

**Minutes of Meeting of
Queen Camel Flood Committee (FC)**
held on Thursday, 21st November 2019
6.30 p.m. at Open Pathway Retreat Centre

Present: Daniel Casley (DC) Gary Linscott (GL) – in the Chair
Rosemary Heath-Coleman (RHC) Steve Millard (SM)
Maggie Hunter (MH) Arthur Thring (AT)

In Attendance: Chris Bennett (CB) – Lead for Road Closure

Apologies: Martin Lilley (ML) (delayed by a train) Christine Richardson (CR)

1. Welcome, Apologies and Chairman resignation

GL welcomed everyone and thanked DC for his hospitality. Apologies were noted.

In accordance with item 5 under Terms of the FC Terms of Reference, at the close of the meeting GL stood down. Having served for two years he did not wish to re-stand and proposed ML as the next Chairman, seconded by SM, unanimously agreed. GL was then proposed and accepted as the Vice Chair. RHC gave a vote of thanks to GL specifically for his introduction and maintenance of the Flood Risk Assessment. **Post meeting:** ML has accepted the role of Chairman.

2. Minutes of Meeting of 12th March 2019: agreed as a true reflection of the meeting.

3. FC Terms of Reference/GDPR

3.1 *Terms of Reference* – re-attached as Annex 1. No changes recorded to Terms or Responsibilities. **Post Meeting:** page covering Flood Committee Members and Prime Responsibilities updated. **Attention of Clerk for PC to be drawn to the three names that the PC nominated to be SLACCU contacts in the event of an emergency. Also, the PC's SO 16.2 requires the PC to have a nominated Councillor responsible for liaising with the FC. This was previously CB, who is his replacement?**

3.2 *GDPR – Personal Data, e.g. name and contact details*

3.3.1. DC had been unable to get signatures from all on the Flood Plan cascade. It was agreed that when circulating these minutes DC would include a statement to the effect that if anyone did not wish their contact details to be shared within the FC and possibly with the PC and its representatives, they must advise DC in writing.

Action DC

3.3.2. As CR was not present, she could not confirm she had signatures from each member of the Help Team for their contact details to be shared.

Action CR

4. Flood Risks & Mitigation

4.1 *Parish Strategic Flood Risk Assessment:* GL confirmed that he would continue to keep this updated. *See also discussion on website under item 5 below.*

In line with the FC terms of reference the SFRA requires annual update. G.L. will publish new issue of SFRA by 10th December 2019 inclusive of any new identified risks and associated mitigation. FC members are therefore requested to ensure all risks have been considered via their contacts and within their residential area and made known to G.L. for

inclusion where not already identified or recorded in these minutes (also see item 4.3.3. below).

Action All

4.2 *Flood Mitigation:*

4.3.1 *Tree overhanging at Wales Bridge:* MH advised that this had been severely pruned by the owner and thanked GL for his input in this matter, which was now closed.

4.3.2 *Sandbags:* It was noted that many of the filled bags had rotted due to damp storage. GL confirmed he still held some empty bags in his garage. It was agreed:

- Each member of the FC would check with those within their cascade area who did not have flood barriers to identify if they wished to store sand and bags (filled or unfilled) for their house access doors (suggested six bags per standard door). GL would seek release of funding from the PC for these and any additional sand required. If residents wanted protection for garages/ outbuildings they would need to fund this for themselves. This action replaces the previous action to pre-position sandbags in strategic positions. It was also suggested that the old sand in the rotting bags should be used to meet demand to minimise spend where required. **Action ALL**
- GL advised he was in communication with the Operations Manager at the Old School regarding a supply of sandbags, which he was happy to include with the above purchase but at cost to the Old School. This was agreed.

Action GL/ML

4.3.3 *Signage and Equipment:* GL was still storing the signs, stakes/tape and cones. He would now deliver three sets to DC for Laurel Lane/Packhorse Bridge area and retain one set for Grace Martins Lane.

DC had requested stakes and tape to act as a 'belt & braces' to the signage and further mitigate risk to the public entering deep water on approach to the river via footpaths. GL would add these identified risks and mitigation to the SFRA at the next issue.

5. Parish Council Related Matters:

5.1 *Website:* GL advised that the FC page on the website had been removed. This included the PSFRA discussed under 4.1 above. This was PC business. He had contacted the PC Chairman and Parish Clerk and awaited their response. **Action GL/ML**

5.2 *Drains:* The FC noted that certain drains in the parish still remained blocked. This was an outstanding action with the PC. MH suggested that the grid reference was used for Church Path so that the blocked drain was correctly identified in that location.

Action GL/ML with PC

5.3 *Culvert under A359 (Inspection and clearance – see 12th March minutes):* It was noted that nothing had been done to remove the silt build-up, '1/3' now being the responsibility of QC CLT and '2/3' being the responsibility of the Bridges Authority. RHC and CB, as Board members of QCCLT were asked to initiate discussion with the Bridges Authority to agree a pragmatic way forward for silt clearance and periodic inspection.

5.4 *Sheep bridge over River Cam:* It was noted that the preservation of this bridge was included in the draft Neighbourhood Plan. AT agreed to 'keep an eye' on it in respect of safety considerations. This item was now closed.

6. Road Closure/Operation Gannex

The minute of 12th March remained unchanged.

PC action was needed

CB advised he had recently completed a vetting form from the police to revalidate his role as road closure lead. He had six road closure volunteers but if an emergency occurred they were not prepared mainly because the procedures in Operation Gannex were impractical. The document needed to be reviewed with the police and this had not been possible to achieve.

Action: CB with GL/ML to arrange meeting with PCSO

CB advised that PPE for the road closure team was stored in the Marples Room and that the PC's flood shed located behind the Memorial Hall held the road barriers.

7. Flood Help Team

CR and members of her flood help team had met with members of the FC on Saturday, 16th November. They had gone through the flood procedure, been equipped with some of the PPE held by GL and shown some flood danger areas and the weir. GL recorded that all items of PPE issued had been signed for by relevant Help Team members to ensure full traceability of PC funded assets.

Additional PPE was needed and GL would seek release of the necessary funding held by the PC but would first liaise to see if PPE held in the Marples Room could be shared and meet the need. This led to a continuation of the discussion on 12th March – GL's suggestion of amalgamating the two teams, noting that help for flood victims would come first with road closure to follow.

- The practice run including the fitment of flood gates within the Mill complex remained outstanding. It was suggested that this would now be done in January and include a check of the condition of flood barriers. AT noted that some of his outer lining was perished but he understood the metal inside was the primary barrier. He also noted that he was self-resilient in the event of a flood.

Action CR to arrange with Help team and house owners with Flood Gates

8. Flood Plan

This would be further updated by DC and circulated to all on the cascade for final checks before release. RHC noted that Pete Naylor was the emergency contact for the Old School **Action DC**

9. **AOB** – there was no other business.

10. Date of next Meeting – TBA

Meeting closed at 8.30 p.m.

Rosemary Heath-Coleman
23rd November 2019

To: Flood Committee members
Cc: Parish Clerk – for PC
County Councillor, Mike Lewis
Chris Bennett for road closure team
All names on the Flood Plan cascade