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Wiltshire SWMP
Project Governance Framework

Final Framework
January 2011

Prepared on behalf of

Wiltshire Council
Where everybody matters

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1 Wiltshire Council Surface Water Flood Risk Management Governance Framework

1.1 Wiltshire SWMP - Terms of Reference

Background

There are approximately 16000 properties at risk from surface water flooding within the administrative area of Wiltshire Council based on the national rank order of settlements susceptible to surface water flooding undertaken by Defra. Wiltshire Council was successful in securing Defra funding to undertake Surface Water Management Plan (SWMP) work as part of the allocation for early actions to tackle flood risk.

Two Operational Flood Working Groups (North and South) have been set up by Wiltshire Council. Combined, these groups include representatives from the Environment Agency, Wessex Water, Thames Water, Highways Agency, Network Rail and Wiltshire Council (multi-departmental representation including; strategic planning, land drainage, emergency planning, and highways drainage). An over-arching 'Flood Risk Management Group' is proposed by Wiltshire Council to ensure recommendations from the Pitt Review and more recent legislation (Flood Risk Regulations, 2009; Flood and Water Management Act, 2010) are implemented.

The aim to address all sources of flood risk in a comprehensive way is further supported by the Flood and Water Management Act 2010 which requires unitary authorities to undertake a leadership role with regard to local flood risk management. Other important considerations and ongoing areas of work being progressed by the Council set the context for addressing flood risk issues within Wiltshire and include:

- (i) Wiltshire Emergency Plan.
- (ii) Wiltshire Preliminary Flood Risk Assessment.
- (iii) Relevant action points under National Indicator 189 (NI189) on Flood Risk Management (see EA programme) and National Indicator 188 (NI188) on Climate Change Adaptation¹. Actions under NI188 are being progressed within the development of the Wiltshire Climate Change Strategy and the associated Wiltshire Climate Change Adaptation Plan².
- (iv) Wiltshire Council Local Development Framework (LDF) – ongoing preparation and implementation³ of planning policies on flood risk / climate change adaptation. Various policy documents are in preparation, including: the Wiltshire Core Strategy, South Wiltshire Core Strategy, Waste Site Allocations DPD, Aggregate Minerals Site Allocations DPD and other relevant documents included within the LDF within the context of national Planning Policy Statements (PPS), current best practice and data on all sources of flood risk based on the Strategic Flood Risk Assessment (SFRA) and associated updates.

Recent prolonged summer pluvial events (2006, 2007 and 2008) have been a reminder of the consequences of surface water flooding and the fragility of local infrastructure to heavy rain. This is compounded by new pressures on the existing drainage systems from new growth and

¹ It is noted that the National Indicator Set is set to be replaced by a single list of new measures introduced through the Localism Bill.

² <http://www.wiltshire.gov.uk/environmentandplanning/climatechange/climatechange1010campaign/climatechangeadaptation.htm>

³ Wiltshire Council, along with Swindon Borough Council have adopted various Minerals and Waste DPDs containing policies relating to the management of the water environment and flood risk.

a mixture of different asset owners, including the Environment Agency, the Council, and utility companies, such as Wessex Water.

Given the interactions between these issues, the drainage of urban areas is a complex issue requiring an integrated approach by a range of responsible organisations.

The Council has now committed to the production of a Surface Water Management Plan (SWMP), initially for the strategic settlements of Chippenham, Trowbridge and Salisbury and to investigate the interaction of flood risk sources, identify sustainable solutions and help produce a co-ordinated investment plan.

1.2 Objectives

To create a SWMP Working Group for the Wiltshire Council, who through a partnership approach, will assess the mechanisms of flooding, identify appropriate options to mitigate flood risk and help co-ordinate future drainage and flood risk investments. These will have linkages with the Preliminary Flood Risk Assessment (PFRA) work being undertaken and the proposed 'Flood Risk Management Group' to ensure knowledge transfer and efficient use of resources.

Objectives:

- Integrate and share 'essential partners' knowledge concerning drainage and flood risk issues (main river, ordinary watercourses, groundwater, sewer and pluvial flood risk) in seeking to deliver the SWMP;
- Improve co-ordination between the 'essential partners' (Wiltshire Council, Wessex Water and the Environment Agency);
- Provide a forum and means of resolving flood risk issues at a strategic level in a coordinated manner;
- Provide a forum to influence emerging LDF policies, proposals and guidance on flood risk/ climate change adaptation issues in order to ensure that all new developments avoid, manage and reduce all sources of potential flood risk to and from the development and are fully adapted to the impacts of climate change by incorporating SUDS, drainage mechanisms and other measures as appropriate; and
- Provide a common platform to lobby for future Lead Local Flood Authority (LLFA) funding.

1.3 Links to Preliminary Flood Risk Assessment (PFRA)

This section sets out how we propose to establish links with the current PFRA work being undertaken by Wiltshire Council to prevent overlap and promote synergies between these two studies. In the first instance, we propose that Peter Binley (Wiltshire Council – Highway Network Maintenance Manager) is the link between the Wiltshire SWMP and PFRA. Rob Sweet (Scott Wilson PM) will ensure that the interface between the PFRA and the Wiltshire SWMP is embedded into our service offering.

