

Environment, Development and Transport Committee

Date: **Wednesday, 21 June 2017**

Time: **10:00**

Venue: **Edwards Room, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mr M Wilby (Chairman)

Mr M Castle

Mr S Clancy (Vice-Chairman)

Mr E Colman

Mr P Duigan

Mr T East

Mr S Eyre

Mr C Foulger

Mr A Grant

Mr T Jermy

Mr C Jones

Ms J Oliver

Mr T White

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Hollie Adams on 01603 223029
or email committees@norfolk.gov.uk

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

A g e n d a

1. **To receive apologies and details of any substitute members attending**

2. **Minutes**

Page 5

To agree the Minutes of the meeting held on 17 March 2017

3. **Declarations of Interest**

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. **Any items of business the Chairman decides should be considered as a matter of urgency**

5. **Public QuestionTime**

Fifteen minutes for questions from members of the public of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm Friday 16 June 2017**.

For guidance on submitting public question, please visit www.norfolk.gov.uk/what-we-do-and-how-we-work/councillors-meetings-decisions-and-elections/committees-agendas-and-recent-decisions/ask-a-question-to-a-committee

Or view the Consitution at www.norfolk.gov.uk.

6. Local Member Issues/ Member Questions

Fifteen minutes for local member to raise issues of concern of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm on Friday 16 June 2017**.

7. Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on.

8. Local Member Highways Budget and Parish Partnership Schemes	Page 15
9. Update on the Norfolk Preliminary Flood Risk Assessment	Page 18
10. Appointments to internal and external Bodies	Page 75
11. Better Broadband for Norfolk Programme Update	Page 82
12. Performance management	Page 87
13. Risk management	Page 99
14. Finance monitoring	Page 110
15. Forward Plan and decisions taken under delegated authority	Page 116
16. Norwich Northern Distributor Road – construction progress update	Page 124
17. Exclusion of the Public	Page

The committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item (s) below on the grounds that it/ they involve(s) the likely disclosure of exempt information as defined by Paragraphs 3 and 3.5 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The committee will be presented with the conclusion (s) of the public interest test carried out by the

report author and is recommended to confirm the exclusion (s).

18. Norwich Northern Distributor Road - financial update

Page

19. Greater Norwich Partnership

Page

Group Meetings

Conservative 9:00am Conservative Group Room, Ground Floor
Labour 9:00am Labour Group Room, Ground Floor
Liberal Democrats 9:00am Liberal democrats Group Room, Ground Floor

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 13 June 2017



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Environment, Development and Transport Committee

**Minutes of the Meeting held on Friday, 17 March 2017
at 10:00am in the Edwards Room, County Hall**

Present:

Mr M Wilby – Chair

Mr R Bird	Mr C Foulger
Dr A Boswell	Mr B Iles
Mrs H Cox	Mr T Jermy
Mr B Bremner	Mrs J Leggett
Mr J Childs (Vice-Chairman)	Mr G Plant
Mr S Clancy	Mr M Kiddle-Morris
Mrs M Dewsbury	Mr J Timewell
Mr T East	Mrs C Walker

Other Members Present:

Dr M Strong

1. Apologies and Substitutions

- 1.1 Apologies were received from Mrs C Bowes (Mrs H Cox substituted) and Mr A White (Mr M Kiddle-Morris substituted);

2. Minutes

- 2.1 The minutes of the meeting held on 27 January 2017 were agreed as an accurate record and signed by the Chairman.

3. Members to Declare any Interests

- 3.1 No interests were declared.

4. Urgent Business

- 4.1 The Chairman advised that Highways England had launched a consultation on A47 major improvement schemes on Monday 13 March 2017. As the County Council wished to respond to the consultation and there were no more EDT Committee meetings until after the consultation closing date of 21 April 2017, the

Chairman asked the Committee to urgently agree that a response would be coordinated, agreed in correspondence with Members of the Committee, and the Chairman would respond on behalf of the Committee. The Committee **agreed** the proposal.

In response to a question about whether the Highways Agency would consult individual Parish Councils about the proposals, the Executive Director of Community and Environmental Services said there would be a series of public events held, although it was unlikely individual Parish Councils would be consulted. He added that comprehensive information was available on the Highways England website and urged Parish Councils to submit their own responses to the consultation.

5. Public Questions

- 5.1 One public question was received. The question and response is attached at Appendix A to these minutes.

6. Member Questions

- 6.1 Mrs M Dewsbury referred to the list of the issues reported to the highways team by residents, such as locations of potholes, etc. which the Committee had requested some time ago. The Assistant Director Highways and Transport advised that an interactive report was now available, although the current ipads did not support the report format. ICT had carried out some work and the report would be accessible on the new ipads which would be issued to Members after the Election in May 2017.
- 6.2 Mrs C Walker referred to speeding traffic outside Wroughton School, Beccles Road, Gorleston and asked if consideration could be given to erecting a 20mph speed limit sign outside the school to slow traffic down, particularly when the school crossing patrol was not present. In response the Executive Director, Community and Environmental Services would ask the Area Engineer to contact Mrs Walker to try to resolve the issue.
- 6.3 Mr R Bird wished to make the Committee aware of a Community Interest Company (CIC) which was looking for contributions to fund the re-charging and recycling of beaches (shale and sand would be imported from other areas to compensate for the material which had been lost). He said, to his knowledge, 4 parishes and 1 town council had been asked to contribute to the project, all of which had rejected the idea. He had brought the matter to the attention of the Committee as there may be a need for the County Council to become involved as the lead local flood authority. The Chairman thanked Mr Bird for raising the matter said the department would keep an eye on the situation.
- 6.4 Mr J Timewell raised the issue of HGV traffic using Aylsham Road, North Walsham to avoid the low bridge on the A149 which was destroying the road, knocking over signs and asked for help to resolve the situation. The Executive Director Community and Environmental Services would ask the local Highways Engineer to contact Mr Timewell and investigate the problem.

7. Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on.

- 7.1 Mr T East provided the Committee with an update on the Western Link (Appendix 2) and he thanked the Chairman of Environment Development and Transport Committee for agreeing to his suggestion to chair the Stakeholder Group.
- 7.2 Mr Wilby said that the first meeting of the Stakeholder Group had been held on 21 February and he had been pleased that a large number of people had attended and shared their local knowledge. The next meeting was scheduled to take place in June 2017.

8. Update from Economic Development Sub-Committee

- 8.1 The Committee received and **noted** the report from the Executive Director, Community and Environmental Services summarising the issues and actions from the Economic Development Sub-Committee meeting held on 19 January 2017.

9. Highway Parish Partnership Schemes 2017-18

- 9.1 The Committee received the report by the Executive Director of Community and Environmental Services setting out the proposed parish partnership programme for 2017-18 following analysis and review of the applications submitted.
- 9.2 In response to a question from the Committee, it was confirmed that it could be possible for any underspend in the Parish Partnership budget to be carried over to the next financial year if not needed for 2017-18 and the situation would be kept under review.
- 9.3 The Committee **APPROVED** all bids listed in Appendix B of the report for inclusion in the Parish Partnership Programme for 2017-18.

10. Local Member Highways Budget Proposal

- 10.1 The Committee received the report by the Executive Director of Community and Environmental Services outlining the proposal to provide each local Member with an annual budget of £6,000 to be used on highway work within each financial year, offering flexibility to progress small highway projects at their discretion based upon local need.
- 10.2 The following points were noted in response to questions from the Committee:
 - 10.2.1 The Committee **agreed** that Traffic Regulation Orders (TRO's) should be added to the list of work that could be covered by this budget.
 - 10.2.2 The funding for 2017-18 was a one-off budget. If the Local Member Highways Budget and the Parish Partnership schemes were to continue in the future, then the schemes would need to be funded from the £6000 allocated to Local Members. As a result of the clarification, the Committee **agreed** that recommendation 2 (In future years, should the initiative be successful, the "Local Member Highways

Budget” would merge with the Parish Partnership scheme to provide a single highways budget of £6000 for each division to minimise administration costs) should be deferred to allow additional work to be carried out and more options to be identified for consideration by the Committee at its June meeting.

- 10.2.3 Members would have an option to pool their budget to fund projects that crossed division boundaries.

- 10.3 The Committee **AGREED** that:

For 2017/18 a Local Member Highways Budget is provided, re-allocating part of the Challenge Fund budget.

11. Great Yarmouth 3rd River Crossing Project – submission of Outline Business Case to DfT.

- 11.1 The Committee received the report by the Executive Director of Community and Environmental Services setting out proposals for a 3rd river crossing project at Great Yarmouth and details of the submission of the Outline Business Case to the Department for Transport (DfT).

- 11.2 The following points were noted in response to questions by the Committee:

- 11.2.1 The bridge crossing the river would be a lifting bridge.

- 11.2.2 A delegation, including Norfolk MPs, would be meeting with the Department for Transport to reiterate the importance of the scheme and make it aware of the local support for the scheme. Any help individual members were able to give in lobbying the Department for Transport to raise the importance of the scheme would be appreciated.

- 11.2.3 The Committee welcomed the proposal for a third river crossing which would ease traffic congestion and create jobs and thanked all the officers involved for their work in developing the project.

- 11.3 Upon being put to the vote, with 16 votes in favour, 0 votes against and 1 abstention, the Committee :

1. **NOTED** the update on progress since 2009 and approve the submission of an Outline Business case to the Department for Transport (DfT) in March 2017.
2. **NOTED** the requirement to underwrite the local funding contribution of 20% towards the project on the basis of an approximate cost of £120m going forwards from April 2017 (at outturn cost). This funding is likely to come from a range of sources, however these are still to be confirmed. The funding will not be fully required until construction starts in late 2020.
3. **AGREED** to progress development work on the next stage of the project from April 2017, at risk, pending the DfT decision expected during summer 2017. The cost of this is anticipated to be in the region of £200k.

12. Proposal for a market town network improvement strategy.

- 12.1 The Committee received the report by the Executive Director of Community and Environmental Services setting out details of a proposal for an overarching strategy to support the delivery of a suite of market town transport studies.
- 12.2 The following points were noted in response to questions by the Committee:
 - 12.2.1 A list of priorities would be drafted and brought to a future EDT Committee meeting, for Members to agree a programme of priorities.
 - 12.2.2 The Committee agreed that Taverham and Costessey could be added to the list of market towns, although Members would need to be mindful of any overlap with the current NATs programme.
- 12.3 The Committee **AGREED** a programme of broad transport studies (3-4 per year) looking at the transport impacts of growth in market towns and large villages in Norfolk.

13. Broadband, Mobile Phone and Digital – update from the Member Working Group.

- 13.1 The Committee received the report by the Executive Director of Community and Environmental Services providing an update on the information gathered by the Broadband, Mobile Phone and Digital Members Working Group in relation to mobile phone coverage in Norfolk, which was introduced by Cllr Marie Strong, Chairman of the Working Group.
- 13.2 The Committee noted that this would be the final report prior to the County Council elections on 4 May 2017 at which point all Working Groups would cease to exist.
- 13.3 The following points were noted in response to questions by the Committee:
 - 13.3.1 Members thanked Dr Strong and the Members of the working group for the work carried out in raising the need for better broadband, mobile phone and digital networks in Norfolk, and expressed a wish to carry on the work after the election in May 2017.
 - 13.3.2 The Committee thanked Dr Strong and the Members of the Working Group, together with Karen O’Kane, Programme Director for all the work they had carried out on the project.
- 13.3 The Committee **REVIEWED** the information provided and acknowledged that the Working Group had been concluded ahead of the election on 4 May 2017.

14. Revised Minerals and Waste Development Scheme

- 14.1 The Committee received the report by the Executive Director of Community and Environmental Services setting out a formal revision to the Minerals and Waste Development Scheme (MWDS) after it had been identified that the stages from Submission onwards in the Silica Sand Review of the Minerals Site Specific

Allocations DPD will not be in accordance with the adopted timetable.

- 14.2 In presenting the report, the Planning Services Manager advised that, following the examination hearing sessions on 14 and 15 March 2017, the Inspector had verbally advised that Main Modifications to the Silica Sand Review were required and the timetable to identify site specific allocations and/or areas of search for silica sand working up to 2026, had been revised as follows:

Stage	Dates
Preparation of Local Plan consultation (Regulation 18)	Initial Consultation: March to April 2015. Preferred Options: November to December 2015.
Pre-Submission representations period (Regulation 19)	May to June 2016. Addendum of Modifications: September to October 2016.
Submission (Regulation 22)	December 2016
Hearing (Regulation 24)	March 2017
Inspector's Report	August 2017
Adoption (Regulation 26)	October 2017

- 14.3 The Committee **RESOLVED** that the Minerals and Waste Development Scheme, updated in the timetable above, shall have effect from 24 March 2017.

15. Consultation on the De-maining of the River Thet

- 15.1 Following an announcement by the Environment Agency on 15 March 2017 that it was terminating the River Thet De-Maining project and was therefore no longer seeking Norfolk County Council's views on the proposal, this item was withdrawn from the agenda.

16. Eastern Regional Flood and Coastal Committee (RFCC) Property Level Protection Grant Scheme

- 16.1 The Committee received the report by the Executive Director of Community and Environmental Services asking it to accept the recommendations of the Inland Flooding group for the distribution of grants and approval of a reserve list, subject to eligibility checks and approval conditions.
- 16.2 The Committee **APPROVED** the allocation of 2017 grants following Inland Flood Group Assessment.

17. Norfolk Cycling and Walking Action Plan

- 17.1 The Committee received the report by the Executive Director of Community and Environmental Services asking members to approve the Norfolk Cycling and Walking Action Plan which would further the Council's ambition to promote health and wellbeing through good infrastructure. The report was introduced by Cllr Hilary Cox, Cycling and Walking Champion.

17.2 The following points were noted in response to questions by the Committee:

17.2.1 The Committee was assured that part of the 'Access for All' initiative undertaken with the trails network was to ensure that trails were accessible for everyone including wheelchair users.

17.2.2 Members discussed the issue of cyclists using roads rather than cycle lanes where these had been provided and asked whether Legislation could be introduced for those cyclists who failed to use cycle lanes. In response, the Committee was notified that it would not be possible to introduce Legislation to prevent this from happening.

17.2.3 Mr J Childs drew attention to the Hemsby to Winterton coastal path, which was badly eroded. In response, it was acknowledged that there was a lot of work still to be done along the national coastal paths of Great Britain, and Members were advised to make the Trails Team aware of any issues within their constituencies.

17.2.4 The Committee thanked everyone for the work they had carried out and recognised that a long-term vision was needed in order that benefits would be shown in the future.

17.3 The Committee **APPROVED** the Norfolk Cycling and Walking action Plan as set out in Appendix A of the report.

18. Finance Monitoring

18.1 The Committee received the report by the Executive Director of Community and Environmental Services reflecting the forecast outturn position for the services from the Community and Environmental Services relevant to it, which are – Highways and Transport Services; Environment and Planning; Economic Development and Business Development and support.

18.2 The Committee **noted**:

- a) The forecast out-turn position for the Environment Development and Transport Committee and the current risks to the budget as highlighted in the report.
- b) The planned use of reserves as set out in section 4 of the report and that proposals for any further use of reserves in 2016-17 would be highlighted to the Committee if the resulting forecast level of reserves falls below the 31 March 2017 balances anticipated at the time the budget was set.

19. Forward Plan and decisions taken under delegated authority

19.1 The Committee reviewed the forward plan the report outlining delegated decisions taken by officers.

19.2 The Business Support and Development Manager would circulate a copy of the response to the Broadland District Council Consultation on their draft Local Development Order (LDO) covering the Greater Norwich Food Enterprise Zone to the Committee.

The Committee:

REVIEWED the Forward Plan and

NOTED the delegated decisions set out in section 2 of the report.

The meeting closed at 11.35am

Chairman



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MEMBER/PUBLIC QUESTIONS TO ENVIRONMENT, TRANSPORT AND DEVELOPMENT COMMITTEE: 17 MARCH 2017

5. PUBLIC QUESTIONS

5.1 Question from Cllr Denise Carlo

The Bus Services Bill currently going through Parliament proposes to allow local authorities to franchise networks of bus services, enabling better-integrated networks and greater certainty for passengers. However, the government intends this to apply only to mayoral authorities. The House of Lords amended the Bill to extend franchising powers to all local transport authorities, and removed Clause 21, which bans councils from setting up their own bus companies.

Will the Committee ask the government to make bus franchising available to all local transport authorities, and to scrap Clause 21 so councils retain the right to set up and run bus companies where this is the best solution for local residents?

Response by Chairman of EDT Committee

The bill's original proposals gave mayoral authorities the powers to franchise bus services, but non mayoral authorities had to complete a full public interest test and get approval from the Secretary of State. The Lords altered the bill to allow all local authorities to be able to franchise bus services, but subsequently the House of Commons reversed this proposal by MP vote. The final decision will be debated and decided between the Commons and the Lords at the end of the parliamentary process which we are advised will be after Easter. Currently, the mechanism for Norfolk to franchise part of the bus network by making a case to the secretary of state will still be available to us.

As per previous advice with respect to clause 21 this particular clause does not impact on Norfolk as we already have Norse Transport in place, wholly owned by the council, should the aspiration ever occur to run commercial bus services.

Norwich Western Link Project – Member Working Group update (17 March 2017)

Further to previous meetings of the Norwich Western Link (NWL) Project Member Working Group and the report provided at the 8 July 2016 EDT Committee meeting, the Member Group met again on 15 March. The following provides a brief summary of the meeting:

1. Significant discussion was held on the latest proposals that Highways England (HE) have produced in developing the Easton to North Tuddenham A47 dualling project – their formal consultation on route options started on Monday 13th March. There were a number of concerns raised regarding the information provided and it was agreed by the Group that a formal response to the consultation should be provided, but that this should be via EDT Committee. A note in response to the HE consultation will be provided, to be agreed with the Chair of EDT Committee, to support the formal NCC response to the consultation. Detailed responses to each option will be required regarding, for example, each of the side roads affected by the proposals, but primarily to address the issue of consideration of a possible future NWL.
2. The Group were represented at the HE consultation launch event and specific comments made at the launch event by HE were discussed. It was confirmed by HE that they are aware of the NWL project and that it is a factor they are considering. HE suggested that the junctions would not be grade separated as their analysis suggests the traffic flows do not require this. There was also no clarity provided on how the B1535 HGV route would be dealt with in terms of its connectivity with some of the options. The Group raised their dissatisfaction and disappointment over the lack of clarity, precision and intelligibility contained within the consultation document. There was particular concern regarding how other stakeholders will be able to make precise comments and judgements based on the limited content and data provided.
3. It was agreed that a letter to HE should be provided to follow up on the meeting held with HE on Friday 10 March and in response to the published consultation details. The letter will set out the points above but would also include other key points and will confirm the assumption that the alignments shown are indicative and that any comments provided are on the basis of this. For example, option 1 shows the apparent severance of the northern fringes of Hockering village. It was also noted that none of the options show the NDR which is currently being constructed.
4. An update on the Local Plan Review process was provided by Phil Morris (Principal Planner – NCC). Phil confirmed that strategic options will be developed in June. Steve Scowen from Broadland District Council (BDC) provided an update on the Food Hub proposals and the associated Local Development Order (LDO) that is being progressed by BDC. The LDO consultation has now closed and a number of responses are being reviewed and Steve confirmed he is hoping to take a report to BDC Cabinet in May.
5. The Member Group received a brief update summarising the ongoing project activities planned to be completed ahead of an update report being provided to EDT Committee in September. The Member Group also received an update on the first stakeholder group meeting held on 21 February. This was a positive first meeting with good input from 17 represented parish council's. At the meeting the strategic objectives for the NWL project were discussed and agreed. Each parish will be providing further feedback at future meetings on the specific objectives. The NWL project team has also recently met separately with the Wensum Valley Alliance, who have been invited to attend future stakeholder group meetings.

For more details, please contact David Allfrey (Major Projects Manager).
Tel 01603 223292

Environment, Development & Transport Committee

Item No.

Report title:	Local Member Highways Budget and Parish Partnership Schemes
Date of meeting:	21 June 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact <p>The Highways Service contributes directly to supporting the following Council priority:</p> <p><i>“Good infrastructure – We will make Norfolk a place where businesses can succeed and grow. We will promote improvements to our transport and technology infrastructure to make Norfolk a great place to do business.”</i></p> <p>The Local Member Highways Budget & Parish Partnership scheme fits in with our locality working approach which champions community engagement and allows the flexibility to make decisions and take actions based upon local needs.</p>	

Executive summary

<p>Following an outline report presented at the 17 March 2017 Committee meeting, this subsequent report confirms the proposal to provide each local Member with an annual budget of £6,000 to be used on highway work within each financial year. This offers flexibility to progress small highway projects at their discretion based upon local need.</p> <p>It is recognised that communities across the county may have different local priorities and what may be important to one may not be for another.</p> <p>Recommendations:</p> <p>It is recommended that:</p> <ol style="list-style-type: none"> 1. The Local Member Highways Budget initiative be formally launched and members are invited to discuss potential schemes that match the criteria in section 1.3 with their local highway officer.

1. Proposal

- 1.1. At the 17 March 2017 Committee meeting, Members agreed the setting up of a Local Member Highways Budget of £6,000 per division in 2017/18 for local highway works. This was for small highway projects considered a priority for local communities.
- 1.2. A range of potential types of scheme were listed in the report and at the meeting Members also agreed that Traffic Regulation Order (TRO) type schemes should also be included. These are schemes such as speed limit changes and waiting restrictions, both of which require formal consultation and need to follow a statutory legal process.

- 1.3. The full list of potential schemes which could be considered and delivered is now:
- Advisory signs i.e. “Unsuitable for HGV’s and advisory speed limits i.e. 20mph signs outside schools would be possible.
 - Small footway extensions and modifications
 - More significant work to public rights of way
 - Minor drainage work
 - New non regulatory signs and replacement of existing signs and road markings. Possibly some new road markings such as “SLOW”.
 - Feasibility work or investigations that cannot be resourced by existing front line budgets.
 - Minor traffic management projects including Traffic Regulation Order related works. However, it should be noted that these works can cost between £3,000 and £5,000 and may be difficult to deliver within a 12 month timescale. The Area teams are reviewing the current process to see if improvements can be made in terms of timescales and cost.
 - Day rates for gangs to carry out additional maintenance to areas of the highways that a local Member would like improved i.e. PRow or verges.
 - Other highway improvements – improved visibility splays, junction improvements, kerbing, work in conservation areas.

Illuminated signs, street lighting or reflective bollards are not included in this initiative. This aligns with NCC energy saving objective of 50% by 2020, based on 2007 baseline.

- 1.4. In 2017/18, the Local Member Highways Budget will run in parallel and in addition to the Parish Partnership Scheme and both are fully funded.
- 1.5. At the previous meeting, Members asked that additional work be carried out to consider more options with regards to continuing with both the Local Member Highways Budget and the successful Parish Partnership Scheme.
- 1.6. A further review of the Highways Capital Programme has identified that both the Local Member Highways Budget and Parish Partnership Scheme initiative can continue in parallel from 2018/19.
- 1.7. As a result of this, there will be fewer larger capital schemes developed and delivered, such as new footway schemes and new pedestrian crossings, but this will be offset by many smaller schemes delivered across the county as part of the Local Member Highways Budget and Parish Partnership Scheme programmes. This larger number of smaller schemes is expected to have a more direct impact on local walking, cycling, congestion and road safety issues.

2. Evidence

2.1. Localism and locality working

Greater emphasis is being placed on localism and more local ways of working in our strategic approach. We recognise that the local priorities in one part of the county can be very different from another. This approach allows for local decision making. A Local Member Highways budget will allow more flexibility in meeting locally identified needs.

2.2. **Parish partnership**

The Parish Partnership scheme is an example of successful collaboration that has delivered projects based upon local priorities. The scheme has proven popular over the last five years it has been running. In 2017/18 there is a full programme to help fund schemes put forward by Town and Parish Councils.

3. **Financial Implications**

- 3.1. A budget allocation of £504,000 (£6,000 for each County Councillor) is required for the Local Member Highways Budget.
- 3.2. In 2017/18 this will be funded from the one-off £1m capital allowance which had been put together to support bids as part of the DfT Challenge Fund match funding.
- 3.3. We anticipate a need to adjust resource in order for the local Area teams to manage this workload but this would not add to our overall costs.

4. **Issues, risks and innovation**

- 4.1. Members will have a good understanding of what is desired in their local area and local discussions will inform if a hard engineering solution is required or whether a softer, behavioural method may be more appropriate.
- 4.2. To determine how much the work is likely to cost will be an additional activity for the local highway engineer. Technical advice will be provided to the Member.
- 4.3. It is possible that some more significant schemes could not be delivered within the available budget. Match funding will be needed to deliver these more expensive schemes.
- 4.4. Individual Members may have different areas of expertise and focus for their community. As a result they may require additional guidance on how best to utilise the budget available. We would offer Members training for this new aspect of work. Monitoring would be carried out and local staff could assist Members if they identify work that could be financed by their discretionary budget.
- 4.5. The Assistant Director Highways will ultimately have responsibility for arbitration around any technical matters and hold the delegated financial responsibility for approving the project.

5. **Background**

- 5.1. This report was requested at the Environment, Development and Transport Committee on 17 March 2017. Minutes from this committee can be found on the [Norfolk County Council Website](#).

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Nick Tupper

Tel No. : 01603 224290

Email address : nick.tupper@norfolk.gov.uk



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Environment, Development and Transport Committee

Item No.

Report title:	Update on the Preliminary Flood Risk Assessment
Date of meeting:	Wednesday 21 June 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact <p>Under the Flood Risk Regulations 2009, and in line with responsibilities under the Flood and Water Management Act 2010, Norfolk County Council as Lead Local Flood Authority (LLFA) is responsible for undertaking a Preliminary Flood Risk Assessment (PFRA), and subsequent reviews, for local sources of flood risk, primarily from surface run-off, groundwater and ordinary watercourses. The first round of PFRAs was completed in 2011.</p> <p>The draft PFRA review, initiated in February 2017, will be submitted to Environment Agency (EA) on 22 June 2017. The EA will then publish all PFRA reviews and Flood Risk Areas by 22 December 2017.</p>	

Executive summary

The PFRA process provides a nationally consistent high level overview of the concentrations of risk of flooding from local sources such as surface run-off, groundwater and ordinary water courses. Past flood events and mapping of potential future flooding are analysed to highlight the areas of significant flood risk.

Flood risk mapping has been updated and refined since the first round of PFRAs and national guidance on the criteria for identifying indicative Flood Risk Areas has changed considerably. Due to these changes, Defra has identified an indicative Flood Risk Area (FRA) in the urban area of Norwich, where surface water flooding could affect over 3,000 properties.

It must be noted that the level of risk to people and property within the indicative Flood Risk Area has not increased. The review highlights areas to allocate and prioritise funding to reduce food risk.

Recommendations:

Members are asked to approve:

- the submission of the draft Preliminary Flood Risk Assessment Review as set out in Appendix A**
- the identification of a new indicative Flood Risk Area, with the recommendation that the Executive Director of Community and Environmental Services, in consultation with the Chair and Vice Chair, be delegated power to make minor amendments to the boundaries of that area if required.**
- delegate authority to the Executive Director of Community and Environmental Services in consultation with the Chair and Vice-Chair of the EDT Service Committee to make minor final amendments to the PFRA Review ahead of publication by the Environment Agency in December 2017.**

1. Evidence

- 1.1 In line with Defra guidance, the Environment Agency assessed all properties and critical services in Norfolk against flood risk mapping for surface run-off up to a 1:100 event.

The guidance has two methods:

- Where the flood risk could affect over 200 people, 20 non-residential properties or 2 critical services within a 1km square it is deemed to have met the national impact criteria. Indicative Flood Risk Areas are identified where there are at least 5 overlapping squares meeting the criteria in a 3 x 3km square grid (cluster method)

and/or

- Indicative Flood Risk Areas are identified where there are more than 3000 properties at risk within a built up area (BUA) (communities at risk method).

Through this assessment, Defra propose to identify the Norwich Urban Area as an indicative Flood Risk Area.

- 1.2 Officers carried out a review of the Environment Agency data using local property counts and including the flood risk mapping for ordinary watercourses up to a 1:100 event.

