

## AGENDA

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**Meeting:** Environment Select Committee  
**Place:** Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Tuesday 28 October 2014  
**Time:** 10.30 am

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Please direct any enquiries on this Agenda to Elizabeth Beale, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718214 or email [elizabeth.beale@wiltshire.gov.uk](mailto:elizabeth.beale@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114/713115.

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### Membership:

Cllr Brian Dalton	Cllr Ian McLennan
Cllr Dennis Drewett	Cllr Christopher Newbury
Cllr Peter Edge	Cllr Linda Packard
Cllr Peter Evans	Cllr James Sheppard
Cllr Jose Green	Cllr Tony Trotman
Cllr Jacqui Lay	Cllr Bridget Wayman
Cllr Magnus Macdonald	

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### Substitutes:

Cllr Rosemary Brown	Cllr George Jeans
Cllr Liz Bryant	Cllr Bob Jones MBE
Cllr Trevor Carbin	Cllr Jeff Osborn
Cllr Terry Chivers	Cllr Ricky Rogers
Cllr Tony Deane	Cllr Ian Tomes
Cllr Nick Fogg MBE	Cllr Ian West
Cllr Mike Hewitt	Cllr Philip Whalley

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# **AGENDA**

## **PART I**

### **Items to be considered while the meeting is open to the public**

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 1 - 8*)

To approve and sign the minutes of the Environment Select Committee meeting held on 2 September 2014.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements** (*Pages 9 - 10*)

To receive announcements through the Chairman on the subject of One Card for Travel in Wiltshire and the Wiltshire Air Quality Action Plan.

Following a meeting of Full Council on 29 July, a briefing note was circulated to members on the One Card for Travel in Wiltshire. A written update from Cllr John Thomson on the progress of this initiative is attached.

A link to the draft Wiltshire Air Quality Action Plan is provided below:

<http://cms.wiltshire.gov.uk/documents/s80843/Air%20Quality%20Action%20Plan%20-%20Plan%20-%20Report.pdf>

To receive any further announcements through the Chairman.

5 **Public Participation**

The Council welcomes contributions from members of the public.

#### **Statements**

If you would like to make a statement at this meeting on any item on this agenda, please register to do so **at least 10 minutes prior to the meeting**. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

## Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above no later than **5pm on Tuesday 21 October**. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

## 6 **Response to Flooding in Wiltshire**

### 6a **Wiltshire Flood Response Operational Plan**

The Flood Response Operational Plan, which the Committee has a duty to scrutinise, sets out Wiltshire Council's flood management arrangements and takes into account the Council's responsibilities under the Flood and Water Management Act 2010 and Reservoirs Act 1975. It details the coordinated response that would be required from Wiltshire Council in the event of severe flooding in the County.

In April the Committee was updated on progress of the comprehensive review of the Flood Plan and in September it received the Council's response to the unprecedented flood events that took place between December 2013 and March 2014, following a comprehensive and systematic review of the county's response to these events.

A full review of the Flood Plan is now complete and available to the Committee.

The Committee is requested to review and comment upon the proposed Wiltshire Flood Response Operational Plan so that any recommendations can be taken into account when the Plan is considered by Cabinet on 11 November 2014.

### 6b **Local Flood Risk Management Strategy**

Wiltshire Council is the Lead Local Flood Authority for the county and has prepared a Local Flood Risk Management Strategy to describe its approach to flooding and how it will work with other organisations. Public consultation is being carried out on the proposed Strategy, the deadline for responses is December.

The Committee is asked to consider the proposed Wiltshire Local Flood Risk Management Strategy so that its recommendations can be taken into account when the Strategy is considered by Cabinet .

7 **Highways Contracts - Annual Review of Service** (Pages 87 - 96)

The Highways and Streetscene Contract (BBLP) Task Group has been monitoring BBLP's performance since it was awarded the highways and streetscene contract in December 2012. Through the monitoring process, a number of areas were identified where progress on delivering the first year BBLP undertakings had not been as good as had been anticipated.

The Contract Task Group and Environment Select Committee now receives an update on progress with addressing outstanding issues by BBLP on the Council's Highways and Streetscene Contract and on the audit of the contract. The Action Sheet (Appendix 1), detailing how BBLP will address issues, is attached.

The Committee is asked to note the update.

8 **Gypsy and Traveller Plans** (Pages 97 - 98)

To receive a briefing paper on planning policies for Gypsies and Travellers.

9 **Updates on meetings with the Executive** (Pages 99 - 102)

To receive a report detailing meetings of the Committee Chairman and Vice-Chairman with relevant members of the Executive and Associate Directors to develop the Overview and Scrutiny Forward Work Programme.

The Committee is asked to consider the report and endorse its recommendations.

The Committee is advised that a meeting has been arranged with Cllr Fleur de Rhé-Philippe for 25 November 2014 and an update from this meeting will be provided to the Committee at its December meeting.

10 **Forward Work Programme** (Pages 103 - 104)

To note and receive updates on the progress of items on the Forward Work Programme.

A relevant extract from the Overview and Scrutiny Forward Work Programme is attached for reference.

11 **Task Group Update** (Pages 105 - 106)

Written updates on Environment Select Committee Task Group activity are attached.

The Committee is asked to note the update.

12 **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

13 **Date of Next Meeting**

To confirm the date of the next scheduled meeting as 9 December 2014.

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## **ENVIRONMENT SELECT COMMITTEE**

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**DRAFT MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING  
HELD ON 2 SEPTEMBER 2014 AT KENNET ROOM - COUNTY HALL,  
TROWBRIDGE BA14 8JN.**

**Present:**

Cllr Brian Dalton, Cllr Dennis Drewett, Cllr Peter Edge (Chairman), Cllr Peter Evans, Cllr Jose Green, Cllr Mike Hewitt (Substitute), Cllr Magnus Macdonald, Cllr Linda Packard, Cllr Tony Trotman and Cllr Bridget Wayman (Vice Chairman)

**Also Present:**

Cllr Trevor Carbin, Cllr Terry Chivers, Cllr Jeff Osborn, Cllr Jonathon Seed, Cllr John Thomson, Cllr Philip Whitehead and Cllr Jerry Wickham

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**42 Apologies and Membership Changes**

Apologies were received from Cllr Christopher Newbury, Cllr Ian McLennan and Cllr Jacqui Lay.

Cllr Jacqui Lay was substituted by Cllr Mike Hewitt.

Following the Council meeting on 29 July, it was noted that Cllr Mollie Groom had been removed as a full member of the Committee, with Cllr Tony Trotman added as a full member.

**43 Minutes of the Previous Meeting**

The minutes of the previous meeting held on 10 June 2014 were presented.

**Resolved:**

**To APPROVE as a true and correct record and sign the minutes.**

**44 Declarations of Interest**

There were no declarations of interest.

**45 Chairman's Announcements**

The Chairman drew the Committee's attention to a public consultation ending on 29 September which proposed that free bus passes would only be valid from

either 9am or 9.30am Monday to Friday and all day at weekends. It could be possible that exemptions would be made for those in rural areas. The full details could be found on the Council's consultation page.

The Committee was made aware that a motion was brought to Council in July, asking that a 'One Card for Wiltshire' would be developed to enable a resident to use a single payment card to pay for both public transport and car parking across the county. Additionally, the possibility of adding the ability to pay for other Council services should be investigated. The item was referred to the Leader of the Council for consideration and to decide on any future action. The Chairman had requested that any report on the development on this system could come through the Committee as he believed it would be of interest to members. The Chairman added he was waiting for a response from the Leader and would update the Committee on her decision.

The Chairman advised the Committee that Senior Scrutiny Officer, Maggie McDonald would be leaving her position and expressed his thanks on behalf of the Committee for her hard work. Emma Dove was congratulated on her new position, taking over Maggie's role.

46 **Public Participation**

The rules on public participation were noted. There was no public participation.

47 **Highways and Streetscene Contract BBLP - Report on Annual Performance**

At the meeting of the Committee in April 2014, it was agreed that the Highways and Streetscene Rapid Scrutiny group should form a Task Group to undertake a review into the performance of the first full year of operation of the Highways and Streetscene Contract.

Prior to the end of the first year's operation, a number of issues were raised in relation to the grass cutting element of the contract. It was agreed that the issues around grass cutting would be raised within the meeting to review the first year's performance of the Highways and Streetscene contract.

Cllr Jeff Osborn, Chairman of the Task Group, introduced the report which addressed both the review of annual performance and the issues around grass cutting.

Thanks were given to members who served on the Task Group and officers who had assisted in its work. Attention was brought to the action points drawn from the service review and it was noted a response would be provided to the Committee at its meeting in October. It was advised that Hereford Council had experienced similar problems with BLLP demonstrating was it not unique to Wiltshire, however, whilst there had been public concern over grass cutting in Wiltshire, a vast improvement had been made. Focus was brought to



paragraphs 9, 11, 13, 14 in the report and that particularly the Atkins contract would be reviewed by the Task Group in the future and the need for BBLP to employ agency staff with local knowledge. The Councillor further explained 6 apprenticeships promised were in the process of being organised and would be pursued. A 'user-friendly' guide to key clauses of the contract was also stated to still be required.

The point was made that, with extra finance to invest in highways, BBLP would be able to improve roads in the county. The BBLP response to the winter floods was praised and it was emphasised that under current economic conditions it was essential the contract was delivered. Cllr Osborne explained the Council was still waiting on an audit for this contract. To conclude, the report recommendations were explained and questions and comments from the Committee were invited.

The Committee discussed the need for the contract to be fully audited, and it was stated that this had been scheduled by Internal Audit, although it had not yet been received by the Audit Committee.

BBLP was commended on its cooperation during the flooding period and the importance of the local knowledge of agency staff when dealing with flooding was reiterated. Problems with Atkins' work on the A30 were discussed with confirmation these had been taken up with its management, and the Task Group was encouraged to continue to investigate such issues. Positive and negative experiences of the MyWiltshire application were expressed.

**Resolved:**

**To endorse the following recommendations:**

- **Task Group to continue its work by monitoring the performance of certain elements of the contract throughout the year and reviewing the next Annual Report.**
- **The Task Group to meet in 2/3 months time to consider the actions/progress against the 29 action points, as well as the Year 2 plans for BBLP and Atkins, and report on these to the Environment Select Committee on 28 October 2014.**
- **For the Task Group to maintain regular contact with the Cabinet Member, Portfolio holder, officers and BBLP between meetings so that they are quickly informed of any slippage in performance.**
- **For the Task Group to give due attention to better understand and evaluate Atkins' activities.**
- **To give consideration to adding high risk contracts to the Council's Risk Register. The Committee delegated this task to the Cabinet.**

48 **To refer the report to the relevant Cabinet members for response.**  
**Climate Local Initiative Briefing**

At its meeting on 16 September, Cabinet would be recommended to sign up to Climate Local and publish the action plan on the Council's website. In advance of Cabinet, the Committee received a briefing from Ariane Crampton, Head of Service – Account Management, and Clare Langdon, Green Economy Manager, on the Climate Local Initiative and an update on the Council's activity on climate change.

The Head of Service presented the report, drawing attention to paragraph 8 which detailed the significant achievements the Council had made, including 661 planning applications for renewable technologies and engaging over thirty schools in programmes to reduce their carbon emissions.

The Committee then discussed the report and, in response to queries, it was confirmed that, if deemed appropriate, new Campus buildings would use renewable energy sources but that at present there were no confirmed plans to roll out energy saving schemes into Council housing. The officer suggested a lack of certainty over longevity of Council involvement with certain buildings would explain the lack of projects in the Calne area. Concerns were raised around a lack of households to engage with the Green Deal. The impact of transport emissions were considered and the Committee was advised that the mapping of the charging points for electric cars, would be carried out, and that currently the Council paid for these points. High carbon emissions detailed in paragraph 13 of the report were noted as due to the lack of public transport across the county. It was also raised that targetting green projects at leisure centres could be an efficient low-carbon investment.

**Resolved:**

**To note the report and recommend the Cabinet to sign up to the Climate Local Initiative.**

The Committee adjourned at 11:05 due to a fire alarm.

The Committee reconvened at 11:22.

49 **Wiltshire Council Post Incident Report - Learning from the Emergency Response to Flooding**

In April 2014 the Committee was updated on progress of the comprehensive review of the Flood Plan. The Committee supported and noted the update, it was agreed that the Committee would receive the findings of a review carried out in light of this year's extreme weather period.

The Committee now received the Council's response to the flood events that took place between December 2013 and March 2014. The report informed the

overall review of the Flood Plan on the emergency planning aspects of dealing with flooding during and after the event. The Chairman expressed disappointment that a full review of the Flood Plan was not available and sought reassurance the report would be available for the October meeting. Cllr Jonathon Seed advised that the review would likely come after the October meeting.

Cllr Jonathon Seed presented the report which explained the nature of flooding made it difficult to eradicate, the problem was multifaceted and there was a need for greater householder involvement in reducing flooding. The report also highlighted the efficient response of Wiltshire Council to the winter flooding and the ambition to improve resilience to flooding. Key lessons learnt included: the need for a coordinated responses and better targeting of flood relief funding, and most importantly there had been a good response to encouraging communities to manage flooding themselves, for instance stockpiling sandbags.

The Committee was invited to ask questions and comment.

During the discussion Cllr Mike Hewitt spoke on behalf of the Southern Flood Defence Committee and identified the local Flood Warden as key to reducing flooding in their area. Fallen trees in rivers was considered a catalyst for local flooding and the need for local dialogue and partnership surrounding their removal was stressed. The Committee was advised that the Corporate Director, Dr Carlton Brand, would meet with Salisbury City Council the next day to discuss partnership working. It was confirmed only 15% of those effected by flooding took the £5,000 compensation available to help improve their resilience, possibly due to insurance concerns. Concern was raised over the lack of flood plans in place in the local councils and it was agreed they should be aware of what they can do to ease flooding.

**Resolved:**

**To note the report and its actions to reduce flood risk and support plans for improving the Council's ability to response to future emergencies.**

**To distribute data on the number of local flood plans to town and parish councils, encourage them to create one and advise them of funding available to assist them.**

50 **Forward Work Programme**

**Resolved:**

**To note the Forward Work Programme**

The Committee received an update on meetings with the Executive:

The meeting with Cllr Fleur de Rhé-Philipe, Cabinet member for Economic Development, Skills and Strategic Transport, planned for 26 August had been postponed due to the level of activity in her portfolio, this would ensure the accuracy and relevance of information provided at the future meeting.

A meeting would take place on 2 September with Cllr Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste, and Cllr John Thomson, Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband, on 9th September. Cllrs would report back to the Committee following the meetings to agree topics for the Forward Work Programme.

**Resolved:**

**To note the update.**

The Committee considered major contracts.

**Resolved:**

**To review the major contracts lists annually.**

The Committee considered a piece of work on Investing in Highways.

**Resolved:**

**To endorse removal from the Forward Work Programme**

## 51 **Task Group Update**

Written updates on Task Group activity were included in the Agenda pack.

It was anticipated that the Waste Task Group would be asked to undertake further work following the meeting with the Cabinet member that afternoon, which would be brought to the Committee for approval at the next meeting.

The Committee noted disappointment it was not made aware of the Green Waste consultation.

The Corporate Director, Dr Carlton Brand, advised the Committee that on 30 September 2014 there would be one further day of consultation on the Core Strategy and it could be expected to be approved a few weeks later.

The Chairman of the CIL Task Group requested that, while the Core Strategy was undergoing examination, the Task Group would reconvene as necessary.

**Resolved:**

**To reconvene the CIL Task Group to consider:**

**a) The way the Council is going to access and record monies gained from CIL;**

**b) The possible distribution of monies to towns and parishes with and without established neighbourhood plans.**

**52 Urgent Items**

An enquiry was raised over the progress on whether the Gypsy and Traveller plan should be considered at the Committee.

**53 Date of Next Meeting**

The date of the next meeting was confirmed as 28 October 2014.

(Duration of meeting: 10.30 am - 12.23 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic Services, direct line 01225 718214, e-mail [elizabeth.beale@wiltshire.gov.uk](mailto:elizabeth.beale@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

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## ***Chairman's Announcement***

Subject	One Card for Transport in Wiltshire
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### **Summary of announcement:**

One Card for Transport in Wiltshire was raised at the last Full Council meeting on 29 July 2014.

The Environment Select Committee now receives the following update on the card:

Following on from Full Council a subsequent meeting was held by Cllr John Thomson and Cllr Philip Whitehead with Cllr Magnus Macdonald, Cllr John Hubbard and Ram Banerjee (Transaxiom).

A request for information was made by Ram Banerjee to understand the demand and transaction numbers involved in the 'One Card for Wiltshire' scheme. This information has been supplied by Cllr Philip Whitehead and a further meeting has now been arranged for Cllrs John Thomson, Philip Whitehead, Jon Hubbard and Magnus Macdonald together with Parvis Khansari, Associate Director for Highways on 28 October to consider the initial proposals from Transaxiom.

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**Wiltshire Council**

**Environment Select Committee**

**28<sup>th</sup> October 2014**

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**Subject: Wiltshire Flood Response Operational Plan**

**Cabinet member:** Councillor Jonathan Seed – Campuses, Area Boards, Libraries, Leisure and Flooding

## **Executive Summary**

During the winter of 2013/14, over 500 homes and businesses in Wiltshire suffered the worst flooding in a generation.

Between December 2013 and March 2014, Wiltshire Council successfully led the coordination of council departments and other agencies during this difficult period.

Following this unprecedented and protracted flood event, a comprehensive review of all the learning from the multi-agency coordinated response to flooding has been carried out. The learning has been used to revise Wiltshire Council's Flood Response Operational Plan.

The new Plan aims to:

- Clearly set out the warning triggers, and actions that need to be taken before and during flooding,
- Accurately reflect current command and control structures within Wiltshire Council,
- Clarify roles and responsibilities of officers,
- Establish lines of communication,
- Link to proactive community resilience and flood preventative work.

Wiltshire Council cannot deliver the objectives of the Flood Response Operational Plan without the collaboration of many partners. The Council works effectively with other partners of the Wiltshire and Swindon Local Resilience Forum during the response phase of flooding incidents.

Critical to the success of this plan is preventative work carried out by County's Strategic Flood Working Groups.

## **Proposal**

Environment Select Committee is requested to scrutinise the proposed Wiltshire Flood Response Operational Plan so that any comments can be taken into account when the Plan is considered by Cabinet.

**Reason for Proposal**

To provide Environment Select Committee with the opportunity to consider and comment on the Flood Response Operational Plan before it is adopted.

**Frances Chinemana**

**Associate Director Public Health**

**28<sup>th</sup> October 2014**

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**Subject: Wiltshire Flood Operational Plan**

**Cabinet members:** Councillor Jonathan Seed – Campuses, Area Boards, Libraries, Leisure and Flooding

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### **Purpose of Report**

1. To consider and comment on the proposed Wiltshire Flood Response Operational Plan before it is considered for adoption by Cabinet.

### **Relevance to the Council's Business Plan**

2. The overall aim of The Plan is to support the Wiltshire Council Business Plan vision to create stronger and more resilient communities. The suggested improvements meet the Business Plan outcomes of:
  - People work together, solve problems locally and participate in decisions that affect them, and
  - People feel safe and are as protected as possible from harm.

### **Background**

3. The Civil Contingencies Act 2004 requires Wiltshire Council to work with partners to consider local risks and to prepare plans to respond to these risks. The Council is responsible for maintaining an emergency response plan for flooding.
4. Wiltshire experienced severe flooding between December 2013 and March 2014, with over 500 residential and business properties flooded and a number of roads having to be closed to traffic. The response to these incidents was prolonged and effective.
5. A series of debriefs have taken place within Wiltshire Council and with partners. The purpose of these debriefs was to capture areas of good practice and to address areas for improvement. The Flood Response Operational Plan has incorporated these improvements.
6. The risk of flooding is increasing due to pressures in urban environments, and with climate change more severe rainfall events are predicted. These will create additional challenges for communities and have implications for new developments.

### **Links with other Plans**

7. The Wiltshire Flood Response Operational Plan specifies the council's response when alerted that flooding is imminent, or when flooding has

occurred. It is complimentary to the Wiltshire and Swindon Local Resilience Forum's Severe Weather Guide.

8. The Local Flood Risk Management Strategy describes responsibilities with regard to flood risk, the types of flood risk and how flood risk is managed in Wiltshire.
9. Flood prevention work is coordinated by Wiltshire Council's Strategic Flood Working Groups.

### **Wiltshire Flood Response Operational Plan**

10. The Plan is included as **Appendix 1** of this report and aims to:
  - Provide a practical operational tool for all council departments that respond to flooding incidents.
  - Set out an effective command, control and communication structure.
  - Ensure effective communication to the public during a flood response.
  - Provide appropriate public health messages to protect the health and well-being of the community.
  - Prevent duplication with strategic flood prevention measures.
  - Promote links with Parish and Town Council community resilience arrangements.
  - Compliment the Wiltshire and Swindon Local Resilience Forum Severe Weather Guide, and close working with partners including the Environment Agency and emergency services.

