

*Downton Parish Council*

**Local Flood Plan**

**For**

**The Parish of**

**Downton**

**Updated and  
Adopted 14<sup>th</sup> July 2014**

**Parish Clerk:**

**Mrs Bev Cornish, West View, Slab Lane,  
Downton, Salisbury, Wiltshire SP5 3PS**

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## **INTRODUCTION**

This plan has been established by the Flood Working Group of Downton Parish Council and is designed to provide a basic framework to ensure an effective approach to managing a major flood incident that may threaten the safety and welfare of the community (both residential and employed), property and livestock.

The Plan covers the Parish of Downton and encompasses all properties which are at risk from flooding. The Plan will be reviewed annually, with the Clerk to arrange review dates and notify Committee members accordingly.

## **OBJECTIVES OF THE PLAN**

- Identify the risks to the community and take action to mitigate them.
- Identify vulnerable properties in the community and develop plans to assist/protect them.
- Identify resources in the community available to assist during an emergency.
- Provide key contact details for the Flood Committee, Key Community Resources, the Emergency Services and Local Authorities.

## **FLOOD COMMITTEE**

In the absence of the Emergency Services, the Flood Working Group consisting of the Flood Wardens will lead the community response and act as a central point for information and communication for the community, emergency services and local authority.

### Flood Committee members:

<u>Name</u>	<u>Contact Number</u>	<u>Mobile/E-mail</u>
Cllr Dave Mace (Chairman)	01725 511055	07711 651682
Cllr Roger Yeates	01725 511283	07771 907005
Julia Whitmarsh	01725 510601	
Bev Cornish (Clerk)	01725 513874	07980 691831

### Key Resource Contacts

Wiltshire Council: Community Co-ordinator – Tracy Myers - 07827 312320 | 01722 438908  
Environment Agency Contact: Jim Wregglesworth - 07741 006728 | 01258 455368

**NB: Remember at all times to take every reasonable precaution to avoid harm to yourself and others.**

## **RESPONSE TO A FLOOD EVENT**

Cllr Roger Yeates and Bev Cornish, the Clerk, as the designated Flood Wardens for the Parish, are registered to receive EA Flood Watch and Warnings and will trigger the following response following EA notification of a Flood Warning: The Councillor and Clerk will liaise and establish the extent of any local flooding by calling other members of the Parish Council to ascertain flood levels to see if they are affected and to what extent.

### **Action**

### **Completed**

1. The Chairman, Councillors and Clerk will liaise and establish the extent of any local flooding by calling other members of the Parish Council to ascertain flood levels to see if they are affected and to what extent.

They will call Wiltshire Council (0300 456 0100) or Tracy Myers - 07827 312320 | 01722 438908 for further advice and/or assistance, and try to establish whether further flooding is expected and when and how long before the water levels might start to drop.

2. If life is being threatened, or if the emergency services are required, call 999 and request immediate assistance. Notify the Police Station at Alderbury/Salisbury (dial 101).
3. Set up a temporary Parish Council office and agree manning levels. The office will coordinate, and should be informed of all aspects of the operation. On consideration of information provided by the EA, Wiltshire Council and Flood Wardens, agree the level of response and identify what equipment/manpower resources are required. All those involved in the exercise are asked to bring mobile telephones and chargers with them, if possible, to assist with communications.
4. Flood Wardens to advise all other members of the Parish Council of the response, and request that members notify neighbours and residents liable to flood in their allocated areas, as follows:

<u>Gravel Close &amp; West of The Borough:</u>	Roger Yeates	<u>Tel No</u> 511283
<u>From the Co-Op &amp; East of The Borough</u>	Glyn & Chris Parry	514511
<u>High St:</u>	Nikki Wilson	511798
<u>The Headlands, Greenacres &amp; West Wick:</u>	Susan Barnhurst-Davies	510035
<u>Long Close:</u>	Dave Mace	511055
<u>Charlton All Saints</u>	Michael Chandler	511152

Members should report to the Council office if anyone contacted requires help.