Through this review clusters of risk were identified in Norwich, Great Yarmouth, Thetford and Attleborough as well as the community at risk in the urban area of Norwich.

It is not proposed to identify Great Yarmouth, Thetford and Attleborough as new indicative Flood Risk Areas as the scale of risk to people and property in these settlements is comparatively low when compared to Norwich.

Settlement	Residential Properties	Non Resident Properties	Key Services	Total
Norwich	9,323	1,731	92	11,146
Great Yarmouth	1,649	391	21	2,061
Thetford	880	142	12	1,034
Attleborough	418	49	5	472

Please see Appendix B - Future Flood Risk Settlement Ranking

2.3 Flood Risk Areas

Flood hazard maps and flood risk maps must be reviewed for the indicative Flood Risk Areas, when agreed, to further investigate the risk of flooding.

Officers are proposing to review the existing flood hazard maps and flood risk maps prepared as part of the Norwich Urban Area Surface Water Management Plan and surface water risk mapping prepared by the Environment Agency for the area.

Flood risk management plans must then be developed for these areas with the objective of reducing the probability and/or consequences of flooding.

It is proposed to review and update the Norwich Urban Area Surface Water

Management Plan to reflect the requirements of the Flood Risk Regulations 2009 and improvements to the drainage network completed since 2011. NCC Officers will work with the Environment Agency to agree a proportionate approach that does not create unnecessary burden or costs for any parties.

The Local Flood Risk Management Strategy will be updated to reflect any relevant changes recommended by the review.

This review must be completed by 22 June 2021.

2. Issues, risks and innovation

2.1 Guidance for the PFRA review was received by NCC in February 2017 and further information was provided in March and April 2017. Due to these timescales this report could not be provided at an earlier committee date.

2.2 If the LLFA disagrees with the identification of a Flood Risk Area by the Environment Agency, the matter must be referred to the Secretary of State.

2.3 In 2010 Norwich was identified as one of the top 50 candidate areas outside London to receive Defra SWMP funding, based upon broad-scale national predictive surface water modelling that suggested that approximately 6,500 properties may be at risk from surface water flooding.

The Norwich SWMP commenced in September 2010 and was adopted by the Council in May 2012. Modelling was undertaken for the entire urban area of Norwich and detailed modelling was carried out for the three areas most at risk.

Further work on the Norwich SWMP (completed in November 2014) provided more accurate data on Critical Drainage Catchments and cost benefit analyses of the flood protection measures. This information has helped our understanding of the range and scale of effective mitigation measures which has fed into bids for funding.

£10.3 million is currently being spent by Norfolk County Council's highways department to provide a new system of drainage infrastructure to improve surface water management in the Norwich urban area (specifically Hellesdon, Costessey, Old Catton, Taverham, Drayton, Sprowston and Thorpe St Andrew). The improvements are in response to the rainfall events that affected homes and businesses between May and August 2014 and led to 80 properties being flooded internally, some on a number of occasions. The new drainage systems are designed to deal with a 1 in 10 rainfall event. The council has invested £1.2m and successfully bid for £9.1m from the Department for Transport to fund the improvement work, which is due to be completed by March 2018.

3. Background

Norfolk County Council completed the first PFRA Report in 2011. This assessment used earlier and coarser flood risk mapping data up to a 1:200 event. For this reason the figures of properties at risk differ significantly from the report to the review.

The criteria for the first round of indicative Flood Risk Areas was set at 30,000 people at risk within a cluster where risk is most concentrated. 10 areas were selected that met this criteria. These were: London, West Midlands, Greater Manchester, Liverpool, Kingston upon Hull, Basildon, Bristol, Brighton & Hove, Leicester and Chatham & Gillingham. No indicative Flood Risk Areas were identified in Norfolk in 2011.

The 2017 review of the PFRA uses the 2013 Risk of Flooding from Surface

Water mapping and the Risk of Flooding from Rivers and Seas, where it related to ordinary watercourses, up to a 1:100 event.

The criteria in the review of indicative Flood Risk Areas is set at 3000 properties at risk in a built up area or where there is a cluster of 5 overlapping 1km squares of concentrated risk within a 3 x 3km square grid. 60 areas have been identified by the Environment Agency as indicative Flood Risk Areas across the country, including the Norwich urban area.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Email address: **graham.brown@norfolk.gov.uk**



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Appendix A - addendum to the Preliminary Flood Risk Assessment report

ADDENDUM

Update to the preliminary flood risk assessment report for Norfolk County Council

The preliminary flood risk assessment (PFRA) and flood risk areas (FRAs) for Norfolk County Council were reviewed during 2017, using all relevant current flood risk data and information, and agreed with the Environment Agency on 22 December 2017.

Changes to the assessment of risk since the preliminary assessment report was published in 2011 are described in the statements in this addendum.

The annexes to the preliminary assessment report have been reviewed and updated to show relevant new information since 2011.

Past flood risk

1. The storm that hit the UK, including north Wales, Scotland and the east coast of England caused a tidal surge that coincided with a spring high water tide on the evening of the 5th December 2013. This was the most serious tidal surge in over 60 years and equivalent to a 1 in 1000 year event. In Norfolk, 9 severe flood warnings, 50 flood warnings and 15 flood alerts were issued. Several communities including Great Yarmouth, Wells and Cley were evacuated. 275 properties were flooded in Norfolk with significant flooding in Wells, Blakeney, Kings Lynn, Cley and Salthouse. Substantial damage to property occurred at Walcott where some homes were destroyed and there was extensive coastal erosion at Hemsby which led to some properties on top of the dunes falling into the sea. There were no fatalities.
2. Between the 23rd and 25th of June 2016 a series of intense concentrations of rainfall passed across Norfolk from Diss on the Suffolk border to Cromer on the north coast. Several towns and settlements, mainly across the central belt of Norfolk, including Watton, Saham Toney, Shipdham, Dereham and the outskirts of Norwich were the most heavily affected. 490 reports of flooding were received for that event, 167 of which have been confirmed as having flooded properties internally.

Future flood risk

Review of the Risk of Flooding from Surface Water (1:100) and the Risk of Flooding from Rivers and the Sea (High/Medium) against the impact criteria identified Norwich, Great Yarmouth, Thetford and Attleborough as clusters of risk and the Norwich urban area as a community at risk. NCC Officers are not proposing to identify Great Yarmouth, Thetford and Attleborough as new indicative Flood Risk Areas.

Settlement	Residential Properties	Non Resident Properties	Key Services	Total
Norwich	9,323	1,731	92	21,816
Great Yarmouth	1,649	391	21	2,061
Thetford	880	142	12	1,034
Attleborough	418	49	5	472

Flood risk areas (FRAs)

The following FRAs have been identified for the purposes of the Flood Risk Regulations (2009) 2nd planning cycle: Norwich Urban Area

Other changes

The Strategic Forum for the Norfolk Water Management Partnership was set up in 2012. The terms of reference are:

- To maintain high level elected member engagement to ensure political support and/or achieve compromise on political differences between RMA's on strategic issues
- To aid the development of a collective vision to support the delivery of a Local Flood Risk Strategy
- To support a consistent approach to deliver local flood risk management through collective working
- To support the delivery of statutory functions
- To advise the NWMP Officer Group and NCC Cabinet Scrutiny Committee
- To educate and engage the public through communication and transparency

Appendix B – Future Flood Risk Settlement Ranking

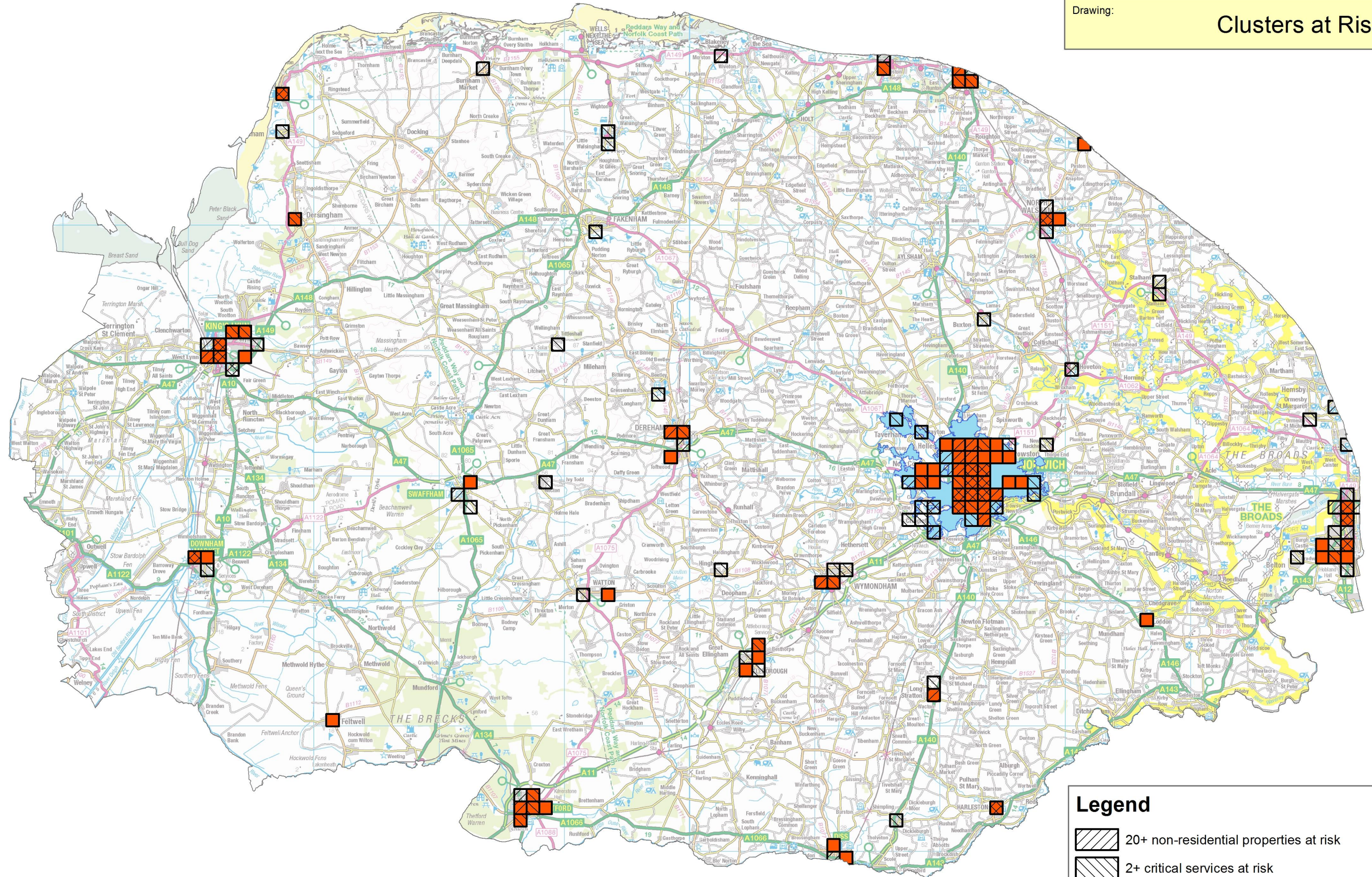
Priority banding	Built up area name	Risk indicators			
		Residential Properties	Non Residential Properties	Key Services	Number of People
1	Norwich	9,323	1,731	92	21,816
2	Great Yarmouth	1,649	391	21	3,859
	King's Lynn	1,171	296	17	2,740
3	Thetford	880	142	12	2,059
	Cromer	615	147	6	1,439
	Dereham	552	106	6	1,292
4	Downham Market	473	37	5	1,107
	North Walsham	458	66	7	1,072
	Attleborough	418	49	5	978
	Hunstanton	371	91	7	868
	Sheringham	348	37	2	814
	Wymondham	339	39	6	793
	Harleston	295	85	2	690
	Diss	288	44	3	674
	Caister-on-Sea	259	14	3	606
5	Swaffham	247	40	3	578
	Watton	231	36	4	541
	Fakenham	225	40	4	526
	Hethersett	221	3	0	517
	Feltwell	178	8	2	417
	Hemsby	163	39	3	381
	Dersingham	161	11	2	377
	Aylsham	153	22	1	358
	Poringland	143	11	1	335
	Long Stratton	133	68	2	311
	Loddon	132	18	2	309
	Brundall	130	5	0	304
	Grimston	129	22	0	302
	Mundesley	114	13	0	267
	Ormesby St Margaret	109	1	2	255
	Spixworth	106	2	1	248
6	Mattishall	95	0	0	222
	Horsford	90	2	0	211
	Reepham	88	26	0	206
	Hingham	85	4	2	199
	Buxton	80	0	2	187
	Hoveton	79	49	4	185
	Shipdham	77	5	2	180
	Hopton on Sea	77	6	1	180
	Stalham	73	34	3	171
	Burnham Market	72	35	1	168
	Ellingham	69	1	0	161

Priority banding	Built up area name	Risk indicators			
		Residential Properties	Non Residential Properties	Key Services	Number of People
6	Snettisham	67	9	1	157
	Briston	64	5	1	150
	Belton	63	2	2	147
	Martham	62	7	1	145
	Mulbarton	58	6	0	136
	Sporle	57	3	0	133
	Dickleburgh	51	2	2	119
	Holt	50	15	0	117





Preliminary Flood Risk Assessment Review





Drawing: **Clusters at Risk**

Drawing: **Clusters at Risk**



Legend

-  20+ non-residential properties at risk
-  2+ critical services at risk
-  200+ people at risk
-  Norwich built up area

- ## Legend
-  20+ non-residential properties at risk
 -  2+ critical services at risk
 -  200+ people at risk
 -  Norwich built up area

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Preliminary Flood Risk Assessment Report

Norfolk County Council

Tuesday, 26 July 2011



Contents

Executive Summary	3
1. Introduction	4
1.1 Introduction to the study area	4
1.2 Scope of the report	5
1.3 Aims and objectives	5
2. Lead Local Flood Authority responsibilities	9
2.1 Flood and Water Management Act 2010	9
2.2 The Floods Directive and Flood Risk Regulations 2009	9
2.3 Eastern and Central Regional Flood and Coastal Committees	9
2.4 Norfolk Water Management Partnership	10
2.5 Norfolk Resilience Forum	10
2.6 Norwich Urban Area Surface Water Management Plan Steering Group	10
2.7 King's Lynn and West Norfolk Settlements Surface Water Management Plan Steering Group	11
3. Methodology and data review	12
3.1 Past Flood Risk Methodology	12
3.2 Future Flood Risk Methodology	12
4. Past flood risk	14
5. Future flood risk	16
5.1 The impacts of climate change	20
6. Review of indicative Flood Risk Areas	22
7. Identification of Flood Risk Areas	22
8. Next steps	23
8.1 Surface Water Management Plans	23
8.2 Settlements in priority ranking 1 and 2	23
8.3 Settlements in priority ranking 3 and 4	24
8.4 Settlements and locations below priority ranking 4	24
8.5 Flood reporting and investigations	24
8.6 Monitoring and review	25
8.7 Scrutiny procedures	25
References	26
Figures	
Figure 1.1 Norfolk County Map	4
Figure 1.2 Flooding from Local Sources	5
Figure 1.3 Indicative Flood Risk Areas for England	6
Figure 1.4 Norfolk Settle Ranking	8
Figure 2.1 Governance and partnership Arrangements	11
Figure 4.1 Historic Flood Map	15
Figure 5.1 Future Flood Risk Map	18
Figure 5.2 Future Flood Risk Map – alternative grids	19

Tables

Table 3.1	Documents and Data used in the Future Flood Risk Methodology .	12
Table 3.2	Categories and Criteria	13
Table 3.3	Final Output	14
Table 5.1	Settlement Priority Ranking	16

Annexes

Annex 1	Records of past floods and their significant consequences (preliminary assessment report spreadsheet)	
Annex 2	Records of future floods and their consequences (preliminary assessment report spreadsheet)	
Annex 3	Records of Flood Risk Areas and their rationale (preliminary assessment report spreadsheet)	
Annex 4	Review checklist	
Annex 5	Norfolk Settlement Ranking	
Annex 6	Past Flood Risk Table	
Annex 7	Future Flood Risk Table	
Annex 8	Flood Images	

Executive Summary

This Preliminary Flood Risk Assessment (PFRA) Report has been produced to assist Norfolk County Council as Lead Local Flood Authority in its duties to manage local flood risk and deliver its requirements under the Flood Risk Regulations 2009.

The PFRA process provides a consistent high level overview of the potential risk of flooding from local sources such as surface water, groundwater and ordinary water courses. Past flood events and mapping of potential future flooding have been analysed to highlight the areas of locally significant flood risk.

Ten indicative Flood Risk Areas (FRAs) have been identified nationally where flooding could affect over 30,000 people. Whilst no indicative FRAs have been identified in Norfolk, the PFRA process has acknowledged that there is a high risk of flooding from local sources across the county.

The PFRA report will be submitted to Environment Agency (EA) for review by 22 June 2011. The EA will publish all PFRA reports and Flood Risk Areas by 22 December 2011. This report will form basis of evidence for preparing the Local Flood Risk Management Strategy for Norfolk.

1. Introduction

1.1 Introduction to the study area

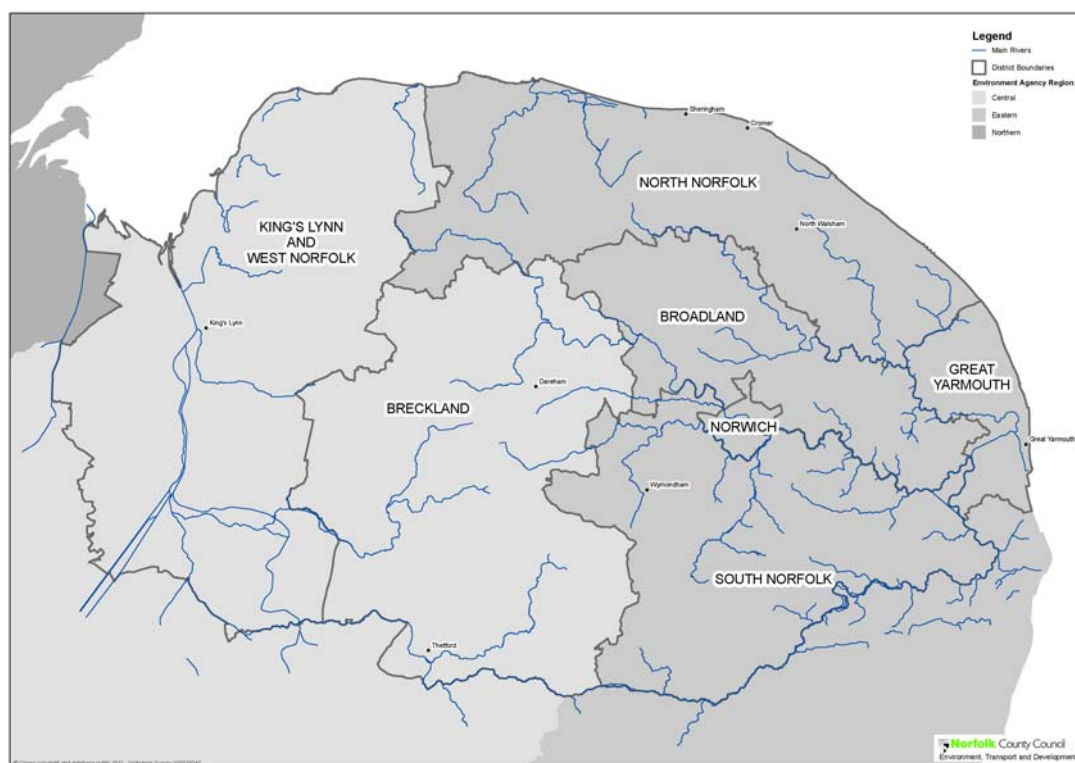
The study area of this PFRA is defined by the administrative boundary of Norfolk County Council that includes seven lower tier authorities: Norwich City Council, Great Yarmouth Borough Council, Borough Council of King's Lynn and West Norfolk, North Norfolk, South Norfolk, Breckland and Broadland District Councils. The Broads Authority is the Local Planning Authority and Navigation Authority for the Broads area. The County is bounded by Lincolnshire and Cambridgeshire to the west, Suffolk to the south and the North Sea to the north and east.

Three river catchments: Great Ouse, North Norfolk Rivers and Broads Rivers, flow across the county and it is covered by two Environment Agency regions: Central and Eastern, and two water companies: Anglian Water and Essex & Suffolk Water.

Twenty two Internal Drainage Boards (IDBs) cover the low-lying areas of Norfolk. Some of these are organised in to groups: Downham Market Group of IDB's, Ely Group of IDB's, Middle Level IDB's, and the Water Management Alliance and two are ungrouped: East Harling IDB, Waveney, Lower Yare & Lothingland IDB.

Norfolk's population was estimated to be around 853,400 in 2009 and has an area of approximately 5,371km². Norfolk has the fifth largest area of the 27 English shire counties, and the seventh highest population, but the sixth lowest population density¹.

Figure 1.1 Norfolk County Map



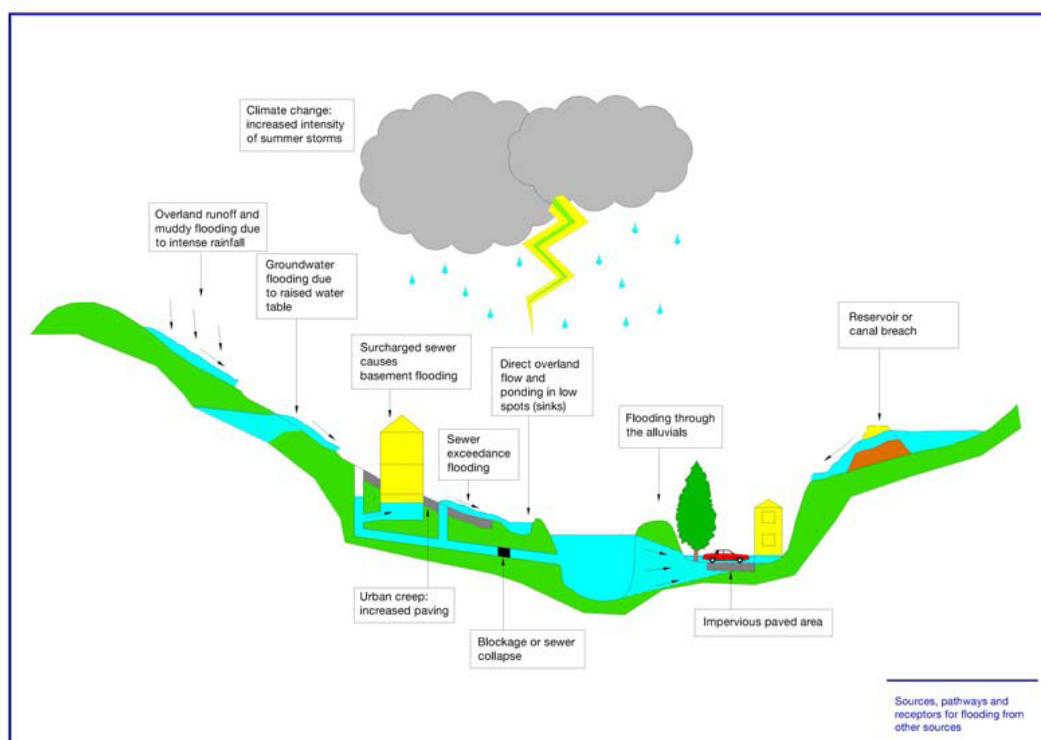
1.2 Scope of the report

Under the Flood Risk Regulations 2009, and in line with responsibilities under the Flood and Water Management Act, Norfolk County Council as Lead Local Flood Authority (LLFA) is responsible for undertaking a PFRA for local sources of flood risk, primarily from surface runoff, groundwater and ordinary watercourses².

This means:

- runoff from impermeable surfaces due to very heavy rain, such as roofs, roads, driveways, patios, car parks;
- groundwater in areas where water has percolated into the soil on high ground and then emerges in lower areas;
- flooding from small streams, drainage ditches, drains or sewers.

Figure 1.2 Flooding from Local Sources³



The Environment Agency retains responsibility for managing flood risk from main rivers and the sea.

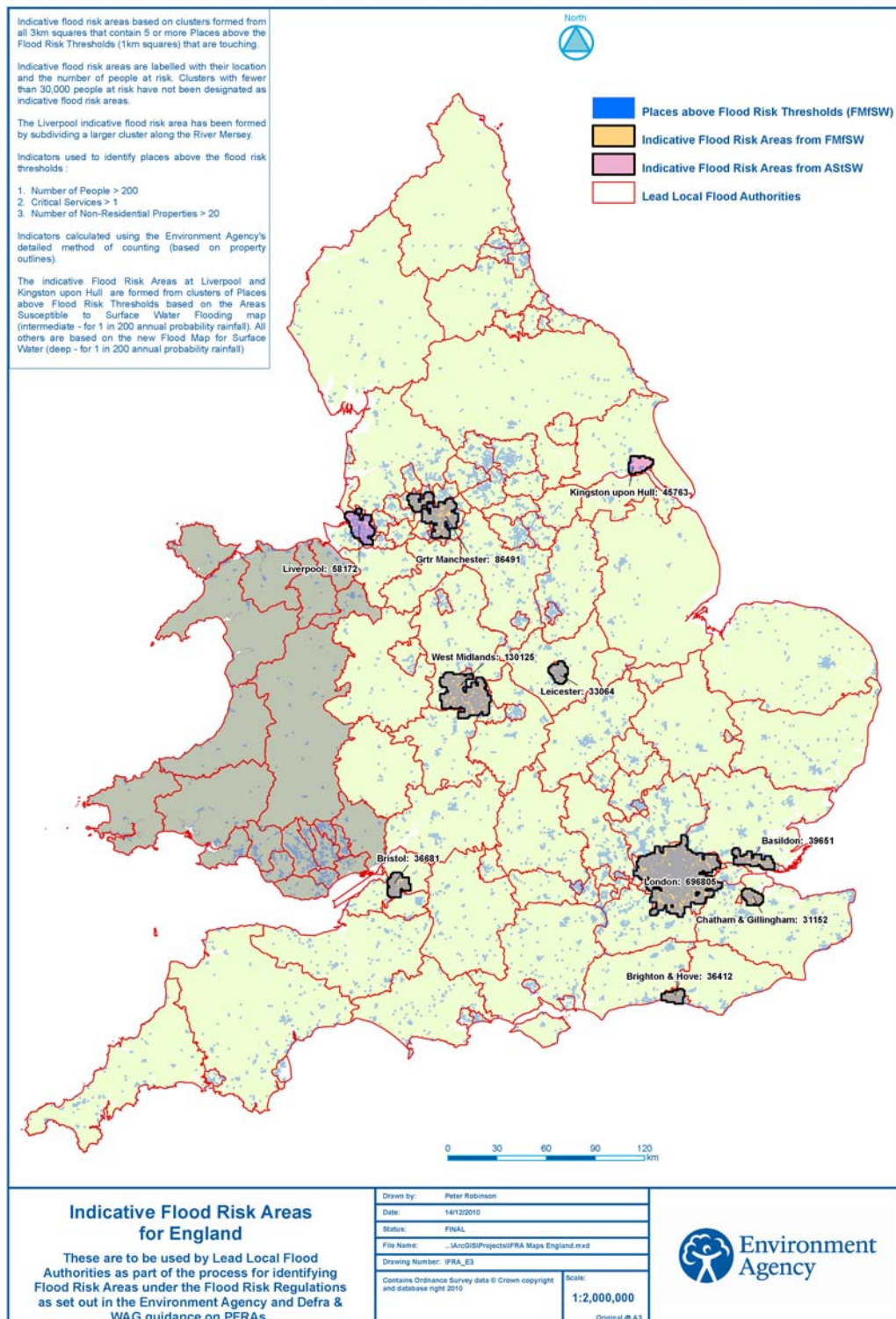
1.3 Aims and objectives

The PFRA provides a high level summary of significant flood risk, based on available and readily derivable information, describing both the probability and harmful consequences of past and future flooding².

The Environment Agency, working to Defra guidance and with national flood risk mapping, has produced maps of the indicative Flood Risk Areas (FRAs)

This identified ten areas where the potential flood risk could affect over 30,000 people. These are: London, West Midlands, Greater Manchester, Liverpool, Kingston upon Hull, Basildon, Bristol, Brighton & Hove, Leicester and Chatham & Gillingham.

