

Appendix B: SWMP Contact List

South Essex SWMP Working Group List, January 2011

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Steering Group		
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Appendix C: Project Governance Framework



South Essex Surface Water Management Plan Project Governance Framework

FINAL - April 2011



Prepared for



Essex County Council

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1 Draft Governance Framework

1.1 South Essex SWMP Working Group - Terms of Reference

Background

The Floods and Water Management Act 2010 established Lead Local Flood Authorities & Risk Management Authorities who need to work jointly in the pursuit of local flood risk management.

Recent downpours in the country have been a reminder of the consequences of flooding and the fragility of local infrastructure in dealing with heavy rain. This is compounded by new pressures on the existing drainage systems from new development and the complex operational reality that is presented by a mixture of different asset owners, including the Environment Agency, Basildon Borough Council (BC), Castle Point BC, Rochford District Council (DC), Essex County Council (CC) and Anglian Water.

Given the interactions between these issues, it is no surprise that the drainage of the Study Area is a complex issue requiring an integrated approach by a range of responsible organisations if effective solutions are to be found and implemented. Surface Water Management Plans (SWMPs) will be prepared to achieve this.

A South Essex SWMP Working Group is proposed to be set up by the Council's and essential partners to guide the production of the SWMPs, investigating the interaction of flood risk sources, identifying sustainable solutions and to help produce co-ordinated investment plans. The SWMP Working Group will help contribute to the delivery of Emergency Plans and Recovery Plans and work together to implement the EU Floods Directive Regulations.

In addition, the SWMP Working Group will help contribute to the delivery of Emergency Plans and Recovery Plans and work together to implement the EU Floods Directive Regulations.

Area of Study

The SWMPs will cover the administrative boundaries of the Borough of Basildon, the Borough of Castle Point and Rochford District. The study area may extend beyond the administrative boundary if required to assess inflows from adjacent administrative areas / catchments. This will be facilitated by reference to ongoing SWMPs in Thurrock and Southend-on-sea Boroughs and those of other neighbouring boroughs.

Benefits of SWMP for Organisations

- Greater understanding of local urban drainage by a range of organisations;
- A shared understanding of flood risk across the Councils, the Water Companies (drainage authority) and the Environment Agency;
- Appraisal of locally suitable surface water drainage options;
- Efficiency savings for 'essential partners' through achieving joint outcomes;
- Quicker, more certain decisions on development and infrastructure provision; and,
- Overall reduction in surface water flood risk to Basildon BC, Castle Point BC and Rochford DC (primarily driven through the latter SWMP stages 2, 3 and 4).

2 SWMP Working Group

The SWMP Working Group will work together to produce a SWMP for the study area defined by the administrative areas of Basildon BC, Castle Point BC and Rochford DC, and will through a partnership approach with Essex CC and essential partners, assess the mechanisms of flooding, identify appropriate options to mitigate flood risk and co-ordinate future drainage and flood risk investments in order to provide a co-ordinated flood risk management service to residents who may be affected by flooding.

2.1 Working Group Objectives:

- To provide a multi-agency flood risk management panel to oversee the production and delivery of sound SWMPs in the South Essex study area;
- Integrate and share ‘essential partners’ knowledge concerning drainage and flood risk issues (main river, ordinary watercourses, groundwater, sewer and pluvial flood risk);
- Improve co-ordination and communication between the ‘essential partners’; and,
- Ensure the communication of key messages of interest to the public and local stakeholders is managed effectively.

2.2 Working Group Membership

The Working Group will consist of representatives from the key ‘essential partners’ and supported by local stakeholders (listed in Section 3.1), involved in local flood risk management, town planning policies and operation of drainage assets and water infrastructure in the South Essex study area.

2.3 Working Group Attendance

Each organisation listed as an ‘essential partner’ will nominate a single representative to attend future South Essex SWMP Working Group meetings. They will also nominate a suitable deputy.

All Partners may be represented by additional representatives as required.

At pre-agreed times; it may also be necessary and relevant to invite to the meetings other stakeholders, including developers preparing Flood Risk Assessments (FRAs) within the Basildon, Castle Point and Rochford Council areas.

