Further to your Information request ER65161 please find your questions and our responses below:

Following my request FOI No ER64908 I have not received the materials which relate to evidence required to support the 30m2 Policy F1. In your response you state that the Jacobs SFRA report was “heavily dependent upon data and advice from the EA”. I would like copies of this data and advice please. For avoidance of doubt and in order to speed this FOI request I want all materials used by Jacobs to justify the Policy F1 in the SFRA report that they produced.

Response: The Council’s response (originating 30th April 2013), indicated that para 244 of the 2009 SFRA referred to liaison with the EA. Further, the Council indicated that within the SFRA, references were made to the EA giving full support and cooperation with the EA in the production of the SFRA.

The SFRA is not a Policy document. It did not seek to amend Policy F1 of the Adopted Local Plan. Section 7 of the SFRA to which the council’s response on the 30th April referred to was in relation to the future review of the SFRA that would be dependant on the advice and data from the EA. The SFRA is a living document. It cannot be produced in isolation and needs full support and cooperation from the EA, particularly in relation to flood mapping and data (refer to question 3 on page 51).

The scope of the SFRA commission is indicated in para 59 of the 2009 SFRA. The conclusion are indicated in para 79 and 80. In relation to Policy F1, para 79 indicates that ‘The adopted policy broadly encapsulates the key underlying principles set out in PPS25 and is considered robust in its approach’. The 2009 SFRA did not seek to amend policy F1. As an adopted policy, further justification in the SFRA was not required.

Attached is the project brief for the SFRA.

For your information, the council has been working with the EA and consultants on a revised SFRA. It is anticipated that this will be published in Summer 2013. The Council is also in the process of drafting an amended borough local plan policy on ‘managing flood risk and waterways’. Consultation on this policy and other draft policies in the emerging borough local plan is anticipated in Autumn 2013.

This concludes your request ER65161.

If you require translation of the information you have been sent please do not hesitate to contact us.
If you are unhappy with the information we have provided in response to your request please write to:

Information Management Team Manager
Royal Borough of Windsor & Maidenhead
Town Hall, St Ives Road
Maidenhead
SL6 1RF

or send an e-mail to martin.tubbs@rbwm.gov.uk

We are proud to be one of the leading authorities in England for consistently responding to information requests within the 20 working days set down by statute. Information about our performance and summaries of requests received can be found on our website:

http://www.rbwm.gov.uk/web/foi_information_requests.htm

We are keen to hear about your experience with the Information Management Team here at the Royal Borough of Windsor & Maidenhead and look forward to receiving any comments you have about the way your information request was processed.

Please send any feedback to the Information Management Team Manager either by e-mail martin.tubbs@rbwm.gov.uk or in writing to the address above.

Yours sincerely

Chris Daniels
Information Management Officer
Legal Department
Operations Directorate
Royal Borough of Windsor & Maidenhead
Town Hall, St.Ives Road
Maidenhead SL6 1RF
1. **GENERAL**

1.1 The services described below comprise the services that the Council requires the Consultant to provide in respect of each Stage of the Project, subject to any amendment of the same by written agreement of the parties.

1.2 The Consultant will be required to carry out any Services that the Council reasonably requires, and which would normally fall within the level of competence of a competent professional within the field.

2 **INTRODUCTION**

2.1 On 22\textsuperscript{nd} November 2007, the Royal Borough of Windsor and Maidenhead approved its Strategic Flood Risk Assessment (SFRA) for development control purposes and to inform the Local Development Framework. Approval was also given for future updates to the Strategic Flood Risk Assessment to be delegated to the Planning Policy Manager and the Director of Community Services in consultation with the Lead Member for Planning and Housing.

2.2 RBWM is now commissioning the 2008 update to the Strategic Flood Risk Assessment (the ‘2008 SFRA Review’) to cover all areas within the authority boundary (the ‘Study Area’).

2.3 This brief outlines the purpose and scope of the 2008 SFRA Review, the principal tasks involved, reporting format and level of information required. The project programme is also set out.

2.4 The RBWM SFRA has been developed building heavily upon existing knowledge with respect to flood risk within the Borough. A rolling programme of detailed flood risk mapping within the Thames region is underway. This, in addition to observed flooding that may occur throughout a year, will improve the current knowledge of flood risk within the Borough and may marginally alter predicted flood extents within Windsor & Maidenhead. Furthermore, Communities and Local Government (CLG) are working to provide further detailed advice with respect to the application of PPS25, and future amendments to the PPS25 Practice Guide are anticipated. Given that this is the case, a periodic review of the Windsor & Maidenhead SFRA is imperative.
3 Objectives

3.1 The main objectives are:

a) To incorporate any information on flooding that has occurred in the Borough since the last SFRA review and to incorporate this information into the SFRA text and maps.
b) To incorporate any amendments to PPS25 or the Practice Companion Guide since the last SFRA review.
c) To incorporate any Environment Agency (EA) advice and amendments to their flood risk mapping and/or standing guidance since the last SFRA review.
d) To consider SFRA implementation issues with the spatial planning and/or development control functions of the Council and to accordingly incorporate any changes into the 2008 SFRA Review.
e) To seek the EA’s endorsement of all changes to the 2008 SFRA Review.

