

**Meeting of the**

**ESTATES COMMITTEE**

**Will be held at the Springfield Centre,**

**Springfield Boulevard, Springfield**

**on**

**Tuesday 9 July 2024 at 6.30pm**

**AGENDA**

**Committee Members:**

Cllr L Adura

Cllr B Barton

Cllr V Dixon

Cllr R Golding (Chair)

Cllr B Greenwood

Cllr J Howard

Cllr K Kavarana

Cllr K Kent

Cllr D Pafford

Cllr M Petchey



## **AGENDA**

- 1. To Receive:**  
Apologies for Absence  
Declarations of Interest  
Members of the Public Present
- 2. Appointment of Vice Chair**  
The Committee is invited to consider if there is a requirement to elect a Vice Chair, and if so, appoint a Vice Chair to May 2025.
- 3. Appointment of Lead Members**  
Committee is invited to consider if there is a requirement to appoint any Lead Member(s), and if so, appoint and define their role/s to May 2025.
- 4. Minutes of the Meeting held on the 11 June 2024** **Page 5**  
Committee is invited to approve the minutes of the meeting held on 11 June 2024, previously circulated and therefore taken as read.
- 5. Public Involvement – Deputations, Petitions and Questions**  
Members of the public may make representations in respect of the business on the agenda.
- 6. Fishermead Sports Ground Working Group**  
Committee is invited to note that the next meeting of the Fishermead Sports Ground Working Group will take place on Tuesday 16 July at 6.30pm, prior to the meeting of Council.
- 7. Milton Keynes City Council – Community Infrastructure Fund 2025-2026** **Page 7**  
Committee is invited to note that the Community and Communications Committee has previously recommended to Council that the fund is used to apply for a grant in relation to Play Area improvements. Committee is invited to identify any additional projects that could be applied for using the fund.
- 8. Springfield Centre – Intruder Alarm Control Panel Replacement**  
Committee is invited to note that the intruder alarm panel at the centre has developed a fault, the fault is intermittent and at times prohibits the system from being armed. Milton Keynes Security Services Ltd (retained by the Council for intruder alarm and access control solutions) have advised the panel (residential grade) is at the end of its life and needs replacing. MK SSL have quoted (£875 + vat) for a commercial grade replacement panel. The existing panel only provides an audible warning, the proposed panel features the additional functionality of a Wi-Fi

communicator – on the alarm being activated, the communicator would send an immediate alert to Coverguard (retained by the Council to provide an in-person response to alarm activations).  
With budget in place for the proposed panel, Committee is invited to consider and progress the matter.

**9. Community Hub, Working Group Update and Recommendations**

**Page 9**

Committee is invited to receive an update from the Working Group, including any recommendations, Committee is also invited to receive and consider the following:

- Contractors Report no.5
- Progress Photos
- Site Audit Report – Safety Services UK Ltd
- Updated Project Programme

**10. Springfield Centre Disabled Parking Bay Provision**

**Page 25**

Committee is invited to receive, and if appropriate, agree the parking bay technical specification as proposed by Stuart Thomas Associated Ltd.

**11. Climate Emergency Action Plan – Development of a Community Flood Plan**

**Page 27**

Committee is asked to consider the development of a Community Flood Plan as recommended by the Climate Emergency Working Group.

**12. Date of Next Meeting**

Tuesday 10 September 2024 at 6.30pm

**BY ORDER OF THE COUNCIL**

Dominic Warner

**D Warner**  
**Clerk to Council**  
**4 July 2024**



**Minutes of the meeting of the Estates Committee  
held on Tuesday 11 June 2024 at 6.30pm  
at the Springfield Centre, Springfield Boulevard, Springfield**

**This meeting was open to the public**

**Members Present**

Cllr B Barton

Cllr R Golding

Cllr K Kavarana

Cllr K Kent

Cllr D Pafford

**In Attendance**

P Sullivan, Deputy Clerk

**01/24**

**Apologies for Absence**

Cllr V Dixon – unwell

Cllr B Greenwood – personal commitment

Cllr J Howard – personal commitment

Cllr M Petchey – personal commitment

**02/24**

**Declarations of Interest**

None

**03/24**

**Members of the Public Present**

None

**04/24**

**Appointment of Vice Chairperson**

In consideration of members not able to attend, the Committee agreed to defer this item to the next meeting.

**05/24**

**Appointment of Lead Members**

In consideration of members not able to attend, the Committee agreed to defer this item to the next meeting.

**06/24**

**Minutes of the Meeting held on the 9 April 2024**

The minutes of the meeting, having been previously circulated were approved as a correct record and signed by the Chair.