Background – PFRAs

Under the Flood and Water Management Act 2010, Wiltshire Council are designated the responsibility of Lead Local Flood Authority (LLFA). As part of its duties under the Flood Risk Regulations 2009, Wiltshire Council is required to prepare a PFRA to identify 'significant' flood risk areas from surface water, groundwater and sewers.

Wiltshire Council are currently undertaking Stage 1 and Stage 2 of the PFRA process as outlined within the 'Living Draft' Guidance for LLFAs produced by the Environment Agency. These stages are due for completion by 22nd June 2011. Wiltshire Council will need to approve the PFRA prior to submission to the Environment Agency. Also, it is worth noting that the Flood Risk Regulations also requires each LLFA to produce:

- Flood Risk and Flood Hazard Maps for each 'significant flood risk area' identified through the PFRA process by June 2013
- Flood Risk Management Plans for each 'significant flood risk area' by 2015.

1.4 Approach to SWMP Working Group

The Wiltshire SWMP Working Group will consist of representatives from the key 'essential partners' and local stakeholders (listed below), involved in local flood risk management and operation of drainage assets and water infrastructure in Wiltshire:

Membership

Essential Partners:

- Wiltshire Council
- Environment Agency
- Wessex Water

Local Stakeholders:

- Highways Authority
- Network Rail
- Natural England
- British Waterways

Each organisation listed as an 'essential partner' above will nominate a representative to attend future Wiltshire SWMP Working Group meetings. The Council will take the lead role in coordinating the SWMP Working Group.

The Wiltshire SWMP Working Group will have two main functions - a) a strategic function to contribute to the delivery of the SWMP and b) to establish a shared understanding of flood risk and agree a coordinated approach alongside other work being progressed with respect to flood risk management by Wiltshire Council.

Area of Study

The Wiltshire SWMP Working Group will cover the administrative boundary of the Wiltshire Council with the initial SWMP work focussing on the strategic settlements of Chippenham, Trowbridge and Salisbury.

Outputs/Benefits

- Greater understanding of urban drainage by a range of organisations;

- A shared understanding of flood risk across the Council, Wessex Water and the Environment Agency;
- Efficiency savings for 'essential partners' through achieving outcomes;
- Appraisal of surface water drainage options;
- Greater certainty for developers concerning appropriate drainage;
- Quicker, more certain decisions on development and infrastructure provision; and
- Overall reduction in flood risk to Wiltshire Council (primarily driven through the latter SWMP stages 3 and 4 – dependent upon available funding).

2 Roles and Responsibilities and Communication

2.1 Key Roles and Responsibilities

The key roles and responsibilities of those involved in the project are set out in Table 1 below. The project team structure comprises a Working Group led by Wiltshire Council. The Council is the lead partner for the production of the SWMP and is responsible for ensuring that objectives are set and met and that a partnership approach is adopted.

The Environment Agency is responsible for sharing information about river flows, levels and flooding, river flow models, catchment flood management plans, reported flooding incidents, DEM data (e.g. LiDAR), interactions between rivers or the sea and drainage systems, operation and maintenance regimes and long term investment plans (Defra, SWMP Technical Guidance, 2009).

Wessex Water is responsible for sharing information about the sewer network capacity and performance, reported flooding incidents, sewer network models, costs and practicalities of sewer rehabilitation, Drainage Area Plans and sewerage management plans, long term investment plans, and sustainable drainage systems in their control (Defra, SWMP Technical Guidance, 2009).

Table 1 Key roles and responsibilities

SWMP Working Group			
Organisation	Name	Title	Role
Wiltshire Council	Geoff Winslow	Minerals and Waste Policy Team Leader	Lead on SWMP activities within the Council, reports at Operational Flood Working Groups.
Wiltshire Council	Peter Binley	Highways Network Maintenance Manager	Lead on PFRA activities within the Council, reports at Operational Flood Working Group and provides linkages with SWMP.
Wessex Water	Mike McMahon	Principal Planning Engineer - Regulation and Assets	Share data on the performance of Wessex Water assets within the administrative area of Wiltshire. For full SWMP, share sewer model so that an assessment of all sources of risk can be undertaken.
Environment Agency	Richard Coombes	Flood Risk Mapping and Data Management Technical Specialist	Overview role for inland flooding, provide guidance on methodology, share best practice and provide data.
Scott Wilson	Rob Sweet	Senior Flood Risk Specialist	Technical support and delivery of SWMP. + link to PFRA.

Figure 1 provides an illustration of the envisaged structure within Wiltshire Council for flood risk management. It is expected that once set up, the Flood Risk Management Group will take an overarching role and undertake difficult decisions regarding flood risk management overall. This would include severe weather incident management, operational maintenance, future flood risk investments and planning.

It is recommended that the Strategic Management Group should meet every 2 - 3 months to discuss issues and matters brought forward by the Operational Flood Working Groups, SWMP Working Group and PFRA team, with two way communication between these groups. The Operational Flood Working Groups are intended to serve as the 'day-to-day' flood risk group delivering the flood risk system operations and maintenance on the ground.

