ABSENCE</b>	Received from Chris Bramley-Brown (City Warden).
42.	<b>ACTION LOG</b>	The Action Log from the meeting held on 6 September 2016 was received and noted.
43.	<b>CITY WARDEN</b>	A leaflet containing an update on the City Warden service for Knighton Ward is attached to the Action Log for information.
44.	<b>POLICE UPDATE</b>	<p>PC Emma Jayne was present. Residents were asked what information for the area they would like to be brought to future meetings.</p> <p>Residents requested:</p> <ul style="list-style-type: none"><li>• Indication on what crime was happening and outcomes;</li><li>• Trends, e.g. vehicle break-ins;</li></ul> <p>All to note:</p> <ul style="list-style-type: none"><li>• The Police were now based at Wigston, but there would be no change to policing in the area;</li><li>• 999 response officers were still based at Euston Street;</li><li>• Police to be called with incidents of ASB (in reference to Knighton Park pavilion building);</li><li>• The Police had received reports of rogue traders and asked residents to be aware, particularly the elderly;</li><li>• Residents to call 101 if not an emergency;</li><li>• Parent parking at schools was an issue.</li></ul> <p>Obstructions were short lived but there were</p>

		<p>safety implications, repeated outside schools across the city. People have been named and shamed by the police and written to;</p> <ul style="list-style-type: none"> <li>• Speed tests done before the summer holiday had shown issues on Shanklin Drive and Carisbrooke Road – the viability of traffic calming would be looked into.</li> </ul>
<b>45.</b>	<b>FEEDBACK ON THE NEIGHBOURHOOD FORUM</b>	<p>(This item was in addition to the published agenda and agreed by the Chair prior to the start of the meeting.)</p> <ul style="list-style-type: none"> <li>• The Forum now had a website (<a href="http://www.knightonforum.org.uk">http://www.knightonforum.org.uk</a>) and twitter account. (@KnightonForum), where further information on the Forum's activities could be found.</li> <li>• The next public meeting would be held on 29 November 2016, 7.45pm, at Knighton Parish Centre, at which the Council's consultation on the Local Plan Scoping Document would be discussed (consultation due to end on 5 December 2016).</li> <li>• The City Council began a consultation on the designation of the Forum in May 2016, which was finished on 4<sup>th</sup> July 2016, and finalisation of the formal designation was awaited.</li> </ul>
<b>46.</b>	<b>WARD COMMUNITY BUDGET</b>	<p>All to note:</p> <ul style="list-style-type: none"> <li>• Outcomes from the Knighton Ward Funding Budget, 1<sup>st</sup> and 2<sup>nd</sup> round of applications, is attached for information.</li> <li>• Details of the budget applications to be attached to the future agendas and available online.</li> <li>• The next deadline for submissions of budget applications is 31 January 2017, following which the decisions taken by Members would be reported at the following Community Meeting.</li> </ul>
<b>47.</b>	<b>ANY OTHER URGENT BUSINESS</b>	<p>There were no other items of urgent business.</p>
<b>48.</b>	<b>KNIGHTON WARD FLOOD UPDATE &amp; COMMUNITY FLOOD PLAN</b>	<p>Philip Thompson (Flood Risk Manager) and Alex McPhee (Flood Risk Engineer) delivered an update presentation on Hol Brook and flooding issues in the area.</p> <p>All to note:</p> <ul style="list-style-type: none"> <li>• Flood plan guidance for communities and</li> </ul>

		<p>groups (Environment Agency) was circulated to those present (attached for information).</p> <ul style="list-style-type: none"> <li>• Council officers were happy to support putting an emergency flood plan together.</li> <li>• Short term options included flashing flood warning signs, and sand bags.</li> <li>• Volunteer community flood wardens were needed, who could be contacted in an incident to turn flood warning signs on – training would be provided.</li> <li>• The tender process to appoint an independent specialist surveyor had commenced, to look at the properties affected, and identify necessary actions.</li> <li>• A survey for a trash screen to stop litter blocking pipes was undertaken. As part of the emergency flood plan, volunteers would check the screen regularly and report to officers for maintenance.</li> <li>• Arriva buses would restrict their speed limits during flooding – to be communicated to Arriva drivers.</li> <li>• Finding a flood route across Carisbrooke Road without obstruction would be looked into.</li> <li>• One long-term option would be to upsize the culvert at Carisbrooke Road / Arreton Close.</li> <li>• Increased pond storage at the race ground would cost millions to protect few properties.</li> <li>• There were several areas in the city that required flood protection, each at the potential cost of £5-10million.</li> <li>• Update on flooding would be added to the Community Meeting webpage.</li> </ul>
49.	<b>CLOSE OF MEETING</b>	The meeting closed at 7.50pm.





