

ROWSLEY PARISH COUNCIL

Clerk: Sian Bacon

Phone: 07545704384

Email: rowsleyparishcouncil@gmail.com

Web: www.rowsleyparishcouncil.co.uk

16th January 2024

Dear Councillor,

You are summoned to attend an Ordinary Meeting of the Rowsley Parish Council meeting on **Monday 22nd January 2024 at 7.30pm in the WI Room at Rowsley Village Hall.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely,

Sian Bacon

AGENDA

- | | <i>Report / Action
Required</i> |
|--|--|
| 1. Apologies for absence | To approve |
| 2. Declaration of Members Interests and including for dispensations from members on matters in which they have a Disclosable Pecuniary Interest
Please note:
a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)/ Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.
The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct. | To note |
| 3. Public speaking
a) A period of not more than 10 minutes will be made available for members of the public and Members of the Council to comment on any matter.
b) If the Police Liaison Officer, a County Council, Peak Park or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage. | To note and
action |
| 4. Travellers on the Old Station Road Car Park | |
| 5. To determine which items if any of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -
Item no x To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the press and public in order to discuss the following item
Item no y. This item title will then be the item to be discussed with press and public excluded | |
| 6. To approve the Minutes of the Meetings held on Monday 27 th November 2023 | To approve |
| 7. Matters Arising from the last meeting (non-decision making) <ul style="list-style-type: none">• Anti-Social Behaviour• Correspondence – actioned as agreed | To discuss |
| 8. Chatsworth Road <ul style="list-style-type: none">• Update on bins and other issues• Chatsworth Road Playground update | To discuss
To discuss |
| 9. Caudwell's Mill Update | To discuss |
| 10. Planning Applications
New: <ul style="list-style-type: none">• Derbyshire Dales - None Existing: <ul style="list-style-type: none">• Peak Park:<ul style="list-style-type: none">○ NP/DDD/0317/0204 - Burntwood Quarry – variation of conditions – Pending○ DDD/1198537 - Stanton Moor Quarry – Determination of Conditions – Pending• Derbyshire County Council – None• Derbyshire Dales – None | To discuss |
| 11. Bus stops, Recreation Ground and Playground <ul style="list-style-type: none">• Car boot contract• Carpark repair update• Car boot track quote | To discuss
To discuss
To discuss |

12. Allotments		
• Work required to summer house update		To note
• Inspections		To discuss
13. Burial Gound Update		To note
14. Flooding plan		To discuss
15. Road issues		To discuss
16. Biodiversity Plans 2024		To discuss
17. Spring Litter Pick Date		To discuss
18. Finance and Audit		
- Mowing Contract		To approve
- Accounts to 16 th January 2024 – Appendix A		To approve
- New expenditure to approve:		To approve
o Clerk’s wages – £413.50		
o HMRC – PAYE - £42.80		
o Community Heartbeat Trust – Pads and batteries - £329.40		
o Rowsley Village Hall January Hire - £22.50		
- Expenditure to note:		
o Parish Magazine (10 issues yearly) - £93		To note
o BT – Direct Debit – £50.40 quarterly		
- Income to Note:		
o Interest - £56.38		To note
19. Village Hall		
• Update		To note
• Community Projects		To note
• Council Hire for Defibrillator training		To discuss
20. Parish magazine		
• January Parish Magazine article content		To discuss
• New Delivery Person needed		To discuss
21. To for a Staffing Committee		To discuss
22. Feedback from meetings & training		To note
• Flood meeting – K Rowney		
23. Correspondence		To note
24. For Information		To note
25. DALC (circulated by email)		To note
• October Newsletter		
• November Newsletter		
26. Reading (circulated by email):		All to be read
• Beeley Parish Council Agenda Papers		
• Rural Bulletins		
• Peak Park Parishes Forum Information		
• Rural Matters Newsletter		
• Peak Park Authority Press Releases		
• Derbyshire Dales District Council Press Releases		
• Neighbourhood Alerts		

DATES OF FUTURE MEETINGS - All meetings held at 7.30pm in the Rowsley Village Hall WI Room - MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND: _

- Monday 25th March 2024
- Monday 22nd April 2024 – Parish Meeting
- Monday 20th May 2024 – Annual Parish Council Meeting followed by and Ordinary Meeting
- Monday 22nd July 2024
- Monday 23rd September 2024
- Monday 25th November 2024

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MINUTES

For the meeting held on Monday 27th November 2023 in the WI Room at Rowsley Village Hall.

Councillors present:	Kevin Rowney Cllr S Hobson (DDDC & DCC)	Victoria Friend (Chair) Jo Wildgoose Robert Hockley	Apologies:	Kath Potter
Others:	Sian Bacon (Clerk)	Parishioners		

PART 1 – NON CONFIDENTIAL ITEMS

*Report / Action
Required
Approved*

1. Apologies for absence – Cllr K Potter
2. Cllr Wildgoose - Allotments
3. Public Speaking

Noted

Sue Hobson (DDDC & DCC)

Cllr Hobson reported that on the Tree Preservation Order (TPO) planning application at Harrison Way is due to ash die back. Cllr Friend noted that she had had to replace her

Christmas Market Parking issues. It was noted on the Bakewell day it had been chaos and on some days three or four cars were parked despite the cones. Cllr Wildgoose noted that broken cones end up all over the road. Cllr F noted that Chatsworth had agreed to clean this up. The cones are at the weekend only but could be all week.

