

Arun Flood Forum - Terms of Reference

1. Purpose of the Forum

The main purpose of the Forum is to:

- Understand the issues behind the main flooding events which occurred within the District.
- Understand other recent flooding events which have occurred within the District where homes and businesses have been affected.
- To understand the impact development and climate change have both had on these flooding events.
- To make recommendations on practical and deliverable measures to reduce the impact of flooding on the District's residents, businesses and the environment, and to promote the implementation of permanent and sustainable solutions to mitigate or alleviate flooding.
- The Forum will also seek to improve communication between the flood risk management authorities and representatives from flood affected communities.
- To highlight and signpost to residents funding opportunities, and help educate residents about what more they can do to protect their own properties.

2. Scope

The Forum will focus on areas of flood risk resulting as determined by the Forum.

3. Objectives

The Forum will work to:

- Clearly establish the impact of flooding following the events following Storm Ciaran
- Clearly identify the highest risk areas to flooding resulting from the above review – which communities and businesses are at highest risk.
- Hear from communities and businesses affected by the flooding events.
- Understand the relationship between new developments and the functional flood plan, how they are drained and the impact on existing built up areas.
- Understand the various agencies roles and responsibilities in dealing flooding both in terms of prevention and solutions.
- Set out measures to mitigate these risks, from those already established and identify additional measures to assist in future flooding events.
- Consider the key agencies' responsibilities and their working relationships with the Council and each other.
- Establish what arrangements there are for involving and consulting local communities in determining flood prevention plans and in flood response and recovery arrangements.
- Ensure that partners' own organisations are aware of and can respond to flood related issues within their assigned duties and resources.
- Review procedures for flood prevention, response and recovery.
- Arrange periodic and appropriate training or information exchange for relevant personnel, including partners' own workforces, emergency services, volunteers and other stakeholders on the operational aspects of flood risk management.

- Make recommendations for appropriate action by the Council and partner agencies.
- Actively address funding opportunities to support projects / proposals resulting from the Forum.
- Ensure that the Council's interests are represented at regional and national level in respect of flood policy development and funding.

4. Membership

- The Forum will be chaired by an independent professional.
- Up to 4 District Councillors from flood affected wards (with not more than one representative from each ward). All other **District and County Councillors** are able to attend to observe and ask questions.
- Up to 4 Parish Council representatives, who should be the Chair or Vice Chair of their Parish Council, (with not more than one representative from each parish)
- Appropriate officer representation from Southern Water
- Appropriate officer representation from the Environment Agency
- Appropriate officer representation from West Sussex County Council as the Lead Local Flood Authority
- Relevant officer representation from Arun District Council
- The group may co-opt representatives of other organisations to sit on the group as appropriate.

5. Meetings and frequency

- The group will meet 4 times per year or as determined by the Forum.
- All meetings to be held in person.

6. Leadership and Governance

- The Forum would not be a committee, sub-committee or working party of the authority. Instead, it would be a body established by the Environment Committee and the appropriate statutory power for its establishment would be the Council's general power of competence under Section 1 of the Localism Act 2011.
- Agendas and minutes of the Forum meetings will be reported to Environment Committee.
- Forum attendees will determine for themselves how they wish to report back to their own organisations and communities on the work of the group.
- Attendance Forum meetings provides no undertaking or commitment by any member organisation to make available funding for any scheme or proposal, but representatives will use their best endeavours to secure funding from appropriate sources.
- ADC will provide secretariat services for the Forum.

7. Decision-Making Process

- The Forum will make recommendations to Environment Committee where they relate to ADC decisions. It will have no decision-making authority.

8. Communication

- Communication resulting from the Forum meetings will be shared through ADC Communications team.

Proposed Forum topics

- To hear from affected communities and business representatives
- National Flood Forum experience, role and responsibilities
- Environment Agency (EA) responsibilities and actions
- Southern Water (SW) responsibilities and actions
- ADC responsibilities and actions
- WSCC (Lead Local Flood Authority (LLFA)) responsibilities and actions and ADC's role
- Impact of planning and development
- Landowners responsibilities and actions