### **Recommendation**

11. Environment Select Committee is requested to consider the proposed Wiltshire Flood Response Operational Plan so that any comments can be taken into account when the Plan is considered by Cabinet.

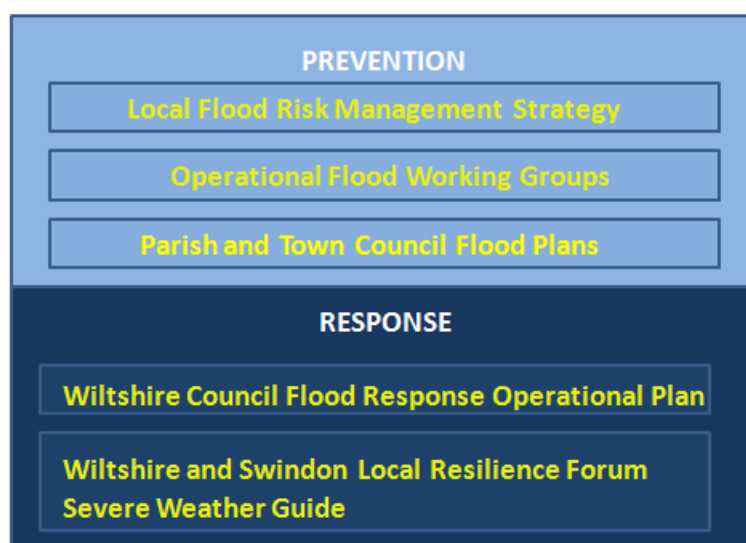
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Report Author: Surriya Subramaniam  
Head of Public Protection (Emergency Planning Resilience and Response)  
01225 716695  
[surriya.subramaniam@wiltshire.gov.uk](mailto:surriya.subramaniam@wiltshire.gov.uk)

# Wiltshire Council Flood Response Operational Plan



Relationship with Other Strategic Flooding Plans and groups:



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## 1. Introduction

<b>Plan Title:</b>	Wiltshire Flood Response Operational Plan
<b>Plan Author:</b>	Surriya Subramaniam
<b>Date of Publication:</b>	11 November 2014
<b>Review Date:</b>	10 October 2015, or if triggered after flooding
<b>Training Requirements:</b>	Wiltshire Council Training
<b>Training Date:</b>	21 November and 9 December 2014
<b>Exercise Requirements:</b>	Annual
<b>Exercise Date:</b>	TBC

### Document History

Version	Date	Comments	Reviewer
0.1	25.09.14	First Draft	Surriya Subramaniam
0.2	25.09.14	Second Draft	Surriya Subramaniam
0.3	08.10.14	Third Draft	Debbie Haynes

<b>Purpose</b>	Operational Plans for Wiltshire Council's response to flooding events
<b>Background Information</b>	Flooding is one of the highest risks faced by Wiltshire's communities. Due to the geography of the county, there are issues from river, rain and groundwater flooding. The county is experienced at dealing with flooding, and has learnt from previous flooding incidents. The county has a well developed Local Flood Risk Management Strategy, and Operational Flood Response Groups. In addition, many Parish and Town Councils have taken responsibility to engage their communities in preventing and protecting against flooding.
<b>Emergency Definition</b>	The definition of emergency is found in the <i>Wiltshire Council Major Incident Plan</i> and is taken from the Civil Contingencies Act 2004.
<b>Aim</b>	The aim of this plan is to provide an overview of Wiltshire Council's arrangements during flooding and for identifying clear roles, responsibilities and dependencies with other agencies.
<b>Objectives</b>	The aim will be achieved by providing: <ul style="list-style-type: none"> <li>Action cards</li> <li>Situation reporting and clear communication</li> <li>Identifying risks and mitigations</li> </ul>
<b>Scope</b>	The scope of this plan covers Wiltshire Council's responsibilities during flooding, and <ul style="list-style-type: none"> <li>All Wiltshire Council departments having a role,</li> <li>All the agencies that will be involved in the delivery of a multi-agency response and recovery.</li> </ul>
<b>Links to other plans</b>	This template will link to all relevant Wiltshire Council and LRF emergency plans, many of which are specified in 'Issues to Consider' in section 4 below. Preparing for, and mitigating the effects of flooding is a continuous role of the Council in line with Local Flood Risk Management Strategy. The critical preventative work of Operational Flood Working Groups is recognised, and this operational plan will compliment them by providing additional detail in the event of actual flooding and its consequences.

Introduction




Action Card

Activation

Comms

Appendices

## 2. Summary Action Card

Risk	Trigger	Actual or forecast Impact	Key Actions (not exhaustive)
0. (Low flood risk)	No flood warning / alerts and / or no warnings of severe weather in force that may result in flooding.	No flooding occurring	No specific response, normal awareness of possible flood risk.  <b>Drainage Team, Environment Agency and Emergency Planning</b> teams to coordinate community resilience
1. (Moderate flood risk)  FLOOD ALERT	EA Flood alerts in force, and / or Met Office <b>Yellow</b> Warnings of severe weather in force that may result in flooding and / or Flood Forecasting Centre's Flood Guidance Statement indicating potential flooding and/or minor impact flooding.	Low impact flooding of fields, gardens and minor roads.	<b>Highways Duty Engineers</b> to monitor, and cross-reference with Wiltshire-specific forecasts.  <b>Emergency Planning</b> share information, especially for weekend out-of-hours staff.  Maintain a heightened awareness of flood risk.
2. (Substantial flood risk)  FLOOD WARNING	EA Flood Warnings in force, and / or Met Office <b>Amber</b> Severe Weather Warnings in force that are likely to result in flooding and/or Flood Forecasting Centre's Flood Guidance Statement indicating potential flooding and / or Reports of property flooding.	As level 1, plus: Flooding of homes Flooding of Businesses Flooding of major road infrastructure Flooding of rail infrastructure Significant Flood Plain inundation High risk to caravan and campsites Potential damage to flood defences Contamination/ Pollution	As for level 1, plus: <b>Duty AD</b> to lead internal response and agree resources with Duty CD. <b>Duty CD</b> to represent Wiltshire Council at multi-agency level / National level, and link with media. - Obtain situational awareness - Attendance to FastCon or Op Link teleconference - Consider Wiltshire Council's role in multi-agency responses, including vulnerable people searches by Adult Social Care, evacuation to rest centres, etc - Put in place gold, silver and bronze structure, with appropriate services represented. - Consider the need for <b>Communications</b> support at internal and external response meetings. To prepare press releases, Customer Service Unit briefing, daily briefings to stakeholders, updating website/social media, and monitoring external social media. - Consider deployment of <b>Local Authority Liaison Officer</b> to the location of flooding to gather information. - Consider Out of Hours calls brought in-house. -Consider Business Continuity issues.  <b>Highways Duty Engineers</b> to consider putting appropriate staff and contractors on standby, and invoking call handling protocol.  <b>Emergency Planning</b> to open incident room and provide Tactical advice to <b>Duty AD</b> and <b>Duty CD</b> Collate information from services and distribute a Situation Reports. Contact necessary voluntary groups.  <b>Drainage Team</b> to liaise with Environment Agency and stand up Parish, Flood coordinators and wardens.
3. (Severe flood risk)  SEVERE FLOOD WARNING	Severe flood warnings or multiple Flood Warnings in force, and / or Met Office <b>Red</b> Warnings of severe weather in force that are highly likely to result in flooding and/or Flood Forecasting Centre's Flood Guidance Statement indicating potential flooding and / or Reports of significant, catastrophic flooding.	As level 2, plus: Large numbers properties expected to flood within the LRF area Large numbers of people affected High risk to life Severe adverse impact on local infrastructure Severe impact on the capacity of responders Potential flood defence failures/ overtopping	As for level 2, plus: Control Centres open, consider activating 24 hour capability if required.  <b>AD</b> to work with <b>CD</b> to agree appropriate response. Provide appropriate representation at Multi-agency control centres  <b>Emergency Planning</b> to provide situational awareness to AD and CD. -Consider all relevant 'Issues to consider' (p7) -Relevant responders to support multi-agency media arrangements
4. (Recovery)	Flood warnings / severe flood warnings downgraded and / or EA Warnings No Longer in Force and / or No Met Office warnings of severe weather in force that may result in flooding and Flood Forecasting Centre's Flood Guidance Statement is green	Flood water receding.	<b>Wiltshire Council</b> lead Recovery Phase and will follow the principles set out in the Wiltshire Council Recovery Plan.

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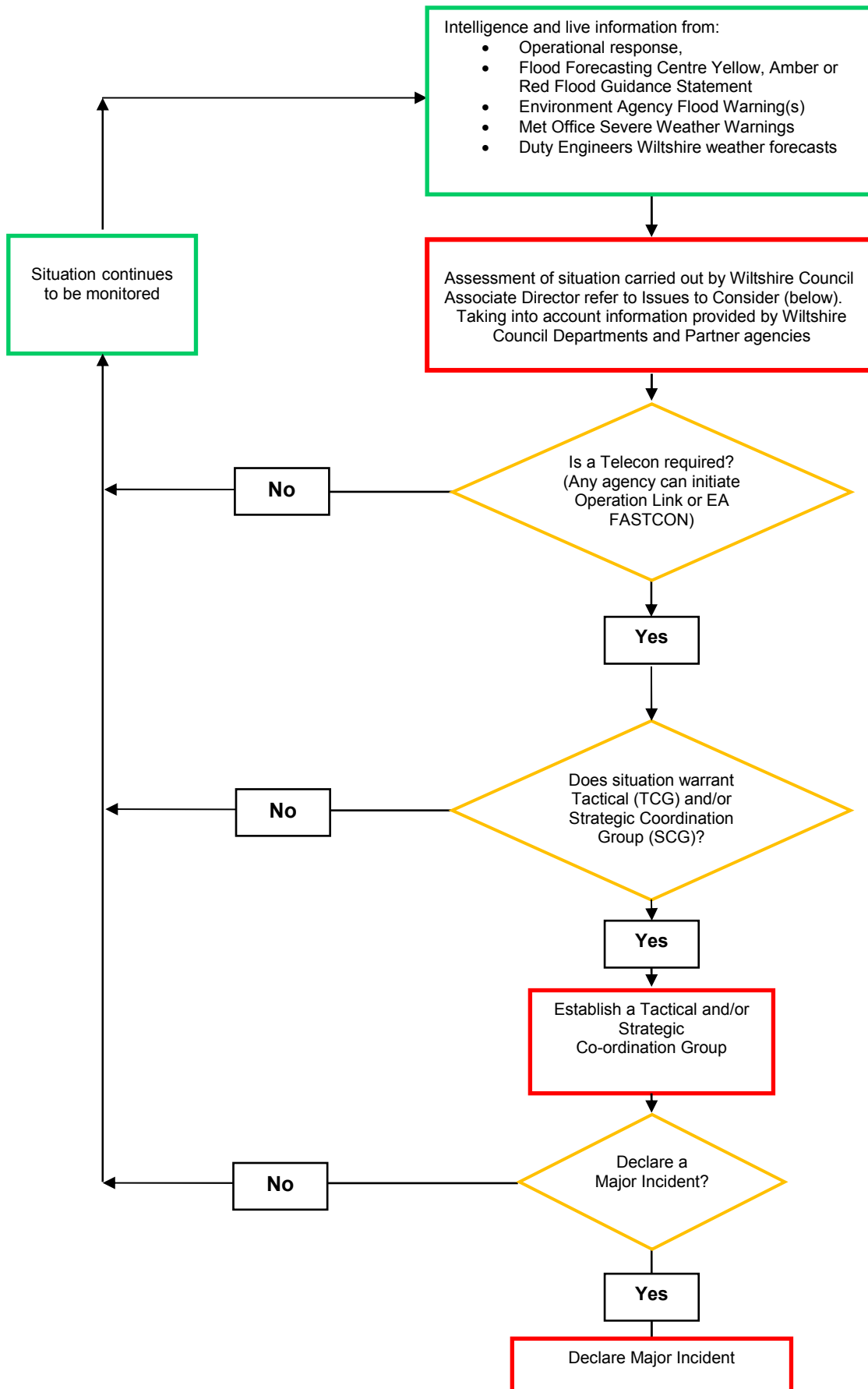
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### 3. The Assessment Process



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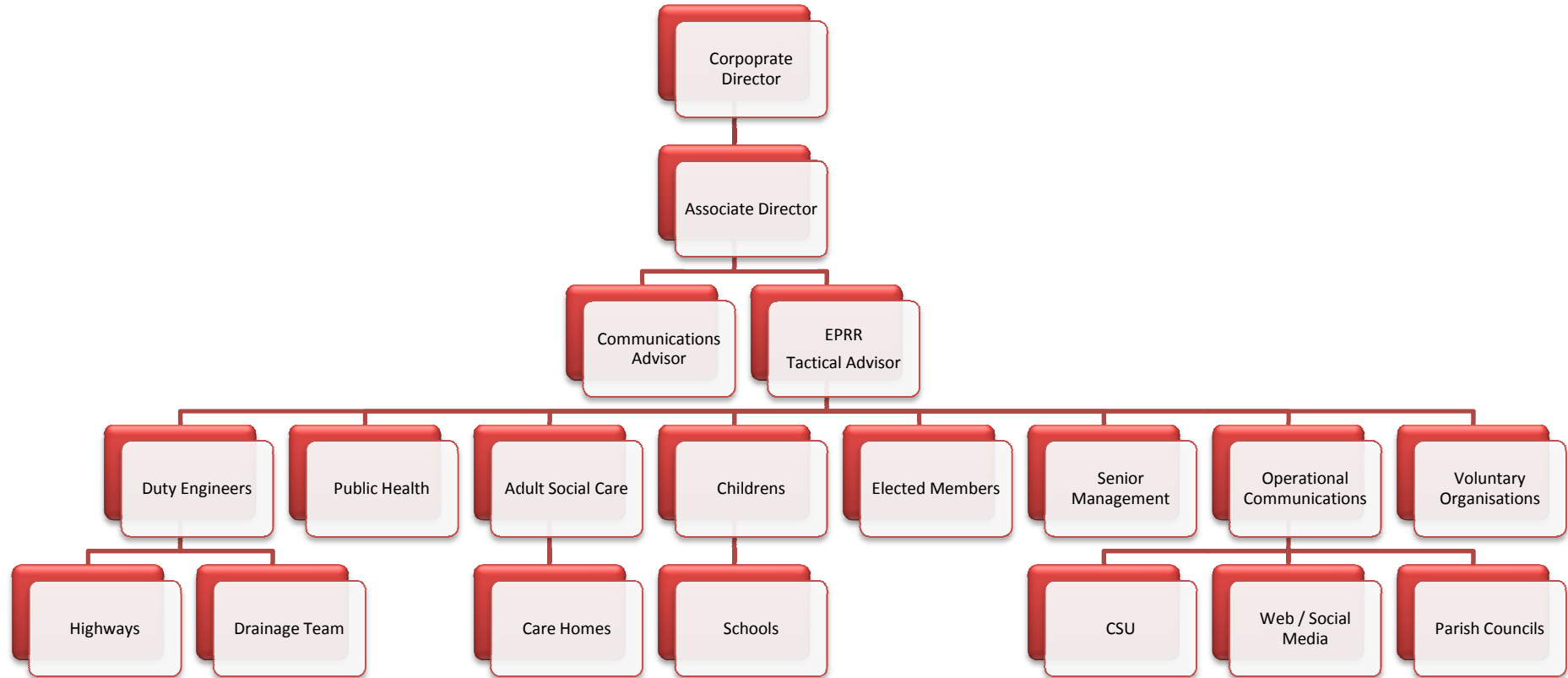
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4. Command, Control and Communication



5. Issues to Consider

5.1 General Resources

ISSUE	REFERENCE	PROCESS OWNER
<b>Emergency Actions</b>		
Vulnerable People	Adult Social Care search flood risk areas by postcode	Adult Social Care
Evacuation and Shelter	Welfare Plan (includes Rest Centre, Humanitarian Assistance and Multi Faith)	Adult Social Care, and supported by EPRR team.
Transport and Traffic management	LRF Transport Plan (incorporating 4x4 Protocol)	Duty Engineer
Voluntary Agency Support	VASEC Guide and Directory	Wiltshire Council
Search and Rescue	LRF Search and Rescue Guide	Wiltshire Fire and Rescue Service
Critical Infrastructure	Information from Wiltshire Police and GIS	Wiltshire Police with Wiltshire Council sand Category 2 responders
Reservoirs	LRF Generic Offsite Reservoirs Plan and Onsite Reservoir Plans	Wiltshire Council  Reservoir Undertaker(s): Environment Agency Water companies
Contamination and Pollution	Environment Agency Operational Instructions FRS/ EA MOUs EA Waste Disposal Guidance	Environment Agency Environment Agency/ Wiltshire FRS Environment Agency
<b>Information Sources</b>		
Information and Intelligence	Situation Report CRIP	Emergency Planning Wiltshire Police
Flood Visualisation and Incident mapping	EA Fluvial, Surface Water and Groundwater Flood Maps; Reservoir inundation mapping	Environment Agency
Wiltshire Flood Information	Flood Risk Management Strategy Flood Supporting Information Document	Drainage Team Environment Agency
Generic Flood information for the public	Environment Agency PHE	Wiltshire Council
<b>Communications</b>		
Media and Public Communications	LRF Media Guide LRF Warning and Informing Protocol	Wiltshire Police Wiltshire Police
Inter Agency Communications	LRF Resilient Telecommunications Guide LRF Bronze Interoperability Document	Wiltshire Police Wiltshire Police
Community Communications	Groundbase Flood Wardens Database Community Emergency Volunteers	Environment Agency Drainage Team
<b>Recovery</b>		
Recovery	Recovery Plans	Wiltshire Council Swindon Borough Council

The Tactical and Strategic Co-ordination Groups should use the standard agenda (Emergency Planning to provide from Emergency Multi Agency Plan). The issues in the table above should be considered as part of the multi-agency discussions at Tactical and Strategic Co-ordination Groups.

The reference documents detailed in the table above should be used to inform the response to the relevant issue.

All documents are available on Resilience Direct or from the listed document owner.

**5.2 In-house Resources**

The following resources can be obtained from the stated Wiltshire Council teams.

All the teams and organisations listed in this plan can be contacted by using the Emergency Contact Directory, which is kept and maintained by the Emergency Planning Resilience and Response Team.

Resource	Tasked by
4x4	Duty Engineers
Call Handlers	Emergency Planning
Cones	Duty Engineers
Control Room	Emergency Planning
Evacuation	Adult Social Care
Flood Plans	Drainage Team
GIS	Emergency Planning
Highways Officers	Duty Engineers
Local Authority Liaison Officer (LAIO)	Public Protection
Loggist	Emergency Planning
Mapping	Emergency Planning
Military	LRF
Parish Contacts	Drainage Team
Portaloos	Duty Engineers
Pumping Equipment	Duty Engineers
Road Closures	Duty Engineers
Road Signs	Duty Engineers
Sandbags	Duty engineers
Situation Reports	Emergency Planning
Voluntary Groups	Emergency Planning

## 6. Communications

### 6.1 Warning and Informing the Public

The LRF Warning and Informing Guide details procedures for the issuing of guidance and information to the public prior to, during and following an incident.


It is also essential that advice for organisations which raise awareness and promote self help prior to and during a flooding event are maintained. These include:

- The Environment Agency's Floodline Warnings Direct System;
- Wiltshire Council website to be updated with information of Service disruption, including road closures.
- Highways Agency Information Line (HAIL) 08457 50 40 30 & e-mail;
- AA Road Watch to broadcast warnings;
- The Environment Agency website at [www.environment-agency.gov.uk/flood](http://www.environment-agency.gov.uk/flood)  
- Leaflets produced by the EA, with information and advice;
- The Met Office website at; <http://www.metoffice.gov.uk/>
- Local radio stations;
- During major events, regional or national television may broadcast flood warning information;

Information to specific local areas can be passed through the Flood Warden network.

### 6.2 Information / Media Arrangements.

The LRF Major Incident Media Guide sets out procedures for the gathering and dissemination of information during incidents. Lists of current flood warnings, road closures and details of flooded areas should be published as appropriate by the agencies involved.



 [Flooding: Advice for the Public \(PDF, 5.3 MB\)](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1317140405287)  
[http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1317140405287](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1317140405287)

## 7. Health Precautions and Advice

Practical flooding health and safety advice can be provided by the Environment Agency, Health Protection Agency, NHS Wiltshire, NHS Swindon, Wiltshire Council and Swindon Borough Council Environmental Health Officers. General Advice may include:

- Move to a safe area if life is at risk;
- Prevent water from entering property if possible;
- Switch off electricity and gas supplies at the mains;
- Move valuable possessions above floor areas liable to be flooded;
- Do not walk, drive or swim through floodwater (fast flows and missing manhole covers and other hidden dangers may be present);
- Be aware of hidden dips in roads;
- Floodwater may contain sewage effluent;
- Do not eat or drink anything contaminated by flood water;
- Do not handle wet electrical equipment;
- Ventilate property but be aware of security risks;
- Remind householders not to throw everything away. Evidence of damage for insurance purposes.