Flood meeting – the DWT representative has agreed to meet with the Parish Councils that attended the flooding meeting. Cllr Hobson is organising something. Sandbags couldn't get through. VF noted that the sandbag delivery the night before would have been better. Volunteer service for sandbags. KR noted that Chatsworth Road

MHE noted that 2pm day before but nothing came until too late. Drains not holding water and corner of school lane corner water is bubbling up.

Gel bags. Responsibility. Drains. Gullies cleared on Chatsworth Road.

JW no government system.

Top three things list. Listed top three things for each area. SH 15th December. Rowsley Bar in state. More coaches coming down. VF Law should require right sat nav.

KR would Haddon, Chatsworth contribute.

MD – Haddon doesn't have flood action plan. MD noted that the yard needs to be secured. VF Council would need to discuss with VH. Peak village Car Park? Council Car park container?

Road Closed A6 was it?

Slowing water down hills – MD pond in trickets field? Did build culvert from Toll bar cottage. Sheer water volume is enormous. Blocked drains were being cleared. Handyman job will check drains. MD will come to meetings. Ladybower was opened in 2019 as found at inquest.

Need plan for bags and flood plan. Chatsworth contribute.

Full council meeting on 14th December DDDC – report to be published on 7th December. Clerk will inform businesses.

Primary school are open Nov 6th

Recycling survey – open until 26th December – may encourage fly tipping. Clerk will send email to SH and send link out. Parish Mag.

Chairman's Signature Date.....

Weir not impact on flooding. Shut car park and issue and insurance is a problem. Hydro at the mill works. Not licenced under LE yet still under trust. Trust didn't hand over until fencing went up.

Delegate flood plan to Clerk.

4. Travellers on Old Station Road Carpark – A resident raised the idea of speaking to a solicitor to look at process the DDDC are taking in regard to travellers on the Old Station Road Car Park. Would Council be willing to chip in with this? Ask resident for quote. Extra Ordinary meeting 12th December. Ask Richard for quote (VF)
5. There were no items on the agenda to exclude members of the press and public in order to discuss the following item under the Public Bodies (Admission to Meetings Act 1960).
6. The Minutes of the Meetings held on Monday 25th September 2023 were approved. Approved
7. Matters Arising (non-decision making) Noted
 - Grit Bins – KR and RH to check.
 - Anti-social Behaviour in the village – Not aware of any at the moment.
 - Correspondence – actioned as agreed.
8. Chatsworth Road
 - Update on bins and other issues
Cllr Hockley has been in touch with DDDC regarding the bins left out. DDDC are supposed to send out someone to look at it. Nothing has changed though. Residents have raised with Cllr Hockley that several big commercial vans are being parked at the back of Chatsworth Road. Some houses have 4 vehicles parked there. Cllr Hockley will raise this with Dales Housing. Cllr Hockley
 - Chatsworth Road Playground Update
Cllr Hockley raised the step plan with Chesterfield College and they in principle said yes but things have changed at the college where some people are based at Derby. Cllr Hockley will chase this up. Cllr Hockley
9. Caudwell's Mill Update
Haddon Estates have no plan yet for the site.
10. Planning Applications Noted
New:
 - Derbyshire Dales – Tree Works Application T/23/00216/TPO - To fell approx 108 trees at Woodland Between River Derwent And A6 Road In Area Around Recycling Centre, Darley Dale – No objection. The Council will query the replacement of the trees. Noted
 - Peak Park – None
 Existing:
 - Peak Park:
 - NP/DDD/0317/0204 - Burntwood Quarry – variation of conditions – Pending
 - NP/DDD/1198537 - Stanton Moor Quarry – Determination of Conditions – Pending
 - Derbyshire County Council – None
 - Derbyshire Dales – None
11. Bus stops, Recreation Ground and Playground
 - Car boot planning on the Recreation Ground update – The planning permission has been granted. Noted
 - Car boot contract – It was noted that a contract was needed moving forward to clarify a few issues. It was agreed to issue an annual contract. The Clerk will put this together and issue for Councillor comments. Clerk
 - Car park repair quotes – It was **RESOLVED** to accept the quote from G Fox for £700+VAT to repairing the potholes in the car park. Clerk
 - Car boot track quote – It was **RESOLVED** to accept the quote of £4550 for the track and the clerk will request another quote for resin block edging. Clerk
12. Allotments
 - Work required to summer house update – this is an ongoing project due to the poor weather. Cllr Wildgoose will look into water butt quotes. Cllr Rowney & Wildgoose