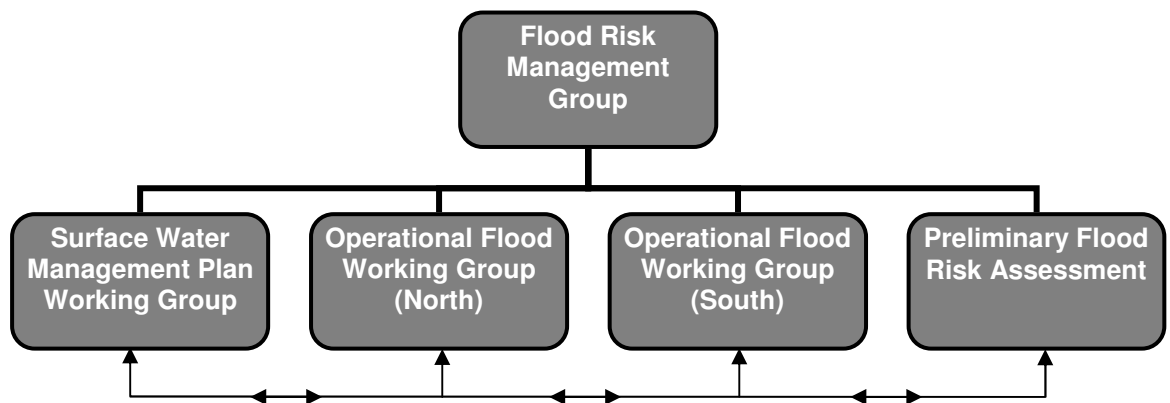


Figure 1: Wider linkages with other Flood Risk Management functions within Wiltshire Council

2.2 Proposed Project Governance Structure

At the SWMP Working Group Level, the proposed Project Governance Structure is provided in Figure 2. This outlines the proposed roles and responsibilities at this level.

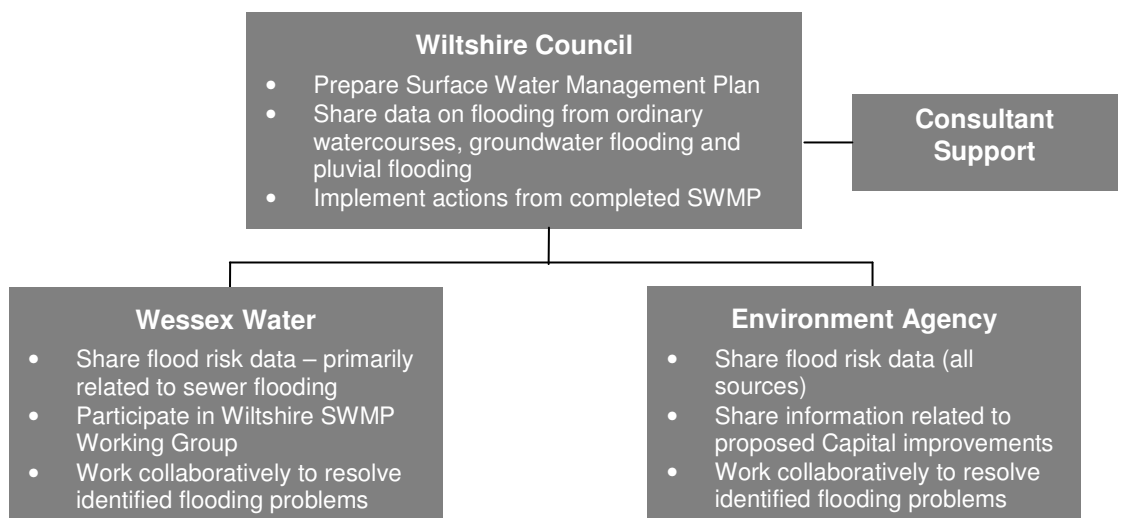


Figure 2: Proposed project governance structure for Wiltshire SWMP Working Group.

2.3 Lines of Communication

The following lines of communication and procedures are proposed during the life of the project:

- Geoff Winslow, the Wiltshire Council project manager will be the main point of contact for the SWMP;
- Dr Rob Sweet, the Scott Wilson project manager, will be the main point of contact for Scott Wilson;
- All communications with Wessex Water will be considered confidential (to ensure a smooth exchange and flow of data between 'essential partners');
- Any issues raised by the SWMP Working Group, including any queries or comments on the methodology will be filtered through Geoff Winslow.

An inception meeting and overview workshop took place on 6th September 2010 with Wiltshire Council representatives involved within the PFRA and Operational Flood Working Groups. A progress meeting has also been undertaken on the 17th November with the key partners (all those listed within Table 1). Further progress meetings will be undertaken in early 2011.

2.4 Agreed By

For the purposes of the Wiltshire SWMP Working Group, agreement with the SWMP Project Governance is signified below from the key partners.

.....
For Wiltshire Council	For Environment Agency	For Wessex Water
Name:	Name:	Name:
Date:	Date:	Date: