

WILLOUGHBY PARISH COUNCIL FLOOD ACTION PLAN

Review Date	Next Review Due	Review Date	Next Review Due
2 nd October 2017	October 2018		

WILLOUGHBY PARISH COUNCIL FLOOD ACTION PLAN (March 2016)

This Flood Plan has been created so that, in the event of flooding in the village of Willoughby, there is a clear understanding of the roles and responsibilities of the various support agencies, and a list of contacts should residents require help in the event of an emergency. Ideally, it should be read in conjunction with the Willoughby Parish Council Emergency Plan.

Appendices:

List of Parish / Local Councillors

Flowchart for contacts in an emergency

Who does what during a flood

Large Scale Map of Willoughby

Map showing route of brooks and streams affecting the area

The plan has been drawn up under the auspices of the Parish Council, with help from representatives in the community who could be called upon to provide assistance. A key element is the appointment of "Councillors/Area wardens" who would be the main contact for each limited geographical area, who would co-ordinate local needs (e.g. provision of sandbags, assistance for the elderly, etc.) and report to the overall Flood Coordinator. Please see attached for contact names and telephone numbers.

1. FLOOD RISK AREAS:

A map is attached to this document. This identifies potential risk areas, as identified by the Environment Agency and the Willoughby Flood Action Committee

2. POSSIBLE FLOOD CAUSES, THEIR PREVENTION, AND ACTION TO BE TAKEN IN THE EVENT OF AN EMERGENCY:

2.1. Blockage or Collapse of a culvert

To prevent a blockage occurring, the riparian owner (Rugby Borough Council) should monitor the culverts and bridges, and clear them of any accumulating debris if they can, with the help, if necessary, of the Environment Agency.

Note that this is particularly important all along the brook at a time of prolonged or torrential rainfall, when one of the coordinators identified in the Appendices should be informed as soon as possible of any accumulation of debris that could either

block one of the culverts or bridges, or float onwards and cause problems further downstream.

2.2. Prolonged rainfall threatens or overloads a culvert or a bridge

One of the coordinators identified in the Appendix will arrange to receive the Environment Agency's Floodline Warnings, so that they are alerted to monitor the situation, either themselves or through "community emergency wardens"; this includes watching for debris being brought downstream by rising water levels. The Environment Agency has Flood warning messages on their website. Each Parish Emergency Co-ordinator should sign up to receive flood warning messages by contacting Floodline on 0845 988 1188, this is free of charge.

3. LOCAL FLOOD ACTIONS:

3.1. With careful planning, local flood action can reduce, or possibly reduce, the impact of flooding. Sensible precautions should be taken to avoid risk to life by rising flood waters, and exposure to health risks, for instance due to pollution of the foul sewer system. It is the responsibility of individual householders to take whatever preventive measures they consider necessary to avoid damage to their property in the event of a flood. Local action could include placing of plastic sheeting and boarding across openings; blocking air bricks; laying of sandbag walls or temporary defence systems, and moving valuable or perishable items (including insurance policies and other personal documents) upstairs or otherwise out of reach. A series of advisory leaflets may be obtained from the Environment Agency.

Information is also available on the Environment Agency website www.environment-agency.gov.uk/subjects/flood.

3.2. Property Owners

- When you renew your insurance policy each year, ensure that it is adequate for flood damage.
- Move to a safe area if life at risk
- Prevent water from entering property if possible
- Switch off electricity and gas supplies at mains
- Move valuable possessions above areas liable to be flooded
- Move vehicles to higher ground, but in a place which is unlikely to hinder emergency vehicles or be a nuisance to local residents.
- For more information see <http://www.environmentagency.gov.uk/homeandleisure/floods/31626.aspx>

4. FLOOD WARNINGS:

4.1 The Environment Agency's Local Flood Warning Plans provide details of flood warning arrangements for specific areas. However, we understand that at present this is restricted to only where automatic sensors have been installed. The EA will issue Flood Watch messages from these when

- flooding of low-lying land is expected;
- Flood Warnings when flooding of homes and businesses is expected;
- Severe warnings when there is extreme danger to life and property; and
- All-Clear messages when earlier warnings are no longer in force in the area.

Residents can register to receive flood warnings by contacting Floodline or by visiting the Environment Agency website.

4.2 During a flood, information is available from the Environment Agency's web-site: <http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx> or the Environment Agency's overall Floodline service: 0845 988 1188.

Floodline uses Quick-Dial numbers to speed up access to local flood information, related to geographic areas. The quick-dial numbers for the Willoughby area are 0524614 & 0524341

5. FLOOD TRIGGERS:

Following periods of heavy rain it will be necessary to monitor the level of the brook.

When the EA has indicated imminent floods there will need to be consideration given to assisting vulnerable groups to undertake tasks like moving valuables to higher levels etc.

