

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>																
<b>Date:</b>	<b>Tuesday 24 May 2016</b>																
<b>Time:</b>	<b>5.00 pm</b>																
<b>Venue:</b>	<b>Conference Chamber West (F1R09)</b> <b>West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU																
<b>Membership:</b>	<p style="text-align: center;"><b>Leader</b> John Griffiths</p> <p style="text-align: center;"><b>Deputy Leader</b> Sara Mildmay-White</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><b><u>Councillor</u></b></th> <th style="text-align: left;"><b><u>Portfolio</u></b></th> </tr> </thead> <tbody> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Housing</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Ian Houlder</td> <td>Resources and Performance</td> </tr> <tr> <td>Alaric Pugh</td> <td>Planning and Growth</td> </tr> <tr> <td>Jo Rayner</td> <td>Leisure and Culture</td> </tr> <tr> <td>Peter Stevens</td> <td>Operations</td> </tr> </tbody> </table>	<b><u>Councillor</u></b>	<b><u>Portfolio</u></b>	Robert Everitt	Families and Communities	Sara Mildmay-White	Housing	John Griffiths	Leader	Ian Houlder	Resources and Performance	Alaric Pugh	Planning and Growth	Jo Rayner	Leisure and Culture	Peter Stevens	Operations
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<p><b><i>The Constitution of the Cabinet is to be announced under Item 7 on the Agenda for the Annual Meeting of the Council to be held on 19 May 2016. As this Cabinet Agenda was prepared prior to the Annual Meeting of the Council it reflects the Portfolio Holders and the Portfolios held immediately prior to the Annual Meeting.</i></b></p>																	
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																
<b>Quorum:</b>	Three Members																
<b>Committee administrator:</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>																

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# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public participation:</b>	Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
<b>Disabled access:</b>	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber.	
<b>Recording of meetings:</b>	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).  Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

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# Agenda

## Procedural Matters

**1. Apologies for Absence**

**2. Minutes**

**1 - 6**

To confirm the minutes of the meeting held on 29 March 2016 (copy attached).

## Part 1 - Public

**3. Open Forum**

At each Cabinet meeting, up to 15 minutes shall be allocated for questions from and discussion with, non-Cabinet members. Members wishing to speak during this session should if possible, give notice in advance. Who speaks and for how long will be at the complete discretion of the person presiding.

**4. Public Participation**

Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.

There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

**5. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 22 March 2016**

**7 - 12**

Report No: **CAB/SE/16/018**

Portfolio Holder: Ian Houlder

Lead Officer: Jill Korwin

**6. Report of the Overview and Scrutiny Committee: 20 April 2016**

**13 - 18**

Report No: **CAB/SE/16/019**

Chairman: Outgoing Chairman Diane Hind

Lead Officer: Christine Brain

NON-KEY DECISIONS

- 7. Bury Town Football Club Clubhouse Investment** **19 - 24**  
Report No: **CAB/SE/16/020**  
Portfolio Holder: Joanna Rayner      Lead Officer: Jill Korwin
- 8. Revised Suffolk Flood Risk Management Strategy** **25 - 112**  
Report No: **CAB/SE/16/021**  
Portfolio Holders: Alaric Pugh and Peter Stevens  
Lead Officers: Steven Wood and Mark Walsh
- 9. Annual Review and Re-appointment of Cabinet Working Parties, Joint Committee/Panels and Other Groups** **113 - 140**  
Report No: **CAB/SE/16/022**  
Portfolio Holder: John Griffiths  
Lead Officers: Karen Points and Steven Boyle
- 10. Decisions Plan: May 2016 to May 2017** **141 - 160**  
To consider the most recently published version of the Cabinet's Decisions Plan  
  
Report No: **CAB/SE/16/023**  
Portfolio Holder: John Griffiths      Lead Officer: Ian Gallin
- 11. Exclusion of Press and Public**  
To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**Part 2 – Exempt**

- 12. Exempt Appendix: Report of the Anglia Revenues and Benefits Partnership Joint Committee: 22 March 2016 (para 3)** **161 - 166**  
Exempt Appendix A to Report No: **CAB/SE/16/018**  
Portfolio Holder: Ian Houlder      Lead Officer: Jill Korwin

*(This exempt appendix is to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as they contain information relating to the financial and business affairs of a particular organisation.)*

*(No representations have been received from members of the public regarding this item being held in private.)*

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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 29 March 2016** at **5.00 pm** in the **Conference Chamber West,**  
**West Suffolk House,** Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chairman** John Griffiths (Leader of the Council) (in the Chair)  
**Vice Chairman** Sara Mildmay-White (Deputy Leader)

Robert Everitt  
Ian Houlder  
Alaric Pugh

Joanna Rayner  
Peter Stevens

**By Invitation:**

Diane Hind

(Chairman of the Overview and Scrutiny  
Committee)

**In attendance:**

Tony Brown  
John Burns

Susan Glossop  
Clive Pollington

185. **Apologies for Absence**

No apologies for absence were received.

186. **Minutes**

The minutes of the meeting held on 9 February 2016 were confirmed as a correct record and signed by the Chairman.

187. **Open Forum**

No non-Cabinet Members in attendance wished to speak under this item.

188. **Public Participation**

No members of the public in attendance had registered to speak under this item.

**189. Report of the Overview and Scrutiny Committee: 9 March 2016**

The Cabinet received and noted Report No: CAB/SE/16/013, which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 9 March 2016:

- (1) Presentation by the Police and Crime Commissioner and the Chief Constable on the Suffolk Local Policing Review;
- (2) Presentation by the Portfolio Holder for Resources and Performance;
- (3) West Suffolk Housing Strategy: Progress Report against Action Points;
- (4) Decisions Plan – March to May 2016; and
- (5) Work Programme Update.

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet, including that thorough discussions had been held following the presentations received on the Suffolk Policing Review and from the Portfolio Holder for Resources and Performance.

In response to a question, the Cabinet was informed that discussion had been held with the Police and Crime Commissioner regarding the potential decriminalisation of parking and the response had been that work was underway with district, borough and county councils to transfer responsibility for parking enforcement to the local authority. It was unclear how long this process might take; the potential costs involved and whether, or by how much, the Police would financially contribute to the proposed changes.

**190. Exemption to Contract Procedure Rules:: Purchase of 5 No. Terberg OmniDEL refuse bin lifters**

The Cabinet received and noted a narrative item which provided an exemption to the West Suffolk Contract Procedure Rules of the Constitution, relating to the procurement of five refuse bin lifters, which were a standardised fitment to the St Edmundsbury refuse vehicle fleet.

Councillor Peter Stevens, Portfolio Holder for Operations, drew relevant issues to the attention of the Cabinet.

The exemption, as set out in the agenda, was duly noted by the Cabinet.

**191. Decisions Plan: March 2015 to May 2016**

The Cabinet considered Report No: CAB/SE/16/014, which was the Cabinet Decisions Plan covering the period March 2016 to May 2016.

Members took the opportunity to review the intended forthcoming decisions of the Cabinet; however, no further information or amendments were requested on this occasion.

**192. Revenues Collection Performance and Write-Offs**

The Cabinet considered Report No: CAB/SE/16/015, which provided the collection data in respect of Council Tax and National Non-Domestic Rates and



sought approval for the write-off of debts as contained in the Exempt Appendices.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including the current collection performance, as set out in Section 3 of the report.

RESOLVED:

That the write-off of the amounts detailed in the exempt appendices to Report No: CAB/SE/16/015 be approved, as follows:

- (1) Exempt Appendix 1: Council Tax totalling £14,777.26
- (2) Exempt Appendix 2: Housing Benefit overpayments £10,584.56

**193. Recommendations from the Sustainable Development Working Party: 17 March 2016**

The Cabinet considered Report No: CAB/SE/16/016, which presented the recommendations of the Sustainable Development Working Party emanating from its meeting 17 March 2016.

On 17 March 2016, the Sustainable Development Working Party considered the following substantive items of business:

- (1) West Suffolk Community Energy Plan - Update
- (2) Western Way, Bury St Edmunds Masterplan (Revised)

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that thorough consideration had been given to the two items outlined above at the meeting of the Sustainable Development Working Party.

In respect of the revised Western Way Masterplan, the Working Party had been fully supportive of the document; however, emphasis had been placed on ensuring issues of potential increased traffic generation and the provision of adequate transport infrastructure were suitably addressed at the appropriate time.

Councillor Peter Stevens added that a positive debate had been held by the Working Party and despite the low number of responses received during the public consultation, the comments had been particularly informative and constructive, and indicated an appreciation of the vision for the site.

**(a) West Suffolk Community Energy Plan: Update**

RESOLVED:

That the capital allocation approved for the development of a rent-a-roof solar scheme for business, as agreed by the Council (Report No: CAB/SE/14/009 dated 2 December 2014 refers), be extended to support such investment schemes as set out in Section 1.3 of Report No: SDW/SE/16/004, based on renewable power, heat and energy efficiency financing.

(b) **Western Way, Bury St Edmunds Masterplan (Revised)**

**RECOMMENDED TO COUNCIL:**

**That the Masterplan for Western Way, Bury St Edmunds as set out in Appendix A to Report No: SDW/SE/16/003, be adopted as non-statutory planning guidance.**

194. **Western Way, Bury St Edmunds Development Site Phase 2 (PSV II)**

The Cabinet considered Report No: CAB/SE/16/017, which sought approval for an allocation of a budget of up to £100,000 to enable work to continue to progress the option that best achieved the Council's objectives for the Western Way development site to the 'delivery and design' stage. This would subsequently enable a preferred option to be formulated and presented to a future meeting of Cabinet.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that the original Public Service Village concept (now to be known as Western Way Development site) was approved and adopted by the Council in 2006. West Suffolk House was built as part of Phase 1.

On 16 December 2014, the Council had agreed to undertake initial work to formulate Phase II of the Public Service Village project. Funding was approved for the appointment of consultants to:

- (a) assist with the review of the adopted Masterplan;
- (b) provide project management support; and
- (c) provide legal and property advice.

As part of this initial stage, the commercial considerations were examined to establish whether the proposals contained in the revised Masterplan for this project were financially feasible.

The initial appraisal concluded that the most financially prudent option, if the project was progressed, was for the Council to effectively become the developer of the site. This then presented a number of development options taking account of the interests being expressed and land ownership requirements.

The Development Options for the Council were analysed over a 30-year period, giving a net present value of net levels of deficit (D) and surplus (S) (owing to commercial sensitivities, the actual amounts for each option, the methodology and assumptions were detailed in Exempt Appendix 1 attached to the report). Three of the options outlined below gave the Council a surplus:

- 1. Do nothing – cost of maintaining the site (D)
- 2. Simply sell the land for private development (S)
- 3a. Develop and include DHL land (S)
- 3b. Develop and exclude DHL land (S)

The Borough Council had been clear from the outset, and particularly when agreeing the 2006 Masterplan, that the preferred option and ultimate aim for the site would be for a comprehensive development of the whole site including the DHL/NHS logistical building. The revised Masterplan (see Minute 193 above) addressed this aim.

The Cabinet expressed enthusiasm for this project and agreed that based on the information received to date, Option 3a would best achieve the Council's objectives. This was subsequently recommended to Council that this option be progressed to the delivery and design stage.

**RECOMMENDED TO COUNCIL:**

**That the following be approved:**

- (1) the proposals the Council should pursue are the options that deliver a comprehensive development of the site identified by the adopted revised Western Way, Bury St Edmunds Masterplan which includes the DHL/NHS distribution centre and the Council-owned land;**
- (2) a budget of up to £100,000, to be funded from the Council's strategic priorities and medium term financial strategy reserve, is allocated to progress the proposal that best achieves the Council's objectives for the site to deliverability and design stage to enable a preferred option to be formulated and presented to Cabinet, as set out in Section 4 of Report No: CAB/SE/16/017; and**
- (3) following the Cabinet consideration of the preferred proposal a report be prepared outlining Cabinet's recommended development scheme for Council to give final approval for the delivery of phase II of the Western Way Development site.**

**195. Exclusion of Press and Public**

See minute 196 below.

**196. Exempt Appendix: Western Way, Bury St Edmunds Development Site Phase 2 (PSV II) (para 3)**

The Cabinet considered Exempt Appendix 1 to Report No: CAB/SE/16/017 under Agenda Item 10, however no reference was made to specific detail and therefore this item was not held in private session.

**197. Exempt Appendices: Revenues Collection Performance and Write-Offs (paras 1 and 2)**

The Cabinet considered Exempt Appendices 1 and 2 to Report No: CAB/SE/16/015 under Agenda Item 8, however no reference was made to specific detail and therefore this item was not held in private session.

The meeting concluded at 5.19 pm

**Signed by:**

**Chairman**

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# Cabinet



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Report of the Anglia Revenues and Benefits Partnership Joint Committee: 22 March 2016</b>	
<b>Report No:</b>	<b>CAB/SE/16/018</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	24 May 2016
<b>Portfolio holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> ian.houlder@westsuffolk.gov.uk	
<b>Lead officer:</b>	Jill Korwin Director <b>Tel:</b> 01284 757252 <b>Email:</b> jill.korwin@westsuffolk.gov.uk	
<b>Purpose of report:</b>	<p>On 22 March 2016 the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive items of business:</p> <ul style="list-style-type: none"> <li>(1) Performance Report;</li> <li>(2) Welfare Reform Update;</li> <li>(3) Enforcement Agency Update;</li> <li>(4) Forthcoming Issues;</li> <li>(5) Exempt Item: Risked Based Verification;</li> <li>(6) Exempt Item: Commercial Update; and</li> <li>(7) Exempt Item: Shareholders' Agreement and Presentation.</li> </ul> <p>This report is for information only. No decisions are required by the Cabinet.</p>	
<b>Recommendation:</b>	<b>The Cabinet is requested to <u>NOTE</u> the content of Report No: CAB/SE/16/018 being the report of the Anglia Revenues and Benefits Partnership Joint Committee.</b>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	

<b>Consultation:</b>	<ul style="list-style-type: none"> <li>• See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>• See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
<b>Implications:</b>	
Are there any <b>financial</b> implications? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
Are there any <b>staffing</b> implications? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
Are there any <b>ICT</b> implications? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
Are there any <b>legal and/or policy</b> implications? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
Are there any <b>equality</b> implications? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See reports of ARP Joint Committee at link provided under 'Background papers'</li> </ul>
<b>Risk/opportunity assessment:</b>	<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>
See reports of ARP Joint Committee at link provided under 'Background papers'	
<b>Ward(s) affected:</b>	All Ward/s
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>	Breckland DC Website: <a href="#">Reports of the Anglia Revenues and Benefits Partnership Joint Committee – 22 March 2016</a>
<b>Documents attached:</b>	<b>Exempt Appendix A:</b> ARP Trading Company – Copy of Presentation provided at the meeting, which summarises the Shareholder Agreement

## 1. Key Issues

### 1.1 Performance Report (Agenda Item 5)

1.1.1 The Joint Committee had received and noted the Operational Performance Report as at 31 January 2016. The report details ARP's key achievements in respect of Benefits and Fraud Performance including the Department for Work and Pensions ARP Fraud Funding and Fraud Targets (more detail below); Revenues Performance and Support Performance, including Imaging System (EDMS). This detailed report can be viewed as part of the reports pack on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/documents/q3818/Public%20reports%20pack%2022nd-Mar-2016%2010.00%20Anlia%20Revenues%20and%20Benefits%20Partnership%20Joint%20Committee.pdf?T=10>

1.1.2 Confirmation had been given at the meeting that ARP had received the maximum funding available for the Fraud and Error Reduction Incentive Scheme (FERIS) for 2016/2017. Discussion had been held on the frequency of customer record reviews; and the number of claimants using the online self-service facility.

1.1.3 In addition, the Joint Committee had agreed to the proposed 2016/2017 annual fraud savings targets, as follows:

Description of financial saving	Estimated financial saving (£)		
	Annual 2015/16 target	From Sept 2015 (SFIS staff to DWP) performance as at 31.1.16	2016/17 proposed annual target
Single Person Discount fraud	120,000	104,000	300,000
Local Council Tax Support Scheme fraud	100,000	138,000	150,000
Tenancy Fraud	50,000	360,000	360,000
Other (Council Tax and NDR)	50,000	27,000	50,000
<b>Total financial savings</b>	<b>320,000</b>	<b>629,000</b>	<b>860,000</b>

1.1.4 Members had noted that with the exception of one, targets had been met by all partner authorities with the majority of indicators annotated green as at 31 January 2016, as shown on the Balanced Scorecard at:

<http://democracy.breckland.gov.uk/documents/s38404/ARP%20Balanced%20Scorecard%202015-16%20-%20Jan%202016.pdf>

The above report provides further information on indicators relevant to each partner authority, which are grouped under the following headings:

- (a) Financial: Collection, Budget Management
- (b) Customer: Customer Satisfaction, Channel Shift
- (c) Internal Process: Collection, Fraud
- (d) Learning and Growth: Performance Management

In respect of financial performance as at 31 January 2016, the Joint Committee had noted that £332,874 had been forecasted to be underspent at year end 31 March 2016. As previously agreed by the Joint Committee, this had been allocated to the Investment Fund. The new Enforcement Agency was performing well since its inception in July 2015, therefore income against budget was expected to be exceeded by approximately £200,000.

## 1.2 **Welfare Reform Update (Agenda Item 6)**

1.2.1 The Joint Committee had received and noted an update on welfare reform.

1.2.2 The update included information on:

- (a) Universal Credit;
- (b) Discretionary Housing Payment;
- (c) Benefit Cap; and
- (d) Social Rented Sector Rent Restrictions.

Further details can be found in the report at:

<http://democracy.breckland.gov.uk/documents/s38403/Joint%20Committee%20Report%20Welfare%20Reform%20update.pdf>

1.2.3 The Joint Committee had noted the significant reduction in the Benefit Cap from £26,000 to £20,000.

## 1.3 **Enforcement Agency Update (Agenda Item 7)**

1.3.1 The Joint Committee had considered an update on the ARP Enforcement Agency and approval had been sought for delegated authority to be given to enable staffing levels to be increased, where appropriate.

1.3.2 The Enforcement Agency has been operational since July 2015, and has collected in excess of £1.1 million with a further £400,000 being collected on payment arrangements.

1.3.3 Consideration has been given to offer the service to other Local Authorities; however, in order to progress this forward, additional staff resource will be required and further information regarding the proposal is detailed in the report at:

<http://democracy.breckland.gov.uk/documents/s38405/Joint%20Committee%20Report%20Enforcement%20Agency%20update.pdf>

The Operational Improvement Board had previously acknowledged that robust data will need to be provided to justify the need for additional for extra resource.



- 1.3.4 The Joint Committee supported the proposal but wished to ensure that robust data is indeed provided to justify the need for additional resource as highlighted by the Operational Improvement Board, and this was reflected with an amendment to Recommendation (2).
- 1.3.5 In addition, Members welcomed a report at the next meeting on the success of the service moving forward; and that early indications have shown that the Enforcement Agency is collecting a higher percentage of debt than their competitors.
- 1.3.6 The Joint Committee **RESOLVED: That**
- (1) the progress of the Enforcement Agency be noted;**
  - (2) the Operational Improvement Board be given delegated authority to appoint up to eight additional members of staff where they are satisfied that the increase is justified by robust data; and**
  - (3) the Operational Improvement Board be given delegated authority to negotiate terms of the ARP Enforcement Agency entering in to arrangements to collect debt for councils who are not members of the ARP 2015 Joint Committee.**

1.4 **Forthcoming Issues (Agenda Item 8)**

1.4.1 There had been no issues to report.

1.5 **Exempt Item (para 3): Risk Based Verification (Agenda Item 11)**

- 1.5.1 Approval had been sought from the Joint Committee for a new Risk Based Verification Policy, which will be reviewed on an annual basis as required by the Department for Work and Pensions.
- 1.5.2 The policy is provided to ensure that the Local Authorities within ARP fulfil their statutory requirements and operate a strict regime of preventing fraud and error entering the system whilst continuing with live caseload intervention.
- 1.5.3 The Joint Committee **RESOLVED: That**
- (1) the report be noted and the policy remained unchanged for 2015/16; and**
  - (2) the revised Housing Benefit Risk Based Verification Policy for 2016/17 for Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, St Edmundsbury Borough Council, Suffolk Coastal District Council and Waveney District Council be approved.**

1.6.1 **Exempt Item (para 3): Commercial Update (Agenda Item 12)**

1.6.2 The Joint Committee had received and noted a verbal update on progress in respect of ARP's approach to behaving more commercially.

1.6.3 Members had agreed that the Operational Improvement Board should negotiate on a basis of delivering services for other Councils in the first instance but that where appropriate and where beneficial to the seven ARP partners, consideration should be given to alternative approaches, including sharing risk and benefits with other Councils.

1.7 **Exempt Item (para 3): Shareholders' Agreement and Presentation (Agenda Item 13)**

1.7.1 The Joint Committee had received a presentation and a copy of the proposed Shareholders' Agreement for the new ARP Trading Company.

1.7.2 In respect of the restructure of the ARP Trading Company, on 7 July 2015, St Edmundsbury Borough Council, as one of the partnering authorities, had resolved (amongst others) that:

*...'(5) agreement of the revised company constitution and shareholder agreement be delegated to the Operational Improvement Board to complete....'*

1.7.3 The Shareholders' Agreement, which has been set up with Forest Heath District Council and Breckland Council as original shareholders, had been prepared for consideration by the Joint Committee. A summary of the Agreement is contained in the presentation at Exempt Appendix A attached to this report. The presentation was provided at the meeting and the Joint Committee gave its approval for the Agreement, however where delegated authority has not previously been sought by some of the partners to approve the Agreement, they will need to formally have this decision ratified through their own decision making processes. No such further approval is required by St Edmundsbury Borough Council.

1.7.4 The Cabinet is asked to **NOTE** the decision of the Joint Committee referred to above.

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Report of the Overview and Scrutiny Committee: 20 April 2016</b>	
<b>Report No:</b>	<b>CAB/SE/16/019</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	24 May 2016
<b>Outgoing Chairman of the Committee:</b>	Diane Hind Chairman of the Overview and Scrutiny Committee <b>Tel:</b> 01284 706542 <b>Email:</b> <a href="mailto:diane.hind@stedsb.gov.uk">diane.hind@stedsb.gov.uk</a>	
<b>Lead Officer:</b>	Christine Brain Scrutiny Officer <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	On 20 April 2016, the Overview and Scrutiny Committee considered the following items:  (1) Presentation by the Portfolio Holder for Families and Communities;  (2) Western Suffolk Community Safety Partnership Annual Report;  (3) On-Street Parking – Skyliner Way, Bury St Edmunds: Update;  (4) Review and Revision of the Constitution;  (5) Directed Surveillance Authorised Applications (Quarter 4); and  (6) Work Programme Update.	
<b>Recommendation:</b>	<b>The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/16/019, being the report of the Overview and Scrutiny Committee.</b>	

<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.	
<b>Consultation:</b>		<ul style="list-style-type: none"> <li>• See Reports listed under background papers below</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>• See Reports listed under background papers below</li> </ul>	
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See Reports listed under background papers below</li> </ul>	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See Reports listed under background papers below</li> </ul>	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See Reports listed under background papers below</li> </ul>	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See Reports listed under background papers below</li> </ul>	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See Reports listed under background papers below</li> </ul>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
See Reports listed under background papers below			
<b>Wards affected:</b>		All Wards	
<b>Background papers:</b>		Please see background papers, which are listed at the end of the report.	
<b>Documents attached:</b>		None	

## **1. Key issues and reasons for recommendation**

### **1.1 Presentation by the Portfolio Holder for Families and Communities (Report No: OAS/SE/16/008 and Verbal)**

- 1.1.1 As set out in the Council's Constitution, at every ordinary Overview and Scrutiny Committee meeting at least one Cabinet Member shall be invited to attend to give an account of his or her portfolio and to answer questions from the Committee.
- 1.1.2 Report No: OAS/SE/16/008 set out the overall responsibilities of Councillor Robert Everitt, Portfolio Holder for Families and Communities who had been invited to the meeting to discuss his portfolio.
- 1.1.3 Members discussed the presentation in detail and asked questions of the Portfolio Holder and officers, to which comprehensive responses were provided. In particular, discussions were held on the percentage of on-line enquiries; automated calls; contract details on the website and social media.
- 1.1.4 There being no decision required, the Committee **noted** the contents of the presentation.

### **1.2 Western Suffolk Community Safety Partnership Annual Report (Report No: OAS/SE/16/009)**

- 1.2.1 It is the duty of the Committee as the Council's Crime and Disorder Committee designated under the Police and Justice Act 2006, to scrutinise the work of the Partnership.
- 1.2.2 Over the past year the West Suffolk Community Safety Partnership (WSCSP) continued to meet and discharge its statutory duties by carrying out an annual assessment of crime, producing an annual plan and carrying out Domestic Homicide Reviews, as required.
- 1.2.3 The Committee received and **noted** the update on the community safety activity in West Suffolk, including the WSCSP from April 2015 to March 2016.
- 1.2.4 In May 2015, the WSCSP completed and published its partnership plan and project plan for identified community priorities for 2015-2016. Attached as Appendix A to the report, was the WSCSP project plan. Progress of the identified community concerns would be evaluated at the April meeting of the WSCSP.
- 1.2.5 The report also set out the work of the Strong and Safe Communities Group; the multi-agency Anti-Social Behaviour Group and the PREVENT Strategy which was published by the Government in 2011. The PREVENT Strategy was part of the country's Counter Terrorism Strategy called CONTEST. The aim of the strategy was to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

- 1.3 **On-Street Parking – Skyliner Way, Bury St Edmunds: Update (Report No: OAS/SE/16/010)**
- 1.3.1 The received Report No: OAS/SE/16/010, which updated Members on alternative funding options now available to alleviate the parking issues in Skyliner Way, Bury St Edmunds, and improve traffic flow in Skyliner Way before the completion of the Eastern Relief Road (ERR).
- 1.3.2 The Head of Planning and Growth gave a verbal update having received correspondence from Suffolk County Council's (SCC) Transport Policy and Development Manager who had clarified the County Council's position. Despite the Borough Council's offer to provide funding for a scheme, SCC's view was *that any decision to implement changes to parking within Skyliner Way should be made once the actual impact of the ERR is known enabling the most appropriate measures to be provided. No funding or scheme development is therefore needed at this time.* The latest views from the Transport Policy and Development Manager had clearly gone against the feelings of the Overview and Scrutiny Committee and the Local County Councillor.
- 1.3.3 It was further reported that the Head of Planning and Growth had earlier spoken with the Leader of the Council, Cllr John Griffiths, on 20 April 2016 who had agreed to a letter being sent to Suffolk County Councillor James Finch (Portfolio Holder for Highways and Transport) expressing the Borough Council's concerns.
- 1.3.4 The Committee was concerned that in light of this recent news, little progress had been made since January 2016 and that the estimated cost of the project had now risen by a further £10,000.
- 1.3.5 Some Members of the Committee also raised concerns regarding the Borough Council utilising its own funds to progress the project, as it was considered that it could set a precedent for other projects. It was felt the project should be jointly funded with SCC as the Highways Authority, and that they should be asked to review the project as a matter of urgency before the EER was completed.
- 1.3.6 The Committee **RECOMMENDS that: The Committee supported the Head of Planning and Growth in sending a letter on behalf of the Council Leader, Cllr John Griffiths, to Cllr James Finch, Suffolk County Council Portfolio Holder for Highways, expressing concerns about the delay in improving the parking issues in Skyliner Way and seeking a review of the decision to delay the delivery of a parking solution until after the completion of the Eastern Relief Road, on the basis that the Borough Council felt the problem needed to be addressed sooner and as such was prepared to make a contribution towards the cost of the planned layby.**
- 1.3.7 The above recommendation is required to be **noted** by the Cabinet.
- 1.4 **Review and Revision of the Constitution (Report No: OAS/SE/16/011)**
- 1.4.1 As set out in the Council's Constitution, the Overview and Scrutiny Committee on a quarterly basis would receive a report from the Monitoring Officer setting

out minor amendments made arising from changes to legislation, changes to staffing structures/job descriptions or changes in terminology.

1.4.2 Report No: OAS/SE/16/011 set out minor amendments which had been undertaken by the Monitoring Officer under delegated authority from January to March 2016. All Members of the Council had also been informed of the minor amendments made as part of the ongoing review and revision of the Constitution.

1.4.3 There being no decision required, the Committee **noted** the contents of the report.

## 1.5 **Directed Surveillance Authorised Applications (Quarter 4) (Verbal)**

1.5.1 The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 requires that Members should scrutinise the authority's use of its surveillance powers on a quarterly basis. In June 2010 it was agreed that this requirement should be fulfilled by the Overview and Scrutiny Committee. The Monitoring Officer had advised that in Quarter 4 no such surveillance had been authorised.

## 1.6 **Work Programme Update (Report No: OAS/SE/16/012)**

1.6.1 The Committee received and **noted** Report No: OAS/SE/16/012, which provided an update on the current status of the Committee's Work Programme and the Task and Finish Groups appointed by the Committee.

1.6.2 With regards to the work of the Joint Task and Finish Group on New Housing Development Sites, Members were advised that following the Task Groups last meeting on 14 December 2015, the Development Manager undertook to agree the details of the highways adoption conditions with other Suffolk Authorities and Suffolk County Council. Whilst agreement had been established in principle, the details were yet to be agreed.

1.6.3 Following a question from a Member, the Democratic Services Officer (Scrutiny) agreed to follow up with the lead officer regarding a future update to the Committee on the North West and North East Haverhill Relief Road, including the Haverhill Town Centre Master Plan.

## 2. **Background Papers**

2.1.1 Report No: [OAS/SE/16/008](#) to the Overview and Scrutiny Committee: Presentation by the Portfolio Holder for Families and Communities

2.1.2 Report No: [OAS/SE/16/009](#) to the Overview and Scrutiny Committee: Western Suffolk Community Safety Partnership Annual Report

2.1.3 Report No: [OAS/SE/16/010](#) to the Overview and Scrutiny Committee: On-Street Parking – Skyliner Way, Bury St Edmunds - Update

2.1.4 Report No: [OAS/SE/16/011](#) to the Overview and Scrutiny Committee: Review and Revision of the Constitution

2.1.5 Report No: [OAS/SE/16/012](#) to the Overview and Scrutiny Committee: Work Programme Update



# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Bury Town Football Club Clubhouse Investment</b>	
<b>Report No:</b>	<b>CAB/SE/16/020</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	24 May 2016
<b>Portfolio holder:</b>	Joanna Rayner Portfolio Holder for Leisure and Culture <b>Tel:</b> 07872 456836 <b>Email:</b> <a href="mailto:joanna.rayner@stedsbc.gov.uk">joanna.rayner@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Jill Korwin Director <b>Tel:</b> 01284 757252 <b>Email:</b> <a href="mailto:jill.korwin@westsuffolk.gov.uk">jill.korwin@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To seek Members' approval to invest £50,000 in the Council owned Ram Meadow site in Bury St Edmunds, currently leased to Bury Town Football Club, to support the club in upgrading facilities that are in a very poor state of repair. Subject to that investment, Bury Town Football Club will be granted a new 5 year lease on the site at a revised rent to reflect the upgraded facilities.	
<b>Recommendations:</b>	<p><b>It is <u>RECOMMENDED</u> that:</b></p> <p><b>(1) subject to planning permission, an investment of £50,000 be made into the Ram Meadow site, Bury St Edmunds to enable Bury Town Football Club to progress the building of a new clubhouse;</b></p> <p><b>(2) Cabinet agrees to transfer (vire) £50,000 from the allocated Capital Programme for the Bury Community Football project to fund this investment, as outlined in Section 2.6 of Report No: CAB/SE/16/020 ; and</b></p>	

	<b>(3) the £50,000 investment is made via a capital grant to Bury Town Football Club and is subject to the agreement of a new 5 year lease (with a 3 year break clause) on the site with a revised annual rent of £6,800, as outlined in Sections 2.1 and 2.2 of Report No: CAB/SE/16/020.</b>
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>
<i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i>	
<b>Consultation:</b>	Consultation has taken place between the Council and Bury Town Football Club. Ward Councillors have also been informed of the request. The Suffolk Football Association has also been consulted on the issue. All are supportive of this investment. There has been dialogue with Suffolk County Council External Funding team to see if alternative funding sources could be identified.
<b>Alternative option(s):</b>	If the investment is not made, the Club is unable to meet the shortfall in funding through other routes due to the lease situation. The clubhouse is in such a state that repair is not economically viable, and the Club cannot operate without a clubhouse due to league requirements. This could threaten the future of the Club.
<b>Implications:</b>	
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • An investment of £50,000. As detailed in the report.
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>The Club's current lease is being held over as the Council will only issue a new 5 year lease as the site is identified in Bury St Edmund's Vision 2031 Local Plan. The absence of a current lease of at least 10 years means the Club cannot apply for alternative external funding.</li> </ul>	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Risk: The Club is unable to make its rent repayments resulting in financial loss to the Council	High	Full financial assessment completed; Completion of the new club build makes it more attractive to sponsors and private hire for events	Medium
The costs/timescale associated with the project overrun and it is not deliverable for the new football season	Medium	Planning Application has been made by architects on behalf of BTFC and SEBC has an officer allocated to the application. A project manager has been appointed and local contractors and volunteers.	Low
Opportunity: the development of the ground facility encourages more people to participate in sport	Medium	Develop ground as part of an integrated approach to sports provision across Bury St Edmunds	Medium
<b>Ward(s) affected:</b>		Eastgate ward	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		<a href="#">Cabinet Report No: B258 Bury St Edmunds Community Football Project (Nov10/02)</a>  <a href="#">Transfer of Land to Moreton Hall Cabinet Decision: 24 March 2015</a>	
<b>Documents attached:</b>		None	

## **1. Key issues and reasons for recommendations**

### **1.1 Background to the Bury Community Football Project**

- 1.1.1 In 2008, St Edmundsbury Borough Council set aside capital funding of up to £1million to further its aspiration to set up a community football project in Bury St Edmunds. This included the relocation of Bury Town Football Club (BTFC) from Ram Meadow to a site set aside for recreational use at Moreton Hall. The Cabinet confirmed its commitment to the project.
- 1.1.2 The project progressed but in 2014 the Football Association (FA) withdrew its funding meaning the relocation of Bury Town Football Club to Moreton Hall was no longer financially viable.
- 1.1.3 The leisure facility at Moreton Hall continued to be developed and in March 2015 Cabinet agreed to the transfer of land to Suffolk County Council for a new High School together with a capital contribution of £1.3 million towards a shared community sports provision. That contribution included £813,000 of the remaining St Edmundsbury Borough Council (SEBC) capital allocation for the Community Football project.
- 1.1.4 As a result, once the contribution to the Moreton Hall facility is made, £150,000 will remain in the Capital Programme for "Bury Community Football Project". (Note the balance of monies from the initial allocation of £1million was used for feasibility work).