With our new app you'll be able to let us know about any environmental problems and also access a wealth of council information from your smartphone or tablet.

## How does it work?

**1.Download it** - Our free app is available for Android, Windows, Blackberry and iPhones. Simply visit your app store and search for Love Leicester.

**2.Spot it** - Whether it's graffiti, litter, fly-tipping, dog fouling or another environmental problem, you can let us know about it.

**3.Report it** - Take a picture of the problem and upload it using the app. You can tag the location and include other details so we can fix the issue quickly.

**4.Fix it** - When you submit your report the details and picture will be sent to the right team who can fix the problem. They'll also be able to post a picture of what they've done.

As well as reporting problems, you can tell us what you like about Leicester. You can also find event listings, details of your nearest leisure centre, current consultations and easily get to our mobile friendly website for information on all council services.

The app is part of the Love Clean Streets network which is used by many councils. This means you can use it anywhere to report problems in other cities as well as Leicester, and the app will route your report to the right council.

It replaces the old One Clean Leicester app so if you already have this on your phone you'll need to uninstall it and download our new Love Leicester app.

# CITY WARDEN SERVICE UPDATE

## DOG FOULING

We have received complaints regarding dog fouling at the rear of properties on Alexandra Road. We have monitored the area and issued a Community Protection Notice to a suspected offender. Monitoring will continue over the coming weeks.

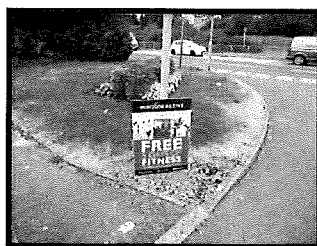
## RUBBISH ON PRIVATE LAND

We recently received complaints in relation to a front garden on Holbrook Road. There was an accumulation of building waste in the front garden that the owners were not moving. This has been resolved following intervention and will be removed in the next few days.



## FLY POSTING

We have identified a number of posters that have been put up on the highway without permission from the council. We have served enforcement notices on the companies concerned and the posters have been removed.



**If you have any issues that you would like to report then please speak to the City Wardens or contact the service on 0116 4541001**

# CITY WARDEN SERVICE



**Chris Bramley-Brown**

Email: [city.warden@leicester.gov.uk](mailto:city.warden@leicester.gov.uk)

Website: [www.leicester.gov.uk](http://www.leicester.gov.uk)

Telephone: 0116 4541001

City Wardens,  
Phoenix House  
1 King Street  
Leicester,  
LE1 6RN



Leicester City Wardens



City Wardens

These are the main issues that the  
City Wardens can help with:

- Educating the public and raising awareness of environmental crimes

## ENFORCEMENT ISSUES:

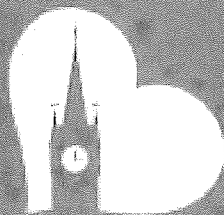
- Littering
- Dog fouling & Dog Control Orders
  - Bins on the street (domestic and commercial)
- Free distribution of printed material
  - Fly posting
  - Small scale fly tipping
  - Graffiti
- Vehicles for sale on the road
- Repairing vehicles on the road
- Failure to produce waste transfer documents
  - Street litter control notices
  - Skips & Scaffolding
  - Spitting
- Rubbish on private land

**KNIGHTON WARD**



Leicester  
City Council

**CITY WARDENS WORKING WITH YOU TO IMPROVE THE CITY'S ENVIRONMENT**



**LOVE WHERE YOU LIVE**

## **Love where you live**

As a Leicester City resident there are plenty of things you can do to help keep your neighbourhood clean and tidy:

- **Bring your bin in after collection day**
- **Book a Bulky Waste Collection if you need to get rid of large items**
- **Use a bin - don't drop litter**
- **Clear up after your dog**
- **Look after your home and garden**
- **Report problems like littering, fly tipping and graffiti**
- **Join in with local community clean-up events**