5. If road closures are required implement the road closure procedure on **page 8**
6. If sand-bags are required the Clerk will contact:  
Wiltshire Weather and Drainage Team/Emergency Team: Renate Malton  
(07827 954856) to release Council stock of sand-bags.
7. If the flooding has resulted or will result in people having to leave their homes (for instance if a severe flood warning has been issued), the Clerk will discuss the situation with other members of Parish Council and consider whether there is a need to activate the appropriate Places of Safety (Downton Leisure Centre, Wick Lane, Downton, SP5 3NF Tel: 01725 513668 or Downton Baptist Church, South Lane, Downton SP5 3NA Tel: 01725 512971). In this event, contact the Leisure Centre and Baptist Church to discuss and arrange the level of shelter required.
8. **If water pumps are required, these must not be used in a confined space due to the release of carbon monoxide fumes. A Flood Warden familiar with the pump operation must liaise with the resident regarding use of the pumps.**
9. Remember – keep a log of all incoming and outgoing calls and any action taken.
10. Be prepared to brief and work with emergency services/local authority operatives on their arrival.

## USEFUL NUMBERS (PARISH AND COUNTY COUNCILLORS)

	<b>Name</b>	<b>Tel Number</b>
Parish Chairman	Dave Mace Orchard House Long Close Salisbury Wiltshire SP5 3HG	01725 511055 Mobile: 07711 651682
Councillor <b>Flood Warden</b>	Roger Yeates 12 Gravel Close Downton Salisbury Wiltshire SP5 3LZ	01725 511283 Mobile: 07771 907005
Clerk to the Council <b>Flood Warden</b>	Bev Cornish West View Slab Lane Downton Salisbury Wiltshire SP5 3PS	01725 513874 Mobile: 07980 691831
County Councillor	Julian Johnson	01722 335877 Mobile: 07771 547351

## COUNCILS & SERVICES

<b>Organisation</b>	<b>Name</b>	<b>Contact Details</b>
<u>Environment Agency:</u>	<p><u>Flood-line:</u> -for river level information and to register for the flood warning service.</p> <p>Flood Incidents (24hrs): - an EA adviser will respond personally to all calls, which will be held in queues, and details of the incident will be logged onto their system and forwarded to the relevant Area Officer. General advice will be given as well as indicating any response or defence measures that can be put in place by the EA themselves. An incident room for any given area will be set up on receiving a certain volume of calls, and all calls relating to this area will then automatically be diverted to the area centre.</p>	<p>Floodline on 0845 988 1188 or Typetalk 0845 602 6340.</p> <p>General enquiries: <a href="http://www.environment-agency.gov.uk/subjects/flood_warning">www.environment-agency.gov.uk/subjects/flood_warning</a></p> <p>River levels on the internet: <a href="http://apps.environment-agency.gov.uk/river-and-sea-levels/120717.aspx">http://apps.environment-agency.gov.uk/river-and-sea-levels/120717.aspx</a></p>
<u>Police:</u> Alderbury/Salisbury	Pc Matt Holland PCSO Matt Smith	101
<u>Wiltshire Council</u>	Switchboard	0300 456 0100
<u>Bournemouth &amp; West Hants Water</u>	Switchboard	01202 590059
<u>Wessex Water</u>	Switchboard Sewage floodline (in a property)	0845 600 4600 0845 850 5959

<u>Electricity Emergencies</u>	SSE Power Distribution	0800 072 7282
<u>National Gas Emergencies</u>	Gas Emergency	0800 111 999
<u>Street Lighting</u>	Wiltshire Council	<a href="http://www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/mywiltshirelogin.htm">www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/mywiltshirelogin.htm</a>
<u>BT</u>	Report a fault	From Landline: 0800 800 151 From Mobile: 0330 123 4151

### **LOCAL MEDIA & TRANSPORT**

<u>Radio Stations</u>		<u>Tel Number</u>
Radio Wiltshire	103.5 FM, 104.3 FM, DAB	
Spire FM	102.0 FM	
<u>Press</u> Salisbury Journal	Newsdesk	01722 426511
<u>Wilts &amp; Dorset Buses</u>	Hotline for Advice	0845 894 2469