### **1.2 Bury Town Football Club lease and clubhouse**

- 1.2.1 BTFC has over 40 teams affiliated to it with over 300 people participating in football once a week. The Club is supported by over 100 volunteers.
- 1.2.2 The Club leases its ground at Ram Meadow from the Council. The lease was granted in 1978 for 28 years. Since the end of that term the lease has been 'held over' annually. BTFC have asked for a new lease on the site, but the site is identified for mixed use development in Bury St Edmund's Vision 2031 Local Plan. (BV11). As a result the Council would not want to issue a lease for more than 5 years, and any new lease would have to include a break clause. The absence of a current lease of at least 10 years means the Club are unable to apply for alternative external funding, for example from Suffolk FA.
- 1.2.3 The clubhouse on the site is a pre-fabricated building that was designed as an Officers Mess in approximately 1930 and is in a very poor state of repair. Council surveyors reported in 2002 that the clubhouse then was wholly inappropriate for its use. The construction offered negligible insulation value and there were extensive building defects. Since that inspection some repairs have been made to the clubhouse, but significant investment was not made as the club was preparing for a move to a new facility.

1.2.4 An inspection by Council surveyors earlier this year identified that the clubhouse was in significant state of disrepair and the costs of improvement were uneconomic. Since that report BTFC have been considering options for the clubhouse as such a facility on the site is essential to meet FA league requirements, to generate income for BTFC and maintain and increase its presence in the sporting community.

### **1.3 Current Proposal from BTFC**

1.3.1 Having evaluated a number of options including a temporary structure on the site, BTFC want to demolish and rebuild part of the existing building and have produced a design and business case for the work with support from a local firm of architects. The total project cost will come to just over £100,000 and BTFC is asking St Edmundsbury Borough Council to support them, via an investment, with half of these costs totalling £50,000. The club has letters of commitment for sponsorship totalling £50,000 from local businesses to meet the remainder of the costs of the build.

1.3.2 The design for the clubhouse has been prepared and costed by Rees Pryer architects and BTFC have appointed a local company to manage the project on the Club's behalf. A planning application has been made to the Council as Local Planning Authority to demolish and rebuild the clubhouse. Any investment by the Council will be subject to a successful planning application.

1.3.3 BTFC know that this is still a short term option as they understand they will move from the site when it comes forward for development. However they believe that making this investment will strengthen the Club, make it more attractive to investors and ultimately enable them to contribute financially to a future move. The business case associated with the work assumes increased income due to a new clubhouse.

1.3.4 In addition it is hoped that the improved facilities will make the Club more attractive to people who want to get involved in sport and be a positive step in creating a community hub model.

1.3.5 Supporting sporting activities contributes towards the Council's priority of resilient families and communities that are healthy and active.

## **2. Case for investment**

2.1 Since the lease was granted in 1978, the Council has not made any investment in the ground. Some schemes have been explored but they did not progress. The rent that the Club pays has not been reviewed in this period. There is an opportunity for the Council to make an investment of £50,000 into the Club and agree with the Club a new 5 year lease generating an income of £6,800 per annum. The additional £6,000 per annum represents a return of 12%pa for the Council and will reflect the upgraded facilities on the site. At the end of the 5 year lease the Council will also own the asset.

- 2.2 The lease will include a break clause that will allow the Council to terminate the contract after 3 years, providing the Club with 9 months notice of termination.
- 2.3 The Club has prepared a business case and plan that shows how they can meet the higher rent payments. The business case and accounts information has been examined by the Council's Service Manager (Internal Audit). This business plan does make some assumptions around increased income from hiring and also shows that the Club relies on sponsorship each year to balance its books (32% of income). Were the Club to lose any sponsors this would put significant pressure on the Club; equally new sponsors could be found that increase income to the Club. Some sponsors have agreed to a longer term deal and the Club is active in finding and retaining sponsors.
- 2.4 Additional ground works are required at the Club such as the replacement of floodlights. The Club is exploring alternative funding sources for this work and is not requesting support from the Council for this work.
- 2.5 Letters of commitment for the specific sponsorship for this project have been shared with the Council.
- 2.6 After the agreed contribution to the Moreton Hall Leisure Centre project, there is a balance of money (£150,000) allocated to the Bury Community Football Project in the Capital Programme. For transparency, a virement of £50,000 can be made to allocate this money to a project for Bury Town Football Club Clubhouse development, leaving a remainder for future relocation opportunities.
- 2.7 The Council has commissioned Ecology and Highways studies on the Ram Meadow site to address the Planning Inspectors comments on the local plan. These studies are essential to enable the site to be brought forward for development. The investment in the site will enable BTFC to remain at the ground until an alternative location is found.

# Cabinet



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Revised Suffolk Flood Risk Management Strategy (SFRMS)</b>	
<b>Report No:</b>	<b>CAB/SE/16/021</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	24 May 2016
<b>Portfolio holders:</b>	Peter Stevens Operations <b>Tel:</b> 01787 280284 <b>Email:</b> <a href="mailto:peter.stevens@stedsbc.gov.uk">peter.stevens@stedsbc.gov.uk</a>	Alaric Pugh Planning and Growth <b>Tel:</b> 07930 460899 <b>Email:</b> <a href="mailto:alaric.pugh@stedsbc.gov.uk">alaric.pugh@stedsbc.gov.uk</a>
<b>Lead officers:</b>	Mark Walsh Head of Operations <b>Tel:</b> 01284 757300 <b>Email:</b> <a href="mailto:mark.walsh@westsuffolk.gov.uk">mark.walsh@westsuffolk.gov.uk</a>	Steven Wood Head of Planning and Growth <b>Tel:</b> 01284 757303 <b>Email:</b> <a href="mailto:steven.wood@westsuffolk.gov.uk">steven.wood@westsuffolk.gov.uk</a>
<b>Purpose of report:</b>	To bring to the attention of Members and to seek the adoption of the content of the recently reviewed Suffolk Flood Risk Management Strategy (SFRMS). This report focusses on the implications of the revised content for the West Suffolk Authorities in particular.	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that the recently revised Suffolk Flood Risk Management Strategy (SFRMS), as contained in Appendix 1 to Report No: CAB/SE/16/021, be adopted.</b>	
<b>Key Decision:</b>  (Check the appropriate box and delete all those that <b>do not</b> apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.		

<b>Consultation:</b>		Suffolk County Council as Lead Local Flood Authority (LLFA) has sought the views and opinion of the other flood risk management authorities, (that include the West Suffolk Authorities), in the formulation of this revised Strategy document. In respect of the first version of the Strategy (adopted February 2013) there was a period of formal public consultation, hosted by Suffolk County Council and carried out in the period July to September 2012.	
<b>Alternative option(s):</b>		None - It is a statutory requirement for the County Council as Lead Local Flood Authority to produce the SFRMS document, in partnership with other flood risk management authorities (that include the West Suffolk Authorities). Should the revised Strategy not be adopted, the existing strategy would be retained by default.	
<b>Implications:</b>			
Are there any <b>financial</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The complex nature of funding action to reduce flood risk is explained in Section 6 of the Local Flood Risk Management Strategy.	
Are there any <b>staffing</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> It is a statutory requirement for the County Council as Lead Local Flood Authority to produce the SFRMS document, in partnership with other flood risk management authorities (that include the West Suffolk Authorities).	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Flood risk to property and facilities	Medium	Risk variable dependant on type of flooding (e.g. river, highway, sewer) geography and type of development.	Medium



Resources allocated to the wrong properties/businesses	Medium	Strategy for allocating resources in response to flood risk is based on SFRMS	Low
Flood risk increases through inappropriate development	Medium	Adoption of appropriate SuDS principles, guidance & protocols as contained within the SFRMS.	Low
<b>Ward(s) affected:</b>		All wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		None	
<b>Documents attached:</b>		<b>Appendix 1</b> - Revised Suffolk Flood Risk Management Strategy (SFRMS)	

## **1. Key issues and reasons for recommendation**

### **1.1 Background to the revised Suffolk Flood Risk Management Strategy**

- 1.1.1 All Suffolk local authorities adopted (endorsed) the content of the first Suffolk Flood Risk Management Strategy (SFRMS) prior to its publication in February 2013. In the case of Forest Heath, Elected Members adopted the Strategy at their meeting of Cabinet on 5 February 2013. In the case of St Edmundsbury, elected Members resolved to adopt the Strategy at their Council meeting held on 26 February 2013.
- 1.1.2 It is a statutory requirement for the County Council as Lead Local Flood Authority (LLFA) to produce the SFRMS document, in partnership with other flood risk management authorities (that includes Forest Heath District Council and St Edmundsbury Borough Council). The Flood and Water Management Act 2010 requires the LLFA to develop, maintain, apply and monitor a strategy for local flood risk management in its area. This local strategy must be consistent with the principles in the National Flood and Coastal Erosion Risk Management Strategy produced by the Environment Agency in 2011.
- 1.1.3 Changes in legislation, data and locally developed policies mean that the 2013 version needed to be updated. The key changes relate to planning and sustainable drainage legislation; updated data on surface water flood risk and more detailed guidance and policy on matters such as planning, consenting of activities on watercourses and flood investigations.
- 1.1.4 The document and associated appendices have already been endorsed by the Suffolk Flood Risk Management Partnership (officer group) and are now being considered for adoption by the other flood risk management authorities (local authorities, Environment Agency, highways authorities and Internal Drainage Boards). Suffolk County Council's Cabinet adopted the content of the revised Strategy at its meeting on 22 March 2016.

### **1.2 What impact does the Strategy have on Local Authority responsibilities**

- 1.2.1 The Suffolk Flood Risk Management Strategy is a statutory document, which will impact on the activities of all flood risk management authorities (local authorities, the Environment Agency, highways authorities and Internal Drainage Boards).
- 1.2.2 All flood risk management authorities have a duty to 'act consistently with the local strategy' when undertaking their flood and coastal erosion risk management functions and other bodies (such as planning authorities and water companies) have a 'duty to have regard for the strategy' when discharging other duties that may affect flood and coastal risk – including planning for new developments.

### **1.3 What's in the Strategy and what's changed?**

- 1.3.1 The primary aim of the strategy is to reduce the risk of flooding and the misery and economic damage that flooding causes where practical and within the resources available from central government, public authorities, communities and private individuals. (The complex nature of funding a reduction in flood

risk is comprehensively explained in Section 6 of the Suffolk Flood Risk Management Strategy).

1.3.2 The Flood and Water Management Act 2010 defines the content of the strategy which must cover the following:-

- a) the flood risk management authorities in the county;
- b) the flood and coastal erosion risk management functions that maybe exercised by those authorities within the county;
- c) an assessment of local flood risk;
- d) the objectives for managing local flood risk;
- e) the measures proposed to achieve those objectives;
- f) how and when these measures are expected to be implemented;
- g) the costs and benefits of measures and how they are to be paid for;
- h) how and when the strategy will be reviewed; and
- i) how the strategy contributes to the achievement of wider environmental objectives.

1.3.3 The revised Strategy does not contain any changes to the basic objectives for flood risk management in Suffolk (see Chapter 5). These can be summarised as:-

- a) improve understanding of flood and coastal risks and the roles and responsibilities associated with managing them
- b) work together to reduce flood and coastal risks
- c) prevent increase in flood risk as a result of new development
- d) take a sustainable and holistic approach to the management of flood risk, water resources and water quality – delivering Water Framework Directive improvements wherever possible
- e) share good practice

1.3.4 Chapter 2, which outlines the various functions and responsibilities of the flood risk management authorities, other organisations, communities, landowners and individuals, has been reordered to provide additional clarity. It is now divided into activities rather than listed by organisations. The basic information in the chapter has not changed except where legislation has amended responsibilities.

1.3.5 The major change in the updated Strategy relates to new legislation relating to surface water and sustainable drainage (SuDS) – see paragraphs 1.4.1 – 1.4.3 below.

1.3.6 In addition there is expanded guidance on consenting structures on watercourses and procedures for flood investigations, developed by the Suffolk Flood Risk Management Partnership to provide greater clarity about how these duties will be discharged.

1.3.7 There is also updated data on surface water flood risk (Chapter 4) and reference to recent flood events. Whilst the numbers at risk have been reduced as a result of better understanding of the risks and further modelling, it has not altered the priority of at risk areas in the county.

1.3.8 The revised document also contains a brief table outlining key achievements of the Suffolk Flood Risk Management Partnership in the last two years since the first strategy was published (see page 74).

1.3.9 The updated strategy has an associated outline Action Plan which illustrates the way in which the strategy will be translated into actions and also includes four appendices detailing guidance and policy –

- [Appendix A](#): Suffolk Surface Water Drainage (SuDS) Guidance, Standards and Information
- [Appendix B](#): Consenting Works on Ordinary Watercourses and Culvert Policy
- [Appendix C](#): Protocol for advising Local Planning Authorities on surface water drainage aspects of planning and development control.
- [Appendix D](#): Flood Investigation procedure – S19 Flood & Water Management Act 2010

#### 1.4 **Changes to responsibilities for drainage and SuDS in new developments**

1.4.1 Since the 2013 version of the Strategy was produced, government guidance and policy with respect to surface water drainage management in new developments has been amended.

1.4.2 Part 3 (Sustainable Drainage) of the Flood and Water Management Act has not been implemented and instead changes to National Planning Policy Framework have been enacted, giving the decision making responsibility to **Local Planning Authorities** to ensure sustainable drainage in new developments and that there are mechanisms in place for the ongoing maintenance of new SuDS.

1.4.3 In addition the County Council (as Lead Local Flood Authority) has become a Statutory Consultee on surface water drainage matters in major developments. Appendix C describes how this process is expected to work in Suffolk, with guidance to developers provided by the National SuDS standards and Appendix A: Suffolk SuDS guide. The approach to be taken is to support housing growth but equally to ensure no increase in flood risk to the new or existing housing.

#### 1.5 **What are the timescales associated with this?**

1.5.1 There are no statutory deadlines for updating existing Flood Risk Management Strategies. However, once adopted this strategy will become a statutory document impacting on the activities of all flood risk management authorities in the county and will strengthen the guidance in relation to flood and drainage management on new major developments.

1.5.2 The earliest possible adoption of the strategy will ensure that all parties are working to a common flood risk management approach across Suffolk.

### 1.5.3 Sources of further information

- a) Suffolk Flood Risk Management Strategy 2016 and appendices
- b) The Flood and Water Management Act 2012:  
<http://www.legislation.gov.uk/ukpga/2010/29/contents>
- c) National Planning Policy Framework:  
<http://planningguidance.communities.gov.uk/blog/policy/>
- d) Suffolk Flood Risk Management Strategy Feb 2013

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# Suffolk Flood Risk Management Strategy



“ Over 5.5 million properties in England and Wales are at risk of flooding from rivers, the sea or surface water. That’s one in six which means there’s a high chance one of these properties is your home or business. ”

National Flood Forum





# Foreword

## from Councillor Matthew Hicks



**Councillor Matthew Hicks**

I am well aware of the misery and devastation that result from flooding and commend to you this document. It sets out ways in which, working together, we can help to reduce the impact of an increasingly erratic climate.

Suffolk's first Flood Risk Management Strategy was published in February 2013 and this is an updated version that reflects new legislation and information. This Strategy is a key step in making sure that the risk of flooding in Suffolk is dealt with as a whole. Suffolk County Council leads the Suffolk Flood Risk Management Partnership, joining up the work done by flood risk management organisations working closely with communities and individuals. Flooding is something that can only be dealt with when we all work together.

I recognise that, in the past, the different organisations involved have not always worked together effectively enough in managing flooding. It is vital that we all work better not just with each other but crucially with the public. This is why the strategy details the roles and responsibilities of all major stakeholders, including landowners, households and community groups, so that there is better clarity about how everyone should be involved. The issue of flooding caused by surface runoff and from ordinary watercourses (such as streams and ditches) is now being integrated with the previous focus on river and tidal flooding. However, it is not the source of flooding but the effects that matter and we are keen to make sure that all forms are managed together and tackled according to level of risk rather than by what caused it.

The appendices to the Strategy set out in more detail, how the key organisations will undertake certain vital functions – from planning for sustainable drainage, consenting works on watercourses and investigating flood events – so that everyone is clear about what we do. The key changes to the document relate to changes to the planning legislation in relation to flood risk and drainage and our approach makes it clear that it is vital that new developments do not increase flood risk for its neighbours.

The document illustrates the flood risk and all sorts of actions to both reduce the risk of flooding and the impact when flooding does occur. The Strategy also focuses on ways in which land and property owners can assist in reducing risk in practical way; focussing not just on decreasing the probability of flooding but also its impact, making sure that properties and households can cope in the event of a serious flood. I believe also that we must focus on working with nature to manage flood risk not just rely on traditional engineering solutions and at a time of decreasing public funding, we need to be innovative in our approaches.

This strategy is a statement of intent and gives guiding principles as to how we should all work together to tackle flooding in Suffolk. It is a living document that will continue to be regularly reviewed and monitored to ensure it remains fit for purpose. I hope it will help you become better informed about Suffolk's approach to flood management.

**Councillor Matthew Hicks**

Suffolk County Council, Cabinet Member for Environment and Public Protection

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# Glossary and abbreviations

## of words and phrases commonly used in flood and coastal risk management

<b>AONB</b>	Area of Outstanding Natural Beauty
<b>Aquifer</b>	A layer of porous substrate that contains and transmits groundwater
<b>AW</b>	Anglian Water
<b>Asset Register</b>	Register of structures or features which are considered to have an effect on flood risk.
<b>Catchment</b>	The extent of land which catches and holds rainwater.
<b>CFMP</b>	Catchment Flood Management Plan – strategic plans for flood management
<b>Consenting</b>	Process of obtaining permission to add/amend structures in/near a watercourse or flood defence structure
<b>DEFRA</b>	Department for Environment, Food and Rural Affairs
<b>EA</b>	Environment Agency
<b>FCERM</b>	Flood and Coastal Erosion Risk Management
<b>FDGiA</b>	Flood Defence Grant in Aid
<b>Fluvial flooding</b>	Flooding from rivers
<b>FMSW</b>	Environment Agency’s Flood Map for Surface Water
<b>FRMP</b>	Flood Risk Management Plan. Strategic plan required under EU Flood Directive
<b>Foul flooding</b>	Flooding that is contaminated with sewage
<b>GIS</b>	Geographic Information System. Software that captures, stores, analyses, manages, and presents data that is linked to location.
<b>Groundwater flooding</b>	Flooding when water levels in the ground rise above the surface
<b>IDB</b>	Internal Drainage Board
<b>JEPU</b>	Joint Emergency Planning Unit
<b>LDA</b>	Land Drainage Act
<b>LDF</b>	Local Development Framework – planning framework
<b>LiDAR</b>	Light Detection and Ranging. Method for collecting high-resolution topographic data
<b>LLFA</b>	Lead Local Flood Authority. In England, either the unitary authority for the area, or if there is no unitary authority, the county council for the area.

<b>Main River</b>	A statutory watercourse – usually larger streams and rivers marked as such on the Environment Agency main river map.
<b>Ordinary Watercourse</b>	A statutory type of watercourse including river, stream, ditch, drain, cut, dyke, sluice, sewer (other than a public sewer) that is not classified as main river.
<b>PFRA</b>	Preliminary Flood Risk Assessment. A high level summary of significant flood risk describing the probability and consequences of past and future flooding, required by the Flood Risk Regulations 2009.
<b>Pluvial flooding</b>	Flooding from rainfall – another name for surface water flooding.
<b>RAMSAR</b>	Wetlands of International Importance
<b>RBMP</b>	River Basin Management Plan – plan for the delivery of the Water Framework Directive
<b>RFCC</b>	Regional Flood and Coastal Committee
<b>Risk</b>	Risk = probability of an occurrence x its potential consequence
<b>SAB</b>	SuDS Approval Body (the county council)
<b>SAC</b>	Special Areas of Conservation - Areas protected under the EU Habitats Directive
<b>SCC</b>	Suffolk County Council
<b>SFRA</b>	Strategic Flood Risk Assessment
<b>SFRMP</b>	Suffolk Flood Risk Management Partnership
<b>SMP</b>	Shoreline Management Plan – strategic plans for the long-term management of the coast
<b>SRF</b>	Suffolk Resilience Forum
<b>SPA</b>	Special Protection Area. Areas protected under the EU Birds Directive which support significant numbers of wild birds and their habitats.
<b>SSSI</b>	Site of Special Scientific Interest
<b>SuDS</b>	Sustainable Drainage Systems
<b>Surface water flooding</b>	Flooding caused by high intensity rainfall that generates flows over the ground and collects in low lying areas. Also known as pluvial or flash flooding.
<b>SW</b>	Surface Water
<b>SWMP</b>	Surface Water Management Plan
<b>Water &amp; Sewerage Companies</b>	Companies responsible for provision of both water and drainage of waste water and sewage (e.g. Anglian Water).
<b>WFD</b>	Water Framework Directive

# Who to contact about flooding

**In an emergency** especially if there is danger to life as a result of flooding you should not hesitate to ring **999**.

**Environment Agency Floodline: 0345 988 1188**

for flood information and warnings.

**For general enquires about river or sea flooding:**

contact the Environment Agency on **03708 506 506**

**To report flooding from sewers and water pipes:**

contact Anglian Water on **0800 771 881** (24 hours)

**Flooding on the highway:**

Any incidents on major trunk roads (A14, A11 and A12 south of Ipswich and through north of Lowestoft) should be directed to Highways England Information Line: **0300 123 5000**

For any other roads in Suffolk ring **08456 066 067** (office hours) or **01473 433444** (out of hours).

Non urgent reports of minor flooding or blocked drains or gullies can be completed online. See [www.suffolk.gov.uk/flooding](http://www.suffolk.gov.uk/flooding) for details.

For all other flooding and related issues:

call **01473 260629** (office hours) or visit [www.suffolk.gov.uk/flooding](http://www.suffolk.gov.uk/flooding)

# 1. Introduction

The Suffolk Local Flood Risk Management Strategy is an important tool to help everyone understand and manage flood risk within the county. Its primary focus is on 'local flooding' from surface water, groundwater or ordinary watercourses such as streams and ditches. This type of 'flash flooding', generally caused by localised heavy rainfall, appears to be increasingly common, but until recently there has been little understanding of the risks or actions to address the risks. Historically flood risk management has concentrated on river and tidal flooding.

However, for those who suffer flooding, it matters little what type of flooding is causing the problem, and this strategy aims to provide information about all forms of flooding and the organisations involved in all aspects of flood risk management, from flood protection to dealing with a serious flooding event. It will not repeat information that is available elsewhere but will signpost the reader to relevant material. The strategy will not cover coastal erosion.

This is an update to a strategy first published in February 2013. New legislation, improved knowledge and further development of local policy has informed this updated edition. Further revisions may be necessary in future. The review of the strategy and its associated action plan is overseen by the Suffolk Flood Risk Management Partnership and scrutinised by a panel of local Councillors from all corners of the county.

The main aim of the strategy is to reduce the risk of flooding and the misery and economic damage that flooding causes, in a sustainable manner. Also, any flood management activities carried out will aim to enhance the built and natural environment.

The strategy document starts with information on the legislation that underpins flood risk management activities, who is involved and what part each will play in helping reduce the risk of flooding in Suffolk. It then looks at the nature of

flood risks in Suffolk and what further information is needed to help build a better picture of local flood risks.

The next section describes the objectives together for managing flood risk and how we might achieve them, leading onto the action plan in Appendix 1\*. In putting these objectives together we considered three options for local flood risk management:

**Do nothing** – potentially more properties will flood and for those already at risk of flooding they will potentially flood to a greater depth and/or more frequently.

**Maintain** – keep pace with climate change so that there is no net increase in flood risk; existing flood risk management infrastructure will need to be improved over time and all new development will need to take climate change into account.

**Improve** – take action to reduce the number of properties that would potentially flood and the potential impacts of that flooding.

After discussions with key stakeholders, we propose to take a pragmatic approach to reduce the current flood risk and ensure that we do nothing to make this worse in the future, recognising the limited resources available for flood and coastal risk management and other priorities within the county.

In the action plan we outline a range of actions, from small-scale local activities to long-term major plans and where possible we have identified who will be involved, when things might happen and how they might be paid for.

The money available for flood risk management is never going to be adequate to deal with all existing flood risks and the increasing future risk brought about by further development and a changing climate. Traditional approaches to flood risk management will need to be supplemented by everyone working together and by those at risk taking responsibility to help themselves.

## 1.1 History of flood risk management

The responsibility for flood risk management has changed considerably over the past 50 years.

In 1995 the Environment Agency took over the roles and responsibilities of the National Rivers Authority and responsibility for issuing flood warnings, a role previously held by the police.

## 1.2 Legislation

Following the extreme floods of 2007, the Pitt Review stressed the importance of implementing better legislation for the effective management of flooding, particularly from surface water. Many of the recommendations from the Pitt Review have been implemented through the **Flood and Water Management Act 2010**, which places a greater responsibility on upper tier local authorities (county and unitary councils) for surface water management issues, under their new role as Lead Local Flood Authorities. The role of the Environment Agency in respect of river and tidal flooding remains in force. The Environment Agency also has a strategic role to oversee all flood and coastal erosion risk management, ensuring it is undertaken in a sustainable manner.

**The Flood Risk Regulations (2009)**<sup>1</sup> came into force in December 2009 and transpose the EU Floods Directive into law for England and Wales. The Flood Risk Regulations required a **Preliminary Flood Risk Assessment** to be produced which identifies areas where significant numbers of people are at risk of surface, ground and ordinary watercourse flooding. Where such areas exist, the regulations also require the production of hazard and risk maps and flood management plans. Within Suffolk, there are no areas that satisfy the national criteria for defining such areas, not because there is no risk, but because of the largely rural nature of the county and lack of large urban areas. The Preliminary Flood Risk Assessment for Suffolk was completed in June 2011.

**The Flood and Water Management Act 2010**<sup>2</sup> provides legislation for the management of risks associated with flooding and coastal erosion. The Act reinforces the need to manage flooding

**"Flood risk and water use remain key issues for all communities. Britain needs to plan now for more erratic, unpredictable and extreme weather patterns in the future".**

*Lord Chris Smith, Chairman of the Environment Agency, July 2012.*

holistically and in a sustainable manner. It places a number of new roles and responsibilities on Suffolk County Council, which is designated a 'Lead Local Flood Authority'. The preparation of this Local Flood Risk Management Strategy is just one of the duties placed upon the county council.

A national Flood and Coastal Erosion Risk Management strategy<sup>3</sup> has been produced by the Environment Agency which sets out the principles that will guide local strategies and the activity of all flood authorities.

The Act defines various bodies as 'risk management authorities'. These are:

- a Lead Local Flood Authority;
- the Environment Agency;
- a district council for an area where there is no unitary authority;
- an internal drainage board;
- a water company;
- a highway authority.

The powers and duties in the Act are summarised on the next page. More details on how they will be discharged are in Chapter 2.

### Planning legislation:

The National Planning Policy Framework<sup>4</sup> was published in March 2012 by the Department of Communities and Local Government. The aim is to reduce development in flood risk areas and

1. <http://www.legislation.gov.uk/ukxi/2009/3042/contents/made>

2. <http://www.legislation.gov.uk/ukpga/2010/29/contents>

3. <https://www.gov.uk/government/publications/national-flood-and-coastal-erosion-risk-management-strategy-for-england>

reinforces the requirement for sustainable surface water management in new developments. It reinforces the responsibilities of Maritime Local Authorities in respect of Coastal Change Management Areas (CCMAs).

**Coast Protection Act (1949):**

This provides the legal framework for the protection of the coast against erosion and encroachment by the sea within the boundaries set out in Schedule 4 of the Act. It gives Maritime Local Authorities (e.g. Suffolk Coastal and Waveney District Councils) powers to undertake coast protection works on their frontage.

**Other legislation:**

Flood and coastal risk management is affected by a range of other national and local legislation,

policies and non-statutory plans, the most significant of which are listed below:

- The Climate Change Act (2008).
- The Conservation of Habitats and Species Regulations (2001).
- The Civil Contingencies Act (2004).
- The Strategic Environmental Assessment (SEA) Directive (2001).
- The Land Drainage Act (1991).
- The Water Framework Directive/Water Environment Regulations.
- Marine and Coastal Access Act.
- The Countryside and Rights of Way Act (2000).
- The Wildlife and Countryside Act (1981).
- Water Resources Act (1991).

**Key powers and duties within the Flood & Water Management Act 2010**

Responsibility	Details
Preparation of an Asset Register	Lead Local Flood Authorities (LLFAs) have a duty to maintain a register of structures or features which are considered to have an effect on flood risk, including details on ownership and condition as a minimum. The register must be available for inspection. The content of the register are set by the government.
Power to designate flood risk management structures	LLFAs, as well other flood management authorities have powers to designate structures and features that affect flooding or coastal erosion in order to safeguard assets that are relied upon for flood or coastal erosion risk management. Further details in Section 2.9.
Investigation of flood incidents	LLFAs have a duty to coordinate the investigation and recording of significant flood events within their area. This duty includes identifying which authorities have flood risk management functions and what they have done or intend to do with respect to the incident, notifying risk management authorities where necessary and publishing the results of any investigations carried out. Further information with respect to this duty is provided at Section 2.6.
Prepare a Local Strategy for Flood Risk Management	LLFAs are required to develop, maintain, apply and monitor a local strategy for flood risk management in its area. The local strategy will build upon information such as national risk assessments and will use consistent risk based approaches across different local authority areas and catchments.
Works powers	LLFAs have powers to undertake works to manage flood risk from surface runoff and groundwater, consistent with the local flood risk management strategy for the area.
Consenting changes to Ordinary Watercourses	If riparian owners wish to culvert an ordinary watercourse or insert any obstructions, consent is required from the LLFA, except within Internal Drainage Board (IDB) areas. For further details see Section 2.7.



**Regional and local plans:**

- **River Basin Management Plan Anglian River Basin District (December 2009)<sup>5</sup>** – the plan for the delivery of the Water Framework Directive in the River Basin District. Its focus is to improve the ecological and geomorphological qualities of water bodies (sea, rivers, streams, lakes, etc).
- **Catchment Flood Management Plans<sup>6</sup>** are high level strategic plans through which the Environment Agency, working with key decision-makers within a river catchment, identify and agree policies for sustainable flood risk management. These were produced in 2010. The action have been reviewed and incorporated into the Flood Risk Management Plans. There are four plans covering the river catchments across Suffolk:
  - Broadland Rivers.
  - East Suffolk.
  - Great Ouse.
  - North Essex.
- **Shoreline Management Plans (SMPs)<sup>7</sup>** are strategic plans for the long-term management of the coast. There are three plans covering the Suffolk coast:
  - The Kelling to Lowestoft SMP.
  - The Suffolk SMP, covering Lowestoft to Felixstowe.
  - The Essex and South Suffolk SMP, which covers the Stour and Orwell estuaries.
- **Strategic Flood Risk Assessments** are undertaken by District/Borough Councils as part of the strategic planning process and where available their Local Development Frameworks/Local Plan.
- **Suffolk Community Risk Register<sup>8</sup>** is produced by the Suffolk Resilience Forum and identifies the major risks in Suffolk (including inland and coastal flooding), their likelihood and impacts. There are plans for emergency response and recovery for specific risks.
- **Ipswich Borough Council's Drainage and Flood Defence Policy<sup>9</sup>** – states how the Borough controls development in areas of flooding and is referred to in Local Planning documents. It provides guidance on the roles of drainage bodies and council services, sets standards for sustainable drainage for new developments and explains how the Borough manages local flood risk. The document will be updated following the adoption of the Suffolk Local Flood Risk Management Strategy.

### 1.3 The Local Flood Risk Management Strategy

The production of this local strategy is a statutory requirement under the Flood & Water Management Act. It follows the publication of a National Flood & Coastal Erosion risk Management Strategy which sets out principles that must guide all flood and coastal risk management activities.

**The Local Flood Risk Management Strategy will be a statutory document, which will impact on the activities of all flood risk management authorities – i.e. local authorities, the Environment Agency, highways authorities and Internal Drainage Boards.**

**These bodies will all have a 'duty to act consistently with the local strategy' when undertaking their flood and coastal erosion risk management functions and have a 'duty to have regard for the strategy' when discharging other duties that may affect flood and coastal risk (for example spatial planning and development).**

**Water companies will also have a 'duty to have regard for the local strategy' for all relevant functions.**

5. <http://www.environment-agency.gov.uk/research/planning/33106.aspx>

6. <https://www.gov.uk/government/collections/catchment-flood-management-plans>

7. <http://www.environment-agency.gov.uk/research/planning/105014.aspx>

8. <http://www.suffolkresilience.com/>

9. [https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Ipswich\\_Flood\\_Defence\\_Drainage\\_Policy\\_rev\\_Aug\\_20091.pdf](https://www.ipswich.gov.uk/sites/www.ipswich.gov.uk/files/Ipswich_Flood_Defence_Drainage_Policy_rev_Aug_20091.pdf)

These guiding principles, that underpin this local strategy, are:

- **Community focus and partnership working.**
- **A catchment and coastal cell based approach.**
- **Sustainability.**
- **Proportionate, risk-based approaches.**
- **Multiple benefits.**
- **Beneficiaries should be allowed and encouraged to invest in local risk management.**

The requirement to produce a Local Strategy is predominantly concerned with the management of surface, ground and ordinary watercourse flooding (= local flooding) but will clearly link to flooding from rivers and the seas. The strategy will not cover coastal erosion risks.

**Who produced it?**

The production of the Local Strategy has been overseen by the Suffolk Flood Risk Management Partnership.

The strategy has been formally adopted/ endorsed by all councils and other risk management authorities in the county and this review will go through a similar process.



## 1.4 The Suffolk Flood Risk Management Partnership

The Flood and Water Management Act requires Suffolk County Council to take a leading role in managing local flood risks, working in partnership with other relevant authorities and the public.

The Suffolk Flood Risk Management Partnership, made up of key risk management authorities and the Suffolk Resilience Forum, is fundamental to the delivery of a coordinated and consistent approach to flood and coastal risk management, and working alongside the public to make a real difference in the county.