**07/24**

**Public Involvement – Deputations, Petitions and Questions**

None

- 08/24      Fishermead Sports Ground Working Group**  
Nothing to report, Committee noted that the next Working Group meeting will be held later this month, date to be confirmed.
- 09/24      Community Hub, Working Group Update and Recommendations**  
Committee received a verbal update from the Chair, the latest contractors report, draft project programme and progress photos had been circulated to members by email.
- Committee further agreed to the inclusion of a new defibrillator and public access cabinet for the Community Hub project (part funding available from Department of Health & Social Care, cost to CPCC £750).
- 10/24      Kernow Crescent Play Park Annual Inspection Report – EO1/24**  
Committee received, noted, and agreed to action any necessary works identified in the independent annual inspection report of Kernow Crescent play area as carried out by Seagrave Inspection Services Ltd.
- 11/24      Woodland Management Plan, Tree Survey Report – EO2/24**  
Committee received, noted, and agreed to action any necessary works identified in the tree survey report of land managed by the Community Council as carried out by MPL Tree Consultancy Ltd.
- It was agreed that the Estates Manager would supply further information to members on the recommended removal of trees on Oldbrook Green.
- 12/24      Annual Estates Equipment Report – EO3/24**  
The Committee received and considered the Annual Estates Equipment Report, resolving to recommend to Council that it ratify the contents therein.
- 13/24      Springfield Centre Disabled Parking Bay Provision**  
The parking bay technical specification had not been received and will therefore be considered at a later meeting.
- 14/24      Allotments Tenancy Termination Procedure – EO4/24**  
Committee received and noted a report on the procedure used for communicating with allotment tenants whose plots are not being maintained, including where necessary the termination of the tenancy.  
It was suggested that, where necessary, eviction notices be sent to tenants by recorded delivery.
- 15/24      Date of Next Meeting**  
Tuesday 9 July 2024 at 6.30pm

## Quick Guide: Applications to CIF 2025-26

To help you put your application/s together quickly, here's a summary of the main criteria you need to check that your proposal meets. The deadline for applications to be submitted to us is 31 August 2024

Email your application/s and any supporting documents to: [highways.liaison@milton-keynes.gov.uk](mailto:highways.liaison@milton-keynes.gov.uk)

- Is on either MKCC or parish owned land\*. Long lease property may also be included if the lease allows.
- Does not incur ongoing maintenance costs to MK City Council.
- Any relevant planning permission or licences are sorted beforehand.
- Includes 3 in date quotes if using an outside contractor.
- Permanently benefits the local community.
- Is in the Public Realm i.e. something that is provided for the use of the community.
- Does not exceed the maximum £20,000 MKC contribution.
- Includes details of how this proposal was chosen e.g. public consultation.
- Parish contribution is not from an other MKC funding stream or other grant e.g. Section 106, ward budget.
- You can submit up to 3 applications funding. Please show your priority choice order (1st, 2nd, 3rd).
- Can be delivered within the financial year between 1 April 2024 and 31 March 2025.

\*If the location or equipment is on leased or MKCC owned land, you will need to written permission before submitting your application. Changes to leases or legal conditions can take several months to complete.

### Before you send your application to us, have you?:

- Filled in each box including Objectives, Benefits, Consultations, Costs and Timescales.
- Entered the exact amounts £ applied for (MK City Council Contribution, Parish Contribution and Overall Total).
- Indicated your preference for project if submitting multiple applications.
- Included any supporting evidence including photos, exact location information, details of equipment.
- Proof of landownership is included.
- Any planning permission granted is submitted with the application.

If you have a question or need help completing the CIF application, email the Highways Liaison Team at [highways.liaison@milton-keynes.gov.uk](mailto:highways.liaison@milton-keynes.gov.uk)



## **CONTRACTOR'S REPORT**

**Site: Campbell Park Community Hub**

**Date: 04/07/24**

**Contract No: 2464**

**Report No: 5**

**by: C Spencer**

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### **1 Progress for works up to and including the 4/07/2024**

**Brief outline below: -**

- **Construction period –**
- Block & beam floor Installation 100%
- Perimeter retaining walls 20% complete
- Super structure masonry from DPC to 1<sup>st</sup> floor 100%
- Erect Scaffold first lift 100%
- Masonry from 1<sup>st</sup> floor to Roof 80%
- First floor planks & stairs 100%
- **External works –**
- Retaining walls – 20% complete
- Building perimeter civilised ready for scaffold

#### **Works due to commence in next reporting period**

- Substructures to basement rebuild
- Intumescent paint to steels
- Roof Structure

### **2 Summary**

*Reporting against the draft construction programme*

Works remain around 2 weeks behind, mainly due to prevailing weather patterns encountered in previous reporting period.

There is a possibility mitigate some time lost through the closing up of the building envelope and an earlier start ( from October to September) of the external works is being targeted starting with the substructure works of the basement rebuild & rear retaining wall mid-July followed by the main external works in September.