For more information contact the City Wardens on  
0116 454 1001 or email [city.warden@leicester.gov.uk](mailto:city.warden@leicester.gov.uk)



*Knighton Ward Funding Budget – Second Third – 30<sup>th</sup> September 2016 Close Date / 2016*

	<b>Project Name:</b>	<b>Event:</b>	<b>Amount Requested:</b>	<b>Supported /Not Supported:</b>	<b>Amount Awarded:</b>	<b>Comments:</b>
1.	Friend of Queens Road Allotments.	Continue the development of the community allotments.	Joint Application – Castle £2,243 total. £1,122. Per Ward.	Supported in full.	£1,122.	Castle Supported in Full.
2.	Knighton Neighbourhood Forum.	Employed consultant to support the Forum in their development work.	£2,200.	Deferred – awaiting quotes.		See attached e mail re application.
3.	Knighton Wild.	Knighton Wild Activity & Publicity.	£472.	Supported in full.	£472.	Email received re thanks to Cllr.
4.	Knighton Neighbourhood Forum.	Development of the Neighbourhood plan.	£496.	Supported in full – Fast Track.	£496.	
5.	F.U. Media.	Organisation and Publicity for the Stoneygate Market.	Joint Application – Stoneygate - £5,469.00. £4,969 – Knighton £500 – Stoneygate.	Part Supported.	£3,500.	Conditional on provided supported and facilitation to projects related to Knighton Ward.

Opening Balance	<b>£18,000.</b>
Spend Period One – First 3rd	<b>£1,000.</b>
Spend Period Two – Second 3 <sup>rd</sup>	<b>£5,590.</b>
<b>Total Spend – [to date]</b>	<b>£6,590.</b>
<b><u>Overall Remaining Balance =</u></b>	<b><u>£11, 410.</u></b>





# flooding- minimising the risk

Flood plan guidance for communities and groups

Practical advice to help you create a flood plan

We are the Environment Agency. It's our job to look after your environment and make it **a better place** – for you, and for future generations.

Your environment is the air you breathe, the water you drink and the ground you walk on. Working with business, Government and society as a whole, we are making your environment cleaner and healthier.

The Environment Agency. Out there, making your environment a better place.

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October 2012

# Why you should read this guidance

Understanding the risk of flooding and preparing for it now will help save lives and minimise the damage and distress flooding can cause.

Working together as a community or group will help you respond quickly and efficiently in a flood.

## Who is this guidance for?

This guidance is for anyone involved in supporting communities or groups to improve their ability to plan for a flood.

This could be:

- people active in the local community;
- leaders of community groups;
- schools, hospitals or residential care homes;
- local responders;
- people working in the voluntary sector.

As well as any other interested members of the community.

This guidance outlines things to consider and steps that you can take to inspire and involve residents, local communities and groups to work together to improve how you prepare for the risk of flooding.

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# The importance of planning

Having a flood plan forms an important part of your community emergency plans. There are other situations for which you might require an emergency plan, such as pandemic flu, extreme hot and cold weather, and transport problems. Recovery from any emergency can be a complex and long-running process.

By planning in advance, you will not only be better prepared to respond in an emergency, but you will be better equipped to recover in the long-term.

## The benefits of flood plans

Working together as a community or group to complete a plan will help you respond quickly when flooding happens. It can help you decide what practical actions to take before and during a flood, helping reduce the damage flooding can cause. Don't wait until it happens, you may not have time.

**Being prepared in an emergency can help to reduce stress, panic and avoid loss of life.**

# Information to help you get started

## First steps

The Civil Contingencies Secretariat (CCS) within the Cabinet Office works in partnership to enhance the UK's ability to prepare for, respond to, and recover from, emergencies.

It provides lots of information on community resilience, as well as tools and products that may help you develop your community emergency plan, including a useful guide, *Preparing for Emergencies – Guide for Communities*. It will help you think about how you can help your community be prepared for an emergency, including flooding.

Visit the CCS website for guidance and information on developing a community emergency plan – including a template – [www.cabinetoffice.gov.uk/content/community-resilience](http://www.cabinetoffice.gov.uk/content/community-resilience)



## Developing your flood plan

To help you develop a plan, we have provided a template that you can use and amend. You can download the template from our website [www.environment-agency.gov.uk/homeandleisure/floods/38329.aspx](http://www.environment-agency.gov.uk/homeandleisure/floods/38329.aspx).