### **KEY COMMUNITY SKILLS**

<b>Experience/ Qualification</b>	<b>Address/Tel Number</b>	<b>Availability</b>
Medical Aid:	Downton Surgery, Moot Lane, Downton SP5 3JP	01725 510296
	NHS Out of Hours Service	0300 111 5717

### **KEY PREMISES**

<b>Premises</b>	<b>Role during incident</b>	<b>Key Holder/Tel Number</b>
Downton Leisure Centre, Wick Lane, Downton, SP5 3NF	Place of Safety	01725 513668
Downton Baptist Church South Lane, Downton SP5 3NA	Place of Safety	01725 512971
Additional Premises to be identified near the High Street	Place of Safety	

## ROAD CLOSURES - PROCEDURE

Flood Wardens to decide which roads require closing and contact the following:

1. Pc Matt Holland, Wiltshire Police (dial 101 and ask for the Downton Neighbourhood Policing Team). In the event that Wiltshire Highways are unable to, or will be delayed in closing roads, the Police will deploy equipment stored at the Station. In the event that the Police are unable to assist, seek Police authorisation for the equipment to be deployed by Flood Wardens.
2. Wiltshire Highways (0300 456 0100): Request and identify road closures as follows.
3. Flood Wardens to arrange for road closures to be manned in accordance with the following guide;

<u>The Borough at The Headlands:</u>	Roger Yeates (01725 511283) Bryan Morris (513164)
<u>High Street at Moot Lane Corner</u>	Julia Whitmarsh (510601) Nikki Wilson (511798)

4. Inform the Police of the need to provide additional road closure signage (101) or Contact Cuckoo Fair Chairman on 01725 511332 to access signage used for Cuckoo Fair road closure.
5. In the event that the Parish Council decides to close roads, two persons should be allocated to each road closure at any one time. High visibility jackets must be worn and a laminated copy of the village map and a copy of the Police Advice below must be carried at all times (laminated copies of both documents are available at the back of the Flood Plan file). The Parish Council office will coordinate the release of all equipment from storage.
6. The Parish Council office will arrange for relief at road closures (2 Hour shifts). Council members should also be contacted to provide relief manning, as the need arises.
7. The Parish Council office will coordinate the return of equipment to storage when it is no longer required, and ensure its return is properly logged.

### ROAD CLOSURE – POLICE ADVICE

Police and Highways are the only bodies that can officially close roads in an Emergency situation, such as flooding. It is usually the case that an officer mans these closures. In exceptional circumstances, it would assist police if 2 of the Parish Council members could monitor the Road Closure once it has been put in place by the Police. It must be stressed that such persons have **no Power to stop any motorist**.

The role would entail ensuring the closure signs and cones remained intact and to advise motorists of the flood and help with alternative routes to avoid it.

Health and Safety should be paramount as the **Police and Highway authority would not be responsible for any injury incurred whilst carrying out such a role**. The wearing of high visibility garments and the use of torches are recommended. Standing at the roadside and not in the carriageway would be the correct procedure and waiting for the vehicle to stop before approaching to speak to the driver is the safest course of action. If a vehicle fails to comply with the Road Closure, then please record the date and time, the registration number, make of vehicle, and a very brief description of the driver (male/female) as this could be used by the Police in possible future action against the driver.

**EQUIPMENT DETAILS**

<b>Equipment</b>	<b>Name</b>	<b>Available at:</b>	<b>Tel Number</b>
Hi Vis Jackets	Parish Council		Clerk 07980 691831
Road Closure Signs x 6	Cuckoo Fair	Gravel Close	01725 511332

**FLOOD PLAN REVIEW**

<b>Date</b>	<b>Reviewed by</b>	<b>Comments</b>

**INCIDENT LOG**

***The information contained in this log may be of use to agencies and local authorities following an incident to establish what actually happened - do not destroy.***

Log Keeper.....

Incident.....

Page.....of.....