### 3 Contract completion date and Forecast Completion date

Original completion date – January 2025 as per programme

Forecast Completion date – January 2025

### 4 Weather

We have lost the following: -

- No time lost in reporting period.

**Total to date = 7.5 day (report compiled to 28/07/24)**

### 5 Architects Instructions and RFI's Logged

AI's. 18 no issued to date

### 6 Subcontractors Appointed to Date

*Groundworks*

*Steel Frame*

*Masonry*

*Block & beam*

*PC floor & stairs*

*Lift*

*Scaffolding*

*Mechanical*

*Basement Roller Shutter*

*Electrical*

*MBH Construction*

*CovCon*

*JDW Brickwork*

*Floorspan*

*F P McCann*

*Gartec*

*Apex*

*Ambivent*

*HAG*

*P&W Electrical*

### 7 Building Control

Building control have visited site and inspected foundation dig and concrete pour.

Drainage, block & beam and DPC have been inspected

**8 Quality control**

**9 Information Required**

- To be discussed at site meeting

**10 Health & Safety**

SSUK visited site on the 25<sup>th</sup> of June 2024 with the site receiving an AC rating with three scaffold concerns raised which were addressed on the 26<sup>th</sup> of June 2024.

Please see attached report

**11 Progress Photos**

As attached.

**12 Services**

- Electrical services – Temporary site power is now live following the meter installation. Mains service requires wayleaves to be sorted.
- Water services – Temporary supply installed. This can be converted to permanent later in the project.
- BT Openreach – Scheme registered, and drawing issued. The drawing needs amending, and this has been requested. They will duct up to the site boundary and we will install on site ducting to final position.





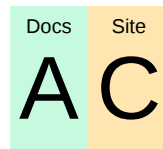






**Independent Audit for:**The logo for Steele & Bray, featuring the company name in a sans-serif font with a small orange and blue icon between the words, and the text 'CHARTERED BUILDING CONTRACTORS' in smaller letters below.**Steele & Bray Ltd**

Campbell Park Community Hub, MK6 3JS  
Campbell Park Community Hub  
Springfield Boulevard, Springfield  
Milton Keynes  
MK6 3JS

**Site Audit Report****Professionally Conducted By:****Safety Services UK Limited**

Safety House  
Hanborough Business Park  
Long Hanborough  
Oxfordshire  
OX29 8LJ

Report ID	46910256
Visit by	Paul Neale (contact on: 07814220635)
Date & Time	25th June, 2024 (10:20 - 11:31)

**Auditor comments:**

On arrival to site, I was met by Tim site manager who accompanied me on the site walk round.  
The issues that were identified during this visit were discussed with Tim.  
Site consist of the construction of a community hub.  
5 Operatives are on site with one site manager.

## Audit Item Summary Key

Not Applicable	Not Checked	Observation OK	Observation Issue
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### Documentation

3 - Policy Statement	Satisfactory	1 - Health & Safety Plan	Satisfactory
17 - Future Works	Satisfactory	16 - Temporary Works Docs	Not Checked
15 - Temp Electric cert	Satisfactory	14 - Tool Box Talks	Satisfactory
13 - Site Induction	Satisfactory	12 - Competence & Training	Satisfactory
11 - Method Statements	Satisfactory	9 - Risk Assessments	Satisfactory
2 - Fire RA & Fire Plan	Satisfactory	4 - Foresite(TM)	N/A
5 - Registers and Permits	Satisfactory	7 - Notices	Satisfactory
10 - Contractors Orders & Docs	Satisfactory	8 - COSHH	Satisfactory
6 - Insurance	Satisfactory		

### Work at Height

1 - Scaffolding (Observations)	See Comments	6 - Fragile Surfaces	N/A
5 - Edge Protection	Satisfactory	3 - Access Equipment	N/A
2 - Towers	N/A	4 - Work at Height	Satisfactory

### Equipment Management

2 - Plant & Machinery	N/A	4 - Electricity	Not Checked
3 - Small Tools & Equipment	Satisfactory	1 - Lifting operations & equipment	Satisfactory

### Health

1 - Noise	Not Checked	6 - Vibrations	Satisfactory
5 - Hazardous Substances	N/A	3 - Respiratory Hazards	Satisfactory
2 - Manual Handling	Satisfactory	4 - Asbestos	N/A

### PPE

2 - PPE	Satisfactory	1 - Head Protection	Satisfactory
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### Site Setup




12 - Signage	Satisfactory	13 - Fire Safety	Satisfactory
1 - Temporary works	Satisfactory	11 - Welfare	Satisfactory
10 - Environment	Satisfactory	9 - Trip Hazards & Housekeeping	Satisfactory
8 - Pedestrian Access	Satisfactory	7 - Traffic Management	Not Checked
6 - Security	Satisfactory	5 - Lighting	N/A
4 - Health / First Aid	Satisfactory	3 - Flammable Substances & Hot works	Not Checked
2 - Services	Satisfactory		