13. Burial Gound
- To delegate memorial decisions to the Clerk – It was **RESOLVED** to delegate all memorial approvals to the Clerk. Approved
 - Burial Ground bin sign quotes – It was **RESOLVED** to purchase 2 signs at £14.98 for the compost heap and the bin. Clerk
 - Fee Review – It was **RESOLVED** to leave the fees at the current rates. The Clerk will publish them. Clerk
 - Benches in the burial ground – It was agreed that there would only be 2 benches allowed in the burial ground as there is no further room for them. Noted
14. Parish Council handyman appointment – It was **RESOLVED** to offer the handyman post to Mr Shaun Dockerty after a successful application and interview. The Clerk will contact him with an offer letter and organise his starting. Clerk
15. Flooding update and future response – This was discussed in public participation.
16. Biodiversity Plans 2024 – Cllr Friend gave an update on the meeting organised by DALC on the legal changes around the environment and biodiversity. Wildflowers around the recreation ground will be looked at and a policy will be put in place and a
- It was RESOLVED to extend the meeting by
17. Finance and Audit
- Budget 2024/25 – it was **RESOLVED** to approve the budget (Appendix A) Approved
 - Precept 2024/25 – it was **RESOLVED** to request a precept of £8500 from the DDDC. Approved
 - Mowing Contract – this will be decided at the January Meeting
 - Rowsley Village Hall s137 grant request – It was **RESOLVED** to give £350 to the Hall towards their instant water boiler. Approved
 - Clerk Pay Award 2023/24 Approved
 - Accounts to 21st November 2023 – Appendix A Approved
 - New expenditure to approve: Approved
 - o Clerk’s wages inc backpay from April 1st 23 - £581.70
 - o HMRC – PAYE - £84.60
 - o B Bacon – Parish Mag Delivery Oct, Nov and Dec - £75.00
 - o Rowsley Village Hall November Hire - £22.50
 - o N Fox – Bench removal - £107.00
 - o A Allcock – Mowing – £2246.00
 - Expenditure to note: Noted
 - o Parish Magazine (10 issues yearly) - £93
 - o BT – Direct Debit – £50.40 quarterly
 - Income to Note: Noted
 - o Car boot – £273.00
 - o Interest - £56.38
 - o Memorial Payment - £50.00
18. Village Hall
- Update – the accounts and treasurers report have been received. Noted
 - Community Projects – No update Noted
 - Council Hire of hall for Defib Training – it was **RESOLVED** to pay the £22.50 for room hire on the 26th February. Approved
19. Parish magazine
- December. January Parish Magazine article content – the following items will be placed in the magazine: Clerk
 - 1) Parish Councillor Vacancy
 - 2) There is one starter allotment available
 - 3) Carpark
 - 4) Planning car boot
 - 5) Flooding
 - 6) Handy man hire
 - 7) Burial ground fees
 - 8) Precept up first time in a decade
 - 9) Merry Christmas
 - 10) Defib training
 - 11) Parish Council Meeting Dates

- 20. Feedback from Meetings and Training –
 - Flood meeting – V Friend and J Wildgoose – Discussed in PP
 - Allotment Training – Clerk
 - DALC Forum on Environmental issues – V Friend – discussed in Biodiversity.
 - Town and Parish Council Forum meeting held by DDTC on Highways Issues – K Rowney – attended meeting to discuss coordination of roadworks along A6 so looking for plan going forward. A6 running through Rowsley so helpful to village. Community Voice raised. Trying to get answers from CC.

- 21. Correspondence
 - Sarah Dines MP – Parish Mag advert request – details in there.
 - DDDC Warm Hub Funding – Sent to Village Hall
 - DCC Proposed Changes to Recycling Centres Consultation – open until 26th December on DCC website.

- 22. For Information
 - Broken Bench Removed from Children’s Play Area
 - Defibrillator Training proposed for Monday 26th February 2024
 - Defibrillators all back up and running.

- 23. DALC (circulated by email) Noted
 - October Newsletter
 - November Newsletter

- 24. Reading (circulated by email): Noted
 - Peak District News and Views
 - Beeley Parish Council Agenda Papers
 - Rural Bulletins
 - Peak Park Parishes Forum Information
 - Rural Matters Newsletter
 - Peak Park Authority Press Releases
 - Derbyshire Dales District Council Press Releases
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Appendix A

		Proposed Budget 2024-45
Expenditure		
		£ 2,200.00
Clerk Salary		£4,800.00
Clerk Expenses and home office contribution		£350.00
PAYE		£500.00
Audit and inspections		£52.50
Hall Hire & Rent		£250.00
Subscriptions		£450.00
Communication		£1,500.00
Insurance		£500.00
Snow		£0.00
Training		£500.00
Ground Maintenance		
	Grass cutting	£4,000.00
	Recreation Ground	£1,000.00
	Burial Ground	£0.00
	Allotment	£500.00
	Community Garden	£50.00
	Bus stops	£0.00
	Footpaths	£460.00
Safety		£250.00
S137 Grants		£1,000.00
Misc		£2,500.00
Total Expenditure		£20,862.50
VAT		£250.00
Total Expenditure		£21,112.50
Income		
Grant		£500.00
Bank Interest		£250.00
Communication		£300.00
Allotment rents		£310.00
Recreation Ground Income		£6,000.00
Burial Ground fees		£1,000.00
Reimbursement from DDDC – Rec Grnd (Grass Cutting)		£1,051.00
Derbyshire County Council (DCC) Rental – School Use		£200.00
Reimbursement from DCC – Footpath Maintenance Work		£315.00
VAT Rebate		£200.00
Precept		£8,500.00
Total Income		£18,626.00
	Balance bought forward from previous year	£7,475.23
	Plus income	£18,626.00
	Less expenditure	£21,112.50
	Annual Profit/loss	-£2,486.50
	Savings account	£16,387.57
	Balance carry forward	£4,988.73