You should describe how information will be supplied, received and recorded during a flood. Include:

- details of local flood co-ordination centre;
- means of reporting incidents;
- location of emergency evacuation rest centres;
- methods of passing on information, for example, notice boards;
- details about the areas at risk.

You can use and modify this template to suit your needs. Try to keep your plan simple – there's no need for it to be long and complicated.

And remember that building relationships and ways of communicating can be as important as the plan itself.

The screenshot shows a form titled "community flood plan" from the Environment Agency. The form is designed for "Parishes and communities working together" and includes the following fields:

- Community or group:** A text input field.
- Address:** A text input field.
- Floodline quickdial number:** A text input field.
- Which Environment Agency flood warnings are you registered to receive?:** A text input field.
- Local flood warning trigger:** A text input field with a sub-note: "i.e. when water reaches bottom of the bridge, sound siren".
- Date:** A text input field.

At the bottom right of the form, there is a blue button that says "Be prepared for flooding. Act now".

# Your guide to completing the template

## Step 1 (Section 1 A of the template)

From the information you have available make a list of the areas that flood and the level of warning each area would receive.

Information on flood warnings and codes can be found in Appendix 1.

1 Locations at risk of flooding		A Flood warnings	
From the information you have available make a list of areas liable to flood and the level of warning which would affect them.			
Area number	Location at risk	Trigger level	Actions
Area 1	Brook Terrace	Flood Alert	Call the Environment Agency's Floodline (0845 988 1188) for more information using the quickdial number XXXXX

## Step 2 (Section 1 B of the template)

Floods can happen anywhere at any time. They're caused by rising ground water levels, burst water drains, rainwater running off hillsides as well as flooding from rivers and the sea. Even if you live miles away from the coast or a river, there's still a chance flooding could affect you. The most common sources of flooding are explained in Appendix 2.

Investigate the range and extent of flooding in your area. You should consider the timing and direction of flooding (flow route). Often, the source of flooding is not immediately obvious; check local drainage and small watercourses. Find out about previous flooding in your area. Sources of information include the Environment Agency, your council and local library archives. Local knowledge, particularly from long-standing residents, is invaluable.

Add the details of areas at risk from flooding and the direction of flooding into your plan. Include maps and if possible details of existing flood schemes.

1 Actions to be taken before a flood		B Locations at risk of flooding / Source of flooding	
Insert details of areas at risk from flooding and the direction of flooding. Include maps and if possible details of existing defences.			
Area number	Location at risk	Source of flooding	Direction of flooding
Area 1	Brook Terrace	River	Water flows down footpath Via High Street (B313)

### Step 3 (Section 2 A of the template)

#### Prepare in advance

With careful planning, you can take action to help reduce the impact of flooding. For example placing floodboards across openings, blocking airbricks, creating sandbag walls or temporary defence systems. It is impossible to completely flood-proof a property but there are lots of things you can do to reduce flood damage.

You can find more information on preparing your property for flooding on our website - [www.environment-agency.gov.uk/flood](http://www.environment-agency.gov.uk/flood)

Some people may need help or support to prepare for flooding. As part of your flood planning, we recommend you think about who may need help and who you can ask for assistance before, during and after a flood.

2 Actions to be taken during a flood		A Local flood actions			
Identify local flood actions					
Area number	Location at risk	Action / trigger	Local action	Equipment required	Time required
Area 1	Brook Terrace	Flood warning	Block the flow route where the footpath joins the High Street	Sandbags and polythene sheeting	1 hour and 30 min
Area 2					

### Step 4 (Section 2 B of the template)

Compile a list of local volunteers/flood wardens who can be contacted in an incident. The CCS emergency plan toolkit has information on how you can assess skills and resources for these volunteer roles.

In a flood, volunteers may need to help people move furniture and other possessions so they should be reasonably active or fit. Consider using other volunteers as communicators, administrators or to help people who may need extra support during an incident. These volunteers could be registered on our Floodline Warnings Direct (FWD) service so they receive flood warnings.

**Flood water is dangerous. Remember that you should not put yourself or others at risk. The emergency services are responsible for ensuring public safety and co-ordinating the incident response.**

## Step 5 (Section 2 C of the template)

Make a list of important telephone numbers so all the information you need during an incident is readily available.