5.1. Flood action should automatically be triggered by the Environment Agency, but would additionally be triggered by one of the Coordinators in consultation with other members of the Parish Council and the Flood Action Group, based on information they may have received

5.2 Whilst EA are now responsible they do not currently have the technical facilities in place to provide automatic warnings. Until this situation is rectified, the following triggers will need to be adopted locally, when the water level rises:-

5.3. Residents in known areas of flooding will need to be especially vigilant and trigger the alarm, through their coordinator, when water threatens their properties. However, without any obvious current flood alleviation routes, action may be limited to individual damage limitation.

WHO DOES WHAT DURING A FLOOD

Environment Agency

- Issue Flood Warnings
- Receive and record details of flooding incidents
- Monitor the situation and advise other organisations
- Deal with emergency repairs and blockages on main rivers, arterial watercourses in Willoughby and own structures
- Respond to pollution incidents
- Advise on waste disposal issues
- Issue warnings when there is a risk of flooding occurring; alerting those who have registered, in areas where the service can be provided.

County Council

- Co-ordinate emergency arrangements
- Maintain safe conditions on the roads
- Put flood warning signs on the highway
- Organise road closures and traffic diversions
- Clear blockages on highway drainage systems - blocked road channels and gully gratings, storm debris
- May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system
- Assist with providing transport for evacuees to rest centres.

Borough/District Council

- Co-ordinating role for own area
- Flood warning dissemination (by local agreement with Environment Agency)
- Emergency assistance (Civil Contingencies Act 2004) — Provide sandbags to houses at imminent danger of flooding
- Clear blocked watercourses (Land Drainage Act powers) NB Arterial watercourses in Willoughby are managed by the Environment Agency
- Environmental health issues — pollution
- Blocked road channels and gully gratings — routine street cleaning only.

- Emergency planning support groups
- Waste and debris removal

Parish Council

- Flood warning dissemination (by local agreement with Environment Agency)

Fire and Rescue Service

- Rescue
- Respond to all emergency incidents as required
- Assist the populace where a need is identified and the use of Fire Service personnel and equipment is relevant

Water Companies

- Emergency over pumping or tankering at pumping stations
- Clearing 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

- Attend to emergencies relating to their service at properties putting life at risk as a result of flooding
- Attend to flooding emergencies at their own serviced installations

Large Industrial Companies

- Protect own premises and installations
- Source of resources which could be hired

Property Owners

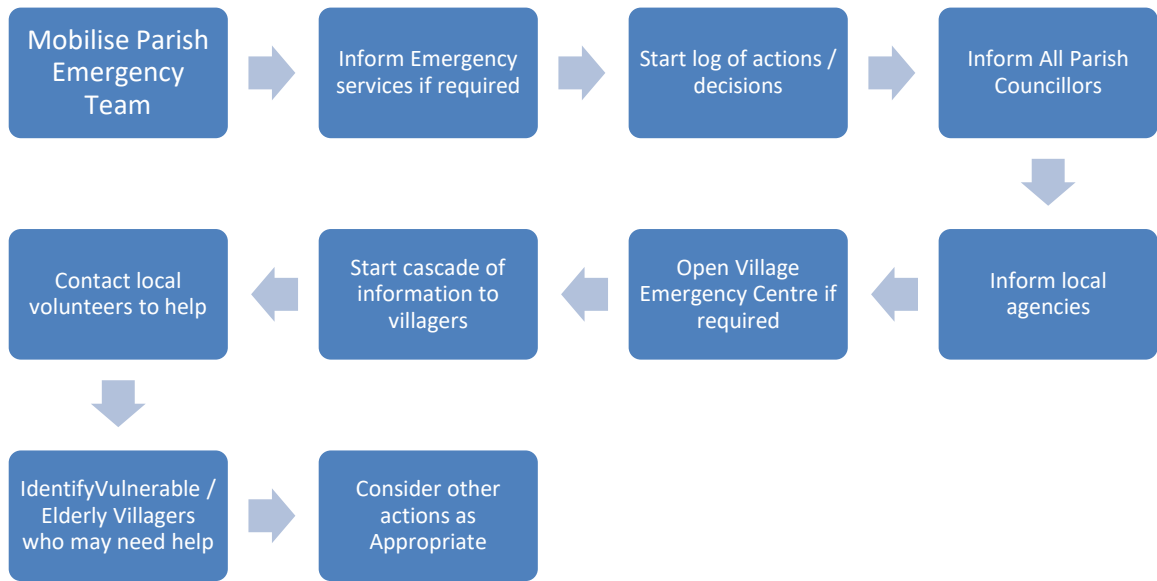
- Move to a safe area if life at risk
- Prevent water from entering property if possible
- Switch off electricity and gas supplies at mains
- Move valuable possessions above areas liable to be flooded

- Consider developing flood plans, moving their vehicles to a higher level
- Call 999 if there is a need to be evacuated
- Only switch on gas and electricity if the property is not flooded and it is safe to do so
- Collect together essential items such as medication, blankets, baby food, nappies, torch and batteries, bottled water and food when there is a risk of flooding.

