

Terms Of reference. Final adopted version. Review May 2019

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**Title:** Bethersden Parish Council Drainage Committee

**Role:** to examine, assess, evaluate and prepare recommendations on all drainage, flooding and water related matters in the Parish and to prepare responses on anything related to this.

**Responsibilities:** to represent the Bethersden Parish Council on all matters relating to fulfilling its role with all Councillors reverting to the Drainage Committee through its Chairman for advice and comments on all water related issues. This includes inputs into all planning applications within the Parish and reviewed by the BPC Planning Committee to ensure that all water related issues are adequately, properly, in a timely manner and in a professionally accurate manner.

**Terms of reference:**

1. To carry out all duties in relation to fulfilling its role and responsibilities.
2. Assessment of outstanding issues relating to all drainage, flooding and water related matters in the Parish and the formulation of proposals for overcoming these in both the short and medium-term.
3. To carry out on behalf Bethersden Parish Council technical discussions with the relevant statutory authorities and other organizations to ensure the regular maintenance of all facilities related to drainage, flooding and water associated facilities in the Parish and also to ensure that identified constraints and improvements are carried forward with a view to financing removal of constraints and other problems.
4. To guide the Parish on the way forward to deal with routine maintenance and other problems and to prepare a strategy in the case of emergency problems.
5. All matters will be properly recorded and documented in the files of the drainage committee indicating issues considered, technical assessments, evaluations, and recommendations and notes of all written and verbal discussions relating to the same.

**Membership:** 4 members with proven interest plus relevant experience in both the earlier and future work of the drainage committee for the benefit of the whole Parish.

**Chairman:** Proven comprehensive experience in drainage, flooding, water supply and water related issues to include both theoretical and practical knowledge and understanding coupled with professional qualifications in the same to enable proper engagement with the statutory authorities and related private companies.

**Meetings:** As and when needed and as dictated by issues arising in the course of the Committee's work, but with a minimum of four meetings per year. All agenda's and any site visits will be advertised publicly giving 3 clear days of the meeting or site visit. Copies of Reports and Minutes will be attached to the Minutes of the full Council.

**Quorum:** Three members.

**Communication:** Prepare monthly status report to the Bethersden Parish Council of all water related issues in the Parish to be submitted verbally and to be followed by a brief technical summary to be attached to the monthly minutes.

**Delegated Powers.** On behalf of Bethersden Parish Council, The Bethersden Drainage Committee will deal directly with the relevant statutory authorities (KCC, ABC, EA) and also the appropriate Private companies (Southern Water) after liaison with the Clerk, dealing with water related issues reporting back on a monthly basis on the activities and discussions carried out.