Names and contact phone numbers need to be listed and made available to all potential emergency team members within your community. Once the list is prepared, it's also important that someone is given the task of updating any changes to the team. Members of your group will probably be first on the list and be allocated tasks, for example, phoning external agencies and local contacts, or alerting vulnerable residents. It is vital that the flood plan outline is discussed with the relevant individuals and organisations including your council, local Environment Agency office, landowners and water companies.

2 Actions to be taken during a flood		C Important telephone numbers	
Make a list of important telephone numbers so all the information you require during an incident is readily available.			
Organisation	Telephone (office hours)	Telephone (out of hours)	Fax
Floodline	0845 988 1188	0845 988 1188	
Environment Agency			

## Step 6 (Section 2 D of the template)

It's really important that you are aware of the actions taken by all organisations that respond to flooding. This will help you contact the correct organisation when you need help. Details of who does what during a flood is available in Appendix 3. Identify the resources available to you and your community.

2 Actions to be taken during a flood		D Available resources		
Identify available resources.				
Organisation	Resource	Number	Location	Notes
Local Health Centre/Doctors Surgery Contact Details: Dr Knott tel no: Mrs Clark tel no:	Evacuation centre	The health centre can hold up to 100 people. Anyone evacuated should take with them: warm clothing, a torch, food, drink, medication, children's toys and pets requirements etc	The health centre is situated on the outside of the flood risk area and access to the surgery can be made without driving or walking through floodwater.	Dr Knott and Mrs Clark are both key holders to the health centre
Local storage facility? District Council Contact details:	Sandbags, shovels, polythene sheeting, floodboards, torches etc		Local shopkeepers store	Shopkeeper has provided a key for access to equipment in his/her absence

## Step 7 (Section 2 E of the template)

Details of specific arrangements between the various authorities can be included within this section of the template.

## Step 8 (Section 2 F of the template)

Certain groups, the elderly or infirm for example, may require assistance in a flood. You should establish who these people are and what their needs are in advance. Encourage people who may need more time during a flooding event to prepare now. In an emergency these people may, for example, need help obtaining medicine/supplies or need help to secure their property.

Some locations may be more vulnerable than others. Identify properties which may flood first. Any schools, residential care homes or campsites in your area may require assistance or an early warning. We recommend that people in charge of such properties should also develop their own flood plan.

List vulnerable people, properties and locations where early assistance may be required. The CCS toolkit gives more information on how to gather information and how to find out about your vulnerable community members. This can be found at [www.cabinetoffice.gov.uk/content/community-resilience](http://www.cabinetoffice.gov.uk/content/community-resilience)

## Step 9 (Section 3 A of the template)

Make a list of reputable contractors who may be required after a flood.

After a flood, be careful of bogus trade people calling door-to-door. Always check references and do not pay in advance.

## How will you know when to activate your plan?

The Environment Agency offers a free flood warning service in many areas at risk of flooding from rivers and the sea. FWD gives you an advance warning for your area by telephone, mobile, fax, text message or email. All you need to register is a telephone number that we can use to send you flood warnings at any time of the day or night.

Flood warnings are not available in every area. Find out if you can receive flood warnings for your area by calling Floodline, our 24-hour telephone information service, on **0845 988 1188** or going online at **[www.environment-agency.gov.uk/flood](http://www.environment-agency.gov.uk/flood)**.

You can also get up to date information about potential flooding or flood warnings for your area by:

- calling Floodline and asking for a quick-dial number that will give you direct access to recorded flood warnings for your local area;
- visiting our website (**[www.environment-agency.gov.uk/flood](http://www.environment-agency.gov.uk/flood)**) for flood risk forecasts, live flood warnings and alerts;
- listening to local radio and TV for weather information.

### If flood warnings are not available for your area

If there is no flood warning service available for your area, then you need to have your own system in place for activating your plan. The following points should help to establish when to activate your plan:

- use local information and observations. You are the local experts and will know, for instance, whether the river responds rapidly or not to heavy rainfall;
- the plan should be activated when river levels are approaching bank full. If the river responds rapidly, you may need to set a lower level as your trigger point;
- consider putting a depth marker by the river to help gauge levels. A marker will help confirm whether the river is rising or falling. Alternatively use an existing structure such as a bridge or other local reference on the river that shows you when the river is getting to dangerous levels;
- decide what level the water needs to reach in order for you to activate your plan and write this in your flood plan.