This partnership was set up on 2009 following the publication of the Pitt Recommendations to share

*The Partners are:*

- Suffolk County Council
- Forest Heath District Council
- St Edmundsbury Borough Council
- Babergh District Council
- Mid Suffolk District Council
- Ipswich Borough Council
- Suffolk Coastal District Council
- Waveney District Council
- Environment Agency
- Anglian Water
- Ely Group IDB
- East Suffolk Group of IDBs
- Waveney, Lower Yare & Lothingland IDB
- Broads Authority
- Highways England
- Suffolk Resilience Forum
- Essex & Suffolk Water
- National Farmers Union

expertise and local knowledge and work jointly to understand and reduce flood risk across Suffolk. It has links to a number of other relevant groups and key players in managing flood and coastal risks, including:

- **Anglian Regional Flood & Coastal Committees** (Eastern & Central) brings together councillors appointed by Lead Local Flood Authorities (LLFAs) and appointees with relevant experience. Their role is to approve the annual programme of work ensuring there are coherent plans for risk-based investment that optimises value for money and benefits for local communities in areas of flood and coastal erosion risk.
- **Developers** have a vital role in delivering sustainable drainage as promoted by the Flood and Water Management Act National Policy Planning Framework, as well as the wider planning proposals in relation to flood risk outlined in this strategy. It is crucial that future development takes proper regard to all sources of flooding and wherever possible deliver reductions in flood risks, both on and off site.
- **East Anglian Coastal Group** and its associated subgroups oversee the production and delivery of Shoreline Management Plans and share coastal expertise.
- **Local Community Emergency groups** set up coordinate parish-level emergency actions in the event of major emergencies, including flooding.
- **Local Estuary/Coastal Groups** formed by residents, landowners and other interested parties to represent local interests and assist in the management of flood and coastal risks.
- **Local Government Association** and its **Coastal Special Interest Group**. These groups provide support to local authorities in exercising their duties as flood and coastal risk management authorities and links to national policy makers.
- **Marine Management Organisation** has a key role in coast protection via licensing of activities on the shoreline and developing marine plans that overlap with terrestrial spatial plans.
- **Natural England** and other national and local environmental and conservation bodies will help deliver flood risk management in a way that also delivers wider environmental benefits.
- **Neighbouring Lead Local Flood Authorities** An informal grouping of all Lead Local Flood Authorities from across the eastern counties has been created for mutual assistance and to share expertise. It is possible that this type of grouping may be given more formal status alongside coastal groups in the future.
- **Network Rail**
- **Riparian Owners** The many land and home owners whose land adjoins a watercourse have certain rights and responsibilities in relation to flood risk management. These people are key players in the management of local flood risk, particularly in the many rural areas of Suffolk. The National Farmers Union and the Country Land and Business Association are important bodies representing agricultural and landowning interests and are the main route by which we can influence many riparian owners.
- **Suffolk Coast Forum** A forum comprising relevant local authorities, estuary groups, Environment Agency, Natural England, the Marine Management Organisation and ports authorities to take a strategic role in coastal management. It will provide an important link with the Suffolk Flood Risk Management Partnership in integrating inland and coastal flood management.
- **Suffolk Joint Flood Scrutiny Panel** comprising elected members from county and all district authorities whose role is to scrutinise the work of the Suffolk Flood Risk Management Partnership and the flood management activities of its partners.
- **Suffolk Planning Officers group** comprises lead planning officers from all planning authorities across the county.
- **Town & Parish Councils** are the key route to the general public and local information. They have a key role in encouraging local self-help groups to prepare for flooding and other

emergencies and as a conduit for passing information to and from the public to the county council.

- **Utility providers** have a key role in ensuring their key infrastructure is protected from flood risk.

## 1.5 What is the nature of flood risk within Suffolk?

Flooding is a natural phenomenon, the adverse effects of which can be made worse by poor

**Although current projections for future climate change predict an overall decrease in rainfall it is likely to occur in more intense stormier conditions at certain times of the year. Combined with the predicted rise in sea level there will be an increased risk of tidal, river and surface water flooding.**

*Taken from UK Climate Change Predictions 09<sup>10</sup>*

management of the landscape and environment. The problems can be made worse if we fail to do anything about the risk.

Rainfall and the consequential flooding by its very nature is unpredictable in location and severity, and dealing with these uncertainties will be challenging, particularly in the case of surface water flooding. However, flood risk is something that can be understood and its effects are generally more predictable, although blockages in drainage systems may cause unusual and even less predictable flooding.

The nature of flood risk within Suffolk is extremely varied and widespread across the county. Suffolk has an extensive coast and estuaries, a network of rivers and low lying land, which combined with a number of urbanised areas, means it is at risk of flooding from a range of different sources.

The main sources of flood risk within Suffolk include:

**Surface water flooding**, also known as pluvial flooding or flash flooding, occurs when high intensity rainfall generates runoff which flows over the surface of the ground and ponds in low lying areas. It is usually associated with high intensity (typically greater than 30mm/hr) or prolonged rainfall and can be exacerbated when the ground is saturated or when the drainage network has insufficient capacity to cope with the additional flow. Until recently, the risk from surface water was poorly understood, with little information available about the mechanisms of surface water flooding and the associated risks.

Based on current information Suffolk has over 150,000 properties predicted to be affected by surface water flooding during an extreme rainfall event with a one per cent (1 in 100) chance of happening each year and a flooding depth of 0.3 metres. This risk is widespread across the county (see Figure 4.1 on page 39).

**Groundwater flooding** occurs when water levels in the ground rise above the ground surface. Flooding of this type tends to occur after long periods of sustained heavy rainfall and can last for weeks or even months. The areas at most risk are often low-lying areas where the water table is more likely to be at a shallow depth and flooding can be experienced through water rising up from the underlying aquifer or from water flowing from springs.

**River flooding**, also known as fluvial flooding, occurs when a watercourse cannot accommodate the volume of water that is flowing into it or when flood defences are overtopped or breached. Rivers are categorised into **main rivers** and **ordinary watercourses**. Main rivers are usually large watercourses but also include smaller watercourses of strategic drainage importance. All other smaller watercourses, ditches and streams are classified as ordinary watercourses.

Suffolk has a number of main rivers (see Figure 2.5) and associated tributaries including, the Waveney, Blyth, Alde, Ore, Deben, Orwell, Stour, Gipping, Lark and River Little Ouse which all pose a threat of river flooding, in addition to the vast network of ordinary watercourses.

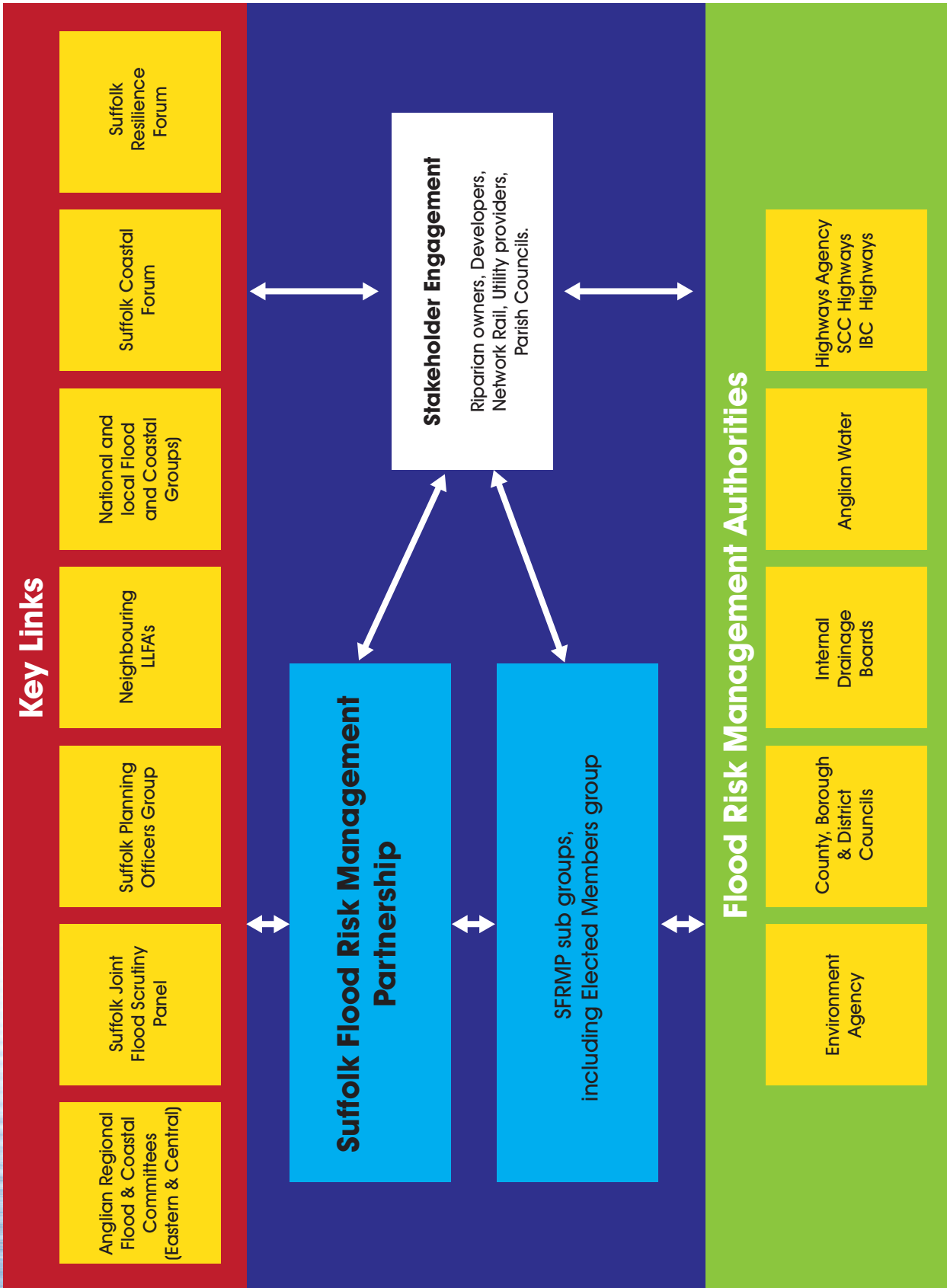


Figure 1.1: Relationships between groups involved in flood and coastal risk management

The north west of the county is part of the Fens – an extensive drained area partly below sea level, extending into the counties of Cambridgeshire, Lincolnshire and Norfolk. Chapter 3 will deal with this unique area as a whole.

**Coastal or tidal flooding** usually occurs during storm surges when there is an increased risk of high sea levels causing overtopping or breaching of coastal flood defences leading to flooding inland. The greatest risk of coastal flooding is experienced when there is a combination of high tides and a storm surge, which is when a low pressure system causes a localised rise in sea level and wave height. Many parts of Suffolk’s coastline and estuaries are prone to coastal flooding, as illustrated by the severe floods in 1953.

Based on Environment Agency flood maps, there are some 38,000 properties at risk of river/tidal flooding in Suffolk.

**Coastal erosion**, the wearing away of land and the removal of beach sediments by wave action, tidal currents or water percolation into soft cliffs, occurs in a number of locations along Suffolk’s coast and estuaries. Whilst this risk falls outside the responsibility of the Lead Local Flood Authority and the scope of this strategy, liaison with the maritime local authorities responsible will be important. There may, in the future, be areas where erosion will lead to increased flood risk.

**Reservoir flooding** results from the complete or partial failure of a reservoir structure. There is one large open reservoir in Suffolk (Alton Water) that poses a slight risk to a small number of properties. There are also two flood storage reservoirs in Stowmarket and numerous smaller on-farm water storage reservoirs which pose little or not flood risk.

**Sewer flooding** occurs when the sewer network cannot cope with the volume of water that is entering it, or when pipes within the network become blocked. This type of flooding is often experienced during times of heavy rainfall when large amounts of surface water overwhelm the sewer network, causing flooding. Water Utility

‘DG5’<sup>11</sup> registers show a total of 250 flood events reported by water companies over the last decade. These events occurred in a number of locations, largely within urbanised areas.

**Highway flooding** can be defined as flooding caused by heavy rainfall or overflowing from blocked or overloaded drains, soakaways and gullies causing water to pond within the highway network or from a lack of formal drainage system. During the Preliminary Flood Risk Assessment process, highway flooding reports were collected from around 250 different locations (with 15 years of data) and this data is included in the overall evidence base of flood information.

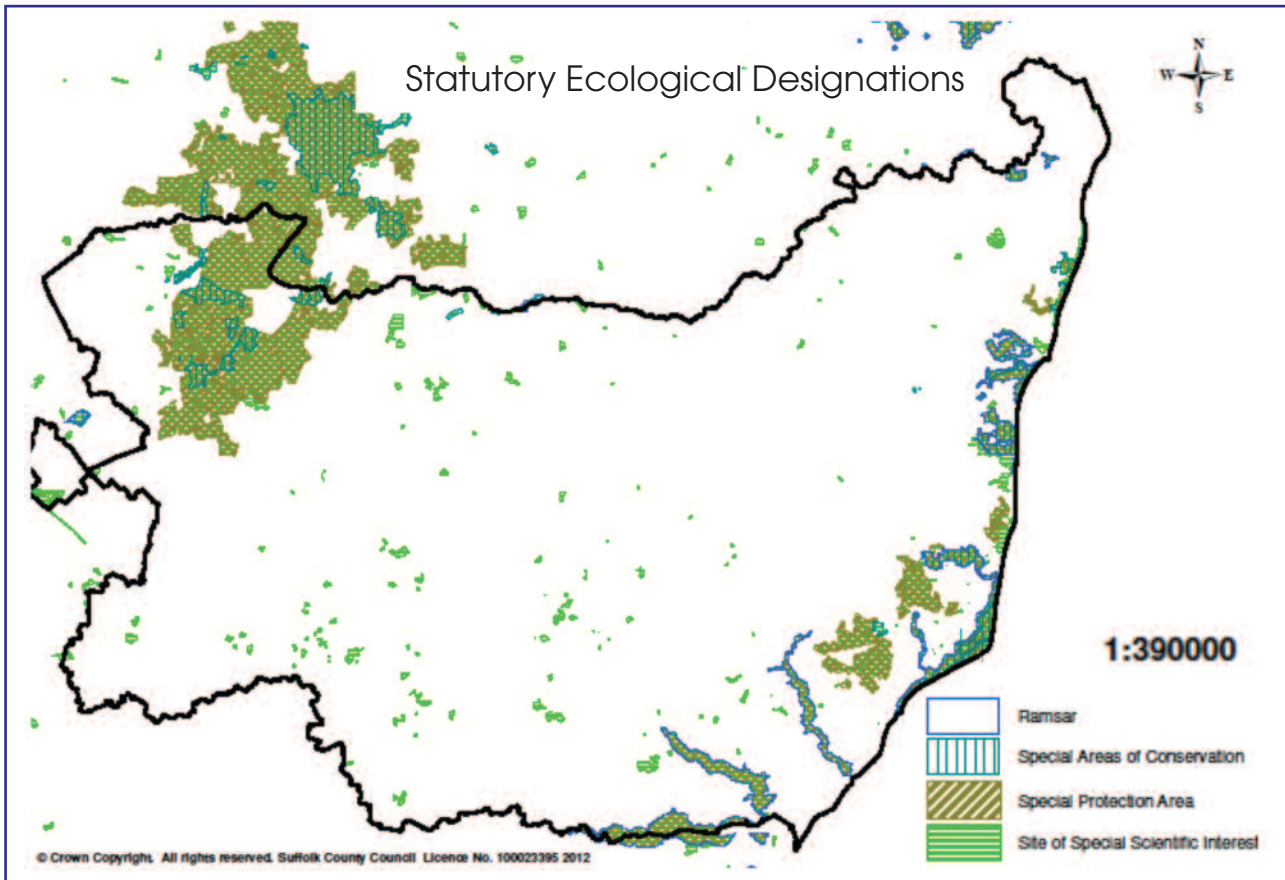
It is frequently difficult to establish a single precise cause for flooding and a holistic approach needs to be taken.

## 1.6 Factors increasing flood risk

Flood risk is a combination of probability and consequence; as there are a number of factors which will lead to higher probability of flooding in the future and more serious potential consequences, this will result in an increase in the risk of flooding across Suffolk.

The factors leading to an increase in flood risk include:

- The prediction that climate change<sup>12</sup> will lead to more frequent and more severe extreme weather and rising sea levels, and therefore to more extreme floods with more serious consequences.
- The deterioration in the condition and performance of existing drainage infrastructure and flood defence structures over time will increase future flood risk, as can coastal erosion in areas close to the boundary between erosion and flood risk areas.
- New development and changes in land use may lead to an increase in impermeable surfaces and general loss of vegetation cover, therefore causing increased levels of runoff during heavy rainfall events.



**Figure 1.2** Map showing main natural environmental designations in Suffolk

## 1.7 Suffolk's natural environment

Suffolk has a number of nationally and internationally important sites designated for the conservation of biodiversity, in addition to locally important ecological areas. Figure 1.2 (above) highlights the major protected areas<sup>13</sup>. For further information and maps see

[www.natureonthemap.naturalengland.org.uk/](http://www.natureonthemap.naturalengland.org.uk/)

In addition there are also a large number of locally designated wildlife sites and areas which are important to improving biodiversity in Suffolk<sup>14</sup>.

Flood and coastal risk management has the potential to impact on these sites either in

a positive or negative way and all activities need to take due consideration of the natural environment, aiming to enhance biodiversity and water quality.

## 1.8 What happens next?

This strategy and its associated Action Plan will be a working document that will be amended as necessary.

A review of the achievements of the Suffolk Flood Risk Management Partnership since the publication of the first Strategy in 2013 is detailed in Chapter 8.

13. For information, other designations and maps see <http://www.suffolkbiodiversity.org/wildlife-sites.aspx/>

14. <http://www.suffolkwildlifetrust.org/species-and-habitats/county-wildlife-sites/>

## 2. Flood management authorities and their responsibilities

### 2.1 The key players in flood and coastal management in Suffolk

**Suffolk County Council**, as the Lead Local Flood Authority, is responsible for taking the lead in managing flood risk from local sources. This includes surface water, groundwater and ordinary watercourses and also where there is an interaction between these sources and main rivers or the sea. The county council also has other related roles in emergency planning and road drainage.

There are a number of key organisations who together manage flood and coastal erosion risks in Suffolk. These are:

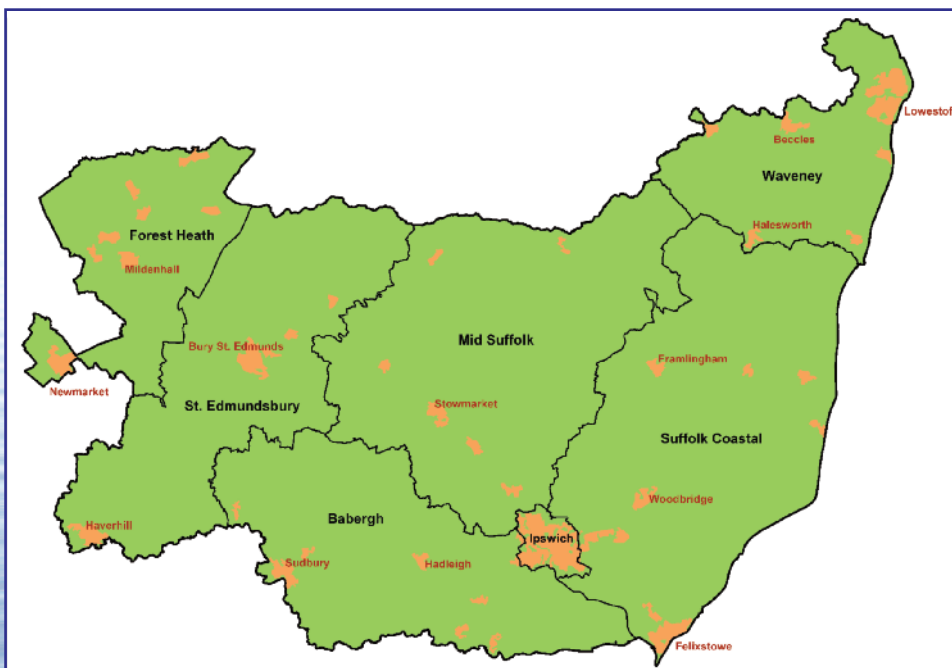
The **Environment Agency** is responsible for managing flood risk from main rivers, reservoirs and the sea, and also has a strategic overview role over all flood and coastal erosion risk management and national flood funding. It also has a key role in providing flood warnings to the public and protecting and improving the environment.

**Anglian Water** is both a water and sewerage company, responsible for the provision of foul and surface water drainage across the whole of Suffolk and providing water to the majority of the county.

**Essex & Suffolk Water** provides water only, mainly in the north east of the county.

**Highways England** and **Suffolk County Council Highways** are responsible for managing drainage and flood risk on public roads and highways within the county. For trunk roads (A11 from Newmarket to Thetford; A12 through north Lowestoft; A12 south from Ipswich to Colchester and the A14) the responsibility lies with Highways England and for all other public roads, responsibility lies with the County Council.

Within Suffolk there are seven **District or Borough Councils** (see Figure 2.1) who, in addition to their planning role have powers to undertake flood risk management work on ordinary watercourses outside of Internal Drainage Board areas. Suffolk Coastal and Waveney District Councils are



**Figure 2.1: district council boundaries**



Maritime Local Authorities responsible for managing risks from coastal erosion in their areas. Additionally, in certain specific areas district councils have responsibility for coast defences in areas at risk of flooding – such as south Felixstowe.

There are three groups of **Internal Drainage Boards** located within the county. Internal Drainage Boards were set up in areas of special drainage need with the primary function to manage water levels in their areas to minimise flood risk and supply water to people, property and agriculture. See Figure 2.2 below for details of the areas for each Internal Drainage Board has responsibility.

The **Broads Authority** manages the Norfolk and Suffolk Broads, with responsibility for conservation, planning, recreation and navigation. The Broads area has the status of National Park, thus the Broads Authority is responsible for planning for its area.

**Suffolk Resilience Forum (SRF)** is a multi-agency group that provides strategic, tactical and operational guidance and support on the planning for the multi-agency response to a major incident. It is not a statutory body nor does it have powers to direct its members; however, it is the agreed forum that coordinates multi-agency emergency preparedness, including risk assessment, contingency planning, training and exercise to enhance Suffolk's preparedness for emergencies.

The **Joint Emergency Planning Unit (JEPU)** provides an enabling service for all Suffolk local authorities (county, district and borough) to prepare for emergencies – such as flooding - and acts as a focal point for local authorities when dealing with other response agencies as part of the Suffolk Resilience Forum.

## 2.2 Responsibility for flooding

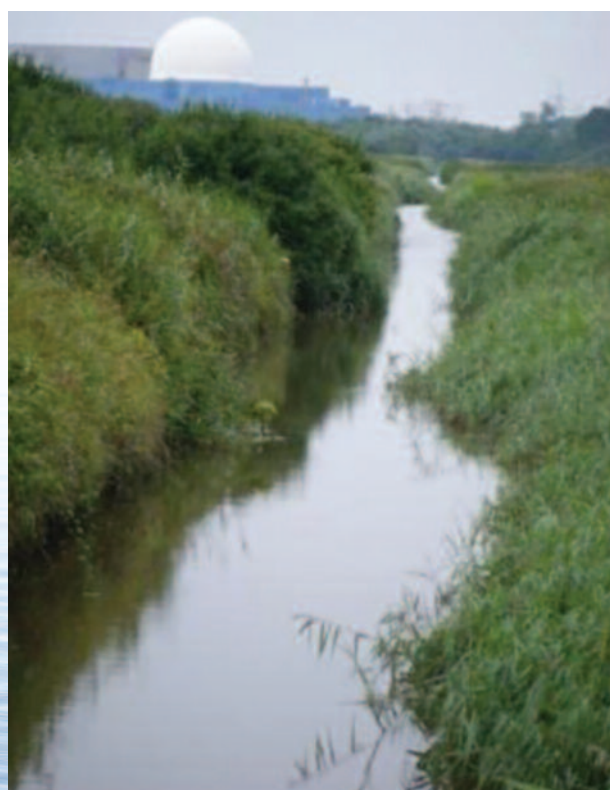
As discussed in the previous chapter, flooding can come from a number of different sources and the responsibility for managing the risk from these different sources falls with different Risk Management Authorities; a simplified illustration of this can be seen in Figure 2.3 on page 17. (NB. coastal erosion is not included).

The following sections provide more information about the powers and responsibilities that these Risk Management Organisations have and how, collectively, they will discharge them.

But flood risk management is not something that can be left solely in the hands of statutory organisations and forgotten by everyone else. **Households, businesses and landowners** have their part to play too. Even if this strategy was being devised at a time of substantial public sector budgets, the organisations would still not be able to prevent all floods or solve all concerns. That is why the powers and responsibilities of Suffolk's citizens are also recorded in this section.

## 2.3 The powers and responsibilities of Flood Risk Management Authorities

The Flood and Water Management Act identified certain organisations as **risk management authorities** (see page 5) which have responsibilities around flooding, both new ones, from the Flood



*Typical IDB drainage channel, near Sizewell*

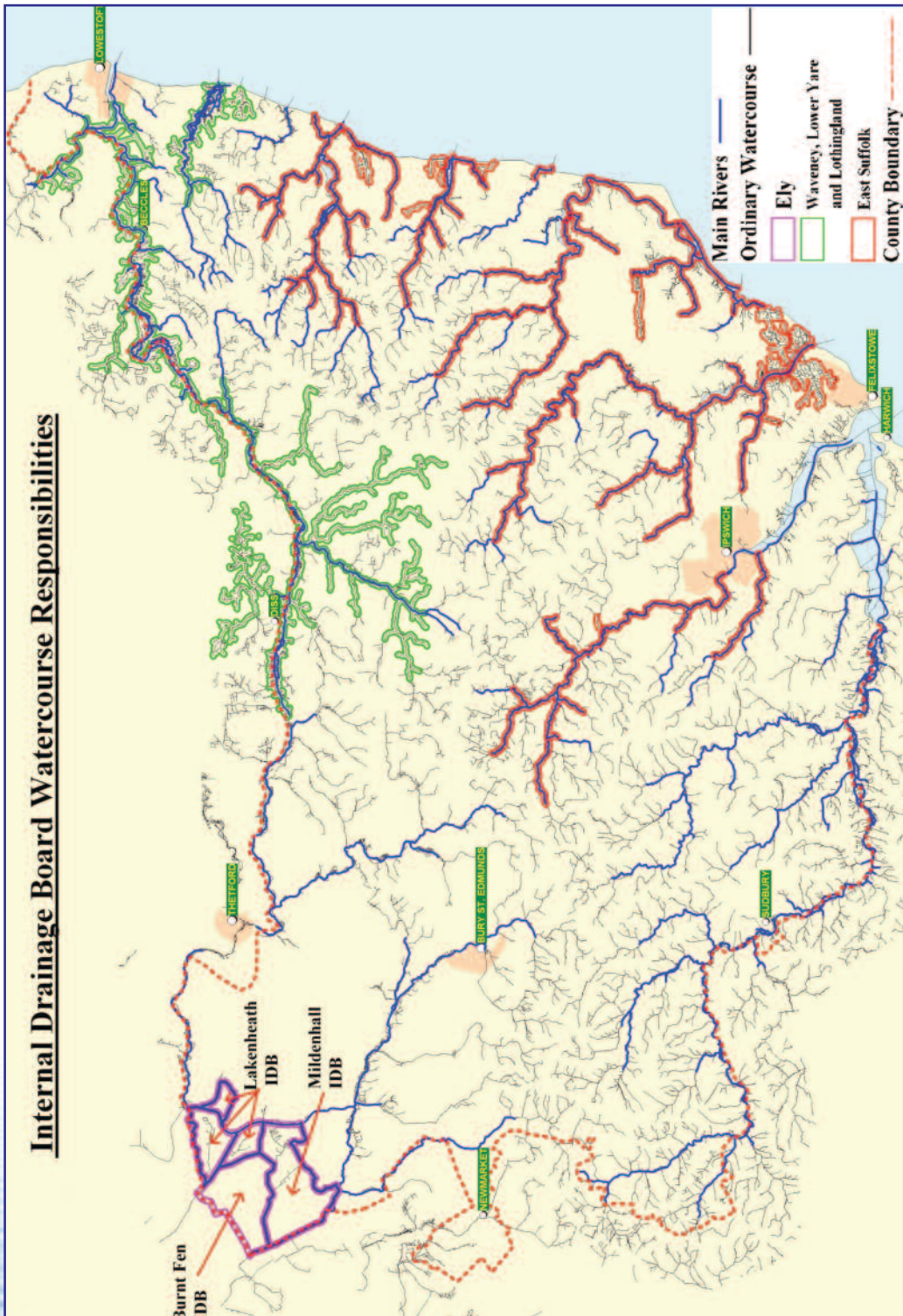


Figure 2.2: Internal Drainage Board Watercourse Responsibilities<sup>15</sup>

15. For details and local maps –

Ely Group: <http://www.elydrainageboards.co.uk/>;

East Suffolk Group: <http://www.wlma.org.uk/index.pl?id=144>

Waveney, Lothingland & Yare: <http://www.nicholsons-uk.com/LinkClick.aspx?fileticket=crryiuTPX4%3d&tabid=623&mid=1465>

**If it is not clear why flooding is occurring, enquiries should be directed to Suffolk County Council as the Lead Local Flood Authority.**



**Figure 2.3 Overview of responsibility for flood risk management within Suffolk.**

## The Flood Risk Management Authorities in Suffolk are:

Suffolk County Council

Internal Drainage Boards

Environment Agency

Anglian Water

District and Borough  
Councils

Highways Authorities

and Water Management Act, and longstanding ones from previous legislation.

These authorities have all of the following duties and powers:

- Duty to co-operate with other risk management authorities in the exercise of their flood and coastal erosion risk management functions, including sharing flood risk management data.
- A duty to aim to contribute towards the achievement of sustainable development in the exercise of flood or coastal erosion risk management functions and to have regard to the Ministerial guidance on this topic.
- Duty to be subject to scrutiny from the lead local flood authority's democratic processes. In Suffolk we have a Joint Flood Scrutiny Panel comprising councillors from the county council and all district/borough councils.
- A duty to exercise flood or coastal erosion risk management functions in a manner consistent with the national and local strategies.
- Power to take on flood and coastal erosion functions from another risk management authority when agreed by both sides.
- Power to designate structures and features that affect flooding.

In addition, all authorities have a universal duty to comply with **environmental legislation** and the **Water Framework Directive**. They have a duty to take reasonable steps, consistent with the proper exercise of the authority's functions, to further the conservation of Sites of Special Scientific Interest. (Wildlife & Countryside Act 1981, as amended by the Countryside and Rights of Way Act 2000). All authorities are required to have regard for the

requirements of the Habitats Directive in the exercise of their functions (regulation 9(5)).

Co-operation between these risk management authorities will take place through the **Suffolk Flood Risk Management Partnership**. This will entail collaboration on recording flood assets, assisting with flood investigations, providing local knowledge regarding flood risk and sustainable drainage relating to new development, sharing information and data and working together to ensure public enquiries are dealt with swiftly by the appropriate organisation.

## 2.4 How flood risk powers and duties will be used in Suffolk

**NB. A duty is something that an authority is legally obliged to do; a power can be used if appropriate but does not have to be used.**

### 2.4.1 Leadership

The **Environment Agency** has a national strategic role when it comes to flood and coastal erosion risk management. It is required to publish the **National Strategy**<sup>16</sup> which provides a national framework for all forms of flood and coastal erosion risk management.

The National Strategy identifies the following strategic actions for the Environment Agency:

- Use strategic plans like the Catchment Flood Management Plan and the Shoreline Management Plan to set the direction for Flood and Coastal Erosion Risk Management.
- Support the creation of Flood Risk Regulations reports (Flood Risk Management Plans) by collating and reviewing the assessments, plans and maps that Lead Local Flood Authorities produce.

- Providing the data, information and tools to inform government policy and aid risk management authorities in delivering their responsibilities.
- Support collaboration, knowledge-building and sharing of good practice including provision of capacity-building schemes such as trainee schemes and officer training.
- Manage the **Regional Flood and Coastal Committees** (RFCCs) and support their decisions in allocating funding for flood defence and flood resilience schemes.
- Report and monitor on flood and coastal erosion risk management.
- Administer grants to risk management authorities to support the implementation of their flooding or environmental powers.

The Flood and Water Management Act 2010 identified **Suffolk County Council** as the **Lead Local Flood Authority** for the county of Suffolk.

In addition to duties that fall on all risk management authorities, the county council has the following responsibilities:

- Strategic leadership of local risk management authorities. The Suffolk Flood Risk Management Partnership is led and managed by the county

council and provides an important forum to co-ordinate all aspects of flood risk management in the county.

- Responsibility for development, maintenance, application and monitoring of a strategy for local flood risk management.
- A duty to investigate and publish reports on significant flooding incidents as appropriate (see section 2.6 for details), to identify which authorities have relevant flood risk management functions and what they have done or intend to do.
- A duty to maintain a register of structures or features (asset register) which have a significant effect on flood risk in their area.
- Decision making responsibility for whether works on ordinary watercourses that may affect water flow and flood risk can take place. Internal Drainage Boards also have this role on ordinary watercourses within their areas and the Environment Agency has this duty on main rivers and tidal defences.
- Power to do works to manage flood risk from surface runoff or groundwater. This includes powers under s25 Land Drainage Act 1991 to require a person impeding the proper flow of water in an ordinary watercourse to remedy that condition.



### 2.4.2 Understanding practical management of flood and coastal risks – who does what

The **Environment Agency's** operational role includes emergency planning and managing flooding from main rivers, reservoirs and the sea. Its emergency planning role, and that of other risk management authorities, is outlined in section 2.10.

**Main Rivers** are watercourses shown on the Environment Agency's statutory Main River map, see Figure 2.5. The Environment Agency has permissive powers to carry out works of maintenance and improvement on Main Rivers. This can include any structure or appliance for controlling or regulating flow of water into or out of the channel. The overall responsibility for maintenance of Main Rivers, however, lies with the **riparian owner**.

**Coastal Flooding:** The Environment Agency is the lead organisation with strategic overview for all flood and coastal erosion risk management

around the coastline of England, including tidal flood risk. The Environment Agency leads in the development of Shoreline Management Plans and works with partner organisations, including local authorities to put them into practical action. The Environment Agency supports this by giving Grant-in-Aid funding for coastal defence schemes and overseeing the work carried out.