Further Information is available at:

-  [Flooding and mental health: Essential information for front-line responders \(PDF, 175 KB\)](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1317140780425)  
[http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1317140780425](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1317140780425)
-  [Health advice: General information about mental health \(PDF, 164 KB\)](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1317140780334)  
[http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1317140780334](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1317140780334)

### 7.1 Specific Health Risks

- Risks from sewage contamination of water and other possible risks from infectious diseases;
- Risks from chemical contamination;
- Risks posed by carbon monoxide fumes from the use of generators and other fuel powered equipment brought indoors to dry out buildings.

### 7.2 Disruption to Mains Water

- Bottle feeding babies without access to mains water supply;
- Sanitation, in particular risks from blocked toilets and waste disposal;
- Hygiene advice in a situation where access to water is limited;
- Water quality during re-connection including adequacy of proposed sampling strategy.

### 7.3 Disruption to Power

- If no electricity and cannot boil water.
- Danger to health if no heating

### 7.4 Clean-up Advice

Practical health advice on clean-up can be provided by the Health Protection Agency, NHS Wiltshire, NHS Swindon, Wiltshire Council and Swindon Borough Council Environmental Health Officers with regard to the following issues:

- Private dwelling and public buildings/areas (such as schools playing/sporting fields);
- Health risks associated with prolonged contact with water;
- Advice on what to do with foodstuffs (natural produce or tinned) exposed to floodwater;
- Flooded gardens/allotment produce;
- Fruit trees/bushes;
- Dried/tinned foods.
- Advice on avoidance of displaced rodents.

More detailed guidance can be found in the Appendix

-  [Floods – how to clean up your home safely \(PDF, 176 KB\)](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1317140784662)  
[http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1317140784662](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1317140784662)

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## 8. Appendix A

# Flood Supporting Information

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### A.1 Introduction

The aim of this document is to provide additional information in support of the flooding section of the Severe Weather Guide.

### A.2 Generic Planning Assumptions for Flooding

The following non exhaustive list of generic items should be referred to when undertaking flooding planning:

- Evacuation and/or shelter of people;
- People becoming stranded throughout the affected area and in need of rescue. Severe weather may impede rescue efforts;
- Possible fatalities and casualties;
- Requirement to locate missing persons;
- Temporary accommodation may be required. Length of time required will vary and may be for a significant length of time;
- Contamination of water supplies;
- Loss of other essential services (water; electricity; telecommunications);
- Health hazards due to sewer back up in homes and buildings;
- Failure of drainage systems;
- Rescue of livestock and disposal of dead animals;
- Widespread structural damage, blocked roads and bridges through debris;
- Transport disruption and closure of main routes caused by debris and structural damage to bridges ;
- Security of cordoned areas;
- Self evacuation of some people and the possible requirement to assist people with transport to alternative accommodation;
- Owing to the nature of flooding events recovery operations are likely to be prolonged. This will include drying out of homes and infrastructure and repairing damage.
- A single fluvial event or a regional event occurring following sustained heavy rainfall;
- Possible flooding of a large urban area affecting a significant number of properties.

- Evacuation due to overtopping of defences;
- Some notice to evacuate would be received.

Flooding of properties in both rural and urban areas;

- Closure of roads, rail links and bridges;
- Stranded people requiring rescue;
- Failure of drainage systems due to water run off.

Major communities that could be affected by flooding	Properties at risk from surface water flooding
Salisbury	1476
Chippenham	1192
Westbury	1174
Trowbridge	935
Devizes	866
Warminster	751
Calne	652
Corsham	642
Bradford on Avon	445
Melksham	387
Marlborough	374
Wootton Bassett	345
Ludgershall	276
Tidworth	274
Amesbury	270
Pewsey	161
Malmesbury	120
Major communities total	10340
Total other smaller communities within Wiltshire	7680
<b>Combined total communities at risk of future flooding within Wiltshire</b>	<b>18020</b>



## A.3 The Risk of Flooding

### 3.1 Background

The assessment of the risk of severe flooding in Wiltshire and Swindon is contained in the Community Risk Register. This plan is an element of the response to potential major and significant flooding in Wiltshire and Swindon. Consequences will depend upon the exposure of people and property to the hazard and their respective vulnerability to harm.

The chances of flooding are increasing due in part to climate change. Increased winter rainfall, and more intense summer rainfall add to existing risks.

Within Wiltshire floods are mostly events that result either from excessive rainfall that leads to pluvial flooding or to rivers overflowing their banks. In urban areas, drainage systems may have inadequate capacity or become blocked leading to flooding also. In the southern half of Wiltshire underlying chalk provides an increased risk of Groundwater flooding as experienced in winter 2002/3.

Types of response have included the construction of raised defences by walls or embankments or other structural measures such as pumped drainage systems and flood storage areas. These defences limit the chance and consequences of flooding. However they do not eliminate the chance of flooding entirely and large scale protection against groundwater inundation is not possible.

### 3.2 Sources of Flooding

River (Fluvial) Flooding – A river overtopping its banks leading to flooding is usually caused by prolonged periods of heavy rainfall. Fluvial flooding can be both deep and high velocity, depending on the nature of the river catchment. The Environment Agency Flood Zones 2 and 3 define the area that could be affected by flooding, either from rivers or the sea, if there were no defences.

Details of Wiltshire properties at risk are as follows (as of August 2014):

Signed up to Floodline Warnings Direct (FWD): 3012

The Environment Agency will monitor and warn for fluvial flooding where systems and procedures are in place.

Fluvial Flooding is considered a Very High Risk within the community risk register for Swindon and Wiltshire.

Reservoirs Breach – This refers to a collapse of a reservoir dam located within Wiltshire & Swindon.

Flooding from these would be instantaneous with significant movement of debris (possibly including vehicles) and sediment.

Reservoirs Breach is considered a medium risk for Swindon and Wiltshire.

There are two types of reservoir plans, on site and off site. The on site plan is the responsibility of the undertaker. Specific off site plans for Reservoirs within Wiltshire & Swindon will be prepared in accordance with guidance received from DEFRA.

Detailed inundation mapping is now available. Outline maps are on the EA website and more detailed mapping is being placed on the National Resilience Extranet.

**Groundwater Flooding** – Groundwater flooding is the result of a rise in the water table to above the rock or soil that makes up the land surface. The problem is most common in areas with chalk strata but can occur in any area with underlying permeable deposits, including sands and gravels.

Groundwater flooding is significant in Wiltshire particularly in a band across the south of the county, where the underlying rock is primarily chalk. We are currently unable to determine exact numbers of properties at risk from ground water sources but experience from the winter of 2002/3 showed the potential impact to be significant.

Groundwater flooding is considered a high risk for Wiltshire and Swindon.

**Surface Water Flooding** – This usually happens where drainage systems are unable to cope with heavy spells of rainfall. It will be most problematic when catchments are already saturated or frozen and in urban areas with impermeable surfaces. It will usually occur rapidly, but be relatively short lived.

Accurately predicting and mapping surface water flooding is currently not possible. The best available information is provided by the Met Office Severe Weather Warnings and a local understanding of the most commonly effected areas. Indicative surface water mapping has been issued by the Environment Agency but should be used as guidance only.

Surface Water flooding is considered a high risk for Wiltshire.

*N.B. All at risk property data is approximate.*

#### **A.4 Environment Agency Flood Warning System**

The Environment Agency (EA) issue warnings of potential flooding from main rivers. The EA aim to give at least two hours warning of river flooding.

Flood warnings are currently only issued for flooding from a river. Ground water information is available from Floodline in addition to information on river flooding. A Groundwater flood warning service for Wiltshire and Swindon is being developed.

Severe weather warnings are issued by the Met Office and emailed to local authorities and others by Highways Control Centre (HCC). It also provides severe weather information in relation to highways and this may include forecasts of very heavy precipitation which could lead to flash flooding.

It is sometimes difficult to distinguish between sources of flooding. For example, groundwater and surface water flooding can often appear to be similar.

- FLUVIAL                      River flooding
- PLUVIAL                     Rainwater flooding
- FLASH                        Roads, ditches, fields
- GROUNDWATER            High water table
- SEWAGE                     Sewers, rising mains and pumping stations
- POTABLE WATER         Mains failure

#### **A.5 The Flood Warning Codes**

In England and Wales the Environment Agency operates a flood warning service in areas at risk of flooding from rivers. If flooding is forecast, warnings are issued using a set of three easily recognisable codes. For the latest information on Flood Warning Codes visit [www.environment-agency.gov.uk/flood](http://www.environment-agency.gov.uk/flood)

The EA issue four flood codes as follows;



## **FLOOD ALERT**

This means “Flooding is possible. Be prepared”. We issue Flood Alerts for targeted specific locations that are at risk of flooding. It will indicate that flooding is possible and that people should make some low impact preparations (e.g. move small valuable items upstairs, check travel plans) and remain vigilant.

The EA issue a Flood Alert for large areas of floodplain that have similar characteristics. A Flood Alert is not specific to individual areas and can cover several communities and locations of flooding.

There is always a potential that parts of the floodplain may suffer from more serious flooding than initially indicated in the Flood Alert. It is not always possible to forecast when and where such flooding will occur. In these circumstances the local Flood Incident Management team will record further details on Floodline and, if possible, a description of where they expect flooding to occur.

Community actions should be:

- Be Prepared to act on your flood plan;
- Prepare a flood kit of essential items;
- Monitor local water levels and the flood forecast on our website.



## **FLOOD WARNING**

This means that “Flooding is expected. Immediate action required”. We mainly target Flood Warnings at specific communities that are at risk from flooding. Some Flood Warnings may apply to stretches of coast and river.

It will indicate that flooding is expected and that people should take more direct impact actions e.g. move belongings upstairs.

Community actions should be as for Flood Alert plus:

- Move family, pets and valuables to a safe place;
- Turn off gas, electricity and water supplies if safe to do so;
- Put flood protection equipment in place.



## SEVERE FLOOD WARNING

This means “**Severe Flooding. Danger to life**”. All customers who receive a Flood Warning will receive a Severe Flood Warning if conditions are met.

It will be used in extreme circumstances to tell people that flooding is posing significant risk to life or significant disruption to communities which could also cause risk to life. Depending on the circumstances it would indicate that people should evacuate the area or take shelter within safe buildings.

Community actions should be as for Flood Warning plus:

- Stay in a safe place with means of escape;
- Be ready should you need to evacuate from your home;
- Co-operate with emergency services and local authorities;
- Call 999 if you are in immediate danger.

Warnings no longer in force

We issue a message to tell people that the flood threat has passed and include useful advice on what to do next.

Community Actions should be:

- Be careful. Flood water may still be around for several days;
- If you've been flooded, ring your insurance company as soon as possible.

Many parts of the country are covered by a full three stage Flood Warning Service. The lowest level of warning that the general public normally receives is the Flood Warning.

## **A.6 FLOOD FORECASTING CENTRE (FFC)**

The Flood Forecasting Centre (FFC) is a partnership between the Environment Agency and the Met Office, combining meteorology and hydrology expertise to forecast for river, tidal and coastal flooding as well as extreme rainfall which may lead to surface water flooding.

The FFC provides the best possible intelligence and support to existing Environment Agency flood warning and Met Office weather warning services for England and Wales.

The FFC provides the following services:

- Extreme Rainfall Guidance & Alert Service
- National Flood Guidance Statements
- Web Service

These services are designed to assist Category 1 and 2 Responders in planning and preparing for flood events.

## **A.7 Community Resilience**

The Environment Agency and Wiltshire Council Teams (Drainage Team and Emergency Planning Risk and Resilience) have worked with Parish and Town Councils to encourage the development of local flood plans that cover practical advice and information.

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## 9. Appendix B: Plan Administration

### Document History

Version	Date	Comments	Reviewer
0.1	25.09.14	First Draft Plan	S.Subramaniam

### Amendment History

Version	Date	Comments	Pages	Reviewer

### Distribution List

Name of Organisation	Format	Copies	Date

### Training Schedule

Date	Training Details	Location

### Exercise Schedule

Date	Exercise Details	Location

**Wiltshire Council**

**Environment Select Committee**

**28<sup>th</sup> October 2014**

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**Subject:** **Wiltshire Local Flood Risk Management Strategy**

**Cabinet member:** Councillor Jonathan Seed – Campuses, Area Boards, Libraries, Leisure and Flooding

## **Executive Summary**

Flooding is a serious issue in Wiltshire, with extensive flooding in the north of the county taking place in 2007 and 2008, and more recently across the whole county in 2014, when over 500 properties were affected.

Wiltshire Council is the Lead Local Flood Authority for the county and has prepared a Local Flood Risk Management Strategy to describe its approach to flooding and how it will work with other organisations.

Wiltshire Council's Local Flood Risk Strategy seeks to

- Improve knowledge regarding flood risk
- Improve protection from flooding
- Improve resilience to flooding
- Improve the environment
- Improve communications about flooding issues

Wiltshire Council cannot deliver the objectives of the local strategy without the assistance of others. The Council works with other risk management authorities, especially the Environment Agency and water companies, local town and parish councils, community groups, other local authorities and the public.

The Council is carrying out a public consultation on its proposed Local Flood Risk Management Strategy prior to the strategy being considered by Cabinet early next year. Responses to the consultation are requested by the end of December.

## **Proposal**

Environment Select Committee is requested to consider the proposed Wiltshire Local Flood Risk Management Strategy so that any comments can be taken into account when the Strategy is considered by Cabinet.

**Reason for Proposal**

To provide Environment Select Committee with the opportunity to consider and comment on the strategy before it is adopted.

**Parvis Khansari****Associate Director Highways and Transport**



**28<sup>th</sup> October 2014**

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**Subject: Wiltshire Local Flood Risk Management Strategy**

**Cabinet members:** Councillor Jonathan Seed – Campuses, Area Boards, Libraries, Leisure and Flooding

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### **Purpose of Report**

1. To consider and comment on the proposed Local Flood Risk Management strategy before it is considered for adoption by Cabinet.

### **Relevance to the Council's Business Plan**

2. The overall aim of the response strategy is to support the Wiltshire Council Business Plan vision to create stronger and more resilient communities. The suggested improvements meet the Business Plan outcomes of:
  - People work together, solve problems locally and participate in decisions that affect them, and
  - People feel safe and are as protected as possible from harm.

### **Background**

3. The Flood and Water Management Act 2010 requires Wiltshire Council to develop a Local Flood Risk Management Strategy (LFRMS). The Council is responsible for maintaining, applying and monitoring the strategy, and ensuring that it is consistent with the National Flood and Coastal Risk Management Strategy.
4. Wiltshire experienced severe flooding between December 2013 and March 2014, with over 500 properties flooded and a number of roads having to be closed to traffic. Many communities in Wiltshire were also affected by the flooding in 2007 and in 2008. Many communities in Wiltshire have experienced at first hand the damage, distress and disruption that flooding can cause.
5. Flood risk within Wiltshire is often a complex interaction between river, surface, ground water and sewer flooding, and the local geology is a significant factor. The northern part of the county is predominately underlain by clay, with flooding generally caused by river or excessive surface water runoff. The south of the county is characterised by underlying chalk deposits, with potential risk of ground water flooding in many areas.
6. The risk of flooding is increasing due to pressures in urban environments, and with climate change more severe rainfall events are predicted. These will create additional challenges for communities and have implications for new developments.

7. The Council's Strategic Flood Risk Management Group is chaired by a Cabinet member portfolio holder, Councillor Seed, who works closely with the Chairs of the three Operational Flood Working Groups, currently chaired by Councillors Hewitt and Jacobs.
8. The Operational Flood Working Groups cover the north and south of the county, based broadly on river catchment areas, with a separate group for Salisbury, and usually meet every two months. The meetings are generally attended by representatives from the Environment Agency, Wessex Water, Thames Water, Highways Agency, Wiltshire Fire and Rescue, Canal and Waterways Trust and other organisations having an interest in flooding and drainage matters, including town and parish councils.
9. The Council has a significant budget for drainage improvement and flood alleviation of works, which is £1,000,000 in 2014/15, and bids for additional funding as opportunities arise to help in implementing its strategy.

### **Wiltshire Local Flood Risk Management Strategy**

10. The LFRMS is included as **Appendix 1** of this report and explains:-
  - The roles and responsibilities of Wiltshire Council as a Risk Management Authority and its management functions.
  - How the council works with neighbouring authorities and others
  - The objectives for managing local flood risk
  - The measures proposed to meet these objectives
  - How technically and financially and when these measures will be implemented.
  - How we will develop, maintain, apply and monitor our LFRMS
11. The aim of the strategy is to work with stakeholders, local communities and organisations responsible for managing flood risk to enable a better understanding of flood risk and thereby reduce the risk of flooding within the county where it is technically, environmentally, socially and cost effective to do so.
12. It is proposed to adopt the following objectives to:-
  - Improve knowledge regarding flood risk
  - Improve protection from flooding
  - Improve resilience to flooding
  - Improve the environment
  - Improve communications about flooding issues
13. The Local Flood Risk Management Strategy describes responsibilities with regard to flood risk, the types of flood risk and how flood risk is managed in Wiltshire.

## **Consultation**

14. The Council is seeking the views of the public, local councils, other organisations and the public regarding the proposed strategy. The public and others will be invited to comment in writing or through the Council's website.
15. The consultation will be a Chairman's announcement at the Area Boards and an invitation to comment will be included in the Parish Newsletter.
16. This committee is invited to review the proposed document so that any comments can be considered by Cabinet when the strategy is considered for adoption early next year.

## **Recommendation**

17. Environment Select Committee is requested to consider the proposed Wiltshire Local Flood Risk Management Strategy so that any comments can be taken into account when the Strategy is considered by Cabinet.

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Report Author: Peter Binley  
Head of Highways Asset Management and Commissioning  
01225-713412  
[Peter.binley@wiltshire.gov.uk](mailto:Peter.binley@wiltshire.gov.uk)

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# Wiltshire Local Flood Risk Management Strategy



October 2014



# Wiltshire Local Flood Risk Management Strategy

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  - Improving Communications
- Section 6** Funding
- Flood Defence Grant Aid
  - Local Levy
  - Local Authority Funding
  - Private Funding
  - Charitable Trusts and Non Government Agencies
  - Community Fundraising
  - City, Town and Parish Councils
  - Other Funding Sources
  - Non Financial Contributions

## **Section 7** Governance

- Wiltshire Council
- Strategic Flood Risk Management Group
- Operational Flood Risk Management Groups
- Delivery of Strategy
- Monitoring and Reviewing
- Resources to Deliver the Strategy

- APPENDIX 1 – Environmental Considerations
- APPENDIX 2 – Flood Risk Management Stakeholders
- APPENDIX 3 – Resources to Deliver Strategy
- APPENDIX 4 – Medium Term Plan

### **Acronyms used in this document**

- CIL – Community Infrastructure Levy
- EA – Environment Agency
- FDGIA – Flood Defence Grant Aid
- LFRMS – Local Flood Risk Management Strategy
- LLFA - Lead Local Flood Authority
- LRF – Local Resilience Forum
- SAB – Sustainable Drainage Approval Body
- SuD<sub>s</sub> – Sustainable Drainage Systems



# Wiltshire Local Flood Risk Management Strategy

## Executive Summary

Flooding is a serious issue in Wiltshire, with extensive flooding in the north of the county taking place in 2007 and 2008, and more recently across the whole county in 2014, when over 500 properties were affected.

Wiltshire Council is the Lead Local Flood Authority for the county and has prepared a Local Flood Risk Management Strategy to describe its approach to flooding and how it will work with other organisations.

Flood risk within Wiltshire is often a complex interaction between river, surface, ground water and sewer flooding, and the local geology is a significant factor. The northern part of the county is predominately underlain by clay, with flooding generally caused by river or excessive surface water runoff. The south of the county is characterised by underlying chalk deposits, with potential risk of ground water flooding in many areas.

Wiltshire Council's Local Flood Risk Strategy seeks to

- Improve knowledge regarding flood risk
- Improve protection from flooding
- Improve resilience to flooding
- Improve the environment
- Improve communications about flooding issues

Wiltshire Council cannot deliver the objectives of the local strategy without the assistance of others. The Council works with other risk management authorities, especially the Environment Agency and water companies, local town and parish councils, community groups, other local authorities and the public.

The Council's Strategic Flood Risk Management Group is chaired by a Cabinet member portfolio holder, Councillor Seed, who works closely with the Chairs of the three Operational Flood Working Groups, currently chaired by Councillors Hewitt and Jacobs.