We can advise you on monitoring techniques and flood warning methods. If you need help with flood warning arrangements ring your local Environment Agency office.

## Raise awareness and promote your plan

You have worked hard to help prepare the community, so you should let them know the flood plan exists. Consider promoting the plan at local meetings, through parish newsletters, leaflets, drop-ins in affected areas, through the local press or at flood exhibitions.

We may be able to help you raise awareness and promote your plan. Call 03708 506 506\* (Mon-Fri, 8am - 6pm) and ask to be put through to your local Flood Resilience team.

Remind local residents that they have a responsibility to prepare and protect their lives and property. Encourage them to check to see if they can receive a flood warning, and to develop their own personal flood plan, including preparing for possible evacuation. A template for producing a personal flood plan can be found on our website here [www.environment-agency.gov.uk/homeandleisure/floods/38329.aspx](http://www.environment-agency.gov.uk/homeandleisure/floods/38329.aspx).

## Test your flood plan

The next step is to see if your plan works. You could ask your local Environment Agency office and local authority to help you carry out a simulated flooding event. This would also help to check that communications are correctly set up and that contact numbers are up to date.

## Keep your plan up to date

Your plan has been designed and developed by you and your community. It belongs to you and not the Environment Agency or your local council. You will need to ensure that the details in your plan are checked and updated regularly so that all details remain up to date with current contact numbers.

## Where to get further information

### Web links:

- Civil Contingencies Secretariat - information and tools [www.cabinetoffice.gov.uk/content/community-resilience](http://www.cabinetoffice.gov.uk/content/community-resilience)
- National Flood Forum [www.floodforum.org.uk/](http://www.floodforum.org.uk/)
- Flood Group UK – a Facebook community for people and community groups affected by or at risk of flooding [www.facebook.com/floodgroupuk](http://www.facebook.com/floodgroupuk)
- Health Protection Agency [www.hpa.org.uk/flooding](http://www.hpa.org.uk/flooding)
- Your council – list of councils available here [www.direct.gov.uk/localcouncils](http://www.direct.gov.uk/localcouncils)

### Other publications:

- Living on the edge <https://publications.environment-agency.gov.uk/PDF/FLHO0912BWUP-E-E.pdf>
- What to do before, during and after a flood <https://publications.environment-agency.gov.uk/pdf/flho1110btfk-e-e.pdf>
- Prepare your property for flooding <http://publications.environment-agency.gov.uk/pdf/GEHO1009BRDL-e-e.pdf>

\*Calls to 03 numbers cost no more than a national rate call to an 01 or 02 number and must count towards any inclusive minutes in the same way as 01 and 02 calls. These rules apply to calls from any type of line including mobile, BT, other fixed line or payphone.

## ONLINE FLOOD RISK FORECAST

### Meaning

Be aware.  
Keep an eye on the weather situation.

### General advice

- Check weather conditions.
- Check for updated flood forecasts on the Environment Agency website.



## FLOOD ALERT

### Meaning

Flooding is possible  
Be prepared.

### General advice

- Be prepared to act on your flood plan.
- Prepare a flood kit of essential items.
- Monitor local water levels and the flood forecast on our website.



## FLOOD WARNING

### Meaning

Flooding is expected.  
Immediate action required.

### General advice

- Move family, pets and valuables to a safe place.
- Turn off gas, electricity and water supplies if safe to do so.
- Put flood protection equipment in place.



## SEVERE FLOOD WARNING

### Meaning

Severe flooding.  
Danger to life.

### General advice

- Stay in a safe place with a means of escape.
- Be ready should you need to evacuate.
- Co-operate with the emergency services.
- Call 999 if you are in immediate danger.

## WARNING NO LONGER IN FORCE

### Meaning

No further flooding is currently expected in your area.

### General advice

- Be careful. Flood water may still be around for several days.
- If you've been flooded, ring your insurance company as soon as possible.



## Understanding different sources of flooding

Floods can happen anywhere at any time, caused by rising ground water levels, burst water drains, rainwater running off hillsides as well as flooding from rivers and the sea.

Even if you live miles away from the coast or a river, there's still a chance flooding could affect you.