**Reservoirs:** The Environment Agency is the enforcement authority for the Reservoirs Act 1975 (the Act) in England. The Act applies a safety regime to large raised reservoirs, which are those reservoirs capable of holding more than 25,000m<sup>3</sup> of water above ground level. The full requirements of the Act only apply to 'high-risk' large raised reservoirs, which are designated and mapped to understand the full extent of what is at risk. The owners and operators of high-risk reservoirs must have a supervising engineer appointed at all times, have their reservoir inspected periodically, and carry out any essential safety works identified by their inspecting engineer. The Environment

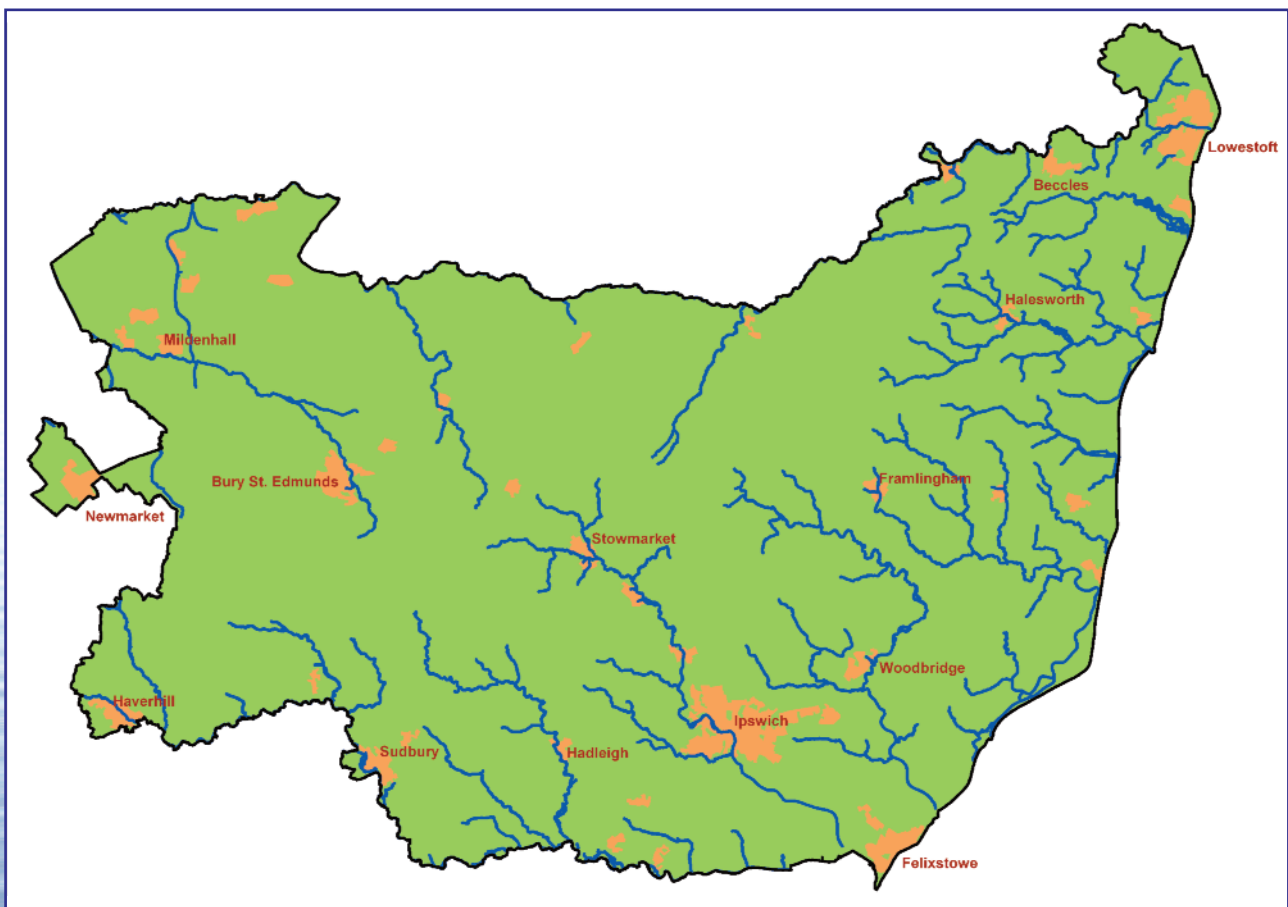


Figure 2.5: Main river map of Suffolk

Agency is responsible for ensuring that reservoir owners and operators comply with the requirements of the Act and for establishing and maintaining a register of reservoirs, and making this information available to the public. There is no legal requirement under the Reservoirs Act 1975 for reservoir owners and operators to produce flood plans, as this Section of the Act has not been enacted by the government. However, it is good practice to have such plans in place

An **Internal Drainage Board (IDB)** is a public sector operating authority, empowered under the Land Drainage Act 1991 in areas of special drainage need in England & Wales to carefully manage water levels within defined drainage districts for land drainage, flood risk management, irrigation and environmental benefit. IDBs operate in catchment areas that are not in county or district council boundaries, and undertake routine maintenance of main drains, pumping stations and other critical water control infrastructure under permissive powers, the overall responsibility for maintenance being with the riparian owner.

Principle operations include weed cutting, de-silting, tree management, mowing of bank-side vegetation and structural inspection, repair and replacement of fixed water control assets.

**Suffolk County Council** as Lead Local Flood Authority has powers to do works to manage flood risk from surface runoff or groundwater. However, in most cases the responsibility for maintenance of ordinary watercourses lies with the riparian owner or owners, and the role of the council is to provide advice and support to riparian owners to encourage them to undertake such works in a suitable manner that will not result in environmental damage.

The County Council has powers under s23, Land Drainage Act 1991 prohibits the obstruction in a watercourse and have powers to have obstructions removed. However, advice and persuasion will normally be employed to secure such action before resorting to the use of legal powers.

The County Council also has powers under s25 Land Drainage Act 1991 to require a person impeding the proper flow of water in an ordinary



watercourse to remedy that condition. However, advice and persuasion will normally be employed to secure such action before resorting to the use of legal powers.

The County Council is also a highway authority with responsibility for road drainage and flooding – see below.

**District and Borough Councils** have no responsibilities under the Land Drainage Act - except when it is a landowner. However, they are responsible for maintenance of some parks and public spaces and have responsibility for street cleaning. Good maintenance practices can help to reduce flood risk, for instance by ensuring that drainage channels are kept clear and that rubbish and leaves are not tidied into watercourses. For new public spaces which are under the control of a management company, these activities should be included in the management contract.

All **Highways Authorities** are Risk Management Authorities according to the Flood and Water Management Act and must adhere to all the responsibilities of risk management authorities.

In addition, under the Highways Act, a Highways Authority has a duty to maintain the highway. This includes ensuring that highway drainage systems

## Responsibility for roadside ditches

One of the biggest misconceptions is that the County Council, as highway authority, is responsible for roadside ditches. This is rarely the case. The highway authority is permitted to use roadside ditches for the drainage of the highway but unless constructed specifically for the drainage of the highway the maintenance of these is normally the responsibility of the adjoining landowner. Whoever owns the land adjoining, above or with a watercourse running through it is, in legal terms, a 'riparian owner'. They must keep the banks clear of anything that could cause an obstruction and increase flood risk. He is also responsible for maintaining the bed and banks of the watercourse and the trees and shrubs growing on the banks. Structures, such as culverts, trash screens, weirs and mill gates must be kept clear of debris to let water flow through without obstruction. If access to do this is only possible from the highway itself the owner should consult with the County Council to establish who is best placed to carry out the work.



are clear and that blockages on the highway are cleared, where reasonably practicable. As part of this duty, roads are regularly inspected and maintained.

The highway authority can deliver works that they consider necessary to protect the highway from flooding. These can be on the highway or on land which has been acquired by the highway authority in the exercise of highway land acquisition powers for that purpose.

Highway Authorities may divert parts of a watercourse or carry out any other works on any form of watercourse if it is necessary for the construction, improvement or alteration of the highway or provides a new means of access to any premises from a highway.

Highways authorities are able to adopt Sustainable Drainage Systems (SuDS) that serve the highways.

**Waveney and Suffolk Coastal District Councils** and the **Environment Agency** are identified by the Flood and Water Management Act as **coastal erosion risk management authorities**. Their responsibilities include:

- Developing and delivering Shoreline Management Plans
- Delivery of coastal erosion risk management activities. This includes the construction of defences including the removal/addition of beach material.
- Maintenance a register of assets and other features that help to manage coastal risks.
- Assisting communities in planning for the future and taking appropriate steps to adapt to changing coastal erosion risks.
- Controlling/consenting third party activities on the coast.

**Water companies:** There are two types of water companies working in Suffolk. Essex & Suffolk Water, mainly located in the north east of the county is a water supply company, while Anglian Water is both a water supplier and sewerage undertaker.

**a) Water Supply Companies** are not Risk Management Authorities and do not have the same obligations. However the Reservoirs Act 1975 has been amended to state the following:



- All owners and operators with reservoirs over 25,000m<sup>3</sup> must register their reservoirs with the Environment Agency as they are subject to regulation.
- All undertakers must prepare a reservoir flood plan.
- All incidents at reservoirs must be reported.

**b) Water and Sewerage Companies:** The water industry is highly regulated and the quality of customer service and the prices they are able to charge their customers are regulated by Ofwat, the Water Services Regulation Authority. The water industry operates on five-yearly cycles called Asset Management Plan (AMP) periods. Prices are set by Ofwat at the beginning of each period, following submissions from each company about what it will cost to deliver their business plans.

Water and sewage companies have the following responsibilities around flood risk management:

- Respond to flooding incidents involving their assets.
- Provide, maintain and operate systems of public sewers and works for the purpose of effectually draining an area.
- Have a duty to co-operate with other relevant authorities in the exercise of their flood and coastal erosion risk management functions.
- Must have a regard to national and local flood and coastal erosion risk management strategies.
- May be subject to scrutiny from local flood authorities' democratic processes.
- Have a duty for the adoption of private sewers.
- Consultee (but not a statutory consultee) to the planning authority when the drainage system is proposed to connect with the public sewer.

Water and Sewerage Companies are responsible for flooding from their foul and surface water sewers, and from burst water mains. Flooding is reported into 24 hour operational call centre on **03457 145**

**145.** The call centre agent will check that the

flooding incident involves their assets. If it does not, then they will redirect the call if necessary. If assets are identified, a job is raised and dispatched to field teams. If flooding is present or evidence of flooding is present, details will be recorded on a 'Flooding Form' and investigated as appropriate which may lead to recording the property on the Flooding Register.

The Flooding register is a register of properties and areas that have suffered or are likely to suffer flooding from public foul, combined or surface water sewers due to overloading of the sewerage system or due to blockages caused by fat, oil, grease or other unflushable items.

Investment in the alleviation of sewer flooding is closely allied to the Flooding register and where repeat blockages occur. Priority is given to frequent internal flooding problems where a cost beneficial and sustainable solution is available.

An essential flood risk management duty is defined under Section 94 of the Water Industry Act 1991, which states that Water and Sewerage Companies have a duty to provide, maintain and operate systems of public sewers and works for the purpose of effectively draining our area. They also have a



**Keep It Clear** is Anglian Water's campaign to help reduce blockages in sewers that can cause flooding and pollution incidents. Fat, oil, grease and unflushable items such as wipes and sanitary products should be disposed of in the bin, and not down the drain.

Keep it Clear has been established in a number of towns across Suffolk, and overall a 52% reduction in blockages has been the result of this campaign.

For more information, relating to either homes or businesses, please visit [www.keep-it-clear.co.uk](http://www.keep-it-clear.co.uk)

duty under the same Act relating to premises for 'domestic sewerage purposes'. In terms of wastewater this is taken to mean the ordinary contents of lavatories and water which has been used for bathing, washing and cooking purposes and for surface water the removal from yards and roofs. However, there is no legal duty or responsibility relating to highway drainage, land drainage and watercourses, with the exception that Water and Sewerage Companies can accept highway drainage by agreement with a highway authority.

Currently, foul and surface water drainage from new developments can be connected to public sewers and a Water and Sewerage Company has no powers to prevent new connections to its network, even if it believes it could cause flooding to customers. This is why Anglian Water comments on planning applications even though they are not a statutory consultee.

### 2.4.3 Understanding the roles of those who are not statutory flood risk management authorities

**Utility and Infrastructure Providers** such as Network Rail, energy companies and telecommunication companies are not risk management authorities. However they have a crucial role to play in flood risk management as their assets can be important consideration in planning for flooding. Moreover they may have assets such as culverts, information about which needs to be shared with flood risk management authorities. They already maintain plans for the future development and maintenance of the services they provide, and it is important that they factor in flood risk management issues into this planning process. This will ensure that their assets and systems are resilient to flood and coastal risks and that the required level of service can be maintained in the event of an incident. Utility and infrastructure providers may wish to invest time and resources into developing and delivering the local flood risk management strategy, to realise the significant benefits for them and their customers that follow from flood risks being effectively managed.

#### Property Owners and Residents

It is the responsibility of householders and businesses to look after their property, including protecting it from flooding. While in some circumstances other organisations or property

owners may be liable due to neglect of their own responsibilities, there will be many occasions when flooding occurs despite all parties meeting their responsibilities. Consequently it is important that householders whose homes are at risk of flooding take steps to ensure that their house is protected. These steps include to:

- check whether their household is at risk from flooding from the river, coast or local flood sources.
- ensure that preparations have been made in the event of a flood.
- take measures to ensure that their house is protected from flooding, either through permanent measures such as sealants in the wall, or temporary measures such as floodsax or flood guards.
- take measures to make sure the house is resilient to flooding so that if it does occur it does not cause too much damage.
- where possible, take out flood insurance.

Information on whether households are at risk can be provided by the Environment Agency<sup>17</sup>

All households in Flood Zones 2 and 3 (areas at risk from coastal or main river flooding) should have been contacted notifying them of this and, unless they have chosen to opt-out, will receive flood warnings.

#### Riparian Ownership

Landowners, householders and businesses whose property is adjacent to a river or stream or ditch are likely to be **riparian owners** with responsibilities. If a property backs out onto a river, stream or ditch then the property owner is likely to be a riparian owner, owning the land up to the centre of the watercourse. The Land Registry may be able confirm this. In the case of highway ditches, the adjacent landowner is normally deemed to have riparian responsibility for the whole of the watercourse to the top of the roadside edge.

Riparian owners have a right to protect their property from flooding and erosion, but in most cases will need to discuss the method of doing this with the Environment Agency or County Council. Riparian owners are responsible for maintaining

and clearing debris (even if this is not from their land) from the watercourse or ditch, as well as vegetation on the banks, in order to keep these clear and prevent flooding. They have responsibility for ensuring there is no obstruction, diversion or pollution to the flow of the watercourse. Full details can be found in the Environment Agency's document<sup>18</sup> 'Living on the Edge'.

When undertaking watercourse maintenance, riparian owners, like statutory agencies, need to be mindful of their obligations in respect of environmental legislation and the requirements of the Water Framework Directive. Riparian owners also need to be mindful of the need to gain consents for certain works - see Section 2.7.

### Parish Councils and Communities

Flooding events can affect whole communities with households which do not suffer from internal flooding still potentially being trapped as roads are blocked or having to help support and provide shelter to neighbours who have suffered from flooding.

Communities know better than anyone the level of flood risk that they face and can make important contributions to helping manage the levels of flood risk – see Section 2.10 on emergency preparedness.

District and County Councillors have a key role in helping the Parish Councils and communities understand their role and ensuring affected communities are properly represented in discussions about local activities.

## 2.5 Planning

In order to manage flood risk into the future, there is a clear role for planning authorities to ensure developers manage flood risk associated with new developments.

The local planning authorities are the District and Borough Councils and the Broads Authority. Their planning function affects Flood Risk Management in three key ways:

- Considering flooding concerns in developing local plans.
- Ensuring developers plan for residual flood risk (Minimum standards are described in

Defra's Non Statutory Technical Standards for SuDS and use of flood resilient measures) on new developments and that the development does not increase flood risk elsewhere (see also section below on sustainable drainage).

- The National Planning Policy Framework identifies the planning authority to undertake an Integrated Coastal Zone Management approach to coastal issues and locations.

When considering flooding concerns in developing local plans the Planning Authority needs to do the following:

- Produce a Strategic Flood Risk Assessment. This should consider not just fluvial and coastal flooding, but also local flood risk issues. Where Critical Drainage Areas have been identified these will need to be included.
- Develop a Local Plan that carefully considers flood and coastal erosion risks. This is a statutory planning document which planners can then use to recommend refusal of planning permission within the floodplain. Consequently, the Strategic Flood Risk Assessment (SFRA) should support the local plan, the Preliminary Flood Risk Assessment and Surface Water Management Plan (where applicable). This should allow the local plan to assess and record the flood risks for new developments and steer development to areas of lowest flood risk. Equally in maritime districts, there is requirement to assess risks from coastal erosion and permanent tidal inundation and where appropriate designate coastal risk management zones where permanent development will not be permitted.
- Planning authorities should only approve development where it can be demonstrated that the proposal satisfies all the following criteria:
  - (a) it does not increase the overall risk of all forms of flooding in the area through

18. <https://www.gov.uk/government/publications/riverside-ownership-rights-and-responsibilities>

the layout and form of the development and use of appropriate SuDS;

(b) it will be adequately protected from flooding;

(c) it is and will remain safe for people for the life time of the development and;

(d) it includes water efficiency measures such as rainwater harvesting or use of local land drainage water where practicable.

- Promote development in areas of lowest probability of flooding through embedding the sequential approach referred to in the National Planning Policy Framework within the Local Plan.
- Safeguard land for critical infrastructure.
- Develop action plans, where necessary, to support sustainable spatial planning and ensure all plans are integrated and firmly linked to local strategies.
- Ensure that neighbourhood plans fully consider flood risk issues.

Co-operation and early discussions with the developer, the Planning Authority and the Lead Local Flood Authority, Environment Agency and Anglian Water will be essential, particularly on major developments, where the Lead Local Flood Authority is a Statutory Consultee on surface water matters. The Environment Agency is a statutory consultee for major developments if the site falls within Flood Zone 2 or 3.

Where appropriate, planning authorities are requested to advise clients of the need discuss with the Lead Local Flood Authority whether a land drainage consent is required for alterations or new structures within an ordinary watercourse and with the Environment Agency for any alterations or new structures within a main river.

Associated with the powers to regulate water level management activities within their operational area, IDBs provide comments to local planning authorities on developments in their district and

when asked, make recommendations on measures required to manage flood risk and to provide adequate drainage solutions.

### 2.5.1. Sustainable Drainage

A ministerial statement issued on 18th December 2014, described the expectation that local planning policies and decisions on planning applications of 10 homes or more or equivalent non-residential or mixed development should ensure sustainable drainage systems are put in place unless demonstrated to be inappropriate. Suffolk County Council, as Lead Local Flood Authority, is a statutory consultee on surface water drainage in the planning process, for major development, as set in schedule 5 of the Town and Country Planning Order.

In considering planning applications for major developments (more than 10 dwellings or 0.5ha) Local Planning Authorities should consult with the county council on the management of surface water disposal. The Local Planning Authority will need to satisfy themselves that the proposed minimum standards of operation for SuDS are appropriate and ensure through the use of planning conditions or planning obligations that there are clear arrangements in place for ongoing maintenance of the SuDS for the lifetime of the development. The county council will provide technical advice on the surface water strategies and design for individual developments. It will also offer advice on Local Plans, site allocations, and masterplans.

The county council have produced a protocol (see Appendix C), to inform Local Planning Authorities and developers on the surface water disposal process, the responsibilities of each risk management authority, and how to submit a successful applications. In addition, a Local Surface Water Drainage Guide has been produced (see Appendix A), and endorsed by the Suffolk Flood Risk Management Partnership, to outline the various design criteria and the local interpretation.

To assist in the validation of planning applications, a proforma<sup>18</sup> has been produced which directs the

developer through the design process and is an aid to the local planning authority at validation stage.

All appropriate risk management authorities will work with developers to encourage planned developments to make the most of their drainage assets. One key element is to define who will be adopting, and thus maintaining in perpetuity, the various parts of the development, as this will help determine the detailed criteria for design.

### 2.5.2 Neighbourhood planning

Neighbourhood planning provides a powerful set of tools for local people to ensure that they get the right types of development for their community. However, the ambition of the community must be aligned with the strategic needs and priorities of the wider local area. This must include the management of flood and coastal risks. Information held by local authorities and used in the preparation of their Local Plans should be sought as a starting point for neighbourhood plans.

## 2.6 Understanding flood incidents

To assemble an accurate picture of flood risk across Suffolk requires the collection of precise and useful records from actual flood incidents occurring across the county.

Officers from risk management authorities are not in a position to know about every flooding incident that occurs, particularly those which do not lead to flooding within properties. However, records of flooding incidents which affected roads or entered the curtilage of properties are important to record. They can indicate that there has been extensive flooding in relatively regular rainfall events which would warn that the properties are at risk in

more extreme rainfall events. This information is crucial in building up cases for flood defence and flood resilience schemes which will require strong evidence of the flood risk to properties. Residents, business owners, Parish Councils and local community groups have a key role in providing this information to the county council.

## The guiding principles for SuDS in Suffolk will be:

- **Early consideration of sustainable flood and coastal risk management in production of Local Plans and master planning – promoting and protecting ‘blue and green corridors’.**
- **Wherever possible, the use of multifunctional, above ground SuDS that deliver drainage, enhancement of biodiversity, improvements in water quality and amenity benefits.**
- **Ensuring that land owners realise both the importance of reducing flood risk and how properly designed sustainable drainage systems can be an asset to their development.**
- **Ensuring no increase in flood risk from new development wherever possible and contributing to reducing existing risk if feasible.**
- **Ensuring water flows around properties when the design capacity of drainage systems is exceeded by extreme rainfall.**

Floods can be reported via the Highways Reporting Tool (<http://highwaysreporting.suffolk.gov.uk/>) or phone **0345 606 6171**.

Suffolk County Council logs all reported flooding incidents in the county onto a GIS system. This data, alongside the national flood risk maps, helps to prioritise where flood risk management activities should take place.

In the event of a report of flooding, the level of investigation carried out is determined by the consequences of that flooding, with highest priority given where there is a risk to life and where properties are flooded internally. Under the FWMA the decision whether or not to carry out and publish a formal investigation of a flooding incident is at the discretion of the Lead Local Flood Authority and the comprehensiveness of any investigation is adjusted to reflect the significance of the incident and the resources available. In the event of very widespread, significant flooding affecting large areas of Suffolk, our ability to investigate every incident in detail is likely to be limited. See Appendix D for details ([www.suffolk.gov.uk/flooding](http://www.suffolk.gov.uk/flooding)).

The aim is for Flood Investigation Reports to bring all useful information together in one place, providing an understanding of situations, outlining possible causes of flooding and potential long-term solutions. Investigations will outline, if relevant, which authorities or individuals have an involvement in a flood incident and outline their responsibility or actions, if any. Investigations will involve consultation with the relevant risk management authorities, landowners and private organisations involved, all of whom we expect to co-operate with us and provide comments. Further recommendations will also be made to highlight potential flood risk management actions. Reports will provide a clear understanding of flooding situations, but our duty to investigate does not guarantee that problems will be resolved as there are no powers available to force other authorities into action. Decisions about next steps must be made by the parties involved.

Flood Investigation Reports will be available to anyone on request within 3 months of an incident

### **An investigation will normally be carried out where any of the following criteria are met:**

- where there was a risk to life as a result of flooding or where those affected are particularly vulnerable due to age or infirmity preventing easy relocation to safety;
- where internal flooding of one property (domestic or business) has been experienced on more than one occasion;
- where internal flooding of five properties has been experienced during one single flood incident;
- where a major transport route was closed for more than 10 hours as a result of flooding;
- where critical infrastructure was affected by flooding (including care homes, hospitals, etc)
- and where there is ambiguity surrounding the source or responsibility of a flood incident.

being reported to Suffolk County Council. However, there are cases where this timeframe will be extended (e.g. if widespread flooding occurred across the county or in very complex situations). The SFRMP will monitor the progress of any proposed actions arising from the investigation.

## **2.7 Consenting work on watercourses**

It is necessary to regulate the activities in watercourses that might result in increased flood risk, environmental damage or deterioration in Water Framework Directive status. An activity could

be refused consent if the flood risk or environmental harm was unacceptable, or in the instance of deterioration in the WFD status of a water body, there was no derogation in place

Anyone wishing to undertake work in, over, under or near a main river, flood or sea defence, or make changes to any structure that helps control floods, must submit plans to the Environment Agency and apply for a Flood Defence Consent. Details are available on <https://www.gov.uk/flood-defence-consent-england-wales>. They are also likely also require Coast Protection Act 1949 Consent from Suffolk Coastal or Waveney District Councils whichever is the relevant Maritime Local Authority and / or Planning Permission.

Under the Land Drainage Act 1991 Suffolk County Council is responsible for ordinary watercourse regulation or land drainage consent in areas that are not managed by the Internal Drainage Boards within Suffolk. As with the flood defence consent above, construction or alterations within a watercourse requires consent.

For information about the need for consents and the consenting process see Appendix B <http://www.greensuffolk.org/about/SFRMP/>

Where obstructions or alterations are made without consent, or in a manner contrary to a consent, the consenting body has powers to enforce their removal or take remedial action.

## 2.8 Keeping a Register of key flood risk assets

Flood Risk Assets are structures or features which are considered to have an effect on flood risk. An example could be an embankment protecting properties and therefore decreasing flood risk, or an undersized culvert in a residential area, which may actually increase flood risk during high rainfall. Suffolk County Council is required to ensure there are records of all significant assets available for use by risk management authorities and for inspection by the public at all reasonable times. It will take many years before this register is sufficiently comprehensive to be of real value in flood risk management. Steps are underway to develop a register within the county council and to link up existing registers held by other

authorities. Unlike major assets associated with fluvial or tidal flooding or coastal erosion, there has often been much confusion over the ownership and maintenance responsibility of local flood risk assets. This is likely to be due to local drainage infrastructure commonly being hidden underground or along land boundaries, where landowners do not realise or acknowledge that they have any responsibility. The Asset Register is a way to address this problem and ensure that residents are aware of assets in their area and have information to enable them to contact the assets' owners when there are problems. There are no

### Principles applied to issue of ordinary watercourse consents

- The guiding principle when considering structures in watercourses will be to resist piping and culverts and, indeed, to remove pipes to restore open watercourses wherever possible.
- The consideration of an application for consent will take into account the fact that while a pipe may allow the flow of water, it may not be able to provide the storage capacity of an open watercourse in times of heavy rain and may be more difficult to maintain.
- The consent will consider and control the impact of the structure to up and downstream flows as well as assessing the impact on water quality and ecology. Where relevant, applicants will need to demonstrate compliance with environment legislation and the Water Framework Directive.
- When consents are issued, a record of the new/ amended structure will be kept along with details of those responsible for it.

set criteria for what defines an asset as significant but the most important consideration is its location, flood history at a site and the consequences of its failure. New sustainable drainage assets will be recorded and asset data is also captured through local studies, such as Surface Water Management Plans and flood investigations.

## 2.9 Designation of key flood risk Assets

Suffolk County Council, the Environment Agency, Internal Drainage Boards and the District Councils are defined under the Flood and Water Management Act as 'designating authorities'. That is, they may 'designate' features or structures where the following four conditions are satisfied:

1. The designating authority thinks the existence or location of the structure or feature affects flood risk, or coastal erosion risk.
2. The designating authority has flood or coastal erosion risk management functions in respect of the risk which is affected.
3. The structure or feature is not designated by another authority.
4. The owner of the structure or feature is not a designating authority.

If an asset becomes 'designated' its owner cannot alter or remove it without first consulting the designating risk management authority. The aim of designating flood risk assets is to safeguard them against unchecked works which could increase flood risk in the area. Designating of features or structures is not something that will be done regularly but only when there are concerns about the asset. All proposals for designation will be discussed by the Suffolk Flood Risk Management Partnership in order to ensure consistency across the designating authorities.

**Note: designation of an asset does not mean there is a duty on anyone to maintain it in its current condition.**

## 2.10 Emergency Planning and Response

As well as trying to minimise flood risk through regulatory activities and use of operational powers, there is a need for robust plans to manage a flood emergency and recover after it.

There is a National Flood Emergency Framework for England which provides guidance on developing local emergency plans. Emergency planning in Suffolk is coordinated by the **Suffolk Joint Emergency Planning Unit** (JEPU) that contributes through the **Suffolk Resilience Forum** to multi-agency flood plans. These are developed to help all the organisations involved in responding to a flood to work better together.

The Environment Agency, working alongside the Met Office, has a key role to provide forecasts and warnings of flooding from rivers and the sea. For details see <https://www.gov.uk/prepare-for-a-flood>.

Flooding from surface water or intense rainstorms is much more difficult to forecast accurately and thus only general bad weather warnings are issued by the Met Office. These are used to direct the activities of emergency responders, particularly highways authorities.

The Environment Agency and other asset operating authorities also have a role in proactive operational management of their assets and systems to reduce risk during a flood incident.

JEPU also has supports the efficient delivery of civil preparedness and business continuity services within local authorities, working closely with emergency services, the Environment Agency and other relevant bodies in the event of flood emergencies, assisting as appropriate in evacuation, rescue and recovery after a flood. The unit has staff based in district and borough councils and centrally in the County Council and provides expertise to enable councils to meet their statutory responsibilities

Collectively JEPU, activity in preparing for, dealing with and recovering from flooding incidents involves:

- Developing Community Risk Register and Suffolk Emergency Plans.



- Develop Business Continuity Management arrangements.
- Develop arrangements for Civil Preparedness information available for public use.
- Maintain system for warning, informing and advising public in event of any emergency.
- Provide advice and assistance to businesses and voluntary organisations about business continuity management.
- During and after an emergency, JEPU will coordinate county, district and borough councils, particularly with respect to surface and groundwater flooding and flooding from 'non main rivers'; work with the other Category 1 and 2 responders as part of the multi-agency response to floods.
- Coordinate emergency support from the voluntary sector.
- Liaise with central government departments.
- Liaise with essential service providers.
- Open rest centres.

- Manage the local transport and traffic networks.
- Mobilise trained emergency social workers.
- Provide emergency assistance.
- Deal with environmental health issues, such as contamination and pollution.
- Coordinate the recovery process.
- Manage public health issues.
- Provide support and advice to individuals.
- Assist with business continuity.

An increasingly important part of the role of JEPU, supported by the Environment Agency and voluntary organisations, is to encourage the formation of **local emergency groups**. If a community is at risk from flooding it is advisable to create an Emergency Plan which details who can be contacted to lead and assist in an emergency, what equipment is available and the location of premises that can be used as emergency accommodation. Advice and assistance is available through the Joint Emergency Planning Unit at District and Borough councils and at the Suffolk Community



**Emergency planning workshop**

Emergency Preparedness Site, Get Prepared Now ([www.getpreparednow.co.uk](http://www.getpreparednow.co.uk)).’

In the event of an emergency or major incident Suffolk County Council as the highways authority will aim to provide:

- the means to transport people through its contacts with local bus, coach and taxi operators and the in house fleet to assist with evacuations, and helping uninjured survivors at the scene of a major incident to travel home or to a place of safety.
  - assistance in management of the transportation network to restore the flow of traffic in the event of an evacuation or away from the area of an incident. This includes providing equipment such
- as barriers, cones and signs and setting up and marking route diversions (service provided by Works Contractors in conjunction with the Police) and changing traffic signal controls to improve the flow of traffic.
  - use of the Suffolk Traffic Control Centre facilities and established media contacts to keep staff and the public across the county informed on travel related matters, plus detection systems to enable management of traffic on the road network.
  - the means to inspect repair or clear the highway network through the provision of staff, materials and equipment sourced through contractors.



***Flooded garden in Ipswich***

## 3. The Fens Policy

The area of The Fens located within Suffolk is relatively small but this belies its importance. Water management in this area is critical to maintain flood risk at an acceptable level and, as a consequence, to ensure the continued accessibility to the area for a wide range of human activities including agriculture. The identification of Lead Local Flood Authorities as having a key role in surface water management has given rise to a review of how the management of surface water in Suffolk can be integrated with that for the Fens. There will be continuing dialogue between practitioners to ensure that plans are developed jointly to maintain progress in furthering key aspirations for the Fens and Suffolk generally. To this end an objective and associated action has been

identified in Section 5 to cover this. It will be important to ensure that lessons learned from surface water management in the Fens are incorporated into any flood risk proposals in Suffolk.

The sections below provide information on the Fens area, management plans and aspirations.

### 3.1 The Fens Area

The Fens cover a large area of eastern England, stretching from the Wash out to Lincoln, Peterborough and Cambridge, with a small area stretching into the northwest corner of Suffolk.

Four different rivers – the Witham, Welland, Nene and Ouse, carry water from surrounding uplands through the Fens and into the Wash.



**Figure 3.1 Map of Fens area**

### 3.2 Management Plans for the Fens

The Environment Agency has developed Catchment Flood Management Plans for the Anglian Region with the aim of taking a broad view of flood risk at catchment level over the next 100 years. Factors such as climate change, future development and changes in land use and land management were taken into account in developing sustainable policies for managing flood risk in the future.

The Fens area is covered by four different Catchment Flood Management Plans (CFMPs); one for each of the fenland catchments of the Nene, Welland and Glen, Witham and Great Ouse and also by the Wash Shoreline Management Plan (SMP). All five plans recommended that an integrated plan is produced specifically for the Fens in order to develop a sustainable, integrated and long term flood risk management approach for this landscape area. There was also a need for any future plan to bring together organisations and other plans and projects from across the Fens.

Since the development and approval of the CFMPs, the legislative framework for flood risk management landscape has changed considerably, providing opportunities to develop a more integrated approach to upland and lowland flood risk and drainage management from all sources.

The introduction of the duty for LLFAs to produce Local Flood Risk Management Strategies (local strategies) provides an opportunity for integrating and delivering the aims for the Fens. The Fens is also recognised as a strategic area in the Anglian FRMP as to enable partners to consider flood risk management across boundaries and work in a co-ordinated way to manage flood risk. Local strategies are considered an appropriate vehicle due to their key role in setting objectives and identifying priorities and funding needs for local flood risk management. Local strategies will also be driven by LLFAs in partnership, will undergo public consultation and will be informed by CFMPS, SMPs, SFRAs and other relevant strategic and local documents. It is therefore considered a more practical approach to ensure that flood risk and drainage management of fenland areas is coordinated across the relevant local strategies. This is in preference to creating an additional, overlapping single strategy for the Fens, managed within a national, rather than local governance framework.

Local strategies will integrate the needs and opportunities of the local Fens and fenland communities with those of the rest of the local LLFA area, and promote a consistent approach across the Fens as a whole. This consistency is crucial, for example, to IDBs, who often span more than one local authority and whose practices will be similar throughout their area. The LLFAs of Lincolnshire, Peterborough, Cambridgeshire, Norfolk and Suffolk have therefore agreed to work together closely to achieve this aim. Forest Heath District Council has been involved on behalf of Suffolk County Council since Suffolk's fenland is principally located in this area.

### 3.3 Background to the Fens

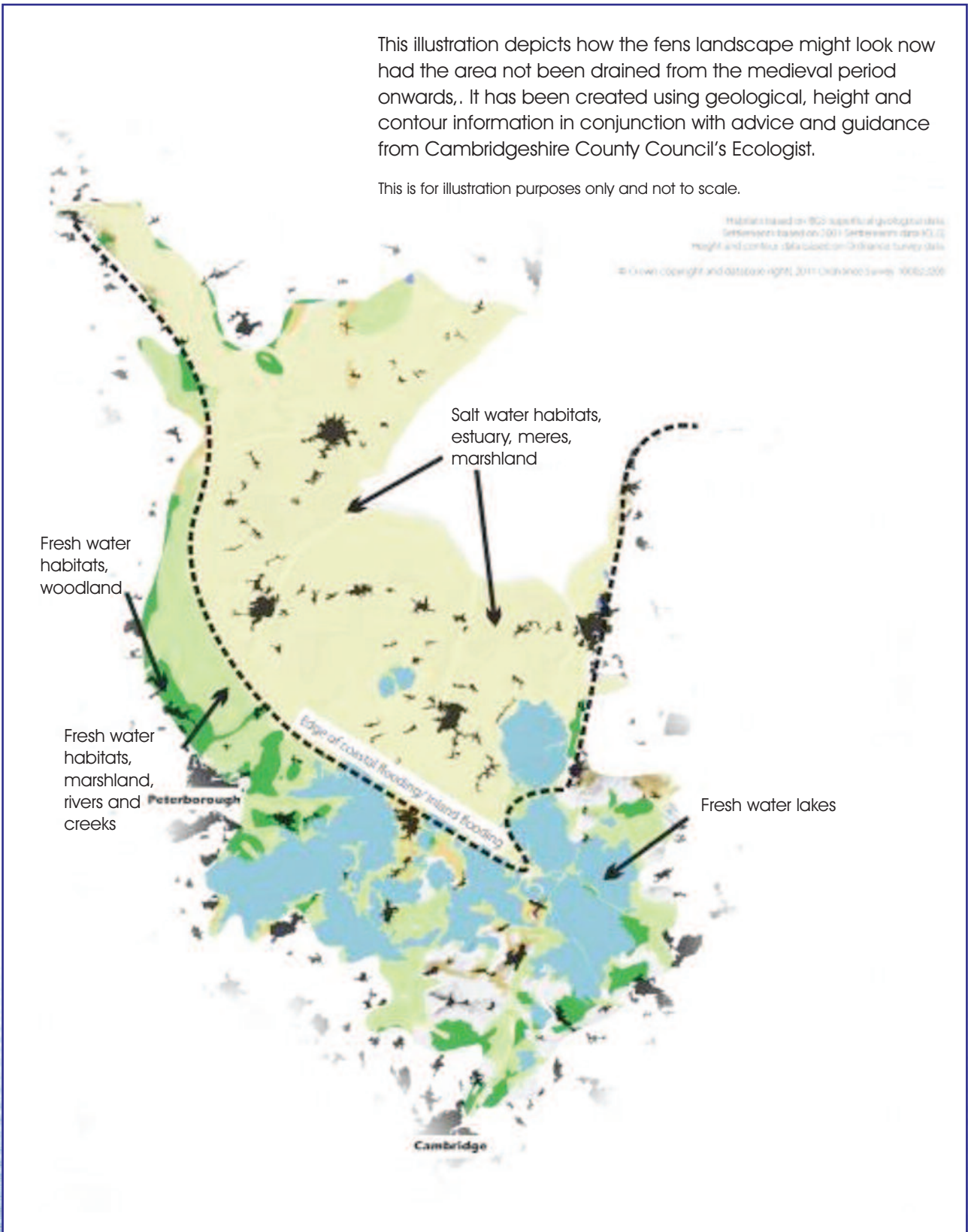
Localised drainage took place in the fenland landscape from as early as the medieval period.