Figure 1.3 Indicative Flood Risk Areas for England



No indicative FRAs have been identified in Norfolk, however, it must be noted that there is a high risk of flooding from local sources across the county, particularly from surface water and in combination with other sources of flooding such as main rivers and the sea. Based on national surface water modelling approximately 37,000 properties are estimated to be at risk from flooding during a rainfall event with a 1 in 200 annual chance of occurring. Through this process, Norfolk was recognised as the 10th most at risk area out of 149 Authorities for the distribution of this funding.

Norwich was identified as having approximately 14,000 people at risk of flooding and was ranked 19th in a list of English settlements outside the indicative Flood Risk Areas.

The PFRA report will be used to inform our Local Flood Risk Management Strategy by identifying areas potentially at flood risk and that require more detailed studies.

Annex 5 Norfolk Settlement Ranking

Figure 1.4 Norfolk Settlement Ranking

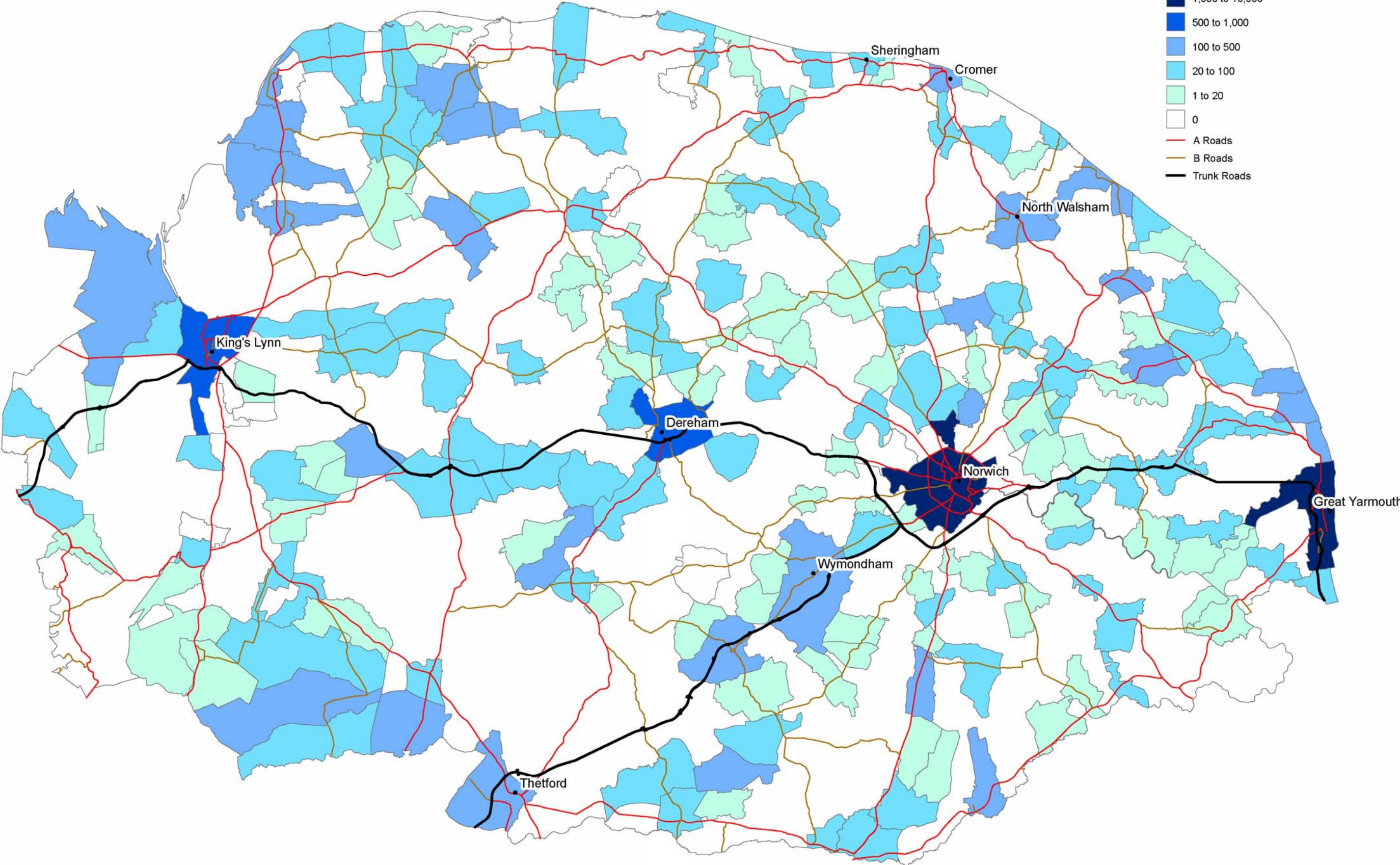
Figure 1.4 Norfolk Settlement Ranking

Legend

Estimated number of properties susceptible to surface water flooding (based on Environment Agency data - Aug 2009)

1,000 to 10,000
500 to 1,000
100 to 500
20 to 100
1 to 20
0

A Roads
B Roads
Trunk Roads



2. Lead Local Flood Authority responsibilities

2.1 Flood and Water Management Act 2010

Sir Michael Pitt's review of the flooding in 2007 stated that "the role of local authorities should be enhanced so that they take on responsibility for leading the co-ordination of flood risk management in their areas"⁴. The Flood and Water Management Act provides for this through the new role of the lead local flood authority.

The Act also requires a lead local flood authority to develop, maintain, apply and monitor a strategy for local flood risk management in its area. The lead local flood authority will be responsible for ensuring the strategy is put in place and delivered in partnership with local Risk Management Authorities. The Act sets out the minimum that a local strategy must contain, and the lead local flood authority is required to consult on the strategy with risk management authorities and the public⁵.

2.2 The Floods Directive and Flood Risk Regulations 2009

The European Floods Directive was developed in response to serious pan European floods to enable a common understanding and coordinated management of flood risk. Its main requirements are for Member States to prepare a Preliminary Flood Risk Assessment (PFRA) of flooding from all sources, and then to use this evidence base to identify areas of significant flood risk (Flood Risk Areas). Flood hazard maps and flood risk maps must then be prepared for these areas to further investigate the risk of flooding. Finally, flood risk management plans must be developed for these areas with the objective of reducing the probability and/or consequences of flooding. The results of the PFRA and any flood hazard and flood risk maps and flood risk management plans prepared under the Regulations must be reported to the European Commission.

In England and Wales the Directive was transposed into law by the Flood Risk Regulations 2009. These require the Environment Agency to assess, map and plan for flood risk from the sea, main rivers and large raised reservoirs and Lead Local Flood Authorities (LLFAs), for all other sources of flooding including where the two interact.

The timetable for preparing assessments, maps and plans is driven by the Floods Directive and includes a 6-month review, collation and reporting process by the Environment Agency to ensure national consistency. LLFAs must therefore submit their assessments, including identification of Flood Risk Areas, to the Environment Agency by 22 June 2011. Maps must be submitted by 22 June 2013 and plans by 22 June 2015. The Environment Agency will then publish each product by 22 December in the year it is due. Immediately after the plans are completed the second cycle begins, starting with a review of preliminary assessments by 2017⁶.

2.3 Eastern and Central Regional Flood and Coastal Committees (RFCC)

Formally known as Regional Flood Defence Committees

The Environment Agency carries out its work on flood risk management through the RFCCs and is responsible for:

- Maintaining or improving any watercourses which are designated as main rivers;
- Maintaining or improving any tidal defences;
- Installing and operating flood warning systems;
- Controlling actions by riparian owners and occupiers which might interfere with the free flow of watercourses;
- Supervising Internal Drainage Boards.

The committees help develop and complete multi-million pound programmes of work, and provide advice on community engagement, coastal erosion, incident management and emergency planning within their regions. They also have responsibility for raising local levies and providing an accountable forum for testing new ideas and ways of working.

The Flood and Water Management Act 2010 changes the RFCCs approach to Flood and Coastal Erosion Risk Management giving them additional responsibilities to cover both local and strategic flood risks as well as coastal erosion.

2.4 Norfolk Water Management Partnership (NWMP)

Sir Michael Pitt's Review of 2007 recommended that the LLFA should bring together all relevant bodies to help manage local flood risk. As such the Norfolk Water Management Partnership (NWMP) has been established to bring together the LLFA, District Councils, Internal Drainage Boards, Highway Authorities and Water Companies, and the Environment Agency (EA) (all of whom are identified as Risk Management Authorities under the new Act). Many of these bodies have retained their existing water management / drainage powers, with some enhancements, as part of the legislative changes.

2.5 Norfolk Resilience Forum (NRF)

The NRF, under the requirements of the Civil Contingencies Act 2004, brings together agencies and organisations involved in the response and recovery to emergencies and disruptive challenges. One of its roles, along with the planning for and response to emergencies, is to provide information to the public and to warn and inform about emergencies. The NRF makes the public aware about the hazards and likely impacts of emergencies and what the planned response to an emergency will be – further information and the Norfolk Community Risk Register can be accessed through www.norfolkprepared.gov.uk. It also offers information and guidance to individuals and communities about preparing for emergencies. The NRF is made up of a wide range of organisations and supporting agencies who are all involved with the community emergency planning activity in Norfolk. Members of the NRF Flood Risk Planning sub-group include the Environment Agency, Norfolk County Council, City, Borough and District Councils, Anglian Water, the Met Office, Norfolk Association of Local Councils, Broads Authority, Internal Drainage Boards, Norfolk Fire Service, Norfolk Constabulary, Flood Incident Management and the NHS.

2.6 Norwich Urban Area Surface Water Management Plan Steering Group

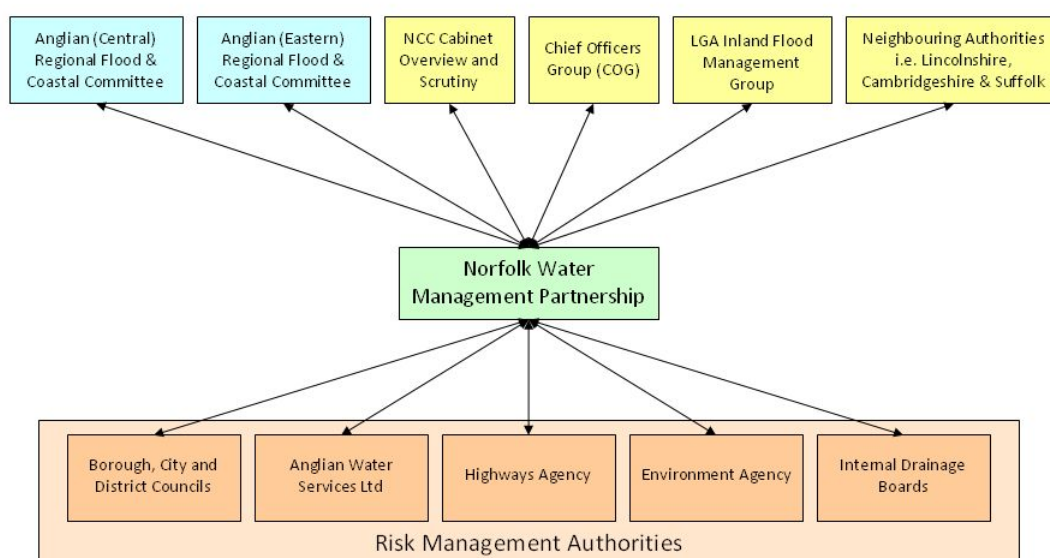
Set up to oversee and guide the Norwich Urban Area Surface Water Management Plan. The steering group consists of officers and members from Norfolk County

Council, Norwich City Council, Broadland District Council, South Norfolk District Council, IDBs, Drayton and Thorpe St. Andrew Parish Councils, the Environment Agency and Anglian Water.

2.7 King's Lynn and West Norfolk Settlements Surface Water Management Plan Steering Group

Set up to oversee and guide the King's Lynn and West Norfolk Settlements Surface Water Management Plan. The steering group consists of officers and members from Norfolk County Council, the Borough Council of King's Lynn and West Norfolk, IDBs, the Environment Agency and Anglian Water.

Figure 2.1 Governance and Partnership Arrangements



3. Methodology and data review

The approach used for producing this PFRA was based upon the Environment Agency's PFRA Final Guidance, which was released in December 2010. The PFRA is based on readily available or derivable data and with this in mind; the following methodology has been used to undertake the PFRA.

3.1 Past Flood Risk Methodology

Historical flood event data has been requested from Norfolk County Council climate change section, highways teams and emergency planners, all seven District Councils, Anglian Water, the Environment Agency and Norfolk Fire and Rescue Service.

Information in Strategic Flood Risk Assessments and River Basin Catchment Plans has also provided details of past flooding.

Due to the time constraints of the PFRA process only available and readily derivable information on past floods has been collected for this report. The data obtained varies considerably in timescales, detail and accuracy.

The process of collecting historical flood event data will continue past the submission of the PFRA and will help inform our Local Flood Risk Management Strategy and future Surface Water Management Plans.

3.2 Future Flood Risk Methodology

The assessment of future flood risk primarily relied on a technical review of the following documents and data:

Table 3.1 Documents and Data used in the Future Flood Risk Methodology

Title	Notes
The Annexes to the Final PFRA Guidance V2 – March 2011	Guidance provided by the Environment Agency to undertake this analysis
Property Points Layer (PPL)	This was included in the National Receptors Database (NRD) which was provided under licence by the Environment Agency. Each record has a geographical point with a code which indicates the category of the property (Residential, Police Station etc). An attribute called TOID links the record to polygons in the Mastermap layer
Mastermap topology layer	Ordnance Survey mapping provided under the Public Sector Mapping Agreement (PMSA)
Areas Susceptible to Surface Water Flooding January 2009. (AStSWF) – Intermediate thresholds	Provided under licence by the Environment Agency

Flood Map for Surface Water (FMfSW) version 1 - 1 in 200 chance of occurring in any year	Provided under licence by the Environment Agency
Places above Flood Risk Thresholds "Blue Squares Map"	Provided under licence by the Environment Agency

Stage 1: Preparing the property datasets

Mapping layers for each category of property were created by matching records in the PPL with polygons in the Mastermap layer. Each mapping layer was made up of polygons, each representing an individual property in the PPL.

Where a record in the PPL didn't have a corresponding Mastermap polygon, a 10m square around the point was included to ensure that all properties were represented in the layer.

Stage 2: Counting the properties within the flood risk areas

In line with the guidance, a layer of 1km Ordnance Survey National Grid squares was overlaid on the county. Properties in each category which intersected either the AStSWF or FMfSW datasets within the grid square were counted.

This resulted in the number of occurrences of each of the following property categories being recorded against each grid square:

- Residential
- People (this is equal to the number of residential properties multiplied by 2.34 (as per the guidance))
- Critical Infrastructure
- Non-Residential (including shops and businesses)

Stage 3: Results of analysis

The criteria used for the Environment Agency's "Blue Squares Map" were used to highlight those squares where a potential flood risk had been identified.

Table 3.2 Categories and Criteria

Category	Criteria
Residential	200 or more people
Critical Infrastructure	More than 1
Non-residential	20 or more

Stage 4: Further analysis

The guidance specified the use of 1km squares based on the Ordnance Survey National Grid. Using a single grid meant that some locations could be missed simply because they were not geographically located within a grid square i.e. they straddled 2 squares

To identify missed locations further analysis was carried out on 1km grids offset by 250, 500 and 750 metres in northerly and easterly directions. This resulted in 4 1km grids being analysed. A layer was created for each of the 3 offsets showing the results of this additional analysis. This highlighted some areas which met the criteria but which were not identified using the Ordnance Survey National Grid.

Stage 5: Final output

The following data and documents were produced:

Table 3.3 Final Output

Grid_Int200deep	A GIS layer of polygons forming a 1km Ordnance Survey Grid with the number of occurrences of each category
Grid_Int200deep_250	A GIS layer of polygons forming a 1km Grid that is offset from the Ordnance Survey grid by 250 metres with the number of occurrences of each category
Grid_Int200deep_500	A GIS layer of polygons forming a 1km Grid that is offset from the Ordnance Survey grid by 500 metres with the number of occurrences of each category
Grid_Int200deep_750	A GIS layer of polygons forming a 1km Grid that is offset from the Ordnance Survey grid by 750 metres with the number of occurrences of each category
Future Flood Risk Map	A layered PDF document presenting the results based on the Ordnance Survey grid
Future Flood Risk Map – alternative grids	A layered PDF document presenting the results based on the Ordnance Survey grid and including the 3 alternative grids.

4. Past flood risk

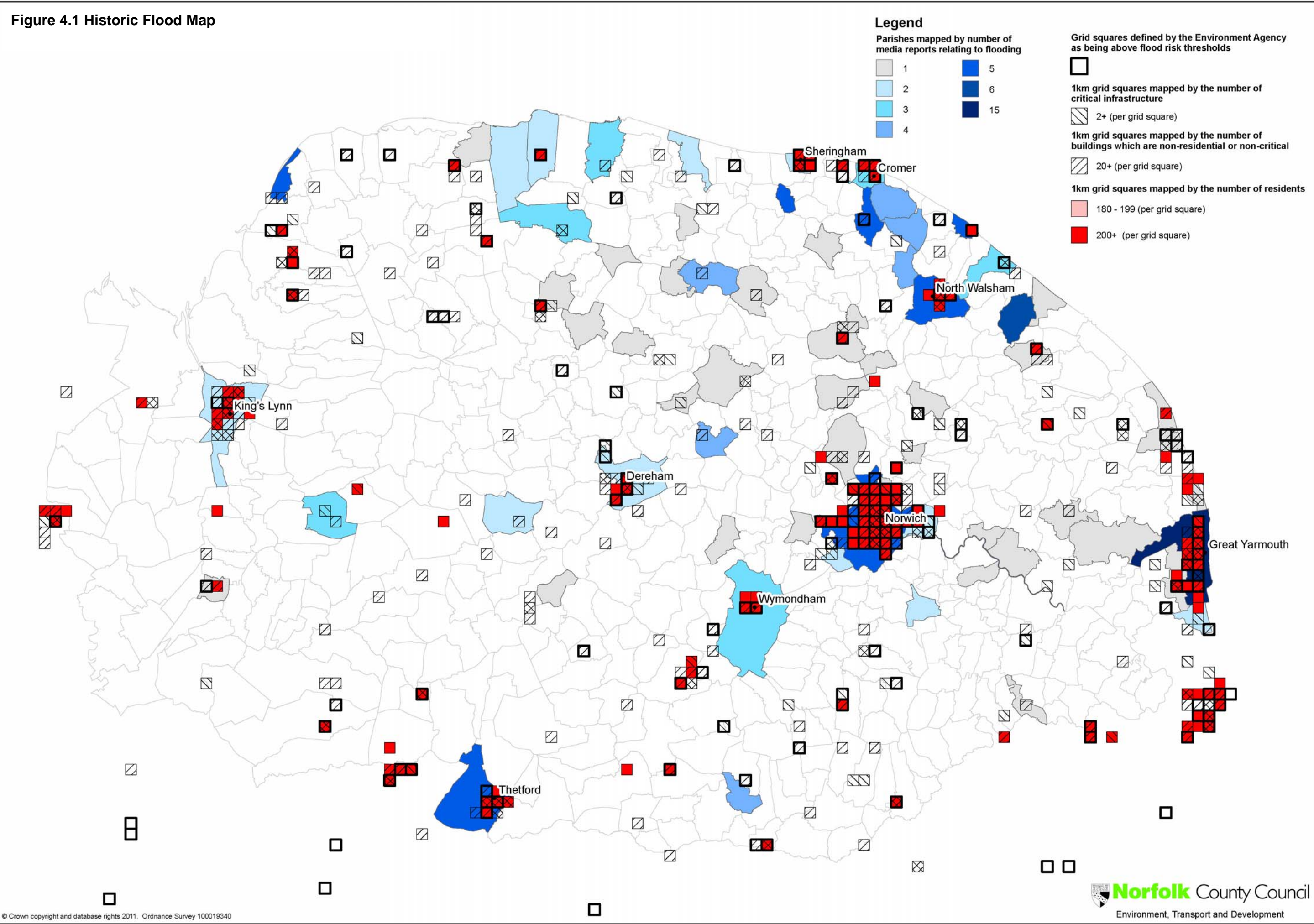
For the purpose of reporting historical flooding events in the PFRA Report, 'significant harmful consequences' have been set to match the criteria for the Indicative Flood Risk Areas. Due to the lack of information available and scale of recent flood events, no historic flood events have been considered to have had 'significant harmful consequences' and therefore none will be recorded in Annex 1 of the Preliminary Assessment Spreadsheet.

Local historical flood information has been collated and summarised from the last twelve years. Flood events that have affected more than one property or main roads have been detailed in [Annex ...](#)

Annex 6 Past Flood Risk Table

Figure 4.1 Historic Flood Map

Figure 4.1 Historic Flood Map



5. Future flood risk

As detailed in 'Future Flood Methodology' a single GIS layer was created out of the AStSWF(intermediate) and FMfSW(1:200 deep) and applied over the Mastermap and Property Point GIS layers to provide a consistent basis for prioritising local Future Flood Risk.

This detailed analysis of the Environment Agency mapping datasets has produced a locally agreed priority list of settlements and infrastructure that will inform the Local Flood Risk Management Strategy.

Surface Water Management Plans are in progress for the Norwich Urban Area and King's Lynn and West Norfolk Settlements. The more detailed data from these reports will be used when they become available.

The top thirty nine settlements are grouped into four priority bands, based primarily on the potential numbers of people at risk from flooding.

Table 5.1 Settlement Priority Ranking

Priority Ranking	Settlement	Potential impact within the Places above the Flood Risk Thresholds		
		Number of people	Critical Infrastructure	Non residential properties
1	Norwich (inc. Drayton, Taverham and Cringleford)	22,273	58	1,909
2	Gt. Yarmouth (inc. Gorleston and Bradwell)	6,875	31	720
	King's Lynn (inc North and South Wootton)	3,707	25	686
3	Dereham	1,964	12	279
	Thetford	1,812	11	286
	Cromer	1,690	0	294
	North Walsham	1,565	4	157
	Sheringham	1,505	2	75
	Wymondham	1,381	0	177
4	Snettisham	1,021	6	66
	Attleborough	832	6	183
	Caister	747	7	46
	Diss	534	2	111
	Long Stratton	264	3	79
	West Runton	274	0	80
	Heacham	208	2	37
	Downham Market	204	0	65
	Ormesby St. Margaret	281	2	445
	Aylsham	339	2	84
	Feltwell	393	2	118
	Burnham Market	459	0	242
	North and South Creak	257	0	132
	Fakenham	323	6	75
	Stalham	229	0	100
	Mundford	211	2	23
	Harleston	597	2	23

	Wells	283	0	48
	Mundesley	234	0	0
	Spixworth	241	2	0
	Ludham	218	2	0
	Kenninghall	213	0	51
	Terrington St. Clement	290	2	81
	Weeting	234	0	0
	Winterton	321	0	31
	Narborough	328	2	0
	Watlington	335	0	0
	East Harling	276	0	0
	Swaffham	206	0	0
	Buxton	260	0	0

100 separate settlements and locations have been identified with critical infrastructure and non-residential properties at risk of flooding and been detailed in:

Annex 7 Future Flood Risk Table

Figure 5.1 Future Flood Risk Map

Further analysis of the offset 1km grids has highlighted 13 settlements that would fall into the 4th Priority Ranking. These are: Ellingham, Great Massingham, Hemsby, Hethersett, Horsford, Hunstanton, Mulbarton, Necton, North Creak, Poringland, Sporle, West Rudham and Weybourne

This analysis has also highlighted 46 separate settlements and locations with critical infrastructure and non-residential properties at risk of flooding and these have been detailed in:

Annex 7 Future Flood Risk Table

3 settlements fall just below the threshold of 200 or more people at risk of flooding. These are: Clenchwarton, Gayton and Mattishall.

Figure 5.2 Future Flood Risk Map – alternative grids

Figure 5.1 Future Flood Risk Map

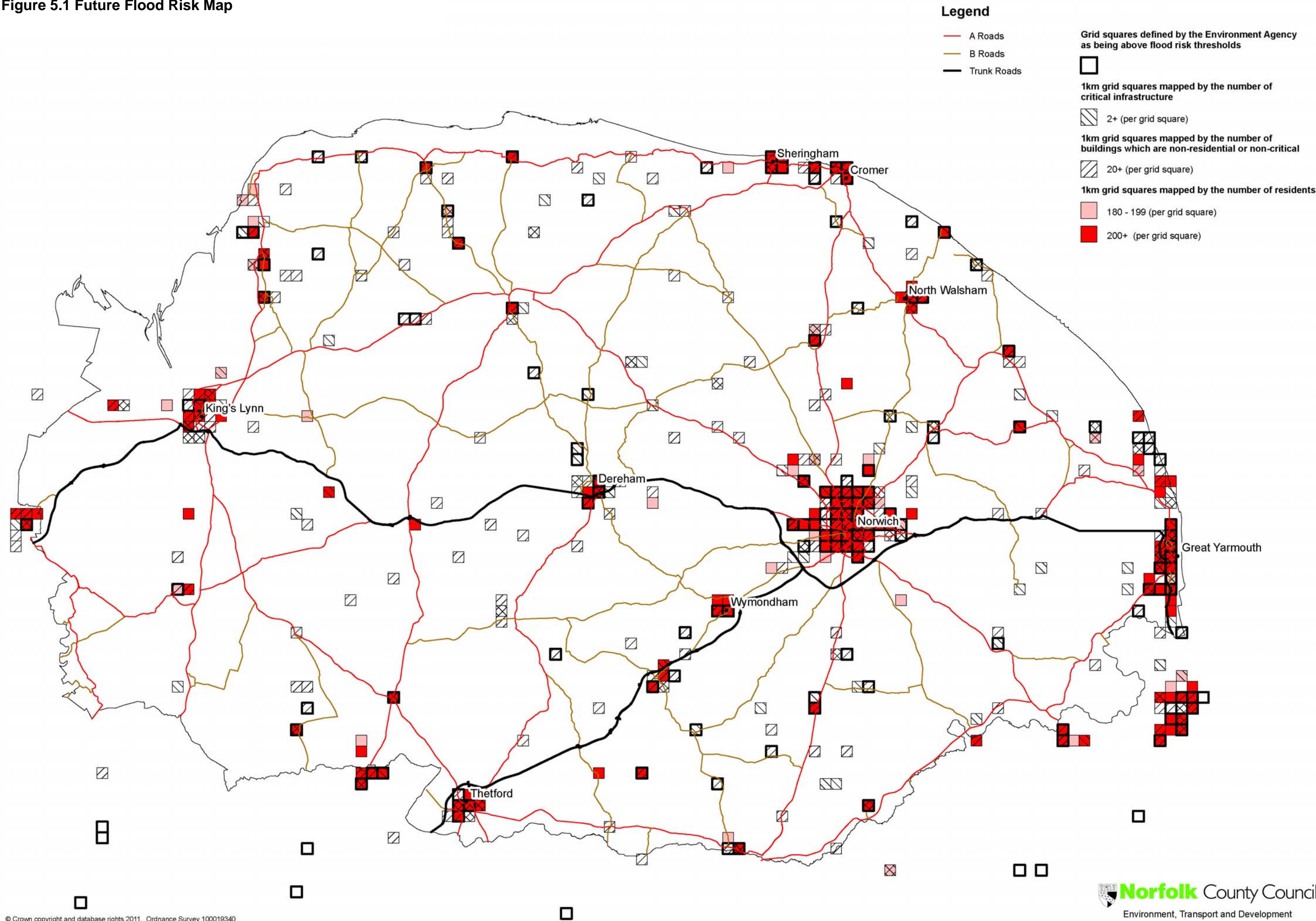
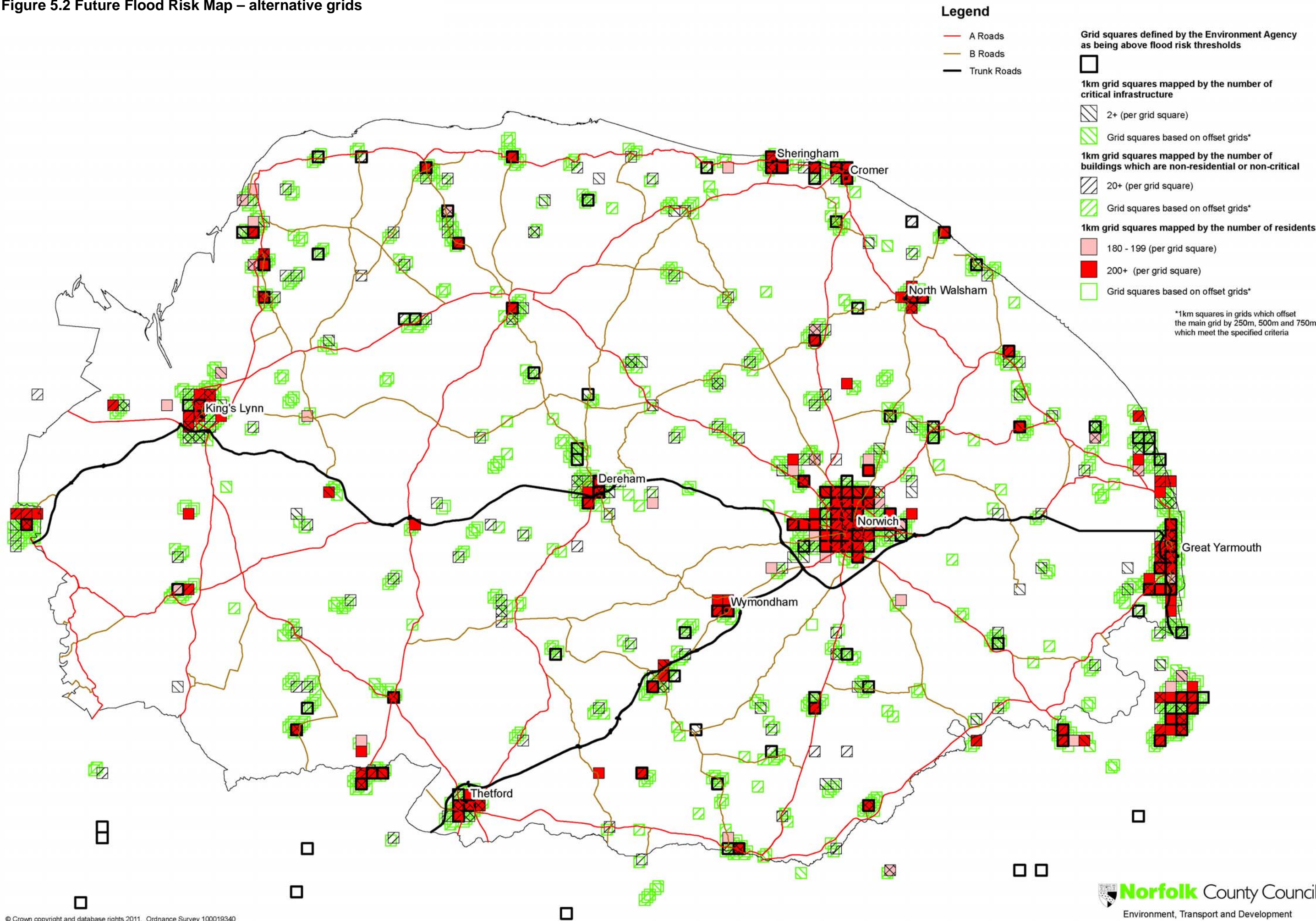


Figure 5.2 Future Flood Risk Map – alternative grids



5.1 The impacts of climate change

Section 1 – Common to all River Basin Districts

The Evidence

There is clear scientific evidence that global climate change is happening now. It cannot be ignored.

