

CBC Flood Tool Kits

Guidance for communities

About the scheme

In partnership with the Environment Agency (EA), Central Bedfordshire Council (CBC) are able to provide 'Flood Tool Kits' to communities at known risk of flooding. This is subject to funding availability and community eligibility. The tool kits provide communities with equipment to help minimise the disruption before, during and after a flood.

The tool kit scheme is designed to act as an incentive for the local area to create a community flood plan and volunteer group. It is essential that there is a clear plan in place before a tool kit can be provided, so that volunteers know when to activate the plan and what to do should flooding occur.

Areas targeted for funding

Areas that have experienced flooding in the past and that are recognised by CBC as areas vulnerable to increased flood risk will be prioritised for the scheme. The scheme is not for individuals. Not all communities will be eligible and CBC reserves the right to refuse funding.

Funding availability

Subject to an application, funding will be available up to the value of £1,500 per community/area. Previous funding has been secured from CBC and the EA using the local levy, which is raised through the area's Regional Flood and Coastal Committee (RFCC). The existing funding will expire after March 2019; therefore, CBC will make a new application for this funding subject to requests from communities.

Conditions for funding and community requirements

1. Flood tool kits will only be made available to a community once they have formed a group of volunteers and completed a community emergency or flood plan. This will detail how the equipment will be stored, accessed and deployed.

The plan shall be submitted to CBC for approval. A standard plan template is available from GOV.UK:

<https://www.gov.uk/government/publications/community-flood-plan-template>



2. Volunteers must not put their own life at risk. A risk assessment must be undertaken and provided as part of the Community Flood Plan. This is to resolve any issues that may incur future liabilities on either party and is a careful examination of what could cause harm to people while carrying out activities.
3. The group or Parish/Town Council will be responsible for the storage, maintenance, replenishment and correct usage of the equipment.
4. An agreement must be signed by both CBC and the Town/Parish Council for the provision of a flood tool kit. The 'community sign off form' and 'handover form' provided by CBC should be completed and will detail how the equipment shall be stored, maintained, accessed and deployed and identified the relevant contacts.
5. The initial equipment supplied as part of the flood tool kit will not be replaced or replenished in the future by CBC, and is a one-off contribution. Communities will receive on-going support and training (as resources allow) from Bedfordshire Community Emergency Response Team (CERT) volunteers.

Choosing and ordering the right equipment for you

Each community can tailor the contents of their kit, following the creation of a bespoke Community Flood Plan, to ensure the equipment provided is useful to that community and specific to their own response and understanding of their flood risk.

Equipment is provided by the accredited supplier 'Arco' and ordered through CBC.



CBC has developed a standard order form to help communities identify useful products, this may be amended and products either added or removed as long as these are provided by Arco. The order form should be completed by the community and returned to CBC. Upon completion of the order form, and this being deemed acceptable by CBC, the order will be processed by CBC and the EA who will raise this to Arco via their internal process.

The community should give careful thought to what meets their needs and identify this through the development of their Community Flood Plan. Potential equipment includes sand bags and self-inflating alternatives known as hydro-sacks and hydro-snakes, as well as road signage, high visibility jackets, submersible pumps or other products that would assist the community before, during or after a flood event.



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Storing, accessing and maintaining the Flood Tool Kit

The community flood group and the Town/Parish Council will be responsible for:

- Storing the equipment in a safe and easily accessible location outside the flood risk area.
- Keeping the store and kit secure.
- Having resilient arrangements in place for its activation, access to and distribution of the flood tool kit.
- Regularly checking contents and ensuring these are in a good condition. Remember, there may be long periods of time between flooding.
- Contacting CBC about any issues that are identified.
- Replenishing and/or replacing the equipment.

Those responsible for accessing the tool kit, i.e. key holders, should consider if they live in an area at high risk of flooding as they may need to concentrate on protecting their own home.



Developing a Community Flood Plan

The aim of the Community Flood Plan is to enable local residents and volunteers to react quickly and efficiently when flooding happens.

Flooding can occur quickly and with little warning, it is therefore essential the communities have a plan in place that considers the nature of the risk they are exposed to and pre-emptive responses to this. In doing so, the plan will help the community to identify the right type of equipment for their flood tool kit, and ensure the kits will be useful and area specific.

Preparing a Community Emergency Plan will need voluntary input from the community and the harnessing of local knowledge and resources

If a flood plan or draft plan is not already in place the template produced by GOV.UK may be used and adapted to suit your communities' needs -

<https://www.gov.uk/government/publications/community-flood-plan-template>. The Environment Agency's '[Are You Ready?](#)' provides guidance on how to complete this.

The [Bedfordshire Community Emergency Response Team \(CERT\)](#) volunteers may be able to provide further advice to ensure communities properly assess the risks and have access to relevant sources of information

Finalising the flood tool kit proposal

The following documents need to be provided to CBC before a tool kit can be delivered. These should be in electronic format using the templates on our website. .

- ✓ A completed plan and risk assessment that has been written by, consulted upon and approved by the local community
- ✓ A completed order form up to the value of £1,500
- ✓ A completed Community Sign Off Form
- ✓ A completed Community Flood Kits Handover form

Case study - Stotfold, Central Bedfordshire

The area of Stotfold is prone to flash flooding. The community piloted the flood tool kit scheme and worked with CBC in 2017 to create a flood community volunteer group and flood action plan. They identified which products would best suit their needs and enable them to take action when flooding looked likely.



Products such as high vis, head torches and road signs will help the group co-ordinate a safe response to flooding and submersible pumps, sandbags and self-inflating hydrosacks will help keep flood water at bay. Wet/dry vacuums, squeegees and other clean up essentials were also delivered to help improve the communities' recovery should flooding occur.

In addition to managing the tool kit the community take an active role in monitoring water levels in the Pix Brook and work closely with the authorities to report and remove potential blockages that could otherwise lead to flooding.

Here are just a select few examples of communities working in partnership with agencies to reduce their flood risk. Community's may draw inspiration from these groups.



- [Charlton, Flood Group](#): A small village in Worcestershire, flooded many times from a rapidly rising brook.
- [Calderdale, West Yorkshire](#): Flooding in the Calderdale Valley affected a number of communities
- [Purley, Surrey](#): A community flood group, including local businesses was set up and a community flood plan was developed.
- [Lostwithie, Cornwall](#): Preparing for a flood: the Lostwithiel story

For more information contact CBC

Queries and final documents for approval should be directed to:

Telephone: 0300 300 8635 **Email:** floodrisk@centralbedfordshire.gov.uk

Post: Central Bedfordshire Council, Flood Risk Team, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