However, large scale drainage of the Fens first began in the 17th Century, when the 'Fens' as we now know it began to take shape. Today this artificially drained landscape is home to approximately half a million people. The Fens cover an area of almost 1,500 square miles, divided between eleven District and five County Councils. For comparison, figure 3.2 depicts how the Fens landscape might look now had the area not been drained from the medieval period onwards.

The Internal Drainage Boards within the Fens have been established over many years because of the special water level and drainage management needs existing within this area, and the particular need for lowland and inland local flood risk management activities. These local works are funded in the main from funds levied locally by IDBs, and present an effective example of the Government's 'localism' agenda.

Well maintained coastal and fluvial flood defences, supporting an extensive drainage infrastructure are essential in promoting sustainable growth in the Fens. Housing, jobs and services that meet the needs of the market towns and the rural communities can only happen if drainage and flood risk is well managed. Growth in the Fens will need to be embraced in a sustainable way; balancing development needs with the need to promote and protect open spaces, natural habitats, landscapes, the built environment and the unique qualities of the Fens. It is therefore essential that 'Flood Risk Management Authorities', utilities and local communities continue to work closely with local planning authorities, so that consideration of sustainable drainage in particular (and flood and water management in general) are an integral part of the planning and development control process.

Farming contributes significantly to the success of the local economy, supporting a large number of businesses involved in the production of food and rural tourism. The important role that farming plays in the Fens is emphasised by the steady decline in self-sufficiency in the UK, and the Government's renewal of the food security agenda. The Fens account for 50% of all Grade 1 agricultural land in England, producing 37% of all



**Figure 3.2: An illustration of the Fens before drainage**

vegetables and 24% of all potatoes grown in the country, as well as enough wheat to make 250 million loaves of bread every year. The area also supports significant livestock, dairying and outdoor pig production. This supports a large well-established food processing industry. It is critical, therefore, that appropriate flood risk and drainage management measures are taken to protect this nationally important food production area.

In addition to food production, the Fens is popular for tourism, attracting more than 1.5 million visitors a year. The Fens provide a unique and rich habitat

for wildlife and include the Ouse and Nene Washes which while providing flood storage capacity, also retain important wetland for birds. There are also major transport networks, road and rail, as well as houses, critical infrastructure, water, gas and electricity that would be affected if fenland areas were to flood. The Fens also contain heritage sites and form three sides of the Wash, which is internationally designated for animal and plant biodiversity. There are also numerous local sites, ranging from SSSIs to Local Nature Reserves which need to be protected.

### 3.4 Aspirations

**To reflect the importance of the Fens as a highly productive and precious resource, the following aspirations have been identified for the wider area in respect of flood risk and drainage management:**

- **Continue to ensure that appropriate flood risk and drainage management measures are taken to protect the nationally important food production areas in the Fens.**
- **Ensure that where appropriate, current levels of protection are maintained in the Fens taking into account climate change.**
- **Manage flood risk and drainage in accordance with principles of sustainable development.**
- **Ensure that new development in flood risk areas is appropriate and incorporates adequate flood resilient measures, so that adverse consequences of flooding are not increased.**
- **Contribute towards the protection and enhancement of the environmental heritage and the unique landscape character of the Fens, including biodiversity.**
- **Support promotion and use of the waterways and other areas in the Fens for tourism and recreation.**
- **Develop effective dialogue with local communities to facilitate their involvement in flood risk management in the Fens.**
- **Work with local planning authorities to help them grow the economy in the Fens, through the early consideration of flood and water management needs.**

## 4. Assessment of local flood risk

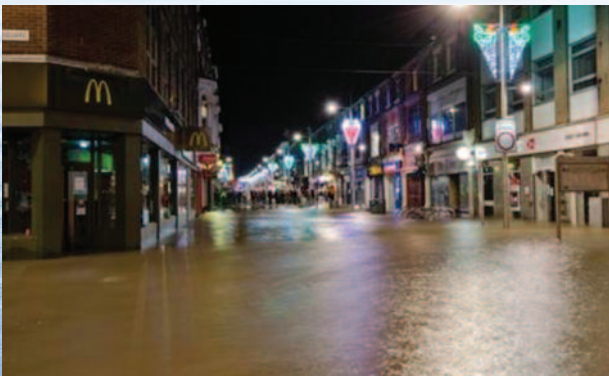
### 4.1 Historic flooding

The most notorious flood in recent memory was the 1953 tidal flood (see photo right), which resulted from high tides combined with a severe storm in the North Sea. It resulted in over 307 lives being lost in the eastern counties, (40 in Felixstowe) and widespread damage to properties, agricultural land and the natural environment in Suffolk.

A similar magnitude tidal surge was experienced in December 2013 but fortunately without strong winds. With the benefit of modern early warning systems and evacuation of vulnerable areas, no lives were lost. However, over 200 properties were flooded across the county together with many hectares of farmland, roads and infrastructure. As well as overtopping defences, this surge resulted in various breaches to existing defences, some of which were not cost-effective to repair. This scale of flooding could easily occur again.

Unlike areas of the country such as Gloucestershire, Hull and Cumbria, in Suffolk there have been few recent severe fluvial or surface water flooding events that have been worthy of national press coverage. However, in 1993 there was widespread fluvial and surface water flooding across Suffolk resulting in many flooded properties, especially in the south and east of the county.

There have been 1095 incidents of surface water flooding reported in the period January 2012 – August 2015 caused by heavy and/or prolonged rainfall particularly during the wet winters of 2012/13 and 2013/14 and again in summer 2015.



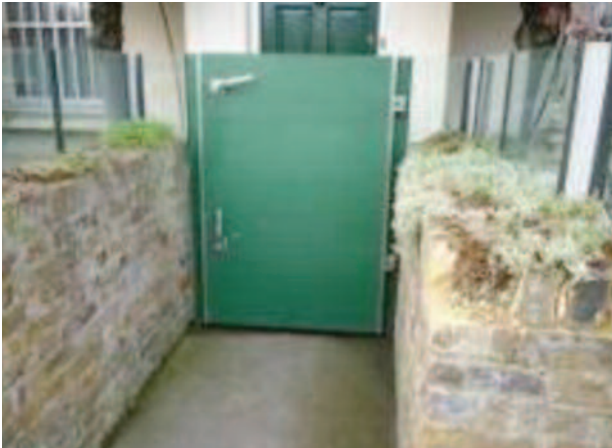
**1953 floods**

Past records are valuable as it is necessary to look back over a long time period when assessing flood risks. They clearly illustrate that localised floods have and will continue to happen in many areas of the county under severe weather conditions and climate change is likely to make them more frequent and more severe. Our aim is to try to predict and reduce the risks where possible and have emergency plans in place to deal with the exceptionally severe event. Unlike a tidal surge, flooding caused by localised heavy rainfall is hard to predict and as yet there are no adequate warnings available to allow evacuation of an area at risk from this type of event.

Whilst there is good data on past river and sea floods, our information on historic surface water flooding is much more limited. Available information was collated as part of the Suffolk Preliminary Flood Risk Assessment (PFRA)<sup>24</sup> process. The data available was inconsistent, but was used to provide an initial indication of where flooding has been recorded in the past.

It will be important to consider the relative significance of incidents of flooding on a county-

**Lowestoft Station Square flooded as result of tidal surge in December 2013**



**Above: Example of a flood gate installed at an individual property**



**Above: Example of a flood gate installed to a communal car parking area**

wide basis and alongside this strategy we have set-up a flood incident reporting process. This permits a better understanding of where the main problems are and where the focus of future help should be placed. The data collected through the flood incident recording process is being used to supplement the current information on historic flooding. This information together with that derived from any flood investigations and surface water management plans undertaken will be reviewed on a regular basis to guide priorities for future work. One task will be to review the historic flooding information held to see whether it might be

possible to identify locations where flood mitigation measures could be implemented. Property flood resilience measures such as flood doors and air brick covers can, in appropriate situations, and if used correctly, provide effective resistance to flooding at minimal cost.

Groundwater flooding is viewed as being a problem in the northwest corner of Suffolk near Brandon. This area comes within the Fens area which is managed by the Ely Group of Internal Drainage Boards who will be consulted on all matters relating to flood risk management in the area.

**Extract from the Suffolk PFRA<sup>20</sup>:**

*'Potential flood risk has been identified primarily from national sources. The Flood Map for Surface Water gives an indication of the areas where surface water would be expected to flow or pond during two different rainfall events (with a 1 in 30 and a 1 in 200 annual chance of occurring) and includes a national allowance for drainage capacity in urban areas. The urban underground drainage system would be expected to be removing a proportion of rain falling, thus reducing flood volumes apparent on the ground surface. This dataset has been used as the 'locally agreed surface water information' defined in the PFRA guidance document.*

*The data from the Flood Map for Surface Water (Figure 4.2) has been used to develop maps for use in GIS systems. For each of the rainfall events two maps have been produced; one identifying areas where flooding is greater than 0.1m (surface water shallow) and one identifying where flooding is greater than 0.3m (surface water deep).*



## 4.2 Potential risk of flooding

The Preliminary Flood Risk Assessment (PFRA) was undertaken by the County Council to satisfy obligations under the Flood Risk Regulations 2009. This work identified key areas in Suffolk where the potential risk of surface water flooding is thought to be greatest.

This has allowed us to rank the main towns/villages at risk in the county. Figure 4.2 illustrates this data showing the total population at risk. The identification of the location of these clusters provides a very useful starting point as to where particular effort should be focused in respect of further investigations and flood risk reduction.

**NB. It does not, however, mean that these are the only areas with the potential to flood and cause damage.**

See Figure 4.4 for summary information on the potential flooding locations and the likely population that would be affected.

## 4.3 Interactions between the different sources of flooding

Whilst the primary focus of this strategy is local flooding (surface, ground and small watercourses such as ditches and streams), flooding in Suffolk can arise from a number of different sources. To members of the public suffering from flooding, the source of the water may seem irrelevant, but for each source there will be a different responsible organisation – see Chapter 2 for details.

Where the source can be clearly identified, the responsible organisation will be the main point of contact. However, as is often the case, where it is not easy to ascertain the source or where multiple

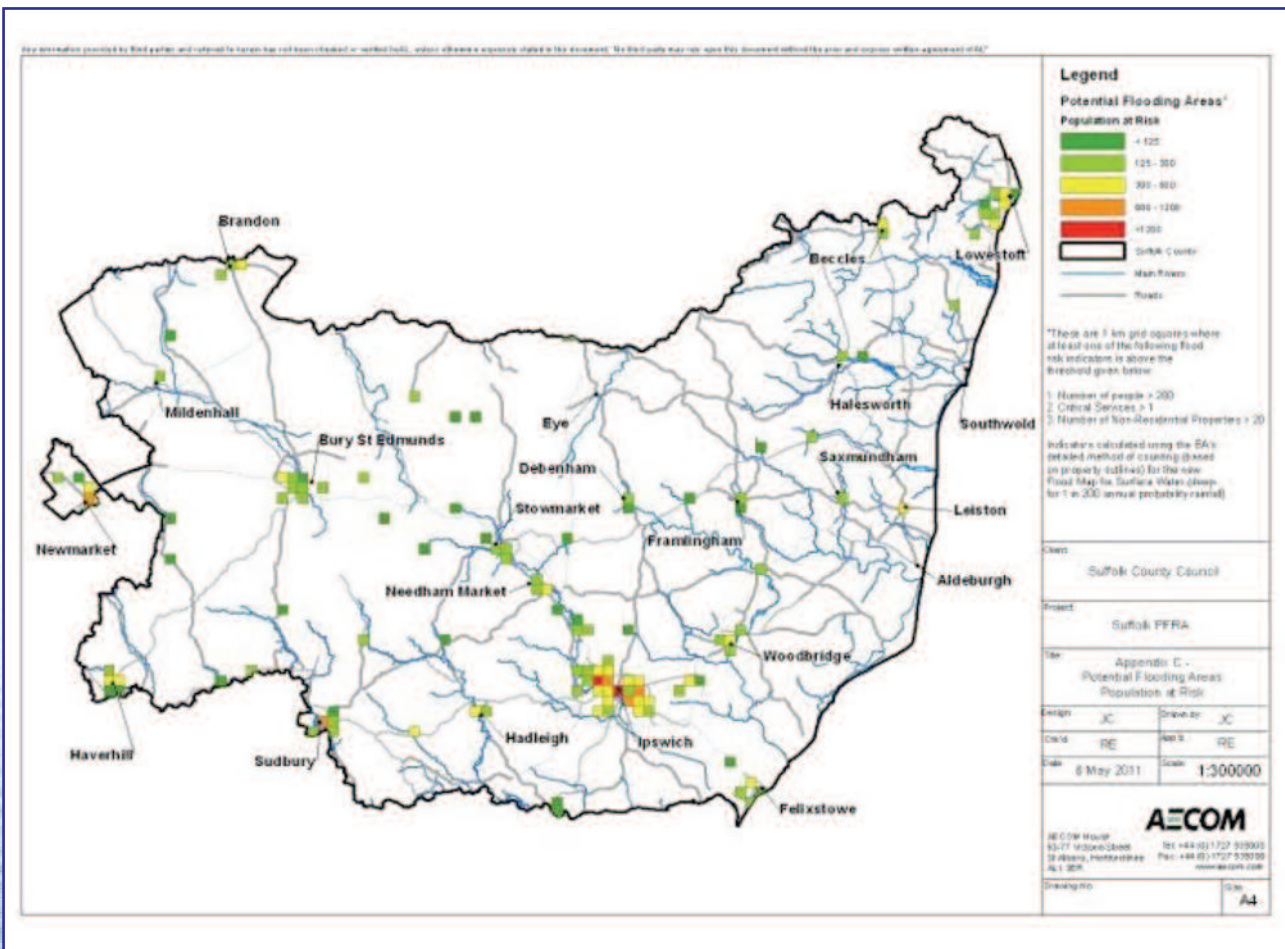
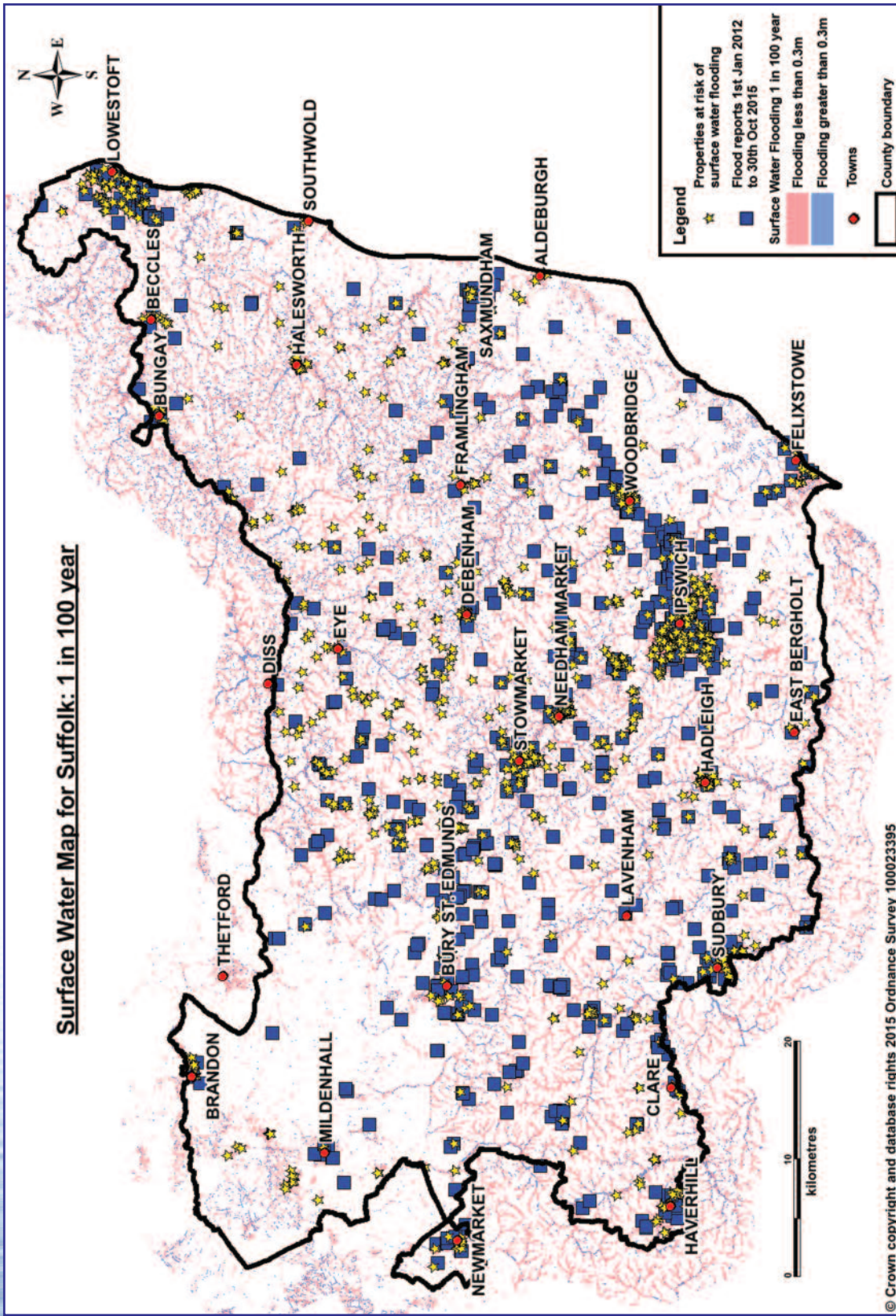


Figure 4.2: Suffolk Surface Water Risk Priority Areas map



**Figure 4.1: Surface water flood risk in Suffolk, together with record of reported incidents in the past 3 years. Using this information it is estimated that around 2200 properties may be at risk from surface water flooding in a 1 in 100 year rainfall event. This number rises to well over 5000 in a 1 in 1000 year event.**



### **Bungay Sluice, River Waveney**

sources are involved, the Lead Local Flood Authority will take the lead and work with partners to investigate and deal with the issue in a manner appropriate to the level of risk.

The flood incident reporting process will have provision within it for the collection of information to enable, where at all possible, the responsible organisation for flooding to be identified. Where the flooding satisfies the criteria for carrying out a full investigation (see section 2.4.2) and it has not been possible, based on information obtained through a flood incident report, to establish the source, this would need to be done as part of the full investigation.

The full investigation will take account of all elements of information such as stakeholders' historic records, hydraulic model output and, critically, information obtained from members of the public at the time of the flooding incident. Parish Councils, landowners and the public will be crucial to helping us increase our knowledge and understanding of localised flooding.

It is important to note that tidal flooding represents a significant problem in Suffolk where the

consequences are likely to be very serious, albeit infrequent. Suffolk is ranked number 3 in the national list of critical tidal flooding locations.

In addition to current focus on tidal flooding, there will be full co-operation between partners where there is an interaction between the sea and surface water. In some areas, the ability of surface water to drain into the sea is limited during very high tides, thus increasing the risk of flooding from two sources at once.

Flood water and river catchments do not respect county boundaries and thus close liaison with surrounding Lead Local Flood Authorities is essential to managing all sources of flood and coastal risks in a sustainable and holistic way. Where appropriate we will collaborate with neighbouring counties on cross-border projects.

### **4.4 Prioritisation of areas across the county where resources will be focused**

It is not feasible to look in detail at every potential flooding location straight away. The resources to manage flood risk are finite and it is therefore

Flooding type	Description	Responsible organisation
Coastal flooding	Tidal flooding represents a significant problem in Suffolk where the consequences are likely to be very serious, albeit infrequent	Environment Agency
Ordinary watercourses e.g. streams and ditches	Local, generally smaller watercourses	Riparian owners. Internal Drainage Boards in their areas
Main rivers	Principal watercourses and strategic smaller watercourses (see map Section 2.7.2)	Environment Agency
Reservoirs	Large water pounds which have embankments represent a potential flood risk	Environment Agency
Surface water flooding	High intensity rainfall gives rise to overland flow of surface water which can pond in low lying areas giving rise to flooding. This is also known as pluvial flooding	Suffolk County Council
Sewer flooding	The public sewer system has a finite capacity and at times of heavy rainfall surface water entering designated surface water sewers, combined sewers (ones which receive foul and surface water flows) and designated foul sewers which are subject to penetration of surface water through misconnections etc can become overloaded giving rise to surface flooding	Anglian Water
Groundwater flooding	Geological conditions can cause surface water which has infiltrated into the ground to emerge at certain locations in the form of wells etc. Also high water tables can be present in locations where there are particular ground conditions. This type of flooding generally occurs after long periods of rainfall as water builds up in underground aquifers ultimately causing an increase in flow in features such as leets (groundwater-fed watercourses)	Suffolk County Council
Highway flooding	Highways have extensive drainage systems and at times of heavy rainfall either hydraulic overload or perhaps inadequate maintenance can give rise to ponding of water which can in turn have an impact on property. The presence of deep water on roads can also give rise to problems for road users causing flooded roads to be closed at certain times	Suffolk County Council Highways England
Railway flooding	A rare occurrence, but at times of heavy rainfall there is the potential for hydraulic incapacity or poor maintenance to give rise to flooding which can affect railway operations	Network Rail

**Figure 4.3: Potential flooding sources and responsible organisations**

necessary to identify locations where the focus of effort will derive the maximum benefit in terms of overall flood risk reduction in Suffolk.

The identification of the flooding clusters shown in Figure 4.2 offers an initial level of priority in relation to surface water flooding but there are other key factors which will have a bearing on where resources should be concentrated:

- Population concentration. The main aim of the strategy is to reduce flood risk for the greatest number of Suffolk residents.
- Proposed development activity. This will give rise to the consideration of drainage arrangements/opportunities in particular areas which might offer a way of reducing existing flood risks.
- Locations for capital investment. Any capital project might offer opportunities for flood risk reduction through modification of construction proposals. Conversely, where specific flood defence investment is being made, there may be opportunities to modify the project to provide wider benefits to other stakeholders, thus encouraging additional investment.
- The location of static and touring caravan sites because of their particular vulnerability.
- Historic surface water flooding.
- Groundwater flooding.
- Main river flooding. Information on main river flooding is derived from the Environment Agency 'Flood Map' and is considered in detail in the Anglian Flood Risk Management Plan and Catchment Management Plans.
- Tidal flooding. Information on tidal flooding is derived from the Environment Agency 'Flood Map' and is considered in detail in the Shoreline Management Plans.
- Ordinary watercourse flooding. There is currently limited data available on this and, like surface water flooding, will benefit from future records of local flooding incidents.
- Anglian Water records of sewer flooding. Water Companies provide information to Ofwat on flooding experienced on the public sewerage

network, referred to as DG 5 information.

Anglian Water's investment in reducing flooding from the public sewerage network is focussed on historic flooding locations.

- Environmentally protected sites, historic buildings and monuments. National datasets are available which provide the location of structures and sites which are vulnerable to flood damage. It is worth noting that flooding is not always detrimental to environmental sites.

The risks from coastal erosion are excluded from this list, being outside the scope of this strategy. However, the management of flood and coastal erosion risks need to be integrated and there will need to be close liaison between responsible bodies on a county basis to decide investment priorities. This will be achieved by closer working between the Suffolk Flood Risk Management Partnership and the Suffolk Coast Forum.

Based on information currently available, a priority banding has been identified for surface water flooding using currently available information.

We are continuing to undertake more detailed surface water management plans for these towns and villages. These will provide the means of investigating, in more detail, the locations at risk within these towns and villages, the reasons why they are at risk and whether there is a sustainable, cost-effective means of reducing the risk – either in the short or longer term. The level of investigation will be appropriate to the perceived risk and will follow the national guidelines for undertaking surface water management plans<sup>21</sup>.

As can be seen from Figure 4.3, Ipswich and Lowestoft have been identified in Band A of priorities as the population potentially at risk from flooding is significantly higher than the other main locations and have already been the subject of a detailed Surface Water Management Plan<sup>22</sup>. This investigatory work will give rise to the implementation of actions to reduce flood risk in the Ipswich area. A project is underway in Lowestoft looking at all flood risks (tidal, fluvial and surface water) due for completion by 2019/20.

Having carried out further surface water

21 <https://www.gov.uk/guidance/flood-risk-management-information-for-flood-risk-management-authorities-asset-owners-and-local-authorities>

22 <http://www.greensuffolk.org/assets/Greenest-County/Climate-Ready/Flooding/Ipswich-Surface-Water-Management-Plan-Report.pdf>

Priority	Priority group	Location	Properties at risk
1	A	Ipswich	275
2	A	Lowestoft	110
3	B	Newmarket	90
4	B	Sudbury/Great Cornard	70
4	B	Haverhill	70
6	B	Bury St Edmunds	50
7	C	Felixstowe	40
7	C	Needham Market	40
8	C	Woodbridge	38
9	C	Stowmarket	25
11	C	Hadleigh	20
12	C	Brandon	10

**Figure 4.4: Initial identification of surface water priority areas based on properties at risk from 1 in 100 year flood risk. Based on National Updated Flood Map for Surface Water (2013).**

management plans, all related data will be compiled in a GIS database to enable practitioners to develop a visual impression of problems and opportunities on a spatial basis. Large amounts of relevant information have already been loaded into the Suffolk Surface Water GIS which will be available to other partners as needed.

When this Strategy was first published in 2013, the numbers of properties at surface water flood risk were overestimated. Subsequent refinement of risk maps produced more accurate figures - although they remain estimates based on the best available information at this time.

Other areas where a surface water management plan has been or is in the process of being undertaken are:

- Lowestoft
- Newmarket
- Leiston

- Needham Market
- Sudbury/Great Cornard

As well as the locations listed in Figure 4.4, we will continue to monitor all other areas at risk and where affordable solutions are available will do all we can to reduce risks. This will require the co-operation of local communities and all partners.

## 4.5 Catchment Flood Management Plans<sup>23</sup>

The paragraphs above largely concentrate on the risks from surface, ground and ordinary watercourse flooding (the Lead Local Flood Authority responsibilities). However, as noted above, the management of these risks will need to be aligned with wider flood risk priorities – as detailed within the Catchment Flood Management Plans (CFMPs), and now incorporated into the Anglian Flood Risk Management Plan (FRMP)<sup>24</sup>. The FRMP focusses on river and tidal flooding and flooding

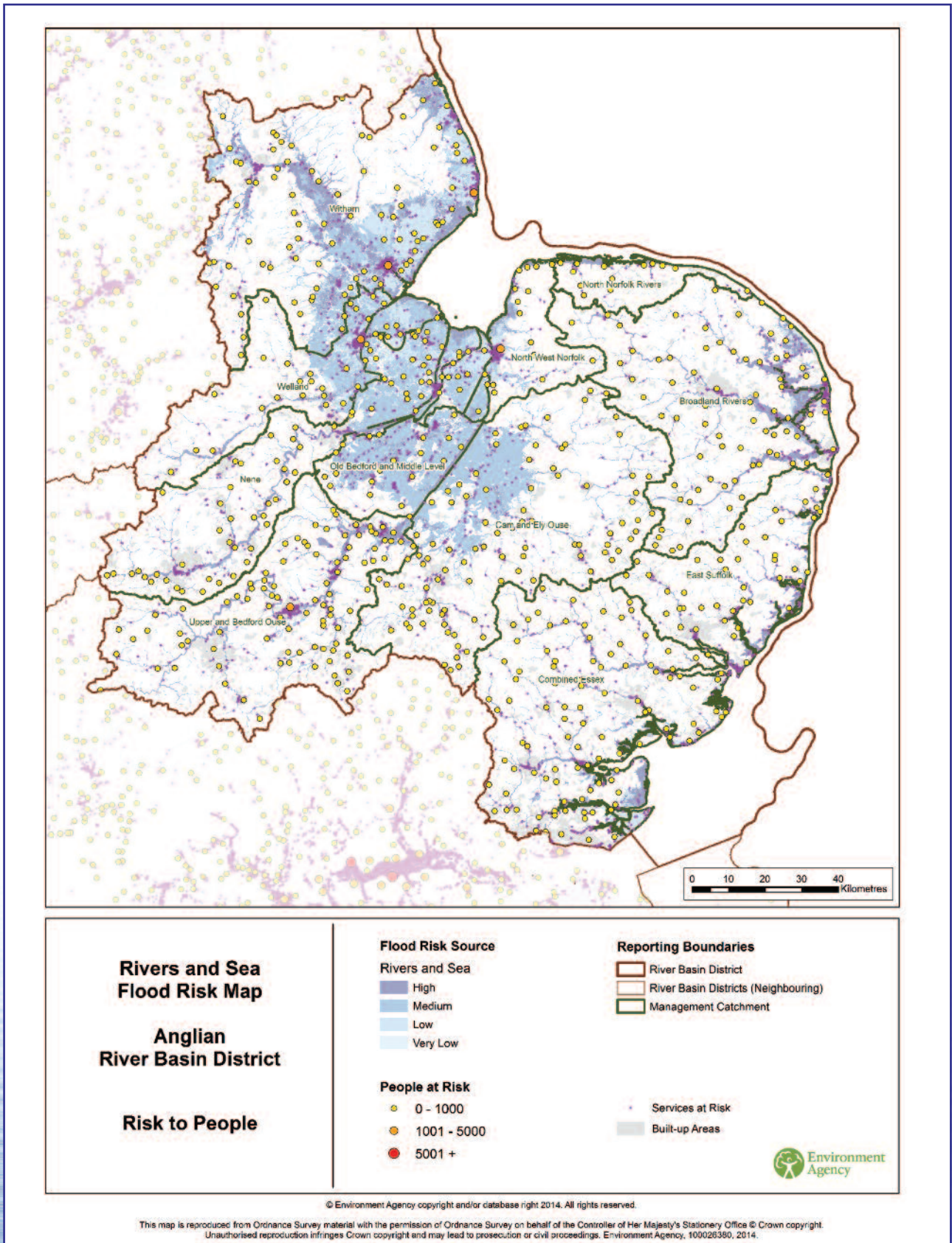


Figure 4.5: Map showing risk from rivers and sea (from Anglian River Basin Flood Risk Management Plan).

## Catchment Flood Management Plans

give an overview of the flood risk across each river catchment. They recommend ways of managing those risks now and over the next 50-100 years. They consider all types of inland flooding, from rivers, ground water, surface water and tidal flooding, but not flooding directly from the sea, which is covered in Shoreline Management Plans. They also take into account the likely impacts of climate change, the effects of how we use and manage the land, and how areas could be developed to meet our present day needs without compromising the ability of future generations to meet their own needs.

*Definition of CFMPs from Environment Agency website*

risk from reservoirs, but also includes flood risk from surface, ground and ordinary watercourse.

There are CFMPs covering the river catchments across Suffolk:

- Broadland Rivers.
- East Suffolk.
- Great Ouse.
- North Essex.

The area covered by the East Suffolk CFMP is entirely within the county of Suffolk.

Figure 4.5 shows the collated data contained in the FRMP covering the Anglian River Basin District, which includes Suffolk. It illustrates the level of risks to properties identified in the plans. Full details of these risks, plus risks to agricultural land and critical infrastructure, together with proposed actions to deal with them, are contained within the individual plans.

### Notes:

\* Figure quoted is for 0.5% annual probability of a tidal flooding risk.

\*\* The Fens and The Broads are quoted in their entirety making it difficult to quote a Suffolk specific figure. Similarly the Mid Colne and Stour rivers, covering parts of north Essex and South Suffolk (including Stratford St Mary, Nayland, Bures and Hadleigh) are also quoted together.



## 5. Objectives for managing flood and coastal risk and options to achieve them

This chapter sets out the primary objectives and actions which will be taken forward to make progress in the reduction of risks associated with flooding. The overarching aim will be to ensure a sustainable approach that supports, and where feasible enhances, the economy, environment and society in Suffolk.

In stating these objectives we considered three options for flood risk management:-

**Do nothing** – potentially more properties will flood and for those already at risk of flooding they will potentially flood to a greater depth and/or more frequently.

**Maintain** – keep pace with climate change so that there is no net increase in flood risk; existing flood infrastructure will need to be improved over

time and all new development will need to take climate change into account.

**Improve** – take action to reduce the number of properties that would potentially flood and the potential impacts of that flooding.

After discussions with key stakeholders, we propose to **take a pragmatic approach to reduce the current flood risk and ensure that we do nothing to make this worse in the future.**

Where possible we will work with the population of Suffolk to reduce the risks, recognising the limited resources available for flood and coastal risk management and other priorities within the county.

The ways in which we hope to achieve this are summarised in the following table and developed in the table overleaf sections.