The Operational Flood Working Groups cover the north and south of the county, based broadly on river catchment areas, with a separate group for Salisbury, and usually meet every two months. The meetings are generally attended by representatives from the Environment Agency, Wessex Water, Thames Water, Highways Agency, Wiltshire Fire and Rescue, Canal and Waterways Trust and other organisations having an interest in flooding and drainage matters, including town and parish councils.

The Council has a significant budget for drainage improvement and flood alleviation of works, which is £1,000,000 in 2014/15, and bids for additional funding as opportunities arise to help in implementing its strategy.

**Vision**

Working together to manage local flood risk in Wiltshire

**Aims**

To work with stakeholders, local communities and organisations responsible for flood risk management

To enable a better understanding of flood risk

To reduce the risk of flooding where it is technically, environmentally and socially cost effective to do so

**Objectives**

Improve knowledge regarding flood risk

Improve protection from flooding

Improve resilience to flooding

Improve the environment

Improve communications about flooding issues

**Strategy Measures**

Studies  
Collecting data  
Working with others  
Analysing incidents  
Surveying assets  
Sharing knowledge

Structural and non-structural measures  
Assess full benefits of schemes  
Explore joint funding with others  
Develop Medium Term Plan  
Develop longer term proposals

Work with LRF  
Prepare Flood Plan  
Operational Flood Plans  
Work with others to develop Flood Wardens  
Encourage use of flood warning service

Maintain drainage assets  
Enhancement measures in schemes  
Planning Conditions  
Drainage consents  
Development SuDs  
SuDs Approval Body

Area Boards  
Operational Flood Working Groups  
Flood awareness events  
Press website and social media  
Encourage self help

## Introduction

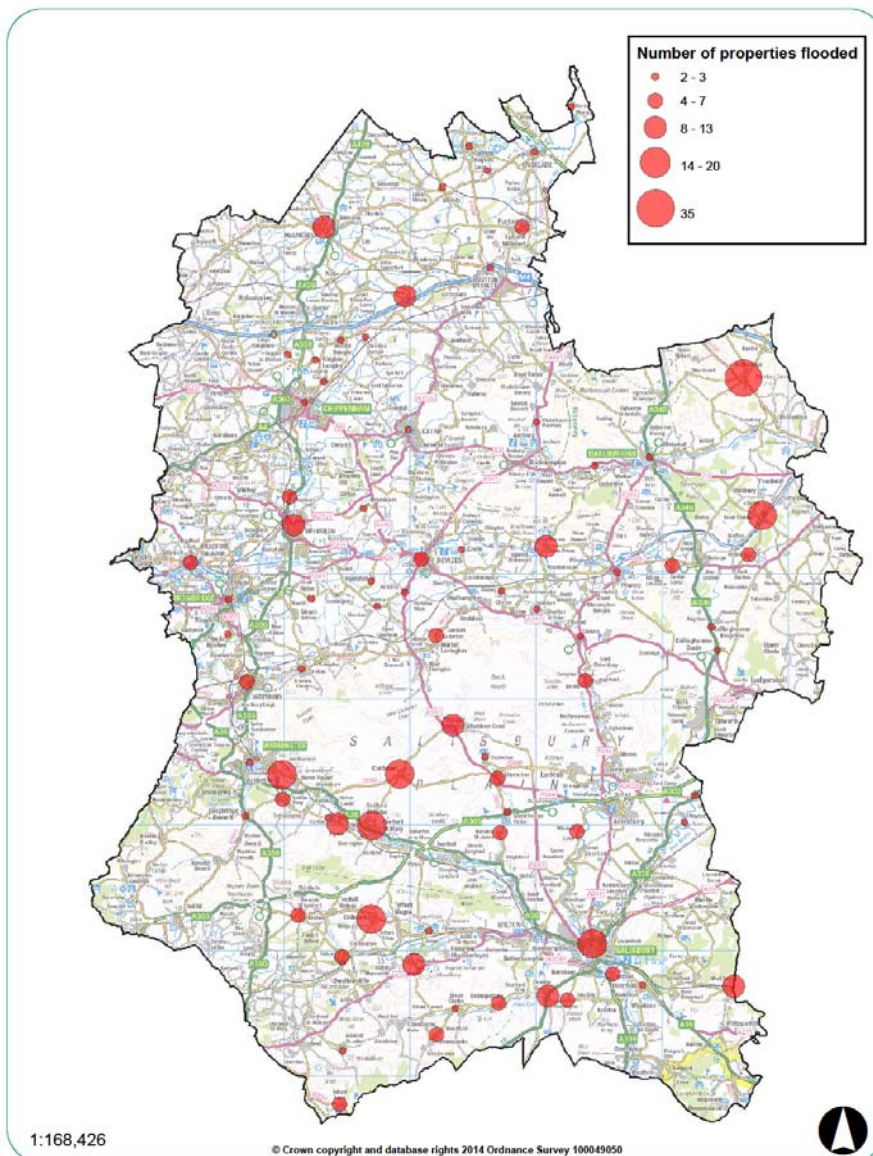
The Flood and Water Management Act 2010 requires Wiltshire Council to develop a Local Flood Risk Management Strategy (LFRMS). The Council is responsible for maintaining, applying and monitoring the strategy, and ensuring that it is consistent with the National Flood and Coastal Risk Management Strategy.

The risk of flooding is increasing due to pressures in urban environments, and with climate change more severe rainfall events are predicted. These will create additional challenges for communities and have implications for new developments.

Wiltshire experienced severe flooding between December 2013 and March 2014, with over 500 properties flooded and a number of roads having to be closed to traffic. Many communities in Wiltshire were also affected by the flooding in 2007 and in 2008. Many communities in Wiltshire have experienced at first hand the damage and disruption that flooding can cause.



Properties Flooded December 2013 - March 2014



*There was widespread flooding across Wiltshire between December 2013 and March 2014 with over 500 properties affected*

As the Lead Local Flood Authority (LLFA) Wiltshire Council is required under the legislation to:-

- Develop a Local Flood Risk Management Strategy
- Manage the risk of flooding from surface water, groundwater and smaller watercourses.
- Investigate significant flood incidents
- Maintain a register of significant drainage assets
- Act as the approving body for adopting and maintaining Sustainable Drainage Systems (SuDs) on new developments when the legislation is introduced.

As lead LLFA the Council has the responsibility to coordinate the management of flood risk. The production of the LFRMS will enable the council to put in place the appropriate framework to ensure that the potential type and scale of flooding in the county and the associated risks are understood. The LFRMS will set out appropriate objectives, and include proposals on how they will be achieved.

The LFRMS explains:-

- The roles and responsibilities of Wiltshire Council as a Risk Management Authority and its management functions.
- How the council works with neighbouring authorities and others
- The objectives for managing local flood risk
- The measures proposed to meet these objectives
- How technically and financially and when these measures will be implemented.
- How we will develop, maintain, apply and monitor our LFRMS



*Flooding caused significant damage and disruption in Wiltshire in 2014, including here at Pitton where ground water flooding lasted several weeks.*

### **Key Principles of Local Flood Risk Management Strategy**

Wiltshire Council works closely with other Risk Management Authorities, stakeholders and local town and parish councils to better understand the flood risk and the actions that can be taken to reduce the risk to themselves and their communities.

The LFRMS has been developed in partnership with the other Risk Management Authorities as working together is essential if an effective local flood risk strategy is to be developed for the county.

### **Prioritising investment in reducing flood risk**

One of the principles of the LFRMS is to prioritise investment to ensure that where possible priority is given to those areas at greatest risk. However, consideration needs to be given to the cost to benefit ratio of schemes to ensure that investment is appropriate. It may be that



some areas of greatest risk are not or cannot be protected against flooding, whilst other areas at less risk have a more economically viable solution.



*At Marlborough a flood alleviation scheme was jointly funded by the Environment Agency, Wiltshire Council and Marlborough Town Council.*

The Council will work with Defra, the Environment Agency (EA), town and parish councils and others to enable the less cost effective schemes to go ahead where possible.

Wiltshire is the 14<sup>th</sup> largest county in England and it is not possible to provide detailed information on all future investment needs at this stage. In order to ensure the local strategy is effective the Council will work with its partners, stakeholders, town and parish councils and residents to ensure that the plan is updated on a regular basis, and that objectives and achievements are monitored.

The types of flood risk in Wiltshire are described in Section 4 of this strategy. The modelling of potential surface water flooding indicates that the communities in Wiltshire with the most properties at risk of flooding are Salisbury, Trowbridge, Warminster and Calne.

The flooding in Wiltshire between December 2013 and March 2014 affected a wide geographical area, but the villages of Aldbourne and Great Bedwyn were particularly badly affected, and the A360 near Tilshead was a particular concern.

Future development in the county is likely to focus on Trowbridge, Chippenham and Salisbury and Surface Water Management Plans have been developed for these towns.

The Council's Strategic Flood Risk Management Group meets every six months to review the progress on flood alleviation and the work of the Operational Flood Working Groups. As the understanding of flood risk in Wiltshire develops, the group will review the LFRMS, which will be amended to take account of additional information and changed circumstances. This Group will also review the Medium Term Plan to set priorities for future investment in flood risk management.

### **Individual responsibility**

Residents in Wiltshire have a vital part to play in this strategy. Property owners have responsibility with regard to protecting their property. Although Risk Management Authorities have legal powers and duties to manage flood risk within the county, individuals, communities and businesses all have a part to play.

Householders can assist by not putting inappropriate items or substances in drains, ditches and watercourses. They can protect their own homes by investing in property protection measures, especially if they are known to be at risk or have previously flooded. Landowners need to manage and maintain their ditches and watercourses appropriately in order to reduce the flood risk for local communities.

Local communities, Councils, businesses and landowners need to work together and take actions to help manage the flood risk. As the lead local flood risk authority, Wiltshire Council will need to secure funding for flood defence schemes, but communities, individuals and businesses need to be aware that local contributions may be increasingly needed to ensure the implementation of specific schemes.

## **Policies, Legislation and Regulations**

The LFRMS has strong links with other plans, policies and legislation such as those for the emergency, spatial and planning services. The strategy may need to be reviewed and amended in the light of any changing legislation, policies or circumstances.

### **Spatial planning**

Wiltshire's spatial planning service is required by national planning policy to ensure that development is safe from flooding and does not increase flood risk elsewhere. This strategy will support the work of the Council's spatial planning team in ensuring that flood risk is given adequate consideration in the development and review of planning policy; the consideration of planning applications; and the negotiation of suitable development contributions are obtained to reduce the future impacts of flooding.

### **Emergency Planning**

The Local Resilience Forum (LRF) was established in response to the Civil Contingencies Act 2004 and is aligned to the local police district. The aim of the forum is to ensure that relevant agencies and organisations plan and work together to ensure a co-ordinated response to emergencies that could have a significant impact. The LRF is made up of local Authorities, Environment Agency and health authorities, emergency services and others, and is responsible for planning and responding to emergencies, including flooding incidents.

The Council's Emergency Planning service does not duplicate the work of the LRF, but concentrates instead on ensuring that they have the best available data and information on flood risk and how they will deal with an emergency. The Council's Weather and Emergency Team and the Drainage Team work with the Council's consultants and contractors to respond to emergency events as required, which includes responding to flooding events.

### **Environmental Considerations**

A number of the rivers and watercourses in Wiltshire have a high ecological value, with many designated for their internationally recognised significance as Special Areas of Conservation, and national importance as Sites of Special Scientific Interest. In many cases water quality is an important aspect determining their ecological value.

In addition a large proportion of the county (over 60% of the area) is within Areas of Outstanding Natural Beauty, and many of the bridges are listed buildings or scheduled Ancient Monuments, which can make it difficult to address flood risk because of the level of protection applied to the structures. Water quality is also an issue with regard to the aquifers and water supply, and many of the watercourses have an amenity value to the local community.



*Drainage schemes in Wiltshire have provided the opportunity to establish and renew ponds, and improve the local environment.*

The LFRMS needs to be sustainable and ensure that any investment has benefits for both communities and the environment. This could be by ensuring that we work with nature where possible, especially when considering hard engineering solutions. The environmental benefits and impacts will be considered for each scheme during the development of options and proposals.

In recent flooding the vulnerability of sewage systems to groundwater flooding has been a particular issue, especially where high groundwater levels have persisted for some time. The potential surcharging of combined sewers in some urban areas is concern.

A summary of the main environmental factors considered in the development of the strategy are included in Appendix 1.

## 2. Aims and Objectives

### Strategy Aim

The aim of the strategy is to work with stakeholders, local communities and organisations responsible for managing flood risk to enable a better understanding of flood risk and thereby reduce the risk of flooding within the county where it is technically, environmentally, socially and cost effective to do so.

### Strategy Objectives

Wiltshire Council has adopted the following objectives to:-

- Improve knowledge regarding flood risk
- Improve protection from flooding
- Improve resilience to flooding
- Improve the environment
- Improve communications about flooding issues

Wiltshire Council will seek to

- Improve the level of understanding of local flood risk amongst partners and stakeholders,
- Ensure that local communities, residents and businesses understand their responsibilities with regard to local flood risk management,
- Maximise the partnership working with flood risk partners and stakeholders,
- Actively manage flood risk associated with new development proposals
- Ensure the approach to Flood Risk Management is sustainable and balance the economic, environmental and social benefits from policies and programmes,
- Improve or maintain the capacity of existing drainage systems by targeted maintenance where appropriate,
- Encourage responsible maintenance of privately owned flood defence and drainage assets,
- Establish a policy on water management, and use available information on flood risk to assess the suitability of the allocation of sites for different land uses through the local development framework,
- Maximise opportunities to reduce surface water runoff from catchments,
- Identify projects and programmes which are affordable and maximise capital funding from external sources,
- Ensure environmental consequences are considered in the design, construction and implementation of proposed flood risk management measures.

Wiltshire Council cannot deliver the objectives of the strategy on its own, and will continue to work with other stakeholders. Key stakeholders include:

- Flood Risk Management Authorities as defined by the Flood and Water Management Act 2010, which includes the Environment Agency, Water Companies and other local authorities,
- Other flood risk management stakeholders who have a responsibility for drainage and flood risk management, or may be affected by the local strategy, including Network Rail, Highways Agency, English Heritage, Canal and Waterways Trust, Natural England,



- Town and parish councils, local flood action groups, communities, businesses and individuals.

On specific projects, such as flood alleviation schemes, the Council often establishes local project teams to establish strong links with local communities, and works in partnership with other flood risk management authorities, including the Environment Agency, water companies and town and parish councils.

Wiltshire Council has already established good links with many flood risk management stakeholders and the public, and works with them through the Strategic Flood Risk Management Group and the Operational Flood Working Groups.

### **3. Responsibilities and Functions of the Council and other Risk Management Authorities**

#### **Wiltshire Council**

The Flood and Water Management Act gives Wiltshire Council the responsibility of the Lead Local Flood Authority for the county, and with this comes several responsibilities and functions:-

- To develop, maintain, apply and monitor a strategy for local flood risk management, which is guided by the national strategy.
- Strategic leadership of local flood risk management authorities
- The powers to request information from people in connection with their authority as Lead flood risk management authority.
- A duty to investigate and publish report on flood risk incidents in Wiltshire, where appropriate and necessary, and to identify which authorities have the relevant flood risk management functions and what they have done or intend to do.
- A duty to maintain a register of structures or features that have significant effect on flood risk.
- Power to undertake work to manage flood risk from surface water runoff or groundwater
- To act as the Sustainable Drainage Systems (SuDs) approving body when the legislation is enacted, with responsibility for approval, inspection, adoption and maintenance of new sustainable drainage systems.
- Responsibility for determining whether a third party can undertake works on ordinary watercourses that may affect water flow can take place.
- To contribute to the achievement of sustainable development in the exercise of flood risk management functions and to have regard to relevant guidance.

#### **Regional Flood and Coastal Committee**

The Regional Flood and Coastal Committees are responsible for guiding flood and coastal risk management activities within catchments and along coasts, advising on and approving programmes of work for their areas as well as raising local levies to fund local priority projects and works in partnership with others. All lead local flood authorities in the region have representation on the committee, which is proportionate to the number of properties in their area.

Wiltshire is part of the Wessex and Thames Regional Flood and Coastal Committees, and has one member on the Wessex Committee and is represented by the Oxfordshire County Council representative on the Thames Committee. The committees are responsible for administering the local levy, which is a fund paid into by each authority in the region.

#### **Environment Agency**

The Environment Agency has specific responsibilities in relation to flood risk management and these include:-

- Strategic overview of flood and coastal erosion risk, including flooding from the sea, rivers, surface and ground water,
- Development of the national strategy to cover all forms of flood risk,

- Responsible for managing the risk of flooding from main rivers, the sea and reservoirs. This includes operating, maintaining and replacing flood risk management installations such as sluices, pumping stations, flood barriers and gates,
- Powers to request information from any person in connection with the Environment Agency's flood and coastal erosion risk management functions,
- A duty to report to Ministers on flood risk management including implementation of strategies,
- A statutory consultee to the SuD's approving body on sustainable drainage,
- The ability to issue levies to lead local flood authorities.

The county of Wiltshire is covered by two regional EA offices which are based on the catchments areas within the county. Three small areas in the north, east and south of the county are in the South East Region. The majority of the county is in the Wessex area, and the primary link with Wiltshire is the Blandford Forum office.

### **Water Companies**

Wiltshire is in the area of four water companies, Wessex, Thames, Southern and Sempcorp Bournemouth and Veolia. The two main companies are Wessex Water and Thames Water. Wessex Water covers the largest part of Wiltshire, with Thames Water mainly concentrated in the north of the county.

The water companies are responsible for maintaining and operating the condition of the sewage systems, comprising of foul water, surface and combined sewage systems. Their responsibilities include the adoption of private sewers, and they will be statutory consultees to the SuDs approving process.

The flood risk management responsibilities of sewage companies include:-

- Responding to flooding incidents,
- Producing a DG5 register which lists those properties that have experienced a sewer flood,
- Working to alleviate sewer flooding problems.

### **Other Flood Risk Management Stakeholders.**

Other organisations have a role to play in local flood risk management, and have a responsibility for drainage of flood risk management, or may be affected by the strategy. They may require engagement for support in flood alleviation projects, dealing with flooding issues or to provide information. Other stakeholders include landowners, Ministry of Defence (MoD), Network Rail, Highways Agency, and public utilities. The Council works with these stakeholders individually or through the Operational Flood Working Groups.

The Highways Agency are responsible for the motorway and trunk road network, and manage extensive drainage systems, including bridges and culverts carrying the roads across rivers and watercourses. Wiltshire Council is the local highway authority responsible for most of the other roads in the county.

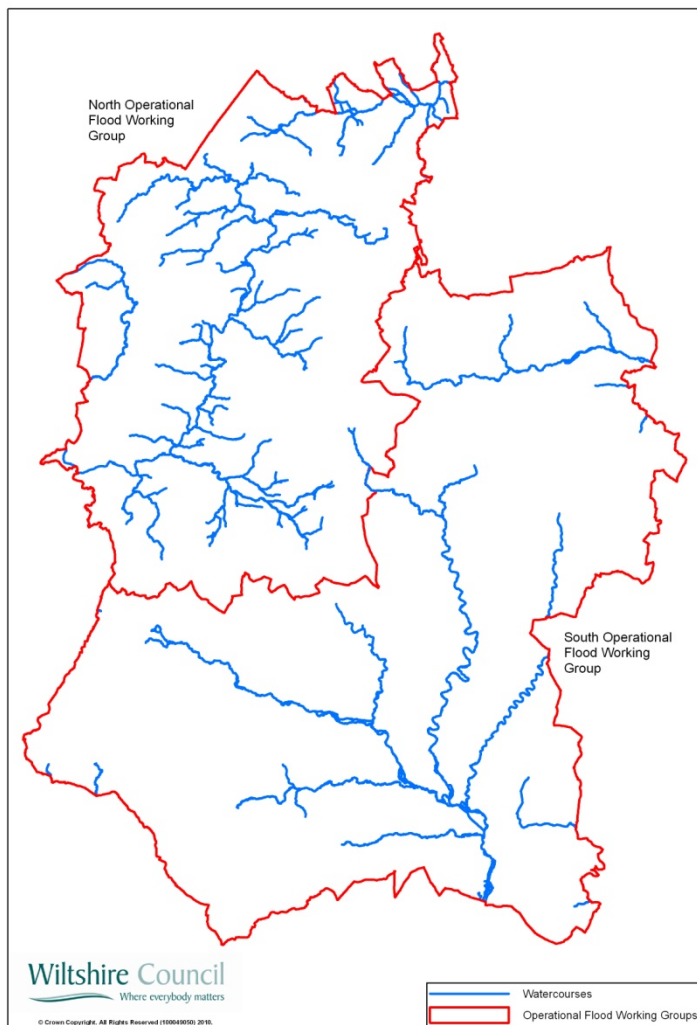
A list of the main stakeholders in Wiltshire with regard to flood risk management is included in Appendix 2.