Rowsley Parish Council

Bank Rec. As at 16th January 2024

	RBS Current £	RBS Reserve £	Summary £
Cash Book : Bal b/fwd current A/C 1st April 2023	50.00	20,366.59	20,416.59
plus : receipts	13,684.24	-1,790.02	
less : payments	-15,698.81		
To deposit	2,014.57		
	<u>50.00</u>	<u>18,576.57</u>	<u>18,626.57</u>
Unpresented chqs			0.00
Unpresented receipts			0.00
Balance	<u>50.00</u>	<u>18,576.57</u>	<u>18,626.57</u>
Bank : Current A/C - 16/01/24	50.00	0.00	50.00
Deposit A/C - 16/01/24	0.00	18,576.57	18,576.57
	<u>50.00</u>	<u>18,576.57</u>	<u>0.00</u>
	<u>50.00</u>	<u>18,576.57</u>	<u>18,626.57</u>
difference	0.00	0.00	0.00

Signed by Responsible Finance Officer

_____ Date

Signed by Chairman

_____ Date

		Monthly Budget Monitoring					
ROWSLEY PARISH COUNCIL		Year to Date at 16/01/2024			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2023/24		10					
Date	16th January 2024	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	10	To Date	To Date	£	Projected	For Year	£
PAYMENTS	Administration						
	Clerk's salary	4,087.70	4,000.00	(87.70)	0.00	4,800.00	4,800.00
	Clerk's expenses	292.80	291.67	(1.13)	0.00	350.00	350.00
	PAYE	446.00	416.67	(29.33)	0.00	500.00	500.00
	Audit fees	52.50	37.50	(15.00)	0.00	45.00	45.00
	Hall Hire & Rent	157.50	250.00	92.50	0.00	300.00	300.00
	Subscriptions	516.84	375.00	(141.84)	0.00	450.00	450.00
	Communication including website and parish magazine	1,002.20	1,250.00	247.80	0.00	1,500.00	1,500.00
	Insurance	434.21	416.67	(17.54)	0.00	500.00	500.00
	Snow	0.00	0.00	0.00	0.00	0.00	0.00
	Training	90.00	416.67	326.67	0.00	500.00	500.00
		7,079.75	7,454.17	374.42	0.00	8,945.00	8,945.00
	Ground Maintenance						
	Grass cutting	3,903.00	2,916.67	(986.33)	0.00	3,500.00	3,500.00
	Recreation Ground	3,549.72	8,750.00	5,200.28	0.00	10,500.00	10,500.00
	Allotment	308.00	416.67	108.67	0.00	500.00	500.00
	Community Garden	0.00	41.67	41.67	0.00	50.00	50.00
	Bus Stops	0.00	0.00	0.00	0.00	0.00	0.00
	Footpaths	230.00	440.00	210.00	0.00	440.00	440.00
		7,990.72	12,565.00	4,574.28	0.00	14,990.00	14,990.00
	Safety	248.34	208.33	(40.01)	0.00	250.00	250.00
		248.34	208.33	(40.01)	0.00	250.00	250.00
	S137 Grants						
	S137 grants	350.00	1,666.67	1,316.67	0.00	2,000.00	2,000.00
		350.00	1,666.67	1,316.67	0.00	2,000.00	2,000.00
	Total Payments	15,668.81	21,894.17	6,225.36	0.00	26,185.00	26,185.00
	VAT	30.00	0.00	(30.00)	0.00	0.00	0.00
	Total Payments after VAT	15,698.81	21,894.17	6,195.36	0.00	26,185.00	26,185.00
		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
	Grant	100.00	416.67	(316.67)	0.00	500.00	-500.00
	Bank Interest	224.55	25.00	199.55	0.00	30.00	-30.00
	Communication	198.00	250.00	(52.00)	0.00	300.00	-300.00
	Allotment	308.24	250.00	58.24	0.00	300.00	-300.00
	Recreation Ground	5,796.00	4,166.67	1,629.33	0.00	5,000.00	-5,000.00
	Burial Ground	630.00	833.33	(203.33)	0.00	1,000.00	-1,000.00
	DDDC Reimbursements	0.00	875.83	(875.83)	0.00	1,051.00	-1,051.00
	Rent	100.00	166.67	(66.67)	0.00	200.00	-200.00
	Footpath Grant	0.00	262.50	(262.50)	0.00	315.00	-315.00
	Vat	0.00	833.33	(833.33)	0.00	1,000.00	-1,000.00
	Total Receipts before precept	7,356.79	8,080.00	(723.21)	0.00	9,696.00	(9,696.00)
RECEIPTS	Precept	6,552.00	5,460.00	1,092.00	0.00	6,552.00	-6,552.00
		13,908.79	13,540.00	368.79	0.00	16,248.00	(16,248.00)
		-1,790.02	-8,354.17	6,564.15	0.00	-9,937.00	-42,433.00

Rowsley Recreation Ground Rental Agreement

This contract for the rental of Rowsley Recreation Ground is made this day, _____, by and between Rowsley Parish Council, hereafter referred to as the "Parish Council", and _____, hereafter referred to as the "Renter".

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Parish Council's venue, located at Rowsley Recreation Ground, Pictor Lane, Rowsley, DE4 xxx and known as Rowsley Recreation Ground, and

Whereas, the Parish Council agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

I. EVENT DESCRIPTION / VENUE ACCESS: The Renter shall have access to and use of the venue from the agreed dates, for a maximum of 28 events between April to September, once per week, on either a Sunday or Bank Holiday Monday from 6am to xxpm, for the purpose of hosting the Renter's Car Boot event, subject to a weekly ground check. The Parish Council shall provide to Renter all keys, access control codes, and other items necessary to give Renter such access.