Over the past century around the UK we have seen sea level rise and more of our winter rain falling in intense wet spells. Seasonal rainfall is highly variable. It seems to have decreased in summer and increased in winter, although winter amounts changed little in the last 50 years. Some of the changes might reflect natural variation; however the broad trends are in line with projections from climate models. Greenhouse gas (GHG) levels in the atmosphere are likely to cause higher winter rainfall in future. Past GHG emissions mean some climate change is inevitable in the next 20-30 years. Lower emissions could reduce the amount of climate change further into the future, but changes are still projected at least as far ahead as the 2080s.

We have enough confidence in large scale climate models to say that we must plan for change. There is more uncertainty at a local scale but model results can still help us plan to adapt. For example we understand rain storms may become more intense, even if we can't be sure about exactly where or when. By the 2080s, the latest UK climate projections (UKCP09) are that there could be around three times as many days in winter with heavy rainfall (defined as more than 25mm in a day). It is plausible that the amount of rain in extreme storms (with a 1 in 5 annual chance or rarer) could increase locally by 40%.

Section 2 – River Basin District Specific

Key Projections for Anglian River Basin District

If emissions follow a medium future scenario, UKCP09 projected changes by the 2050s relative to the recent past are

- Winter precipitation increases of around 14% (very likely to be between 3 and 31%)
- Precipitation on the wettest day in winter up by around 14% (very unlikely to be more than 29%)
- Relative sea level at Felixstowe very likely to be up between 10 and 41cm from 1990 levels (not including extra potential rises from polar ice sheet loss)
- Peak river flows in a typical catchment likely to increase between 8 and 16%

Implications for Flood Risk

Climate changes can affect local flood risk in several ways. Impacts will depend on local conditions and vulnerability.

Wetter winters and more of this rain falling in wet spells may increase river flooding. More intense rainfall causes more surface runoff, increasing localised flooding and erosion. In turn, this may increase pressure on drains, sewers and water quality. Storm intensity in summer could increase even in drier summers, so we need to be prepared for the unexpected.

Drainage systems in the district have been modified to manage water levels and could help in adapting locally to some impacts of future climate on flooding, but may also need to be managed differently. Rising sea or river levels may also increase local flood risk inland or away from major rivers because of interactions with drains, sewers and smaller watercourses. Even small rises in sea level could add to very high tides so as to affect places a long way inland.

Where appropriate, we need local studies to understand climate impacts in detail, including effects from other factors like land use. Sustainable development and drainage will help us adapt to climate change and manage the risk of damaging floods in future.

Section 3 – Common to all River Basin Districts

Adapting to Change

Past emission means some climate change is inevitable. It is essential we respond by planning ahead. We can prepare by understanding our current and future vulnerability to flooding, developing plans for increased resilience and building the capacity to adapt. Regular review and adherence to these plans is key to achieving long-term, sustainable benefits.

Although the broad climate change picture is clear, we have to make local decisions against deeper uncertainty. We will therefore consider a range of measures and retain flexibility to adapt. This approach, embodied within flood risk appraisal guidance, will help to ensure that we do not increase our vulnerability to flooding.

Long Term Developments

It is possible that long term developments might affect the occurrence and significance of flooding. However current planning policy aims to prevent new development from increasing flood risk.

In England, Planning Policy Statement 25 (PPS25) on development and flood risk aims to "ensure that flood risk is taken into account at all stages in the planning process to avoid inappropriate development in areas at risk of flooding, and to direct development away from areas at highest risk. Where new development is, exceptionally, necessary in such areas, policy aims to make it safe without increasing flood risk elsewhere and where possible, reducing flood risk overall."⁷

In Wales, Technical Advice Note 15 (TAN15) on development and flood risk sets out a precautionary framework to guide planning decisions. The overarching aim of the precautionary framework is "to direct new development away from those areas which are at high risk of flooding."

Adherence to Government policy ensures that new development does not increase local flood risk. However, in exceptional circumstances the Local Planning Authority may accept that flood risk can be increased contrary to Government policy, usually because of the wider benefits of a new or proposed major development. Any exceptions would not be expected to increase risk to levels which are "significant" (in terms of the Government's criteria).

6. Review of indicative Flood Risk Areas

No nationally significant indicative Flood Risk Areas have been identified in Norfolk by the Environment Agency.

7. Identification of Flood Risk Areas

We are not proposing to identify any new nationally significant indicative Flood Risk Areas.

8. Next steps

The settlements and locations identified through the PFRA process will require detailed studies to enhance the understanding of potential flood risk and the nature of the consequences of future flooding. The Pitt Review and Planning Policy Statement 25 (PPS25) recommend the use of Surface Water Management Plans to gain this understanding and lead to work to mitigate flood risk and protect properties and structures.

8.1 Surface Water Management Plans

The following quote from Sir Michael Pitt's Review into the flooding of 2007 highlights the role of Surface Water Management Plans in attaining a greater understanding of the potential risk and consequences of flooding from sources of local flood risk, (i.e. flooding from surface water, groundwater and ordinary watercourses).

"Surface Water Management Plans (SWMPs) are referred to in PPS25 as a tool to manage surface water flood risk on a local basis by improving and optimising co-ordination between relevant stakeholders. SWMPs will build on Strategic Flood Risk Assessments (SFRAs) and provide the vehicle for local organisations to develop a shared understanding of local flood risk, including setting out priorities for action, maintenance needs and links into local development frameworks and emergency plans.⁴"

Through the SWMP process a detailed model, using topographical, land use and drainage data, is created and utilised to simulate extreme rainfall events. The mapped results from the model provide a vital tool to explain the potential flood risk to residents and property owners. The model can also be used to examine the suitability of mitigation measures such as flood water storage or flood flow routes and thereby inform appropriate and commensurate action.

SWMPs also enable important aspects of community engagement through the interpretation of local flood risk priorities within affected communities. This aims to bring the wider community including local members, businesses, property owners and residents to a similar appreciation of the risk posed to their community by sources of localised flooding. This affords the assessment of the predictive models against the knowledge of historic flood events existent within the community. This process has worked very well as part of the Norwich Urban Area SWMP which has led to high levels of community involvement throughout the development of the plan.

8.2 Settlements in priority ranking 1 and 2

Work started on the Norwich Urban Area SWMP in January 2010 after an allocation of Defra Early Action funding. The SWMP all of the Norwich City Council area; Cringleford, New Costessey and Trowse Newton in South Norfolk and Drayton, Hellesdon, Old Catton, Sprowston, Taverham and Thorpe St. Andrew in Broadland. Current work includes mitigation options and public engagement. It is scheduled to complete at the end of June 2011.

Work started on the King's Lynn and West Norfolk Settlements SWMP in July 2010 with funding from the Borough Council of King's Lynn and West Norfolk. Current work includes detailed assessment and pluvial modelling. It is scheduled to complete at the end of October 2011.

Work is underway to gather agreement and progress a SWMP for Great Yarmouth Borough. This SWMP would cover the Yarmouth urban area, Caister on Sea, Hemsby, Ormesby, California and Hopton.

8.3 Settlements in priority ranking 3 and 4

Phase 1 SWMP studies will be carried out on these settlements to determine their suitability for further work.

Agreement will be sought to progress SWMPs earlier in settlements with predicted growth in housing such as Thetford, Wymondham and Attleborough; where settlements have an existing flood risk issue such as North Walsham and Dereham; and where clusters of settlements have potential flooding risk such as Corner, West Runton and Sheringham.

Snettisham, Heacham Downham Market, Feltwell, Burnham Market, North and South Creake and Terrington St. Clement are already being studied in the King's Lynn and West Norfolk Settlements SWMP.

8.4 Settlements and locations below priority ranking 4

The 100 separate settlements and locations that have been identified with critical infrastructure and non-residential properties at risk of flooding require further study into their significance. This might be through a SWMP if the settlements and locations fall within a SWMP study area or through a separate county-wide study working with the property owners, businesses or utility companies.

Further work is also required to understand the impact of flooding from local sources on important historical and environmental sites.

Norfolk County Council has studied the resilience to flooding of the Trunk, A and B Roads in the County. However, this work concentrated on potential flooding from the main rivers and the sea. A more detailed study, drawing from the data provided in the PFRA and including the rail network will need to be undertaken. The affects of surface water flooding on the road and rail network have and will be considered in areas studied in Surface Water Management Plans.

Due to the high level of this assessment no information on major areas of drainage capacity failure was available or readily derivable. Further study of the drainage capacity will be carried out through Surface Water Management Plans in the priority settlements.

8.5 Flood reporting and investigations

Under the Flood and Water Management Act 2010 (FWMA), Lead Local Flood Authorities (LLFAs) have a duty to investigate flooding incidents across their area (where appropriate or necessary) to identify the role and response of Flood Risk Management Authorities. As part of this duty where a formal investigation is undertaken there is an expectation that its findings will be published.

In addition, work as part of the Norwich Surface Water Management Plan (SWMP) has identified the need to ensure consistency in the recording of flooding incidents. This is due to the large number of organisations that have a role in Local Flood Risk Management but also due to the lack of a coordination function existing before the commencement of the FWMA. As such it is likely that the initial capturing of flood information will still remain a function of individual Risk Management Authorities within their administrative areas. It is however appropriate to the requirements of the Act that Norfolk County Council collate this information to inform future assessments and reviews for input into strategies and projects.

8.6 Monitoring and review

Rainfall and, where applicable, flow monitoring will take place in areas that are identified as 'Critical Drainage Areas' CDAs in the SWMP studies. This monitoring will provide valuable data to support the development and funding of potential mitigation measures.

Actions and agreements that stem from the completion of these SWMPs and studies will feed into the Local Flood Risk Management Strategy and provide a list of priorities for future policy, projects and engagement.

The formal review of this PRFA Report will occur every 6 years from June 2011, but it will be reviewed internally on an annual basis and updates on progress and studies will be provided to all future NWMP meetings.

8.7 Scrutiny procedures

The draft PFRA Report was submitted to the EA for review on the 22 June 2011 after consultation with the Norfolk Water Management Partnership and review by the NCC Flood and Water Management Team.

Following a review by the local EA team the final PFRA Report has been approved by the Portfolio Holder for Environment and Waste at Norfolk County Council.

The EA will publish all PFRA reports and Flood Risk Areas by 22 December 2011.

References

1. Norfolk County Council - Norfolk Insight
<http://www.norfolkinsight.org.uk/population>
2. Environment Agency - PFRA Final Guidance report – GEHO1210BTGH-E-E
<http://publications.environment-agency.gov.uk>
3. Making Space for Water HA4a pilot
4. Sir Michael Pitt - Lessons Learnt from the 2007 Summer Floods
<http://www.environment-agency.gov.uk/research/library/publications/33889.aspx>
5. Flood and Water Management Act 2010
<http://www.legislation.gov.uk/ukpga/2010/29/contents>
6. DEFRA – Selecting and reviewing Flood Risk Areas for local sources of flooding.
<http://ww2.defra.gov.uk/environment/flooding/>
7. PPS25 – Planning Policy Statement 25
<http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>

Other sources:

Norwich City Council - Strategic Flood Risk Assessment; Level 2

Kings Lynn & West Norfolk - Strategic Flood Risk Assessment

Great Yarmouth and Gorleston - Strategic Flood Risk Assessment

Broadland, North Norfolk, South Norfolk District Councils, Norwich City Council and the Broads Authority - Strategic Flood Risk Assessment; Inception Report

Breckland - Strategic Flood Risk Assessment

Great Ouse - Catchment Flood Management Plan

Broadland Rivers - Catchment Flood Management Plan

North Norfolk - Catchment Flood Management Plan

Norfolk County Council, Norwich City Council, Broadland and South Norfolk District Council – Norwich Urban Area Surface Water Management Plan

2009 No. 3042

ENVIRONMENTAL PROTECTION

The Flood Risk Regulations 2009

Made - - - - 13th November 2009

Laid before Parliament 19th November 2009

Coming into force - - 10th December 2009

The Secretary of State is designated^(a) for the purposes of section 2(2) of the European Communities Act 1972^(b) in relation to the environment.

The Secretary of State makes the following Regulations under the powers conferred by that section.

PART 1

GENERAL PROVISIONS

Citation, commencement and extent

- 1.**—(1) These regulations may be cited as the Flood Risk Regulations 2009.
(2) They come into force on 10th December 2009.
(3) A duty imposed under these regulations to prepare or publish a document may be satisfied by having prepared or published a document before these regulations came into force.
(4) Subject to paragraph (5) these regulations extend to England and Wales only.
(5) This regulation and regulation 37 also extend to Scotland.

“Flood”

- 2.**—(1) “Flood” includes any case where land not normally covered by water becomes covered by water.
(2) It does not matter for the purpose of paragraph (1) whether a flood is caused by—
(a) heavy rainfall,
(b) a river overflowing or its banks being breached,
(c) a dam overflowing or being breached,
(d) tidal waters, or
(e) any other event (or combination of events).

^(a) See the European Communities (Designation) Order 2008 (S.I. 2008/301).
^(b) 1972 c. 68.

(3) But “flood” does not include—

- (a) a flood from any part of a sewerage system, unless wholly or partly caused by an increase in the volume of rainwater (including snow and other precipitation) entering or otherwise affecting the system, or
- (b) a flood caused by a burst water main (within the meaning given by section 219 of the Water Industry Act 1991^(a)).

“Risk”

3. “Risk” means a risk in respect of an occurrence assessed and expressed (as for scientific and insurance purposes) as a combination of the probability of the occurrence with its potential consequences.

“Main river” and “reservoir”

4.—(1) “Main river” has the meaning given by section 113 of the Water Resources Act 1991^(b).

(2) “Reservoir” has the meaning given by the Reservoirs Act 1975^(c).

“River basin district”

5. “River basin district” has the meaning given by regulation 2 of the Water Environment Regulations.

“Minister”

6.—(1) “The Minister” means—

- (a) the Secretary of State in relation to England, and
- (b) the Welsh Ministers in relation to Wales.

(2) For the purposes of anything done in relation to a river basin district which includes land in England and land in Wales, a reference to the Minister is a reference to the Secretary of State and the Welsh Ministers acting jointly.

“Lead local flood authority”

7.—(1) “Lead local flood authority” in relation to an area in England means—

- (a) the unitary authority for the area, or
- (b) if there is no unitary authority, the county council for the area.

(2) “Unitary authority” means—

- (a) the council of a county for which there are no district councils;
- (b) the council of a district in an area for which there is no county council;
- (c) the council of a London borough;
- (d) the Common Council of the City of London;
- (e) the Council of the Isles of Scilly.

(3) “Lead local flood authority” in relation to an area in Wales means—

- (a) the county council for the area;
- (b) the county borough council for the area.

^(a) 1991 c. 56. Relevant amendments were made by section 101 of, and Schedule 8 to, the Water Act 2003.

^(b) 1991 c. 57.

^(c) 1975 c. 23.

“Water Environment Regulations”

8. “Water Environment Regulations” means the Water Environment (Water Framework Directive) (England and Wales) Regulations 2003^(a).

PART 2

PRELIMINARY FLOOD RISK ASSESSMENTS

Duty to prepare preliminary assessment maps and reports: Environment Agency

9.—(1) The Environment Agency must prepare in relation to each river basin district—

- (a) a preliminary assessment map, and
- (b) a preliminary assessment report in relation to flooding from—
 - (i) the sea,
 - (ii) main rivers, and
 - (iii) reservoirs.

(2) This regulation is subject to regulations 31 and 32.

Duty to prepare preliminary assessment reports: lead local flood authorities

10.—(1) A lead local flood authority must prepare a preliminary assessment report in relation to flooding in its area.

(2) A lead local authority is not required to include in its report information about flooding from a source mentioned in regulation 9(1)(b) unless the authority thinks that it may affect flooding from another source.

(3) The Environment Agency—

- (a) must review a preliminary assessment report prepared under this regulation, and
- (b) may recommend modifications.

(4) Following a review, a lead local flood authority may revise its preliminary assessment report.

(5) The Agency’s power to require information under regulation 36 includes power to require a lead local flood authority to provide a preliminary assessment report by a specified date.

(6) This regulation is subject to regulations 33 and 34.

Preliminary assessment maps

11.—(1) A preliminary assessment map is a map of the river basin district showing—

- (a) the borders of each river basin and each river sub-basin in the area,
- (b) any areas of coastline,
- (c) topography, and
- (d) the purposes for which the land in the area is used.

(2) The map must be based on all of the following—

- (a) relevant information which is in the possession of the Environment Agency;
- (b) relevant information which is in the possession of an authority listed in regulation 36(3);
- (c) relevant information which is available to the public.

(a) S.I. 2003/3242.

Preliminary assessment reports

- 12.—(1) A preliminary assessment report is a report about—
- (a) past floods, and
 - (b) the possible harmful consequences of future floods.
- (2) The report must be based on all of the following—
- (a) relevant information which is in the possession of the person preparing the report;
 - (b) relevant information which is in the possession of the Environment Agency;
 - (c) relevant information which is in the possession of an authority listed in regulation 36(3);
 - (d) relevant information which is available to the public.
- (3) The floods to be included under paragraph (1)(a) are those—
- (a) which had significant harmful consequences for—
 - (i) human health,
 - (ii) economic activity, or
 - (iii) the environment (including cultural heritage), or
 - (b) which would have significant harmful consequences for those matters if they were to occur now.
- (4) But the report may ignore past floods of a kind that are not likely to occur now.
- (5) The report must include—
- (a) any information that the person making the report has about the extent and the conveyance route of past floods, and
 - (b) an assessment of the harmful consequences of past floods.
- (6) The assessment of possible consequences of future floods for the purposes of paragraph (1)(b) must take account of—
- (a) topography,
 - (b) the location of watercourses,
 - (c) the location of flood plains that retain flood water,
 - (d) the characteristics of watercourses,
 - (e) the effectiveness of any works constructed for the purpose of flood risk management,
 - (f) the location of populated areas,
 - (g) the areas in which economic activity is concentrated, and
 - (h) the current and predicted impact of climate change and any other long term developments.
- (7) A lead local flood authority must have regard to any guidance issued by the Environment Agency about the form of a preliminary assessment report.

Duty to identify flood risk areas: Environment Agency

- 13.—(1) The Environment Agency must—
- (a) determine in relation to each river basin district whether, in its opinion, there is a significant flood risk from—
 - (i) the sea,
 - (ii) main rivers, and
 - (iii) reservoirs, and
 - (b) identify the part of the river basin district affected by that risk (the “flood risk area”).
- (2) The Agency may have regard to any guidance issued by the Minister about the criteria for assessing whether a risk of flooding is significant.

(3) This regulation is subject to regulation 32.

Duty to identify flood risk areas: lead local flood authorities

14.—(1) A lead local flood authority must—

- (a) determine whether, in its opinion, there is a significant flood risk in its area, and
- (b) identify the part of the area affected by the risk (the “flood risk area”).

(2) In making a determination under paragraph (1)(a), a lead local authority is not required to take into account flooding from a source mentioned in regulation 13(1)(a) unless the authority thinks that it may affect flooding from another source.

(3) The authority may have regard to any guidance issued by the Minister about the criteria for assessing whether a risk of flooding is significant.

(4) The Environment Agency—

- (a) must review the determination and identification of flood risk areas under paragraph (1), and
- (b) may recommend that the lead local flood authority identifies—
 - (i) a different flood risk area,
 - (ii) an additional flood risk area, or
 - (iii) no flood risk area.

(5) If the lead local flood authority disagrees with a recommendation of the Agency, the matter must be referred to the Minister.

(6) On a referral the Minister must determine the flood risk area (if any) for which the lead local authority must prepare a flood hazard map and a flood risk map under regulation 19.

(7) In making a determination under paragraph (6) the Minister must have regard to the cumulative effect of the risk of flooding identified by the Agency and the lead local flood authority.

(8) The Agency’s power to require information under regulation 36 includes power to require a lead local authority to notify the Agency of its determination and identification of a flood risk area by a specified date.

(9) This regulation is subject to regulation 34.

Publication

15.—(1) The Environment Agency must publish—

- (a) the preliminary assessment maps for each river basin district, and
- (b) the preliminary assessment reports prepared by the Agency and by the lead local flood authorities for each river basin district.

(2) The first preliminary assessment maps and the first preliminary assessment reports for each river basin district must be published before 22nd December 2011.

Review: Environment Agency

16.—(1) The Environment Agency must review—

- (a) the preliminary assessment maps and the preliminary assessment reports prepared by it under regulation 9, and
- (b) its determination and identification of flood risk areas under regulation 13.

(2) Following a review, the Environment Agency may prepare a revised preliminary assessment map or report.

(3) The first review must be completed before 22nd December 2017.

(4) Subsequent reviews must be carried out at intervals of no more than 6 years.

Review: lead local flood authorities

- 17.—(1) A lead local flood authority must review—
- (a) the preliminary assessment report prepared by it under regulation 10, and
 - (b) its determination and identification of flood risk areas under regulation 14.
- (2) Following a review, a lead local authority may prepare a revised preliminary assessment report.
- (3) The first review must be completed before 22nd June 2017.
- (4) Subsequent reviews must be carried out at intervals of no more than 6 years.
- (5) Regulation 10 applies in relation to a review of a preliminary assessment report as it applies to the first report.
- (6) Regulation 14 applies in relation to a review of a determination and identification of flood risk areas as it applies in relation to the first determination or identification of flood risk areas.

PART 3

FLOOD HAZARD MAPS AND FLOOD RISK MAPS

Duty to prepare flood hazard maps and flood risk maps: Environment Agency

18. The Environment Agency must prepare in relation to each flood risk area identified by it under regulation 13—

- (a) a flood hazard map relating to the risk of flooding from—
 - (i) the sea,
 - (ii) main rivers, and
 - (iii) reservoirs, and
- (b) a flood risk map.

Duty to prepare flood hazard maps and flood risk maps: lead local flood authorities

- 19.—(1) A lead local flood authority must prepare in relation to each relevant flood risk area—
- (a) a flood hazard map, and
 - (b) a flood risk map.
- (2) “Relevant flood risk area” means—
- (a) the flood risk area identified by the lead local flood authority under regulation 14(1), or
 - (b) if a referral is made to the Minister, the flood risk area determined by the Minister under regulation 14(6).
- (3) A lead local authority is not required to include in the maps that it prepares information about flooding from a source mentioned in regulation 18(1)(a) unless the authority thinks that it may affect flooding from another source.
- (4) The Environment Agency—
- (a) must review flood hazard maps and flood risk maps prepared under this regulation, and
 - (b) may recommend modifications.
- (5) Following a review, a lead local flood authority may revise its flood hazard map or flood risk map.
- (6) The Agency’s power to require information under regulation 36 includes power to require a lead local flood authority to provide a flood hazard map or a flood risk map by a specified date.

Flood hazard maps

- 20.**—(1) A flood hazard map is a map which identifies flood risk areas and shows—
- (a) the likely extent (including water level or depth) of possible floods,
 - (b) the likely direction and speed of flow of possible floods, and
 - (c) whether the probability of each possible flood occurring is low, medium or high (in the opinion of the person preparing the map).
- (2) The floods to be included are those for which a significant flood risk has been identified under regulation 13 or 14.
- (3) But the following may be ignored—
- (a) a medium or high probability flood caused only by groundwater,
 - (b) a medium or high probability flood which would affect only an area of coastline that, in the opinion of the person preparing the map, is adequately protected against flooding.
- (4) In paragraph (3) “groundwater” means water which is below the surface of the ground and in direct contact with the ground or subsoil.
- (5) For the purposes of this regulation—
- (a) the probability of a flood occurring is low if the chances of it occurring in any 12 month period are 0.1% or less,
 - (b) the probability of a flood occurring is medium if the chances of it occurring in any 12 month period are more than 0.1% but not more than 1%, and
 - (c) the probability of a flood occurring is high if the chances of it occurring in any 12 month period are more than 1%.
- (6) The information included in a flood hazard map must not be inconsistent with the information included in the river basin management plan for the district.
- (7) In this regulation and regulation 21 “river basin management plan” means a river basin management plan prepared under regulation 11 of the Water Environment Regulations.
- (8) A lead local flood authority must have regard to any guidance issued by the Environment Agency about the form of flood hazard maps.

Flood risk maps

- 21.**—(1) A flood risk map is a map showing in relation to each flood risk—
- (a) the number of people living in the area who are likely to be affected in the event of flooding,
 - (b) the type of economic activity likely to be affected in the event of flooding,
 - (c) any industrial activities in the area that may increase the risk of pollution in the event of flooding,
 - (d) any relevant protected areas that may be affected in the event of flooding,
 - (e) any areas of water subject to specified measures or protection for the purpose of maintaining the water quality that may be affected in the event of flooding, and
 - (f) any other effect on—
 - (i) human health,
 - (ii) economic activity, or
 - (iii) the environment (including cultural heritage).
- (2) “Relevant protected area” means an area—
- (a) that is a protected area within regulation 8(2)(a) or (b)(ii) or (iv) of the Water Environment Regulations, and
 - (b) that is registered under regulation 8(1) of those regulations.