2.4 Operational Issues

Operational issues associated with the existing and future urban drainage arrangements and flood risk will form a secondary function of the Group. Each meeting will incorporate an item on operational issues, which will discuss existing operational and flood risk issues that would be referred to the appropriate parties.

3 Roles, Responsibilities and Communication

3.1 Stakeholders

Table 3-1 details the stakeholders that are involved in the SWMP, within which tier they fall into and their overall role within the project.

The project team structure comprises a Client Group led by Basildon BC and includes Castle Point BC, Rochford DC and Essex CC. This in turn is supported by the Steering Group, which comprises key study contributors including the Environment Agency and Anglian Water. Together the Client Group and Steering Group make up the 'SWMP Working Group'.

Table 3-1: Stakeholder Grouping

		Name	Role
WORKING GROUP	TIER A	Client Group: Essex County Council (Lead Local Flood Authority – LLFA) Basildon Borough Council (lead SWMP delivery partner) Castle Point Borough Council Rochford District Council Essex Resilience Forum	Budget and scope setters, key decision makers.
	TIER B	Steering Group: Environment Agency Anglian Water Essex and Suffolk Water	Essential data providers, project contributors or sign off essential to sign up to findings of the study and finalise reports.
TIER C		Neighbouring authorities (Thurrock Council, Southend on Sea BC) Highways Agency Emergency Planning Developers Key Land Owners Natural England RSPB Network Rail	Data (and information) contribution required; need to be aware of study findings to inform own planning work and studies and to be able to raise issues (during study production) that might influence the SWMP direction/findings.
TIER D		Town and Parish Councils Essex Wildlife Trust Local wildlife groups	Should be consulted during study preparation at least once – some specific information/data may be useful to the study
TIER E		Wider Public	Need to be informed of study findings through targeted communication. Key to distribute message of where. It is anticipated that where the programme allows this will be carried out in conjunction with public events for the WCS.

Client Group

The project team structure comprises a Client Group led by Basildon BC and including Castle Point BC, Rochford DC and Essex CC. Essex CC are the designated LLFA under the Flood and Water Management Act and have a leadership role in local Flood Risk Management and

are currently responsible for SWMPs adoption and enforcement¹. Basildon 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 Client Group is supported by the overall SWMP Working Group, comprising the Client Group, the consultants (URS/Scott Wilson) and the key study contributors AWS and the Environment Agency.

Steering Group

Within the SWMP working group, 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 plans². The Environment Agency also has a national overview role for inland flooding and is required to prepare a national strategy for flood risk as part of its duties set out in the Flood and Water Management Act 2010.

AWS are responsible for sharing information about the sewer network capacity and performance, reported flooding incidents, sewer network models (or model outputs), costs and practicalities of sewer rehabilitation, Drainage Area Plans and sewerage management plans, long term investment plans, and sustainable drainage systems in their control².

The South Essex SWMP Working Group will primarily have a strategic function to contribute to the delivery of the SWMP.

3.2 Key Roles and Responsibilities

The key roles and responsibilities of those involved in the project are set out in Table 3-2 below.

