

Appendix 2. Project Plan

Task No.	Project	Date	Officer	Objective	Progress
1	The Environment Agency to be invited to give a presentation on the role of the Environment Agency (EA) and the work it is doing in relation to flood defence, flood risk analysis and mapping, flood risk management activities and their lead role in helping to co-ordinate arrangements with the different authorities and organisations involved.	20 October 2009	Innes Thomson, Area Flood Risk Manager, Environment Agency Midlands East Area	To provide an understanding of the role and work of the Environment Agency, including the legislative framework within which it undertakes flood management and alleviation work	Completed
2	An explanation of the current and proposed regional arrangements for joint working between organisations,	14 January 2010	Ian Smith, Project Officer, Local Resilience Forum	To ensure awareness of the roles of the Regional Flood Defence Committee, the Flood Risk Management Board, the Local Resilience Forum (LRF), the LRF Flood Working Group, the Surface Water Management / Drainage Group, etc. Includes access to records and data (eg, access to Severn Trent Water drain survey data, STW & EA maintenance	Completed

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				plans and EA risk analysis and mapping data).	
3	A presentation by the representatives from Doncaster who suffered severe surface water flooding problems in 2007	31 March 2010	Steve Letten, Members Support Officer, Leicester City Council	To learn from the experiences of others how surface water flooding problems can be responded to	Completed
4	A presentation by Urban Design on Sustainable Urban Drainage Systems (SUDS)	19 November 2009	Chryse Tinsley, Landscape Planner, Urban Design, Leicester City Council	To raise awareness of SUDS, their uses and capabilities. Includes a site visit to the Hamilton Estate SUDS.	Completed
5	<u>"Flooding is a common enemy"</u> . The role of the Council (including both Councillors and Officers) in developing community involvement/awareness and managing public expectations.	14 January 2010	Martin Fletcher, Acting Group Manager, City Highways, Leicester City Council / Alexis Wood, Resilience Manager, Leicester City Council	To consider how members of the public can be encouraged to take action to defend their own properties against flooding. This includes explaining the role of Community Flood Wardens, how the issues faced are publicised without "spreading panic". Emergency management arrangements also to be explained.	Completed

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6	<p>a) Requirements and arrangements for the development of a Surface Water Management Plan (SWMP) for Leicester City. Explore DEFRA and EA guidance on requirements.</p> <p>b) Strategic Flood Risk Assessment</p>	12 April 2010	Martin Fletcher, Acting Group Manager, City Highways, Leicester City Council	<p>a) To learn from national developments in the preparation of SWMPs and what other authorities are doing. For example, is a national template being used? Is it appropriate to use consultants? From this, to agree how this Council should approach the preparation of its SWMP</p> <p>b) To review progress with the development of the City's Strategic Flood Risk Assessment</p>	Completed
7	Highway and Land Drainage Asset Management Initiatives	12 April 2010	Martin Fletcher, Acting Group Manager, City Highways, Leicester City Council	To consider various initiatives to manage highway and land drainage management and the impact of these. For example, the collaborative project with Nottingham &	Completed

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				<p>Derby City Councils to establish ways of collecting highway drainage asset data and make best use of this when determining asset management regimes.</p> <p>To also consider:-</p> <ul style="list-style-type: none"> i) initiatives the Council is already carrying out, such as the use of GPRS Satellite technology to map street gully locations and condition data; and ii) the work the Environment Agency is doing on surface water flood risk mapping and historical flood data collection. 	
8	The effects of the Flood & Water Management Bill on planning policy and building regulations	8 March 2010 & 31 March 2010	Diana Chapman, Head of Planning Policy & Design, Leicester City Council / Richard Freeman, Planner, Leicester City	To provide an understanding of the effects of the Flood & Water Management Bill on planning policy and building regulations. This includes the requirement to register	Completed

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			Council	potential 3 rd Party flood defence assets (eg, buildings and walls), implications for the planning department in terms of resources, the role of the Council as a SUDS Approving Body, the potential requirement for the Council to adopt and maintain SUDS (including the funding arrangements that will need to be identified to pay for the upkeep of SUDS and the staffing that will need to be incorporated into the Council's establishment to manage this).	
9	Riparian Owner Issues	19 November 2009	Martin Fletcher, Acting Group Manager, City Highways, Leicester City Council	As the Council is a significant landowner of the City's watercourse network, to remind of its responsibilities to maintain brook banks and the need for adequate funding to be allocated for this. Includes the maintenance of other	Completed

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				non-highway Council owned drainage such as on Housing Estates and in Parks and the possible use of more park land as flood storage areas	
10	Biodiversity Issues	19 May 2010	Helen O'Brien, Nature Conservation Officer, Leicester City Council	To consider: i) the implications of flood management and alleviation in the City on biodiversity; and ii) opportunities to promote biodiversity through flood management and alleviation in the City	Completed
11	Discuss the proposed "project structure" required for the strategic co-ordination as well as for the detailed work required to deliver the above. Consider the future resources, managerial arrangements and funding required to maintain and improve flood risk management activities carried out by the City Council in the long term.	Ongoing	All	To ensure the establishment of an appropriate Council structure and partnerships to manage future flood management and alleviation activities	To be completed through the final report and recommendations arising from the review

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	Establish clarity of roles and staffing resources.				