(3) The information included in a flood risk map must not be inconsistent with the information included in the river basin management plan for the district.

(4) A lead local flood authority must have regard to any guidance issued by the Environment Agency about the form of flood risk maps.

Publication

22.—(1) The Environment Agency must publish the flood hazard maps and flood risk maps prepared by the Agency and the lead local flood authorities for each river basin district.

(2) The first flood hazard maps and the first flood risk maps for each river basin district must be published before 22nd December 2013.

Review: Environment Agency

23.—(1) The Environment Agency must review each flood hazard map and each flood risk map prepared by it under regulation 18.

(2) Following a review, the Agency may prepare—

- (a) a revised flood hazard map;
- (b) a revised flood risk map.

(3) The first review must be completed before 22nd December 2019.

(4) Subsequent reviews must be carried out at intervals of no more than 6 years.

(5) The Agency must, so far as is reasonably practicable, co-ordinate a review under this regulation with a review of a river basin district under regulation 5(2) of the Water Environment Regulations.

Review: lead local flood authorities

24.—(1) A lead local flood authority must review each flood hazard map and each flood risk map prepared by it under regulation 19.

(2) Following a review, a lead local flood authority may prepare—

- (a) a revised flood hazard map;
- (b) a revised flood risk map.

(3) The first review must be completed before 22nd June 2019.

(4) Subsequent reviews must be carried out at intervals of no more than 6 years.

(5) Regulation 19 applies in relation to a review of a flood hazard and flood risk map as it applies to the first such map.

PART 4

FLOOD RISK MANAGEMENT PLANS

Duty to prepare flood risk management plans: Environment Agency

25. The Environment Agency must prepare a flood risk management plan in relation to each flood risk area identified by it under regulation 13.

Duty to prepare flood risk management plans: lead local flood authorities

26.—(1) A lead local flood authority must prepare a flood risk management plan in relation to each relevant flood risk area.

(2) “Relevant flood risk area” means—

- (a) the flood risk area identified by the lead local flood authority under regulation 14(1), or
 - (b) if a referral is made to the Minister, the flood risk area determined by the Minister under regulation 14(6).
- (3) The Environment Agency—
- (a) must review a flood risk management plan prepared under this regulation, and
 - (b) may recommend modifications.
- (4) Following a review, a lead local flood authority may revise its flood risk management plan.
- (5) The Agency's power to require information under regulation 36 includes power to require a lead local flood authority to provide a flood risk management plan by a specified date.

Flood risk management plans

- 27.—**(1) A flood risk management plan is a plan for the management of a significant flood risk.
- (2) The plan must include details of—
- (a) objectives set by the person preparing the plan for the purpose of managing the flood risk, and
 - (b) the proposed measures for achieving those objectives (including measures required by any provision of an Act or subordinate legislation).
- (3) In setting the objectives, the person preparing the plan must have regard to the desirability of—
- (a) reducing the adverse consequences of flooding for—
 - (i) human health,
 - (ii) economic activity, or
 - (iii) the environment (including cultural heritage), and
 - (b) reducing the likelihood of flooding, whether by exercising powers to carry out structural work or otherwise.
- (4) The measures must, in particular, include measures relating to—
- (a) the prevention of flooding,
 - (b) the protection of individuals, communities and the environment against the consequences of flooding, and
 - (c) arrangements for forecasting and warning.
- (5) In determining the proposed measures for achieving the objectives, the person preparing the plan must have regard to—
- (a) the costs and benefits of different methods of managing the flood risk,
 - (b) the information included in the flood hazard map and the flood risk map,
 - (c) the river basin management plan for the area,
 - (d) the effect of floodplains that retain flood water,
 - (e) the environmental objectives, within the meaning of regulation 2 of the Water Environment Regulations, and
 - (f) the likely effect of a flood, and of different methods of managing a flood, on the local area and the environment.
- (6) A flood risk management plan must include—
- (a) a map showing the boundaries of the flood risk area,
 - (b) a summary of the conclusions drawn from the flood hazard maps and flood risk maps for the area,

- (c) a description of the proposed timing and manner of implementing the measures mentioned in paragraph (2)(b), including details of the bodies responsible for implementation,
- (d) a description of the way in which implementation of those measures will be monitored,
- (e) a report of the consultation under paragraph (7), and
- (f) where the person preparing the report thinks it appropriate, information about how the implementation of measures under the flood risk management plan and the river basin management plan for the area will be co-ordinated.

(7) The Environment Agency and each lead local flood authority must consult the following about the proposed content of a flood risk management plan—

- (a) authorities listed in regulation 36(3) that may be affected by the plan, and
- (b) the public.

(8) A lead local flood authority must have regard to any guidance issued by the Environment Agency about the form of flood risk management plans.

(9) In this regulation “river basin management plan” means a river basin management plan prepared under regulation 11 of the Water Environment Regulations.

Publication

28.—(1) The Environment Agency must publish the flood risk management plans prepared by the Agency and by the lead local flood authorities for each river basin district.

(2) The first flood risk management plans for each river basin district must be published before 22nd December 2015.

Review: Environment Agency

29.—(1) The Environment Agency must review each flood risk management plan prepared by it under regulation 25.

(2) The first review must be completed before 22nd December 2021.

(3) Subsequent reviews must be carried out at intervals of no more than 6 years.

(4) Following a review, the Agency must prepare a revised flood risk management plan.

(5) The revised flood risk management plan must—

- (a) take account of the likely impact of climate change on the occurrence of floods,
- (b) include an assessment of the progress made towards implementing the measures under regulation 27(2)(b), and
- (c) if any measures proposed in the previous flood risk management plan have not been implemented, include a statement of the reasons why those measures have not been implemented.

Review: lead local flood authorities

30.—(1) A lead local flood authority must review a flood risk management plan prepared by it under regulation 26.

(2) The first review must be completed before 22nd June 2021.

(3) Subsequent reviews must be carried out at intervals of no more than 6 years.

(4) Following a review, the lead local flood authority must prepare a revised flood risk management plan.

(5) The revised flood risk management plan must—

- (a) take account of the likely impact of climate change on the occurrence of floods,

- (b) include an assessment of the progress made towards implementing the measures under regulation 27(2)(b), and
 - (c) if any measures proposed in the previous flood risk management plan have not been implemented, include a statement of the reasons why those measures have not been implemented.
- (6) Regulation 26 applies in relation to a review of a flood risk management plan as it applies to the first such plan.

PART 5

EXCEPTIONS

Preliminary flood risk assessments: Environment Agency

31.—(1) Regulation 9(1)(b) does not apply to the Environment Agency in relation to a river basin district if before 22nd December 2010—

- (a) the Agency carries out an assessment (whether or not the assessment complies with the requirements of Part 2) of the flood risk in the district from—
 - (i) the sea,
 - (ii) main rivers, and
 - (iii) reservoirs, and
- (b) having regard to that assessment, the Agency considers that there is a significant flood risk in the district.

(2) Where paragraph (1) applies—

- (a) the Agency must prepare a preliminary assessment report for the river basin district before 22nd December 2017,
- (b) the first review of the preliminary assessment report must be carried out no more than 6 years after the date on which the documents are published, and
- (c) regulations 15(2) and 16(3) do not apply in relation to the first preliminary assessment report to be prepared by the Agency for the relevant river basin district.

(3) This regulation ceases to apply in relation to a river basin district on completion of the first review of the preliminary assessment map prepared by the Agency for the area.

Part 2: Environment Agency

32.—(1) Regulations 9(1)(b), 13 and 16 do not apply to the Environment Agency in relation to a river basin district if the Environment Agency determines before 22nd December 2010 that it will prepare a flood hazard map, a flood risk map and a flood risk management plan for the whole of the river basin district.

(2) Where paragraph (1) applies, these regulations have effect with the following modifications—

- (a) the reference in regulation 18 to each flood risk area identified by the Agency is a reference to the river basin district,
- (b) the reference in regulation 20(1) to flood risk areas is a reference to the river basin district,
- (c) regulation 20(2) is omitted, and
- (d) the reference in regulation 25 to each flood risk area identified by the Agency is a reference to the river basin district.

(3) Where paragraph (1) applies, the Environment Agency must review the decision whether—

- (a) to prepare a new flood hazard map, flood risk map and flood risk management plan for the river basin district, or
- (b) to prepare a preliminary assessment report for the district in accordance with Part 2 of these regulations.
- (4) The first review must be completed before 22nd December 2017.
- (5) Subsequent reviews must be carried out at intervals of no more than 6 years.
- (6) Where the Agency prepares a preliminary assessment map and report following a review under this regulation—
 - (a) Part 2 (apart from regulations 15(2) and 16(3) insofar as they relate to the report to be prepared by the Agency) shall apply to the Agency in relation to the district (and this regulation shall cease to apply), and
 - (b) the first review of the preliminary assessment map and report under regulation 15 must be carried out no more than 6 years after the date on which the documents are published.

Preliminary flood risk assessment: lead local flood authorities

33.—(1) Regulation 10 does not apply to a lead local flood authority if before 22nd December 2010—

- (a) the authority carries out an assessment (whether or not the assessment complies with the requirements of Part 2) of the flood risk in its area, and
- (b) having regard to that assessment, the authority considers that there is a significant flood risk in the area.
- (2) Where paragraph (1) applies—
 - (a) the authority must prepare a preliminary assessment report for its area before 22nd June 2017,
 - (b) the first review of the preliminary assessment report must be carried out no more than 6 years after the date on which the report is published, and
 - (c) regulations 15(2) and 17(3) do not apply in relation to the first report prepared by the authority.

(3) This regulation ceases to apply in relation to a lead local flood authority on completion of the first review of the preliminary assessment report prepared by the authority.

Part 2: lead local flood authorities

34.—(1) Part 2 does not apply to a lead local flood authority if the authority determines before 22nd December 2010 that it will prepare a flood hazard map, a flood risk map and a flood risk management plan for the whole of its area.

(2) Where paragraph (1) applies, these regulations have effect with the following modifications—

- (a) the reference in regulation 19(1) to a relevant flood risk area is a reference to the authority's area,
- (b) the reference in regulation 20(1) to flood risk areas is a reference to the authority's area,
- (c) regulation 20(2) is omitted, and
- (d) the reference in regulation 26(1) to a relevant flood risk area is a reference to the authority's area.

(3) Where paragraph (1) applies, the authority must review the decision whether—

- (a) to prepare a new flood hazard map, flood risk map and flood risk management plan for the whole of its area, or
- (b) to prepare a preliminary assessment report in accordance with Part 2 of these regulations.

(4) The first review must be completed before 22nd June 2017.

- (5) Subsequent reviews must be carried out at intervals of no more than 6 years.
- (6) If the authority prepares a preliminary assessment report following a review under this regulation—
 - (a) Part 2, apart from regulations 15(2) and 17(3), shall apply in relation to the lead local flood authority (and this regulation shall cease to apply),
 - (b) the first review of the preliminary assessment report under regulation 17 must be carried out no more than 6 years after the date on which the report is published.

PART 6

CO-OPERATION

Duty to co-operate

35.—(1) A relevant authority must co-operate with any other relevant authority which is exercising any function under these regulations.

(2) The following are “relevant authorities”—

- (a) the Environment Agency, and
- (b) each lead local flood authority.

Power to require information

36.—(1) An authority listed in paragraph (3) must comply with any request of the Environment Agency to provide information which the Agency reasonably requires in connection with its functions under these regulations.

(2) The Environment Agency and an authority listed in paragraph (3) must comply with a request of a lead local flood authority to provide information reasonably required in connection with the lead local flood authority’s functions under these regulations.

(3) The authorities are—

- (a) a lead local flood authority,
- (b) a district council for an area for which there is no unitary authority,
- (c) an internal drainage board (within the meaning given by section 1 of the Land Drainage Act 1991^(a)),
- (d) a highway authority (within the meaning given by section 1 of the Highways Act 1980^(b)),
- (e) a company which holds an appointment under Chapter 1 of Part 2 of the Water Industry Act 1991^(c) or a licence under Chapter 1A of Part 2 of that Act,
- (f) a reservoir undertaker (within the meaning given by section 1 of the Reservoirs Act 1975^(d)),
- (g) a navigation authority (within the meaning given by section 219 of the Water Industry Act 1991,

^(a) 1991 c.59.

^(b) 1980 c.66. Section 1 has been amended by section 8 of, and paragraph 1 of Schedule 4 to, the Local Government Act 1985, section 21(2) the New Roads and Street Works Act 1991 and section 259 of the Greater London Authority Act 1999.

^(c) 1991 c. 56. Relevant amendments were made by the Competition and Service (Utilities) Act 1992 (sections 40 and 42 and schedule 1), the Competition Act 1998 (section 54 and 74 and schedule 10), the Competition Act 1998 (Competition Commission) Transitional, Consequential and Supplemental Provisions Order 1999 (S.I. 1999/506) (article 30), the Water and Sewerage Undertakers (Inset Appointments) Regulations 2000 (S.I. 2000/1842) (regulation 2), the Enterprise Act 2002 (sections 86, 164 and 278 and schedules 9 and 25), the Enterprise Act 2002 (Protection of Legitimate Interests) Order 2003 (S.I. 2003/1592) (article 16), and the Water Act 2003 (sections 11, 36, 53 to 56 and 101 and schedules 4, 8 and 9).

^(d) 1975 c. 23. Relevant amendments were made by section 190 of, and Schedule 25 to, the Water Act 1989 and regulation 2 of, and Schedule 2 to, the Environment Act 1995 (Consequential Amendments Regulations 1996 (S.I. 1996/593).

- (h) a harbour authority (within the meaning given by section 313 of the Merchant Shipping Act 1995^(a)),
 - (i) Natural England,
 - (j) the Historic Building and Monuments Commission for England,
 - (k) the Countryside Council for Wales, and
 - (l) the Welsh Ministers.
- (4) The information must be provided—
- (a) in the form or manner specified in the request, and
 - (b) within the period specified in the request.

PART 7

NORTHUMBRIA AND SOLWAY TWEED RIVER BASIN DISTRICTS

Northumbria River Basin District

37.—(1) These regulations apply in relation to the Northumbria River Basin District, including the part of the district that is in Scotland.

(2) Before exercising any function under these regulations in relation to the Northumbria River Basin District, a relevant authority must consult the Scottish Environment Protection Agency.

(3) The following are “relevant authorities”—

- (a) the Environment Agency, and
- (b) each lead local flood authority.

(4) “Northumbria River Basin District” has the meaning given by regulation 2 of the Water Environment (Water Framework Directive) (Northumbria River Basin District) Regulations 2003^(b).

Solway Tweed River Basin District

38.—(1) In relation to the Solway Tweed River Basin District, these regulations apply only to the part of that district that is in England.

(2) “Solway Tweed River Basin District” has the meaning given by regulation 2 of the Water Environment (Water Framework Directive) (Solway Tweed River Basin District) Regulations 2004^(c).

13th November 2009

Huw Irranca-Davies
Parliamentary Under Secretary of State
Department for Environment, Food and Rural Affairs
EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations transpose Directive 2007/60/EC of the European Parliament and of the Council on the assessment and management of flood risks for England and Wales.

Part 1 of the regulations is introductory.

(a) 1995 c. 21. A relevant amendment was made by section 29 of, and Schedule 6 to, the Merchant Shipping and Maritime Security Act 1997.
 (b) S.I. 2003/3245.
 (c) S.I. 2004/99.

Part 2 imposes duties on the Environment Agency and local authorities to prepare preliminary assessment reports about past floods in each river basin district, and the possible harmful consequences of future floods. The Environment Agency is also under a duty to prepare a preliminary assessment map of each river basin district. Following these assessments, the authorities must identify areas which are at significant risk of flooding. The assessments and decisions of areas at significant risk must be reviewed at least every 6 years.

Part 3 imposes a duty on the Environment Agency and local authorities to prepare flood risk maps and flood hazard maps for each area which has been identified as being at significant risk of flooding.

Part 4 imposes a duty on the Environment Agency and local authorities to prepare a flood risk management plan for each area which has been identified as being at significant risk of flooding. The plan must set objectives for the purpose of managing the flood risk and propose measures for achieving those objectives.

Part 5 provides some exceptions to these duties.

Part 6 imposes duties on the Environment Agency and relevant local authorities to co-operate with one another for the purpose of these regulations, and certain authorities to comply with requests to supply information those purposes.

Part 7 makes special provision for the two river basin districts which straddle the border between England and Scotland.

A full regulatory impact assessment of the effect that this instrument will have on the costs of business and the voluntary sector, and a transposition note have been prepared and are available on the Defra website at www.defra.gov.uk.

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ENVIRONMENTAL PROTECTION

The Flood Risk Regulations 2009

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Appendix F - What are the sources of flooding?

The causes of flooding can be very complex, often flooding can occur as a result of a combination of factors and it can be difficult to identify the sources of a flood at the time an event takes place.

Flood risk may arise from either local sources or as a consequence of more widespread influences. For the purposes of managing flood risk, sources of risk are identified as either 'strategic' or 'local'.

Sources of Strategic Flood Risk

Strategic Flood Risk is primarily the responsibility of the Environment Agency and is defined as flooding that occurs from;

- Main rivers
- Large Raised Reservoirs
- The sea

Sources of Local Flood Risk

Local Flood Risk is defined as flooding that occurs from;

- Surface run-off
- Groundwater
- Sewers (partly or wholly influenced by precipitation)
- Ordinary watercourses

A more detailed description of the sources of flood risk is provided in the following sections of this document:

Sources of Local Flood Risk

Surface Run-off

Surface run-off (also known as pluvial flooding), is defined by the Flood and Water Management Act 2010 as "rainwater (including snow and other precipitation) which: [a.] Is on the surface of the ground (whether or not it is moving), and [b] Has not entered a watercourse, drainage system, or public sewer."

Why does this occur?

Flooding from surface run-off occurs as a result of exceptionally intense or prolonged rainfall, which overloads the capacity of existing drainage systems. Flooding from surface run-off can also occur if drainage systems are blocked, broken, or simply undersized.

Flooding from surface run-off also occurs when the ground is geologically resistant to water penetration so that water is unable to soak away into the subsoil and rock strata. There are

also three reasons why ground may subsequently become resistant to water penetration either:

- a) due to the deliberate application of paving, tarmac or other water resistant materials;
- b) due to natural causes, such as the soil surface being baked hard by the sun, or frozen solid by the cold; or
- c) when the soil surface becomes saturated with water to a point where the rate at which soil can absorb further water is impeded and water flows across the surface.

Groundwater Flooding

Section 6 of the Flood and Water Management Act 2010 states that ““Groundwater” means all water which is below the surface of the ground and in direct contact with the ground or subsoil”.

Why does this occur?

Water that seeps below ground collects within spaces in the rock and soil strata (often above an impervious layer of geology). The water establishes a level below ground known as the water table. The water table rises when water enters the catchment faster than it can drain away through fissures or to a watercourse.

The water that collects in the rock and soil strata below ground flows from areas where the ground level is high to areas where the ground level is low. In low-lying areas the water table is usually nearer to the surface and during very wet periods the water table can rise up to the surface causing groundwater flooding.

Groundwater flooding takes longer to go away. This is because groundwater moves much slower than surface water and will take time to flow away underground.

Groundwater flooding is more difficult to prevent than other forms of surface water flooding. There are some areas where groundwater flooding has been dealt with by installing pumps to remove groundwater and so lower the water table. However these only have a localised effect and still require somewhere to discharge the water.

Sewer Flooding

Sewers can be publicly owned (by a Water Utilities Company) or privately owned. In addition, they can receive foul water, combined foul and surface water or just surface water flows. The different types of sewer flooding are set out below;

‘Precipitation influenced sewer flooding’ occurs when the sewer network cannot cope with the volume of water that is entering it. This is often experienced during times of heavy

rainfall when large amounts of surface water overwhelm the sewer network exceeding its design capacity, causing flooding.

‘System influenced sewer flooding’ happens when pipes within the network become blocked or the assets managing flows within the network fail. This falls outside the Flood and Water Management Act 2010 definition of ‘Flood’ and is not a source of Local Flood Risk. Instead it is the responsibility of the Water and Sewerage Companies and is regulated by the Water Industry Act 1991.

‘Outfall influenced Sewer Flooding’ is a form of restriction where the outfall of a sewer is unable to discharge water at its normal design rate because the water level in the receiving watercourse is partially or fully obstructing the discharge aperture.

Watercourses or fluvial flooding

Flooding from watercourses (also known as ‘fluvial flooding’) occurs when a watercourse cannot accommodate the volume of water that is flowing into it.

For the purposes of flood risk management fluvial flooding is separated into 2 categories, these are flooding from;

- Ordinary Watercourses – a source of local flood risk
- Main River – a source of strategic flood risk

In general terms this distinction refers to the relative size of the watercourses involved, with Ordinary Watercourses (usually but not always) being smaller than Main Rivers.

Why does this occur?

The ability of a watercourse to accommodate flood water depends upon the capacity of the watercourse's channel, its' floodplain² and the amount of water that enters its catchment during a flood event. When a watercourse becomes overloaded, flooding beyond the area of the flood plain can occur. Where rivers are separated from their flood plain by embankments or flood defences this may lead to flooding from overtopping or due to a breach of those banks and defences.

² *the area where water is allowed to overflow from a watercourse in a controlled manner, to temporarily increase storage capacity*

While the storage capacity of the river and the functional flood plain can be determined by assessment of the watercourse, it is important to recognise that the rate of inundation can be affected by factors that are remote from the river itself. The flow of water in a watercourse is dependent upon the rate of run-off from the entire river catchment.

Measures that might increase the rate of water flowing into a watercourse can be remote from the flooding that occurs as a result of any works. Significant reductions in flooding can be achieved if the rate of water flowing into river systems can be effectively managed at source.

Sources of Strategic Flood Risk

Flooding from Main Rivers

Flooding from Main Rivers forms one of the categories of fluvial flooding, (see 5.13 above). The “Main River” designation delineates those watercourses where the Environment Agency is the responsible regulatory body. Section 113 of the Water Resources Act 1991 defines “main river” as; “A watercourse shown as such on a main river map...”

Reservoir Flooding

Reservoir flooding normally arises from the complete or partial failure of a reservoir structure caused by;

- erosion due to seepage,
- overtopping of the dam beyond its design level or
- damage to the structure.

The legislation that covers this area of flood risk is the Reservoirs Act 1975. It places a number of requirements on owners and managers of large raised reservoirs of a volume of 25,000 cubic meters and over (there are proposals to reduce this volume to 10,000 cubic metres and over in 2014). The enforcement authority for reservoirs in England is the Environment Agency (EA). The EA ensure that reservoirs are inspected regularly and that essential safety work is carried out. In addition, these reservoirs are registered by the EA who may also require a flood plan to be developed if the reservoir is considered ‘high risk’.

When assessing the risk posed by large raised reservoirs consideration is given to the impact on people downstream. Flood risk mapping was undertaken in 2009 to identify the largest areas that might be flooded if a reservoir were to fail and release the water it holds. It is worth noting that reservoir flooding is extremely unlikely to happen. There has been no loss of life in the United Kingdom from reservoir flooding since 1925.

Coastal Flooding

Much of Norfolk is very low lying, with many areas at, or below sea level at high tide. In areas where land is below sea level, inundation from the sea would be considerable.

Why does this occur?

Coastal flooding is linked to changes in sea level. Short term changes in sea level can result from;

- tidal changes
- changes in barometric pressure and,
- strong winds.

In the long term, higher sea levels are expected as a result of climate change.

On Norfolk's coast the greatest coastal flood risk is likely to occur when a combination of tidal and barometric pressure effects operate together to create a "storm surge", (as was experienced in the flooding of 1953 and more recently in December 2013).

High sea levels also cause rivers flowing into the sea to be held back, leading to higher water levels within the rivers and a greater risk of fluvial flooding. This will be exacerbated if heavy rainfall accompanies a storm surge, adding extra volume to river flows and drainage systems.

Residual Risk

Residual risk is that remaining after applying the sequential approach to the location of development and taking mitigating actions. Examples of residual flood risk include: the failure of flood management infrastructure such as a breach of a raised flood defence, blockage of a surface water conveyance system, overtopping of an upstream storage area, or failure of a pumped drainage system; failure of a reservoir, or; a severe flood event that exceeds a flood management design standard, such as a flood that overtops a raised flood defence, or an intense rainfall event which the drainage system cannot cope with.

Areas behind flood defences are at particular risk from rapid onset of fast-flowing and deep water flooding, with little or no warning if defences are overtopped or breached.

Environment, Transport and Development Committee

Item No.....

Report title:	Appointments to internal and external Bodies
Date of meeting:	21 June 2017
Responsible Chief Officer:	Wendy Thomson, Managing Director

Strategic impact

Appointments to Outside Bodies are made for a number of reasons, not least that they add value in terms of contributing towards the Council's priorities and strategic objectives. The Council also makes appointments to a number of member level internal bodies such as Boards, Panels, and Steering Groups.

Responsibility for appointing to internal and external bodies lies with the Service Committees. The same applies to the positions of Member Champion.

Executive summary

In the previous Council, Service Committees undertook a fundamental review of the Outside Bodies to which the Council appoints. The views of members who have served on these bodies together with those bodies themselves and Chief Officers were sought and reported back to Committees.

Set out in the appendix to this report are the outside and internal appointments relevant to this Committee together with the current membership.

Recommendation

- **That Members review and where appropriate make appointments to those external bodies, internal bodies and Champions position as set out in Appendix A.**

1. Proposal

Outside Bodies

- 1.1 In the previous Council, all organisations and the current member representatives were invited to provide feedback on the value to the Council and the organisation of continued representation and to make a recommendation to that effect. In addition, Chief Officers were consulted.
- 1.2 Organisations were asked a number of questions about the role of the Councillor representative. Councillor representatives were asked questions such as how the body aligned with the Council's priorities and challenges and what the benefits are to the people of Norfolk from continued representation.

Finally, both were asked whether they supported continued representation. Committees considered this information and made decisions on appointments. The appendix to this report sets out the outside bodies under the remit of this Committee. Members will note that the current representative is shown against the relevant body. Members are asked to review Appendix A and decide whether to continue to make an appointment, and if so, to agree who the member should be.

Internal bodies

- 1.3 Set out in Appendix A are the internal bodies that come under the remit of this Committee. There is no requirement for there to be strict political balance as the bodies concerned do not have any executive authority. The current appointments are not made on the basis of strict political proportionality, so the Committee may, if it wishes to retain a particular body, change the political makeup. The members shown in the appendix are those most serving on the body in the previous Council.

2. Evidence

- 2.1 The views of the Councillor representative, the organisation and Chief Officer were reported to the Committee when it undertook its fundamental review of appointments in the previous Council.

3. Financial Implications

- 3.1 The decisions members make will have a small financial implication for the members allowances budget, as attendance at an internal or external body is an approved duty under the scheme, for which members may claim travel expenses.

4. Issues, risks and innovation

- 4.1 There are no other relevant implications to be considered by members.

5. Background

- 5.1 The Council makes appointments to a significant number of internal bodies and external bodies. Under the Committee system, responsibility for these bodies lies with the Service Committees.
- 5.2 There is no requirement for a member of an internal body to be appointed from the “parent committee”. In certain categories of outside bodies it will be most appropriate for the local member to be appointed; in others, Committees will wish to have the flexibility to appoint the most appropriate member regardless of their division or committee membership. In this way a “whole Council” approach can be taken to appointments.

Background Papers – There are no background papers relevant to the preparation of this report

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, e.g. equality impact assessment, please get in touch with:

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Environment, Development and Transport Committee and Economic Development Sub Committee Committees/Boards and EDT Outside Bodies (Economic Development Sub Committee appoints its own Outside Bodies)

2016/17 appointments shown

1. Norfolk Local Access Forum – 3

The Norfolk Local Access Forum (LAF) represents a variety of countryside interests with regards to improving public access across the county. It provides independent strategic advice to a range of organisations who have a duty to consult the Local Access Forum where there are implications or proposals around public access.