II. RENTAL COST: The full rental fee for the use of the venue described in Paragraph I above shall be 1/3rd of the Car Boot Takings. The balance of the rental fee due 2 weeks after each Car Boot has taken place.

III. GROUND CHECKS: The Parish Council will check the ground weekly during the season to ensure its suitability for each Car Boot. The Parish Council will notify the Renter should the ground be unsuitable.

IV. REMOVAL OF BELONGINGS/ RUBBISH: Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it. All fencing and equipment must be stored away from the Children's Play Area in the designated areas after every event. All gates and posts must be resecured upon the Renter's departure.

V. TRACK MAINTENENCE: Renter and Parish Council will be jointly liable for the installation and maintenance of the Recreation Ground tracks as required by the planning permission from the Peak Park Planning Authority.

VI. LIABILITY: Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Parish Council may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Parish Council against any and all legal actions which may arise from Renter's use of the venue.

VII. DISPUTES: Any disputes arising under this contract shall be adjudicated in the Parish Council's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, Date <hr/>	Parish Council Chair's Signature, Date <hr/>
Printed Name	Printed Name
Address	Address
Post Code	Post Code

Rowsley Village Community Flood Plan



Useful numbers:

- Floodline: 0345-988-1188 (Textphone 0345-602-6340)
- Environment Agency: <https://www.gov.uk/government/organisations/environment-agency>
- National Flood Forum: www.floodforum.org.uk

Flood Plan Co-ordinator: Sian Bacon (tel: 07545704384), email: rowsleyparishcouncil@gmail.com

Flood Plan Deputy Co-ordinators: Kevn Rowney, Shaun Dockerty and Mel Dockerty

Plan Distribution List

This plan will be shared with the following groups/individuals (contact details are maintained separately by the Co-ordinator and Deputy Co-ordinators)

- Residents at risk, with previous house flooding incidents (see Part 5)
- Environment Agency
- Rowsley Parish Council
- Highways Agency
- Derbyshire County Council
- Derbyshire Dales District Council
- Peak Village – Chatsworth Estate
- Haddon Estate
- Cllr Sue Hobson

The plan will also be available on the Alconbury Parish Council website and will therefore be accessible to the following groups:

- Rowsley CofE Primary School
- Rowsley Village Hall Management Committee
- Rowsley Residents
- St Katherine's Church
- Rowsley Post Office and Village Store

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1. Purpose

The purpose of this plan is to:

- Define areas at risk of flooding in the village of Rowsley and actions to be taken by those at risk before, during and after flooding.
- Set out what warnings are given of impending flooding and how those at risk receive them.
- Define a local organisational structure and its responsibilities in communicating with and assisting both those of the local community at risk and the emergency services in the event of flooding.
- List contact information for key individuals and organisations likely to either assist with the effects of flooding or need to be aware of its impending occurrence.

2. Scope

This document assumes the reality of the likely occurrence of flooding in the village of Rowsley and deals with responses to its effects; it does not deal with measures to alleviate flooding. It deals with actions by the local community; it does not deal with those of the emergency services and other outside organisations who play a role in responding to flooding.

Individuals and the Flood Warden group are encouraged to keep abreast of Environment Agency Flood information:

Environment Agency Flood Warnings Summary:

<https://flood-warning-information.service.gov.uk/warnings>

Add postcode for current flood warning information on Rowsley

3. Locations and Risk of Flooding

Using flood data from the last 5 years and the Environment Agency Flood Risk map dated 2023, the main flood-risk areas in Rowsley are as follows:

- School Lane:** Principally, Rowan Cottage, Haddon Estate yard, Rowsley Primary School and School Lane itself. All properties on School Lane are at risk though current flooding seems to be localized around the left hand side of the lane with the elevation of the right hand side providing some protection.
- A6 and the bottom of Church Lane:** homes on the left hand side of the A6 whilst leaving the village are particularly prone to bow waves from traffic on the A6, the Peacock, Post office and cottages are also vulnerable.
- Chatsworth Road:** Homes on the corner of Chatsworth Road appear vulnerable to run off water from Chesterfield Road.

4. Environment Agency Flood alerts/warnings

Due to the “Flash” nature of flooding on the Derwent and Wye Rivers and from surface water run off it is advised that all householders within the High and Medium flood risk areas (Dark blue on the maps below Para 11) sign up to the Environment Agency ‘Flood alerts’. These ‘Flood alerts’ are issued by the Environment Agency when flooding is possible.

Follow the guidance on the following webpage to sign up: <https://www.gov.uk/sign-up-for-flood-warnings>
These alerts can be registered by anyone and members of the Flood Warden group should sign up to receive these warnings.

Homes who have signed up and who have a telephone number registered (landline or mobile) will be contacted by the Environment Agency when a 'Flood Alert' and "Flood Warning" is issued. This service is currently not in place if there is no registered telephone number. It is also recommended that individual households monitor the Environment Agency website, where possible, at regular intervals.

5. Actions to be taken

Note: As the Derwent and Wye Rivers are liable to flood quickly depending on several contributory factors including river water flow/level and heavy rainfall, this flood plan will be activated upon receipt of a 'Flood Alert'. It will be activated by the Flood Co-ordinator via the **Flood Warden WhatsApp group**.

Note: Flood water is dangerous. Remember that you should not put yourself or others at risk.

5.1 Flood Alert



Meaning

Flooding is possible
Be prepared.

General advice

- Be prepared to act on your flood plan.
- Prepare a flood kit of essential items.
- Monitor local water levels and the flood forecast on our website.

5.1.1 Flood Warden Co-ordinator, or Deputy, Responsibilities:

The Flood Warden group/volunteers will ensure the following actions are taken under instruction of the co-ordinator (or Deputy depending on the timing of the Flood Alert) where appropriate to the conditions noted at the time and any expected change to said conditions.

If the Flood Warden Co-ordinator is not available the Deputy Co-ordinator will perform the duties of the Flood Warden Co-ordinator.

- Check Environment Agency website <https://flood-warning-information.service.gov.uk/warnings>,
- Check availability of Flood Wardens (see separate contact list) via WhatsApp message.
- Contact Haddon Estate to let them know the village flood plan has been activated and provide names of flood warden volunteers.
- Contact Derbyshire Dales District Council to let them know the village flood plan has been activated.
- Begin distribution of sandbags in conjunction with Haddon Estates.
- If the water is rising fast then initiate the Flood Warden door knocking procedure and let those homeowners most at risk know what actions they should take (the co-ordinator (or deputy) will determine when this is appropriate)
 - ✦ Handout 'Flood Advice Sheet' to the properties highlighted in Appendix 3
 - ✦ Suggest individual homes to put their property protection equipment in place
- Continue to monitor brook levels via the Environmental Agency Website.
- If/when conditions dictate inform the relevant volunteers to put the 'Road Flooded' signs in place at the locations given (Appendix 4)
 - ✦ Call 101 and DCC to let them know that 'Road Flooded' signs have been deployed.
 - ✦ Let them know where they have been deployed.

Script: "My name is xxxxx yyyyy. I am the Flood Warden co-ordinator/deputy Flood Warden co-ordinator for Rowsley village. I am calling to inform you that we have initiated our village flood plan."

- If/when conditions dictate inform the relevant volunteers to put the 'Road Closed' signs in place as required by flood conditions (Appendix 4)
 - ✦ Call 101 to request permission to close flood affected roads. The 101 operator should issue an incident number. Ensure this is communicated and documented in the flood records.

Script: "My name is xxxxx yyyyy. I am the Flood Warden co-ordinator/deputy Flood Warden co-ordinator for Rowsley village. I am calling to inform you that we consider the flood levels in the village to be significant and a risk to the general public. We consider it necessary to close xxxxxx yyyyy (insert location of proposed road closed signs). Could you please give me an incident number."

- ✦ Call DCC to inform the duty officer that a request to close roads has been made.
- ✦ Once an incident number has been given the Flood Warden Co-ordinator, or Deputy, will inform the relevant Flood Wardens to put the road closed signs in place.
- Throughout maintain communication with all Flood Wardens via the Flood Warden Whatsapp page. If the 'Flood Alert' is escalated to a 'Flood Warning' or 'Severe Flood Warning' additional actions are required (see section 4.3) otherwise the actions detailed above continue until all alerts/warnings are lifted.
- Ask Flood Wardens to take photographs as evidence of the event and specific issues with time and date stamp to share with the Flood Warden Co-ordinator or Deputy.
- A log of all incidents will be maintained by the Flood Warden Co-ordinator, or Deputy.

5.1.2 Flood Warden Responsibilities:

Available Flood Wardens will remain in contact with the Flood Warden Co-ordinator or Deputy throughout the flood event:

- Confirm availability with Co-ordinator when requested
- Ensure mobile phones are charged and ready for use and that the Flood Warden WhatsApp group is updated with any significant change. The WhatsApp page will remain the principal means of communication.
- Carry out communication with "at risk" residents on their designated areas of responsibility (see Appendix 3).
- Monitor local road conditions and inform the Flood Warden Co-ordinator (or Deputy) when they consider road flooded signs are needed.
- Place the road flooded signs in appropriate positions and recover once the risk has passed
- Continue to monitor local road conditions and inform the Flood Warden Co-ordinator (or Deputy) when they consider road closed signs are needed.
- Place the road closed signs in the designated positions (at Appendix 4) once confirmation has been received from the Flood Warden Co-ordinator, or Deputy, and recover once the risk has passed.
- Take photographs as evidence of the event and specific issues with time and date stamp to share with the Flood Warden Co-ordinator, or Deputy, and the Environment Agency.

5.2 Flood Warning and Severe Flood Warning



Meaning

Flooding is expected.
Immediate action required.

General advice

- 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.



Meaning

Severe flooding.
Danger to life.

General advice

- Stay in a safe place with a means of escape.
- Be ready should you need to evacuate.
- Co-operate with the emergency services.
- Call 999 if you are in immediate danger.

5.2.1 Additional actions – Flood Warden Co-ordinator, or Deputy

- Contact the groups/organisations within the village to appraise them of the current situation
 - † **Haddon Estate** so that any residents under their purview are aware that they may be cut off by the flood water and inform the Flood Co-ordinator (or Deputy) if there are any particularly vulnerable tenants
 - † **Rowsley Primary School** so they can initiate their procedures.
 - † **Rowsley Village Hall Management Committee** so any emergency procedures are put in place.
- Nominate an individual to share information regarding the flood on social media – Facebook (Rowsley Village Facebook Page). All volunteers to update the Whatsapp group on any significant change.

The emergency services are responsible for ensuring public safety and co-ordinating the incident response.