The most common sources of flooding are:

- **River flooding** happens when a watercourse cannot cope with the water draining into it from the surrounding land. This can happen, for example, when heavy rain falls on an already waterlogged catchment.
- **Coastal flooding** results from a combination of high tides and stormy conditions. If low atmospheric pressure coincides with a high tide, a tidal surge may happen which can cause serious flooding.
- **Surface water flooding** happens when heavy rainfall overwhelms the drainage capacity of the local area. It is difficult to predict and pinpoint, much more so than river or coastal flooding.
- **Sewer flooding** happens when sewers are overwhelmed by heavy rainfall or when they become blocked. The likelihood of flooding depends on the capacity of the local sewerage system. Land and property can be flooded with water contaminated with raw sewage as a result. Rivers can also become polluted by sewer overflows.
- **Groundwater flooding** results from water levels in the ground rising above surface levels. It is most likely to occur in areas situated over permeable rocks, called aquifers. These can be extensive, regional aquifers, such as chalk or sandstone, or may be more local sand or river gravels in valley bottoms underlain by less permeable rocks. This is not a significant source of flooding in Wales.
- **Reservoir flooding.** Some reservoirs hold large volumes of water above ground level, contained by walls, or 'dams'. Although the safety record for reservoirs is excellent, it is still possible that a dam could fail. This would result in a large volume of water being released very quickly.

## Who does what during a flood?

This lists the principle actions of each organisation. It may not always be possible for all actions to be carried out during a flood event.

Responding organisations have limited resources so may not be able to provide assistance in all circumstances. In such cases the owners and occupiers need to be aware that they should make their own arrangements to protect their property from flooding. This should be clearly stated in the plan.

### Environment Agency

- issues flood warnings for flooding from rivers, the sea and groundwater;
- receives and records details of flooding incidents;
- monitors the situation and advises other organisations;
- deals with emergency repairs and blockages on main rivers and own structures;
- responds to pollution incidents;
- advises on waste disposal issues.

### County Council and Unitary Authority

- co-ordinates emergency arrangements;
- maintains safe conditions on the roads;
- puts flood warning signs on the highway;
- organises road closures and traffic diversions;
- clears blockages on highway drainage systems;
- may take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system.

### Lead Local Flood Authorities (LLFA)

- leads the co-ordination of flood risk management in their areas;
- develops local flood risk management strategies for local sources of flooding;
- manages surface water and groundwater flooding;
- maintains a register of structures or features which have a significant effect on flood risk in their area;
- investigates flooding incidents in its area.

### District Council

- co-ordinates emergency response for its own area;
- issues flood warnings (by local agreement with Environment Agency);
- provides emergency assistance including providing sandbags;
- clears blocked watercourses (Land Drainage Act powers);
- deals with environmental health issues ,including pollution;
- clears blocked road channels and gully gratings and street cleaning;
- runs emergency planning support groups.

### **Town and Parish Council**

- issues flood warnings (by local agreement with Environment Agency);
- some distribute sandbags.

### **Police**

- takes an overall co-ordination role during an incident.

### **Fire and Rescue Service**

- responds to all emergency incidents as required;
- assists the public where a need is identified and the use of Fire Service personnel and equipment is required.

### **Water companies**

- clears blockages in public sewers;
- may take action to protect property from flooding by water from the public water mains or discharges from the public sewerage systems.

### **Electricity, gas and telecommunication companies**

- attends to emergencies relating to their service at properties where life is at risk as a result of flooding;
- attends to flooding emergencies at their own serviced installations.

### **Large industrial companies**

- protects own premises and installations;
- provides resources which could be hired.

### **Property owners**

- moves to a safe area if life at risk;
- prevents water from entering property if possible;
- switches off electricity and gas supplies at mains;
- moves valuable possessions above areas liable to be flooded.

### **Flood plan co-ordinator**

- is aware of the current situation;
- contacts flood wardens or volunteers and advises on actions to prepare for flooding;
- liaises with the local authority, Environment Agency and other organisations;
- updates the flood wardens if the situation changes;
- maintains emergency contacts.

### **Flood wardens/volunteers**

- acts on the advice received from the flood plan co-ordinator or their assistant;
- puts flood protection measures in place;
- helps and advises vulnerable people and helps move them to safety early if required;
- informs the community of the situation and advises them to prepare by moving cars, putting sandbags or floodboards in place etc.

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