

Initial Letter for Watercourses and Ditches for use by Town and Parish Councils

(Name)
(Address)

(Date)

Dear (Name)

Maintaining Ditches and Watercourses (name & location of watercourse)

The Parish Council note that the above watercourse is in a condition such that the proper flow of water is being impeded and is no longer functioning as an efficient drain.

The Parish Council understand that you are the owner of the adjacent land and consequently you are responsible for maintaining the ditch.

It would be appreciated if you could arrange to clear this ditch as soon as practicable in order to reduce the flood risk to your neighbours and residents of the parish.

Rather than involving Wiltshire Council as this stage we are simply approaching you as your local Parish Council to request that you make the necessary arrangements to clear this watercourse.

Your co-operation regarding this matter would be appreciated. We do hope that you will be able to work with us to help reduce the risk of flooding in our community

If you have any queries please do not hesitate to contact me on or another member of the Parish Council on

(Name)
(Designation)