4. Outputs

4.1 Specific outputs related to each stage of the project are set out in Section 5 (REQUIREMENTS)

4.2 Format: 2 bound copies and 1 unbound copy of all draft and final SFRA and summary report shall be supplied to the Council. Final reports shall be supplied to the Council on PC compatible disc to:

- Enable the printing of additional copies of the report as required.
- Enable the direct placing of the report on the Council’s website.

4.3 The electronic data format of the information must be compatible with the Council’s existing computer software and must be approved by the Council. Text should be available in Microsoft Word 2000; any photographic images should be in a JPEG format; and maps should be provided in Adobe Acrobat as PDF format and utilise Ordnance Survey datasets. GIS output should be in ESRI ArcView shape files. The completed report should also be provided in Adobe Acrobat PDF format to enable the complete printing of the documents without loss of layout format. GIS output ESRI ArcView shape.

4.4 The Consultant will produce the final documents. This will be in A4 format, incorporating colour photos, maps, diagrams and sketches as appropriate.

5 REQUIREMENTS

5.1 General Requirements

5.1.1 The SFRA should cover the period up to and including 2031.
5.1.2 The SFRA should take account of the latest guidance on climate change and associated sensitivity testing including peak flows and rainfall intensities.

5.1.3 For all work to be compliant with the latest guidance and best practice prevailing at the time of the study including PPS25 and the associated Practice Guide and the advice of the EA.

5.1.4 Secure the EA’s agreement to the 2008 SFRA Review - draft and final report.

5.2 Specific Requirements:

5.2.1 The RBWM SFRA at paragraph 262 sets out a number of key questions which should be addressed as part of the SFRA review process. These questions should form the basis of the 2008 SFRA Review, and accordingly the key requirements for consultancy advice:

**TASK 1:**

**Question 1**
Has any flooding been observed within the Borough since the previous review? If so, the following information should be captured as an addendum to the SFRA:

- What was the mapped extent of the flooding?
- On what date did the flooding occur?
- What was the perceived cause of the flooding?
- If possible, what was the indicative statistical probability of the observed flooding event? (i.e. how often, on average, would an event of that magnitude be observed within the Borough?)
- If the flooding was caused by overtopping of the riverbanks, are the observed flood extents situated outside of the current Zone 3a? If it is estimated that the frequency of flooding does not exceed, on average, once in every 100 years then the flooded areas (from the river) should be incorporated into Zone 3a to inform future planning decision making.

**TASK 2:**

**Question 2**
Have any amendments to PPS25 or the Practice Companion Guide been released since the previous review? If so, the following key questions should be tested:

- Does the revision to the policy guidance alter the definition of the PPS25 Flood Zones presented within the SFRA?
- Does the revision to the policy guidance alter the decision making process required to satisfy the Sequential Test?
- Does the revision to the policy guidance alter the application of the Exception Test?
- Does the revision to the policy guidance alter the categorisation of land use vulnerability, presented within Table D2 of PPS25 (December 2006)?

If the answer to any of these core questions is ‘yes’ then a review of the SFRA recommendations in light of the identified policy change should be carried out.
TASK 3:
Question 3
Has the Environment Agency issued any amendments to their flood risk mapping and/or standing guidance since the previous policy review? If so:

- Has any further detailed flood risk mapping been completed within the District, resulting in a change to the 20 year, 100 year or 1000 year flood outline? If yes, then the Zone 3b and Zone 3a flood outlines should be updated accordingly.
- Has the assessment of the impacts that climate change may have upon rainfall and/or river flows over time altered? If yes, then a review of the impacts that climate change may have upon the Borough is required.
- Do the development control recommendations provided in the SFRA in any way contradict emerging EA advice with respect to (for example) the provision of emergency access, the setting of floor levels and the integration of sustainable drainage techniques? If yes, then a discussion with the EA is required to ensure an agreed suite of development control requirements are in place.