## 4. Understanding Flood Risk in Wiltshire

### Types of flood risk

Flood risk within Wiltshire is often a complex interaction between river, surface, ground water and sewer flooding, and the local geology can be a significant factor.

The type of flood risk that occurs in different parts of Wiltshire is influenced by the two main geological areas within the county, each covering almost half the county. The northern area is predominately underlain by clay deposits, and the southern area is mainly underlain by chalk. Each of these areas has different characteristics, and different flooding mechanisms.



*The northern part of the county is predominantly on clay with surface water flooding being a significant cause of flooding. In the south there is chalk with more ground water flooding issues*

The geological characteristics in the northern half of the county often leads to potentially high runoff rates because of the impermeable nature of the clay deposits and associated soil structure, which can often have effects similar to those experienced with large paved areas during periods of heavy rain. This can give rise to rapid flooding and property inundation in some circumstances.

The southern area is predominately underlain by chalk aquifers. The aquifers act as underground reservoirs storing water. When these reservoirs reach a state of saturation due to capacity constraints, groundwater flooding can occur. Overland flow can also occur, thereby compounding the issue and leading to the filling up of local watercourses and

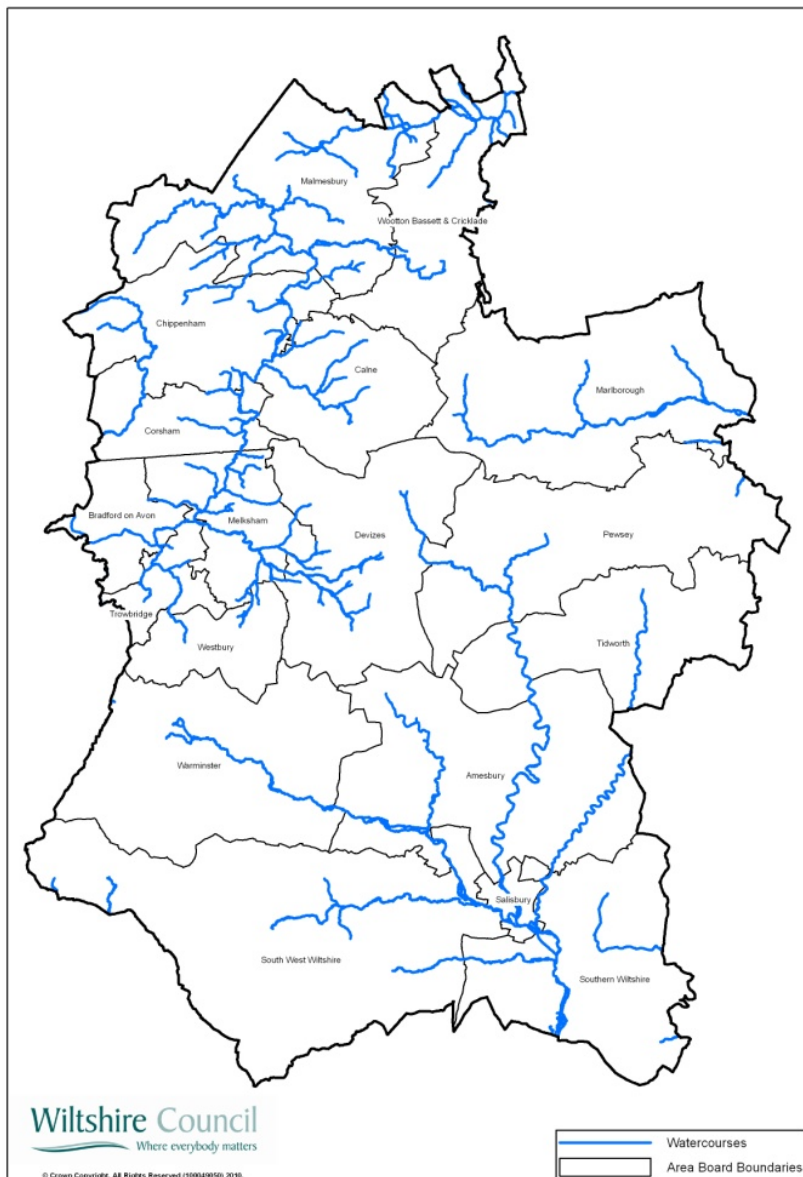
agricultural drainage ditches. Properties can be affected by groundwater flooding through water rising upwards from below ground, as well as by surface water flooding. When the aquifer's reach or exceed their natural storage capacity, further prolonged rainfall will lead to surface water runoff, often causing further flooding.

Substantial work has been carried out by the EA in connection with flooding from main rivers in recent years, and the understanding of the mechanisms of how individual rivers operate has improved significantly. However, knowledge regarding flooding from other sources such as groundwater, surface water runoff and ordinary watercourses is less developed.

In Wiltshire there can be combinations of surface water runoff, groundwater flooding and flooding from main rivers occurring at the same time.

### River flooding

There are five main river systems within Wiltshire. The EA is responsible for rivers and some watercourses designated as being of strategic importance. These include the Thames, Bristol and Hampshire Avon, Dunn and Stour, and the main tributaries of these rivers.



*There are five main river systems within Wiltshire: the Thames, Bristol and Hampshire Avon, Dunn and Stour*



Wiltshire's Strategic Flood Risk Assessment (SFRA) and Catchment Flood Management Plans (CFMP) identify flooding from rivers as a risk in the urban areas of Bradford on Avon, Chippenham, Malmesbury, Marlborough, Melksham and Warminster and Salisbury.

The **Hampshire Avon**, including the Nadder, Wylye, Till, Bourne, Ebbles and Nine Mile River have tributaries within Wiltshire. This catchment is 96km long and includes most of the south of the county. Much of this system has a typical chalk stream character, with winterbournes in the upper reaches. The Nadder and some of the upper reaches of the Avon are fed from clay catchments and can rise and fall quickly in response to rainfall. Communities in Wiltshire alongside the river include Upavon, Durrington, Amesbury and Salisbury, all of which have previously been affected by flooding.



*In early 2014 high river levels on the Hampshire Avon at Salisbury were a concern. There was a risk of serious flooding in the city through a combination of river, surface water and ground water flooding.*

The **Bristol Avon**, includes the Biss, By, Semington and Brinkworth Brooks and River Marden in Wiltshire. This catchment is 2,308 km<sup>2</sup> and covers the north west of the county. It is fed by calcareous water from its tributaries, flows through impervious clays, and rises quickly after rainfall. Communities within Wiltshire affected by flooding from the Bristol Avon include Malmesbury, Chippenham, Melksham and Bradford on Avon.



*In 2014 Wiltshire Council worked with the Environment Agency to install temporary flood barriers to help protect Bradford on Avon from flooding from the Bristol Avon.*

The **Thames**, which includes the Upper River Kennet, and the Ray, Cole, Key, Churn, Bydemill Brook, Swill Brook and Thames within Wiltshire. This catchment is 9,948 km<sup>2</sup>, and part of which covers the north-east part of the county. The Kennet within Wiltshire has a typical chalk stream character. The remaining rivers are spring-fed from the Cotswold limestone and are lowland clay rivers influenced by calcareous clays. Only a small part of the Thames flows through Wiltshire, but Cricklade has been affected by flooding from this river in recent years.

The **River Dun**, a very small part of the upper catchment of the Test and lies in the south-east corner of the county. The river has a chalk stream character in Wiltshire. The major settlement affected by flooding from the Dun within Wiltshire is the market town of Marlborough.

The headwaters of the **Dorset Stour**, the Shreen and Ashfield waters, rise in the south-west of the county. The source of the River Stour lies within the Stourhead Estate, where it forms part of a series of artificial lakes and reservoirs before flowing south into Dorset.

The EA carries out mapping and modelling of main rivers and uses this information prepare flood maps of those areas at risk. The maps are derived from modelling, and data collected from past events. They show the potential extent of flooding, and help predict the likely impact of future flood events. The information is published, and has proved helpful in increasing awareness of flood risk.

The Environment Agency has produced catchment flood management plans for every catchment in England and Wales, and Wiltshire is covered by three catchment management plans:-

- The Bristol Avon Catchment Management plan covers the areas around Malmesbury, Chippenham, Calne, Devizes and Westbury
- The Hampshire Avon Catchment Management plan covers the areas of Pewsey, Warminster, Amesbury, Salisbury and Downton
- The Thames Catchment Management Plan covers the areas around Cricklade

These plans aim to identify the flood risks and factors that contribute to flooding incidents and how these risks should be managed over the medium to long term. A range of policy options are outlined in the plans and options of how the flood risk should be managed in each area according to the type of flooding.

## **Surface Water**

Surface water flooding, also known as pluvial flooding, occurs when prolonged periods of rain falls on saturated ground. As the water cannot percolate into the ground it tends to generate run off which flows over the surface and ponds in low lying areas. This type of flooding is also often associated with high intensity rain storms which can be of short duration. The circumstances that lead to surface water flooding from storm events are generally linked to saturated ground conditions, or rain water falling on hard impervious land.

Drainage systems can be quickly overrun by sudden increases in surface water, causing water to flow or pond on the surface. This type of flooding can be very difficult to predict, and until recently comparatively little was known about the mechanisms of surface water flooding.



*Surface water flooding can occur with little warning as a result of intense rainfall as at Bradford on Avon on Christmas Eve in 2013.*

Surface water flooding is much better understood as a result of recent national and local modelling and mapping. The Preliminary Flood Risk Assessment (PFRA) 2010 required that all the available data was analysed from the Environment Agency and local information was drawn together and is known as the “agreed surface water information”. This is being reviewed and updated. The Flood Map for Surface Water represents the best information available on areas which are most likely to flood, and is a key source of information on the risk of surface water flooding.

Surface Water Management Plans (SWMP) have been prepared for the larger towns of Chippenham, Trowbridge and Salisbury. Further studies are being considered for other towns, including Melksham and Malmesbury. From the work carried out so far indications of the numbers of properties at risk in some specific areas have been identified.

<b>Community</b>	<b>Area of Potential Problem</b>	<b>Approximate number of Properties at risk for a flood with a 1 in 30 chance in any given year.</b>
Trowbridge	Bramley Lane Area	150
	Timbrell Street Area	165
	Drynham Road Area	300
Chippenham	Langley Park	230
	Eastern Avenue	320
	High Street	125
Salisbury	Hardenhuish Brook	500
	Central	1100
	Churchill Way area	690
	Bemerton	490
	Laverstock	670

In 2012/13 the villages of Great Bedwyn and Whitley experienced high intensity storms, which deposited large volumes of water over the area in a short space of time resulting in drainage systems being overwhelmed and properties flooding as a result of surface water runoff. The extensive flooding in Wiltshire in 2013/14 included significant problems with surface water runoff as well as flooding from groundwater.





*At Tollard Royal surface water flooding damage to a building required the road to be closed to traffic in 2014.*

It is estimated from surface water modelling carried out for Defra that over 16,000 properties in Wiltshire are at risk of surface water flooding in an extreme event. Over half of the properties at risk are located in ten settlements:

<b>Community</b>	<b>Number of Properties at risk</b>
Salisbury	2100
Trowbridge	1600
Warminster	1200
Calne	1100
Melksham	790
Westbury	690
Chippenham	690
Pewsey	610
Aldbourn	600
Marlborough	570

The assessment gives an indication of the scale of possible risk, but does not provide sufficient information to enable individual properties to be identified. Flooding from surface water is a potentially serious issue for many communities in Wiltshire.

### **Groundwater Flooding**

Groundwater flooding occurs as a result of water rising to the surface from the underlying rock strata, known as aquifers. Groundwater flooding within Wiltshire mainly occurs in the south of the county, due to the nature of the underlying chalk deposits, when the water tables are high, and additional rainfall causes the aquifers to fill and the water to rise out of the ground. This type of flooding can continue for weeks, even months, as until the groundwater levels start to drop the water remains on the surface. Often there is little that can be done to prevent groundwater flooding, and protecting properties at risk of this type of flooding can be both difficult and expensive.



*Ground water flooding affected the A360 for a number of weeks in 2014, requiring temporary traffic management measures to be introduced.*

Current understanding of groundwater flooding is limited because of the technical complexities of understanding the flow and emergence of groundwater. The current approach focuses on areas that are known to be susceptible to groundwater flooding.

The EA have produced maps detailing Areas Susceptible to Groundwater Flooding, but the level of confidence in the accuracy of the information means the maps should only be used to identify broad areas at risk rather than individual properties. The areas most susceptible to groundwater flooding in Wiltshire are in the south and south-east of the county, which are on the chalk aquifer, but there are areas in the north of the county that are also susceptible to groundwater, particularly those areas underlain by sand and gravel deposits.

In 2012 groundwater levels rose significantly in the Salisbury area, and there were concerns about the possibility of flooding in the south west of the county, but fortunately levels reduced in the spring. However, in 2013/14 the ground water levels rose to their highest levels recorded and there was flooding at many locations, especially in the south of the county.

### **Sewer Flooding**

In times of high intensity or prolonged rainfall events the capacity of sewer systems can be exceeded, with consequent problems. They can also be affected by groundwater entering the systems. Wessex Water and Thames Water manage many of the water sewers within the county, and the Council works with the water companies regarding sewer related flooding incidents.

There have been sewer related flooding incidents in recent years with both Wessex Water and Thames Water systems. The incidents are often related to local surface water or groundwater flooding.



*Groundwater caused serious sewer flooding in the village of Aldbourne in 2014*

In recent flood events both Thames and Wessex Water have used road tankers in rural communities to help reduce the risk of flooding and contamination from the high levels of groundwater affecting their systems. There are significant costs associated with the use of tankers during prolonged flooding events as experienced in 2014.

### **Breach or failure of reservoir, dam or canals**

The inspection and maintenance of reservoirs is strictly governed by legislation as a flood incident could involve a significant amount of water and debris, and the management of flood risk from dams and reservoirs is vital. Reservoirs are categorised according to size, risk and location. Information about reservoirs within Wiltshire is held by the EA and Local Resilience Forum.

There is a potential risk of flooding from other sources such as canals, which are the responsibility of the Canal and Waterways Trust. Work is being undertaken by volunteers to reinstate a number of the disused canals in Wiltshire, with some sections of disused canal having already been restored. This work has the potential to assist in reducing flood risk, but in some cases there may be flood risk implications, and consequently the Council has established a close working relationship with those promoting schemes and with the Canal and Waterways Trust.

### **Highway Flooding**

Wiltshire Council is the authority responsible for the provision and management of most of the highways within the county, and for the provision, maintenance and management of most highway drainage. The Highways Agency is responsible for the motorway and Trunk Road network (M4, A303, A36, and A419), and there are a number of private roads, including roads owned by the MoD.

Historic information on flooding of highways is very limited and has been mainly used to inform maintenance procedures. The annual maintenance programme for highway drainage takes into account areas of known flood risk, and there is a regular programme of gully emptying and cleansing. As part of most major carriageway maintenance schemes, the existing highway drainage is inspected, repaired or replaced as needed.

The Council's local highways engineers report flooding incidents to the drainage team for investigation and the development of schemes. Information on incidents is also received from members of the public, town and parish councils and also from the operational team who respond to incidents on the highway. This information is recorded in order to add to the understanding of flooding within the county, and to assist in developing future schemes to improve drainage.



*A number of roads in Wiltshire had to be closed or traffic movements restricted because of flooding in 2014.*

The priority with regard to highway drainage is to ensure that high speed roads are kept clear of standing water as far as possible for safety reasons, but in extreme flood events the highway network can be disrupted as a result wide spread flooding. In recent flood events it became necessary to temporarily close some roads until flood levels reduced.

The Highways Agency is responsible for motorways and trunk roads, including maintaining the structures and drainage infrastructure. The Council works with the Highways Agency to reduce the flood risk associated with these roads.

### **Historic Records of Flood Risk**

Information about past flooding is often difficult to obtain and any records held do not necessarily contain complete information, such as depth, speed and direction of flow or size of area affected. It can be difficult to obtain the information required to improve our knowledge of flood risk.

Wiltshire council have been responsible for land drainage since it became a unitary authority in 2009. The information held by the former district councils is mainly in paper format and can be difficult to review and analyse. The town and parish council records are stored in paper format and considerable resources are necessary to access them, and many do not record all incidents. Information is also often anecdotal as there are few records and insufficient data is available to provide definitive conclusions regarding the consequences of historic flooding. An initial screening exercise was carried out for the Preliminary Flood Risk Assessment (PFRA) which indicated that the information generally lacks the necessary details to be a valuable contribution to our knowledge of flood risk.

Following a request from Wiltshire Council for community flooding information in 2009/10 some historical information was gathered directly from the town and parish councils which gives an indication of the number of properties affected by previous flooding events:-

<b>Community</b>	<b>Approximate number of properties reported as having flooded</b>
Dauntsey	46
Purton	41
Teffont Evias	37
Leigh	35
Minety	31
Crudwell	31
Shalbourne	22
Easterton	20





*Wiltshire Council's staff and contractors responded to many requests for assistance during the flooding in 2014.*

During the flooding in 2013/14 the communities with the most residential properties reported as having experienced flooding were:

<b>Community</b>	<b>Approximate number of properties reported as having flooded</b>
Aldbourn	35
Great Bedwyn	20
Bishopstrow	20
Salisbury	15
Chilmark	14
Codford	15
Dauntsey	13
Coombe Bissett	13
Tilshead	11
Bradford on Avon	10
Malmesbury	9
The Altons	9
Boynton and Corton	8
Fovant	8
Melksham Without	8
Beanacre	7
Britford	7

It is apparent that there are often more properties flooded than are reported to the Council, but the information collected during these events does help identify some of the areas at potential risk. The establishment of Flood Wardens and closer working with the parish and town councils is helping to obtain more accurate information. There can be a reluctance to report property flooding because of concerns about effects on insurance premiums and property values. The Council is working with those communities most at risk of flooding to help develop Flood Plans and establish Flood Wardens

### **Climate Change**

The projections for future climate change are that it is likely that winters will become significantly wetter and extreme winter precipitation will increase. In summer there is likely to be less overall rainfall but intense heavy downpours are anticipated. As the main cause of surface water flooding is this storm rainfall, there is likely to be an increased risk of river and surface water flooding, but there is also likely to be an increase in groundwater flooding.

Climate UK anticipates that without action to address climate change we could see increases in the frequency of flooding affecting people's homes and wellbeing, especially for vulnerable groups and the operation of businesses and critical infrastructure systems. Data

within the UK Climate Change Risk Assessment suggests that 1 in 100 year flood events in the UK are projected, on average, to become approximately twice as frequent by the 2050s, and three to five times more frequent by the 2080s.

Surface water management plans and strategic flood risk assessments take account of the potential impacts of climate change, which is limited by our current knowledge. Climate change has significant implications for flood risk and needs to be considered when assessing potential risk and developing new proposals.

## 5. Managing local flood risk

Wiltshire Council's Local Flood Risk Strategy will seek to

- Improve knowledge regarding flood risk
- Improve protection from flooding
- Improve resilience to flooding
- Improve the environment
- Improve communications about flooding issues

### Improving Knowledge

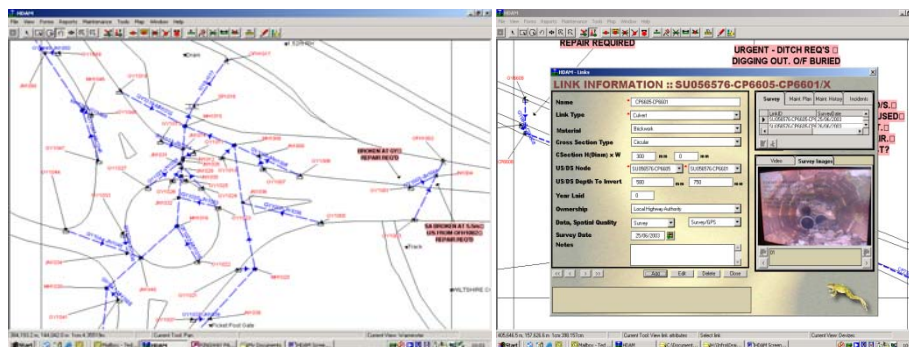
In order to understand the county's flood risk better a number of studies have been completed or will be undertaken.