### Others

1 - HSE Visits	N/A	2 - Accidents & Near Misses	N/A
3 - Demolition	N/A	4 - Excavations/Confined Spaces	Satisfactory
5 - Roadwork	N/A	7 - Weather	Satisfactory
8 - Number of Operatives on Site	Satisfactory	9 - Number of Plots	N/A

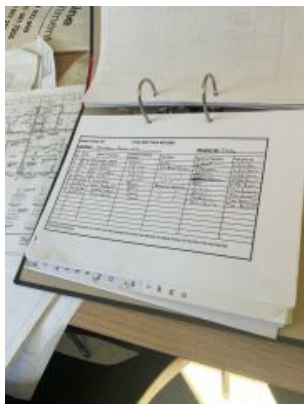


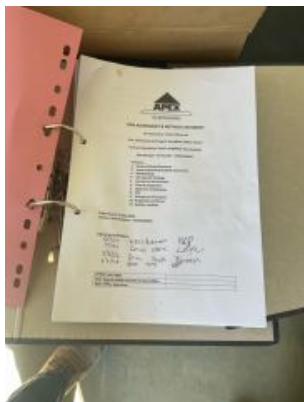


## Observations



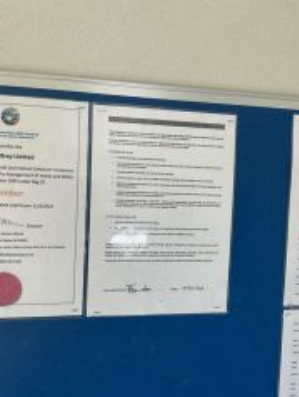
1. Scaffolding (Observations)	C - Finding Present	Action for: <b>Steele &amp; Bray Ltd</b> Action: Immediate Action Required
	Scaffold Bay observed to be too wide	Please ensure that all scaffold bays are within the permitted width
1. Scaffolding (Observations)	C - Finding Present	Action for: <b>Steele &amp; Bray Ltd</b> Action: Immediate Action Required
	Loading bays have been erected, However, these don't seem to be erected correctly in that standard Spacing is 1.5 metre. No compliant sheet is held on site to check against	Please ensure that all loading bays are erected to a compliance sheet
1. Scaffolding (Observations)	C - Finding Present	Action for: <b>Steele &amp; Bray Ltd</b> Action: Immediate Action Required
	Facade gracing observed to be missing on most elevations, Any elevation that is greater than six bays long requires another sway brace, 1 sway brace per 6 bays of scaffolding	Please ensure That facade bracing is securely fitted where required

1. Scaffolding (Observations)	C - Finding Present	Action for: <b>Steele &amp; Bray Ltd</b> Action: Immediate Action Required
	Several transoms Observed to be too short	Please ensure that all scaffold tubes are long enough to go through the fitting
1. Scaffolding (Observations)	C - Finding Present	Action for: <b>Steele &amp; Bray Ltd</b> Action: Immediate Action Required
	Scaffold boards shorter than 2.13m Need to be secured	Please ensure that all scaffold boards are secured
8. Number of Operatives on Site	A - Satisfactory	Comment Only
	5 Operatives are on site	
1. Health & Safety Plan	A - Satisfactory	Comment Only
	Construction phase plan is held in the site office	

12. Signage	A - Satisfactory	Comment Only
	Signage is displayed on site	
10. Environment	A - Satisfactory	Comment Only
	No environmental issues were observed during this visit	
9. Trip Hazards & Housekeeping	A - Satisfactory	Comment Only
	Site is kept clear and tidy	
6. Vibrations	A - Satisfactory	Comment Only
	Vibration issues were observed during this visit	
3. Respiratory Hazards	A - Satisfactory	Comment Only
	No respiratory issues were observed during this visit	
2. Manual Handling	A - Satisfactory	Comment Only
	No manual handling issues were observed during this visit	
3. Small Tools & Equipment	A - Satisfactory	Comment Only
	Small tools that were observed during this visit seemed to be in good condition	
1. Lifting operations & equipment	A - Satisfactory	Comment Only
	Telehandler is being used on site	
4. Work at Height	A - Satisfactory	Comment Only
	Work at height that was observed during this visit seemed to be carried out in a safe manner	
17. Future Works	A - Satisfactory	Comment Only
	Ongoing scaffolding, brick works	

14. Tool Box Talks	A - Satisfactory	Comment Only
	Toolbox talks are being carried out and recorded	
13. Site Induction	A - Satisfactory	Comment Only
	Site inductions are being carried out and recorded	
11. Method Statements	A - Satisfactory	Comment Only
	Method statements are held in the site office	
9. Risk Assessments	A - Satisfactory	Comment Only
	Risk assessments are held in the site office	



