



Appendix 4

Community Flood

Plan

New Romney

Developed by: New Romney Town Council

Town Hall, New Romney High Street, New Romney, Kent TN28 8BT

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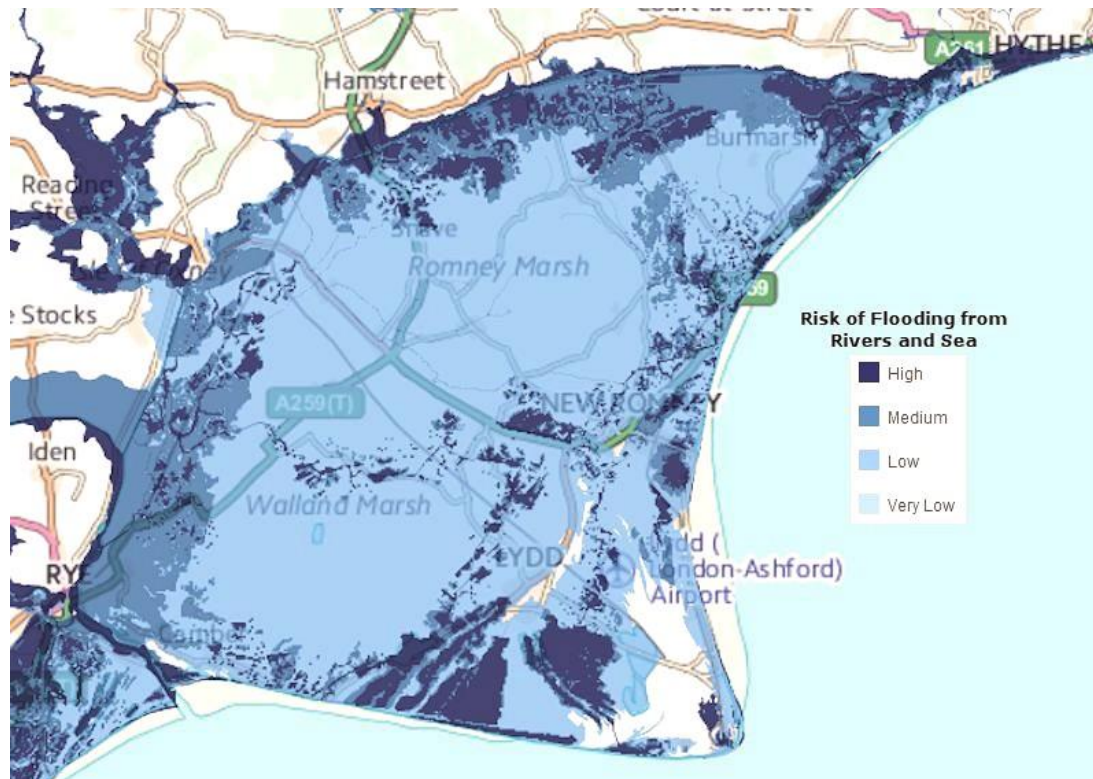
FLOODS
DESTROY
DESTROY
BE PREPARED

1. Our Flood Risk

The main source of flooding risk in New Romney is tidal – with a risk of over-topping of the sea wall. The Coast Ward of Littlestone is, therefore, most at risk. However, flooding can also occur when there is a build up of surface water or ground water. For instance, when there is a particularly heavy downpour this can cause flooding due to the fact that the surface water drains can no longer cope. This type of flooding could occur anywhere in New Romney, such as was the case in New Romney High Street in 2015. Similarly, when there has been a particularly wet period, ground water can flood large areas of land due to the fact that no more ground water can be easily absorbed. This type of flooding is more noticeable in arable / green areas within the community, such as Church Lane Allotments and New Romney Sports Field in Station Road.

As can be seen from the flood map below, all properties in our community are at risk of flooding from rivers and sea. The area is also very susceptible to groundwater flooding due to the high water table on the Romney Marsh. However, the risk of surface water flooding in this area is currently deemed by the Environment Agency to be 'very low'.

1.1. Flood Map



2. Flood Warning Service

In England, the Environment Agency operates a free Flood Warning service in areas at risk of flooding from rivers or the sea.

Using the latest available technology, they monitor rainfall, river levels and sea conditions 24 hours a day and use this information to forecast the possibility of flooding. If flooding is forecast, warnings are issued using a set of three easily recognisable codes.

Each of the three codes indicates the level of danger associated with the warning. The codes are not always used in sequence, for example, in the case of a flash flood, a Severe Flood Warning may be issued immediately, with no other warning code preceding it.

Our community is covered by the Flood Warning service; to register, please call **Floodline** on **0345 988 11 88**. It is advisable for members of the community to review the contact details periodically to ensure the details held by the Environment Agency are correct.

During a flood, you can hear information on the current situation by calling Floodline. This local information can be heard by selecting option 1 and dialing a 'quick dial code' that is specific to that area.