Study	Description
Preliminary Flood Risk Assessment (PFRA)	This document provides a summary of historic and predicted flood risk across Wiltshire and was completed in 2011. No areas of significant flood risk in accordance with the legislation were identified. This assessment will be updated every 6 years.
Strategic Flood Risk Assessment (SFRA)	The National Planning Policy Framework requires that local planning authorities address the risk of flooding by directing development away from areas at risk of flooding. In order to achieve this aim, local planning authorities are advised to prepare and maintain a Strategic Flood Risk Assessment (SFRA) utilising data provided by the Environment Agency. The SFRA is used as a tool for the purposes of preparing local plans and assisting with the process of determining planning applications. In terms of content, the SFRA presents a series of maps detailing the areal extent of critical flood risk zones associated with main watercourses across Wiltshire. In addition, it provides practical policy advice on the application of the 'sequential' and 'exception' tests.
EA updated Map for Surface Water Flooding	The map for surface water provides information on areas within Wiltshire susceptible to surface water flooding.
Surface Water Management Plans	SWMPs have been prepared by Wiltshire Council for Trowbridge, Chippenham and Salisbury. Further studies are being actively considered for Warminster, Malmesbury, Melksham and Bradford on Avon. Further studies will be undertaken as resources permit.
Local Catchment studies	Studies are currently being carried out by Wiltshire Council regarding flood risk in the local communities affected by the 2013/14 flooding, including Tilshead, Chilmark, Chitterne and others. A study in Castle Combe is being undertaken by the EA with assistance from Wiltshire Council. Consideration will be given to further local studies in response to particular events.
Other Studies	Site specific studies will be undertaken at locations of particular risk of flooding as identified by the Council's Operational Flood Working Groups. These will often involve partner organisations.

The Council will work with other organisations in order to get a better understanding of flood risk in Wiltshire. The Council will support the EA with regard to collecting information, studies and surveys where there is a common interest in understanding the causes of flooding. The Council will work with other organisations to develop a standard method of recording flood events in order to ensure consistency and accuracy of reporting.

The Council will work with other organisations with responsibility for infrastructure that may have flood risk implications, including Network Rail, Highways Agency, the Canal and Waterways Trust, MoD, landowners, town and parish councils. The Council will share information with other organisations as required, especially in connection with partnership and project working, and will establish early in the development of projects what can be shared and how.

The Council will record and analyse flooding incidents in order to get a better understanding of the causes and potential means of mitigation and flood protection, including working with the LRF, emergency services, local Councils and others holding relevant information.



*Wiltshire Council has a programme of CCTV drainage surveys to record and maintain its drainage assets.*

The Council as LLFA will investigate flood incidents and determine which authority has the relevant flood risk management functions. The outcome of the investigation will be reported to the relevant flood risk management authority. The criteria for investigation will be as has been agreed by the South West Flood Risk Managers Forum, which would be where five or more residential properties are flooded, or one or more non-residential, or where critical services or infrastructure are flooded. Other incidents may be investigated subject to resources.

The Council will establish and maintain a register of structures and features, which in the opinion of the authority are likely to have a significant effect on flood risk in its area and record information about each of them which includes the state of repair and ownership. This is a requirement of Section 21 of the Flood and Water Management Act 2010.

The coordination of joint working and sharing of knowledge with others at a local level will be managed through the Operational Flood Working Groups.



## Improving Protection

The council will consider a wide range of approaches from an early stage to focus on the places with greatest flood risk. Specific measures to reduce the flood risk at particular locations will be developed following studies, surveys and modelling as required to identify appropriate proposals. The measures will generally be consistent with the following principals:

- Studies may be undertaken to identify suitable mitigation measures to reduce flooding at specific locations,
- Structural, non-structural or adaptation measures may be proposed,
- Measures proposed should generally provide a wide range of protection,
- The benefits and costs associated with proposals will be considered,
- Funding from others should be encouraged in order to identify opportunities for joint funding of proposals,
- Measures which are not feasible should be discarded at an early stage,
- A preliminary assessment should be carried out of potential funding sources and how to access them.
- The cost and benefit of the proposals should include social, heritage, ecological considerations,
- Engagement with stakeholders, local Councils, members and the public should be undertaken to encourage involvement,
- The preferred measures should have benefits which justify the costs,
- The preferred measures should have a reasonable chance of being funded, and consideration should be given to the beneficiaries providing a degree of funding.
- The preferred measures should contribute towards sustainable development,

In view of the high cost of large scale flood protection measures and the limited budgets available, it is unlikely that the Council will be able to fund large scale schemes. Where there is a realistic chance of success and appropriate measures are identified the Council will explore joint funding of schemes with others.

The Council has a Medium Term Programme which is included as Appendix 4. The list of schemes will be regularly reviewed and agreed by the Council's Strategic Flood Risk Management Group in conjunction with the Operational Flood Working Groups. The programme may be reviewed and adjusted to reflect circumstances, improved knowledge or changed conditions.





*Wiltshire Council has an extensive programme of flood alleviation and drainage improvement works, with an annual budget of currently £1,000,000*



In the longer term the Council will work with other organisations, including the EA to identify options for reducing flood risk in the largest communities and those most at risk. This will include proposals for Salisbury, Trowbridge, Warminster and those towns and villages with the most properties at risk.

Individual property protection measures may be a realistic option in many places, and where appropriate property owners will be encouraged to install such protection. Funding from the Council or other sources for individual properties is unlikely to be available in most cases, and property owners need to be aware of their responsibility to protect their own property.

Where physical flood protection is not feasible consideration will be given to measures to increase resilience and recovery.

## Improving Resilience

Wiltshire Council will continue to be a member of the Local Resilience Forum (LRF), and will work closely with other organisations, including the EA, health and emergency services to improve the response to emergencies, including flooding. Wiltshire Council will usually take the lead in dealing with recovery from any flooding incident.

The Council has developed operational plans for the Severe Weather and Drainage team, which focus on those areas most at risk of flooding. Information on the extent of possible flooding and vulnerable highways and services will be available for use by operational staff in the event of flooding incidents. This information will be updated in the event of incidents or as further information become available.



*Wiltshire Council has an established network of Flood Wardens, and works with the Environment Agency on workshops and awareness events.*

The Council will encourage town and parish councils to prepare emergency plans, specifically if they have previously experienced or are at risk of flooding. Support will be provided for the use of Flood Wardens to help local communities to cope with flooding incidents, including the provision of equipment and training where appropriate.

The Council will encourage residents and communities to make use of the EA's free flood warning service to those who are at risk of flooding. However, it is appreciated that similar flood warnings do not currently exist for surface water flooding or groundwater flooding, and the Council will work with the EA in developing warnings for this type of flooding.



## Improving the Environment

Wiltshire Council will renew and maintain its drainage assets so that they function effectively and work correctly. In many cases there are currently limited records of drainage assets, and a programme of recording and reviewing their condition has been underway for a number of years. This process, including the use of CCTV surveys of the drainage systems will continue as funding allows.



*Wiltshire Council has an ongoing programme of CCTV surveys of drainage systems to identify where they are not working properly.*

When upgrading or improvement works are undertaken on watercourses the Council will have regard to the environmental and ecological considerations to reduce the impact of the scheme, and where practicable will improve environmental protection. The Council will work jointly with town and parish councils and other organisations, on enhancement works when appropriate opportunities arise.

The Council will carry out consenting and enforcement on ordinary watercourses to control activities that might have an adverse effect on flooding. The Council has the authority to attach reasonable conditions to any Consent issued under Section 23 of the Land Drainage Act. Landowners considering carrying out any works affecting a watercourse are encouraged to contact the Council's drainage team at an early stage.



The Council recognises that new development can affect the occurrence and significance of flood events. However, new development can also provide opportunities to reduce flood risk

through sustainable drainage systems and improved design codes to deliver increased resilience. The opening up of river corridors, and use of open spaces for temporary storage of water in times of flood, will be encouraged provided this does not lead to unacceptable impacts on the environment.

### **Sustainable Drainage Approval Body**

Once the relevant legislative provisions have been enacted the Council will become the Sustainable Drainage Approval Body (SAB) for Wiltshire, and this will ensure close links with the planning approval process associated with the management of new developments. It is intended that through the requirement for sustainable drainage systems, new development will not add to flood risk in Wiltshire.

The role of the SAB will be to determine whether proposed drainage systems for new developments, including the redevelopment of land and buildings, are acceptable and fit for purpose before construction begins, as well as ensure that proposed drainage systems meet national standards for design, construction, operation and maintenance.



*New developments and drainage schemes in Wiltshire have provided opportunities to introduce ponds and swales to improve water quality and habitat*

Adaptation to the potential effects of climate change on flood risk is likely to be a gradual process, and resilience to flooding is expected to progressively increase. The current modelled impacts of climate change on flood risk underline the need for effective surface water management. Detailed surface water management plans will continue to model the possible impact of climate change, and therefore enable consideration of the need to identify and prioritise mitigation actions.

The Council will use the SAB process to work with other organisations, including neighbouring authorities to reduce flood risk, and encourage appropriate development.

## Improving Communications

Wiltshire Council communications with town and parish councils and community groups regarding flooding issues will be mainly through the Area Boards, Operational Flood Working Groups, Parish Newsletters, or with individual communities on specific projects.

Communications will need to be effective to ensure that residents and businesses are fully informed about the work Wiltshire Council is doing to reduce the likelihood of future flooding. They also need to be informed of the flood risk they face, any actions they can take to mitigate that risk, how they can be actively involved in flood risk management mitigation work, and what precautions to take in the event of a flooding incident.

The Council, together with other risk management authorities, will continue to identify the risk of flooding across the county, and will encourage local communities to take actions to mitigate this risk. The key messages to be communicated are:

- How we are working with different organisations to deliver local flood risk management and the importance of their involvement.
- How individuals and communities should take responsibility to reduce the impact and their vulnerability to flooding.
- Recognising that we cannot prevent all flooding, but by working together we can try and manage the risk thereby mitigating and reducing the probability and consequences flooding

Where communities are at serious risk of flooding, stakeholders will be engaged in the development of proposals. This will include other risk management authorities, the public, town and parish councils and any local community groups as appropriate. As proposals are developed they should consider how stakeholders will be engaged in the plan at the right level, and at the appropriate stage, to ensure that as far as possible the proposed works are supported by the stakeholders and are appropriately funded.



*Wiltshire Council holds regular flood awareness events, including this one in June 2014 with the Environment Agency and Dorset County Council at Salisbury.*

The nature and consequences of flooding vary between locations and communities, as does the best means of engaging with them. A variety of methods may be used to engage with the local community, including assistance from the Area Board, town and parish councils, and the use of local radio, leaflets, adverts on community notice boards, or drop in sessions.

Wiltshire Council will use its website, press, radio, television and social media to create awareness of what it is doing to with regard to the management of flood risk, and to communicate important messages to the public. An open and transparent approach will help assure the public of the Council's ongoing commitment to flood risk management.

In times of widespread flooding when limited resources are stretched, and with the difficulty in moving resources during flood events, it would not be realistic to expect the Council to be able to attend every incident. Public expectations will need to become more focussed on self help rather than relying on the local authority or others to protect them from flooding. The

message from the Council will need to be consistent in reminding home owners and businesses of their responsibility to protect their own properties from flooding.

## **6. Funding**

Funding is a key element of managing flood risk, and can be a constraint on progress. Without funding schemes are unlikely to be progressed, and consideration must be given to how the Council funds flood alleviation, resistance, resilience and asset maintenance in order to full fill its role as the LFRM for the county both now and in the future.

Currently flood risk management in Wiltshire is comparatively well funded compared to many other local authorities, with funding of £1,000,000 for 2014/15. In addition the Council has been awarded £282,000 for emergency repairs following the 2013/14 flooding. The Council will continue to bid for funding as opportunities arise.

Funding can be sourced in various ways, and the following gives a brief outline of where the Council may consider raising money in order to fund actions and priorities. As a rural county Wiltshire can have difficulty in competing with the larger urban conurbations for grant aid towards flood alleviation schemes, and although that does not preclude the county from making applications as and when opportunities arise, consideration needs be given to other funding streams.

### **Flood Defence Grant Aid (FDGiA)**

Government funding is provided through Defra and is administered and managed by the EA, with approval from the Regional Flood & Coastal Committees (RFCC). The FDGiA has historically been the major source of funding for both flood risk management and coastal defence schemes.

To apply for funding for flood defence schemes strict criteria need to be met, particularly to demonstrate that the expected whole-life benefits exceed the whole life costs of the scheme. Additionally projects need a strong partnership base, and should investigate all possible benefits to help obtain contributions from other sources, which includes ensuring that outcomes of these measures do not just involve the capital construction outcomes but also touch on health, education and deprivation.

### **Local Levy**

This levy is made up of contributions from Local Authorities and is used to support flood risk management projects that do not attract FDGiA funding. This allows locally important projects to take place, and where schemes can demonstrate that the outcomes will help regional priorities it is more likely to attract this type of funding.

Schemes at Crudwell and Easterton were beneficiaries of local levy funding for Individual Property Protection Schemes, which were carried out in conjunction with the Environment Agency in 2011/12.

### **Local Authority Funding**

As well as funding specifically available to Wiltshire in their role as LLFA, the Council also has its own funding for capital projects and revenue programmes which may be used for flood risk management purposes. Currently an ongoing programme of flood alleviation and drainage schemes are co-ordinated through the Operational Flood Working Groups.





*Wiltshire Council funds drainage improvement and flood alleviation schemes to help reduce the flood risk for local communities.*

Some flood alleviation schemes could potentially deliver benefits across the Council's wide range of responsibilities. A combination of revenue, capital and additional funding could make it possible to develop schemes for flood risk management that could deliver a multiple range of benefits. An example of this would be SuDs, which not only perform a means of attenuating water flow, but can also enhance biodiversity for flora and fauna, and provide recreational facilities.

Funds accrued through the application of planning obligations and Community Infrastructure Levy (CIL) could provide a source of funding for drainage improvement and flood alleviation schemes.

### **Private Funding**

There is a potential for private funding of schemes where a private individual or company would benefit the most from a proposed measure, such as their land being better protected. Companies or individuals could contribute to flood risk management measures, but any funding they provide would probably have to be seen to be providing a clear commercial benefit to themselves. Sponsorship currently provides little funding support, but where there is a good business case this could be an effective method of securing financial support.

Private sector partnerships and initiatives could be formed to promote specific schemes, but are unlikely to be viable in most cases because of the potentially high start up costs, and because private companies generally want to see a return in their investment in the short to medium term. The timing and management of these schemes would need to be carefully considered.

Developer contributions, LEP and other funding associated with development has potential to provide funding for flood risk reduction works, especially in those areas where significant development is proposed.

### **Charitable Trusts & non Government Organisations**

Grants from charitable trusts and non government organisations are a potential source of funding particularly for schemes that are relatively small and localised. There are many trusts that exist to support wildlife, communities, poverty, education etc. and if a scheme can show benefits there is no reason why applications cannot be made to support new schemes in appropriate cases.

### **Community Fundraising**

Although it can be a time consuming way of raising small amounts of money, community fundraising is a good way of raising community engagement and spirit, and can assist in helping a scheme apply for additional funding. It may be a relevant way of raising funds for specific schemes in some cases.

## City, Town and Parish Councils



*Working with local communities and landowners can reduce costs and help implement schemes as at Winterslow.*

Local funding may be available for particular schemes, where they have a wider community benefit. The emphasis is likely to be on community involvement and volunteering, and local voluntary groups should consider this option if they have a suitable scheme. However the Community Infrastructure Levy (CIL) could provide a funding source in the future.

Local community involvement can help in obtaining agreements from landowners, and help implement schemes, which has proved helpful in the past. City, town and parish councils are also able to raise funding through Council Tax parish precepts.

### **Other funding sources**

Public appeals, Lottery, European Union and Defra grants and pilots are other ways of accessing money, each of them requiring specific criteria for qualification and awareness of them should be taken into account when considering raising funds for a scheme. Before preparing bids it will be necessary to ensure there are sufficient resources to prepare the bid and a reasonable chance of success.

### **Non- Financial Contributions**

In some cases contributions can be made in other ways, for example by others providing land, material or even volunteer labour. This can be an effective way of getting work done at minimum cost, and has proved effective when landowners have been keen to see schemes implemented.

## **7. Governance**

### **Wiltshire Council**

Wiltshire Council as LLFA will continue to endeavour to make the best use of its resources and provide value for money with regard to flood risk management and the responsibilities and duties of the legislation are conducted openly, honestly and are accountable.

Wiltshire Council cannot deliver the objectives of the local strategy without the assistance of others. The Council needs to work with other Risk Management Authorities, Flood Risk Management Stakeholders, community groups and the public.

Wiltshire Council has an established Flood Risk Management Governance Structure, with the overall governance of flood risk management regularly reviewed by the Council's Environmental Select Committee.

### **Strategic Flood Risk Management Group**

The Council's Strategic Flood Risk Management Group is chaired by a Cabinet member portfolio holder, who works closely with the Chairs of the Operational Flood Working Groups.

Members of the Strategic Flood Risk Management Group include:-

- The Portfolio Holder for Flooding – Councillor Seed,
- Chairs of Operational Flood Working Groups – Councillors Jacobs and Hewitt,
- Wiltshire Council's Corporate Directors, Carlton Brand and Maggie Rae
- Wiltshire Council's Associate Directors for Economic Development and Planning, and Highways and Transport,
- Environment Agency,
- Wessex Water,
- Wiltshire Council's Emergency Planning and Drainage teams,
- Highways Agency and Network Rail,

The Strategic Group usually meets annually, and oversees the work of the Operational Flood Working Groups, which generally meet every two months. The Strategic Group sets and reviews the strategy with regard to flood risk managements, and monitors delivery of the Council's strategies and duties.

### **Operational Flood Working Groups**

There are three Operational Flood Working Groups, which cover the north and south of the county, based broadly on river catchment areas, with a separate group for Salisbury. The meetings usually take place every two months, and are attended by representatives from the EA, Wessex Water, Thames Water, Highways Agency, Wiltshire Fire and Rescue, Canal and Waterways Trust and other organisations having an interest in flooding and drainage matters. Town and parish councils are invited to contribute to the meetings in connection with issues in their areas.

Following consideration of specific flooding issues at the Operational Flood Working Groups, the Council has undertaken a number of joint schemes with the EA, Wessex Water and Thames Water, and town and parish councils. These have demonstrated the value of partnership working, which is needed to tackle these often complex issues. Project teams have been formed to deliver specific studies, flood alleviation schemes, or individual property protection projects.

There are other Council departments and services that have a role in aspects of local flood risk management, including spatial and emergency planning, and there is an open invitation for them and other stakeholders to attend the flood working groups as appropriate.

### **Delivery**

The delivery of the Council's flood risk management service depends to a large extent on the Council's Drainage Team, which forms part of the Highways Asset Management and Commissioning Team in Highways and Transport. The team with a staff of five, which is being increased to eight, works closely with other Council teams having an interest in drainage and flooding issues, and deals with the current and future proposed programme of drainage and flood alleviation works within the County.

The team works closely with the Operational Flood Working Groups and supports the operation of the groups. The drainage team is supported by Atkins, the Council's Highway Consultant, who can provide specialist technical advice on a wide range of drainage aspects, and Balfour Beatty Living Places, who are the Council's main contractor for drainage works. Performance of the contractors and their supply chains are monitored through the contract management processes set up to manage the Wiltshire Highways and Streetscene Contract, which are reported annually.

### **Monitoring and Reviewing**

The LFRMS will remain a live document and will be reviewed as required by the Strategic Flood Risk Management Group. Changes may need to be made to the strategy, which could be as a result of:-

- Significant flood events that affect the Council's prioritisation of works.
- Important changes to available information used to assess flood risk
- Policy changes affecting the roles and responsibilities of Wiltshire as a LLFA
- The monitoring identifying that the Local Strategy is not achieving its objectives

### **Resource to Deliver the Strategy**

Resources are needed for the management and activities of the LLFA. As a unitary authority Wiltshire Council has been able to integrate many of the functions and activities into the existing structure within the Highways Asset Management, Local, Spatial Planning and Emergency Planning teams.

The introduction of a SuDs Approval Body in accordance with the Flood and Water Management Act 2010 may require additional resources to meet these requirements when that part of the legislation is enacted. In the longer term the maintenance of the sustainable drainage installations will have a need for resources, and the funding for this is uncertain at present.

The resource requirements will continue to be reviewed by the Strategic Flood Risk Management Group, and taken into account in the Council's budget setting process.

## APPENDIX 1 – Environmental Considerations

Factor	Considerations
Population	The need to manage flood risk for the benefit of the increasing and ageing population in Wiltshire. The necessary residential development required to house the growing population needs to be delivered in locations, and using techniques, that are sustainable and protect and enhance the qualities that contribute to high levels of resident satisfaction.
Health	Protection from hazards associated with flooding. People's mental and physical health can be affected by the perceived risk of flooding and contaminated flood water. There is the potential to better manage risks to reduce these effects. There may be opportunities to improve public access to recreational features, goods and public services that could make a material difference to their health and quality of life.
Economy	There is a need to manage flood risk to critical infrastructure and material assets so that the infrastructure required for economic prosperity continues to function. There is the potential for flooding to disrupt critical transport infrastructure such as rail and road networks which could have considerable implications to the economy. Changes in the frequency and extent of flooding leading to consequent changes in the use of land, could affect its versatility or productivity.
Biodiversity	Changes in flood risk, frequency or changes in water levels that have the potential to adversely affect nature conservation, biodiversity and landscape features through habitat loss or fragmentation. Alternatively, such changes may present opportunities to improve the condition of existing habitats or create new biodiversity and landscape features.
Water Environment	Groundwater reserves are important for private and public water supplies. Construction, changes in flood risk to areas of potentially contaminated land and changes in flood frequency associated could lead to changes in overground and underground water bodies. Such changes may affect a water body's ability to achieve and maintain good chemical and ecological status.
Geology and Soils	The relationship between the geology of an area and overlying soils is a significant factor in determining flood risk. Flooding could result in changes in the use of land, affecting its versatility and productivity. However, Grade One agricultural land at risk of flooding is often no coincidence, as the flooding of land with nutrient-rich sediment creates fertile soil. It is important to maintain access to the best and most productive agricultural land for economic and social benefit. Aquifers are important sources of water supply, and can be adversely affected by development unless appropriate controls are implemented.