7. Notices	A - Satisfactory	Comment Only
	Statutory notices are displayed in the site office	
5. Registers and Permits	A - Satisfactory	Comment Only
	Registers that were checked during this visit are up to date	
3. Policy Statement	A - Satisfactory	Comment Only
	Health and safety policy is held in the site office	

**Client Representative Person conducting audit**

**Name:** Site Manager **Name:** Paul Neale

**Position:** Contractor **Position:** Health & Safety Advisor





ID	Task Name	Start	Finish	% Complete	2024												2025											
					Qtr 1, 2024			Qtr 2, 2024			Qtr 3, 2024			Qtr 4, 2024			Qtr 1, 2025			Qtr 2, 2025			Qtr 3, 2025			Qtr 4, 2025		
53	Construct upper level roof carcass inc rooflights	Mon 05/08/24	Fri 16/08/24	0%																								
54	Roof upper level roofs and install PV panels	Mon 19/08/24	Mon 02/09/2	0%																								
55	Construct lower level roof carcass inc dormers	Mon 03/09/2	Mon 23/09/2	0%																								
56	Roof lower level roofs	Tue 10/09/2	Mon 30/09/2	0%																								
57	Install all windows (leave entrance doors out)	Tue 03/09/2	Wed 23/10/2	0%																								
58	Building watertight - Milestone	Thu 24/10/2	Thu 24/10/2	0%																								
59	Install above ground drainage	Mon 19/08/24	Fri 23/08/24	0%																								
60	Lay insulation & screed 1st Floor	Tue 27/08/2	Mon 09/09/2	0%																								
61	Lay insulation & screed ground floor	Tue 03/09/2	Mon 16/09/2	0%																								
62	Electrical 1st fix	Tue 17/09/2	Mon 21/10/2	0%																								
63	Mechanical 1st fix	Tue 17/09/2	Mon 21/10/2	0%																								
64	Carpentry 1st fix	Tue 17/09/2	Mon 14/10/2	0%																								
65	MF framing	Tue 24/09/2	Mon 07/10/2	0%																								
66	Plasterboard, plastering & drylining	Tue 17/09/2	Mon 14/10/2	0%																								
67	Suspended ceilings	Tue 15/10/2	Wed 11/12/2	0%																								
68	Mist coat decorations	Tue 15/10/2	Mon 21/10/2	0%																								
69	Carpentry 2nd fix	Tue 15/10/2	Mon 18/11/2	0%																								
70	Electrical 2nd fix	Tue 15/10/2	Mon 18/11/2	0%																								
71	Mechanical 2nd fix	Tue 15/10/2	Mon 18/11/2	0%																								
72	Internal handrails	Tue 29/10/2	Mon 04/11/2	0%																								
73	Lift installation	Tue 12/11/2	Thu 14/11/2	0%																								
74	Decorations	Tue 29/10/2	Mon 02/12/2	0%																								
75	Sliding wall install	Tue 19/11/2	Fri 22/11/24	0%																								
76	IT Installation	Tue 05/11/2	Mon 09/12/2	0%																								
77	Floor coverings to wet areas	Tue 22/10/2	Mon 04/11/2	0%																								
78	Sanitaryware	Tue 05/11/2	Thu 07/11/2	0%																								
79	Kitchen installation	Tue 05/11/2	Mon 25/11/2	0%																								
80	Wall tiling	Fri 08/11/24	Thu 21/11/2	0%																								
81	Third fix all areas	Tue 03/12/2	Wed 18/12/2	0%																								
82	Floor coverings	Tue 03/12/2	Fri 10/01/25	0%																								
83	Test & commission	Thu 19/12/2	Tue 14/01/2	0%																								
84	Defects inspection & rectification	Thu 19/12/2	Tue 14/01/2	0%																								
85	Clean	Wed 08/01/24	Fri 17/01/25	0%																								
86	Client demonstrations	Tue 14/01/2	Fri 17/01/25	0%																								
87																												
88	External works	Wed 10/07/24	Thu 09/01/2	3%																								
89	Mains services onto site to final positions	Tue 01/10/2	Mon 28/10/2	0%																								
90	Extend All drainage from building & external works to final connections inc soakaways, section 50- & section 278 works	Tue 08/10/24	Mon 04/11/24	0%																								
91	Construct retaining walls	Wed 10/07/24	Tue 13/08/2	20%																								
92	Works to existing basement	Wed 10/07/24	Wed 02/10/2	0%																								
93	Strip perimeter to final levels and install final sub-base	Tue 29/10/2	Mon 11/11/2	0%																								
94	Construct all external hard landscaping	Tue 05/11/2	Mon 09/12/2	0%																								
95	Perimeter fencing & gates	Tue 26/11/2	Mon 09/12/2	0%																								
96	Install all external soft landscaping	Tue 03/12/2	Mon 16/12/2	0%																								
97	Install all external street furniture, handrails etc	Mon 09/12/2	Thu 09/01/2	0%																								
98																												
99	Completion	Wed 08/01/24	Fri 17/01/25	0%																								
100	Remove site setup	Wed 08/01/24	Mon 13/01/2	0%																								
101	clear site & handover	Tue 14/01/2	Fri 17/01/25	0%																								









