

Environment, Transport & Development Department
Minutes of Meeting**Great Yarmouth Borough Surface Water Management Plan, Stage 1 –
Inception Meeting**Held on: **07 December 2011** Time: **10:00**Venue: **GYB Services, 101 Churchill Road, Great Yarmouth, NR30 4JJ**

Present:	Graham Brown	- Norfolk County Council	GB
	Mark Ogden	- Norfolk County Council	MO
	Kevin Townly	- Norfolk County Council	KT
	John Birchall	- Norfolk County Council	JB
	Graeme Taylor	- Norfolk County Council	GT
	James Schollar	- Norfolk County Council	JS
	Bernard Harris	- Great Yarmouth Borough Council	BH
	Jan Davis	- Great Yarmouth Borough Council	JD
	David Glason	- Great Yarmouth Borough Council	DG
	Sarah Slade	- Great Yarmouth Borough Council	SS
	Kate Watts	- Great Yarmouth Borough Council	KW
	Glenn Buck	- Great Yarmouth Borough Council	GB
	Jeremy Bloomfield	- Environment Agency	JB
	Andy Bird	- Anglian Water	AB
	Rob Flatman	- Anglian Water	RF
	Tony Goodwin	- Broads (2006) IDB	TG
	David Thomas	- Waveney, Lower Yare and Lothingland IDB	DT
	Ben Blower	- Waveney, Lower Yare and Lothingland IDB	BB
Apologies:	Briony Tuthill	- Anglian Water	BT
	Richard Hattersley	- Norfolk County Council	RH
	Cally Smith	- Broads Authority	CS
	Simon Hooton	- Broads Authority	SH
Minute Taker:	Graham Brown	- Norfolk County Council	GB
Cfi:	Christine Coe	- Norfolk County Council	CC

1.0 Welcome, apologies and introductions

2.0 Brief overview of the SWMP process

Mark Ogden gave a presentation on the definitions of surface water flooding and the SWMP process.

The Defra SWMP Technical Guidance can be found at:
<http://archive.defra.gov.uk/environment/flooding/manage/surfacewater/plans.htm>

3.0 Lessons learnt from the Norwich and King's Lynn SWMPs

Graham Brown led a discussion on the experience gained from the SWMPs in Norwich and King's Lynn and West Norfolk.

4.0 Scope of the Great Yarmouth SWMP project

The Preliminary Flood Risk Assessment report for Norfolk is a high level study of surface run-off and its potential impact on people, properties and critical services. The PFRA report highlighted Great Yarmouth (including Gorleston and Bradwell) as 2nd settlement in the County at risk from flooding from surface run-off. The report also highlighted six other settlements in the Borough with a potential flood risk that could affect over 200 people.

Great Yarmouth (including Gorleston and Bradwell): Significant flood event on the 25th of September 2006 affecting over 100 properties, including 6 schools. Flood reports on Burgh Road in Gorleston associated with high groundwater and on Lord's Lane in Bradwell.

Caister on Sea: Flood reports on the High Street associated with a pump failure and also on Tan Lane associated with a collapsed pipe.

Hemsby: Run-off from surrounding fields affecting properties on Martham Road, Common Road and Waters Lane. Flood reports also Beech Road, Newport Road and near the Post Office. Issues with the sewerage system and areas affected by groundwater flooding. Planning application in for 191 dwellings and a 60 bed care home for the old Pontins site.

Hopton on Sea: Flooding to a caravan site in the 2006 event. Flood report near the White Hart pub.

Martham: Run-off from surrounding fields affecting properties on Marlborough Green Crescent.

Ormesby St. Margaret: Historic flooding on Water Meadow Close associated with a pump failure. New interceptor drain constructed to the east of the settlement.

Winterton on Sea: Run-off from surrounding fields affecting properties, also flood issues with a watercourse north of Somerton.

Five other areas were identified where the flood risk could affect over 20 non-residential properties and/or 2 or more critical services.

Belton: Flood reports on St. John's Road and Stepshort where a watercourse runs under the road.