**Sustainable drainage system in Ipswich**

Objective	Actions to achieve the objective
1	<p>To improve the understanding of flood and coastal risks and ensure everyone understands their roles and responsibilities in reducing the risks.</p> <p>This strategy will provide a clear explanation of the roles of flood risk management authorities as well as the important roles that residents, businesses and land managers can play.</p> <p>Property owners will be involved in decisions about flood risk management in their areas.</p> <p>Develop clear and consistent guidance for the public to understand the risk of flooding, explaining the actions that residents and businesses can take to manage the residual flood risk and become more resilient to flooding.</p> <p>Develop greater understanding of surface water flood risks by building up a better record of where flooding occurs and through targeted detailed investigations (surface water management plans).</p> <p>Continue to publicise a simple process for recording all flooding incidents so residents and Parish Councils can help us understand existing problems.</p> <p>Continue to utilise a consistent approach to recording of flood assets and make this readily available to all interested parties.</p> <p>Ensure any risks that are recognised but cannot be reduced in the short-term are registered with the Joint Emergency Planning Unit and affected residents are helped to prepare for flooding.</p>
2	<p>To work together (both statutory organisations and the public) to reduce flood and coastal risks, using all available resources and funds to the greatest benefit.</p> <p>Continue to work in partnership through the Suffolk Flood Risk Management Partnership and the Suffolk Coast Forum.</p> <p>Continue to explore and make use of opportunities for sharing financial burdens and resources associated with the provision of flood and coastal risk management through the new national partnership funding and local initiatives.</p> <p>Collectively we will work with local communities who wish to contribute to short term improvements. At the same time plan ahead to anticipate and reduce future flood risks.</p> <p>Property and business owners will be encouraged to protect their properties if they are at risk from flooding. We will provide information and advice on this and promote and support the formation of local emergency groups to prepare for flooding.</p>
3	<p>To prevent an increase in flood risk as a result of development by preventing additional water entering existing drainage systems wherever possible.</p> <p>Building on government guidelines on sustainable drainage we will promote the local SuDS guidance which will emphasise that there should be no increase in surface water flow from future development.</p> <p>Ensure that planning decisions are based on up-to-date information about all flood risks and that there is a consistent approach to surface water management in new development as a result of Planning Authorities consulting with the LLFA on surface water drainage matters.</p> <p style="text-align: right;"><i>Continued on next page</i></p>

Objective	Actions to achieve the objective
3 <i>Continued from previous page.</i>	<p>Ensure that this Strategy informs Local Plans/planning policy and vice versa.</p> <p>Look for opportunities to separate surface and foul water in combined sewers to relieve the pressure on the sewerage network.</p>
4 Take a sustainable and holistic approach to flood and coastal management, seeking to deliver wider economic, environmental and social benefits, climate change mitigation and improvements under the Water Framework Directive.	<p>Promote the concept of water cycle management and multi-functional spaces that will hold flood water, provide space for wildlife and local green space as part of the master planning process.</p> <p>Work with partners to ensure that all planning and other relevant guidance documents include reference to relevant advice on these issues.</p> <p>When undertaking any flood risk management schemes, ensure consideration is given to all relevant plans and policies, e.g. CFMPs, SMPs, RBMPs, SFRA, FRMP and the impact on protected environments.</p> <p>Link all flood and coastal risk management with the River Basin Management Plan and thus deliver improvements in water body status (water quality, quantity and aquatic ecology) wherever possible.</p> <p>Provide advice to homeowners about sustainable water management at a domestic scale.</p>
5. Encourage maintenance of privately owned flood defences and ordinary watercourses, and minimise unnecessary constrictions in watercourses.	<p>Provide guidance and administer a process for consenting of new structures and maintenance of existing structures on watercourses. This process will discourage further blocking of watercourses wherever possible.</p> <p>Ensure riparian owners are aware of their duties to keep watercourses flowing freely.</p> <p>Provide support and guidance to people who wish to maintain or improve flood defences on private land.</p> <p>Record all appropriate structures/assets on watercourses so that ownership and responsibility can be identified in the event of a future problem with flooding.</p>
6. To share information on the latest and best ideas for flood and coastal management.	<p>The Suffolk Flood Risk Management Partnership and the Suffolk Coast Forum will share and where relevant publicise exemplars of successful flood and coastal management to aid local decision making.</p> <p>The Partnership will utilise and promote good practice guidance, for example the <i>Drainage Channel Biodiversity Manual: integrating wildlife and flood risk management</i>.*</p>
7. To ensure that proposals and policies in this strategy are properly integrated with the rest of the Fens area	<p>Develop effective communication between Suffolk County Council and all organisations with responsibility for flood risk management in the Fens area where water management is particularly critical.</p>

**Some further background information about these objectives and their delivery is given in the following sections.**

## 5.1 To provide a clear explanation of everyone's responsibilities

In the past, the way that flooding has been managed has been fragmented and not coordinated.

A primary issue was the absence of a single organisation having overall responsibility for surface water management and the upshot of this was the identification of Lead Local Flood Authorities as having that responsibility. This responsibility is now enshrined in the Flood and Water Management Act 2010. However, other responsibilities remain with existing organisations and to the layman the issue of flood management is still very confusing.

Chapter 2 outlines the roles and responsibilities of the various flood risk management authorities and other stakeholders, as well defining what riparian owners, the public and businesses should do to contribute to managing flood risk' after 'contribute. Stakeholders can be defined as anyone who may be affected by the problem or solution or will be interested in the problem or solution. They can be individuals or organisations and include the public, businesses and communities.

The Act requires the Lead Local Flood Authority to work with all interested parties.

The Suffolk Flood Risk Management Partnership and the Suffolk Coast Forum will be the main vehicles for co-ordination and collaborative working. In the event of any uncertainty, the County Council will investigate flooding to identify who is responsible for action. Where necessary the County Council will coordinate discussions about a resolution to the problem in discussion with responsible authorities and local residents/businesses/landowners.

All parties have contributed to the development of this strategy.

There are a number of local examples of effective engagement and communications and communities working with risk management

authorities to deliver real benefits on the ground, particularly in relation to coastal risk management. The experience from these will be used to inform future collaborative working and will be widely shared with others.

## 5.2 Involving residents and landowners in flood risk management

There is a lack of understanding on the part of the public on issues associated with drainage and the management of flood risk generally. The administration of surface water has been simplified by recently implemented legislation but most people still find it difficult to understand the complex issues of water management. There is a need to provide concise and clear guidance to address this and clarify the roles and responsibilities of riparian owners and land managers.

Residents, businesses and property developers also need a better understanding of the issues associated with funding and installation of resistance/resilience facilities to premises where flooding is likely to occur. No matter how much money is spent on flood defences and drainage, there will always be a residual risk of flooding in extreme rainfall events. Everyone needs to understand their own risk and decide whether to take individual measures to protect their property or prepare in other ways for possible flooding.

The information that will be provided to residents and businesses will make clear that significant progress can be made in flood risk reduction if people in Suffolk are willing to make their own contribution, both in terms of practical help and funding. The statutory flood risk authorities will make progress in a wide range of aspects but individuals doing what they can to help will be a very powerful additional source of improvement.

Residents must ensure that any development of their personal property does not give rise to increased flows into surface water systems to ensure there is no increase in flood risk elsewhere. will be very beneficial. Some of these issues are subject to planning law but residents are in a position to assist in reducing flood risk through the

## Resilience measures

can be described as those which make it easier and quicker to undertake a clear-up following a flooding inundation.

Such measures could include for instance internal house walls which are constructed in such a way as to enable them to be flushed down after a flooding event. A cement, rather than plaster, based surface material to a wall with a waterproof paint application could be considered as a resilience measure.

## Resistance measures

can be described as those which prevent water getting into property. These could include dams located at individual property doorways/air brick flaps and also more regionalised measures such as the installation of temporary dams to provide flooding protection.

use of SuDS such as permeable driveways through use of permeable driveways, swales, rain gardens etc.

There are a number of relevant guidance notes/pamphlets available which provide clear information to non-professionals on all aspects of water management. Arrangements will be made for this information to be more widely distributed, particularly via partners' websites.

Some of the identified topics which require better communication are:

- Riparian owner responsibilities.\*
- Installing and operating flood protection and resilience measures to individual properties.
- Opportunities for individual property owners to assist in reducing flood risk, such as reducing impermeable surfaces in gardens and use of green roofs.
- Individuals acting as 'eyes and ears' to notice screens blocking-up and culverts overflowing and reporting flooding incidents.

- Preparing for flooding – the production of emergency plans, etc.

## 5.3 Working together to use resources and funding in an integrated way and in so doing derive enhanced overall benefit

Chapter 6 outlines the main funding mechanisms for flood and coastal erosion risk management. The Suffolk Flood Risk Management Partnership and the Suffolk Coast Forum working together with relevant stakeholders and community groups will identify schemes and collectively seek appropriate funding. The challenge will be to use existing funding streams in a more coordinated way so as to derive additional benefit in terms of overall flood risk reduction.

Integrated Coastal Zone Management is already being taken forward through the Suffolk Coast Forum and work is underway to streamline the way the various authorities utilise their human and financial resources for coastal management and integrate relevant strategies and plans. This extends to working closely with local community groups to deliver and/or maintain smaller scale projects on the coast and estuaries. The Suffolk Flood Risk Management Partnership is trying to take a similar approach in the inland situation.

Surface water management is a newer discipline for many and thus there is a need to provide appropriate tools and training to all professionals involved in surface water management to enable them to develop an understanding of issues.

## 5.4 Ensuring a balance between the identification of high level plans and the resolution of local flooding

There is a danger that focussing on high level plans and strategies will delay actually making progress 'on the ground' with flood risk reduction. The success of the overall flood risk reduction strategy will require the demonstration to all residents who have knowledge/experience of problems that progress is actually being made on flood risk reduction at their local level.

There of course will be a need to establish long term actions for ensuring that flood risk does not increase. The development of SuDS guidance is obviously an important requirement which will have a major impact on flood risk for the medium and long term, but work on this will need to be done in tandem with the consideration of solutions to more immediate problems.

A primary objective for our work will be an overall reduction in flood and coastal risk in the whole of Suffolk. From a practical point of view it makes sense for resources to be focused not just on the priority areas in terms of the number of properties at risk, but also based on the likelihood of being able to implement flood risk reduction.

Data collected both on risks, actual flooding and investment plans will be incorporated into GIS so as to facilitate improved spatial understanding of all relevant information and focus future investigations in areas where the most activity is planned.

The Suffolk Flood Risk Management Partnership, led by the County Council, will work with any community who wishes to contribute to solutions to existing flood risks. There are a number of examples where this has already happened both along the coast and inland. Lower cost, natural flood management solutions are generally more appropriate in these circumstances.

### 5.5 Commitment, on a catchment-wide basis, to preventing an increase in flood risk as a result of new development

Urban creep (the increase of paved areas and extensions which results in increased flows being discharged to surface water systems) and climate change will give rise to an increase in the quantity of rainwater which will have to be dealt with in sewers and watercourses. One calculation suggests that these factors, even without new development generating additional impermeable areas, are likely to give rise to an average 1% year on year increase in flows being received which raises the prospect, in the

medium/long term, of significant overloading of existing drainage systems. To avoid this increasing flow causing a worsening flood risk would require significant investment in conventional system upgrading.

Water companies will need to be more innovative in their approach to surface water management and are moving away from conventional underground drainage solutions to investment in sustainable drainage (SuDS). This is just one example of the increasing focus on the use of SuDS and in support of this Suffolk will be aiming for a zero overall increase in flows being received by sewers. It is, however, recognised that this may not be feasible in all situations.

The achievement of this aim will have to be considered in relation to the entirety of the public sewerage system, watercourses and rivers within Suffolk as there may be incidences where the zero increase cannot be achieved but where a reduction in current flows would be possible. This aim is in line with other stakeholders' objectives notably:

#### Anglian Water's Strategic Direction Statement:

**"Over the next ten years we aim to make sure that none of the properties in our region are at risk of sewer flooding, due to sewer overloading."**

#### Greenfield Flow

can be described as the natural overland flow generated prior to urbanisation *(Amount varies with location but is commonly of the order of 5 litres per second of flow per hectare.)*

#### Brownfield Flow

can be described as the flow of surface water to receiving systems that is generated within an urban environment *(Commonly significantly greater the Greenfield Flow.)*

The move to achieving the 'greenfield' pre-development flow rates would represent a step change in surface water management, reversing the trend which has given rise to ever increasing flood risk, habitat loss, biodiversity reduction and reduced recharge of underground aquifers.

Figure 5.1 illustrates the water cycle from natural water balance, through urbanisation and back to water-sensitive urban design water balance. Our aim will be to achieve the latter situation wherever possible.

### 5.5.1 The preparation of SuDS guidance to establish requirements/opportunities associated with new development.

There are now specific requirements within the planning legislation for managing surface water in respect to any new development. Local SuDS guidance has been produced and a protocol defining how the planning authorities and Lead Local Flood Authority will work together to achieve the most appropriate solution in each site (see Section 2.5). There is still more to be done to inform and encourage developers to consider surface water drainage at an early stage in planning a site and to develop multi-functional systems..

Planning Authorities ultimately have responsibility for the approval of drainage designs submitted for

new development. The County Council will be a Statutory Consultee for major developments and will do all it can to support planning authorities in making good decisions..

### 5.5.2 Blue Corridors – Green Infrastructure

"Blue corridors" encompass the idea that both new and existing development, particularly within the urban environment, is planned around watercourses, overland flow paths and surface water areas to create a network of corridors designed to facilitate natural hydrological processes that minimise flooding, enhancing biodiversity, improving access to recreation and helping to adapt to climate change. One of the key aims and benefits of developing blue corridors is to provide a network of multifunctional 'blue/green' spaces and corridors within the environment. They offer the potential to allow land to perform a range of functions and provide a far greater range of social, environmental and economic benefits than might otherwise be delivered. Planners are already familiar with the provision of 'green infrastructure' and the two should be complementary<sup>25</sup>.

The blue corridors concept is an important one. Essentially it is about protecting natural overland paths for water flow in flood conditions. Where urbanisation has occurred over those

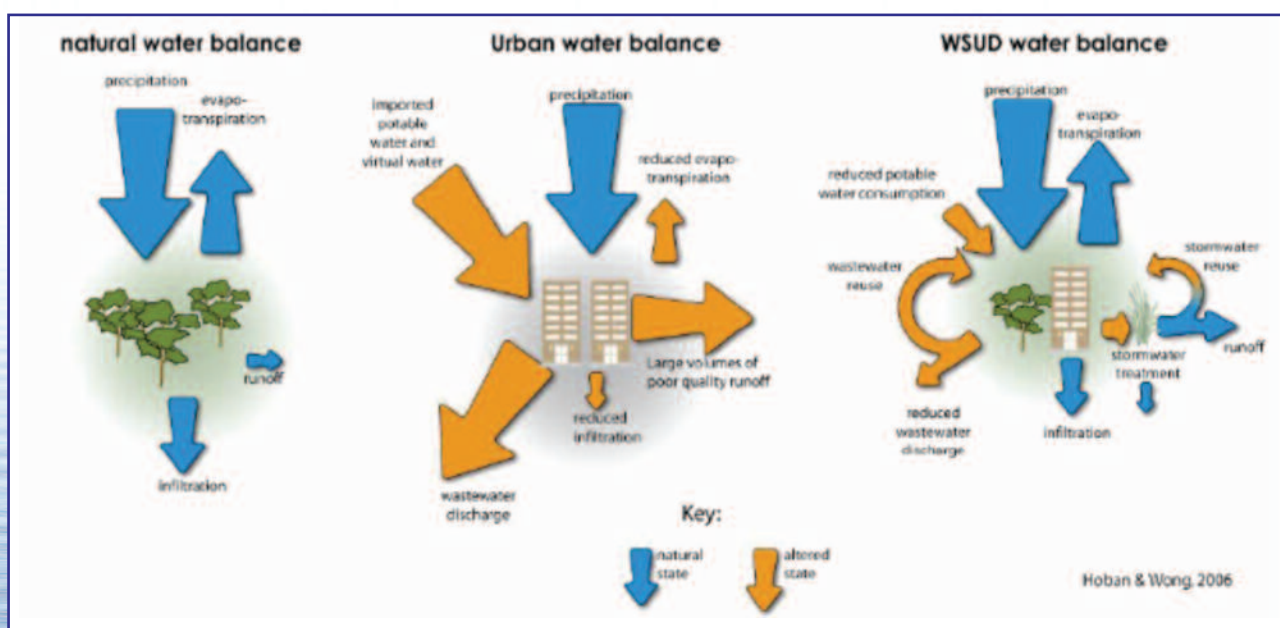


Figure 5.1: Returning to a natural water balance

25. <http://publications.naturalengland.org.uk/publication/35033>

**“Water is an essential part of our natural and built environment. The way we live, work and play to varying degrees are influenced by the availability and quality of water. Increasingly we need to embrace water management as an opportunity rather than a challenge. Successfully delivered sustainable drainage provides communities and wider society with benefits set within the context of adapting to climate change, development and improving our natural environment.”**

*Extracted from ‘Planning for SuDS – Making it happen’ (CIRIA report C687, 2010)*

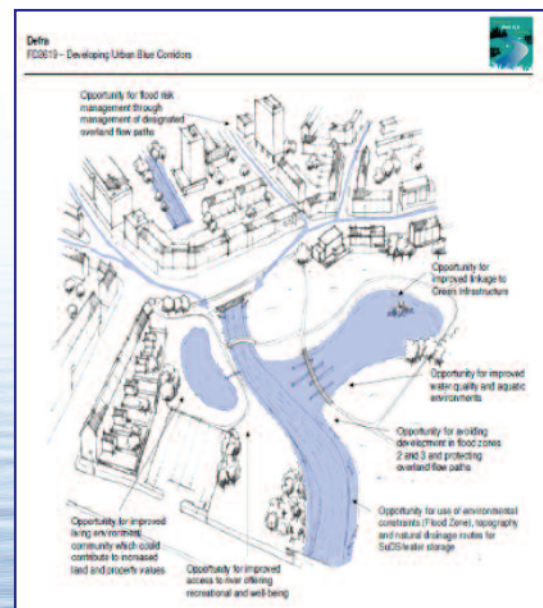
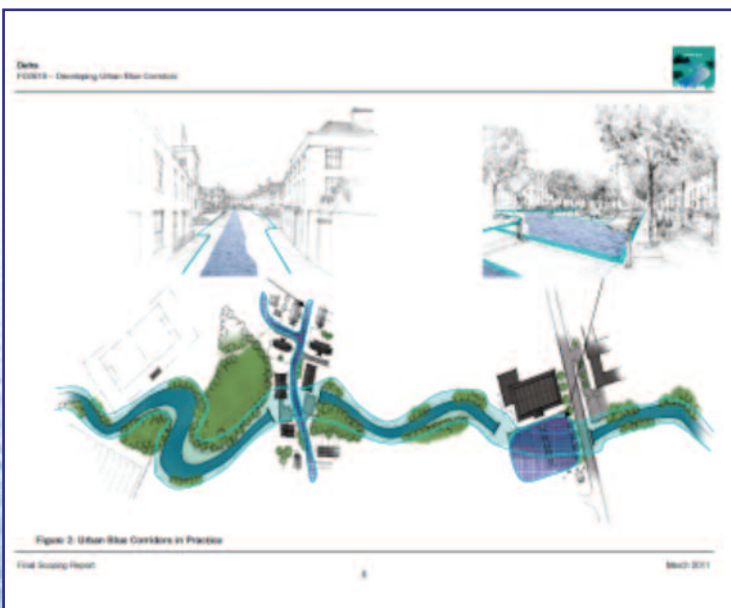
paths, to be aware of this, and make provision in designing areas where flood water can accumulate when rainfall exceeds that which the drainage system was designed for. These paths need to be created away from buildings so that excessive rainfall does not give rise to property flooding.

Drainage systems can only be designed economically to cater for rainfall events of a realistic magnitude but inevitably there will be ‘freak’ storms when the design capacity is exceeded. Previous practice took little account of this but with the improved understanding it is possible to designate flow routes around properties to cater for this situation. Roads - perhaps with raised kerbs and alternative vehicle cross-over details - are an obvious way of providing for this with often minimal inconvenience being caused.

Design parameters for calculation of the capacity of the surface water system and flood exceedance paths will be provided in the SuDS Guidance.

**5.5.3 The integration of surface water system design into all stages of the development process.**

To ensure that the maximum benefit can be gained in respect to issues such as availability and quality of water, enhancement of human and natural environments and flood risk reduction, it will be necessary to think about all water related issues at the earliest stage of master planning and at all subsequent stages. The SuDS/Drainage guidelines will establish principles and processes to ensure complete integration of all water related design issues into the overall project design process.



**Figures 5.3 and 5.4: Illustrations of blue corridors in practice**



## 5.6 Ensure planning decisions are properly informed by flood risk and that there is a consistent approach to flood risk management in new development

As well as the provision of advisory guidelines, there is a need to ensure that the evidence base used to determine planning decisions is consistent and up-to-date. The Lead Local Flood Authority has developed a system for reporting and recording local flooding incidents and the local flood asset register (see sections 2.6 and 2.8) making this readily available to all who need to see it.

The Environment Agency continues to develop and publish flood<sup>26</sup> (river, sea and surface water) and coastal erosion maps.<sup>27</sup>

Surface water risk mapping and the results of detailed surface water management plans will be made available to all who need it. A methodology for data sharing between partners and thus ensuring all decisions are made using the best available information.

## 5.7 The adoption of a holistic approach to flood and coastal erosion risk management

The advantages to be gained from thinking holistically about all aspects relating to water generally have long been recognised. We live at a time of climate change where on occasion we have less water than we need for human consumption, food production and to maintain flows in rivers and then, paradoxically, at other times too much water in the form of flooding. Water is also a key component of many natural environments.

The Partnership will be looking to consider issues associated with water supply, land irrigation and flooding 'in the round'. An example of this would be a situation where flooding was being caused to property as a consequence of overland flow from farmland. A possible solution might be the provision of a water storage area to accommodate the flood water which could then

be used at some later stage for irrigation or for environmental enhancement. This approach might encourage funding from a landowner or environmental body as beneficiaries from the scheme.

The holistic approach will also be used in the context of new development and investment leading to multiple benefits and thus multiple funding sources.

An example of this might be a situation where a public sewer is overloaded to the extent that property flooding is occurring. A possible solution might be to prevent rainwater from house roofs entering the public sewer locally by disconnecting downpipes and diverting surface water to rain gardens and/or perhaps a permeable pavement.

Possible benefits to be gained from such an approach:

- Resolution of a public sewer related flooding problem without having to resort to costly underground system upgrade (Benefit to Anglian Water in terms of capital cost).



**Anglian Water has declared initiatives to increase the understanding of the public in the 'value' of water.**

26 and 27 <https://www.gov.uk/prepare-for-a-flood>

- The introduction of interesting features such as rain gardens to enhance the local environment (benefit to local residents).
- Incorporating, into the surface water system design, features such as surface attenuation located within the highway which could have a dual role to support traffic calming arrangements. (Benefit to highway authority in sharing costs associated with providing traffic calming facilities).
- Incorporating source control/attenuation features such as permeable pavements which can additionally be used for highway drainage. (Benefit to the highway authority if perhaps flooding from the highway has been a problem in the past).
- Funding of ongoing maintenance by a number of organisations. (Benefit to Anglian Water through reduced maintenance costs associated with new assets).

An innovative project to demonstrate Holistic Water Management in the River Deben catchment is being trialled in Suffolk – see [www.greensuffolk.org/HWMP](http://www.greensuffolk.org/HWMP)

This seeks to take a more natural approach to flood management alongside more traditional

method as well as improving water quality and ecology and enhancing local water resources.

Any partner working on one aspect of flood and coastal management will need to consider appropriate plans from other partners. Equally, every effort will have to be made to identify external stakeholders’ investment plans that could provide opportunities for flood and coastal management.

## 5.8 Encouraging the maintenance of privately owned flood defences

In the coastal situation many landowners are realising the importance of contributing to the maintenance and improvement of private defences. They have recognised that public funding for this is likely to be limited unless large numbers of properties benefit from the defences. In order to facilitate this activity the Environment Agency, district councils, Natural England, the Marine Management Organisation, Suffolk County Council Rights of Way and other relevant partners have been working together to coordinate advice and guidance to landowners and simplify the necessary consenting processes for landowners to be able to take action. This approach is being replicated inland.



**Repairs to flood bank**

## 5.9 Encourage ordinary watercourse maintenance and minimise unnecessary constrictions

The maintenance of ordinary watercourses is variable across Suffolk. Before embarking on plans for capital spending on watercourse assets it may be necessary to initiate a review of how maintenance is being carried out presently, by whom, and what actions need to be taken to ensure that assets are being used to their full capacity. There may be a particular issue with regards to the maintenance of culverts and associated trash screens which if not done in a timely manner can give rise to localised flooding. There are opportunities for local communities to identify such issues and help resolve them by regular local activities.

**Improved maintenance of all surface water assets offers the opportunity to generate a reduction in flood risk without the need for capital expenditure**



**Figure 5.5 Example of partially blocked watercourse behind houses in Ipswich**

There is a clear role for riparian owners to ensure watercourses are kept flowing. But in many situations, especially where ditches remain dry for some of the time, residents do not recognise the importance of the watercourse and their riparian responsibilities until the extreme rainfall event gives rise to flooding. There are numerous cases of ditches near properties becoming blocked by the tipping of garden rubbish (see Figure 5.5) and flow restricted by the addition of un-consented culverts, etc.

In Section 2.4.5 we outline the clear guiding principle to reduce unnecessary constrictions in watercourses and prevent additional constrictions wherever possible. But to achieve this, riparian owners must understand the need to seek advice from the consenting authorities before undertaking any works that may constrict flow.

## 5.10 To obtain as much information as possible on the latest best practice initiatives within the 'industry' as a whole

The Pitt Recommendations, and related initiatives such as the implementation of the Flood and Water Management Act, have given rise to a profound change in the way that surface water management is carried out in England and Wales.

Through links with neighbouring Lead Local Flood Authorities, the Local Government Association and relevant professional bodies, the Council and partners will share experiences and learn from others. A particular focus for key staff will be understanding best practice in the industry as a whole through continued participation in conferences, attendance at training courses and the obtaining of information from government sources .

In order to inform community decisions, we will share examples of successful local flood management projects between the flood risk management partners and other interested groups.

## 5.11 Preparing for flood emergencies

There will be an ongoing requirement to ensure that flooding emergency response procedures are comprehensive and up to date. Work on the Preliminary Flood Risk Assessment and the Ipswich Surface Water Management Plan have identified key areas at risk of surface water flooding and this information will need to be incorporated in current emergency response plans which are focussed on tidal and river flooding. When more comprehensive information becomes available this will be incorporated into the Suffolk Resilience Forum plans.

A key aspect of emergency planning is the promotion of local emergency groups and provision of information to enable the public and businesses at risk of flooding to help themselves.

## 5.12 To ensure that the Strategy proposals/policies integrate with those for the Fens

As detailed in Section 3, the Fens area of Suffolk will require a particular focus when considering

policies and practices which can be utilised county-wide. Effective communication processes are already in place to ensure that proper dialogue takes place on aspects of common interest but there will be a need to develop these to ensure that, particularly, the specialist expertise that the practitioners involved in water level management within this special area is properly integrated into overall flood risk strategies.

## 5.13 Prioritisation of key actions identified

The key objectives and related actions identified above will not all progress concurrently and it is therefore necessary to establish priority in carrying them out – based on the costs of delivering them in relation to benefits achieved, practical and funding considerations.

The Action Plan (Appendix 1\*) lists actions, an assessment of costs/benefits and likely timescales for delivery.

### ***Putting in new drainage pipe in Long Melford***



# 6. Funding & delivery of plan

It is important that the local strategy sets out how the proposed actions and measures will be funded and resourced within Suffolk. It is also important to identify what funding mechanisms are available to Suffolk County Council and its partners to pay for the flood risk management measures that are set out in the strategy. Effective practical implementation of flood and coastal policy objectives require adequate resources both for the management and response activities of lead local flood authorities as well as for capital projects.

The following chapter provides a summary of available forms of funding that are being

considered and will also help to identify any further actions that will be needed to ensure that particular funding alternatives are feasible.

## 6.1 Government funding

Government funding is administered through Defra, the Environment Agency and the Department for Communities and Local Government (DCLG). Defra is committed to a six-year programme of capital investment to improve defences up to 2021, of £2.3bn nationally. Figure 6.1 below identifies the various streams of funding open to risk management authorities. The figures in

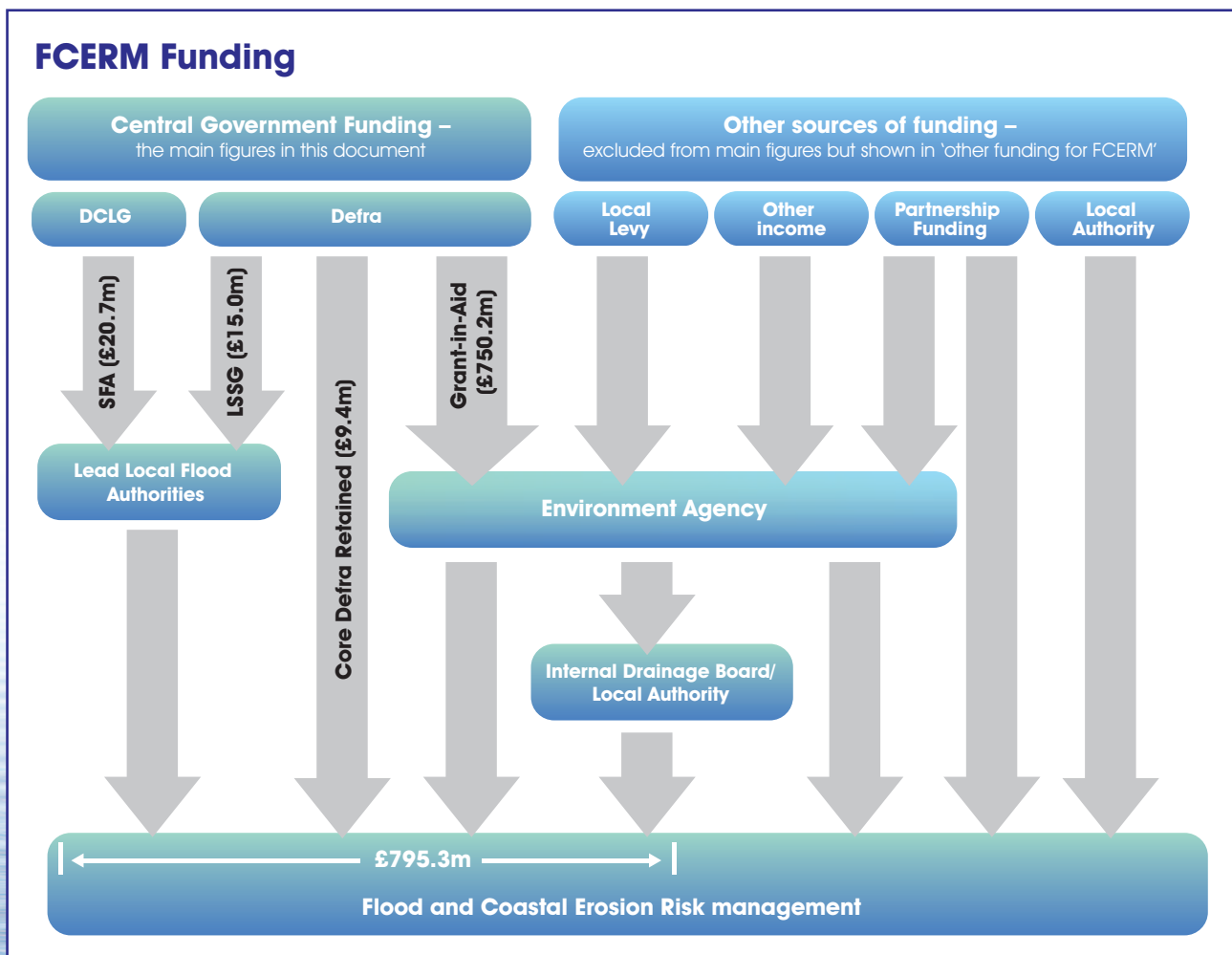


Figure 6.1 – Diagram of FCERM funding. The figures in this diagram are the 2014/15 budget allocations.

the diagram are the 2014/15 national budget allocations.

The current situation of government flood risk management funding is summarised below:

- Defra expects to spend £2.3bn over the next 6 years on flood and coastal erosion risk management in England.
- The Defra money includes 'programme' spend, such as maintenance, flood forecasting, and incident response, and 'admin' spend on Environment Agency staff and office costs.
- Defra currently funds lead local flood authorities to carry out their responsibilities under the Flood and Water Management Act. For Suffolk County Council, this equated to £147,000 in 2015/16 to spend on local flood risk management activities.

### 6.1.1 Defra's Partnership Funding approach

In May 2011, Defra introduced a new policy, 'Flood and Coastal Erosion Resilience Partnership Funding', better known as 'Partnership Funding'. The policy describes an approach to the funding of projects that requires the project costs to be shared between national and local funding sources. Government funding is only available for projects for which the qualifying benefits outweigh the costs.

The overall objectives of the partnership funding arrangements are to better protect more communities and to deliver more benefits by:

- encouraging total investment to increase beyond levels affordable to Government alone
- enabling more local choice, and encouraging innovative, cost-effective options to come forward in which civil society may play a greater role
- increasing levels of certainty and transparency over the national funding for individual projects, whilst prioritising action for those most at risk and least able to protect or insure themselves

The Partnership Funding arrangement means that

the maximum amount of Flood and Erosion Coastal Risk Management Grant in Aid (GiA) available to any project can be calculated based on the outcomes it is expected to achieve, expressed as a Partnership Funding Score. This represents the percentage of project costs that has been secured and hence the size of any funding gap. Once other sources of funding are added, a project will require a score of 100% or more in order to be considered for funding.

Partnership Funding means that organisations and communities that have a financial stake in managing risk, and remain involved throughout the life of their investment, have an incentive to manage project costs throughout the project life cycle. Partnership Funding helps to deliver innovative approaches to managing flood and coastal erosion risks. It encourages efficiencies and reduction in costs, and promotes solutions that bring together the different aims of partners and potential investors. In turn this will deliver benefits wider than those related to flooding or coastal erosion alone.

Flood and coastal erosion risk management grant is administered through the Environment Agency. The allocation of available funds is managed through the Regional Flood and Coastal Committees (RFCC). It is important to note that there are always more schemes proposed than funding available and the RFCCs play a role in agreeing priorities and can allocate extra funding from the local levy (see below) to support specific schemes.

### 6.2 Funding Sources

As outlined above, in order to attract Defra Partnership Funding it is often necessary to find additional contributions to a project to strengthen the bid. The following information outlines other potential sources of funding that a project developer can consider. It is important to note that funding contributions need to be in place at the time of a bid.

Outlined below is a summary of the principle sources of funding that may be available (correct at the time of writing).

### 6.2.1. Local Levy

Local levy funding is raised through the Council Tax and its level is determined by the Lead Local Flood Authorities (LLFAs) on the RFCC. The levy can be used as a discretionary contribution as a partnership contribution to projects. It can also be used to support the maintenance budget; to deliver small scale projects and undertake initial project development.

### 6.2.2 Drainage rates and special levies

The amounts raised are linked to the local levy and determined by the RFCC. There is a general principle of using these funds on maintenance of flood assets in the areas in which the levy is raised.

- Drainage rates are collected from agricultural land and buildings within the Internal Drainage Districts
- Special Levies are issued on District and Unitary Authorities within the Internal Drainage District

### 6.2.3 Local Authority Funds

Funding from local authorities for capital schemes or maintenance activities is discretionary and therefore funding has to compete with a wide range of other priorities. Where it can be shown that investment delivers more than one benefit then this will strengthen the case for funding allocation.

The County Council funds many flood management activities through its role as a highway authority and coastal authorities invest significantly in coastal defence schemes.

### 6.2.4 Parish and Town Contributions

There is potential for Parish Councils to raise a precept towards contributions for FCERM funding and this approach has been explored by a few councils.

### 6.2.5 Community Infrastructure Levy

The Community Infrastructure Levy came into force in April 2010 and potentially could provide Suffolk's councils with an alternative source of funding for flood defence schemes. It allows local authorities to raise funds from new development in their area in order to pay for the impact that the development has on local infrastructure.

