



Meeting Minutes

Subject: Fairbourne Community Engagement
Emergency Response Plans
Task and Finish Group

Present: Huw Davies HD
Sylvia Stephenson SS
Peter Cole PC
Eirian Redmayne ER
Cefin Edwards CE

Author: CE

Date: 28TH July 2014

Location: Dolgellau

ITEM NO	MINUTES	ACTION	TARGET DATE
1.0	WELCOME		
1.1	HD welcomed everyone to the meeting.		
2.0	INTRODUCTIONS		
2.1	Everyone present introduced themselves and stated which organisation they were representing.		
3.0	APOLOGIES Stuart Eves Louise Hughes Julian Kirkham Mike Scott Dafydd Roberts Shirley Huws		
4.0	MINUTES OF LAST MEETING The minutes of the last meeting were accepted as being correct.		
5.0	MATTERS ARISING 5.1 (5.1) HD stated that he had contacted both the Police and Fire & Rescue Service and that, although representatives were unavailable for current meeting, they would be present in the future. Russell Jones is the Police representative and Mark Kassab is the Fire and Rescue Service representative. (8.11) SS stated that she requested assistance from a Flood Warden and received it.		

<p>6.0</p>	<p>COMMUNITY FLOOD PLAN</p> <p>6.1 The latest version of the plan was distributed to the meeting, (Version 2). PC/SS stated that the plan was not robust enough to be operational and that the practicality of utilising it was a concern to the residents. There was also a concern as to the validity of the information it contained and that a constant two way dialogue between Flood Wardens and individuals was required to ensure that it was kept up to date. ER stated that the Flood Wardens are conduits of information to professional bodies. PC/SS responded by stating that it was not always the case that the wardens have the most accurate and up to date information at hand. It was suggested that the FFC Newsletter could be used as a means of encouraging individuals to be more pro-active in providing information to the Wardens.</p> <p>6.2 The question of ownership of the plan was discussed. HD believed that it should be an organisation rather than an individual i.e. ACC via Head Flood Warden. ER to approach ACC to question whether they believed that they have ownership of the Plan</p> <p>6.3 The question of whether Flood Wardens have a true knowledge of their roles and responsibilities was raised. PC was concerned that this was not the case and that a lack of clarity was a barrier to fulfilling the role. The dissemination of information via the Head Flood Warden was also a cause of concern to both PC and SS. PC suggested that a meeting should be arranged to assess the suitability of individuals and to arrange a programme of works. ER agreed to contact SE to discuss role and responsibilities and to find a positive way to move forward.</p> <p>6.4 The question of nomenclature was raised; - is 'Flood Warden' an accurate description? Wardens are not actually active during a flooding event. Their main purpose is to gather intelligence prior to any flooding event to feed into the Community Flood Plan.</p> <p>6.5 It was suggested that an article in the FCC newsletter encouraging people to sign-up to the Flood Warning system provided by NRW be downloaded onto the FFC website. This would also provide an opportunity to highlight and explain the roles of the emergency services during an event.</p> <p>6.6 It was suggested that an article be included in the FCC Newsletter highlighting how individuals can become more resilient. ER stated that NRW could provide information to assist and that it would be possible to arrange for a representative from The National Flood Forum to attend drop-in sessions to further raise awareness.</p>	<p>ER</p>	
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<p>6.7</p> <p>6.8</p> <p>6.9</p> <p>6.10</p> <p>6.11</p> <p>7.0</p>	<p>SS stated that an audit of vulnerable people should be carried out within the village. PC/SS stated that this survey should be identified as a priority for ACC as part of their statutory duties. ER suggested that ‘Vulnerability Questionnaires’ could be distributed throughout the village. CE stated that HW / LM are planning to visit ACC to discuss their roles and responsibilities.</p> <p>SS asked for clarity in terms of sandbag policy and that it was as important for individuals to become resilient and protect their own properties.</p> <p>PC highlighted that within the Plan ‘Tremorfa Road’ should read ‘Tremorfa Close’.</p> <p>It was suggested that an uncontrolled version of the plan be uploaded onto the FFC website.</p> <p>It was agreed that the Plan should include page numbering for ease of referencing.</p> <p>NEXT MEETING</p> <p>The meetings for the remainder of 2014 are as follows:</p> <p>21st August 2014</p> <p>18th September 2014</p> <p>16th October 2014</p> <p>18th November 2014</p> <p>17th December 2014</p> <p>Times and venues to be confirmed.</p>		
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