Table 3-2: SWMP Working Group – Key Contacts

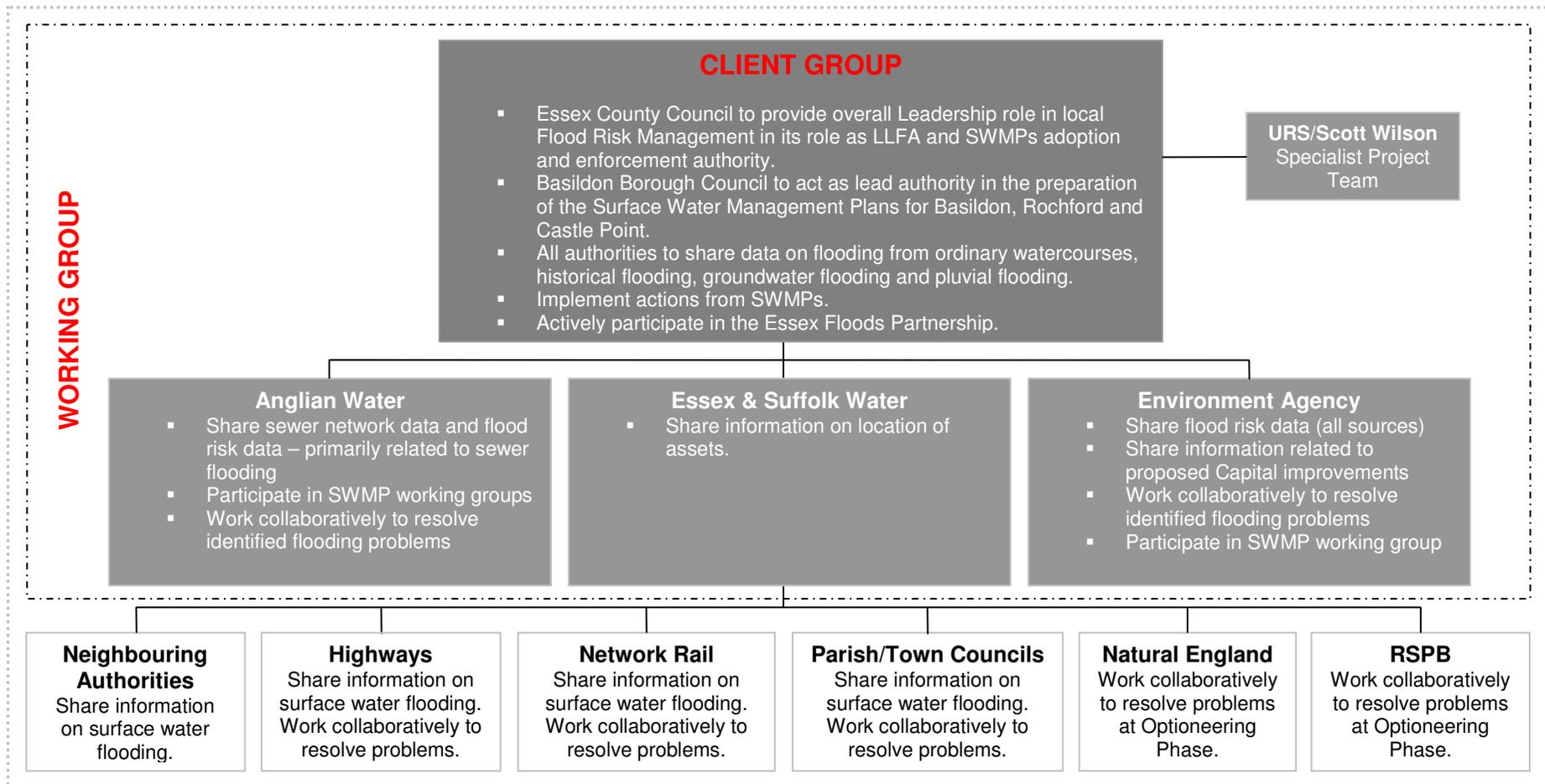
Organisation	Name	Title	Role
Basildon BC	Matthew Winslow	Planning Officer (Forward Plans)	Lead on SWMP for Basildon Borough Council and acts as lead client representative for local authorities.
Basildon BC	Emmanuelle Meunier	Sustainability Assessment Officer	Provide support and deputises for MW when necessary.
Basildon BC	Ashley Barton	Streetscene Manager	Lead operational manager for services which exercise drainage duties in Basildon BC.
Castle Point BC	Amanda Raffaelli	Senior Planner	Lead on SWMP study on behalf of Castle Point BC.
Castle Point BC	Bill Snow	Surveyor	Provision of historic information relating to drainage assets, ordinary watercourses and historic flooding incidents.

¹ At the time of completion of Phase I of the SWMP, Essex County Council as LLFA have the responsibility for adopting the SWMPs and enacting the recommendations of it, until such time as agreement has been made for delegation of these powers and responsibilities to the lower tier authorities