6. Emergency Evacuation procedures

Emergency evacuation will normally be handled by the emergency services (Fire and Rescue Services) following advice from the Environment Agency, the Derbyshire Dales District Council and Derbyshire County Council, who have procedures in place.

7. Contact Information

A detailed list of contact information for concerned groups and individuals will be held by the Flood Plan coordinator and deputy co-ordinator.

Organisation	Contact details
Derbyshire Dales District Council	

Derbyshire County Council - Highways Agency	Out of hours – Police (101)
Fire and Rescue Service	999 (emergency) 101 (non- emergency)
Ambulance	999 (emergency)
Severn Trent Water (for sewerage clean up)	
Gas	
Electric	

8. Help After the Flood

If roads around the flooded area require cleaning due to raw sewage and river debris the Flood Warden Coordinator (or deputy) will contact Severn Trent Water and DDDC to arrange a clean up.

9. Flood Warden Group meetings and plan change control

The Flood Warden group will meet on the following occasions:

- Immediately after a flood event to review procedures and any lessons learnt. This may prompt a change to the flood plan.
- Annually to review the flood plan.
- As required for equipment updates/ refresher training.

These meetings will be chaired by the Flood Warden Co-ordinator or Deputy and will take place at a mutually convenient time and location.

The Plan will be reviewed annually by the Flood Warden group and republished following this review as a new version.

Date of amendment/ Version	Date for next review	Details of changes made	Changed by

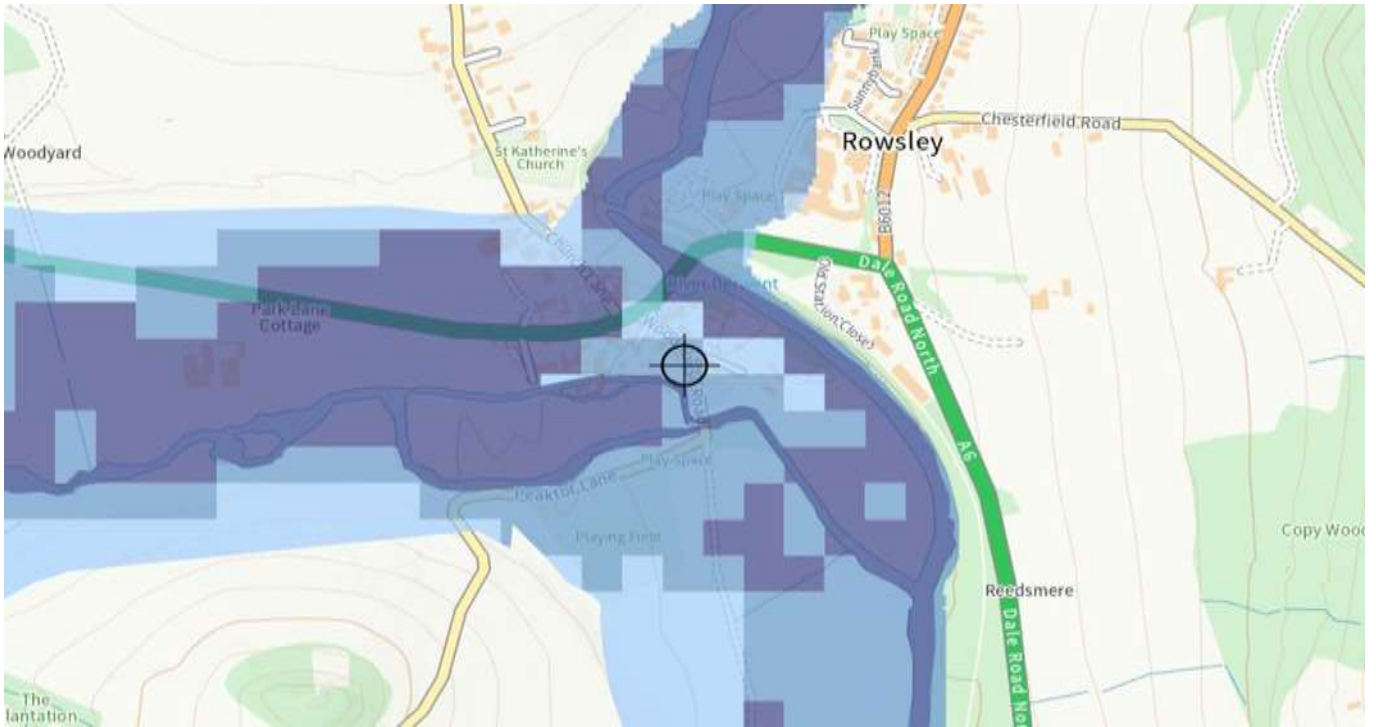
10. Appendix 1 – Rowsley Parish Council contact details