It was agreed that all the highlighted settlements would be included in the Stage 1 of the SWMP. Information would also be collected on critical services and infrastructure across the Borough.

Requests for information: the success and accuracy of the SWMP results will depend on the quality of information provided. **ALL**

Historical flooding – location, number of properties affected, other impacts, extent/depth, probable cause if known

Drainage network – type, capacity, known issues

Pumping stations – capacity, known issues, flood resilience

Modelling – watercourses, drainage networks, potential tidal or fluvial flooding.

Works – flood/drainage mitigation measures – planned, in progress or completed and design capacity.

This list is not exhaustive. If you are aware of any information that will be useful in the SWMP process, please provide it to Norfolk County Council.

5.0 Engagement and Communication Plan

It was agreed to contact Parish Councils and Community Resilience Groups to start the engagement process and collect any additional reports of flooding.

Portfolio Holders in NCC and GYBC will be kept up to date of the SWMP progress.

Engagement will increase in Stage 2 when mapping from the assessments and modelling are available. The nature of engagement will be dependent on the model results.

NCC will take the lead on communications and will put together a statement of key messages.

MO/JB

Freedom of Information Requests: all information is to be kept confidential and reports will be in working draft format until publication. All FOI requests are to be handled by NCC.

Other stakeholders that will be included in the SWMP process: Network Rail, Highways Agency, NHS, Fire Service, Power Companies and Essex & Suffolk Water.

6.0 Programme of future meetings and co-ordination

The SWMP will be managed by NCC and Mark Ogden will be the main point of contact. Stage 1 will be undertaken in house by NCC.

Options for Stage 2 include procuring consultants to manage the project as a whole or to bring in secondments from a consultancy to work alongside NCC and GYBC Officers.

The Steering Group will oversee the SWMP and will represent all the stakeholders. The Steering Group will consist of a core membership of nine officers. All stakeholders are asked to nominate officers to the core membership who will be involved throughout the SWMP. Suggested make up is 2 NCC Officers, 2 GYBC Officers, 1 Anglian Water Officer, 1 Environment Agency Officer, 1 Broads (2006) IDB Officer, 1 WLY&L IDB Officer and 1 Broads Authority Officer. Please email me with your nominations.

ALL

All members of Steering Group will receive progress information and attendance of the meetings can vary depending on the stage of the SWMP.

7.0 Any other business

Venues for future meetings: Novus Centre, Maritime House and GYB Services.

GYBC

Venues for large stakeholder workshops and public presentations will also be needed later in the project.

<p>Date and venue of next meeting: 1st of February 2012 at GYB Services, 101 Churchill Road, Great Yarmouth, NR30 4JJ</p>

Abbreviations

AW	Anglian Water Services Ltd
BA	Broads Authority
EA	Environment Agency
GYBC	Great Yarmouth Borough Council
IDB	Internal Drainage Board
NCC	Norfolk County Council
PFRA	Preliminary Flood Risk Assessment
SWMP	Surface Water Management Plan
WLY&L	Waveney, Lower Yare and Lothingland

Environment, Transport & Development Department
Minutes of Meeting

Great Yarmouth Surface Water Management Plan (SWMP) Progress Meeting 1

Held on: **01 February 2012** Time: **10:30**

Venue: **GYB Services, 101 Churchill Road, Great Yarmouth, NR30 4JJ**

Present:	Richard Hattersley	- Norfolk County Council	RH
	Mark Ogden	- Norfolk County Council	MO
	Graeme Taylor	- Norfolk County Council	GT
	Mark Henderson	- Norfolk County Council	MH
	Bernard Harris	- Great Yarmouth Borough Council	BH
	Jan Davis	- Great Yarmouth Borough Council	JD
	Glenn Buck	- Great Yarmouth Borough Council	GB
	Andy Bird	- Anglian Water	AB
	Tony Goodwin	- Broads (2006) IDB	TG
	David Thomas	- WLY&L IDB	DT