1 Labour - Julie Brociek-Coulton
1 Conservative - Ian Monson
1 UKIP - Stephen Agnew

It is suggested that the Committee considers reducing the number of Council representatives from 3 to 2 to free up a space so an additional organisation can be represented on the Forum as overall places are limited. Cycling and Walking Champion is an Ex-Officio Member (see appointment of Member Champions later in this report)

2. Norfolk Waste Partnership Strategic Management Board (2)

Chairman and Vice Chairman of the Committee

3. Joint Road Casualty Reduction Partnership Board (4)

A partnership that brings together appropriate public, private and voluntary sector commissioner and provider organisations in Norfolk to reduce the number and severity of road traffic casualties on roads in Norfolk, and to increase public confidence that all forms of journeys on roads in the county will be safe.

The following Committees will be invited to nominate a member to sit on the Partnership Board:

EDT (Judy Leggett)

Children's
Communities Committees
Health and Well-Being Board

The Committee is invited to agree its representative subject to the Communities Committee decision as to whether this body is to continue

This is covered in the P and R report

4. Norwich Western Link Member Group

2016/17 membership as follows:

Tim East (Chair) (LD)
Bill Borrett (Con)
Stuart Clancy (Con)
Shelagh Gurney (Con)
Margaret Dewsbury (Con)
Bert Bremner (Lab)
James Joyce (LD)

Part B

Environment, Development and Transport Committee Outside Bodies

1. Wash and North Norfolk Coast European Marine Site Management Scheme (2)

David Collis
Brian Long
Sub – Tony White

The scheme coordinates management by the relevant authorities of the Wash and North Norfolk Coast European Marine Site. The Management Group, which includes representatives from several 'relevant authorities' including the County Council, produces and manages a Management Plan, a statutory requirement.

2. Norfolk Coast Partnership (2 plus 2 substitutes)

Marie Strong (Sub Richard Bird)
John Dobson (Jason Law sub)

The role of the Partnership Forum is to bring together the perspectives of many organisations through a representative system, to develop policy for the Partnership and to develop, review and implement the AONB Management Plan, the production of which is a statutory requirement.

3. King's Lynn Conservancy Board (1)

David Collis

The Statutory port, harbour and pilotage authority for Kings Lynn.

5. Marriott's Warehouse Trust (Green Quay) (1)

David Collis

The Green Quay is an Independent Registered Charity and its partners are Natural England, RSPB, Wash Estuary Strategy Group, Norfolk County Council and Borough Council of King's Lynn and West Norfolk. The key objectives of the Green Quay are to inform and educate both schools and general public about the Wash, Fens.

6. Environment Agency

(a) Anglian (Eastern) Regional Flood and Coastal Committee (2)

Mick Castle (sub Colleen Walker)
Richard Bird (sub Brian Iles)

The RFCC is a committee established by the Environment Agency under the Flood and Water Management Act 2010 that brings together members appointed by Lead Local Flood Authorities (LLFAs) and independent members with relevant experience.

(b) Anglian (Central) Regional Flood & Coastal Committee (1)

Brian Long (sub Tony White)

7. Broads Authority (2)

Brian Iles
John Timewell

8. Norfolk Windmills Trust (3)

James Joyce
Fred Agnew
Tony White

The above 3 Members have been appointed for a period until 30th April 2019.

9. Caistor Roman Town Joint Advisory Board (1)

Roger Smith

Management and Development of Caistor Roman Town.

10. A47 Alliance (5)

Chairman of EDT Committee
Mick Castle
Tim East
William Richmond
Mark Kiddle Morris

The A47 Alliance brings together local authorities, MPs, Local Enterprise Partnerships, businesses and other stakeholders to secure improvements to the A47. The Alliance is led by Norfolk County Council but covers the A47 from Great Yarmouth to the A1 just west of Peterborough.

11. Norfolk Flood and Water Strategic Forum (1) - Toby Coke
12. Norfolk Strategic Planning Member Forum (1) – Mike Sands
13. Ouse Washes Strategy Group (1)

Brian Long

The role of the group is to ensure that all partners who operate on or depend on the Ouse Washes work collaboratively to meet the current and future challenges facing the Ouse Washes and surrounding communities.

14. Greater Norwich Development Partnership Board (3)

Martin Wilby
Stuart Clancy
Tim East

15. Great Yarmouth Transport and Infrastructure Steering Group (1)

Graham Plant, Mick Castle, Brian Iles

16. Greater Norwich Growth Board

Steve Morphew

17. Local Transport Body (Chair)

Martin Wilby as Chair of EDT Committee

18. Local Transport Board

Martin Wilby and Stuart Clancy

19. East West Rail Board

Tony White

Member Champions

Cycling and Walking – Hilary Cox
Historic Environment – Brian Watkins

Environment, Development and Transport Committee

Item No.

Report title:	Better Broadband for Norfolk Programme Update
Date of meeting:	21 June 2017
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
<p>Strategic impact</p> <p>The Government has identified the vital role the Digital Economy will play in the UK's future. The concept of the Digital Economy is wider than the digital sectors such as technology companies and is described in detail in the Government's UK Digital Strategy which was published during March 2017. https://www.gov.uk/government/publications/uk-digital-strategy</p> <p>The UK Digital Strategy includes the following themes:</p> <ol style="list-style-type: none"> 1. Building world-class digital infrastructure for the UK 2. Giving everyone access to the digital skills they need 3. Making the UK the best place to start and grow a digital business 4. Helping every British business become a digital business 5. Making the UK the safest place in the world to live and work online 6. Maintaining the UK government as a world leader in serving its citizens online 7. Unlocking the power of data in the UK economy and improving public confidence in its use <p>This paper describes the Better Broadband for Norfolk (BBfN) Programme which as well as supporting the County Council's "Good Infrastructure" priority also underpins theme 1 within the UK Digital Strategy.</p>	

Executive Summary

The first BBfN rollout completed on time at the end of September 2015, met its contractual outcomes and thereby doubled access to Superfast broadband speeds (24Mbps+) from 42% to 84% of Norfolk properties.

The second BBfN rollout began during December 2015 and is delivering as expected against plan. Implementation is planned to be completed by the end of March 2020, by when 95% of Norfolk properties are expected to have access to Superfast broadband speeds.

This report describes the BBfN Programme and reports progress.

Recommendations:

Members are asked to review the progress of the BBfN Programme to date.

1. Proposal

- 1.1. Norfolk County Council signed a contract with BT Group in December 2012 for the implementation of fixed broadband infrastructure, in areas of Norfolk that would not benefit from fully commercially funded infrastructure. This contract, completed on time, delivered access to Superfast broadband speeds for over 1,000 more properties than contracted, and costs were some £10 million less than expected. Councillors agreed to invest this under-spend in the second BBfN contract.
- 1.2. The first BBfN contract implemented 680 fibre cabinets across Norfolk between July 2013 and September 2015 which serve 42% of Norfolk properties.
- 1.3. The second contract was signed in December 2015. It is expected to complete by the end of March 2020 by when access to Superfast broadband speeds is expected to increase to 95% of Norfolk properties.
- 1.4. The second contract is more complex, requiring over 1,100 fibre structures across Norfolk, to serve approximately one quarter as many Norfolk's properties (11%) as the first contract.
- 1.5. Councillors agreed that to achieve the greatest coverage possible, for the investment available, the Council would not identified specific locations for upgrade as this would have created technical constraints on BT and lead to less coverage and speed uplift; instead, the Council specified the following:
 - To seek the highest possible levels of Superfast Broadband (24 Megabits per second +). This means BT created a design for Norfolk based on a balance between the public subsidy required and the level of speed increase achieved.
 - Implementation takes place in the most efficient technical order to deliver the maximum possible coverage.
- 1.6. Both BBfN contracts were let as call-off contracts under the national Broadband Delivery UK (BDUK) Framework contract. This contract both meets EU State Aid requirements and complies with procurement legislation.
- 1.7. Procurement legislation means that public sector contracts usually need to be let via a competitive process. In the case of the national BDUK Framework contract, 43 suppliers bid, six were taken through a full competitive dialogue process and two were appointed as suppliers. One of the two then withdrew.
- 1.8. The BDUK contract complies with State Aid requirements, specifically:
 - Infrastructure has to be available for any Internet Service Provider (ISP) to use to offer services. There are over one hundred ISPs that use BT Openreach fibre based infrastructure to deliver Superfast broadband services. This ensures customers have choice
 - Public subsidy can only be used to fund Next Generation Access (NGA) technologies, for instance BBfN can't subsidise local wireless services.
- 1.9. The basis of the contract is "gap funding". This means the subsidy available is the cost to deploy the infrastructure, minus the revenue the infrastructure generates in the seven years following its implementation. The actual BBfN funding is:
 - BT will contribute over £15 million capital and all operating costs

- Public sector investment will be £48 million, from BDUK, LEP, Norfolk County Council and the five rural District Councils
- Protections within the contracts mean if Take-up of services using the new infrastructure is higher than expected, a unit margin is recovered for each additional property that takes a fibre service, over the number specified in contract. To date, a further £5 million rebate from BT has been agreed as part of contract one. This has been re-invested via the second contract.
- Total capital investment over both contracts will be over £68 million.

2. Evidence

- 2.1. The programme involves public subsidy therefore BT report progress against contractual measures every quarter. Information is provided during the second month following the quarter end. BBfN then validates the information before confirming contractual commitments have been met.
- 2.2. This table contains information reported via the contract up to the end of March 2017 and it demonstrates progress in delivering the second contract. The table is based on speeds of 15Mbps+ (although the majority of properties have access to speeds above 24Mbps) which is the speed above which State Aid rules prevent the deliberate use of public subsidy.

AVAILABLE FROM COMMERCIALY FUNDED ROLLOUTS	42%
AVAILABLE VIA BETTER BROADBAND FOR NORFOLK CONTRACT 1	42%
DELIVERED VIA CONTRACT 2 (End MARCH 2017)	4%
WILL BE DELIVERED BY THE END OF CONTRACT 2 (June 2020)	7%
NO FIBRE SOLUTION PLANNED	5%
TOTAL COVERAGE AT 15MBPS+ End MARCH 2017	88%

- 2.3. An independent website “Think Broadband” provides levels of coverage for a whole county, unitary, region, metropolitan area, or at District or Parliamentary Constituency level.
<http://labs.thinkbroadband.com/local/index.php?area=E10000020>.

A range of speeds are reported, the two key UK government measures are 24Mbps+ and the percentage of properties with access to a speed of less than 2Mbps. This is the table for Norfolk, at the end of March 2017.

Think Broadband			
Superfast UK (>24 Mbps):	87.57%	Below 2 Mbps (USC):	1.59%
Superfast EU (>30 Mbps):	86.54%	Below 10 Mbps (USO):	7.43%
Openreach (>30 Mbps):	86.09%	Below 15 Mbps:	10.07%
Ultrafast (>100 Mbps):	26.29%	Virgin Media Cable:	26.19%
Openreach FTTP (Native):	0.07%	FTTP or FTTH	0.11%

- 2.4. Take-up of Superfast services is very important, both because it allows residents and businesses to take advantage of the many benefits that it can offer, but also because for every property which takes a Superfast service package a Take-up rebate is paid. At the end of March, Take-up of services using the infrastructure which was implemented as part of the first Better Broadband for Norfolk contract has risen to 40%.
- 2.5. People can check to see current coverage and future plans using their postcode at the Better Broadband for Norfolk website: www.betterbroadbandnorfolk.co.uk
- 2.6. There are 5% of existing properties where funding is currently insufficient to provide a Superfast broadband infrastructure. There are two potential solutions:
- The Government is currently working to introduce a Broadband Universal Service Obligation. Ofcom have made recommendations based on three different download speed options, 10Mbps, 30Mbps and a middle option. Details can be found at:
<https://www.ofcom.org.uk/consultations-and-statements/category-1/broadband-uso>
 - Further funding could be applied to expand coverage, for instance future Take-up rebates
- 2.7. State Aid rules govern when and how public subsidy can be applied. This means new developments usually cannot attract public subsidy for broadband infrastructure. Developers are strongly advised to register their new sites with potential Superfast infrastructure providers which will often provide infrastructure at no cost to the developer. The main two in Norfolk are:
- BT Openreach: <https://www.ournetwork.openreach.co.uk/>
- Virgin Media:) : <http://www.virginmedia.com/lightning/network-expansion/property-developers>
- 2.8. Any property with access to a broadband speed of less than a minimum of 2Mbps that will not benefit from a fibre upgrade can access the Government's voucher scheme. This scheme aims to cover the set-up costs for the implementation of alternative technologies such as wireless or satellite. Details and an application form can be found on the Better Broadband for Norfolk website <http://www.betterbroadbandnorfolk.co.uk/better-broadband-subsidy-scheme/>
- 2.9. Once Superfast broadband is available, people need to contact their Internet Service Provider (ISP), or another, as their service will not automatically be moved to a fibre based service. There are over 100 ISPs offering Superfast services, people can check availability and costs using the comparison websites

on the Ofcom webpage:

<https://www.ofcom.org.uk/phones-telecoms-and-internet/advice-for-consumers/costs-and-billing/price-comparison>

There are usually good deals available and people can shop around every time their contract comes up for renewal to ensure they always have the best value available.

- 2.10. People sometimes raise operational services issues with BBfN or members. It is important that people raising such issues are asked to notify the problem directly to their own Internet Service Provider, rather than via the County Council. The Internet Service Provider will then either resolve the issue, or refer it to BT. This link provides information on what to do next if a problem is not resolved adequately: <https://www.ombudsman-services.org/sectors/communications/who-can-we-help>
- 2.11. Information regarding how to improve broadband speeds can be found at this Ofcom website:
<https://www.ofcom.org.uk/phones-telecoms-and-internet/advice-for-consumers/problems/how-to-improve-your-broadband-speeds>

3. Financial Implications

- 3.1. No further information above that already provided in sections 1 and 2.

4. Issues, risks and innovation

- 4.1. Risks have been identified and managed using the Corporate Risk Management Framework. The BBfN Steering Group reviews programme risks and proposed mitigations at its quarterly meeting.
- 4.2. The environmental impact of the contractor's proposals and, specifically, what steps the contractor will take to minimize the environmental impact of the programme are assessed as part of Norfolk's procurement processes.

5. Background

- 5.1. County Councillors identified that the lack of broadband infrastructure disadvantages large parts of Norfolk both economically and socially. This is identified in the Council's Economic Growth Strategy as key infrastructure to support economic development. It is now also identified as a Norfolk "Vital Sign".
- 5.2. Better Broadband for Norfolk contracts are managed within nationally agreed contract management and assurance processes.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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EDT Committee

Item No.....

Report title:	Performance management
Date of meeting:	21 June 2017
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Strategic impact Robust performance management is key to ensuring that the organisation works both efficiently and effectively to develop and deliver services that represent good value for money and which meet identified need.	

Executive summary

This is the fifth performance management report to this committee that is based upon the revised Performance Management System, which was implemented as of 1 April 2016, and the committee's 14 vital signs indicators.

Details of the revised Performance Management System are available in the 11 March 2016 EDT Committee 'Performance monitoring and risk report' on the Norfolk County Council web site at <http://norfolkcc.cmis.uk.com/norfolkcc/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/421/Committee/18/Default.aspx>

Performance is reported on an exception basis using a report card format, meaning that only those vital signs that are performing poorly or where performance is deteriorating are presented to committee.

Of the 14 vital signs indicators that fall within the remit of this committee, two have met the exception criteria and so will be discussed in depth as part of the presentation of this report:

- Winter gritting - % of actions completed within 3 hours
- % of rural population able to access a market town or key employment location within 60 minutes by public transport.

Recommendations:

1. Review and comment on the performance data, information and analysis presented in the vital sign report cards and determine whether the recommended actions identified are appropriate or whether another course of action is required (refer to list of possible actions in Appendix 1).

In support of this, Appendix 1 provides:

- A set of prompts for performance discussions
- Suggested options for further actions where the committee requires additional information or work to be undertaken

1. Introduction

- 1.1. This is the fifth performance management report to this committee that is based upon the revised Performance Management System, which was implemented as of 1 April 2016, and the committee's 14 vital signs indicators.

Previously there were 15 vs indicators reported to this committee, however one has been transferred from this committee's remit to Communities committee. This is the "Number of people killed and seriously injured on Norfolk's roads" and the responsibility for this area of performance now sits under the direction of Public Health.

- 1.2. This report contains:

- A Red/Amber/Green rated dashboard overview of performance across all 14 vital signs indicators
- Report cards for the vital signs that have met the exception reporting criteria.

- 1.3. The full list of vital signs indicators was presented to committee at the 11 March 2016 meeting. The vital signs indicators are monitored during the year and are subject to review when processes are amended to improve performance, to ensure that the indicator correctly captures future performance. An annual review of all CES vital signs was commenced this month to confirm the suitability of indicators, their targets and technical definitions and to ensure that all vs indicators continue to effectively monitor performance. A list of all existing and proposed vital signs indicators is available in Appendix 2.

- 1.4. The lead officers for those areas of performance that have been highlighted through the exception reporting process are available at this committee meeting to answer any specific questions Members may have about the services concerned. The report author is available to answer any questions that Members may have about the performance management framework and how it operates.

2. Performance dashboard

- 2.1. The performance dashboard provides a quick overview of Red/Amber/Green rated performance across all 14 vital signs. This then complements that exception reporting process and enables committee members to check that key performance issues are not being missed.

- 2.2. The current exception reporting criteria are as below:

- Performance is off-target (Red RAG rating or variance of 5% or more)
- Performance has deteriorated for three consecutive periods (months/quarters/years)
- Performance is adversely affecting the council's ability to achieve its budget
- Performance is adversely affecting one of the council's corporate risks.
- Performance is off-target (Amber RAG rating) and has remained at an Amber RAG rating for three periods (months/quarters/years)'.

2.3 EDT Committee Dashboard

Environment, Development & Transport Committee - Vital Signs Dashboard

NOTES:

In most cases the RAG colours are set as: Green being equal to or better than the target; Amber being within 5% (not percentage points) worse than the target; Red being more than 5% worse than target.
 'White' spaces denote that data will become available; 'grey' spaces denote that no data is currently expected, typically because the indicator is being finalised.
 The target value is that which relates to the latest measure period result in order to allow comparison against the RAG colours. A target may also exist for the current and/or future periods.

Monthly	Bigger or Smaller is better	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	Target
{H&T} % of bus services that are on schedule at intermediate time points	Bigger	82.9%	80.9%	81.4%	79.4%	79.2%	80.5%	81.3%	80.4%	78.7%	83.7%	83.7%	83.9%		79.0%
{H&T} Winter gritting - % of actions completed within 3 hours	Bigger	97.1%							86.9%	91.2%	83.3%	90.1%	70.0%		100%
		34 / 35							392 / 451	448 / 491	1144 / 1374	326 / 362	14 / 20		
{H&T} Street lighting – C02 reduction (tonnes)	Smaller	734	615	522	575	692	830	1,019	1,129	1,213	1,176	960	881	692	728
{E&P} Planning service – speed of determination	Bigger	92.3%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	91.7%	100.0%		95.0%
												11 / 12	11 / 11		
{H&T} Average journey speed during morning peak time	Bigger														Under Development
{CES} Income and external funding successfully achieved as a % of overall revenue budget	Bigger	25.0%	25.0%	29.4%	29.3%	30.5%	29.2%	30.6%	29.9%	30.3%	34.4%	35.2%	30.5%		25.4%
Quarterly / Termly	Bigger or Smaller is better	Mar 14	Jun 14	Sep 14	Dec 14	Mar 15	Jun 15	Sep 15	Dec 15	Mar 16	Jun 16	Sep 16	Dec 16	Mar 17	Target
{BBfN} % of Norfolk homes with superfast Broadband coverage	Bigger							83.0%		84.0%			86.0%		86.0%
{H&T} % of planning applications agreed by Local Planning Authorities contrary to NCC recommendations regarding the highway	Smaller	16.7%	33.3%	23.5%	27.3%	19.0%	20.0%	16.7%	17.8%	20.4%	24.2%	22.9%	32.5%	24.0%	24%
		3 / 18	7 / 21	4 / 17	6 / 22	4 / 21	6 / 30	4 / 24	8 / 45	11 / 54	16 / 66	11 / 48	13 / 40	12 / 50	
{H&T} % of rural population able to access a market town or key employment location within 60 minutes by public transport	Bigger	75.7%	74.8%	75.0%	75.1%	75.5%	74.6%	74.1%	71.4%	71.4%	72.0%	72.0%	68.4%	69.6%	75%
{E&P} Kilograms of residual household waste per household per week	Smaller	10.3				10.4				10.0				10.0	10.1

Annual (financial / academic)	Bigger or Smaller is better	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	Target
{H&T} Highway improvements for local communities – parish partnerships	Bigger											145	193	227	227
{E&P} % of Local Wildlife Sites in positive management	Bigger							61.0%	61.0%	65.0%	67.0%	75.0%			
{E&P} Number of new and existing properties at high risk (1 in 30 years) of surface water flooding	Smaller												100%		
{E&P} Equality of Access to Nature for All – number of audited routes	Bigger											1	4		4

NOTES:

1. Indicators are usually reported on a monthly, calendar year or financial year basis, the colour of the different headings below corresponds with the colour of the indicator title.
2. In most cases the RAG colours are set as: Green being equal to or better than the target; Amber being within 5% (not percentage points) worse than the target; Red being more than 5% worse than target.
3. The target displays the latest target from the latest period shown. That target may be different from the target for the latest actual value shown due to profiling.
4. Where cells have been greyed out this indicates: that data is not available due either to the frequency of reporting or the vital sign being under development. In this case, under development can mean that the vital sign has yet to be fully defined or that baseline data is being gathered.

3. Report cards

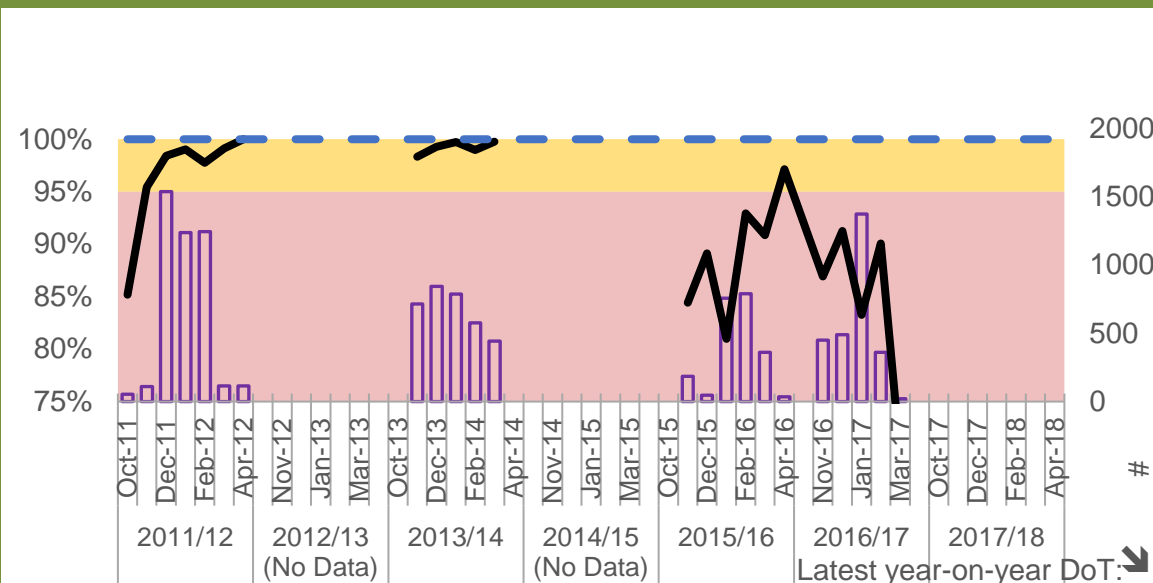
- 3.1. A report card has been produced for each vital sign. It provides a succinct overview of performance and outlines what actions are being taken to maintain or improve performance. The report card follows a standard format that is common to all committees and updated on a monthly basis.
- 3.2. Vital signs are reported to committee on an exceptions basis. The report cards for those vital signs that do not meet the exception criteria on this occasion, and so are not formally reported, are also collected and are available to view if requested.

Winter Gritting - % of actions completed within 3 hours

Why is this important?

All roads should be treated within the prescribed 3 hour window to ensure the safety of road users

Performance



What is the background to current performance?

- Analysis of data February - reasons for lateness reported;
 - Designed route length – 42%
 - Congestion due to timing of action – 32%
 - NCFC match days – 2%
 - Route diversions due to roadworks/RTAs – 21%
 - Heavy rain/salt capacity/new drivers – 5%
- Number of Actions this season to end Feb = 57.25 (less in the City = 42)
- 3400km gritted per action (35% of NCC network).
- Delivered using 49 gritters and drivers
- County stock holding of 17,000t treated salt
- PFI salt supply and storage contract with Compass Minerals until 2020.
- Average annual costs £3.4m. (Fixed costs ~£2m)
- Winter Service Plan in effect mid-October to mid-April.

What will success look like?

- Continue to reduce the cost of delivering our service while continuing to meet our statutory duty.
- Internal audit – target accurate treatment of 80% or more.
- Positive media response
- Deployment of local farmers for snow clearing on local roads if necessary
- Ensuring salt stocks are maintained in accordance with the Salt Supply PFI contract

Action required

- Continue to monitor individual route timing and re-balance route schedules if necessary.

Responsible Officers

Lead: Nick Tupper – Head of Highways

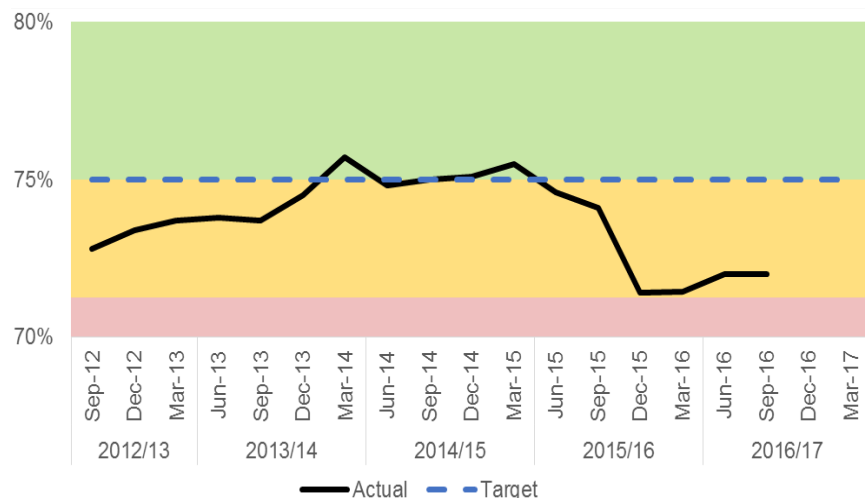
Data: Alex Cliff – Project Support Engineer

Access to market towns and key employment locations using public transport

Why is this important?

Access to key locations is important for those living in rural areas so that they can access not only work but also health and other essential services, shopping, education and leisure activities. This in turn reduces social and rural isolation and contributes to overall wellbeing of residents.

Performance



Graph shows the percentage of the rural population able to access a market town or key employment destination within 60 minutes by public transport between 0700-1000 with a return between 1600-1900.

What is the background to current performance?

- Performance has dropped this year after being fairly stable between 73.5% and 75.5% for the last 3 years. It is measured quarterly.
- September 2013 saw the introduction of a journey to work service by the Swaffham flexi-bus. This still exists, but other services will have changed, causing the dip in performance.
- A minor change in service can cause the indicator to dip, but this does not necessarily mean that it affects current customers already using a service.
- This used to be a national performance indicator and we are not currently aware of any other authorities who continue to measure it on a regular basis, therefore there is no benchmarking data.
- Current target reflects the limited opportunities to increase subsidised public transport within the current financial climate – progress will be made by working with commercial operators and integrating with other transport services.
- A key risk is the fluctuation in operational costs, particularly fuel, which could lead to reductions in transport being operated commercially – this is identified on our risk register.
- Other key risks are commercial operators streamlining services as they review service revenues and cope with the effect of previous subsidy cuts, which puts pressure on areas with lower patronage and the reliance of passengers on use of concessionary passes and an unwillingness to engage with other transport modes that do not accept them.