Local authorities can use this funding for infrastructure needed to support the development;

it can be used to construct new infrastructure, increase the capacity of existing infrastructure or repair failing existing infrastructure. The Planning Act 2008 includes a broad definition of the infrastructure that can be covered by this scheme including transport, flood defences, schools, hospitals and parks.

Suffolk County Council and the District Councils will look into how this funding could be used to fund flood alleviation schemes within the county. However, it must be recognised that there will be other demands on this source of funding, many with a higher priority than flood alleviation

### 6.2.6 Section 106 funding – Developer Contributions

Section 106 of the Town and Country Planning Act 1990 allows a local planning authority to enter into an agreement with a landowner or developer in association with the granting of planning permission. A Section 106 agreement is used to address issues that are necessary to make a development acceptable, such as supporting the provision of services and infrastructure. This means that any flood risk which is caused by, or increased by, new development could be resolved and funded by the developer.

### 6.2.7 Local Enterprise Partnerships (LEP):

The LEP is an organisation that aims to create jobs and remove the barriers to economic growth that exist in Suffolk and Norfolk. One of the barriers that affect a number of growth locations is flood risk. As such it is recognised there may be synergies between investment in flood risk mitigation and increases in economic output and resilience. This source of funding is particularly suitable for FCERM projects delivering economic growth and regeneration – see Lowestoft example below.

### 6.2.8 Farmers and landowners

Landowners, especially those directly at risk from flooding, have a range of opportunities to support schemes. These can include direct financial investment or donations "in kind", for example materials such as locally sourced clay or land for water storage. Other valuable partnership contributions can also be use of equipment and labour resources.

### 6.2.9 Private business contributions

Private funding of flood and coastal erosion schemes can either be a direct investment in a private scheme or as a contribution to a partnership project. A recent government announcement provides tax incentives to those contributing to partnership schemes.

#### 6.2.10 Water company funding

Water and sewerage companies have several options for financing improvements to the water services infrastructure. The main route is through the water company's capital programme, which runs in five year Asset Management Plan (AMP) cycles. The water company formulates a submission to Ofwat to determine allowable expenditure in the following AMP period. It will become increasingly important to align the priorities in this strategy with these AMP submissions.

The focus of their investment is a cost beneficial approach to reducing sewer flooding to those on the DG5 register (internal flooding of properties caused by overloaded sewers during a rainfall event not exceeding 1 in 30 years).

Traditionally water and sewage companies have only been allowed to invest in their own assets. However, following a series of recent Ofwat pilots, using sustainable drainage to help reduce sewer flows and treatment costs, an integrated partnership approach is likely in future AMP cycles.

In addition to becoming partners in capital investment, water companies are a key partner in providing contributions in kind to support flood risk schemes - for example undertaking sewer modelling since they have the relevant skills and data.

#### 6.2.11 Utilities

Where utility providers have assets at risk of flooding, and a scheme would reduce that risk, there is potential to negotiate with the utility company to contribute some funds. This would be based on the value of assets at risk, loss of revenue, industry regulator imposed penalties, and the cost of repairs in the event of damage.

### 6.2.12 European Funding

The two main sources of European funding are the European Regional Development Fund & European Agriculture Fund for Rural Development. These funds are primarily focused on job retention and creation. One key priority for these funds is to promote corporate, agricultural and community resilience to flooding and climate change

#### 6.2.13 Trusts, Foundations, Landfill Community Funds, Big Lottery.

National and local charitable funds may be available, notably when the flood project delivers wider environmental or community benefits.

The **Coastal Communities** Fund is one example. This is administered by the Big Lottery, and based on the Crown Estates annual marine estate surplus. This fund aims to encourage the economic development of UK coastal communities by awarding funds to create sustainable economic growth and jobs. Application windows are sporadic and the qualifying criteria have varied over the years.

### Case Study 1: Rural Defence Project

A small market town is at a 1 in 20 risk of being flooded, and a £2 million scheme has been prepared by the LLFA that would protect 75 homes to a 1 in 200 year standard, achieving £10 million in long term benefits.

The comparatively low cost benefit ratio means that the project has in the past been deferred and remains low priority.

Under payment for outcomes, the scheme has the potential to attract approximately £900,000 of the necessary funds through Flood Defence Grant in Aid (rather than the full £2 million). In addition, the scheme will be supported by the Regional Flood and Coastal Committee whose members vote to provide a further £500,000. With a reduced and clear funding goal to aim for the LLFA and local community groups work hard to raise the remaining £600,000 required to allow the scheme to go ahead.



## Case Study 2: Lowestoft Flood Management Project

A project is currently in development in Lowestoft to protect the town from tidal, fluvial and surface water flood risks. As well as protecting existing houses and business, a key aim of the project is to support the town's economic regeneration and development. The key areas at flood risk are identified for inward investment.

The estimated cost of the project is £25-30million, but under the current partnership funding criteria, the project will only attract about £8million of Defra Grant in Aid funding.

The RFCC has supported the project with £2.8million of levy; Suffolk County and Waveney District Councils are contributing around £5million from own funds.

The Local Enterprise Partnership, with evidence provided by the project team, recognise the economic potential generated by the flood protection scheme are adding a further £10million to the funding pot. Any further funds required are likely to be raised from private companies, investors and developers.

Decisions on how funding is to be distributed will require the agreement of multiple agencies, but inevitably such decision making will be determined by the assessment and ranking methodologies of the individual funding bodies, each of which is likely to have its own values and priorities.

In many instances, the cost effectiveness of measures will be a significant factor. If a lot of properties and people can be protected for a relatively low cost then that would normally be considered to be an effective way of spending limited financial resources, rather than protecting a small number of properties through the implementation of a resource intensive project.

Where there are simple and less expensive measures that can be easily undertaken, these may come forward at an earlier stage simply because they are possible and affordable within the timescale of currently available and/or emerging funding streams.

It may be possible to attract third party funding to projects where the wider benefits are also beneficial to that party. This can be possible even where the focus of the funding is for non-flood risk benefits e.g. the funding of open space on a new development that can also be used as a flood storage area. In such circumstances mitigation measures may need to be spatially linked to the funders' development, in order that they would benefit from the expenditure.

In some circumstances, it may simply be impractical to protect properties that are at severe risk of flooding, because of the high cost of doing so, relative to the benefits that might result. In areas where flood mitigation measures are unlikely to be affordable or practical, the partners will endeavour to advise landowners and businesses how they might adapt their property to become more resilient.

All of the above factors mean that developing a rigid strategy for prioritising expenditure, based purely upon risk may not be possible.

## 6.3 Prioritisation and distribution of funding

It is highly unlikely that sufficient funding will be available to finance all of the mitigation measures that might be desirable in the areas of Suffolk that are at risk of flooding or coastal erosion. It follows therefore that some decisions will need to be made about how available funding will be distributed.

As set out in this strategy Suffolk will primarily take a risk-based approach to the prioritisation of resources, generally focussing investment of resources in the areas of highest risk.

## 7. Achieving county wide environmental benefits through effective flood and coastal risk management

The primary purpose of this report is to set out the strategy for reducing flood risk in Suffolk but if this is done with sensitivity, good design and planning it is possible to derive significant benefits countywide in the context of sustainability, environmental and social improvement.

The Suffolk Climate Action Plan 2\* sets out the county's contribution to creating the 'Greenest County'. It supports a radical, pro-active approach to environmental issues which are to be mirrored by objectives and related plans of action identified in this Suffolk Flood Risk Management Strategy.

This document sets out some parameters which have particular relevance for water.

- Recent UK Climate Projections 2009 predict that by 2080 the East of England will experience:
  - 3.6 °C increase in average summer temperature.
  - 20% increase in winter rainfall leading to increased winter flooding.
  - 20% decrease in summer rainfall leading to summertime droughts and impacts on crop yields.
- At a local level, the future implications of these climate projections could include:
  - Increased coastal and flood-plain flood events leading to damage to property and disruption to economic activity.
  - Water shortages.
  - Higher incidence of damage to transportation, utilities and communications infrastructure caused by an increase in the number of extreme weather events (e.g. heat, high winds and flooding).

Effective surface water management will give rise to improved water cycle management generally and also derive benefits for the human and natural environments. In addition to this there are opportunities for deriving benefits in terms of carbon use reduction.

The environmental benefits that can be achieved in relation specifically to flood risk reduction need to be considered in the wider context of sustainability in Suffolk as embodied in 'Suffolk Climate Action Plan 2' which outlines the county's contribution to creating the "Greenest County".

The benefit which can be achieved for the human and natural environments through water sensitive design will need to be a continuing 'thread' in the strategy. In fact an innovative approach to surface water design can often reverse the 'not in my back yard' mentality to proposed drainage infrastructure activity, creating elements such as ponds and rain gardens that people actually want to have in the places where they live and work.

***In 2008 the Suffolk Strategic Partnership developed the new community strategy for 2008-2028 called "Transforming Suffolk". It has a 20 year vision:***

***By 2028 we want Suffolk to be recognised for its outstanding environment and quality of life for all; a place where each person can realise their potential, benefit from and contribute to Suffolk's economic prosperity and be actively involved in their community.***

***Extract from 'Transforming Suffolk 2028'<sup>28</sup>***

## An Important Note for Developers

The creative use of water can give rise to an *increase* in property value maximising income from new development.

The paradigm shift, which will be required if the 'industry' is to make real headway in flood risk reduction, will only occur when key professionals such as planners and developers start to appreciate that early involvement of drainage specialists can offer real benefit in furthering the aspects that they perceive, from their own perspective, to be important.

Surface water management has been historically regarded as something that has to be sorted out at the end of the development design process almost as an afterthought. The strategy should encourage emphasis on the positive benefits that can be achieved through early consideration of surface water issues.

Water resource planning, urban scene enhancement, biodiversity, carbon use reduction are all important areas where drainage engineers are able to provide considerable assistance to people from other disciplines.

The key areas to focus on will be water cycle management, opportunities to enhance both the natural and human environments and opportunities for reducing carbon use.

## 7.1 Water cycle management opportunities

The South East of England is already suffering a shortage of water for human consumption and this situation will be exacerbated by climate change and the planned increase in development in the region. The object of water cycle management is to make better use of the water that we have. Even Suffolk, noted as a relatively dry county, experiences times of rainfall sufficient to cause flooding and what is required is to manage water surplus and shortage effectively.

In the context of flood risk reduction this argues for a complete change in the way that we deal with new development and endeavour to deliver flood risk reduction and these new practices are being employed increasingly.

Source control is the primary means of supporting improved overall water management through

### Planning for water

**There is a finite capacity within the environment, and it cannot simply provide more and more water. Equally, there is a limit to the amount of waste water that can be safely returned to our rivers and the sea without having a detrimental impact on the environment. Furthermore, we know that extreme rainfall can overwhelm drains and overtop flood defences. Climate change is bringing fresh challenges as patterns of rainfall are predicted to change, with more intense rainfall events. We must also make sure that water infrastructure contributes to the shift to a low carbon economy that is essential if greenhouse gas emissions are to be reduced. Planning for water has to take into account these natural constraints, and factors such as the timing and location imposed by the development itself.**

*Extract from Water Cycle Study Guidance - Environment Agency 2009*

**Climate change will bring about changes in rainfall with warmer drier summers and wetter warmer winters. Rainfall may occur in heavier downpours which could lead to more flooding and droughts. It is predicted that the amount of water in rivers and groundwater reserves will decrease which could lead to shortfalls in water supply. Reducing water use places less demand on decreasing resources and reduces carbon emissions as water supply and treatment processes use energy.**

*Extract from  
'Water Resources Strategy for England  
and Wales 2009' Environment Agency*

better surface water management. Source control can take a number of forms but the basic philosophy is to emulate the natural pre-urbanisation situation where water is held close to where it falls rather than being rushed over impermeable surfaces and into sewers from where it can be disposed of, rather than used. This can be achieved in a number of ways:

- Ground infiltration – where ground conditions permit the passing of rainwater into the ground, which has a number of benefits:
  - Reduced loading on receiving surface water sewers.
  - Possibility for recharging underground water aquifers (*The use of underground sources of water to feed into water supply is becoming more important. Ground infiltration can provide a means of topping-up these supplies of water so that they can be used at times of water shortage. Aquifer re-charge is also beneficial in respect to maintaining healthy flows in watercourses that are fed primarily from underground sources and in so doing contributing to the maintenance/enhancement of biodiversity*).

**Note:** Ground infiltration is generally not possible in areas where there is a high water table or heavy clay soils.

- Roof gardens and living walls.
- Water features such as ponds and rills.
- Rain gardens.
- Underground storage of storm flows.
- Swales (*open ditches or indentations in landscaped areas to provide attenuation of flow*).

The benefit of source control to water cycle management can be summarised as:

- Reduction in peak flow to sewers and watercourses.
- Reduction in flood ponding volumes (pluvial flooding reduction).
- Retention of water in the catchment for recreational use, biodiversity enhancement, potential water supply improvement, etc.

## 7.2 Human environment enhancement potential

Human beings have an affinity to water, and built environments that use water effectively are generally regarded as being of greater interest as places for people to live and work. This is evidenced by the focus of development adjacent to the sea, rivers, canals, docks, and lakes.

Good design in respect to surface water management can often improve the human and natural environment. Where a significant volume of attenuation is required for surface water it might be possible to design more facilities which have recreational value for humans. Fairlands Lakes in Stevenage for instance (see figure 7.1), are part of the surface water management system but they have been designed in such a way that they have become recognised as a regionally important recreational facility. Separate areas have been designed to cater for wildlife in soft engineered areas, model boating, sailing and also for fishing.



**Green roof on a shed**



**Swale**



**Detention Basin, Ipswich**



**Infiltration basin in dry state, Ipswich**

Some examples of SuDS that increase infiltration. The two above are taken from a practical example at Lambs Drove, Cambourne, Cambridgeshire<sup>29</sup>, the others in Ipswich.

***(Courtesy of Cambridgeshire County Council)***

29. See [http://www.susdrain.org/case-studies/case\\_studies/lamb\\_drove\\_residential\\_suds\\_scheme\\_cambourne.html](http://www.susdrain.org/case-studies/case_studies/lamb_drove_residential_suds_scheme_cambourne.html)



**Figure 7.1: Angling area within a recreational complex in Hertfordshire**

### 7.3 Natural environment enhancement potential

See also section 5.5.2 in respect of green-blue infrastructure provision.

The availability of good quality water is often a critical factor in maintaining bio-diversity in natural environments. Effective surface water management can support the preservation of those existing environments that need a supply of clean water by maintaining the quantity and quality of the surface water that they need, but

**Develop and maintain ecologically resilient landscapes to allow climate adaptation and redistribute habitats and species.**

*Extract from  
‘Suffolk Climate Action Plan 2’*

also has the potential for generating new water based environments. For example, a design for a new development, may require not only source control surface water management features located within a development but also perhaps the further attenuation of water in ‘regional’ facilities such as lakes, ponds or water meadows. This offers the opportunity to create an asset which not only satisfies the surface water management requirements but also deliver an environmental and water quality (WFD) improvements.

There are a number of examples where water meadows have been used to attenuate flow from new development to protect receiving watercourses from the inundation of surface water which would have caused environmental damage and property flooding. These meadows provide the required attenuation almost un-noticeably and as naturalised areas are very valuable for both water reliant and dry flora and fauna.



**Figure 7.2: Water Meadows in Bury St Edmunds in dry state (left) and after heavy winter rainfall (right). An example of natural sustainable drainage**

An additional benefit of designing facilities which enhance biodiversity is that environmental charities, e.g. Wildlife Trusts, may be happy to take on responsibility for some element of the ongoing costs of maintenance of the asset, thus reducing the ongoing funding liability.

In fluvial and tidal flood management, the practise of 'making space for water' and working with the

natural environment (for example encouraging salt marsh in front of coastal defences) have been common practise for many years and demonstrate that working with nature is not only effective but often the cheapest option for local flood management.

### Case Study: River Quaggy, Sutcliffe Park, southeast London

A series of flood alleviation works along the culverted River Quaggy within Sutcliffe Park reinstated the channel along its previous meandering alignment. The old culvert was retained to accommodate excess water. The previously underused park was converted into a substantial flood storage area which also incorporates a diverse range of park and wetland habitats. As well as reducing flood risk to 600 properties and 4000 people, the project is seen as an excellent example of a multifunctional solution to flood risk that works with natural processes. The works were completed in 2004 and Sutcliffe Park is now recognised by conservation groups such as the National Trust.



**Photographs of the watercourse before and after restoration<sup>30</sup>**

30. <https://www.gov.uk/government/publications/anglian-district-river-basin-management-plan>

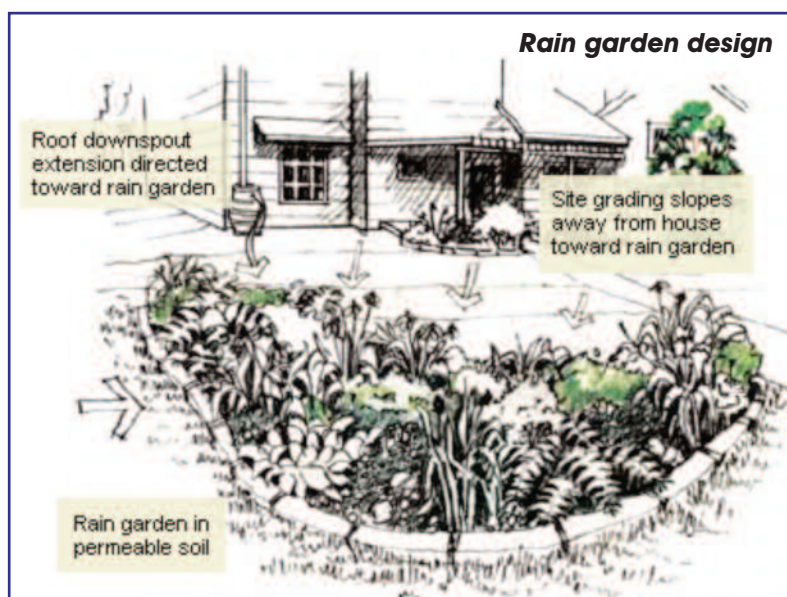
## 7.4 Carbon use reduction potential

In order to deliver Suffolk's vision to be the Greenest County, it is essential that all flood and coastal management authorities aim to reduce their carbon footprint. Sensitive flood and coastal management can assist as a consequence of:

- The reduced embedded carbon in soft engineered flood risk reduction measures when compared to conventional solutions using reinforced concrete, metal etc.
- The minimisation of the pumping requirement for surface water and the consequent reduction in the need to use energy. *(Keeping water above ground for as long as possible using source control features integrated with natural surface flow paths can minimise the requirement to pump surface water to a 'disposal' point, minimising the likelihood that pumping will be required in the system).*
- The reduced energy needed for water treatment by minimising the amount of surface water entering foul/combined sewer systems.
- Water storage areas and wetlands (including inter-tidal areas) for flood management also act as areas of carbon capture.

**Some degree of climate change is inevitable and 'locked-in' through CO<sub>2</sub> emissions to date, as a result of time lags in the climate system. Adapting our infrastructure, communities and businesses to the impacts of future climate change, such as increased frequency of winter flooding and summer heat wave events, will foster resilience and minimise these projected impacts locally.**

*Extract from  
'Suffolk Climate Action Plan 2'*



## 7.5 Things which residents and business owners can do to assist

There are a number of ways in which local residents and business owners can make a contribution in regards to water sustainability, which if repeated on a wide scale could be significant at county level.

People who are currently experiencing flood problems may be more motivated towards some innovative surface water management methods but for others it is unlikely that flood risk alleviation in itself would be a sufficient motivation. What is required is the identification of facilities that have a dual role, being aesthetically pleasing as well as having a role in flood reduction and landscape/biodiversity enhancement.

There are a number of arrangements that could help:

- Rainwater harvesting (e.g. using water butts) – a very easy way of reducing flow received by the sewers and watercourses, while at the same time reducing potable water consumption.
- Rain gardens – aesthetically very pleasing naturally planted areas that serve as attenuation for rainwater by slowing the flow of water passing to receiving sewers, but also facilitate evapo-transpiration from plants and allow water to penetrate into the ground for



irrigation of vegetation (see example on previous page).

- Ground infiltration of one type or another – arrangements that enable rainwater to be passed into the ground rather than to a sewer or watercourse.
- Use of drive and pathway materials that facilitate the direct passing of flow into the ground. Gravel type drives give rise to far less if any flow passing into sewers.

## 7.6 The Water Framework Directive

This Anglian River Basin Management Plan<sup>31</sup> outlines the pressures facing the water environment in the Environment Agency's Anglian region, and the actions that will address them. It was prepared to satisfy the requirements of the Water Framework Directive, and is the second of a series of six-year planning cycles.

The objectives which are relevant to this local flood risk management strategy are:

- to prevent deterioration in the status of aquatic ecosystems, protect them and improve the ecological condition of waters;
- to achieve at least good status for all water bodies by 2015. Where this is not possible and subject to the criteria set out in the Directive, aim to achieve good status by 2021 or 2027;
- to promote sustainable use of water as a natural resource;
- to conserve habitats and species that depend directly on water;
- to progressively reduce or phase out the release of individual pollutants or groups of pollutants that present a significant threat to the aquatic environment;
- to progressively reduce the pollution of groundwater and prevent or limit the entry of pollutants;

**The Anglian River Basin District is a unique environment; the landscape ranges from gentle chalk and limestone ridges to the extensive lowlands of the Fens and East Anglian coastal estuaries and marshes. Water is essential to the maintenance of the rivers, lakes, estuaries, coasts and groundwater that underpins these landscapes and their wildlife. And it is vital to the livelihoods of those who live and work here. In the past there has been considerable progress in protecting the natural assets of the river basin district and in resolving many of the problems for the water environment. However, a range of challenges remain, which will need to be addressed to secure the predicted improvements.**

**The main challenges include:**

- point source pollution from sewage treatment works
- the physical modification of water bodies
- diffuse pollution from agricultural activities
- water abstraction
- diffuse pollution from urban sources
- the introduction and spread on non-native/invasive species.

**In order to meet these targets, it is important for everyone to play their part now and in the future. River basin management is an opportunity for this generation – for people and organisations to work together to improve the quality of every aspect of the water environment – to create an environment we are all proud of and can enjoy.**

*Extract from the Anglian River Basin Management Plan*

- to contribute to mitigating the effects of floods and droughts.

It is clear from the above that flood and coastal risk management activities have the potential to help deliver some of the improvements needed.

Some examples of relevant actions that risk management authorities, land managers and the public can take to overcome the challenges are:

- Prevent pollution. It is essential to avoid pollutants from industrial and domestic drains entering watercourses (everything from hazardous industrial chemicals to pouring oil down household drains). This can be achieved through education as well as regulation and any activities relating to watercourse. The correct application of infiltration SuDS will also assist in pollutants reaching watercourses and aquifers.
- Reduce sediments getting into water bodies through landscaping and use of SuDS and managing activities and soils prone to run-off.
- Protect and enhance wildlife – both through wetland creation schemes (could be part of SuDS) or by taking appropriate precautions with local flood management schemes.
- Save water – as outlined in Sections 5.4, 5.7 and 7.1 there is a clear need to think about flood management in a holistic way, looking at the whole water cycle.

- Avoid further artificial modifications to water bodies The use of more natural forms of flood and coastal defences is widely promoted and used where applicable, not only to deliver the aims of the Water Framework Directive but also because they are the most sustainable and least expensive option. The principle stated in Sections 2.4.7 and 5.9 to reduce structures in watercourses (in part through the consenting process) will also help to deliver this aim. Flood management activities should also look for opportunities to remove existing barriers and, for example, introduce additional fish passes.
- Avoid introduction and spread of non-native invasive species. Any flood risk management activity must be carried out in a manner to reduce the introduction and spread of invasive species in and around the water environment – e.g. floating pennywort (see picture below). This can be achieved by ensuring operators are aware of the risks and ways to overcome them as well as educating the public about the issues.

The Environment Agency is providing a range of material in this respect, see

**[www.environment-agency.gov.uk/homeandleisure/wildlife/31350.aspx](http://www.environment-agency.gov.uk/homeandleisure/wildlife/31350.aspx)**



***Floating pennywort (Hydrocotyle ranunculoides)***

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## 8. Next Steps

Monitoring, reviewing and updating this Strategy and the associated action plan, will be essential both to ensure it continues to be 'fit for purpose' but also as a way of demonstrating success in delivering reduced flood risks to the people of Suffolk.

The Suffolk Flood Risk Management Partnership's first strategy was adopted in 2013. This review, three years later ensures the contents are compatible with current legislation and new information/plans. Alongside this document is the action plan – which is reviewed at each Partnership meeting using a traffic light system to indicate progress:

- Red:** no progress has been made
- Amber:** action ongoing but not complete/some progress made towards it
- Green:** action completed satisfactorily

For Red and Amber actions there will be a short explanation of why the action has yet to be completed.

The latest iteration of the action plan is available on [www.greensuffolk.org/SFRMP](http://www.greensuffolk.org/SFRMP) and the progress is scrutinized by the Suffolk Joint Flood Scrutiny Panel and through other local authority political processes as appropriate

Suffolk County Council also reports annually to central government relevant information on flooding, flood risk management and other matters related to the Flood and Water Management Act, as required within Section 18 of the Act.

<b>Key Achievements 2012 - 2015</b>	
	Notes
Developed and promoted processes for reporting, recording and investigating flooding and flood assets.	
Developed and disseminated local guidance on surface water management and SuDS in new developments and implemented new legislative requirements.	
Developed and agreed policies for consenting of structures on watercourses and designation of flood risk assets.	
Promoted guidance to riparian owners, businesses and householders to help their understanding of flood risk, understand their responsibilities and prepare for flooding.	Includes publication of booklet What to do before, during and after a flood
Taken all opportunities to learn from other partnerships and share good practise – e.g. through Suffolk Coast Forum, Local Government Association, workshops and conferences.	
Undertaken modelling and associated practical activities to reduce flood and coastal risks in the following areas:	
<ul style="list-style-type: none"> <li>• Ipswich</li> </ul>	Lovetofts Drive & Stonelodge Park
<ul style="list-style-type: none"> <li>• Lowestoft</li> </ul>	Major project covering tidal, fluvial and surface water risks. Expected completion 2020.
<ul style="list-style-type: none"> <li>• Newmarket</li> <li>• Needham Market</li> <li>• Leiston</li> <li>• Debenham</li> </ul>	SWMP complete ongoing Mini-SWMP completed Part of Holistic Water Management Project – ongoing.
<ul style="list-style-type: none"> <li>• Pin Mill</li> <li>• Tunstall</li> <li>• Chevington</li> <li>• Woodbridge</li> <li>• Boxford</li> <li>• Sudbury &amp; Great Cornard</li> </ul>	ongoing SWMP commencing December 2015
<ul style="list-style-type: none"> <li>• Ipswich Tidal Barrier</li> </ul>	Major Environment Agency Project due for completion 2017.
<ul style="list-style-type: none"> <li>• Deben Estuary Plan and associated works</li> </ul>	Plan complete 2015. Works ongoing
<ul style="list-style-type: none"> <li>• Felixstowe Central coast protection works</li> </ul>	Complete
<ul style="list-style-type: none"> <li>• Lowestoft South Beach coast protection works</li> </ul>	Ongoing
Undertaken S19 Investigations into significant flooding in: <ul style="list-style-type: none"> <li>• Terry Gardens, Kesgrave</li> <li>• East Street, Sudbury</li> <li>• Lawshall</li> <li>• Kirkley Stream area, Lowestoft</li> <li>• Langar Park area, Felixstowe</li> </ul>	Recommendations within the S19 reports are taken forward by the relevant partners and monitored by the Suffolk Flood Risk Management Partnership.



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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Annual Review and Re-Appointment of the Cabinet's Working Parties, Joint Committees/Panels and Other Groups</b>	
<b>Report No:</b>	<b>CAB/SE/16/022</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	24 May 2016
<b>Portfolio holder:</b>	John Griffiths Leader of the Council <b>Tel:</b> 07958 700434 <b>Email:</b> john.griffiths@stedsbc.gov.uk	
<b>Lead officers:</b>	Karen Points Head of HR, Legal and Democratic Services <b>Tel:</b> 01284 757015 <b>Email:</b> karen.points@westsuffolk.gov.uk	
	Steven Boyle Interim Service Manager (Legal and Democratic Services) <b>Tel:</b> 01284 757165 <b>Email:</b> steven.boyle@westsuffolk.gov.uk	
<b>Purpose of report:</b>	<p>The Cabinet is requested to review the membership and Terms of Reference of its Working Parties, Joint Committee/Panels and other Groups for the year 2016/2017.</p> <p>The existing Terms of Reference (ToR) for each body are contained in Appendices A to F inclusive</p> <p>Recommendations are contained within the appropriate sections of this report and further summarised in the recommendations listed below.</p>	
<b>Recommendation:</b>	<p><b>It is <u>RECOMMENDED</u> that:</b></p> <p><b>(1) the Grant Working Party continues to operate in accordance with its Terms of Reference, as detailed in Appendix A of Report No: CAB/SE/16/022.</b></p>	

	<p><b>(2)</b></p> <p><b>(a)</b> The Sustainable Development Working Party continues to operate at the present time in accordance with its current Terms of Reference, as detailed in Appendix B to Report No: CAB/SE/16/022; and</p> <p><b>(b)</b> the future direction of the Sustainable Development Working Party, as outlined in Section 1.2.8 of Report No: CAB/SE/16/022, be noted.</p> <p><b>(3)</b></p> <p><b>(a)</b> The West Suffolk Joint Growth Steering Group, West Suffolk Joint Emergency Planning Panel, West Suffolk Joint Health and Safety Panel and the West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in Appendices C, D, E and F to Report No: CAB/SE/16/022 respectively; and</p> <p><b>(b)</b> meetings of the Joint Panels set out in Section 1.3.4 of Report No: CAB/SE/16/022, continue to be scheduled as and when required but with regard to the discussion outlined in Section 1.3.5.</p> <p><b>(4)</b></p> <p><b>(a)</b> The interim Service Manager (Legal and Democratic Services) be given delegated authority to re-appoint or appoint as applicable, Members and substitute Members to the Working Parties, Joint Panels and Steering Group for 2016/2017, as set out in Sections 1.2.1 and 1.3.1 on the nominations from the Group Leaders; and</p> <p><b>(b)</b> such re-appointments/appointments be made on the basis of political balance requirements, where applicable and identified in Report No: CAB/SE/16/022.</p> <p><b>(5)</b> The interim Service Manager (Legal and Democratic Services) be given delegated authority to re-appoint or appoint as applicable, one full Cabinet Member and two substitute Cabinet Members to the Anglia Revenues and Benefits Partnership Joint Committee for 2016/2017, on the nomination of the Leader of the Council.</p>
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	<p>(6)</p> <p>(a) <b>The Cabinet’s existing informal Working Groups be retained or disbanded as indicated in Section 1.6.2 of Report No: CAB/SE/16/022; and</b></p> <p>(b) <b>provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2016/2017.</b></p> <p>(7) <b>The Members stated in Section 1.7.2 of Report No: CAB/SE/16/022 be re-appointed as observers to the respective outside bodies listed, and to <u>NOTE</u> the Leader or ex-officio appointments to the project or partnership groups listed in Section 1.7.3 and 1.7.4 .</b></p>
<p><b>Key Decision:</b></p> <p><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>
<p><i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i></p>	
<p><b>Consultation:</b></p>	<ul style="list-style-type: none"> <li>• Consultation has been undertaken with the Portfolio Holder and other Cabinet Members.</li> </ul>
<p><b>Alternative option(s):</b></p>	<ul style="list-style-type: none"> <li>• Not to undertake an annual review; however, it is considered sensible to review the purpose and remit of the Cabinet’s working parties and groups to ensure they remain productive and in line with the Council’s strategic priorities.</li> </ul>
<p><b>Implications:</b></p>	
<p><i>Are there any <b>financial</b> implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li>• The review has been undertaken within existing resources. Any changes required as a result of the review will also be borne from existing budgets.</li> </ul>
<p><i>Are there any <b>staffing</b> implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Are there any <b>ICT</b> implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• See Sections 1.1.1 and 1.1.2 below</li> </ul>

<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Opportunities for joint working are missed	Medium	Consider the creation of joint committees, panels and working parties wherever possible.	Low
Duplication of effort between member bodies	Medium	Carry out an annual review of working parties, etc to ensure that they are all still relevant and adding value and do not cross over with the activities or other bodies e.g. scrutiny committees or task and finish groups	Low
The number of meetings and reviews cannot be accommodated with available member and officer time and resources	High	Carry out an annual review to disband any groups no longer required, and to optimise frequency of meetings. Keep under constant review.	Medium
<b>Ward(s) affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		None.	
<b>Documents attached:</b>		<b>Appendices A to F inclusive:</b> Terms of Reference	

## 1. Key issues and reasons for recommendations

### 1.1 **Background**

1.1.1 Under Article 6 (The Cabinet) (paragraph 6.5.2) of the Council's Constitution, it states that:

*"The Cabinet may carry out its functions:*

*d. by delegating power to a joint committee, area committee or another local authority".*

1.1.2 Under Article 10 (Joint Arrangements and Working Groups) of the Council's Constitution, it states that:-

**"10.2 Joint Arrangements**

*10.2.3 ... the Cabinet may only appoint Cabinet Members to a joint committee and those Members need not reflect the political balance of the Council as a whole."*

**"10.3 Working Groups**

*10.3.1 The Council, Cabinet or Committees may appoint from time to time such working groups as they think fit, including joint working groups with Forest Heath District Council...."*

1.1.3 The following Working Parties, Joint Committee/Panels and other Groups, either report to the Cabinet or exercise Executive functions:

- (a) Exercise Executive functions on behalf of the Cabinet
  - Anglia Revenues and Benefits Partnership Joint Committee
- (b) Report to the Cabinet
  - Grant Working Party
  - Sustainable Development Working Party
  - West Suffolk Joint Emergency Planning Panel
  - West Suffolk Joint Health and Safety Panel
  - West Suffolk Joint Growth Steering Group
  - Other informal working groups, as detailed in Section 1.6 below

1.1.4 The Cabinet is requested to review the membership and the terms of reference for its Working Parties, Joint Committee/Panels and other Groups for the year 2016/2017 as set out below.

### 1.2 **Current Working Parties and Panels: Borough Council Membership only**

1.2.1 The following Cabinet Working Parties currently operate in accordance with the Appendices attached as indicated in the table below:

<b>SEBC Working Party or Panel</b>	<b>Members</b>	<b>Subs</b>	<b>Terms of Reference</b>
Grant Working Party*	7	3	Appendix A
Sustainable Development Working Party*	13	6	Appendix B

\*membership is appointed with regard to the political balance – see Section 1.4 below

### 1.2.2 **Grant Working Party**

The role and function of the Grant Working Party has been streamlined in recent years by making more use of the electronic voting system, and in 2015, this Working Party was subject to separate review as part of the overall Grants review undertaken to develop the Families and Communities agenda.