Apologies:	Jeremy Bloomfield	- Environment Agency	JB
	Graham Brown	- Norfolk County Council	GBN
	Kevin Townly	- Norfolk County Council	KT
	Cally Smith	- Broads Authority	CS
	John Birchall	- Norfolk County Council	JBL

Minute Taker:	Graeme Taylor	- Norfolk County Council	GB
Cfi:	Christine Coe	- Norfolk County Council	CC

Action

1.0 Welcome, apologies and introductions

2.0 Minutes of the last meeting

Outstanding Actions:

Key messages – 5 statements for members and portfolio holders **JBL/MO**

The Steering Group attendance will be as agreed in the Framework document. All members are reminded to send representatives in their **ALL**

absence

Minutes agreed as accurate

3.0 Agreement of the study area

Points discussed:

Study boundaries need to be defined for Stage 2. These boundaries could be extended to cover sub-catchments.

Winterton on Sea: catchment stops at 100 Stream, change boundary to include field run-off to the south. Remove Somerton.

Martham: catchment boundary is close to the parish boundary to the south.

Hemsby: ok

Ormesby St. Margaret: not to include Scratby and California.

Caister on Sea: change boundary to join with Ormesby?

Great Yarmouth: extend boundary west and south to cover the Beacon Park development

Hopton on Sea: ok

Belton: ok

Burgh Castle – flooding in the past, possible pump failure, came to light at residents meeting at Porters Loke. May be included.

Modelling boundaries will be different from just urban areas.

4.0 Data received and requested

Points discussed:

SFRA - full mapping of Flood Zones with flood defences

GYBC

Historical records from all, number of properties affected, extent, etc. JD supplied information re flooding 17th July 2009 extensive surface water flooding at Great Yarmouth, flash flood article in paper, in Aug and Sept 2006

ALL

Anglian Water have produced a map of flood incidents from 2006. Andy Bird to supply.

AB

Anglian Water records – data sharing agreement under discussion	
Insurance company flood event data: ABI, Aviva? Mark Ogden to follow up.	MO
Jan Davis has contact details from Resilience Forum for UK Power for network.	JD
Sustainable community Strategy – GY did have one but no longer applies. Green Info Strategy – RH will check, assessment of recreational space	RH
Biodiversity – Heidi Thompson to be contacted	MO
Highway drainage plans	
- GYBC assets – un-adopted estate roads, deep bore soakaways at Ormesby, blocked drains hotspots.	BH
GIS maps 2010 aerial photos	SS
EA Lidar data gaps: Mark Ogden to contact Mike Plant about the programme to re-survey areas	MO
EA: modelling tidal flooding / flood defences / groundwater levels / rainfall data / main sluices	JB
EA - known pollution incidents	JB
Natural England Rivers FRA done yet? Under Broadland Catchment check with Bessell.	TG
AW - GY model based on Caister Catchment, Drainage Area Plan model 15 years old.	AB
IDB info on web site, GIS contact via TG	TG
DT IDB info given in PDF format. Burgh Castle Pump station is very important – details can be obtained	DT
Who owns land along main drain? Culvert info 900mm dia.	DT/BH
Watercourses – GIS info, main rivers, ordinary watercourses and disconnected drainage. Please check mapping for missing sections.	ALL
Pump failure at Mautby PS would eventually back up but only agricultural land will be affected.	
Critical Services plan – electricity substations, schools, hospitals, prisons, water treatment works, telecoms - some inaccuracies. Please check mapping for missing facilities.	ALL

2 key sub stations vulnerable to tidal flooding – need to check against surface water flooding.	JD
Areas of deprivation and vulnerable residents, basements in housing – locations needed.	JD/BH
Priority roads – Trunk roads and priority roads based on gritting routes – check method and any missing links that are important	ALL
Surface water flooding maps – accuracy, does it tie in with known flooding?	ALL

5.0 Draft SWMP Report

Initial headings in place and it will be populated gradually. Check main headings and for missing sections. **ALL**

6.0 Engagement/Communication

Points discussed:

Red Cross flood Stories setting up focus groups gathering knowledge with the 4 Community Resilience Groups in Great Yarmouth and Gorleston. MO sending request to Red Cross to include questions on frequency, depth, cause etc. **MO**

2 other Community Resilience Groups in Hemsby and Winterton **JD**

AW will provide example questionnaire for Parish Survey **AB**

Knowledge Hub for data with large files, NWMP group will be set up with a private group for the GYBC SWMP Steering Group. **MO**

NCC web site ready and can be used to post public information and can be linked from other websites: GYBC etc.