What will success look like?

- An increase in the percentage of the rural population able to access a market town or key employment destination within 60 minutes by public transport (at peak times), to 75%
- A reduction in the number of unemployed in Norfolk, including NEETs
- An increase in the number of young people able to access their local market town for work, leisure and education opportunities without the use of a car.

Action required

- Build journeys to work into future flexibus and flexible feeder contracts where possible
- Monitor proposed local bus service changes and work with operators to ensure they do not adversely affect journeys to key employment locations
- Incorporate local bus services into school transport provision as much as possible.
- Review the data that is reported so that it fully represents the transport network available.
- TRACC training to be completed for TTS so that data can be interrogated and recommendations for changes made.

Responsible Officers

Lead: Laurie Egan, Head of Travel and Transport Data: Martin Stringfellow/Sean Asplin, Passenger Transport Managers

4. Exceptions (additional explanation) and other updates

- 4.1.
 - Winter gritting - % of actions completed within 3 hours

The service set a stretching target for all gritting runs to be completed in three hours. In practice, a number of factors can influence our performance including the amount of traffic on the road, the time of day etc. Latest performance is 70% completed within three hours. However, monitoring shows that in the instances when the three hour window was missed, it is often but just a few minutes (usually less than five minutes). In contrast, in other instances we will finish well inside the 3 hour target.

Gritting routes are reviewed annually to ensure we optimise travel times as much as we can so that they can be completed as soon as possible, but also as safely as possible. This is balanced against the need to provide a cost effective service. The next route review will be carried out over the summer months, and will include incorporating the NDR into routes so that we are ready to grit as soon as the road is open.

Whilst we clearly want to aim to complete gritting runs as soon as possible, continuing to monitor against a 100% performance target is not considered to be appropriate because, in practice, it is unlikely to be achievable. Therefore, it is proposed to amend the target, for performance monitoring purposes, to 80%. This change in target has been endorsed by the County Council's internal audit team.

- 4.2.
 - % of rural population able to access a market town or key employment location within 60 minutes by public transport.

This measure was reviewed by the performance lead over the last few months. The measure was revised following the implementation of a new data system. It will enable clients to be differentiated by locality and will hopefully allow for other bus providers / operations / feeder services to be taken into consideration in order to obtain a more accurate accessibility measure. Future actions for improvement include;

- Build journeys to work into future flexibus and flexible feeder contracts where possible,
- Monitor proposed local bus service changes and work with operators to ensure they do not adversely affect journeys to key employment locations,
- Incorporate local bus services into school transport provision as much as possible,
- Review the data that is reported so that it fully represents the transport network available,
- TRACC (Transport Accessibility) software training to be completed by Travel and Transport Service (TTS) so that data can be interrogated and recommendations for changes made.

5. Recommendations

- 5.1 Committee Members are asked to:

- Review and comment on the performance data, information and analysis presented in the vital sign report cards and determine whether the recommended actions identified are appropriate or whether another course of action is required (refer to list of possible actions in Appendix 1).

In support of this, Appendix 1 provides:

- A set of prompts for performance discussions
- Suggested options for further actions where the committee requires additional information or work to be undertaken

6. Financial Implications

- 6.1. There are no financial implications arising from the development of the revised performance management system or the performance and risk monitoring reports.

7. Issues, risks and innovation

- 7.1. There are no significant issues, risks and innovations arising from the development of the revised performance management system or the performance and risk monitoring reports.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, e.g. equality impact assessment, please get in touch with:

Performance: **Officer name :** Austin Goreham **Tel No. :** 01603 223138
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Performance discussions and actions

Reflecting good performance management practice, there are some helpful prompts that can help scrutinise performance, and guide future actions. These are set out below.

Suggested prompts for performance improvement discussion

In reviewing the vital signs that have met the exception reporting criteria and so included in this report, there are a number of performance improvement questions that can be worked through to aid the performance discussion, as below:

1. Why are we not meeting our target?
2. What is the impact of not meeting our target?
3. What performance is predicted?
4. How can performance be improved?
5. When will performance be back on track?
6. What can we learn for the future?

In doing so, committee members are asked to consider the actions that have been identified by the vital sign lead officer.

Performance improvement – recommended actions

A standard list of suggested actions have been developed. This provides members with options for next steps where reported performance levels require follow-up and additional work.

All actions, whether from this list or not, will be followed up and reported back to the committee.

Suggested follow-up actions

The suggested 'follow up actions' have been amended, following on from discussions at the Communities Committee meeting on 11 May 2016, to better reflect the roles and responsibilities in the Committee System of governance.

	Action	Description
1	Approve actions	Approve actions identified in the report card and set a date for reporting back to the committee
2	Identify alternative/additional actions	Identify alternative/additional actions to those in the report card and set a date for reporting back to the committee
3	Refer to Departmental Management Team	DMT to work through the performance issues identified at the committee meeting and develop an action plan for improvement and report back to committee
4	Refer to committee task and finish group	Member-led task and finish group to work through the performance issues identified at the committee meeting and develop an action plan for improvement and report back to committee
5	Refer to County Leadership Team	Identify key actions for performance improvement and refer to CLT for action
6	Refer to Policy and Resources Committee	Identify key actions for performance improvement that have 'whole Council' performance implications and refer them to the Policy and Resources committee for action.

Appendix 2 – EDT Committee Vital Signs indicators

A vital sign is a key indicator from one of the Council's services which provides members, officers and the public with a clear measure to assure that the service is performing as it should and contributing to the Council's priorities. It is, therefore, focused on the results experienced by the community. There are 14 vital signs indicators for the EDT Committee. The full list with explanations of what the vital sign indicator measures and why it is important, is as below.

Vital Signs Indicators	What it measures	Why it is important
Better Broadband for Norfolk Rollout	% of Norfolk homes with superfast Broadband coverage	Broadband is the fourth utility, essential to all aspects of modern working, learning and home life
Bus journey time reliability	% of bus services that are on schedule at intermediate time points	Better transport networks bring firms and workers closer together, and provide access to wider local markets
Planned growth in the right places	% of planning applications agreed by Local Planning Authorities contrary to NCC recommendations regarding the highway	Poorly planned developments can place unacceptable burdens on existing resources and infrastructure and negatively impact those living in/near the developments.
Highway improvements for local communities - parish partnerships	Cumulative bids for all Norfolk Parishes compared to cumulative bids from Parishes that had not previously submitted a bid	Empowerment of communities to take greater control of the response to locally identified issues supports community resilience and autonomy
Public Transport Accessibility	% of rural population able to access a market town or key employment location within 60 minutes by public transport	Access to work and key facilities promotes economic growth and health and wellbeing
Winter gritting	% of actions completed within 3 hours	We have a statutory duty to ensure, as far as reasonably practicable, that the safe passage along a highway is not endangered by snow and ice

Vital Signs Indicators	What it measures	Why it is important
Street lighting – CO2 reduction (tonnes)	Carbon Dioxide emissions and energy use	Street lighting is one of the Council's biggest energy users. Putting in place measures to reduce carbon will reduce our CO2 emissions and costs
Residential house waste collection	Weekly kg of residential house waste collected per household	The amount of household waste collected and the costs arising from processing it have risen for the past three years. Housing growth (65,000 new houses between 2013 and 2026) will create further pressures
Protection of the natural environment	% of Local Wildlife Sites (LWS) in positive management	The natural environment is one of Norfolk's key assets and a significant contributor to the economic success of Norfolk
Management of flood risk	Number of new and existing properties at high risk (1 in 30 years) of surface water flooding	Flooding undermines existing infrastructure and impacts directly on health and economy
Planning determination	Speed of planning determination	Timely planning decision are important to economic growth and development
Equality of Access to Nature for All	Number of audited routes	Access to green space promotes health and wellbeing and tourism
Road network reliability	Average journey speed during morning peak time	A safe, reliable road network with quick journey times enables business growth
External funding achievement	Income and external funding successfully achieved as a % of overall revenue budget	High quality organisations are successful in being able to attract and generate alternative sources of funding

Those highlighted in bold above, 6 out of 14, are vital signs indicators deemed to have a corporate significance and so will be reported at both the EDT Committee and the Policy and Resources Committee.

One of the vital signs indicators listed above also appears on the Communities Committee list:

- 'Income and external funding successfully achieved as a % of overall revenue budget'.

Environment, Development and Transport Committee

Item No.

Report title:	Risk Management
Date of meeting:	21 June 2017
Responsible Chief Officer:	Tom McCabe, Executive Director, Community and Environmental Services
Strategic impact The Environment, Development, and Transport (EDT) Committee's role includes considering the risk management of EDT's risks. Assurance on the effectiveness of risk management and the EDT departmental risk register helps the Committee undertake some of its key responsibilities. Risk management contributes to achieving departmental objectives, and is a key part of the performance management framework.	

Executive summary

This report provides the Committee with information from the latest EDT risk register as at May 2017, following the latest review conducted at the end of April 2017. The reporting of risk is aligned with, and complements, the Performance and Financial reporting to the Committee.

Recommendations:

Members are asked to consider:

- a) the changes to the risk judged as an exception (in paragraph 2.2 and Appendix A), and other departmental risks (in Appendix E);
- b) whether the recommended mitigating actions identified in Appendix A are appropriate, or whether Risk Management improvement actions are required (as per Appendix C);
- c) the definitions of risk appetite and tolerance in Appendix D.

1. Proposal

- 1.1. The Community and Environmental Services (CES) Departmental Management Team (DMT) has been engaged in the preparation of the EDT departmental level risk register.

The risks presented in **Appendix A** are the risks that are reported by exception, where there is a score of 12 or more (out of 25), and where the prospects of meeting the target score is judged to be at either red or amber. **Appendix E** shows a summary of all of the corporate and departmental level risks for the department. A note of the criteria used to determine which risks sit at which level can be located at section 5 of this report. It is proposed that these current risks continue to be reported to Committee in Appendices A and E until mitigated to the appropriate level.

2. Evidence

- 2.1. The EDT Committee risk data detailed in this report reflects those key business risks that are managed by the Community and Environmental Services Departmental Management Team, and Senior Management Teams of the services that report to the Committee including amongst others Planning and Economy, and Highways. Key business risks materialising could potentially result in a service failing to achieve one or more of its key objectives and/or suffer a financial loss or reputational damage. The EDT risk register is a dynamic document that is regularly reviewed and updated in accordance with the Council's Risk Management Framework. The current risks are those identified against departmental objectives for 2017/18.
- 2.2. The Exceptions Report, in **Appendix A**, focuses on risks that have a current risk score of 12 and above with prospects of meeting the target score by the target date of amber or red. There is currently one risk that meet this criteria, as seen in this appendix.

- 1) RM14248: Failure to construct and deliver Norwich Northern Distributor Route (NDR) within agreed budget (£179.5m).

A reconciliation of risks since the last November 2016 Committee report can be located in **Appendix B**.

- 2.3. To assist Members with considering whether the recommended actions identified in this report are appropriate, or whether another course of action is required, a list of such possible actions, suggested prompts and challenges are presented for information and convenience in **Appendix C**.
- 2.4. The one risk exception in Appendix A appears on the Corporate Risk Register as it is of corporate significance. Definitions of the different categories of risks can be found in **Appendix D**.
- 2.5. The EDT departmental risk register contains nine risks (including the risk listed above also reported at corporate level). This risk is reported by exception as it meets the criteria of being at a current score of 12 or more and the prospect of meeting the target score by the target date at Red or Amber). **Appendix E** provides the Committee members with a summary of the corporate and departmental level risks on the EDT departmental risk register.
- 2.6. Of the eight departmental risks, five have a green prospects score of meeting the target score by the target date, one has an amber prospects score, and one has a red prospects score, with the remaining one having met its' target score by the target date, but continuing to be monitored. Please see Note 1 for details of Prospects scoring.
- 2.7. The risk that the risk owner has identified as 'prospects of meeting the target score by the target date' as Red is RM14248, 'Failure to construct and deliver Norwich Northern Distributor Route (NDR) within agreed budget (£179.5m)'.in Appendix A. There are risks around the cost of NDR construction, which were highlighted in the last Risk Management report to EDT Committee in November 2016, and as part of the Finance report to Committee in January 2017. The NCC team continue to work with the main contractor Balfour Beatty to review costs.

There remains a strong focus on delivering the project as quickly as possible, to reduce overall costs and to minimise risks. With any project of this size and complexity there are a number of risks that could impact on the cost of delivery. The project team will continue actively monitoring and managing the risks associated with the NDR.

3. Financial Implications

- 3.1. There are potential financial implications arising from RM14248, relating to the NDR, as set out in the report.

4. Background

- 4.1. Background information regarding risk scoring, and definitions can be found in **Appendix D**.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Note 1:

The prospects of meeting target scores by the target dates are a reflection of how well the risk owners consider that the mitigation tasks are controlling the risk. It is an early indication that additional resources and tasks or escalation may be required to ensure that the risk can meet the target score by the target date. The position is visually displayed for ease in the “Prospects of meeting the target score by the target date” column as follows:

- Green – the mitigation tasks are on schedule and the risk owner considers that the target score is achievable by the target date.
- Amber – one or more of the mitigation tasks are falling behind and there are some concerns that the target score may not be achievable by the target date unless the shortcomings are addressed.
- Red – significant mitigation tasks are falling behind and there are serious concerns that the target score will not be achieved by the target date and the shortcomings must be addressed and/or new tasks introduced.

Risk Number	RM14248					Date of update			25 May 2017		
Risk Name	Failure to construct and deliver Norwich Northern Distributor Route (NDR) within agreed budget (£179.5m)										
Risk Owner	Tom McCabe					Date entered on risk register			26 November 2015		
Risk Description											
There is a risk that the NDR will not be constructed and delivered within budget. Cause: environmental and/or contractor factors affecting construction progress. Event: The NDR is completed at a cost greater than the agreed budget. Effect: Failure to construct and deliver the NDR within budget could result in the inability to deliver other elements proposed in the Norwich Area Transport Strategy (NATS) Implementation Plan. It could also result in a reduction in delivering economic development and negatively impact on Norfolk County Council's reputation. Exceeding the budget will also potentially impact wider NCC budgets and its ability to deliver other highway projects or wider services (depending on the scale of any overspend).											
Original			Current			Tolerance Target					
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date	
3	3	9	4	3	12	2	2	4	Mar-18	Red	
Tasks to mitigate the risk											
The total project budget agreed by Full Council (November 2015) is £179.5m.											
1) Put in place a project Board and associated governance mechanisms . Monthly reporting to be provided to the Board (Chaired by Tom McCabe).											
2) Develop a project team to include sufficient client commercial scrutiny throughout the works by Balfour Beatty, which includes a commercial project manager.											
3) Main clearance works, archaeological investigation and utility diversions to start on 4 January 2016. This enabled main construction to start as planned in March 2016 with the aim to keep programme as short as possible.											
4) Assemble project controls and client team to ensure sufficient systems and staffing in place to monitor costs throughout delivery of project.											
5) Cost reduction opportunity, risk and programme management meetings to be held throughout the duration of the construction.											
6) Provide assurance of budget management governance through audits.											
7) Seek contract/legal advice on key contract cost risks as necessary.											
Overall risk treatment: reduce											
Progress update											

Progress update

- 1) The project Board is in place and monthly reporting on progress, cost and risk is being provided to the Board.
- 2) The project team is developed and includes client construction and commercial project managers who will provide scrutiny throughout the works. The contract is incentivised to focus the whole delivery team (client & contractor) to stay within the agreed budget.
- 3) Main clearance works, archaeology and early utility diversions have been delivered on programme (with the risks of environmental and archaeology constraints restricting progress now passed). However, whilst progress is good, there remained some pressures on programme, with Network Rail approvals taking longer than planned for the Rackheath Bridge – and this has created a significant delay to the project delivery programme at the eastern end of the scheme, impacting on planned opening of December 2017. Poor weather in June 16 also slowed progress, but whilst this has largely been recovered, there is still an associated budget impact. The impacts on budget (including land costs) are being continually reviewed and monitored and reported, but there is an ongoing risk to the overall budget.
- 4) Project administration controls and client commercial team are in place to ensure sufficient systems and staffing to monitor costs and contract information throughout delivery of project. This includes reviewing allowable costs and checking all payments and invoicing. Contract administration is managed through CEMAR software package.
- 5) Entire team are focussed on reducing costs and this is reviewed regularly, particularly in relation to any necessary contract changes and programme management.
A Special Projects Support Manager has been assigned to the NDR project to provide additional capacity on our commercial side – further capacity may be required.
- 6) A governance (delegated purchasing of land) audit and a contract variations audit to be carried out in the first half of 2017/18. Audit scope established and agreed to complete July 17.
- 7) Specialist contract advice has been requested to deal with specific project issues.

Appendix B – Risk Reconciliation Report

1. Significant changes* to the EDT departmental risk register since the last Environment, Development, and Transport (EDT) Committee Risk Management report was presented in November 2016.

Since the last Environment, Development, and Transport (EDT) Committee Risk Management report was presented in November 2016, there have been changes to risks. To keep Members informed of key risk changes between November 2016 and present, the key changes were presented as part of the Finance report to the EDT Committee in January 2017. For information, please find the full list of changes below as follows;

Risk Closures

There have been two risk closures since the November 2016 Committee:

RM14029 - Failure to meet energy reduction and sustainability targets

This risk was closed as the sustainability targets for January were met.

RM12988 - Experiencing more extreme weather conditions than planned / budgeted for

This highways focussed risk was closed, with the department currently considering a risk on the wider implications to CES of extreme weather.

Changes to Risk Scores

There have been two changes to risk scores since the November 2016 Committee:

RM14231 - Increase in the amount of left over waste collected by local authorities.

Following the recalibration of the expected waste tonnage levels for 2017/18, the prospects score of meeting the target score by the target date has reduced from red to green.

RM14248 - Failure to construct and deliver Norwich Northern Distributor Route (NDR) within agreed budget (£179.5m).

This risk score has changed from 9 to 12, with the likelihood changing from 3 to 4. The prospects score also changed from amber to red. This was reported to this Committee in January with explanation of this change in section 6 and Appendix A of the Finance report which can be viewed [here](#) (from page 25 of the Agenda Document Pack).

Other significant changes

RM14250 - Infrastructure is not delivered at the required rate to support existing needs and the planned growth of Norfolk.

This risk is now being reported to the Business and Property Committee.

* A significant change can be defined as any of the following;

- A new risk
- A closed risk
- A change to the risk score
- A change to the risk title, description or mitigations (where significantly altered).

Risk management discussions and actions

Reflecting good risk management practice, there are some helpful prompts that can help scrutinise risk, and guide future actions. These are set out below.

Suggested prompts for risk management improvement discussion

In reviewing the risks that have met the exception reporting criteria and so included in this report, there are a number of risk management improvement questions that can be worked through to aid the discussion, as below:

1. Why are we not meeting our target risk score?
2. What is the impact of not meeting our target risk score?
3. What progress with risk mitigation is predicted?
4. How can progress with risk mitigation be improved?
5. When will progress be back on track?
6. What can we learn for the future?

In doing so, committee members are asked to consider the actions that have been identified by the risk owner and reviewer.

Risk Management improvement – suggested actions

A standard list of suggested actions have been developed. This provides members with options for next steps where reported risk management scores or progress require follow-up and additional work.

All actions, whether from this list or not, will be followed up and reported back to the committee.

Suggested follow-up actions

	Action	Description
1	Approve actions	Approve recommended actions identified in the exception reporting and set a date for reporting back to the committee
2	Identify alternative/additional actions	Identify alternative/additional actions to those recommended in the exception reporting and set a date for reporting back to the committee
3	Refer to Departmental Management Team	DMT to work through the risk management issues identified at the committee meeting and develop an action plan for improvement and report back to committee
4	Refer to committee task and finish group	Member-led task and finish group to work through the risk management issues identified at the committee meeting and develop an action plan for improvement and report back to committee
5	Refer to County Leadership Team	Identify key actions for risk management improvement and refer to CLT for action
6	Refer to Policy and Resources Committee	Identify key actions for risk management improvement that have whole Council 'Corporate risk' implications and refer them to the Policy and Resources committee for action.

Appendix D – Background Information

A **corporate risk** is one that requires:

- strong management at a corporate level, thus the County Leadership Team should direct any action to be taken.
- input or responsibility from more than one Executive Director for mitigating tasks; and if not managed appropriately, it could potentially result in the County Council failing to achieve one or more of its key objectives and/or suffer a significant financial loss or reputational damage.

A **departmental risk** is one that requires:

- strong management at a departmental level thus the Departmental Management Team should direct any action to be taken.
- appropriate management. If not managed appropriately, it could potentially result in the County Council failing to achieve one or more of its key departmental objectives and/or suffer a significant financial loss or reputational damage.

A **Service Risk** is one that requires:

- strong management at a service level, thus the Head of the Service should direct any action to be taken.
- input or responsibility from the Head of Service for mitigating tasks; if not managed appropriately, it could potentially result in the County Council failing to achieve one or more of its key service objectives and/or suffer a significant financial loss or reputational damage.

Each risk score is expressed as a multiple of the impact and the likelihood of the event occurring.

- Original risk score – the level of risk exposure before any action is taken to reduce the risk
- Current risk score – the level of risk exposure at the time the risk is reviewed by the risk owner, taking into consideration the progress of the mitigation tasks
- Target risk score – the level of risk exposure that we are prepared to tolerate following completion of all the mitigation tasks. This can be seen as the risk appetite.

Risk Appetite

Risk Appetite is strategic and directly related to the achievement of the Council's objectives, including the allocation of resources. The risk appetite set by each Committee explicitly articulates the attitudes to and boundaries of risk that the Committee expects Executive Directors to take.

Risk Tolerance

Risk Tolerance is the tactical and operational boundaries and values which enable the Council to control its risk appetite in line with the organisational strategic objectives.

Norfolk County Council, Appendix E - EDT Risk Register Summary												
Risk Register Name:		Appendix E - EDT Risk Register Summary									Red	⬇️ Worsening
Prepared by:		Thomas Osborne									Amber	↔️ Static
Date updated:		May 2017									Green	⬆️ Improving
Next update due:		July 2017									Met	
Area	Risk Number	Risk Name	Risk Description	Current Likelihood	Current Impact	Current Risk Score	Target Likelihood	Target Impact	Target Risk Score	Prospects of meeting the Target Risk Score by the Target Date	Change in Prospects of meeting the Target Risk Score by the Target Date	Risk Owner
Corporate & Departmental	RM14248	Failure to construct and deliver Norwich Northern Distributor Route (NDR) within agreed budget (£179.5m)	There is a risk that the NDR will not be constructed and delivered within budget. Cause: environmental / building contractor factors affecting construction progress. Event: The NDR is completed at a cost greater than the agreed budget. Effect: Failure to construct and deliver the NDR within budget could result in the inability to deliver other elements proposed in the Norwich Area Transport Strategy (NATS) Implementation Plan. It would also result in a reduction in delivering economic development and negatively impact on Norfolk County Council's reputation. Exceeding the budget will also potentially impact wider NCC budgets and its ability to deliver other highway projects or wider services (depending on the scale of any overspend).	4	3	12	2	2	4	Red	⬇️	Tom McCabe
Planning and Economy	RM14231	Increase in the amount of left over waste collected by local authorities.	The risk is that the amount of waste exceeds the budget provision in 2016/17. Increases in the tonnage of residual waste above projected tonnages would lead to additional costs of around £110 per tonne. An increase could be caused by any combination of factors such as increases in household numbers, change in legislation, or export related issues, economic growth, weather patterns, a collapse in the recycling markets or an unexpected change in unit costs.	3	5	15	1	5	5	Green	⬆️	Tracy Jessop
Planning and Economy	RM14202	Insufficient drainage controls in place as new development continues to take place increasing local flood risk on site or downstream.	The SUDS (Sustainable Drainage Systems) Approving Body role recommended by the Pitt Review and included in the Flood and Water Management Act 2010 has been abandoned. Flood risk controls on new development is to be continued through the planning process. The Local Lead Flooding Authority has been given a role as a statutory consultee but no funding to deliver this role. Without high levels of support, planning authority may continue to overlook flood risk in decision making.	3	3	9	2	2	4	Green	↔️	Nick Johnson
Planning and Economy	RM14203	The allocation and level of funding for flood risk mitigation does not reflect the need or priority of local flood risk within Norfolk.	There are 37,000 properties at risk from surface water flooding caused by intense rainfall within Norfolk. Historically funding for flood risk management has focused on traditional defence schemes to protect communities from the sea and rivers and not surface water flooding. There is a risk that funding continues to ignore properties at risk of surface water flooding. This is exacerbated by a reduction in the overall level of funding from government and governments requirement to seek local contributions for schemes to be successful.	3	3	9	1	4	4	Green	↔️	Nick Johnson
Planning and Economy	RM12031	Failure by any service provider to provide contracted services for disposal or treatment of waste	Would result in higher costs for alternative disposal and possible disruption to Waste Disposal Authority and Waste Collection Authority operations. If any service provider, i.e. contractor, Norse via an SLA or another authority via an agreement is unable to provide a service for a significant period due to reasons such as planning, permitting, fuel or weather related issues, the Authority may have to use alternative existing contracts which may cost more and require tipping away payments to be made to the Waste Collection Authorities where they are exposed to additional costs for transporting waste significantly out of their area.	3	3	9	1	3	3	Green	↔️	Tracy Jessop
Highways	RM14242	Failure to meet Lafarge Tarmac contract requirements as result of slow implementation of new HMS	The project to replace the Exor system with Yotta has reached mobilisation with target date of 29th February 2016 for works ordering through Yotta for Lafarge Tarmac works and payments from Yotts for Lafarge Tarmac from 1 April 2016. Approx. £40M works are ordered and paid through the HMS system each year and there is a contractual 2 day payment period between receipt of invoice from Lafarge Tarmac and payment by NCC.	2	4	8	2	3	6	Amber	↔️	Nick Tupper
Highways	RM14050	Rising transport costs	Rising transport costs and changes to legislation (e.g. Bus Service Operators Grant and concessionary reimbursements) could lead to savings not being made on the local bus budgets	2	3	6	1	3	3	Green	↔️	Sean Asplin
Planning and Economy	RM14239	Failure to deliver the Recycling Centre service within budget for 2016-17	Contract for Mile Cross Recycling Centre is subject to a five year price review commencing September 2016. Initial submission from the contractor highlights a price increase. This will only apply for the second half of the financial year. An SLA contract for 19 Recycling Centres delivered through open book accounting NCC pay the full cost of the service. Fluctuating markets for recyclate (including the possibility of a collapse in prices for some materials) and operational issues that affect the costs of the service mean that the cost of the service may go up or down and potentially affect the final outturn position of the 2016-17 budget.	1	3	3	1	3	3	Met	↔️	Kate Murrell

Environment, Development and Transport Committee

Item No.

Report title:	Finance monitoring
Date of meeting:	Wednesday 21 June 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact This report provides the Committee with information on the out-turn position for Community and Environmental Services department for 2016-17, with focus on the services that report to this committee.	

Executive summary

Community and Environmental Services provides a wide range of services, managed by the Executive Director. This report reflects the 2016/17 outturn position Community and Environmental Services and specifically the activities that are relevant to this committee, which are:

- Highways and Transport Services
- Environment and Planning
- Economic Development
- Better Broadband and
- Business Development and support

The oversight for Economic Development now falls within the scope of the Business and property committee, but is reported here as part of the overall out-turn position for Community and Environmental Services.

The revenue budget is managed at a departmental level. The 2016-17 net revenue budget for CES was £163.074m and the department achieved a net underspend of £0.144m. The services reporting to this committee delivered a net underspend of £0.326m. Further details are shown in section 2 of the report.

The total capital programme, relating to this committee is £364.384m, including future years allocations, with £137.419m profiled for 2016-17. Details of the capital programme are shown in section 3 of this report.

The balances of ETD reserves as of 1 April 2016 was £29.817m, and balance at 31 March 2017 is £29.226m. Details of the changes to the reserves are detailed in section 4 of the report.