# Community Flood Plan Development Guidance Notes & Template

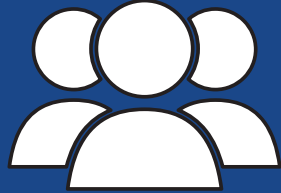


Image from Halifax Courier





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## Introduction

A community-led emergency flood response plan provides a structured and coordinated response by a group of residents or volunteers who wish to better prepare and support their community before, during and after flood events.

These community volunteers and responders will likely be the first people on-site when a flood event occurs or is expected to occur. They may be required to provide an all-important, initial level of support and a first response until local authority support is available or emergency services are able to attend and take a lead on operations.

A basic Community Flood Plan includes:

- community response group details and contacts;
- key contact information (authorities / emergency services);
- a list of communal flood defence equipment, resources and their location;
- pre-defined triggers to activate the response plan;
- details of how any communal flood defence equipment will be deployed, when and by whom;
- a record of actions, duties and roles to be carried out by volunteers, documenting who does what, where and when; and,
- the provision for the regular testing, review and updating of the plan.

On the following pages, you will find some key stages and aspects for consideration when developing your community emergency flood response plan. Please be aware that these are bespoke documents and the template may need adapting or changing to meet the needs and requirements of your plan.

## **1. Set up a flood action group / community group**

- Try to find a small group of like-minded residents to help.
- Developing, co-ordinating and actioning a community flood plan at the time of a flood is a team effort and will require several people to work together and follow set procedures.
- Hold regular meetings to discuss and progress the development of your community emergency flood plan.
- Consider what may be a suitable means of quick and easy communication between group members to discuss the project and arrange meetings etc. Many groups use WhatsApp for day-to-day communication and email for arranging meetings and sharing documents.

## **2. Engage with Risk Management Authorities and Agencies (RMAs)**

- Invite RMAs to your meetings and positively engage with them; your local council, Lead Local Flood Authority (LLFA) and Environment Agency resilience team can all help you to develop a community resilience plan.
- They may also be able to provide details of the wider local authority emergency response plan and any designated evacuation centres that are identified as 'on-standby' for a flood event.
- Building relationships with authorities will help you to understand the role of different agencies and organisations in responding to emergency events, build direct contacts with those involved and identify how your community plan can be integrated and 'tie-in' with the wider community emergency response plan currently in place.
- While there is no statutory obligation for Local Authorities to supply sandbags to residents, they may be willing to supply your group with a stock of sandbags for use with your emergency plan.

## **3. Identify 'at risk' properties and people, and determine your area of operations**

- While flood risk maps are openly available online, agencies can provide flood risk maps and help to identify critical areas and 'at risk' properties.
- Prioritising those most vulnerable and / or the properties at risk of flooding first, will help you to focus resources where they are needed most.
- Maps can help to determine and agree the geographic area that your group activities, operations and emergency flood plan will cover, and ensure this is clearly marked.

## 4. Engage with the community

- Approach residents, businesses and public sector organisations within that area to raise awareness of flood risk, identify vulnerable residents who may require assistance, and recruit for new group members and flood wardens.
- Consider what may be a good means of communication with the wider community in order to warn, inform and update. Many groups create a Facebook page for sharing key messages to the community, while some choose to create a group email address as an additional means for residents to make contact with the group. Once your plan is in place, your social media channels may become a hive of activity at times of inclement weather and provide an ideal way for the group to communicate with the wider area.
- Develop a list of contact details of those who require support and those who are able to offer support. Document the types of resources available to draw on from within the community itself.
- Identify other resources in the area which could play an important role in your community plan, such as 4x4 drivers and secure locations for the storage of flood defence equipment.
- Find out if there are community centres or village halls which could be used as an evacuation centre or base for operations for co-ordinating your response. This location must be in an area which is not at risk of flooding and ideally, have several suitable access routes to and from the location for residents to use safely.

## 5. Be mindful of General Data Protection Regulations (GDPR)

- When collecting contact details etc, ensure you are aware of data protection requirements when collecting, using, storing and sharing personal information.
  - Know what personal data is.
  - Only collect, store or use personal data if your group needs to do so for a clear, specific purpose; including consent and sharing data.
  - Only collect, store and use the minimum amount of data you need for your purpose. Don't keep extra data if you don't know why you need it, and don't keep data that is no longer needed for a clear purpose.
  - Make sure people know how to contact you if they want you to remove their data from your records.