Flooding – who does what? IDB include mention of pump stations
Riparian owners – preventing run-off, not affecting neighbours. Any other comments? **ALL**

7.0 Any other business

Definition of flooding from the Flood and Water Management Act:

1. “Flood” includes any case where land not normally covered by water becomes covered by water.
2. It does not matter for the purpose of subsection (1) whether a flood is caused by
 - (a) heavy rainfall,

- (b) a river overflowing or its banks being breached,
- (c) a dam overflowing or being breached,
- (d) tidal waters,
- (e) groundwater, or
- (f) anything else (including any combination of factors).

3. But “flood” does not include

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

Question raised about building work next to a drain near Blackgates Farm - IDB do maintenance. Who owns adjacent land? DT liaise with BH

DT/BH

Need to agree return periods for modelling: 1:30 1:75 1:100 1:100+cc 1:200 suggested to be consistent with other SWMPs in the County

ALL

Date and venue of next meeting: **10:30am** Friday the **2nd March 2012** at the **Great Yarmouth Tourist Information Office: 25 Marine Parade, Great Yarmouth, Norfolk, NR30 2EN**

Abbreviations

AW	Anglian Water Services Ltd
BA	Broads Authority
EA	Environment Agency
GYBC	Great Yarmouth Borough Council
IDB	Internal Drainage Board
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PFRA	Preliminary Flood Risk Assessment
SWMP	Surface Water Management Plan
WLY&L	Waveney, Lower Yare and Lothingland

Definitions

Flood	As stated in the Flood and Water Management Act (2010)
1	“Flood” includes any case where land not normally covered by water becomes covered by water.
2	It does not matter for the purpose of subsection (1) whether a flood is caused by: a heavy rainfall, b a river overflowing or its banks being breached, c a dam overflowing or being breached, d tidal waters, e groundwater, or f anything else (including any combination of factors).
3	But “flood” does not include: a a flood from any part of a sewerage system, unless wholly or partly caused by an increase in the volume of rainwater (including snow and other precipitation) entering or otherwise affecting the system, or b a flood caused by a burst water main (within the meaning given by section 219 of the Water Industry Act 1991).

Environment, Transport & Development Department
Minutes of Meeting

Great Yarmouth Surface Water Management Plan (SWMP) Progress Meeting 2

Held on: **02 March 2012** Time: **10:30**

Venue: **Great Yarmouth Tourist Information Office**: 25 Marine Parade,
Great Yarmouth, Norfolk, NR30 2EN

Present:

Mark Ogden	- Norfolk County Council	MO
Bernard Harris	- Great Yarmouth Borough Council	BH
Jan Davis	- Great Yarmouth Borough Council	JD
Kevin Townly	- Norfolk County Council	KT
Andy Bird	- Anglian Water	AB

Apologies:

Jeremy Bloomfield	- Environment Agency	JB
Graham Brown	- Norfolk County Council	GBN
John Birchall	- Norfolk County Council	JBL
Richard Hattersley	- Norfolk County Council	RH
Glenn Buck	- Great Yarmouth Borough Council	GB
Tony Goodwin	- Broads (2006) IDB	TG
David Thomas	- WLY&L IDB	DT
Cally Smith	- Broads Authority	CS

Minute Taker: Kevin Townly - Norfolk County Council **KT**
Cfi: Christine Coe - Norfolk County Council **CC**