Recommendations:

Members are recommended to note:

- a) **The out-turn position for the Environment Development and Transport Committee.**
- b) **That the future reporting of the Economic Development Budgets will be to the new Business and Property Committee.**

1. Proposal

1.1. Members have a key role in overseeing the financial position for the services under the direction of this committee, including reviewing the revenue and capital position and reserves held by the service. Although budgets are set and monitored on an annual basis it is important that the ongoing position is understood and the previous year's position, current and future plans and performance are considered.

1.2. This report reflects the budgets and out-turn position as at the end of March 2017.

2. Evidence

Revenue budget 2016-17

- 2.1. Community and Environmental Services manage a wide range of services reporting to EDT and Communities Committee. The revenue budget is managed by the Executive Director on a departmental basis.
- 2.2. The 2016-17 net revenue budget for CES was £163.074m and the department achieved a net underspend of £0.144m.
- 2.3. The 2016-17 Net Revenue budget for the services relevant to this committee is £116.105m and this achieved a net underspend of £0.326m.
- 2.4. The table below summarises the out-turn position relevant to this committee as at 31 March 2017:

Table 1 Net Revenue budget 2016/17

Area	2016/17 Budget £'000	Out- turn £'000	Variance
Business Support and Development	2.002	1.979	(0.023)
Economic Development	4.713	4.513	(0.200)
Environment and Planning	41.785	42.355	0.570
Countryside Management	1.180	1.180	0.000
Travellers	(0.028)	(0.028)	0.000
Residual Waste	22.205	22.775	0.570
Recycling Credits	8.464	8.464	0.000
Recycling Centres	6.484	6.484	0.000
Closed Landfill Sites	1.160	1.160	0.000
Energy and Efficiency	0.089	0.089	0.000
Waste Reduction	0.794	0.794	0.000
Historic Environment	0.611	0.611	0.000
Planning Services	0.826	0.826	0.000
Highways and Transport	61.987	61.378	(0.609)
Asset management (inc. capital charges)	26.883	26.883	0.000
Highways Trainee Technicians	0.186	0.186	0.000
Highways Major Projects	0.340	0.340	0.000

Highways Network	0.565	0.565	0.000
Highways Maintenance	19.283	18.674	(0.609)
Transport services – inc.			
Concessionary Fares	14.730	14.730	0.000
Better Broadband	5.618	5.554	(0.064)
Total EDT	116.105	115.779	(0.326)

2.5. The key variances are explained below:

Service Area	Variance	Narrative
Business support and Development	(0.023)	Variance arising from the management of Vacancies
Economic Development – Scottow Enterprise park	(0.200)	Additional income achieved
Environment and planning – waste	0.680	Additional cost of residual waste contracts
Environment and planning – waste	(0.110)	Underspend on support costs
Highways and Transport – Winter maintenance	(0.300)	Underspend due to a mild winter
Highways and transport – Traffic Signals	(0.215)	Underspend on the cost of running and maintaining the traffic Signal service due to the implementation of new technologies.
Highways and transport - Bridges	(0.094)	Underspend on bridge maintenance costs
Better Broadband	(0.064)	Underspend on support costs delivering the Better Broadband project
Net Underspend	(0.326)	

2.6. We have seen an increase in waste volumes. Each tonne of residual waste leads to additional costs of around £107 per tonne. The over spend relates to a 3% increase in tonnages. Such an increase could be caused by any combination of factors such as increases in household numbers, change in legislation, economic growth, weather patterns, much of which are out of the control of the County Council. We continue to look for ways of reducing the amounts of residual waste produced by working with partners and the collection authorities.

2.7. The highways service have introduced a new communication system to monitor and control the traffic signals. This has enabled delivery of savings in the cost of maintenance and running costs.

2.8. Scottow Enterprise Park continues to grow steadily and we have within 2016/17 generated additional, one off income.

3. Capital Budget 2016-17

	2016-17	Out- turn	Variance
	£'000	£'000	£'000
Economic Development	9.687	9.687	0.000
Highways	119.657	119.662	0.005
EDT Other	2.759	1.760	(0.999)
Better Broadband	5.316	5.316	0.000
	137.419	136.425	(0.994)

3.1. The highways programme is actively managed throughout the year to aim for full delivery within the allocated budget. Schemes are planned at the start of the year but may be delayed for a variety of reasons e.g. planning consent or public consultation. When it is identified that a scheme may be delayed then other schemes will be planned and progressed to ensure delivery of the programme and the original schemes will be included at a later date. Over /(under)spends and slippage will be carried forward and delivered in future years. The overall highways programme has been delivered within budget

3.2. The underspend EDT other services relates to the unallocated loan facility for Norfolk Energy futures. A separate report on the future of NEF is being taken to the Policy and Resources Committee on the 20th June.

4. Reserves 2016-17

4.1. The Council holds both provisions and reserves.

4.2. Provisions are made for liabilities or losses that are likely or certain to be incurred, but where it is uncertain as to the amounts or the dates which they will arise. The Council complies with the definition of provisions contained within CIPFA's Accounting Code of Practice.

4.3. Reserves (or Earmarked Reserves) are held in one of three main categories:

4.4. Reserves for special purposes or to fund expenditure that has been delayed, and in many cases relate to external Grants and Contributions - reserves can be held for a specific purpose, for example where money is set aside to replace equipment or undertake repairs on a rolling cycle, which can help smooth the impact of funding.

4.5. Local Management of Schools (LMS) reserves that are held on behalf of schools – the LMS reserve is only for schools and reflects balances held by individual schools. The balances are not available to support other County Council expenditure.

4.6. General Balances – reserves that are not earmarked for a specific purpose. The General Balances reserve is held to enable the County Council to manage unplanned or unforeseen events. The Executive Director of Finance is required to form a judgement on the level of the reserve and to advise Policy and Resources Committee accordingly.

- 4.7. The reserves falling under this Committee would fall into the first category. Additionally they also may related to income that we have received from specific grants where we have yet to incur the expenditure, or the grant was planned to be used over a period of time (where the grant is not related to a specific financial year).
- 4.8. The department holds a number of specific earmarked reserves which are held for a range of purposes e.g. commuted sums held for future Highways maintenance costs or ICT funds held to cover the cost of replacement ICT systems. We will continue to review the reserve balances to ensure that their original objectives are still valid and would identify any reserves that could be considered available for re-allocation.
- 4.9. The balance of reserves as at 1 April 2016 was £29.817m, including £6.995m in respect of the Street Lighting PFI and £9.423m in relation to a statutory reserve for the provision for future maintenance of Closed Landfill sites.
- 4.10. The table below shows balance of reserves as at 31 March 2017. The department are now reviewing the reserve balances and the planned usage over the next three year and this will be reported to the next Committee:

Table 3 – EDT Reserves 2016-17	Current Year opening balance 01 April 2016	Forecast balance 31 March 2017 (as previously reported to committee)	Actual balance 31 March 2017
Business Support and development	(0.091)	(0.091)	(0.085)
Economic Development	(2.863)	(1.271)	(2.588)
Skills Team	(0.960)	(0.150)	(0.728)
Innovations	(0.415)	(0.415)	(0.415)
Development Programme Commissioning	(0.572)	(0.437)	(0.441)
Development Programme Economic Programme	(0.741)	(0.230)	(0.569)
Infrastructure & Economic Growth	(0.126)	(0.039)	(0.103)
Scottow Enterprise Park	(0.049)	0.000	(0.157)
Economic Development			(0.175)
Environment and waste	(10.740)	(10.412)	(12.268)
Abandoned vehicles	(0.006)	(0.006)	(0.006)
Waste management fund	(0.708)	(0.669)	(0.669)
Closed landfill Sites	(9.423)	(9.310)	(11.072)
Energy & Efficiency	(0.005)	0.000	(0.005)
Historic Environment	(0.420)	(0.323)	(0.400)
Planning services	(0.047)	(0.031)	(0.047)
Vehicle R&R fund	(0.131)	(0.073)	(0.062)
Highways & Transport	(15.666)	(10.298)	(14.224)
Parking Receipts	(0.462)	(0.362)	(0.345)
Commuted Sums	(3.252)	(2.788)	(3.182)
Winter maintenance reserve	(0.355)	(0.355)	(0.355)
Highways Maintenance	(0.194)	(0.134)	(0.184)
A47 - reserve	(1.000)	(0.750)	(0.750)
Street Lighting PFI - Sinking Fund	(6.995)	(2.711)	(5.321)

Highways Network	(0.408)	(0.408)	(0.494)
Transport Services	(3.000)	(2.790)	(3.602)
Better Broadband	(0.457)	(0.516)	(0.061)
Total	(29.817)	(22.763)	(29.226)

The balance of reserves as at the 31 March 2017 was higher than previously forecast, the main reasons are:

Street lighting PFI sinking Fund	The balance on the reserve is higher than previously forecast due to the profile of the delivery of the LED replacement programme. There remains a commitment to fund the continued roll out of LED replacements.
Economic Development	Timing issue of funding projects, funding carried forward to meet commitments.
Closed landfill Provision	Additional provision required following the completion of the capping works at the Edgefield site.
Highways - Commuted Sums	Higher balance reflects additional amounts received from developers for future maintenance liabilities.
Transport Services	Higher balance relates to grant funding held to be rolled forward to meet future commitments.

5. Financial Implications

5.1. There are no decisions arising from this report. The financial position for EDT services is set out within the paper and appendices.

6. Issues, risks and innovation

6.1. This report provides financial performance information on a wide range of services responsible to the committee.

Officer Contact

If you have any questions about matters contained in this paper, please get in touch with:

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Environment, Development and Transport Committee

Item No.

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	21 June 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact Providing regular information about key service issues and activities supports the Council's transparency agenda and enables Members to keep updated on services within their remit. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

Executive summary

This report sets out the Forward Plan for EDT Committee. The Forward Plan is a key document for this committee to use to shape future meeting agendas and items for consideration, in relation to delivering environment, development and transport issues in Norfolk. Each of the Council's committees has its own Forward Plan, and these are published monthly on the County Council's website. The Forward Plan for this Committee (as at 19 May) is included at Appendix A.

This report is also used to update the Committee on relevant decisions taken under delegated powers by the Executive Director (or his team), within the Terms of Reference of this Committee. There are two relevant delegated decisions to report to this meeting.

Recommendations:

- 1. To review the Forward Plan at Appendix A and identify any additions, deletions or changes to reflect key issues and priorities the Committee wishes to consider.**

1. Proposal

1.1. Forward Plan

- 1.1.1. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to communities issues in Norfolk.
- 1.1.2. The current version of the Forward Plan (as at 19 May) is attached at Appendix A.
- 1.1.3. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ slightly from the version published on the website. If any further changes are made to the programme in advance of this meeting they will be reported verbally

to the Committee.

1.2. Delegated decisions

- 1.2.1. The report is also used to update on any delegated decisions within the Terms of Reference of this Committee that are reported by the Executive Director as being of public interest, financially material or contentious. There are two relevant delegated decisions to report for this meeting.

Subject: **Petition asking for a 30mph speed limit on the section of Dereham Road, Scarning, near the school**

Decision: A response was sent to the petition organiser letting them know that the County Council has already funded and installed a Vehicle Activated Sign for the 40mph speed limit and put in place a part time 20mph speed limit outside the school. The response also advised that the local parish council has a moveable Speed Awareness Message (SAM) sign which could be used to help.

Taken by: Executive Director in consultation with the Committee Chair and Vice Chair, and the Local Member (Cllr William Richmond)

Taken on: 30 March 2017

Contact for further information: Paul Sellick, Highway Engineer
Email paul.sellick@norfolk.gov.uk
Phone 0344 800 8020

Subject: **Response to the Government Housing White Paper consultation**

Decision: A response to the consultation was sent to the consultation. Key comments related to the outcomes the County Council would wish to see from the Housing White Paper. The key areas were:-

- Alignment with the Industrial Strategy
- The needs of our future population and helping the most vulnerable
- Greater transparency of land ownership
- Infrastructure delivery
- Skills shortage
- SME builders

Taken by: Executive Director in consultation with the Committee Chair and Vice Chair

Taken on: 25 April 2017

Contact for further information: Laura Waters, Senior Planner or Phil Morris, Principal Planner
Email laura.waters@norfolk.gov.uk or phil.morris@norfolk.gov.uk
Phone 0344 800 8020

2. Evidence

- 2.1. As set out in the report and appendices.

3. Financial Implications

3.1. There are no financial implications arising from this report.

4. Issues, risks and innovation

4.1. There are no other relevant implications to be considered by Members.

5. Background

5.1. N/A

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Meeting : Friday 15 September 2017			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Proposed Internal Procedures for responding to Consultations on planning applications potentially requiring Infrastructure as set out in NCC's Planning Obligations Standards	None	To agree a procedure.	Principal Planner (Stephen Faulkner)
Recommendations of the Norfolk Duty to Cooperate Member Forum			Principal Planner (Phil Morris)
Highway Asset Performance	None	Review highway asset performance against targets for strategy, note any changing circumstances, consider and take action as required. Review improvement plan on Code of Practice 2016 for Highways Infrastructure assets, leading to proposed adoption.	Assistant Director Highways (Nick Tupper)
Recommendations of the Greater Norwich Partnership Board	None	To consider any recommendations from the GNPD Board.	Principal Planner (Phil Morris)
Forward Plan and decisions	None	To review the Committee's forward	Head of Support and

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
taken under delegated authority		plan and agree any amendments/additions and to note the decisions taken under delegated authority	Development (Sarah Rhoden)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Meeting : Friday 20 October 2017			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Annual review of the Enforcement Policy	Also to be reviewed and approved by the Communities Committee	To confirm the CES Enforcement Policy and its appendices meet the requirements of EDT services, prior to consideration by Communities Committee (the approval body for the Policy).	Head of Trading Standards (Sophie Leney)
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Risk management		Review and comment on the risk information and consider any areas of	Chief Internal Auditor (Adrian Thompson)

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		risk that require a more in-depth analysis	
Performance management	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Meeting : Friday 10 November 2017			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)

Items for future meetings	Outline timescale	Requested committee action (if known)	Lead officer
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Forward Plan for EDT Committee

Appendix A

Items for future meetings	Outline timescale	Requested committee action (if known)	Lead officer
Opportunities to increase commercial activity for the highways service – business case	By September 2017	To consider a Business Case to help inform the potential for a more commercial trading organisation.	Assistant Director Highways (Nick Tupper)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Forward Plan and decisions taken under delegated authority	Every meeting	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Performance management	Four meetings each year – January, March, June/July, October	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	Four meetings each year – January, March, June/July, October	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Finance monitoring	Every meeting	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Verbal update/feedback from Members of the Committee regarding	Every meeting	To receive feedback	Members

Forward Plan for EDT Committee

Appendix A

Regular items	Frequency	Requested committee action (if known)	Lead officer
Member Working Groups or bodies that they sit on			

Environment, Development and Transport Committee

Item No.....

Report title:	Norwich Northern Distributor Road – construction progress update
Date of meeting:	Wednesday 21 June 2017
Responsible Chief Officer:	Tom McCabe (Executive Director – Community & Environmental Services)
Strategic impact <p>The Norwich Northern Distributor Road (NDR) is a major element of the Norwich Area Transport Strategy (NATS) Implementation Plan ('Transport for Norwich' - TfN). TfN also includes pedestrian and cycle enhancements in the city centre, public transport improvements and traffic management in the suburbs. The overall Plan has been developed to provide the essential transport infrastructure to accommodate planned for growth in housing and employment within the greater Norwich area.</p>	

Executive summary

This report provides a summary of the progress made to date in delivering the construction of the NDR project. Satisfactory overall progress has been made, however there are areas where the programme has been negatively impacted (e.g. at Rackheath bridge and as a consequence of delayed utility diversions), and there are elements where more delivery was expected during 2016 (e.g. carrier drain work).

There has been good progress in completing the necessary environmental clearance and fencing works, archaeology works, bulk earthworks, the majority of bridge structures and pavement construction. A review of the programme has shown that the full opening of the NDR will not now be possible by the end of 2017 due to issues at the eastern end of the scheme, mainly at Rackheath bridge. There is a real possibility of opening significant sections of the NDR, particularly at the western end during 2017. More details will be brought to Committee setting out the implications of this when further analysis and assessment has been completed.

Recommendations:

- 1. That Members note the details in this construction update report and provide initial comments on the potential to open sections of the NDR early and in advance of the full scheme being completed (subject to more details on this matter to be presented to Committee in September 2017).**

1. Introduction

- 1.1 A report on progress of the Transport for Norwich projects and NDR was provided to Committee in July 2016. This report provides an update specifically on the NDR project, which is 18 months into its construction. A more detailed report on the wider TfN progress is planned to be provided to Committee in September 2017. A separate report is also planned in September on the progress made in relation to the Norwich Western Link project.
- 1.2 The NDR construction programme was set out previously with a start of work on 4 January 2016, and an ambition to complete the opening of the NDR in December 2017, which was approximately 3 months ahead of the contract

programme. Details provided in section 2 below highlight that this timescale is now not possible, however there remains potential to open sections of the NDR during 2017. Assessment work is being undertaken to determine whether partially opening the NDR in sections will create unacceptable congestion in the short term. An update on this will be brought back to Committee in September 2017.

- 1.3 The NDR was approved by the Secretary of State by the confirmation of a Development Consent Order. That Order has specific Requirements included within it that must be complied with. Some of those Requirements place a duty on NCC to resolve specific matters prior to the opening of the NDR. Good progress has been made on this and an update is provided below:

Requirement and Timescale for Discharge	Details of Requirement	Progress to Date
26 (Pre-opening of the NDR)	Development and implementation of a scheme for the routing of vehicles to and from the A47 (to the west of Norwich) to Norwich International Airport and Cromer.	Requirement has been discharged. Technical approval for detailed sign designs on the A47 currently being sought from Highways England.
27 (Pre-opening of the NDR, with implementation within 6 months of opening)	Development of a scheme and timetable for implementation for traffic calming measures in Weston Longville and Hockering.	<u>Weston Longville</u> Public consultation completed, determining final scheme to take forward for discharge and implementation in 2017/18. <u>Hockering</u> Finalising scheme proposals for consultation with submission for discharge to follow.
28 (Pre-opening of the NDR)	Development and timetable for implementation of: <ul style="list-style-type: none"> enhanced traffic calming measures in Costessey West End, including the feasibility of using average speed cameras, a scheme for the enforcement of the existing weight restrictions (including the potential for camera enforcement) on roads over the River Wensum, namely Ringland Road, Taverham Lane and Costessey Lane, a 30mph speed limit based on a speed limit assessment on Ringland Road through Ringland, a scheme for traffic calming on Hall Lane (north and south), Drayton. 	<u>Costessey West End</u> Norfolk Safety Camera Partnership (NSCP) do not support average speed cameras at this location. Discussion ongoing with town council on way forward. <u>Bridge Weight Restriction Enforcement -</u> Finalising scheme proposals for consultation with submission for discharge to follow. <u>Ringland Speed Limit</u> Extents of speed limit amended following comments received. Revised proposal being submitted for discharge with implementation in 2017/18. <u>Drayton Hall Lane</u> Scheme implemented.
30 (Pre-opening of the NDR)	Development of a programme of post NDR monitoring of traffic approved prior to NDR opening.	Final monitoring programme agreed following consultation. Relevant parish councils and local members to be advised of final programme with submission for discharge to follow.
31 (Pre-opening of the NDR)	Development of an action plan of NATS measures up to the year 2020/21.	Action plan currently being developed for consultation with District Councils with submission for discharge to follow.

- 1.4 In addition to the above, Committee is reminded that a condition of the DfT funding is for NCC to “commit to a funded and timetabled package of sustainable

transport in the city centre, on the basis of the Norwich Area Transportation Strategy". This is all part of the integrated approach of delivering these proposals as part of the NATS Implementation Plan ('Transport for Norwich'). This is similar to the DCO Requirement 31 in the table above. Good progress has already been made in delivering key TfN projects, particularly in the city centre. Details of this and a clear plan for future years that meets the DfT funding requirement will be provided to Committee in September.

- 1.5 In the last report an update on the completion of Postwick Hub was provided. This included a proposal to construct a segregated left turn lane to alleviate traffic delay at the existing Broadland Way roundabout. This work was completed following Committee approval and has been successful in improving the overall junction operation. In addition, Committee agreed to the early construction of a new cycle/walking link from the Park and Ride site to the existing Broadland Business Park. This link has also recently been completed and opened.
- 1.6 The early completion of the Postwick Hub has provided significant delivery benefits for the NDR. There is a need for some relatively minor amendments to the junction, but the NDR connection at Postwick to the A47 will now be very simple and generate minimal impact for existing users of the junction and Broadland Business Park.

2. Project Progress Update

- 2.1 Progress on the project has largely been satisfactory although, as set out earlier in this report, items on the critical path have delayed the delivery at the eastern end of the project and will now prevent an early opening of the full NDR. Progress is summarised below under key headings:

2.2 Environmental works completed

- Ditch and lagoon excavated to protect the Wensum Valley
- Two bat houses constructed
- 15 bat boxes provided and erected
- 50 bird nesting boxes provided and erected with 50 still to erect plus 10 owl boxes
- Site clearance (tree and shrub/hedgerow removal as well as topsoil strip) mostly completed avoiding bird nesting season in 2016
- 7 km of newt fencing installed
- 4 new newt ponds excavated and planted and several existing ponds improved for newts
- 2531 amphibians safely translocated including 861 great crested newts
- Significant amount of landscape planting and boundary hedging achieved during the winter months
- Colony of nesting sand martins protected on site
- Extensive archaeological investigation completed and report compiled
- Historic building surveys completed before demolition
- WW2 crash site excavated/investigated sensitively

2.3 Earthworks

- Significant progress was made on bulk earthmoving between April and November 2016 despite losing most of June due to an intense rainfall event. The main operation was suspended in November as the site became too wet to work economically (which is normal on contracts with major earthworks). However, minor works on side roads did continue throughout the winter period.
- Regular reviews took place in February/March 2017 and the earthworks team was built up gradually as sections of the site became workable. It is

noteworthy that whilst there was a relatively mild winter the wet conditions, particularly at the eastern end of the project, did prevent earthworks recommencing fully until April 2017. Good progress has been made since then during the good (dry) weather conditions.

- 520,000 cu.m of topsoil stripped – some has already been re-used topsoiling verges, batters and landscape areas and the remainder is stored in temporary spoil heaps ready for future use.
- 26 drainage lagoons excavated.
- 1,600,000 cu.m of bulk excavation completed most of which has been placed in areas of fill.
- Use of site won material maximised for use in the scheme. All hard excavated material crushed and re-used within the permanent works.
- Just over 50% of stabilised sub-base has been laid out of a total of 34 linear km of carriageway.

2.4 Surfacing

- Over 16,000 tonnes of mainline surfacing material has been laid out of a total of 168,000. Tarmac (surfacing subcontractor) are currently laying around 1,000 tonnes each day.
- Bituminous coating plant set up at Postwick to mix surfacing material for the scheme.

2.5 Side Roads and Junctions

- Fakenham Road Roundabout and the western tie-in completed.
- Fir Covert Road Roundabout completed.
- Reepham Road Roundabout completed.
- Salhouse Road Roundabout completed.
- North Walsham Road Roundabout ready for surfacing.
- Drayton Link/Holt Road Roundabout completed.
- Drayton Link/Reepham Road Roundabout and Drayton Lane South completed.
- Drayton Link between Holt Road and Reepham Road including mainline roundabout ready for surfacing and programmed to open in July.
- Buxton Road Diversion on to new over-bridge – carriageway construction either side of new bridge in progress and bridge due to be opened in August.

2.6 Drainage

- Approximately 22 km of surface water drainage pipe has been installed out of a total of 54 km.
- All the surface water drainage is piped to the various lagoons along the site – 26 excavated to date.

2.7 Structures progress

- Bell Farm Bridge – beams installed April 2017.
- Marriott's Way Green Bridge – deck concreted April 2017. Approach embankments planted.
- Buxton Road Bridge – deck and diaphragms completed May 2017. Programmed to open to traffic August.
- Cromer Road Bridge – deck concreted May 2017
- Plumstead Road Bridge – deck and diaphragms completed May 2017. Vertical stone column ground improvement nearing completion
- Rackheath Railway Bridge – this structure is on the critical path of the scheme programme and has suffered significant delays. Beams installed April 2017 and the deck is now programmed to be concreted in June.

- Newman Road Bridge – abutments, columns and reinforced earth wingwalls completed – beams due to be installed in July.
- Middle Road Bridge – abutments and columns complete.
- Bat underpass – structure due to start soon using pre-cast concrete culvert units.
- 7 bat bridges – works will commence shortly.
- General – a total of 6,000 cu m of concrete placed (out of 8,230 cu m).

2.8 Utility diversions

- 72 diversions have been completed out of a total of 86.
- The major high pressure gas main (from Bacton) was diverted as programmed.
- Other diversions have taken significantly longer to complete than originally planned and efforts continue to engage with the utility companies to get these works completed.

2.9 Progress summary

To summarise the above, good overall progress on delivery has been made. There are areas where the programme has been negatively impacted, and there are elements where more delivery would have been better in 2016. However, there has also been some good progress in terms of environmental works, bulk earthworks, bridge structures and pavement construction.

2.10 Health and Safety

The progress set out above has been achieved with an excellent Health and Safety record. To date nearly 900,000 'operative hours' have been recorded on site without a Lost Time Accident. This good record has resulted in Balfour Beatty being awarded a ROSPA Silver Award.

- 2.11 The site has also been used for a major incident response exercise. This was carried out on site and involved Balfour Beatty, the Fire and Rescue Service and the East Anglian Air Ambulance and was very successful for emergency services training.

3. Financial Update

- 3.1 Since the initial grant allocation agreed with the DfT the spend profile has changed at the request of the DfT, as set out in the table below. In addition, the full allocation of £10m funding from the New Anglia LEP agreed to fund the project has been provided during 2016/17. The net effect of this has been a reduction in funding required from NCC during 2016/17, however there will be a requirement for the balance of funding to be provided by NCC in 2017/18 and 2018/19:

Financial Year	Grant (Original)	Grant (Actual)	Comments
15/16	£16,700,000.00	£16,700,000.00	
16/17	£31,300,000.00	£43,476,797.00	Increased at the request and agreement with DfT.
17/18	£29,490,000.00	£17,313,203.00	Reduced due to advanced funding being received in 16/17
	£77,490,000.00	£77,490,000.00	

4. Issues and risks

- 4.1 An update on key project risks was provided to Committee in November 2016 (Finance Update Report). The main risks related to the following:

Rackheath Rail Bridge. This primarily related to obtaining Network Rail approvals for both design and construction working methods which had significantly delayed the programme for this bridge and increased design and construction costs.

Review of Land costs. This related to the land values submitted by land agents on behalf of landowners and their claims being above that anticipated and allowed for in the original project budget.

Detailed site surveys. Following full access to all land associated with the project there was a need for an amended earthworks strategy to ensure a balance of excavation and fill, which resulted in a redesign process, and reworking of the overall delivery.

Unseasonal rainfall through June 2016. This was above what was allowed for in the provisions within the contract.

Utilities. There have been additional surveys, design, works and risk management associated with existing utilities and their necessary diversions, which is in addition to the budget for the utility company works.

Changes to the design of the project. This was in part to deal with formal approval processes due to the Development Consent Order, but also linked to necessary redesign at, for example, Rackheath bridge.

Landscaping. This is being provided direct by GYB Services, rather than via the main works contract and is expected to provide an overall saving.

- 4.2 The project still has remaining risks that will be realised, reduce or drop out as the project continues to progress. The key remaining risks that could impact on the project are:
- Weather conditions (primarily a risk of going into a further winter period at the end of 2017/early 2018)
 - Unforeseen ground or physical conditions
 - Land costs that are still to be resolved through negotiation
 - Completion of Rackheath Rail Bridge (ongoing risk working over a live rail line)
 - Utility diversions (continued delays and impact to the main works)
 - Environmental impacts (ground nesting birds, protected species entering the works areas)
 - Assessing and concluding compensation events to deal with project changes

5. Background

5.1 The following reports provide background details and updates for the NDR project:

- [July 2015 EDT Committee \(NATS/NDR Update\)](#)
- [November 2015 Full Council Meeting](#)
- [July 2016 EDT Committee \(NATS/NDR Update\)](#)
- [November 2016 EDT Committee \(Finance Update report\)](#)

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If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.