<b>Factor</b>	<b>Considerations</b>
Landscape and Townscape	Changes in water levels or land use have the potential to adversely affect landscape features. However, such changes may present opportunities to create new and interesting landscape features.
Historic Environment	Changes or alterations to flooding regimes that can adversely affect historic environment sites and their settings. Schemes may also manage the flood risk to heritage features or lead to improved access to historic environment sites.
Air Quality	The construction activity of physical flood risk alleviation schemes could increase emission levels of atmospheric pollutants locally, but these would be short duration effects. Flood risk alleviation schemes themselves are unlikely to have any effect on air quality.
Transport	Flooding has the potential to disrupt critical transport infrastructure (such as road or rail networks).The location of such infrastructure may influence the range of available flood risk management options.
Waste	Flooding has the potential to adversely affect waste treatment and related sites. The construction of physical flood risk alleviation schemes have the potential to produce waste which should be minimised through efficient design and management of waste products.

## Appendix 2 - Additional Flood Risk Management Stakeholders

Stakeholder	LRFM Role	Method of Engagement
Area Boards	Represent town and parish councils as a group to the county council	Area Board meetings, advice and information as required.
Association of British Insurers (ABI)	Represent the insurance industry and work with government, regulation & policy makers	Advice and comments where necessary.
Canal & River Trust	Ownership and maintenance of waterways in England & Wales as well as associated assets	Invitation to OFWG and consultation on schemes.
DEFRA	Department for Rural Affairs and responsible for setting policy for FRM	Consultation and enquiry
English Heritage	Government advisor on historic places and heritage	Consultation and enquiry as required
Highways Agency	Responsible for M4/A303 & A419 through Wiltshire	Invite to OFWG and consultation where necessary
Housing Associations	Social housing accommodation providers	Providing and sharing information on vulnerable properties and advice
Land owners/estates	Maintenance of flow of water as riparian owners	Consultation with regard to flow or access to land for schemes
Local Government Association (LGA)	Lobbying and support of local authorities	Sharing best practice
Met Office	Provision of weather alerts and flood guidance statements	Liaison through LRF and Emergency response team
National Farmers Union	Represents farmers at local and national level	Consultation as required
Natural England	Advisor the government on safeguarding England's natural environment	Consultation as required
National Flood Forum	Support and advice to communities and individuals	Consultation as required, attendance at flood seminars
Neighbouring authorities	LRFM authorities and sharing on information on river catchments	Consultation as required
Network Rail	Responsible for rail network which includes assets such as culverts and bridges	Standing invite to OFWG meetings. Consult on schemes as required
Regional Flood & Coastal Committee's	Bring together LRFM authorities, administer local levy for flood defence schemes	Applications for funding, consult as necessary
Town and Parish Councils	Source of local knowledge and consultees in planning process	Standing invite to OFWG meetings. Consultation as required
Universities	Develop and assist with knowledge and projects	As required
Utility companies	Other than water companies, assist in flood alleviation work to protect assets	Consultation as required.

## Appendix 3 – Resources to Deliver Strategy

Activity	Resource/Team
Develop, deliver, apply and monitor the local strategy	Strategic Management Group/Highways Asset Management Team
Management and partnership working	Operational Flood Working Groups/Highways Asset Management Team
Commenting on planning applications and interaction with spatial planning	Operational Flood Working Groups/Drainage Engineers/Spatial Planning teams
Studies and management of studies to understand flood risk and deliver schemes	Drainage Team/Atkins and other consultants for Wiltshire Council as required
Community awareness and engagement with the public	Drainage Team/ Local Highways and Streetscene Team
Investigating flooding incidents	Drainage Team/ Operational Flood Working Groups
Developing a maintenance programme and schedule for assets	Highways Asset Management Team, Local Highways Team
Designating features or structures	Drainage and Structures Teams in Highways Asset Management
Consenting and enforcing works for Ordinary Watercourses	Drainage Team
SUDS Approval Body	To be confirmed when legislation introduced.



## Appendix 4

### Wiltshire Medium Term Plan

Scheme	Background	Proposal	Financial Information
Aldbourne	The community of Aldbourne has experienced flooding from groundwater and the sewerage system a number of times in the last 20-years. Surface water flooding of the highways is also a frequent occurrence. 10 residential properties have been reported as being affected by the flooding, of which approximately 5 experienced internal flooding. As a result of these flood events the local community have formed a Drainage Improvement Group (DIG) to establish the causes of the sewer and groundwater flooding in the village, and identify and implement the range of solutions which could address it. The EA flood maps indicate that 172 residential properties are at risk from surface water flooding (30-year deep), and 33 residential properties from fluvial flooding (Flood Zone 3).	This project has been developed in consultation with the Environment Agency and has received funding for a desk top study and works with Lottage Road and Goddards Lane to upgrade the culvert. Thames Water has a program of sewer lining and sealing of their apparatus, this is ongoing. Thames Water are currently proposing a scheme to separate the surface water and groundwater flows from the sewer network, thus reducing sewer flooding. This scheme will improve surface water drainage to help reduce the risk of property and sewer flooding. Funding is in place to enable the scheme to be implemented in 2014.	Scheme Cost £180,000 Estimated Discounted Benefits £600,000
Great Bedwyn	The village of Great Bedwyn suffers from frequent surface water flooding of residential property. Flood maps show 69 residential properties are at risk of surface water flooding during a 1 in 30 year rainfall event. Community assets are also at risk including a Doctors Surgery, Electricity Sub Station and Community Centre. Historical records show several instances of internal property flooding (notably in 2000, 2003, 2008 and 2012) in addition to flooding of gardens and recreational areas.	The works include a combination of attenuation features and drainage ditches to attenuate and divert surface water away from properties. The scheme will be designed to provide a 1 in 30 year standard of protection for 69 residential properties across the 3 areas at very significant risk of surface water flooding. The proposed works will seek to provide a sustainable solution providing environmental and community benefits in addition to reducing flood risk. A bid has been submitted for funding in 2015. Thames Water has a program of sewer lining and sealing of their apparatus as sewers become inundated and cause flooding to homes. We are working with Network Rail and Thames Water to minimise flooding risk.	Scheme Cost £475,000 Estimated Discounted Benefits £1,278,000
Tilshead	Tilshead has suffered flooding from the river Til. Surface water is conveyed downstream to the village of Tilshead through a combination of open valley bed, culverts and open channel. The extreme rainfall events in combination with very high ground water levels experienced in December 2013, January and February 2014 meant flows in the Til exceeded the capacity of the culverts and surface water sewer system causing public highway and property flooding. Based on surface water flood maps 55 properties are at risk of flooding in a 3.3% AEP event.	Construction of an upstream flood storage area to attenuate flow in order for the existing drainage system downstream to operate within the limitations of its capacity. This attenuation will aim to reduce risk flooding of infrastructure and properties. This lost cost, innovative scheme based solution will seek to reduce the risk of groundwater flooding but PLP may still be required to mitigate against groundwater flood risk. Assumed standards of protection (current and proposed) and construction costs are best estimates based on available data.	Scheme Cost £195,000 Estimated Discounted Benefits £1,856,417
Winterslow	The village of Middle Winterslow is susceptible to frequent surface water flooding. 13 residential properties suffer persistent flooding of front and back gardens preventing safe access and egress from properties; for many properties this flooding occurs several times a year and is on the threshold of causing internal flooding. Flood maps show properties are at risk of deep surface water flooding during a 1 in 30 year rainfall event, based on historic records and anecdotal evidence it is considered that the standard of protection (SoP) against internal flooding is currently 1 in 5 year. In 2008 the Environment	The proposed works for Stage 2 of this scheme include new overflow pipework within the highway to manage excess flow from the soakaways installed during Stage 1. The pipework will divert flows away from properties, taking flow under the highway with an outfall into a new infiltration trench behind 1 Witt Lane. It is considered that Stage 2 will increase the standard of protection to 1 in 50 years for 13 properties. Scheme implementation will be programmed when funding source is confirmed.	Scheme Cost £80,000 Estimated Discounted Benefits £1,856,417

Scheme	Background	Proposal	Financial Information
	Agency commissioned a study to investigate and propose a solution to the flooding problems in Middle Winterslow. Using the information provided by the 2008 study, Wiltshire Council have carried out £50,000 of Capital Works constructing Stage 1 of a scheme to manage surface water in the village.		
Orcheston	Orcheston has been flooded by the large volume of floodwater conveyed downstream from Tilshead. Surface water flooding occurs at the northern edge of the village from a tributary upstream of Rockery Farm. This is due to the low capacity of the shallow channel and the flat valley. Flooding in this part of the village mainly affects an access road to residences and gardens. Based on surface water flood maps 28 properties are at risk of flooding in a 3.3% AEP event. The village is also susceptible to groundwater flooding.	Construction of an upstream flood storage area to attenuate flow in order for the existing drainage system downstream to operate within the limitations of its capacity. This attenuation will aim to reduce risk flooding of infrastructure and properties. This lost cost, innovative scheme based solution will seek to reduce the risk of ground and surface water flooding but PLP may still be required to mitigate against groundwater flood risk. Scheme details are being developed to confirm standards of protection (current and proposed) and construction costs.	Scheme Cost £75,000 Estimated Discounted Benefits £945,085
Dilton Marsh	During severe downpours and after periods of persistent heavy rain, flooding affected properties between Petticoat Lane and Lansdowne Close at the village of Dilton Marsh. This is due to the culvert network capacity being exceeded and surcharged flow emanating from manhole chambers. Surface water collects in the rear gardens of no. 10 and 11 Lansdowne Close due to inadequate capacity of the surface water gulley's in the gardens and driveways at these properties. Surface water flood maps show 16 properties are at risk of flooding in a 3.3% AEP event.	Replacement part of the existing surface water drainage network is proposed. The preferred option is being discussed with landowners to enable the early implementation of this scheme, which will be funded by Wiltshire Council. Implementation is anticipated in 2014.	Scheme Cost £123,000 Estimated Discounted Benefits £269,174
Chitterne	Chitterne has been subject to flooding from the Chitterne Brook, a winterbourne. During recent storm events (December 2013 - February 2014) runoff from the upland catchment exceeded the capacity of the Chitterne Brook and structures inundating roads and causing property flooding. Surface water flood maps show 40 properties are at risk of flooding in a 3.3% AEP event. Flooding from groundwater sources is also an issue in Chitterne.	Construction of an upstream flood storage area to attenuate flow so the existing drainage system operates within the limitations of its capacity. This attenuation will aim to reduce risk flooding of infrastructure and properties. This lost cost, innovative scheme based solution will seek to reduce the risk of groundwater flooding but PLP may still be required to mitigate against groundwater flood risk. Scheme details are being developed to confirm standards of protection (current and proposed) and construction costs. Additional works to be carried out in water meadows to improve conveyance	Scheme Cost £135,000 Estimated Discounted Benefits £1,350,122
Forest Road, Melksham	Residential properties and the main access route along Forest Road have been subject to regular surface water flooding due to the insufficient capacity of the drainage network; as a result over 20 residential properties are at risk of flooding in the Forest Road area. Drainage investigation and repairs have been undertaken in 2007 and 2012; these confirmed that one of the key issues is the reduction in pipe diameter from 375mm to 300mm, which limits the flow capacity of the network, resulting in flooding. In addition, during the last investigation in 2012 it was evident that the entire pipe length had deteriorated in condition since 2007, thus increasing the risk of collapse or blockage in the near future.	The proposed works are to construct a new 1250mm diameter pipe within the highway, upgrading the existing 375/300mm pipes and thus providing a significant increase in the piped networks capacity. The works include diverting the existing undersized network away from properties, garages and private gardens, instead routing the pipes along the highway. All lateral pipes will be constructed of porous piping to allow the ingress of groundwater into the system to limit flooding from this source. Scheme implementation will be programmed when funding source is confirmed.	Scheme Cost £153,000 Estimated Discounted Benefits £1,477,000

Scheme	Background	Proposal	Financial Information
Other schemes	Following the extensive flooding between December 2013 and March 2014 a number of communities in Wiltshire experienced flooding. Investigations are underway to establish the causes and extent of flooding, working with the local communities and Flood Wardens.	The Council has been working with the communities to encourage take up of flood support grants, and to identify maintenance and flood protection measures that the community can assist with. As investigations into previous flooding continue it is anticipated that further schemes will be identified for inclusion in the Medium Term Plan.	To be confirmed

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**Meeting:**                   **Contract Task Group**  
**Environment Select Committee**

**Subject:**                 **Highways Contracts – Annual Review of Service**

**Cabinet Member:**   **Councillor John Thomson**

**Date:**                    **28<sup>th</sup> October 2014**

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## **Purpose of Report**

1. To update the Contract Task Group and Environment Select Committee regarding the progress with addressing outstanding issues by BBLP on the Council's Highways and Streetscene Contract.

## **Background**

2. The Highways Contract was awarded to Balfour Beatty Living Places (BBLP) on 18 December 2012. The contract started on 1<sup>st</sup> June 2013 and brings together the previous highways, street lighting and streetscene contracts and operations into one contract. It has provided substantial financial benefits for the Council.
3. The contract provides construction and highways maintenance services in connection with roads and bridges, including road resurfacing, drainage works, bridge strengthening and maintenance, improvement schemes, road markings, gully emptying, grass cutting and pothole repairs. It provides the Council's out-of-hours emergency response on the highway network, and delivers the Council's winter precautionary salting operation. It also delivers street cleansing, grounds maintenance, street lighting maintenance and the maintenance of the highways and streetscene vehicle fleet.
4. The contract period is for five years, with a possible two year extension subject to suitable performance. The contract uses the 'New Engineering Contract' (NEC3) form of contract, which is a family of contracts that facilitates the implementation of sound project management principles and practices, as well as defining legal relationships.
5. The contract has been operating for over a year, and the performance of BBLP has been monitored by the Contract Task Group and was reported to the Environment Select Committee in July 2014. It was noted that BBLP's performance during the first year of the contract in a number of areas had been good, with a good quality of work produced, especially in connection with drainage and flood works and larger road resurfacing schemes. It was noted that there had been issues with some service areas, particularly grass

cutting in the west of the county, which BBLP acknowledged had been under resourced and took appropriate measures to address the issue.

6. At the meeting it was reported that there were a number of issues which required further action by BBLP. These were in connection with undertakings given at the tender stage, which were generally over and above the requirements of the minimum specification.

### **BBLP Undertakings Action List**

7. As reported in July, a number of areas were identified where progress on delivering the first year BBLP undertakings had not been as good as had been anticipated. In order to address these issues BBLP prepared an Action List (See **Appendix 1**). Progress on resolving these issues has been monitored weekly by senior management of the Council, BBLP and Atkins, and has been reported regularly to Carlton Brand, Corporate Director and Philip Whitehead, Portfolio holder.
8. Most items have either been concluded satisfactorily or progressed sufficiently by BBLP to be confident that future performance will be as required. The outstanding issues which it has not yet been possible to close are described below.
9. The processes for developing the programmes for future works (Action No.5) have been agreed, and the programmes for 2015/16 are in preparation. The action has been left open until these programmes are agreed in detail, which is likely to be early next year.
10. The contract includes the provision of digital radios (Action No.13), but there are technical issues with regard to coverage across the county and the suitability of systems. Further investigation work is being carried out before a decision is made regarding this substantial investment which will need to be funded by the Council.
11. BBLP are in the process of advertising apprentice placements (Action No.24), and it is anticipated that appointments will be made shortly. This action is being kept open until the apprentices are in place.
12. Problems with dealing with fly tipping (Action No. 25) have been resolved, and the service is operating effectively. Confirmation of arrangements is being discussed between the Council and BBLP and this item should be closed shortly.
13. Community Days and Street Sparkle events (Action No.27) are now taking place and are being very well received. However, their future operation will need to be considered in the context of budgets for 2015/16.
14. The structures programme (Action No.28) has been agreed between BBLP and the Council, but final details of supply chain and sub-contractor

arrangements need to be confirmed by BBLP so that there is confidence in delivery of the programme.

15. Overall good progress has been made by BBLP with the identified actions and there is a clear commitment at a senior level to improving service delivery going forward.

### **Audit of Contract**

16. The audit of the Highways and Streetscene Contract is being carried out by South West Audit Partnership in two phases. The first phase is in connection with the Local Highways Service, which was identified as having problems during the first year of the contract. This report is currently being finalised and reviewed by the Audit Manager. A response to the audit will then be prepared by the relevant Council officers, and this will be reported to the Task Group shortly.
17. The second phase will look at the highways major maintenance service, and this audit is in the process of starting.

### **Conclusions**

18. The previous review of BBLP's performance during the first year of the contract identified a number of areas where performance has been good and acknowledged that there had been issues with some service areas, particularly grass cutting in the west of the county.
19. BBLP have made very good progress with the outstanding items identified through the review of the first year undertakings given at the time of tendering. The remaining outstanding items are being resolved, and there is a clear determination by BBLP to improve service delivery.
20. BBLP's performance will continue to be monitored, and will be reviewed and reported in detail after the second year of the contract. It should be noted that there is still the potential for the full two years extension to the contract to be awarded, subject to improved performance in future years.
21. The performance of both Atkins and BBLP will continue to be monitored and will be the subject of an annual review report next year.

### **APPENDICES**

Appendix 1 – BBLP Action List for first year undertakings

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APPENDIX 1 – BBLP Action List for Year One Undertakings

No	Environment Select Committee - Actions	Status	Action	Notes
1	<b>Seamless transition</b> from previous contracts to BBLP not completely achieved. Inductions / briefings / meetings during first few weeks of contract led to grass cutting issues during summer 2013	Closed	For consideration in connection with future Council procurement	Lessons from bringing together previous multiple suppliers to single contract require additional resources and monitoring at the early stages and should be addressed in mobilisation plans for future contracts.
2	<b>IT systems</b> were not all operational from day 1 of contract, and Causeway issues have been evident throughout year 1	Closed	See action 9 & 10 below	See action 9 & 10 below
3	<b>Role profiles</b> for BBLP operatives and staff, to align with Wiltshire's Behaviours Framework were not developed prior to day 1.	Closed	Continuing Transformation project with all parties led by Dr Carlton Brand	Transformation project underway since April 2014. Shared central office from September 2014 will co-locate BBLP/WC/Atkins staff. Increased Communications activity in newsletter etc, presentations to operatives at Safety days to widen contract knowledge.
4	BBLP understanding of what the <b>Community Team Service</b> is seeking to deliver was not clear. It should provide local services provided by multi-skilled teams that are dedicated to specific areas, which work in a proactive manner to reduce demand and the need for reactionary working. BBLP's lack of understanding on this appears to have contributed to the problems encountered in some areas of the Local Highways Service during the year.	Closed	BBLP/WC to agree Community Team roles by service area and minimum resources for community days	Discussed and agreed outline for each of the 22 services with formal sign off at Service Development Team meeting of 9th July. Agreement of base level of resource for community days being completed, but will be subject to budget considerations for future years.
5	Development and availability of <b>works programmes</b> (long, medium and short term) for Local Highways and Streetscene services was not completed.	Open	WC/BBLP/Atkins to agree how annual plan process is to operate and processes for shorter term programmes	Service review meetings for 7 separate areas of the contract have been held between BBLP/WC/Atkins during July and August. Subsequent action plans have agreed how short term plans are produced and distributed, and changes to process on all sides agreed to deliver an Annual Programme for 2015. Details and timing of information provided to BBLP being discussed. New BBLP planning resource in place. Longer term programmes being developed.