- 1.2.3 This new approach to grant funding arrangements for implementation from 2015/2016 acknowledged the value of retaining the Grant Working Party for its views and advice on how it considers future funding should be granted. In September 2015, the Grant Working Party considered applications for funding from the Community Chest for the 2015/2016 transitional year, and again in November 2015 for the 2016/2017 year. The substantial number of recommendations, which had demanded significant consideration and discussion by the Working Party were approved in their entirety by the Cabinet (or by the Portfolio Holder for Families and Communities using his individual executive powers). Grants totalling £19,005 were approved for the 2015/2016 transitional year with £250,806 approved for the 2016/2017 year, with some organisations, subject to provisos, benefitting from the knowledge that they will receive funding for the 2017/2018 year as well. The introduction of this new approach regarding the consideration of Community Chest funding applications has therefore worked well for the transitional and first full year.
- 1.2.4 In 2016/2017 as part of the budget setting process, the RIGS fund has been extended to include the current Rural Action Plan underspend of circa £90,000. This will allow the scheme to continue for the four year period 2016-2020, by allocating an equal sum in each of those years, taking into account an underspend from the budget for 2015/2016. The fund will then cease from April 2020 and it is envisaged that Community Infrastructure Levy will be in place by then acting as the funding stream direct to town and parish councils for such projects.
- It is therefore considered that decisions on the Rural Initiative Grant Scheme (RIGS) grants will remain the responsibility of the Grant Working Party until all of the funding has been allocated.
- 1.2.5 Other than the two meetings referred to above, additional meetings would only be arranged during 2016/2017 as substantive business dictates.
- 1.2.6 It is **RECOMMENDED** that **the Grant Working Party continues to operate in accordance with its Terms of Reference, as detailed in Appendix A of Report No: CAB/SE/16/022.**

### 1.2.7 **Sustainable Development Working Party**

As Forest Heath District Council's (FHDC) Local Plan is not due to be adopted until August 2017, it has been recommended to FHDC's Cabinet that its Local Plan Working Group continues to operate and meetings be arranged as substantive business dictates.

1.2.8 Following adoption of the Local Plan, it will be the intention to disband both the Sustainable Development Working Party (SDWP) and FHDC's Local Plan Working Group, as common joint planning policies would develop through the West Suffolk Joint Growth Steering Group, as a West Suffolk Local Plan, as previously agreed by both Cabinets (see Appendix C for Terms of Reference and Section 1.3.2 below).

1.2.9 It is **RECOMMENDED** that:

**(a) the Sustainable Development Working Party continues to operate at the present time in accordance with its current Terms of Reference, as detailed in Appendix B to Report No: CAB/SE/16/022; and**

**(b) the future direction of the Sustainable Development Working Party, as outlined in Section 1.2.8 of Report No: CAB/SE/16/022, be noted.**

### 1.3 **Current Joint Panels and Steering Group: Joint Membership with Forest Heath District Council**

1.3.1 The following Joint Panels and Steering Group have been established with Forest Heath District Council:

<b>Joint Panels and Steering Group</b>	<b>Borough Council Members</b>	<b>Substitutes</b>	<b>Terms of Reference</b>
West Suffolk Joint Growth Steering Group*	6	2	Appendix C
West Suffolk Joint Emergency Planning Panel	4	1	Appendix D
West Suffolk Joint Health and Safety Panel	3	1	Appendix E
West Suffolk Joint Staff Consultative Panel	3	2	Appendix F

\*membership is appointed with regard to the political balance – see Section 1.4 below

### 1.3.2 **West Suffolk Joint Growth Steering Group**

This Steering Group has further developed its role in 2015/2016, particularly given its close association with all three West Suffolk Strategic Priorities and its flexibility to be able to co-opt external representatives to assist it with specific issues or to provide particular areas of expertise. An example of the Group's developing role was when it considered the West Suffolk Sports Facilities Assessment in February 2016. The evidence base behind this document will inform the delivery of a more strategic approach to sport and

leisure facilities in the future and the Group's input into the shaping of this document was therefore of particular value.

In addition and to place further emphasis on the future significance of this Steering Group, it is expected that all common West Suffolk planning policies across the two districts will eventually be developed via this Group (see Section 1.2.8 above).

1.3.3 Since its inception in January 2014, meetings of the Steering Group have been arranged as and when substantive business dictates; however as this Group has particularly grown in significance in 2015/2016, diarised quarterly meetings have been arranged for 2016/2017. It is suggested that this practice continues with more meetings arranged in advance if required.

1.3.4 **West Suffolk Joint Emergency Planning Panel, West Suffolk Joint Health and Safety Panel and West Suffolk Joint Staff Consultative Panel**

It is suggested that the West Suffolk Joint Emergency Planning Panel, West Suffolk Joint Health and Safety Panel and West Suffolk Joint Staff Consultative Panel continue to operate to consider policy matters for recommending to Cabinet/Council for approval, in accordance with the remit of each Panel's ToR.

1.3.5 Where recommendations to Cabinet and/or Council are not required, the greater use of electronic means is exercised to keep Members informed of issues that would usually be noted by these Joint Panels. With greater emphasis now placed on Members' use of electronic devices, such information can be accessed more easily by email, or within dedicated areas on the West Suffolk intranet. This practice has been exercised in 2015/2016, particularly for the West Suffolk Joint Emergency Planning Panel which has not met since February 2015, but notable information has been circulated by email. The West Suffolk Joint Health and Safety Panel and West Suffolk Joint Staff Consultative Panel have only met twice each in 2015/2016, which again, demonstrates that meetings are only being convened as substantive business dictates.

1.3.6 It is therefore suggested that this arrangement continues to operate for 2016/2017. However, subject to the agreement of the relevant Chairman of each of the Joint Panels, this does not preclude Members suggesting that meetings be convened to discuss a specific topic that may arise from information provided electronically.

1.3.7 It is **RECOMMENDED** that:

- (a) **the West Suffolk Joint Growth Steering Group, West Suffolk Joint Emergency Planning Panel, West Suffolk Joint Health and Safety Panel and the West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in Appendices C, D, E and F to Report No: CAB/SE/16/022 respectively; and**

- (b) meetings of the Joint Panels set out in Section 1.3.4 of Report No: CAB/SE/16/022, continue to be scheduled as and when required but with regard to the discussion outlined in Section 1.3.5.**

**1.4 Political Balance**

1.4.1 The formula for the allocation of seats to the political groups of the Council will not be approved until the Annual Meeting of Council on 19 May 2016. It is therefore suggested that the allocation of seats to the Working Parties/Steering Group that have historically been calculated with regard to the political balance be considered following this meeting and re-appointments/appointments made under delegation, as reflected in the following recommendation.

1.4.2 It is **RECOMMENDED** that:

- (a) the interim Service Manager (Legal and Democratic Services) be given delegated authority to re-appoint or appoint as applicable, Members and substitute Members to the Working Parties, Joint Panels and Steering Group for 2016/2017, as set out in Sections 1.2.1 and 1.3.1 above on the nominations from the Group Leaders; and**

- (b) such re-appointments/appointments be made on the basis of political balance requirements, where applicable and identified in Report No: CAB/SE/16/022.**

**1.5 Joint Committees**

1.5.1 To comply with the Constitution, the Council's Joint Committees exercise executive functions on behalf of the Cabinet. St Edmundsbury Borough Council's membership of the Joint Committee indicated in 1.5.2 below is therefore required to comprise Cabinet Members:

Joint Committee	SEBC Full Members	SEBC Substitutes
Anglia Revenues and Benefits Partnership Joint Committee	1	2

**1.5.2 Anglia Revenues and Benefits Partnership Joint Committee**

On 17 September 2015, the Anglia Revenues and Benefits Partnership Joint Committee recommended to each of the seven Councils represented on the Partnership (Forest Heath District Council, St Edmundsbury Borough Council, Breckland Council, East Cambridgeshire District Council, Fenland District Council, Suffolk Coastal District Council and Waveney District Council) that membership of the Joint Committee should move to comprise one Member and two Substitutes appointed from each of the Councils represented.

1.5.3 Following expansion of the partnership to seven, this had impacted on the membership for the Joint Committee, which under the previous arrangements would have enabled a total of 14 Members (plus substitute Members) to sit on the Joint Committee. It was therefore considered that to avoid the potential negative effect on performance often associated with committees/boards of

ten members or more, whether the Joint Committee should move to an arrangement of a single Member and two substitutes per authority, with the option for one of the substitutes to attend and take part in debate (but not vote).

This was subsequently agreed by all seven partnering authorities and became effective from 1 December 2015 and has had since a positive impact on the functionality of the Joint Committee.

- 1.5.4 It is **RECOMMENDED** that **the interim Service Manager (Legal and Democratic Services) be given delegated authority to re-appoint or appoint as applicable, one full Cabinet Member and two substitute Cabinet Members to the Anglia Revenues and Benefits Partnership Joint Committee for 2016/2017, on the nomination of the Leader of the Council.**

#### 1.6. **Other Informal Working Groups**

- 1.6.1 The Cabinet also sets up from time to time informal Member/Officer Working Groups to consider specific issues usually on a task-and-finish basis and often as joint groups with Forest Heath District Council. These groups make recommendations directly to Cabinet or the appropriate Committee in the form of reports and it is proposed that the practice of setting up such informal groups to look at specific issues should continue as required, provided there are resources available to support them.

- 1.6.2 In relation to the groups currently operating, the situation going into 2016/2017 is as follows:

- (a) **Joint Diversity Working Party:** This informal Working Party was established with Forest Heath District Council in April/May 2013 to replace the pre-existing separate groups looking at equality and diversity issues. It has however, not met in 2015/2016, mainly because the Councils are now in a position across the West Suffolk organisation where, instead of diversity and equality being considered in isolation, it is now mainstreamed into the way in which the Councils work and reported to Members through the Annual Report. **Disband.**
- (b) **The Apex Performance Panel:** this group was established in March 2013 to implement the findings of the two-year review. It reports to the Performance and Audit Scrutiny Committee on an annual basis and will continue to be needed for the foreseeable future. **Retain.**
- (c) **Joint Member Development Group:** This is a joint group with Forest Heath District Council which was established in December 2012 as an informal group to contribute to and support member development opportunities. It has met reasonably frequently in 2015/2016 and will continue to be needed for the foreseeable future. **Retain.**



1.6.3 It is **RECOMMENDED** that:

- (a) **the Cabinet's existing informal Working Groups be retained or disbanded as indicated in Section 1.6.2 of Report No: CAB/SE/16/022; and**
- (b) **provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2016/2017.**

## 1.7 **Re-appointment of representatives to outside bodies**

1.7.1 The Council is required by the Constitution at each Annual Meeting to:

- (1) receive, or arrange the delegation of, nominations of Councillors to serve on any outside body for which a new appointment or re-appointment is required; and
- (2) appoint to those outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet.

1.7.2 Council has delegated the appointment or re-appointment of 'observers' to the Cabinet. The following Members are currently appointed by the Borough Council as observers to the following outside bodies:

- (a) Suffolk West Citizens Advice Bureau (Bury St Edmunds):  
Councillor Patrick Chung; and
- (b) Theatre Royal Board of Management: Councillor Joanna Rayner.

1.7.3 The Leader also has authority, under the terms of Memoranda of Understanding for projects, to appoint Members to sit on project groups, or equivalent. Councillor Patsy Warby represents the Cabinet on the Guildhall Project and Councillor Patrick Chung performs the same role for the Newbury Community Centre Project on this basis.

1.7.4 The Leader, or a substitute appointed by the Leader, also represents the Cabinet on the informal partnership group which examines the 'One Public Estate' programme in West Suffolk (the West Suffolk Property Board). This is an ex-officio appointment, as the partnership arrangements require the leaders of St Edmundsbury and Forest Heath to attend.

1.7.5 Cabinet is **RECOMMENDED** to re-appoint the Members stated in Section 1.7.2 above as observers to the respective outside bodies listed, and to **NOTE** the Leader or ex-officio appointments to the project or partnership groups listed in Section 1.7.3 and 1.7.4 .

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*St Edmundsbury*  
BOROUGH COUNCIL

# **Grant Working Party: Terms of Reference**

To consider grant applications and recommend the level of grants payable to organisations to officers or the Cabinet, based on the policies agreed by Council and in accordance with the criteria for Community Chest Grant funding and Rural Area Initiative Grant funding.

Version approved by Cabinet: 28 May 2015

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# **Sustainable Development Working Party: Terms of Reference**

1. A joint Working Party comprising the relevant Portfolio Holders (i.e. those with responsibility for planning and transportation and environmental matters), the Chairman of the Development Control Committee, members of the Development Control Committee and Overview & Scrutiny Committee to advise the Cabinet and Council:-
  - (i) on the formulation of the Local Development Framework for St Edmundsbury and associated planning policies specific to the district; and
  - (ii) consider and advise on strategic transportation matters and investment in highway schemes that are of more than local significance.
2. All Members of the Council will be invited to attend meetings of the Working Party.

Version approved by Cabinet: 28 May 2015 (minute 74 refers)

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# West Suffolk Joint Growth Steering Group: Terms of Reference

## Terms of Reference

1. To advise the Cabinets of Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) on:
  - (a) creating the conditions to encourage and support sustainable growth across the whole of the West Suffolk area;
  - (b) common planning policy affecting both districts; and
  - (c) monitoring the delivery of the West Suffolk Six Point Plan for Jobs and Growth.
2. The Steering Group comprises 12 Members, six from each Council. The Chairmanship and Vice-Chairmanship will rotate annually between the two Councils.
3. Membership of the Steering Group to be politically balanced, and each Council must ensure that its Development Control Committee and planning policy bodies (the Local Plan Working Group in the case of FHDC and the Sustainable Development Working Party in the case of SEBC) are represented, alongside Members of the two Cabinets.
4. Two Substitute Members be appointed to each 'side' of the Group in accordance with the political balance of each authority.
5. The quorum of the Steering Group be specifically defined as three Councillors from each Council (six in total).
6. The Group is given the flexibility to directly co-opt up to two voting or non-voting external representatives to its membership, in such a manner as it sees fit.
7. Meetings will be governed by normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in both Councils.
8. Frequency of meetings would initially be quarterly, but this be reviewed in the light of workload.

Version approved by SEBC's Cabinet: 11 February 2014 (minute 95 refers)

Version approved by FHDC's Cabinet: 18 February 2014 (minute 897 refers)



# **West Suffolk Joint Emergency Planning Panel: Terms of Reference**

1. The Panel's membership will be drawn from both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).
2. The Panel will consider both authorities' emergency preparedness arrangements and who can provide guidance to support the development of executive action by officers of both authorities in times of emergency:
  - 2.1 To provide a group of members who can develop an enhanced level of understanding of emergency planning issues.
  - 2.2 To provide a forum for the discussion of emergency preparedness issues.
  - 2.3 To provide policy guidance on emergency planning arrangements to ensure alignment with corporate policies and direction.
  - 2.4 To provide a link with other members to promote resilience within communities
  - 2.5 To be authorised by both Cabinets to make recommendations directly to the Emergency Planning Officer on means to promote both emergency preparedness and community resilience within existing policies and budgets.
  - 2.6 To make recommendations to both FHDC and SEBC's Cabinets about policies and actions required to develop and maintain effective emergency preparedness arrangements and ensure that the authorities can support the emergency services and communities during emergencies.
  - 2.7 To assist both FHDC and SEBC's Cabinets with the dissemination of information to other members during an emergency.

- 2.8 At the discretion of the Chairman, in the event that either:
- (a) an emergency event arises which affects the area of either authority, or
  - (b) the risk of an emergency that affects the area of either authority is assessed as significant by Suffolk County Council's Head of Emergency Planning, an extraordinary meeting of the Panel may be called.

### **3. Membership**

- 3.1 To comprise 8 members, 4 from each authority.
- 3.2 Each authority may nominate one substitute member who may attend in the absence of any member of their authorities.
- 3.3 A quorum will be three, with at least one member present from each authority.
- 3.4 At the discretion of the Chairman, members of either Council who are not members of the panel may be invited to attend/speak.

### **4. Chairmanship**

- 4.1 The Panel will elect a Chairman and Vice-Chairman from its membership. The Vice-Chairman will be from the opposite authority to the Chairman.
- 4.2 Except if agreed otherwise, the Chairmanship will rotate between the two authorities on a two yearly basis (i.e. 4 programmed meetings).

### **5. Meetings**

- 5.1 Meetings will be hosted alternately at the offices of the two Councils, unless an alternative location is agreed by the panel.

### **6. Meeting Frequency**

- 6.1 Every 6 months, or as appropriate.

Version approved by SEBC's Cabinet: 22 May 2013 (minute 6 (5)(a)refers)  
Version approved by FHDC's Cabinet: 14 May 2013 (minute 586 (6)(b) refers)

# West Suffolk Joint Health and Safety Panel: Terms of Reference

## 1. Overview

- 1.1 The Panel's membership will be drawn from Councillors and staff of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).
- 1.2 The Panel will consider both authorities' health and safety arrangements and provide guidance to support the development of executive action by officers of both authorities, including policy guidance.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding of health and safety matters.
- 1.4 To make recommendations to the Cabinets and/or officers of both authorities about policies and actions required to develop and maintain effective health and safety arrangements.

## 2. Constitution

- 2.1 The West Suffolk Joint Health and Safety Panel shall comprise 12 Members. Three Councillors from both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC), to be the 'employers' side'. Six members of staff from across the two authorities to be the 'employees' side', drawn from the officer Joint Health and Safety Group.
- 2.2 A substitute Member from each authority on the employer's side and two substitutes from the employees' side to provide a total of six full members and two substitute members on each 'side' shall be permitted.
- 2.3 It shall be the Health and Safety Manager's duty to attend and advise the Panel.
- 2.4 The Panel shall appoint a Chairman from the Employer's Side and a Vice-Chairman from the Employees' Side. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side.

2.5 The Panel may invite attendance of any person whose particular knowledge or experience may assist the Panel in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant subject is under consideration.

### **3. Terms of Reference**

3.1 The Panel shall keep under review all matters relating to the health, safety and welfare of the Councils' employees, and to the protection of other persons against risks arising out of the work activities of the employees and of persons working under contract.

3.2 To review and monitor the Joint Health and Safety Policy and recommend amendments to the Officers and/or Cabinet of both authorities in accordance with their respective schemes of delegation. Specifically, the Panel will work directly with the Health and Safety Manager to review and implement revisions to the operational instructions and annexes contained in Part 5 of the Policy ("Arrangements") under his/her delegated authority to make such changes.

3.3 Without prejudice to the foregoing terms, items for particular consideration may include:-

- (a) the study of accidents and diseases, and in particular those notifiable to the Health and Safety Executive;
- (b) considering and making recommendations in respect of items submitted by the staff Joint Health and Safety Group;
- (c) consideration of reports and information from the Inspectors of the Health and Safety Executive;
- (d) consideration of reports submitted by Safety Representatives;
- (e) the development of safety procedures and safe systems of work;
- (f) recommending and monitoring the effectiveness of employee safety training;
- (g) the presentation of publicity on safety matters; and
- (h) inspecting or arranging for an inspection of any particular area or activity.

#### **4. Arrangements and Procedures**

- 4.1 Meetings shall normally be held three times a year but, exceptionally, the Chairman may decide, after consultation with the Health and Safety Manager, to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel.
- 4.2 Agendas shall be prepared by the Democratic Services Section, after discussion with the Health and Safety Manager, and shall be made available at least five days before the meeting.
- 4.3 The quorum for the Joint Health and Safety Panel shall be four, comprising at least two employee representatives, and two Members, one from each authority.
- 4.4 Voting shall be by a show of hands and simple majority.
- 4.5 The report from the Joint Health and Safety Panel to the respective Cabinets shall be by way of presentation of the minutes or in a format agreed by the Cabinet.

Version approved by FHDC's Portfolio Holder for Resources and Performance :  
1 September 2015

Version approved by SEBC's Portfolio Holder for Resources and Performance :  
1 September 2015

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# **West Suffolk Joint Staff Consultative Panel: Terms of Reference**

## **1. Overview**

- 1.1 The Panel's membership will be drawn from Councillors and staff of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC). The definition of 'staff' includes all groups of employees covered by the National Joint Council for Local Government Services.
- 1.2 The Panel will consider both authorities' staffing arrangements and provide a regular forum to secure the largest measure of agreement between the Councils as employers and Trade Union employees regarding matters directly affecting employment by the Councils.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding on staffing matters.
- 1.4 To make recommendations to the Cabinets of both authorities about policies and actions required to develop and maintain effective employee/employer arrangements.

## **2. Constitution**

- 2.1 The Joint Staff Consultative Panel shall comprise 12 Members. Three Councillors from both FHDC and SEBC, which desirably reflects the political balance of each Council, to be the 'employers' side.
- 2.2 Six members of staff from across the two authorities to be the 'employees' side', nominated by the Trade Unions recognised by the Authorities in accordance with the formula set out below:-
  - (a) employee representatives appointed by each of the Trade Unions recognised by the authorities should be on a proportional basis to the total number of employees within the individual union compared to the total Trade Union membership; and
  - (b) each Trade Union recognised by the Authority shall have a minimum of one seat.

- 2.3 The Trade Unions recognised by the Authorities shall represent all Council employees. This will include raising issues on behalf of non-Trade Union members, should they be requested.
- 2.4 In the event of any failure to appoint/elect the number of representatives provided for by this Constitution, such failure to appoint/elect shall not invalidate the decisions of the Panel.
- 2.5 Two substitute Members shall be permitted from each authority on the 'employer's side' and four substitutes shall be permitted from the 'employees' side' to provide a total of 6 full Members and 4 substitute Members on each 'side'.
- 2.6 It shall be the duty of a senior Human Resource Officer to attend and advise the Panel.
- 2.7 The Panel shall elect a Chairman and Vice-Chairman from its members. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side. The Chairman of the Panel shall be rotated on an annual basis between the Employees' and Employers' side. The Chairman of the meeting shall not have a casting vote.
- 2.8 The Panel may invite attendance by any person whose particular knowledge or experience may assist the Panel in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant subject is under consideration. In addition, the Employee side may arrange for the attendance of a Trade Union official at any meeting of the Panel, subject to the prior agreement of the Chairman and Vice Chairman.

### **3. Terms of Reference**

- 3.1 To establish and maintain methods of negotiation and consultation, to consult on matters affecting the employment of all groups of employees of the Councils, with a genuine commitment to seek consensus and enter into agreements, as appropriate.
- 3.2 These matters may include such subjects as:-
  - (a) application or implementation of National Agreements;
  - (b) application or implementation of Local Agreements or local conditions of service;
  - (c) productivity or performance arrangements;
  - (d) issues referred to the Panel by the Trade Unions as provided for by the formal 'Consultation Procedures' (Employment Restructuring & Redundancy);
  - (e) working conditions;



- (f) welfare and health of employees;
  - (g) personnel procedures including recruitment, sickness, discipline and handling of grievances and redundancies;
  - (h) training & development of employees;
  - (i) equality issues; and
  - (j) any issue referred to the Joint Staff Consultative Panel by the Cabinets.
- 3.3 Issues affecting individuals (e.g. pay, discipline) are excluded from consideration unless they represent matters of principle which are of general application to employees.

#### **4. Authority of the Panel**

- 4.1 Decisions of the Joint Staff Consultative Panel shall be in accordance with the voting arrangements set out in paragraph 5.4 below and shall be subject to the approval of the Cabinets, as provided for by the Councils' Schemes of Delegation.

#### **5. Arrangements and Procedures**

- 5.1 Meetings shall normally be held quarterly but, exceptionally, the Chairman may decide, after consultation with a Senior Human Resources Officer to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel.
- 5.2 Agendas shall be prepared by the appropriate Committee Services Section, after discussion with a Senior Human Resources Officer, Chairman and Vice Chairman, and shall be circulated at least five working days before the meeting.
- 5.3 The quorum for the Joint Staff Consultative Panel shall be four, comprising at least two Employee representatives and two Members, one from each authority.
- 5.4 Voting shall be by a show of hands and simple majority. No motion shall be regarded as carried unless it has been approved by a majority of Employer representatives and a majority of Employee representatives present and voting.
- 5.5 The report from the Joint Staff Consultative Panel to the respective Cabinets shall be by way of presentation of the minutes/draft minutes or by way of a brief report in a format agreed by the Cabinet.

5.6 If the Panel is unable to agree and no local settlement can be achieved, the matter may be referred by either side to the Cabinets.

Approved by SEBC's Cabinet: 25 July 2012 (minute 26 refers)

Approved by FHDC's Cabinet: 31 July 2012 (minute 133 refers)



*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

**CAB/SE/16/023**

## Decisions Plan

### **Key Decisions and other executive decisions to be considered**

**Date: 1 May 2016 to 31 May 2017**

**Publication Date: 22 April 2016**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2017. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Cabinet and by other bodies provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format [firstname.surname@westsuffolk.gov.uk](mailto:firstname.surname@westsuffolk.gov.uk) or via St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
24/05/16  Page 142	<b>Revised Suffolk Flood Risk Management Strategy</b> The Cabinet will be asked to approve the revised content of this Strategy.		(D)	Cabinet	Alaric Pugh, Planning and Growth 07930 460899  Peter Stevens Operations 01787 280284	Steven Wood Head of Planning and Growth 01284 757306  Mark Walsh Head of Operations 01284 757300  Magnus Magnusson Planning Officer 01638 719406	All Wards	Report to Cabinet.
	<b>Delivery of Haverhill Town Centre Masterplan: Post Adoption</b> This item has presently been removed from the Decisions Plan as no decisions by the Cabinet are currently required on the delivery of the Haverhill Town Centre Masterplan.				Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306		

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Not before 24/05/16  Page 149	<b>THIS ITEM HAS BEEN DEFERRED FOR A DECISION TO NOT BEFORE 14 JUNE 2016</b>  <b>The Guildhall, Bury St Edmunds</b> The Cabinet will receive an update on this existing project (being led by the Bury St Edmunds Heritage Trust) at its May or a subsequent meeting.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958700434	Alex Wilson Director 01284 757695	All	Report to Cabinet.
24/05/16	<b>Bury Town Football Club: Funding</b> The Cabinet will be asked to consider making a grant of £25,000 from previously allocated funding to Bury Town Football Club, together with approving a loan request from the club of £25,000 in accordance with the Council's loans policy.	Not applicable	(D)	Cabinet	Joanna Rayner, Leisure and Culture 07872 456836	Jill Korwin Director 01284 757252	All	Report to Cabinet.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
24/05/16  Page 144	<b>Annual Review of Cabinet Working Parties, Joint Committees/Panels and Other Groups</b> The Cabinet will be asked to consider an annual review of its Working Parties, Panels and Other Groups.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958700434	Karen Points Head of HR, Legal and Democratic Services 01284 757015  Steven Boyle Interim Service Manager (Legal) 01284 757165	All Wards	Report to Cabinet.
14/06/16  (Deferred from 24/05/16)	<b>Bury St Edmunds Destination Management Organisation (DMO)</b> The Cabinet will be asked to recommend approval to commit an allocation of	Not applicable	(R) - Council 28/06/16	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306  Andrea Mayley Service Manager	All Wards	Report to Cabinet with possible recommendations to Council.
					Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245		

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	funding associated with the DMO on a three year basis.					(Development and Growth) 01284 757343		
14/06/16  Page 145	<b>Norfolk, Suffolk and Cambridgeshire Devolution</b> The Cabinet will be asked to make recommendations to Council in respect of its position on the proposal for a Norfolk, Suffolk and Cambridgeshire combined authority as part of the devolution agenda.	Not applicable	(R) – Council 28/06/16	Cabinet/ Council	John Griffiths Leader of the Council 07958700434	Ian Gallin Chief Executive 01284 757001	All Wards	Report to Cabinet with recommendations to Council.
14/06/16  (Brought forward from 21/6/16)	<b>West Suffolk Operational Hub: Outcome of Second Round of Consultation and Proposed Next Steps</b> Following the second round of consultation, the Cabinet will be asked to jointly consider with Forest Heath District Council's Cabinet and recommend to both Councils, the	Paragraph 3	(R) – Council 28/06/16	Cabinet/ Council	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet with recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	proposed next steps for the West Suffolk Operational Hub project.							
14/06/16  (Brought forward from 21/6/16)	<b>West Suffolk Annual Report 2015/2016</b> Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2015/2016, which has been jointly produced with Forest Heath District Council.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958700434	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet.
14/06/16  (Brought forward from 21/6/16)	<b>Revenues Collection Performance and Write-Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
06/09/16  (Deferred from 2 Sept)	<b>North East Bury St Edmunds Masterplan: Transport Assessment</b> Whilst full Council adopted the North East Bury St	Not applicable	(D)	Cabinet	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Abbeygate ; Eastgate; Fornham; Great Barton;	Recommendations from the Sustainable Development



Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
2014)	Edmunds Masterplan in June 2014, Members requested that the Transport Assessment which will accompany the forthcoming planning application should firstly be considered by the Sustainable Development Working Party (SDWP) before the planning application is determined by the Development Control Committee. The Cabinet will be asked to consider the recommendations from the SDWP relating to this issue.						Minden; Moreton Hall; Northgate; Risbygate; Southgate; Westgate	Working Party to Cabinet.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
06/09/16  (Deferred from 8 Sept 2015)  Page 148	<b>Animal Boarding, Dog Breeding Establishments and Pet Shops - Licensing Conditions</b> The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee regarding proposed revised licensing conditions for Animal Boarding, Dog Breeding Establishments and Pet Shops, following consultation.	Not applicable	(R) - Council tbc	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306  Tom Wright Business Regulation and Licensing Manager 01638 719223	All Wards	Recommendations from the Licensing and Regulatory Committee to Cabinet and Council.
06/09/16  (Deferred from 21 June 2016)	<b>Enterprise Zones: Memorandum of Understanding</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee following its consideration of the financial implications contained in a draft Memorandum of Understanding for the two	Not applicable	(D)	Cabinet	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306  Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Recommendations from the Performance and Audit Scrutiny Committee to Cabinet.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Enterprise Zones located in St Edmundsbury.							
06/09/16 (Deferred from 23 June 2015)	<b>Leisure Development Proposals for West Stow Country Park</b> The Cabinet will be asked to make recommendations to full Council, in respect of leisure development proposals for West Stow Country Park.	Paragraph 3	(R) - Council tbc	Cabinet/ Council	Joanna Rayner, Leisure and Culture 07872 456836	Richard Hartley Commercial Manager 01284 757055	All Wards	Part Exempt Report to Cabinet with recommendations to Council
06/09/16	<b>Revenues Collection Performance and Write-Offs</b> This item has been removed from the Decisions Plan, as the Cabinet is now not required to consider writing off any outstanding debts on this occasion.				Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245		
06/09/16	<b>Cavendish Road, Clare: Development Brief</b> The Cabinet will be asked to consider the	Not applicable	(R) - Council 27/09/16	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Clare	Recommendations of the Sustainable Development

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 150	recommendations of the Sustainable Development Working Party in respect of seeking approval for the Development Brief for Cavendish Road, Clare. This will be subject to full Council approval.							Working Party to Cabinet and Council.
20/09/16	<b>Housing Development Company - Barley Homes (Group) Ltd - Initial Five Year Business Plan</b> The Cabinet will be asked to make recommendations to full Council, in respect of approving funding to implement the initial five year Business Plan for the Council's wholly owned Housing Development Company: Barley Homes (Group) Ltd.	Paragraph 3	(R) - Council 27/09/16	Cabinet/ Council	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440	All wards	Recommendations from the Overview and Scrutiny Committee; Report to Cabinet, with recommendations to Council
18/10/16	<b>Delivering a Sustainable Budget 2017/2018</b> The Cabinet will be asked to consider	Not applicable	(R) - Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance	All Wards	Recommendations of the Performance and Audit

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2017/2018.					01638 719245		Scrutiny Committee to Cabinet and Council
18/10/16 Page 151	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
06/12/16	<b>Applications for Community Chest Grant Funding 2017/2018</b> The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest funding for the 2017/2018 year.	Not applicable	(KD) - Applications for the 2018/2019 year and beyond are also subject to the budget setting process	Cabinet	Robert Everitt, Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070	All Wards	Recommendations from the Grant Working Party to Cabinet.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
06/12/16  Page 152	<b>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018</b> The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for 2017/2018 prior to seeking its approval by full Council.	Not applicable	(R) - Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
06/12/16	<b>Council Tax Base for Tax Setting Purposes 2017/2018</b> The Cabinet will be asked to recommend to full Council the basis of the formal calculation for the Council Tax Base for the financial year 2017/2018.	Not applicable	(R) - Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
06/12/16	<b>Revenues Collection Performance and Write-Offs</b> This item has been removed from the Decisions Plan, as the Cabinet is now not				Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245		

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	required to consider writing off any outstanding debts on this occasion.							
07/02/17  Page 153	<b>Budget and Council Tax Setting 2017/2018 and Medium Term Financial Strategy</b> The Cabinet will be asked to consider the proposals for the 2017/2018 budget and Medium Term Financial Strategy, prior to its approval by full Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) - Council 21/02/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Reports to Cabinet and Council.
07/02/17	<b>Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice</b> The Cabinet will be asked to recommend to full Council the approval of the	Not applicable	(R) - Council 21/02/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Treasury Management and Investment Strategy 2017/2018, which must be undertaken before the start of each financial year.							
07/02/17 Page 154	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
28/03/17	<b>Revenues Collection Performance and Write-Offs</b> This item has been removed from the Decisions Plan, as the Cabinet is now not required to consider writing off any outstanding debts on this occasion.				Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245		
23/05/17	<b>Revenues Collection Performance and Write</b>	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and	Rachael Mann Head of	All Wards	Report to Cabinet with



Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	<p><b>Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.</p>				Performance 01284 810074	Resources and Performance 01638 719245		exempt appendices.

**NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS**

**In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)**

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

- Page 456
1. Information relating to any individual.
  2. Information which is likely to reveal the identity of an individual.
  3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
  - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
  - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
  - Information which reveals that the authority proposes –
    - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
    - (b) to make an order or direction under any enactment.
  7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)**

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

**NOTE 2: KEY DECISION DEFINITION**

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
  - (i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or
  - (ii) result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme;
  - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

**NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS**

**(a) Membership of the Cabinet and their Portfolios:**

<b>Cabinet Member</b>	<b>Portfolio</b>
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance
Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

**(b) Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council)**

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full Forest Heath District Council Cabinet Member</b>	<b>Full Suffolk Coastal District Council Cabinet Member</b>	<b>Full St Edmundsbury Borough Council Cabinet Member</b>	<b>Full Waveney District Council Cabinet Member</b>
Cllr Pablo Dimoglou	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Mike Barnard
<b>Substitute Breckland Cabinet Members</b>	<b>Substitute East Cambridgeshire District Council Cabinet Members</b>	<b>Substitute Fenland District Council Cabinet Members</b>	<b>Substitute Forest Heath District Council Cabinet Members</b>	<b>Substitute Suffolk Coastal District Council Cabinet Members</b>	<b>Substitute St Edmundsbury Borough Council Cabinet Members</b>	<b>Substitute Waveney District Council Cabinet Members</b>
Cllr Michael Wassell	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Geoff Holdcroft	Cllr Sara Mildmay-White	Cllr Sue Allen
Cllr Ellen Jolly	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Letitia Smith

Steven Boyle  
 Interim Service Manager (Legal and Democratic Services)  
 Date: 16 May 2016

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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