RESPONSE FLOWCHART - COMMUNICATIONS PROCEDURE.

The flowchart below shows the contact points necessary in the event of an emergency.

Localised flooding:



APPENDIX 1

WILLOUGHBY PARISH COUNCILLORS and CLERK (March 2016)

Name	Address	Phone numbers
Mike Thomas (Chair)	Church View, Lower St, Willoughby	01788 891338 / 07970886413
Dennis Neville (Clerk)	The Stumps, 5 Brooks Close, Willoughby	01788 890710
Ben Hallam	The Firs, 31 Main Street, Willoughby	01788 891178
Alan Belgrove	6, Magdalen Road, Willoughby	01788 890416 / 07943336575
Ant Ray	Barberry Cottage, 1 Lower Street, Willoughby	01788 891317 / 07711502854
Rachel Settle	Rosebud Cottage, 3 Lower St, Willoughby	01788 890724 / 07885501551

WILLOUGHBY FLOOD ACTION GROUP

Name	Address	Phone numbers
Mike Thomas (Chair)	Church View, Lower Street	01788 891338
Rachel Settle	Rosebud Cottage, 3 Lower Street	01788 890724

Linda Belgrove	6, Magdalen Road	01788 890416
Phil Cox	Sundell, Moor Lane	01788 891738
Bert Ogle	Willows, Main Street	01788 890498
Ant Ray	Barberry Cottage, 1 Lower Street	01788 891317
Christine Hawkins	Roseberry Dene, Main Street	01788 890183

Adjacent Parish Council Clerks

Council	Contact Name	Telephone number
Grandborough	Mrs Kay Worrell	01788 811605
Wolfhamcote	Ms Julie Plackett-Smith	01788 891250
Barby	Mrs Catherine Camp	01788 891184

Key Risk Areas

Source	Area	At Risk	Potential Impact
Brook running along Main Street and run-off from surrounding fields	Main Street, Moor Lane & Lower Street	Access road through Willoughby to neighbouring villages	Limited access to the village No access to neighbouring villages

		Residential properties on Main Street / Lower Street and Moor Lane The Rose Inn	Flooding to residential properties No access for vehicles
Pond on Lower Street	Lower Street & Brooks Close	Residential properties on Lower Street & Brooks Close	Flooding threat to residential properties

Local Actions			
	Trigger	Action	Responsibility
Before	Issue flood alert	Monitor local conditions & forecasts	Parish Council / Flood Action group
	Flood warning issued	Assist of property level protection where needed	Flood Action Group & volunteers
During	Access to village affected by flood water	Publicise alternative routes	Parish Council
	Properties likely to be affected by flood water	Deploy available resources to protect properties	Flood Action Group & Volunteers
After	Flood water receding	Monitor local forecasts to establish likelihood of further flooding	Parish Council / Flood Action Group

	Flood alert no longer in force	Clear debris left by flooding	Flood Action Group & Volunteers

Appendix 2

List of Resources – Human Skills			
	Nearest Base	Telephone number	Emergencies / 24 hour service
Emergency Services			
Police	Rugby		101 / 999
Fire & Rescue	Rugby		999
Ambulance	Rugby		999
Doctors & Nurses			
Dunchurch Surgery	Dunsmore Heath, Dunchurch	01788 522448 / 522400	As day number
Abbey House Surgery	Golding Close, Daventry	01327877770	Out of hours 01327 702215

Dentists			
See attached booklet			
First Aid Training			
St Johns Ambulance	Rugby	Miss Bradbury 07790438574 or Mr Sharp 01788 543772	
Voluntary Organisations			
See attached booklet			
Pharmacies			
See attached booklet			
Vets			
Rainsbrook Veterinary Group	Crick Road, Hillmorton	01788 542221	On answerphone

Appendix 3

List of Resources – Local skills

Name	Address	Skills / Occupation	Telephone number
Allan Board	Magdalen Road	Builder	01788 890405
Russell Vessey	Main St	Carpenter	01788 891336
Wayne Truslove	Moor Lane	Joiner	
Tim Settle	Lower Street	General Maintenance	01788 890724

Appendix 4

List of Resources - Materials

Name	Address	Supply	Telephone
Plantool	4 High March, Daventry NN11 4HB	Plant hire/ Power tools	01327 878711
Travis Perkins	2 Somers Road, Rugby CV22 7DD	As above + building / repair materials	01788 542171

List of Resources – Useful Premises

Location	Type of Premises	Key holder contact details
Village Hall Main Street Willoughby	1 x large hall, 1 x small hall, 1 x Committee Room. Toilet facilities. Kitchen. Tables & chairs	Mrs B Hallam 01788 890003
The Rose Inn Main Street Willoughby	Several small rooms with tables & chairs. Kitchen. Toilet facilities	Rudi & Gillian 01788 891180
St Nicholas Church	Seating	Mrs Jackie Gibbard 01788 891191

Appendix 5

People who may have special problems during an emergency:

Name	Address	Telephone number	Details