Date	Time	Event/Message	Action

## APPENDIX I

### WHAT TO EXPECT FROM THE ENVIRONMENT AGENCY

1. Monitor rainfall and river levels and make forecasts and issue flood warnings on main rivers, where they have forecasting capabilities.
2. Communicate the risks of flooding to those at risk.
3. Provide advice on what to do before, during and after flooding.
4. Provide information on river flood level forecasts when a flood watch or warning is in force on their Flood-line service
5. Issue flood warnings to people who are registered to receive their service\*.

When flood warnings are in force, local river forecast information is available on the Environment Agency's Flood-line service; callers can listen to this information by telephoning Flood-line on 0845 988 1188.

The Environment Agency's website shows live flood watches and warnings in force; it is updated every 15 minutes. However, when a flood watch or warning is in force people should telephone Flood-line to listen to what is happening locally. This information is not available on the website.

*\* It is important that all properties at risk from flooding should see if they can register for the Environment Agency's free flood warning service. Flood-line Warnings Direct (FWD). You can register by telephoning 0845 988 1188 and ask to be registered. To find out if your property is at risk, you can either telephone Flood-line on 0845 988 1188 and ask the operator or by logging onto the Environment Agency's website at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) and entering your postcode.*

### GENERIC INFORMATION FOR THE PUBLIC & ENVIRONMENT AGENCY ADVICE ON FLOODING FROM GROUNDWATER

- Call Flood-line on 0845 988 1188 for the latest information.
- Identify a safe place where you, your family and your pets can keep away from the floodwater.
- Consider gathering essential items together. These include warm clothes, blankets, regular medication, a torch, food supplies, a mobile phone and a battery operated or wind-up radio.
- Know where to turn off gas, electricity and water supplies at the mains.
- Consider moving electrical items and valuables to a first floor or higher position.
- Floods can kill. NEVER attempt to walk or drive through any depth of floodwater.
- If the need for evacuating your home is necessary, please cooperate with the emergency services.
- Stay tuned to local radio – Spire FM 102.0 FM
- Not all local authorities can supply sandbags. A full range of information on these products is available from the National Flood Forum website [www.floodforum.org.uk](http://www.floodforum.org.uk). A selected group of product information is also available on the Environment Agency's website [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

Flooding from **groundwater** can happen when the level of water within the rock or soil that makes up the land surface (known as the water table) rises. The level of the water table changes with the seasons due to variations in long term rainfall and water abstraction. When the water table rises and reaches ground level, water starts to emerge on the surface and flooding can happen. There are some key features of flooding from groundwater:

- Flooding will usually occur days or even weeks after heavy or prolonged rainfall.
- Flooding may occur for a long time, often lasting several weeks.
- The water doesn't always appear where you would expect it to (i.e. valley bottoms). It may also emerge on hillsides.
- Water may rise up through floors rather than coming in through doors.

Flooding from groundwater is most common in areas where the underlying bed rock is chalk, but it can also happen in locations with sand and gravel in the river valleys both of which apply to the Parish of Downton.

In an emergency follow these simple steps to help you stay safe:

- Check on other people in your household to make sure they are safe.
- If the flood water hasn't reached you, move your car to higher ground.
- Gather essential items and put them upstairs or in a high place.
- Fill jugs and saucepans with clean water.
- Turn off gas, electricity and water supplies if safe to do so. **DO NOT** touch sources of electricity when standing in flood water. If you have an electric pump running you will need to leave your electricity supply on.
- Put plugs in sinks and baths to stop water entering your home. Weigh them down with a sandbag or plastic bag filled with garden soil. This is only a short-term solution. You may need to consider a longer-term solution such as non-return valves, as groundwater can be high for months.
- Keep listening to local radio updates or call Floodline on 0845 988 1188. Stay safe. Always listen to the advice of the emergency services and evacuate when told to do so.
- If evacuated, you will be taken to an evacuation centre run by your local council. Free food and bedding is provided and most will let you bring your pets.
- Bring spare clothing, essential medication, pet food and baby care items if you have an infant.