

**Environment & Culture Directorate**  
Director: Michael Hainge

«Mr» «Init» «Surname»  
«Parish\_Council\_\_Meeting»  
«Add1»  
«Add2»  
«Add3»  
«Add4»  
«Add5»

Your Ref:  
Our Ref: MJ/MM  
Please ask for: Mr. M. Jackson  
Direct Line / Extension: 01432 261723  
Fax: 01432 261983  
E-mail: mjackson@herefordshire.gov.uk

5 December 2008

Dear «Mr» «Surname»

**FLOODING DATA REQUEST – SEPTEMBER & NOVEMBER 2008.**

I am writing to you and all other parishes in Herefordshire for assistance in preparing a comprehensive list of properties and locations within the County that suffered from flooding as a result of the heavy rainfall during the weekends of **5<sup>th</sup>/6<sup>th</sup> September and 7<sup>th</sup>/10<sup>th</sup> November**. It is anticipated that the list will include both residential and commercial premises.

Although I hold details of many of the locations that were affected there are obviously some that have not been reported to me for one reason or another, and as such do not appear on my databases. In order to get an improved overall picture I am therefore writing to you for information you may have or can collect readily. As it may be difficult to identify some of the outlying properties it would be helpful if you could also provide the postcode.

For ease of collection and compilation I have prepared 2no attached pro-formas, for each of the above incidents for you to complete. If you can give a comprehensive list that will be much appreciated but limited details will still be very valuable. Therefore returns, in the level of detail available will be a significant help. If there was no significant flooding then a return stating this will also be welcomed by me.

Your return will be shared with the Environment Agency as part of a continuing national review of the affects of the heavy rainfall this year. It will therefore assist in the prevention of, and response to future similar events. I appreciate the limited notice but a return by 9th January 2009 would be greatly appreciated.

A response by email would be acceptable under the circumstances.

Yours sincerely,

**MARTIN JACKSON**  
**CONSTRUCTION PROJECTS TEAM LEADER**



Certificate No. 4392



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**Putting People First Providing** for our Communities **Preserving** our Heritage **Promoting** the County **Protecting** our Future  
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