2.1. Flood Warnings for our community

The following Flood Alert and Warning Areas are applicable to our community:

Flood Alert Area	Quick Dial Number
South East (Coast - Sandgate to Dungeness)	01251

Flood Warning Area	Quick Dial Number
South East (Coast- F'stone to St Marys Bay)	0125112
South East (Coast- L'Stone Golf Course to Dungeness)	0125111

2.2. Flood Warning Codes



FLOOD ALERT



FLOOD WARNING



SEVERE FLOOD WARNING

Warning no longer in force

What it means	Flooding is possible . Be prepared	Flooding is expected . Immediate action required	Severe flooding. Danger to life.	No further flooding is currently expected for your area.
When it is used	Two hours to two days in advance of flooding	Half an hour to one day in advance of flooding	When flooding poses a significant risk to life or significant disruption to communities	When a Flood Warning or Severe Flood Warning is no longer in force
Impacts likely to be seen	Flooding on fields, recreation land and car parks. Flooding of minor roads and farmland	Flooding of homes and businesses Flooding of rail infrastructure Flooding of roads with major impacts Extensive flood plain inundation (including caravan parks or campsites)	Deep and fast flowing water Debris in the water causing danger. Potential or observed collapse of buildings and structures Communities isolated by flood waters Critical infrastructure for communities disabled Large number of evacuees	No new impacts expected from flooding, however there still may be flooded properties or damaged infrastructure
Recommended actions	Be prepared to act on your flood plan. Prepare a flood kit of essential items. Avoid walking, cycling or driving through floodwater. Farmers should consider moving livestock and equipment away from areas likely to flood.	Protect yourself, your family and help others. Move family, pets and valuables to a safe place. Turn off gas, electricity and water supplies if safe to do so. Put flood protection equipment in place. If you are caught in a flash flood, get to higher ground.	Stay in a safe place with a means of escape. Be ready should you need to evacuate from your home. Cooperate with the emergency services. Call 999 if you are in immediate danger Call Floodline for up to date information.	Be careful. Flood water may still be around for several days and be contaminated. If you have been flooded, ring your insurance company as soon as possible.

3. Flood Wardens

There are NO fully trained Flood Wardens in our community. However, New Romney Town Council has appointed two Flood Monitors. The role of the Flood Monitors before, during and after a flood is detailed below.

3.1. Role of Town Council Flood Monitor in our community

The Town Council appointed Flood Monitors are responsible for:

Before a Flood

- Receive reports of blocked gullies and report to KCC Highways and New Romney Town Council Planning and Environment Committee
- Receive reports of blocked drainage ditches / waterways and report to Environment Agency / Romney Marshes Area Internal Drainage Board, as appropriate, and NRTC Planning and Environment Committee
- Receive reports of damage to sea wall / incidences of over-topping and report to Environment Agency and NRTC Planning and Environment Committee
- Ensure Floodline Warnings Direct recruitment materials are published on Town Council website and at other appropriate locations.
- Contribute towards annual review of Community Flood Plan

During a Flood

- Work with Community Emergency Response Team to assist in monitoring the developing situation and reinforcing Flood Alerts and Flood Warnings that are in force
- Receive information from relevant agencies (as required) for attention of Community Emergency Response Team
- Heed the emergency services
- Receive data/photographs showing flood extents, depths etc. sent in by third parties / other agencies

After a Flood

- Assist with community recovery from the flood emergency by providing advice and information via the Community Emergency Response Team
- Collate data/photographs showing flood extents, depths etc. to inform future flood plan and forward information to relevant agencies / New Romney Town Council Planning and Environment Committee

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4. Sandbags

The Environment Agency does not provide sandbags to members of the public to protect individual properties. Instead, they use sandbags to build temporary defences or to strengthen existing defences to reduce the risk of flooding to as many properties and key infrastructure as possible.

Before the onset of flooding, Folkestone & Hythe District Council may have a stock of sandbags and distribute them in key locations within communities. The District Council does not have a duty to provide sandbags, however, they will always try to provide help. During a flood, the District Council will prioritise its supply of sandbags to protect key sites and infrastructure.

Homeowners are advised to keep a stock of their own supply of sandbags to protect their property in the event of a flood. Not only will this mean that deployment will be quick but it will also mean their property is protected. The Environment Agency has provided a useful leaflet that explains how to use sandbags properly to minimise the impact of flood water. This can be downloaded from www.gov.uk and searching for 'sandbags.'

New Romney Town Council currently has a stock of empty sandbags available for the community. Having this sandbag stock will mean that members of our community will be able to access sandbags easily, which can then be filled using materials from a pre-identified location.