² Defra (March 2010), Surface Water Management Plan Technical Guidance

Organisation	Name	Title	Role
Rochford DC	Samuel Hollingworth	Planning Policy Team Leader	Lead on SWMP study on behalf of Rochford DC.
Rochford DC	Peter Mackenzie	Emergency Planning Officer	Lead for emergency planning input into the SWMP and for implementation of SWMP recommendations for emergency planning
Essex CC	Nick Humfrey	Flood Partnership Manager	Lead on SWMP study on behalf of Essex CC.
Essex CC	Lucy Gosling	Flood Investigations Officer	Deputy on SWMP on behalf of Essex County Council.
Anglian Water	Mark Leggett	Senior Asset Planner	Share data on the performance of Anglian Water assets for all the administrative councils within the study area. For full SWMP, share sewer modelling so that an assessment of all sources of risk can be undertaken.
Environment Agency	Andrew Hunter	Planning Liaison Officer	Overview role for inland flooding, share best practice and provide data.
Environment Agency	Christopher Finbow		Assistance with co-ordinating and provision of Environment Agency data to support the study.
Essex Resilience Forum	Craig Trevor	Emergency Planning Officer	Lead representative on SWMP study for ERF.
Essex Resilience Forum	Keith Fleming	Emergency Planning Officer	Deputy representative on SWMP study for ERF.
URS/Scott Wilson	Carl Pelling	Project Manager	SWMP Project Manager to input to the plan. Advisory role to the Client Group and SWMP Working Group.
URS/Scott Wilson	Gemma Hoad	Project Co-ordinator	SWMP Project Co-ordinator to input to the plan. Advisory role to the Client Group and SWMP Working Group.

3.3 Proposed Project Governance Structure³



³ Client group refers to the Basildon BC, Castle Point BC, Rochford DC and Essex CC

3.4 Lines of Communication

The following lines of communication and procedures for the SWMP Working Group are proposed during the life of the project and its intention is to act to assist the delivery and management of the study by the SWMP Working Group. It should be noted that a separate communications document has also been produced as part of Phase 1 of the study which provides further detail on the wider communication of the study and its findings to the wider stakeholder group and members of the public.

- Matthew Winslow, the Basildon Borough Council Senior Planning Officer will be the main point of contact for the Client Group during the course of preparing the SWMP;
- Carl Pelling, the consultant project manager, will be the main point of contact for URS/Scott Wilson. Carl will defer to technical leads to support as appropriate, but will act as the initial point of contact for the purposes of project governance.
- All communications with Anglian Water will be considered confidential and subject to data licence terms for the local authorities and URS/Scott Wilson (to ensure a smooth exchange and flow of data between 'essential partners');
- Any issues raised by the Working Group, including any queries or comments on drafts, methodologies etc. will be filtered through Matthew Winslow for compilation and further dissemination to URS/Scott Wilson;
- The SWMP Working Group will be represented by a single representative of each organisation and will nominate a reserve deputy member within each organisation, who will also be copied into all communications.

The inception meeting and overview workshop took place on 18th October 2010. A progress meeting was held on 10th December 2010. Additional progress meetings will be organised as the study progresses to Phases 2 - 4.

3.5 Working Group Commitments

There are several elements of the study programme that are part of the critical path to deliver the SWMP.

In order to ensure minimal delays in the programme, guidelines for Working Group member participation and input to the study are set out as follows:

- Assuming that the data provider has agreed that the data is available and suitable for use in the study, all Working Group members will endeavour to provide data within 4 weeks, and no later than 6 weeks of a request being submitted;
- All Working Group members will endeavour to provide comments on draft deliverables within 4 weeks and no later than 6 weeks of a deliverable being issued;
- All deliverables requiring formal comment will be issued by URS/Scott Wilson via the Project dedicated Project Space.
- URS/Scott Wilson will endeavour to provide updated deliverables (following comment) within 2 weeks and no later than 4 weeks of all working group member comments being received.

3.6 SWMP Approval

Each SWMP will need to be formally approved by Essex CC, as the LLFA. It may also be subject to the scrutiny process of Essex CC or those of other Local Authorities. The exact process will be determined towards the end of Phase 3 of the study for action in Phase 4.

Each SWMP may require in addition, adoption by each Risk Management Authority, in order to support capital investment or specific maintenance to ensure its delivery by all relevant partners. The exact process will be determined towards the end of Phase 3 of the study for action in Phase 4.

3.7 After Approval

The future role and relevance of the Working Group, including whether it should be disbanded or retained as part of the implementation stage will be reviewed as part of Stage 4 of the SWMP.

3.8 Agreed By