APPENDIX 1 – BBLP Action List for Year One Undertakings

No	Environment Select Committee - Actions	Status	Action	Notes
6	BBLP indicated that they would develop and implement a first ' <b>90 day plan</b> ' with a series of quick wins to ensure the contract started well. The 90 day plan was not provided to Wiltshire, and does not appear to have been developed.	Closed	Whilst not completed the Mobilisation period was acknowledged as successful. A 90 day start up plan is no longer relevant. In its place WC/Atkins/BBLP have concluded a series of Service reviews with specific improvement action plans mentioned in the notes to 5 above	The service review action plans are monitored on a weekly basis through a meeting of Senior managers chaired by Parvis Khansari
7	Various issues with works streetworks <b>noticing</b> were experienced. Providing the correct NRSWA / TMA notices and working in accordance with notices did not always happen.	Closed	This has now significantly improved.	Noticing continues to be monitored in case of problems.
8	No <b>Annual Plan</b> was developed for year 1.	Closed	An annual plan for 2014 was produced. All parties have agreed now agreed improvements to the process to improve on this for 2015.	New Annual plan process with timescales for each party agreed through Service review meetings.
9	Issues with regards to operation of BBLP <b>IT systems</b> regarding closing down of Works tickets, PEMs issued to BBLP, work probably being undertaken, problematic closing down mechanism resulted in unreliable records of what work has / has not been responded to. It should be noted that a jointly developed IT process has now been introduced to address this issue.	Closed	Since 1st April all works issued electronically from WC Exor system to BBLP Causeway system for monitoring. Further enhancements to be implemented end of Sept	Closing down tickets for works issued electronically is now being completed and monitored with very high success rates.

APPENDIX 1 – BBLP Action List for Year One Undertakings

No	Environment Select Committee - Actions	Status	Action	Notes
10	Accuracy of financial information regarding <b>payment applications</b> . There have been issues with regards to the Causeway / Exor interface regarding payment applications. BBLP systems currently seem unable to provide accurate Works Invoice files to reflect the certified payment amounts against each order. For example March 2014 application had 700 errors. These issues have resulted in a build up of historic works orders that have not been closed down, which compounds the problem further and leads to frustrations on the Client side of having to make repeated comments and corrections to the BBLP applications.	Open	BBLP Causeway software has been amended following a recent meeting between BBLP/Causeway and WC IT team.	August application submitted in September will contain corrected system files. Test runs to confirm successful operation taking place.
11	Non delivery of <b>Training Centre</b> to date.	Closed	Requirements for training centre to be developed in Service delivery meetings.	BBLP Academy has secured government funding which can be used for BBLP or WC staff in relevant courses from NVQ level 2 to Level 6. Westbury Depot is established as a training centre and is currently being used for BBLP and Sub Contractor courses
12	Provision and installation of <b>GPS trackers</b> on BBLP fleet has not come forward as soon as expected. Not all plant has power take off capability. Currently the GPS system is providing only limited information regarding fleet utilisation, and hence only limited intelligence as to how services could be enhanced and improved.	Closed	Fit GPS trackers to all permanent BBLP fleet.	Gully Tankers were only outstanding vehicles and were fitted in April 2014
13	County wide <b>Digital Radio system</b> not delivered to date	Open	Requirements to be developed in Service delivery meetings.	Digital radios investigated and full coverage throughout the County cannot be achieved. Further discussion on alternates to be followed up. Technical issues need to be investigated further.
14	Delivery regarding BBLP's <b>SharePoint</b> system was delayed. This was to be the mechanism for displaying information regarding works done, works underway and works being planned, as well as performance information (KPIs / Tender promises), contract information, meeting notes etc. SharePoint is now being rolled out.	Closed	SharePoint system operational	SharePoint system has been delivered. Ongoing work to train staff and promote use by all is underway.

APPENDIX 1 – BBLP Action List for Year One Undertakings

No	Environment Select Committee - Actions	Status	Action	Notes
15	No evidence currently that there is good, or improving <b>staff moral</b> within BBLP workforce. BBLP are addressing this.	Closed	Measures to address staff moral	Employee Forums to be established from September. Improved safety stand down day sessions organised to better communicate safety and company matters, regular newsletters also now being sent.
16	BBLP <b>staff turn-over</b> , and particularly key staff continuity has not been helpful to the smooth running and delivery of the service.	Closed	Stabilise management structure	Following service reviews additional staff and changes agreed with new BBLP Contract Director appointed in consultation with WC and started 1st September.
17	Incomplete delivery during the first year of <b>Community Team service</b> – e.g. availability of Highways Community Stewards, Community Days / Street Sparkle delivery, grass cutting operations, find and fix activities, provision of multi-skilled workforce (generic working).	Closed	Reach agreement on Community Team specification	Discussions have taken place to agree scope and operation of Community Teams as part of service review in Local Highways.
18	<b>Winter Fleet Maintenance</b> Service has not been as smooth as it may have been. Communications between Rygor / BB Fleet / BBLP / Wiltshire Council Fleet have not always been effective.	Closed	Reach agreement on fleet maintenance specification	Discussions taking place to agree processes and operation of vehicle maintenance. Maintenance taking place in preparation for winter.
19	Provision and use of <b>hand held devices</b> for Local Highways Community Team and Pull service gangs has been a problem. Number of devices provided not as many as was anticipated. Devices were provided later than anticipated, and were not being used as anticipated. This resulted in a reduction in the amount of find and fix (proactive) works being recorded. BBLP are currently undertaking a full roll out of devices.	Closed	Hand held devices issued to operatives	Following all electronic work issues since April 1st PDA devices are now with all operatives who undertake routine tasks for closure of work on site and recording before and after photographs as well as the use of Find & Fix App.
20	General integration and 'bedding in' of <b>TUPE staff</b> into BBLP during initial contract period. PDRs, behavioural assessments and 'through customer eyes' training not undertaken during first 90 days.	Closed	Bedding in TUPE transfer staff and training	BBLP reported a significant shortfall in trained staff was encountered at Mobilisation and a significantly enlarged training programme has been required. Training is ongoing.
21	<b>Cemetery maintenance</b> issues were noted.	Closed	Complete Cemetery 2 week cuts	Revised schedules have all cemeteries being cut on the contractual 2 weekly cycle
22	<b>Grass cutting</b> issues were noted.	Closed	Additional Grass cutting resources added	Additional resources were added to catch up on a slow start which was exacerbated by strong growing conditions. Work is now up to date

APPENDIX 1 – BBLP Action List for Year One Undertakings

No	Environment Select Committee - Actions	Status	Action	Notes
23	BBLP have not been able to fully demonstrate that they have been collecting, or providing full <b>KPI information</b> throughout year 1.	Closed	Collect full KPI information	KPI's for 2014 have been discussed and are currently being finalised.
24	BBLP have provided 4 <b>apprentice placements</b> during year 1, but all of these were 'inherited' from the Ringway contract. Tender promises indicate that minimum of 6 per year will be provided.	Open	Take on additional apprentices	2 additional apprentice placements have been introduced since April 2014 and a further 4 will be recruited following a successful Princes Trust programme. Target end of November.
25	Issues with responsiveness regarding <b>fly tipping clearance</b> , and closure of fly tipping PEMs once completed were experienced at the start of the contract.	Open	Revise Fly Tipping procedures	Revised process has been agreed with Enforcement team to allow for their pre-inspection of all Fly Tips. Further refinement of the process currently being undertaken to ensure full information on sites is effectively communicated. Tipping is being removed, but final details need to be agreed. Target end of October.
26	Issues with closure of <b>PEMs</b> has sometimes made dealing with insurance claims more difficult. The new joint IT system is now addressing this issue.	Closed	All orders issued electronically	New joint Exor/causeway system in operation with hand held devices providing job closures
27	Less <b>community engagement</b> than hoped took place to encourage and facilitate community involvement in initiatives such as Community Days and Street Sparkle. More interaction with local communities with regards to provision of community newsletters, Area Board reports, programmes, information leaflets regarding future works required.	Open	Increased community Engagement	BBLP Staff attend Area boards in a pre-meeting with WC staff to give and receive feedback directly. An action from the Service review meetings has set a target of agreeing a minimum resource level for Community days which are being discussed. Good response currently to Community Days and Street Sparkle. May be affected by 2015/16 budget considerations.
28	Delivery of <b>Structures programme</b> initially uncertain due to Supply Chain not being fully established at the start of contract.	Open	Progress Supply Chain engagement	BBLP have provided additional support to get supply chain through the approval process and will hold a supply chain engagement event in the 4th quarter of 2014. Arrangements with supply chain to be confirmed by BBLP shortly.
29	Little progress made to date with regards to identifying and using techniques to re-use <b>Tar materials</b> .	Closed	To be included in Annual Plan process	Site coring to detect presence of Tar materials in advance of works taking place. BBLP have presented alternate solutions to Service review meetings to allow for better planned response and lower costs. An agreed process is in place to deal with this issue in 2015/16

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## Update on planning policies for Gypsies and Travellers

Emerging Wiltshire Core Strategy Core Policy 47 as amended provides traveller and travelling showpeople accommodation requirements up until 2026; and locational criteria which will guide development. This policy will inform determination of planning applications for traveller sites when the Core Strategy is adopted. The Council will receive the Inspector's report into the emerging Wiltshire Core Strategy for fact-checking by the end of this month. This demonstrates that the examination in public process into the plan will draw to a close shortly.

In its correspondence with the Inspector in February 2014 the Council committed to make rapid progress on a new Gypsy and Traveller Accommodation Assessment (GTAA) which will inform the review of the Core Strategy post adoption; and the development of a Gypsy and Traveller Development Plan Document (DPD). The GTAA was undertaken during the spring and the final report is imminent. The timing for the publication of this report is linked to the timing for the adoption of the Wiltshire Strategy.

Based on the emerging evidence the spatial planning team is undertaking technical work to find suitable sites to meet identified need for eventual inclusion as allocated sites in the Gypsy and Traveller DPD. Part of this work has involved a review of Council-owned land. This took place as a result of a commitment to the Core Strategy Inspector in February 2014 to consider Council-owned land. Relevant approval for a review was obtained from Cabinet Capital Asset Committee on 20 May 2014<sup>1</sup> and 22 July 2014<sup>2</sup>. This review is ongoing in collaboration with the Council's Property Service. In addition, officers are considering sites submitted during a 'Call for Sites' exercise which is ongoing; and are assessing permitted sites where established need could be met locally.

A timetable for the publication of a draft plan is being reviewed in response to the ongoing Wiltshire Core Strategy process.

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<sup>1</sup> <http://moderngov.wiltshire.council/documents/s73711/Item%20no.%206%20-%20Gypsy%20and%20Traveller%20DPD.pdf>

<sup>2</sup>

<http://moderngov.wiltshire.council/documents/s77825/Gypsy%20and%20Traveller%20DPD%20Site%20Allocations%20report.pdf>

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**Wiltshire Council**

**Environment Select Committee**

**28 October 2014**

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## **Developing the Overview and Scrutiny Forward Work Programme**

### **1. Purpose**

To report the outcomes of the meetings between the Committee Chairman, Vice-Chairman and relevant Executive members and Associate Directors. Meetings considered the Council's priorities for the Environment Select Committee and the potential future work priorities of this Committee.

To propose some Committee work priorities for discussion, prior to referral to the O&S Management Committee for endorsement.

### **2. Background**

Following local elections in 2013 the Overview and Scrutiny Management Committee supported discussions between the select committee Chairman and Vice-Chairman with the relevant Cabinet members, portfolio-holders and directors to gain a more informed understanding about Executive priorities. Outcomes from these were reported at committee and, where agreed, formed the single overview and scrutiny forward work programme. This approach is being repeated this year with the meetings taking place September to November.

### **3. Proposed work priorities**

Having considered the priorities of the Executive the Chairman and Vice-Chairman would like to propose the work areas below as Committee priorities approximately for the next 12 months. In some cases further work is needed to refine a topic's scope and decide how it will be approached. This list is intended to aid discussion and develop this committee's element of the O&S forward work programme, prior to endorsement by the O&S Management Committee.

The Chairman and Vice-chairman have been mindful that greater value can be added by focusing on a few key areas than by attempting to cover everything. They have also referred to the criteria listed below when selecting the suggested topics:

- Is the topic considered a priority by the Executive? Is it included within the Council's Business Plan 2013-17?

- Is the topic a major area of Council spend?
- Can the Council have a real impact on this issue? (i.e. is it a national issue or decision that is largely beyond the Council's control)?
- Does the topic affect a large number of people or a smaller number of people very significantly?

#### 4. Waste

The main area of work for the Waste Team will be on the new contract for waste services for the next 12 months, that will be going out to tender and is due to be awarded in May 2015. On this basis it was proposed that scrutiny's role may include:

- Involvement post tender to review the bids
- To receive regular reports during the 2 year mobilisation plan phase
- Review the responses to the garden waste collection consultation and the financial modelling report that will be going to Cabinet in December

In addition, it was deemed appropriate for the Waste Task Group to be reconvened for the purpose of reviewing the communications that go out to householders regarding waste and recycling, in particular plastics and where there is a change in service. This should be done with reference to the role of communications, given the ongoing budgetary pressures and ensuring the communications that are employed provide best value and achieves its purpose. The Task Group may also wish to complete some more detailed work around the Hills Annual Report when available.

The **Business Plan 2013-17** includes the following relevant outcome:

"3. ... A large and growing proportion of waste is recycled."

This Outcome is underpinned by the Wiltshire Core Strategy and the Wiltshire Council Waste Management Strategy 2012.

#### 5. Planning

It was expressed that the Committee may usefully consider the following:

- How the Council will operate post adoption of the Core Strategy (with the exception of neighbourhood plans, which will be the responsibility of town and parish councils)

- What would be the best strategy to inform and engage with town and parish council members about the new planning system and the process of neighbourhood planning?
- What are the learning points from neighbourhood plan pilot schemes?
- The implementation of the Gypsy and Traveller Development Plan

The **Business Plan 2013-17** includes the following outcome:  
 “3 – Everyone in Wiltshire lives in a high quality environment”

It is stated that to achieve this outcome “we will use our planning powers to protect the countryside and maintain the vitality of market towns and local high streets – we will implement the Wiltshire Core Strategy to help town and parish councils plan the future of their areas through the neighbourhood planning process.”

## 6. Highways and Transport

The three priorities that the Cabinet member identified in the discussions were as follows:

- Investing in highways;
- Passenger transport, including bus concessions; and
- Parking.

It was felt that the subject of parking was adequately covered via the current scrutiny Parking Review Task Group which has had early engagement in helping to develop the consultation that will be going out shortly, along with a scrutiny representative appointed to the Project Board.

The **Business Plan 2013-17** includes the following Outcome and Key Action:

**Outcome:** “3 – Everyone in Wiltshire lives in a high quality environment... Wiltshire’s transport system meets the needs of local residents and businesses. The transport system promotes sustainable transport in larger settlements and along Wiltshire’s main commuting corridors.”

**Key action:** “1. Invest additional money 2014–2017 to reduce the historic backlog in highways maintenance.”

This Outcome is underpinned by the Wiltshire Core Strategy and the Local Transport Plan 2011- 2026.

## 7. Proposals

1. To approve the following topics as the work priorities for the Committee going forward and refer them to the Overview and Scrutiny Management Committee for endorsement.
  - New waste contract
  - Communications to householders regarding waste and recycling
  - Neighbourhood Planning
  - Gypsy and Traveller Plan
  - Business post-adoption of the Core Strategy
  - Investing in highways
  - Passenger transport
  - Car parking
  - Flooding
2. To note that the following Task Groups will be coming to a close at the next meeting:
  - Community Infrastructure Levy Task Group
  - 20mph Policy Task Group
  - Adoptable Estates Task Group
3. To reconvene the Waste Task Group, with the addition of a new member on account of Cllr Alan Hill stepping down from the Task Group, to look at communications going to householders on waste collections and recycling and an in- depth look at the Hills Annual Report.
4. To note that Military Civilian Integration and Local Enterprise Partnership Task Groups will be overseen by the Overview and Scrutiny Management Committee at least during the early stages.

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**Cllr Peter Edge, Chairman, Environment Select Committee**  
**Cllr Bridget Wayman, Vice-Chairman, Environment Select Committee**

Report author: Emma Dove, Senior Scrutiny Officer,  
01225 718071, [emma.dove@wiltshire.gov.uk](mailto:emma.dove@wiltshire.gov.uk)

**Overview and Scrutiny Work Plan**

Committee	Review / Task Group	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Scrutiny Officer	STATUS (incl. date)
		Cabinet 16nd Sep	Cabinet 7th Oct	Cabinet 11th Nov	Cabinet 16th Dec	Cabinet 20th Jan	Council 3rd Feb	Cabinet 17th Mar	Cabinet 21st Apr	Cabinet 19th May		
			Council 21st Oct				Council 24th Feb			Council 12th May		

## Overview and Scrutiny Work Plan

Committee	Review / Task Group	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Scrutiny Officer	STATUS (incl. date)
		Cabinet 16nd Sep	Cabinet 7th Oct	Cabinet 11th Nov	Cabinet 16th Dec	Cabinet 20th Jan	Council 3rd Feb	Cabinet 17th Mar	Cabinet 21st Apr	Cabinet 19th May		
<b>ENVIRONMENT</b>	Community Infrastructure Levy (CIL) Task Group										MM	Task Group presented proposed rate of CIL to ESC and Cabinet Dec 13. Work to continue pending adoption of Core Strategy.
	Waste Task Group										MM	Task Group being reconvened to discuss communications to householders
	Adoptable Estates Task Group	Environment Sept 2014									MM	Task Group reviewing systems and communications around planning processes Report to Committee Dec 2014
	Investing in Highways										MM	Task Group due to scrutinise involvement of Area Boards and how money to be allocated.
	Car Parking Review					Review in progress					MM	Task Group compiling final report to be presented to ESC in Dec 14
	20 mph Policy					Review in progress					ED	Next meeting to draw conclusion with the Executive and key Officers scheduled 23 Sept. Final report to Committee Dec 2014.
	Highways and Streetscene Contract BBLP	Environment Sept 2014									MM	Task Group reviewed year 1 performance, convening on 25 Nov to discuss the Atkins 2 year plan
	Flood Plan Annual Report	Environment Sept 2014									MM	Update report received April. Revised flood plan to Committee Oct 2014 Flood Risk Management Strategy

## TASK GROUP UPDATES

### **BBLP (Highways and Streetscene Contract) Task Group** (Chairman- Cllr Jeff Osborn)

The Task Group recently reviewed the performance of the highways and streetscene contract after its first year of operation, including a list of 29 action points for improvement as identified by BBLP. A subsequent meeting took place on 1 October to discuss an update that was provided on the 29 actions.

Following the above discussions, the Task Group wish to highlight some concerns:

- A number of actions identified will be subject to budget considerations in the future and therefore may not be delivered;
- KPIs have yet to be finalised and it is unknown to whom they will be reported
- Community engagement and community days

A number of questions have been raised in respect of the above concerns, for which the Task Group are awaiting a response.

The information provided for the Annual Review included a review of the Atkins contract, which the Task Group agreed to take 'as read' and acknowledged that the performance was good. The Task Group agreed that it would focus attention on the Atkins contract in the future, the Task Group next meets on 25 November to discuss the Atkins 2 year plan.

This update is provided as a supplement to the Report in agenda item 7 regarding the annual review of service and an update on the action list.

### **Car Parking Review Task Group** (Chairman - Cllr Mark Packard)

The Task Group has met on 2 occasions and has also visited Bristol, Westminster and Islington Councils to view the technology they have in place, to speak with the relevant officers that orchestrated their implementation and gain their views on how the process went for them as a learning tool for the Wiltshire Council review. The Task Group has received copies of the papers from the Parking Review Project Board and Cllr John Walsh, as well as being on the Task Group, is also the scrutiny representative on the Project Board. The Task Group met again on 8 September to review the preferred option and comment on it before it goes out to public consultation. It is proposed that the Task Group will meet again after the consultation responses have been received to review them and then reconvene after a period of implementation.

A summary report of the Task Group's work will be brought to the Committee at its next meeting.

**20 mph Policy Task Group** (Chairman – Cllr Peter Edge)

The Task Group has met with the Cabinet member for Highways, Streetscene and Broadband; key Officers for Traffic Engineering and representatives of local 20mph campaigns, including an expert in road safety and advocate of 20mph schemes; a range of research has also been considered. The Task Group met again on 16 October to discuss its final report which will be brought to the next meeting.

**Adoptable Estates Task Group** (Chairman – Cllr Tony Deane)

The Task Group has met on 4 occasions and taken evidence from Council officers, large scale developers, Wessex Water and members. It plans to visit a development under construction on 17 November before compiling its final report, which will come to the next meeting.

**CIL Task Group** (Chairman – Cllr Tony Trotman)

The Task Group has reconvened on 9 October to consider:

- a) The way the Council is going to access, record and report on the distribution of the monies gained from CIL;
- b) The possible distribution of monies to towns and parishes with and without established neighbourhood plans.

Members were encouraged that systems were being progressed to deal with these issues, and have requested some further updates and clarifications for their November meeting; this will be principally themed around the issue of the reporting of how CIL money has been spent and when Towns and Parishes will receive their allocations. It is anticipated that the Task Group will be able to present a final report with its recommendations at the next meeting of the Committee.

**Waste Task Group** (Chairman – Cllr Jose Green)

Following a meeting with the Executive and key officers, it is proposed that the Task Group may usefully be reconvened to look at communications sent out to householders as detailed in the report covering all of the forward work programming meetings.

Due to Cllr Alan Hill stepping down from the Task Group, expressions of interest were sought in respect of the available seat.