Flood Group

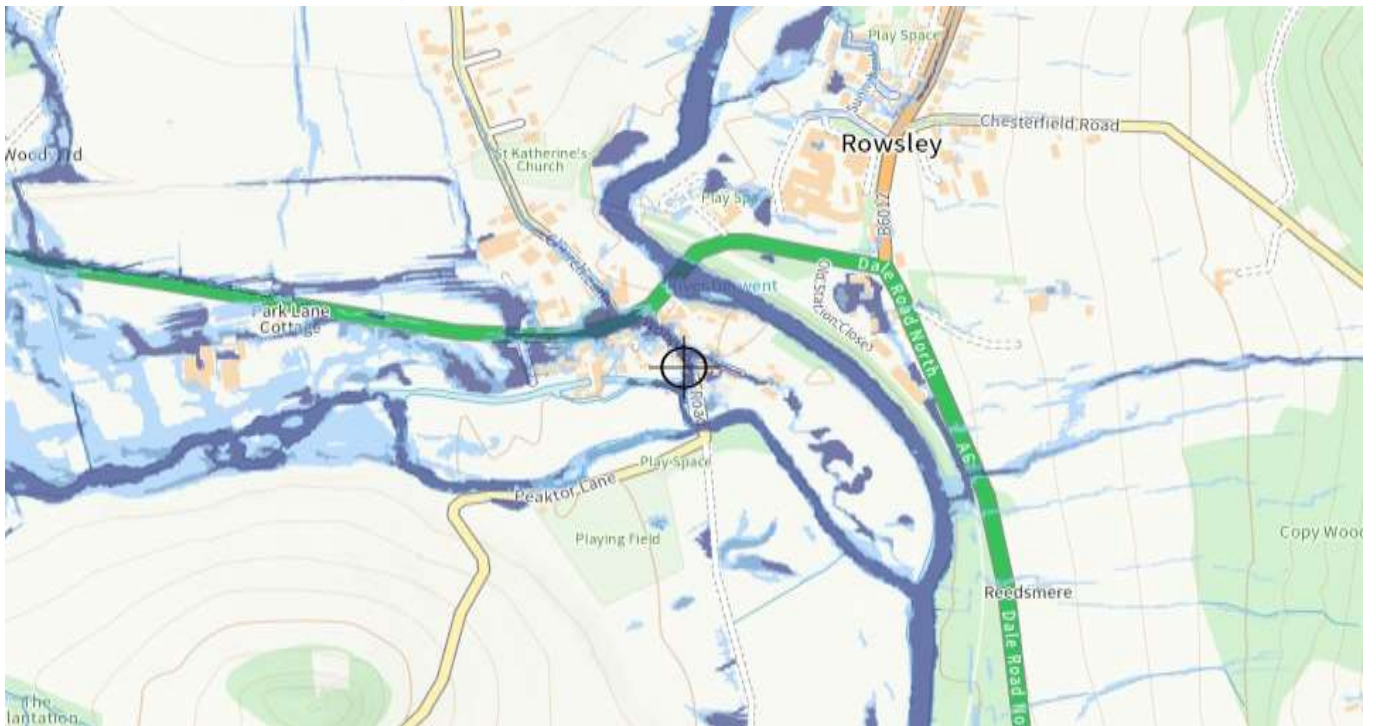
	Telephone no.	Email
Sian Bacon	07545704384	rowsleyparishcouncil@gmail.com

11. Appendix 2 Environment Agency Flood Risk Maps 2023

River Flooding



Surface Water Flooding



Detailed maps are available online at:

<https://flood-map-for-planning.service.gov.uk/location>

12. Appendix 3 Flood Warden Responsibility Areas/Door Knocking Routes



13. Appendix 4 Road Closed sign locations

15. Appendix 6 Flood Kit Details

The 'flood kit' is comprised of the following items. It is stored in a secure, locked storage unit within the grounds of the Memorial Hall, Alconbury. Keys are held by the Coordinator and Deputy. Individual kits will be held by Flood Wardens.

Item	Quantity
Acro Black backpack	6
Disposable nitrile gloves - Medium	2 boxes
Disposable nitrile gloves - Large	2 boxes
Hi vis tabard - XL	7
Hi vis tabard - XXL	5
Motorola XT180 Twin pack radio	3
Motorola XT180 replacement battery	6
Motorola XT180 Spare Charger	3
Active AP Rubber Torch	5
Rechargeable LED Spotlight	5
First Aid Kit	10
Road flooded signs	6
Road closed signs	4

Each individual Flood Warden 'flood kit' includes:

- 1 Acro Back pack
- Some nitrile gloves
- 1 hi-viz tabard
- 1 radio, spare battery and charger
- 1 torch
- 1 LED Spotlight
- 1 First Aid Kit
- * 1 Road Flooded sign

Flood Wardens to review contents to ensure kit is complete and in working order. Road Closed signs will only be issued to designated individuals as required.

16. Appendix 7 – Risk Assessment

1	Aggressive and confrontational Homeowners and/or Pets	Violence or abusive behaviour or if their pets become aggressive and uncontrollable	MED	Raise awareness of team through newsletters, and door knocking informing residents about the limits of the groups remit. Assess house, for signs of pets and only enter if safe to do so. Leave the premises and call the police if homeowners become aggressive.	LOW
2	Door knocking in times of potential flooding or actual flooding	Exposure to low ambient temperature, wind and rain. Wet clothing and footwear. Night working Traffic - moving vehicles	MED	Adequate coats Hi viz Adequate protective footwear. Wellies Warm Clothing and Gloves Torches & Light sticks Mobile phone – inform someone what you are doing and make sure you inform them when you have finished	LOW
3	Entering flood water to reach a property	unseen hazards in flood water, flow of water and unknown depth of water	HIGH	Do NOT enter flood water to assist residents, leave it to the emergency services who are trained to do so.	HIGH
4	Assisting the vulnerable	Severe weather conditions	MED	Do not go out if the weather conditions are severe, make calls to check on welfare. Emergency services are equipped to assist in severe circumstances	LOW