It is highlighted that the Environment Agency reviews the Flood Zone Map on a quarterly basis. If this has been revised within the Borough, the updated Flood Zones will be automatically forwarded to the Council for their reference. *It is recommended that only those areas that have been amended by the Environment Agency since the previous SFRA review are reflected in Zone 3 and Zone 2 of the SFRA flood maps.* This ensures that the more rigorous analyses carried out as part of the SFRA process are not inadvertently lost by a simple global replacement of the SFRA flood maps with the Flood Zone Maps.

TASK 4:
Question 4
Has the implementation of the SFRA within the spatial planning and/or development control functions of the Council raised any particular issues or concerns that need to be reviewed as part of the SFRA process?

5.2.2 The SFRA (November 2007 (Revision A)) shall be updated to take account of Tasks 1-4 above. In addition a summary report shall be produced for the Client which summarises the changes that have been made to the SFRA (November 2007 (Revision A)) under each Task heading.

6 GENERAL TENDER REQUIREMENTS

6.1.1 The Consultant must have detailed knowledge and experience of SFRAs, related flood risk modelling and development and flood risk issues and have previously undertaken SFRAs. The Consultant will be expected to have knowledge of current government guidance including PPS25: Development and Flood Risk.
7. OTHER INFORMATION

7.1 The appointed consultant may be required to give evidence in support of the assessment at the examination in public into any objections to the Core Strategy or associated development plan documents. This would be subject to separate instructions and payment. The appointed consultant will be expected to ensure that no conflict of interest is likely to arise between the completion of the assessment and the anticipated date of examination.

7.2 Copyright: The copyright to all the work associated with the study and the final document itself will be assigned to the Borough Council on satisfactory completion, acceptance by the Council and settlement of the consultant’s account. No part of the work will be published or presented externally until the Council has formally approved the report.

7.3 Contract: The appointed consultant will need to sign up to the Council’s contract terms and conditions.

7.4 Insurance: The appointed consultant will undertake to take out and maintain professional indemnity insurance cover in a sum of not less than one million pounds and public liability insurance cover in a sum of not less than five million pounds with a reputable insurance company approved by the Council against such liability.

8. TIMETABLE

8.1 The Project will be managed by the Team Manager (Strategy and Plans) who will manage and monitor the progress of the 2008 SFRA Review. The Team Manager will be the main point of contact for the consultants chosen. The Consultant will always report directly to the Client which is the Royal Borough of Windsor and Maidenhead.

8.2 The Council and the consultants will hold formal meetings as follows:

- As required under Task 1 and 2 with the EA (Wk commencing 12th May 2008)
- As required under Task 3 with RBWM Development Control Officers (wk commencing 12th May 2008)
- As required under Task 4 with the EA to discuss the draft final report (Wk commencing 9th June 2008)

8.3 By 16th June 2008, the consultants will deliver to the Council three copies of 1) the summary report of changes (see para 5.2.2) and 2) the draft final SFRA 2008 Review document for comment in accordance with paragraph 5.2.

8.4 By Wk commencing 7th July 2008, the consultant will deliver to the Council, the final report in accordance with paragraph 5.2.
8.5 The timescale for Tasks 1-4 of the study should be compatible with and feed into the Councils’ Local Development scheme, and in particular its intention to consult on ‘issues and options’ for its Core Strategy and Delivery and Development Principles DPDs in September 2008.

8.6 In the event that the PPS25 updated Practice Guide is not published to the expected timetable (May 2008) then the project timetable will need to reviewed in light of para 8.5 above and in light of the revised publication date for the Practice Guide. Any changes to the timetable will be agreed in advance between the Client and the Consultant.

9. CONTACTS

9.1 Sarah Ball – Team Manager (Strategy and Plans) will be the Project Manager for the contract. She will be able to provide all necessary planning related information. Sarah.ball@rbwm.gov.uk Tel: 01628 796112.

9.2 Simon Lavin, Senior Engineer Simon.Lavin@rbwm.gov.uk Tel: 01628 796817

9.3 Darren Firth, Emergency Planning Officer Darren.Firth@rbwm.gov.uk Tel: 01628 796865

9.4 Relevant EA Contacts:

- South East Area – Thames Region – Justine Glynn, Swift House, Frimley Business Park, Camberley, Surrey GU16 7SQ Tel: 01276 454328.
- North East Area – Thames Region – David Allard, Apollo Court, 2 Bishop’s Square Business Park, St Albans Road West, Hatfield, Herts, AL10 9EX Tel (01707 632321 / david.allard@environment-agency.gov.uk
- Hayley Mizen – Thames Region – Justine Glynn, Swift House, Frimley Business Park, Camberley, Surrey GU16 7SQ Hayley.Mizzen@environment-agency.gov.uk Tel: 01276 454547