- Tell people what data you have about them if they ask you to, and remove it if requested.
- Store data securely.
- Be clear whether data belongs to your group or to you personally. Just because you have access to contact details held by the group, doesn't mean they are your personal contacts.
- Further information on GDPR for community groups can be found in the following guide: <https://www.resourcecentre.org.uk/information/data-protection-for-community-groups/>

## 6. Discuss what needs to be done and how it can be achieved

- Identify risks, impacts and what actions can be taken by the group as part of the community response plan.
- If your community has flooded previously, look at what worked well, what didn't work well, and how your actions and efforts could improve things next time around.
- What can realistically be achieved with the people and resources you have?

## 7. Start to develop your community flood plan

- Working as a team, think about what you will need to do BEFORE, DURING and AFTER a flood event. Some examples of actions may include:
  - **BEFORE** – Warning and informing residents of possible flooding via the group's social media channels, text, WhatsApp messages or telephone trees etc. when trigger points are reached. Make calls to put flood wardens on standby and check and prepare equipment and resources.
  - **DURING** – Keep the community updated with any developments and inform the local authority emergency planning team that your plan has been triggered. Community plan coordinators can liaise with authorities, deploy flood wardens and equipment, check on residents, operate and support evacuation centres, assist with deploying barriers and sandbagging properties etc. and assist with dry evacuation, if required.

- **AFTER** – Engage and liaise with the community and risk management authorities during the recovery support phase. Help and support in arranging skip-drops, assist with the clean-up and distribute information sheets to those flooded to provide guidance on post flood recovery, insurance claims processes and available contact numbers for support services. Volunteers can also help affected residents with moving wet and damaged furniture and items.
- Decide what you want your group response to look like. Prepare for the fact that properties may be flooded, and that emotional support and post-flood recovery support may be required.
- Develop role profiles / responsibilities for flood wardens and spontaneous volunteers. Consider what your wardens and volunteers are physically capable of doing? What is safe for them to do?
- As a community group delivering your emergency response plan, define your remit – what are you prepared to do as part of the response plan, and NOT prepared to do?
- Your flood plan may involve checking on and providing preliminary support to vulnerable residents who most need assistance, but DO NOT put yourselves in harms way undertaking wet evacuations. There are dangers associated with wet evacuation during a flood and it is the role of emergency services to undertake this activity.

## 8. Formalise your plan

- Identify a suitable trigger(s) to activate the plan, such as the [Environment Agency's Check for Flooding Service](#) or the [Environment Agency's Flood Warning Service](#) for river and coastal flooding. In addition, monitoring station data could be used. The MET Office Severe Weather Warning Service can be used to anticipate periods of heavy rainfall and possible surface water flooding. Triggers can also include gauge boards on watercourses or local knowledge gained from previous flood events.
- What equipment will you need and how will you communicate? Wellingtons, high-visibility vests or rain jackets, torches, first-aid kits, laminated documents and clipboards for your flood plans, hand-held radios for communication etc.?
- Will you need provisions for the evacuation centre such as tables and chairs, hot drinks, blankets etc.?
- Who will co-ordinate operations? Appoint designated people for this role to liaise with emergency services.
- How, where and when will you deploy flood wardens and other resources?
- Finalise all your contacts and ensure volunteers know their role and can be ready on standby. Develop the processes and procedures which need to be followed – everyone must know their role and what is expected of them. Risk assessing your activities can help

to identify what is safe and what is not safe to undertake during an emergency.

## 9. Write down your plan

- Document and record your plan, policies and procedures. Everyone involved will need a copy of the plan to refer to during a flood event, including those residents who will be receiving support and assistance.
- Once your plan is finalised, you may wish to consider developing different copies for distribution to different users.
  - A 'Community' facing version of the plan for distribution to residents. This version of the plan should not contain names, addresses, telephone numbers and other personal details of fellow residents. Keep it simple, easy to understand and follow, and highlight only the key bits of information and procedures which residents need to be aware of. This version can provide details of the designated flood warden for their street, information and details about how to prepare their home for flooding, how to make a flood kit / grab bag, where their local evacuation centre(s) may be located and who they can contact for more information. It can include the basic outline of the community response plan and inform residents of what is expected to happen at each stage of the plan.
  - A 'Volunteer' facing version for use by flood wardens or spontaneous volunteers etc. This version(s) should omit names, contact details and personal information – only a list of streets and addresses should be included. Volunteers will need a copy of the plan for reference but also a list of their duties and actions. Flood wardens can be assigned their own area or streets to cover and should have an address list of properties requiring further support and assistance.
  - A 'complete and unrestricted' version for use by flood plan coordinators only and for sharing with your local resilience network or forum. This version would contain names, addresses, telephone numbers and identify vulnerable residents requiring assistance and the type of support they need. This will be securely stored and can only be accessed by emergency services and first responders. It will provide them with contact details for the plan coordinators allowing them to call ahead, find out what support may be required and prioritise community level response across the wider area. This is the version of the plan which will need to be reviewed and updated most regularly to ensure contact details and contents remain accurate and relevant.

