

CHARD AREA RESILIENCE GROUP

TERMS OF REFERENCE

1. Main Purpose of The Resilience Group

- 1.1 The main purpose of the group is to seek to reduce the impact of flooding and other events on the Chard Area residents and to promote the implementation of permanent and sustainable solutions to mitigate flooding (and other adverse weather conditions), in partnership with all relevant authorities and agencies
- 1.2 The group will also seek to improve communication between the Flood Risk Management Authorities, agencies and representatives from flood affected communities.
- 1.3 The Group will provide help and support to residents in preparation for and during flood (& other adverse weather conditions), and other major events, thereby aiming to help reduce risk to life and property within Chard Area. This will be managed through a Chard Area **Strategic Event Risk Assessment**.

2. Objectives

The Resilience Group will work to:

- Develop a Chard Area Strategic **Serious Event Risk Assessment**;
- Ensure that Chard Area's interests are represented and lobbied at regional and national level in respect of flood / serious event policy development and the attraction of funding;
- Work with the key agencies to enhance their working relationships with Chard Area residents;
- Identify opportunities to input into procedures for flood prevention, response and recovery;
- To develop a **Resilience Plan** for Chard Area so it can act in the event of an emergency;
- Establish what arrangements there are for involving and consulting local communities in determining flood (& other adverse weather conditions) prevention plans and in flood (& other adverse weather conditions) response and recovery arrangements;
- Arrange periodic and appropriate training or information exchange on the operational aspects of flood risk management;
- Representation to relevant agencies and organisations to help improve the town's resilience to flooding (and other adverse weather conditions).

3. Membership and Meetings

- The group will be administered, enabled and serviced by Chard Town Council;
- Elected representatives or the area will be invited to be part of the Group and attend development meetings;
- Representatives from the Community;

- Appropriate Officer representation from all relevant authorities will be invited to attend meetings.
- The group may invite representatives to sit on the group as appropriate.
- The group will meet a minimum of 4 times per year.
- Agendas and minutes of the group's meetings will be posted on the Town Council's website;
- Representatives of the group will determine for themselves how they wish to report back to their own organisations and communities on the work of the group;
- When taking actions or making decisions the group understand that agencies and authorities they are working in in partnership with are **legally required** to work within the statutory parameters of their organisations.
- Members of the public are permitted to speak and attend Group meetings;

4. Operation

4.1 Chard Town Council's insurance will cover the members of the Chard Area Group, its activities and those of volunteer helpers in times of emergency.

4.2 The Group will recognise the legal requirements of Chard Town Council and all financial matters shall be administered and controlled in accordance with the Town Council's Financial Regulations.

4.3 The Group will

- Aim to provide a system of communication with owners of properties within the Chard Area at risk of flooding;
- Develop and manage a volunteer help team;
- Seek to support agencies and organisations that have road closure powers
- To create and maintain an emergency Flood (and other adverse weather conditions) Plan
- To maintain and store flood (and other adverse weather conditions) equipment.
- To develop an inventory list of equipment to be maintained by the Town Council
- To keep residents, specifically those at risk of flood - now and potentially in the future, (and other adverse weather conditions), informed of activities and to encourage their participation as and where possible.

5. Volunteer Teams

5.1 The Resilience Group will:

- To put together a team of volunteers who will be willing to assist with the tasks listed under *Help Team*, understanding that some tasks may be required during the night-time as well as during the daytime.
- To maintain a Help Team contact list that is shared with the Town Council;
- To distribute to new volunteers and recover from volunteers standing down, PPE and to maintain an updated whereabouts log.

- To report to the Resilience Group any identified training needs or other issues.
- 5.2 The Help Team Responsibilities:
- To be confirmed once the Chard Area Resilience Group is up and running.
6. The Resilience Group will aim to consider the recommendations that emerged from the Pitt Review following the 2007 flood events and adhere to the Flood and Water Management Act.

This aim to be further discussed.

**Chard Area is: Wambrook, Cotely, Tatworth & Forton and Chardstock*

DRAFT