4.1. Our Community Sandbag Stock

Location	<i>Empty sandbags are available free of charge, subject to demand and availability, from the following locations: New Romney Town Hall, High Street, New Romney KCC Community Warden Office, The Centre, North Street Travis Perkins, Mountfield Road</i>	
Sandbags	YES	NO
Sand	YES	NO
Contact	New Romney Town Council, Town Hall, High Street, New Romney Tel: 01797 362348 Office Opening Times: Mon, Weds, Fri 9.00am to 12.00 noon Community Warden, The Centre, North Street, New Romney Office Opening Times: Mon to Fri 9.00am to 2.00pm	

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4.2. Sandbag suppliers

In such case as adequate quantities of free sandbags are not available, it may be possible to purchase sand bags from the following outlets, which can also supply sand with which to fill bags:

	Supplier 1	Supplier 2	Supplier 3
Name	Young's		
Address	19-23, Hythe Road Dymchurch Kent TN29 0LN		
Materials available	Sandbags Sand		

5. Our Community Flood Plan

5.1. Before a Flood

Before a flood, members of our community can undertake actions to reduce the risk of flooding and help the community to ensure that it is prepared for any future flooding. These actions could be routine and may already be being undertaken by members of the community.

What should be done	Who	When	Action Required
Develop Community Flood Plan	New Romney Town Council	Completed	Publish Community Flood Plan and make community aware of it.
Monitor surface water drains / drainage ditches/ waterways for blockages Historical blockage locations: <ul style="list-style-type: none"> • Church Lane Ditch • Surface Water Drain outside BP Garage, New Romney High Street 	Members of Community	On-going vigilance when passing drainage ditches / waterways	Report blockages to NRTC Flood Monitor and Environment Agency / Romney Marshes Area Internal Drainage Board / KCC Highways, as appropriate
Monitor sea wall for damage / over-topping	Members of Community	On-going vigilance when in vicinity of sea wall	Report damage to sea wall / over-topping incidences to Environment Agency and NRTC Flood Monitor
Test/ Review Flood Plan	Town Council/ Community Emergency Coordinator	Annually and after any flood event	Carry out annual review and exercise
Encourage Flood Warning Registrations signup	Town Council / Flood Monitor	On-going	Ensure publication of information on Town Council website and at other appropriate locations

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5.2. During a Flood

During a flood, the Town Council Community Emergency Response Team will work with others in our community to undertake actions identified in this flood plan. Planning for flooding will help the community to respond quickly and efficiently during a flood, minimising the damage and distress that flooding can cause.

What should be done	By Who	When	Action Required
Monitor local watercourses / surface water drains	Local residents	When Flood Alert is issued	Report blockages/ rising water levels to Town Council Flood Monitor as well as KCC Highways, Environment Agency or Romney Marshes Area Internal Drainage Board, as appropriate Do not put yourself in danger
Monitor sea wall	Local residents	When Flood Alert is issued	Report over-topping to Town Council Flood Monitor as well as Environment Agency Do not put yourself in danger
Call Floodline for information on the latest situation and report to Community Emergency Coordinator	Flood Monitor	Periodically	Report blockages of waterways / over-topping of sea wall to Environment Agency on 0800 80 70 60
Receive information / photographs re extent / depth of flooding	Flood Monitor	During Flood Event	Disseminate relevant information in re changing situation to outside agencies as appropriate via Community Emergency Response Team

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<p>Call KCC Highways to discuss need for road closures</p>	<p>Community Emergency Coordinator</p>	<p>When Flood Alert issued</p>	<p>Follow any instructions from KCC Highways in re temporary road closures and instruct Community Emergency Response Team members accordingly Disseminate relevant information to and via Community Emergency Response Team</p>
<p>Open Community Shelter(s)</p> <ul style="list-style-type: none"> • Assembly Rooms • Scout Hut 	<p>Community Shelter Team Leader</p>	<p>When Flood Warning issued and escalated</p>	<p>Arrange for opening of shelters (see Community Emergency Plan) with relevant contacts and receive confirmation of opening Post information on Town Council website, print / circulate posters / flyers and use local radio station, if appropriate, to inform residents that Community Shelter is open. Contact relevant vulnerable residents, as appropriate</p>

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5.3 After a Flood

After a flood, members of our community affected by flooding may seek guidance and support from the Community Emergency Response Team. By planning actions to be taken after a flood, it will help the community recover more quickly, prioritising what needs to be done and identifying sources of help.

What should be done	By Who	When	Action Required
Inform community of improving situation	Community Emergency Coordinator/ Flood Monitor	When Warning No Longer in Force is issued	Update information on Town Council website, publish posters to be displayed at appropriate locations and contact local radio station, if appropriate
Photograph areas impacted from flooding showing depths and extents	Flood Monitor / members of the community	When flood water has receded to a safe level	Collect and collate data to inform future community flood plan
Contact members of the community in volunteer contact list who have specific equipment to help with recovery	Community Emergency Coordinator to delegate to Response Team Member(s)	When required	Ensure volunteer contact list is kept up to date
Close Community Shelter	Community Shelter Team Leader in liaison with Response Team	When required	Community Shelter to be closed when no longer required. Note that this may be some time after the flood water has receded.
Provide reputable contractors list and other helpful information to members of the community	Community Emergency Response Team Members	When required by individuals	Ensure list is kept up to date
Dispose of sandbags	Individual Members of community	When flood water has receded to a safe level	Liaise with Shepway District Council re disposal arrangements
Review Flood Plan	Community Emergency Response Team led by Community Emergency Coordinator	After a flood	Hold a debrief for those involved in response. Review content of Flood Plan and update actions where necessary.