## 10. Regularly test and review your plan

- The need to activate your flood plan could come at any time of day or night, 365 days a year. Carry out 'dry-runs' to test the response times of volunteers and the roll out, logistics and practicalities of your plan.
- Ensure all contact details and phone numbers are checked and updated using version control measures or a date stamp applied to the final documents.
- Ensure that the latest version of your plan sits on the local resilience forum and is available to emergency responders.

It is important to remember that communication and organisation is key and that you may need to work to a response time when actioning the different stages of your plan. Regular testing of your plan and deploying equipment will help to speed up the process and identify any flaws or aspects which may need reviewing.

Depending upon the actions carried out and the activities undertaken when delivering your community emergency response plan, it is useful to know that constituted flood groups can apply for funding and access community group insurance if so desired. Insurance cover is usually reflective of the risk and activities undertaken by the group and its members as well as to provide public liability cover. There are also a number of public, private and voluntary sector organisations who can provide mental health, first aid and flood warden role training to flood groups.



## Trigger 1



### What to do at this stage

#### Flooding is possible.

#### Stay vigilant and make early preparations for a potential flood.

- Monitor the situation through forecasts, local radio stations and monitoring stations.
- Send a communication out that a flood alert/Met Office Yellow Warning has been issued.

### Community flood group actions

- Monitor the situation through forecasts, local radio stations and monitoring stations.
- Check that any community level defences are ready to go and available to deploy if required.
- Contact all flood wardens and the flood group to be on standby.

## Trigger 2



### What to do at this stage

#### Flooding is expected.

#### Immediate action is required to protect yourself and your property.

- Continue to monitor the situation.
- Warn and inform the community that flooding is expected and to deploy any PFR.
- Activate community flood plan.

### Community flood group actions

- Contact the community to notify them that a warning has been issued.
- Deploy flood wardens and community flood defences.
- Wardens should help the vulnerable to deploy their PFR and prepare for a flood.

## Trigger 3



### What to do at this stage

#### Severe flooding is expected and is likely to cause significant risk to life and destruction of property.

- Send out a communication that evacuations are taking place and provide the address of the evacuation centre.
- Prepare to evacuate and cooperate with the emergency services.

### Community flood group actions

- Ensure residents are safe.
- Help vulnerable residents to evacuate.
- Complete evacuation checklist and give to emergency services.

# Community Flood Plan



# Pre-populated Plan

Address of evacuation centre	

Flood warden name	Email address and contact number	Address	Area that they are warden for

Street name + number	Name	Where to evacuate	Contact number	Where to evacuate	Name	Contact number

Residents requiring assistance				
Name	Address	Contact details	Where to evacuate	Help required?
				✓

Useful contact details	
Environment Agency Floodline Electricity North West Electricity Helpline National Grid United Utilities (sewer flooding) Local Council Lead Local Flood Authority (LLFA) Insurance Company Local radio station Evacuation centre Gauge Map monitoring station	0345 988 1188 0800 195 4141 105 0800 111 999 0345 672 3723

Equipment list		
Equipment	Location	Where to install

Map showing the location of the evacuation centre

Map of where the equipment is stored

## Trigger 1 - What is your trigger?

What will you do at this stage?

**Flooding is possible. Be prepared.**

Community flood group actions

What action will you take?

## Trigger 2 - What is your trigger?

What will you do at this stage?

**Flooding is expected. Take action.**

Community flood group actions

What action will you take?

## Trigger 3 - What is your trigger?

What will you do at this stage?

**Severe flooding is expected. Risk to life.**

Community flood group actions

What action will you take?

## Address of evacuation centre

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Flood warden name	Email address and contact number	Address	Area that they are warden for

Street name + number	Name	Where to evacuate	Contact number	Where to evacuate	Name	Contact number

## Residents requiring assistance

Name	Address	Contact details	Where to evacuate	Help required?

## Useful contact details

Environment Agency Floodline  
Electricity North West  
Electricity Helpline  
National Grid  
United Utilities (sewer flooding)  
Local Council  
Lead Local Flood Authority (LLFA)  
Insurance Company  
Local radio station  
Evacuation centre  
Gauge Map monitoring station

0345 988 1188  
0800 195 4141  
105  
0800 111 999  
0345 672 3723

## Equipment list

Equipment	Location	Where to install

## Map showing the location of the evacuation centre

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## Map of where the equipment is stored

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