Action

1.0 Welcome, apologies and introductions

2.0 Minutes of the last meeting

Minutes agreed as accurate

3.0 Data received and requested

Outstanding actions:

SFRA - full mapping of Flood Zones with flood defences	GYBC
Anglian Water map of flood incidents from 2006	AB
Anglian Water sewer model data	AB
Highway drainage plans	
- GYBC assets – un-adopted estate roads, deep bore soakaways at Ormesby, blocked drains hotspots.	GYBC
Highway drainage plans	
- NCC assets – details of recent schemes have been provided. Gulley location confirmed in Bradwell and north Yarmouth. KT will verify gulley locations in the rest of the borough.	KT
GIS maps 2010 aerial photos	GYBC
EA: modelling tidal flooding / flood defences / groundwater levels / rainfall data / main sluices	JB
EA - known pollution incidents	JB
Natural England Rivers FRA done yet? Under Broadland Catchment check with Bessell.	TG
Areas of deprivation and vulnerable residents, basements in housing – locations needed.	GYBC

4.0 Draft SWMP Report

The draft SWMP Report will be posted up on the Knowledge Hub for comments. More details and data will be added over the next few weeks.

The next meeting will concentrate on the draft SWMP Report and preparation for Stage 2 of the project.

5.0 Engagement/Communication

A group for the Great Yarmouth SWMP Steering Group has been created on the Knowledge Hub: <https://knowledgehub.local.gov.uk/> You will need to register on the site and when you are accepted search for Great Yarmouth SWMP in groups. You then will need to apply to join the group. I have started putting documents and plans into the group section for review and comments.

Local Flooding Survey is ready to be sent out to parish councils.

Portfolio holders and local members will need to be aware of it before it is sent out.

Action: MO will contact NCC members.
JD will contact GYBC members

MO/JD

The Red Cross and GYBC have started the focus group meetings with the Community Resilience Groups for the Flood Stories project.

6.0 Great Yarmouth SWMP Stage 2

Schedule to complete stage 1 work by April 2012 and start stage 2 work in May 2012.

EA Strategic Flood Risk Management Framework 2 can be used by Local authorities. AB will check LA use of Anglian Water procurement framework.

AB

7.0 Any other business

Question raised about building work next to a drain near Blackgates Farm - IDB do maintenance. Who owns adjacent land? DT liaise with BH

DT/BH

New map of Study Area has been created. This map and all the others will be posted on the Knowledge Hub for comments.

MO will feed back to the LLFA regional group about trying to ensure consistency in SWMPs in the region.

MO

AB will feed back any good/bad practice from other SWMPs that he is involved in.

AB

<p>Date and venue of next meeting: 10:30am Tuesday the 3rd of April 2012 at the Great Yarmouth Tourist Information Office: 25 Marine Parade, Great Yarmouth, Norfolk, NR30 2EN</p>

Abbreviations

AW	Anglian Water Services Ltd
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IDB	Internal Drainage Board
NCC	Norfolk County Council
PFRA	Preliminary Flood Risk Assessment
SWMP	Surface Water Management Plan
WLY&L	Waveney, Lower Yare and Lothingland

Environment, Transport & Development Department
Minutes of Meeting

Great Yarmouth Surface Water Management Plan (SWMP) Progress Meeting 2

Held on: **03 April 2012** Time: **10:30**

Venue: **Great Yarmouth Tourist Information Office**: 25 Marine Parade,
Great Yarmouth, Norfolk, NR30 2EN

Present:

Mark Ogden	- Norfolk County Council	MO
Kevin Townly	- Norfolk County Council	KT
Richard Hattersley	- Norfolk County Council	RH
Jan Davis	- Great Yarmouth Borough Council	JD
Bernard Harris	- Great Yarmouth Borough Council	BH
Glenn Buck	- Great Yarmouth Borough Council	GB
Andy Bird	- Anglian Water	AB
David Thomas	- WLY&L IDB	DT

Apologies:

Jeremy Bloomfield	- Environment Agency	JB
Graham Brown	- Norfolk County Council	GBN
John Birchall	- Norfolk County Council	JBL
Tony Goodwin	- Broads (2006) IDB	TG
Cally Smith	- Broads Authority	CS

Minute Taker: Kevin Townly - Norfolk County Council **KT**
Cfi: Christine Coe - Norfolk County Council **CC**

Action

1.0 Welcome, apologies and introductions

2.0 Minutes of the last meeting

Minutes agreed as accurate

3.0 Draft SWMP Report

Latest draft report will be posted up on the Knowledge Hub and emailed round. Can all members of the steering group check the text

associated with their organisations. Please email a paragraph on the relevant roles and responsibilities of your organisations to me. **All**

Main sections to complete are the data analysis texts for each organisation and putting the report and mapping into publishing format.

4.0 Draft SWMP Mapping

All maps will be posted on the Knowledge Hub. Mark Ogden will add more maps as data comes through. **MO**

Text changes to the historic maps will be made **MO**

5.0 Data gaps

Mark Ogden will email Kim Balls to get shape files for the GYBC asset information. **MO**

EA information has been requested **JB**

Mark Ogden will speak to Jeremy Bloomfield about LiDAR gaps and the need for a borough wide model **MO**

Mark Ogden will meet with Kevin Townly to look at the available highways GIS data **MO/KT**

Awaiting AW sewer model outputs **AB**

David Thomas will provide a contact name for BESL **DT**

6.0 Engagement/Communication

The local flooding survey has been seen by all relevant NCC and GYBC members and will be sent out within a week. A press release will accompany the survey release. **MO**

All parishes will be contacted as part of the survey.

The Red Cross Flood Stories Project had run a number of focus groups. Awaiting collated feedback from the group meetings.

Jan Davis will circulate a copy of a proposed letter to the Gorleston focus group. **JD**

7.0 Great Yarmouth SWMP Stage 2

Andy Bird will check if the AW procurement process can be used by Local Government **AB**

Preference for consultants to work alongside Steering Group officers if there were no significant cost implications. Mark Ogden will check possible costs and contract mechanism **MO**

NCC will raise invoices for £20k from AW and GYBC **MO**

8.0 Any other business

Date and venue of next meeting: 10:30am Tuesday the 1st of May 2012 at GYB Services, 101 Churchill Road, Great Yarmouth, NR30 4JJ

Abbreviations

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WLY&L	Waveney, Lower Yare and Lothingland

Environment, Transport & Development Department
Minutes of Meeting**Great Yarmouth Surface Water Management Plan (SWMP) Progress Meeting 4**Held on: **01 May 2012** Time: **10:30**Venue: **GYB Services**, 101 Churchill Road, Great Yarmouth, NR30 4JJ

Present:	Mark Ogden	- Norfolk County Council	MO
	Jan Davis	- Great Yarmouth Borough Council	JD
	Bernard Harris	- Great Yarmouth Borough Council	BH
	Glenn Buck	- Great Yarmouth Borough Council	GB
	Sarah Slade	- Great Yarmouth Borough Council	SS
	Jeremy Bloomfield	- Environment Agency	JB
	Tony Goodwin	- Broads (2006) IDB	TG
	David Thomas	- WLY&L IDB	DT
Apologies:	Andy Bird	- Anglian Water	AB
	Graham Brown	- Norfolk County Council	GBN
	John Birchall	- Norfolk County Council	JBL
	Kevin Townly	- Norfolk County Council	KT
	Richard Hattersley	- Norfolk County Council	RH
	Cally Smith	- Broads Authority	CS
Minute Taker:	Mark Ogden	- Norfolk County Council	MO
Cfi:	Christine Coe	- Norfolk County Council	CC

Action**1.0 Welcome, apologies and introductions****2.0 Minutes of the last meeting**

Minutes agreed as accurate

3.0 Draft SWMP Report

The draft SWMP Report was presented to the Steering Group. A revised draft report will be emailed round.

MO

The Steering Group will contact Mark Ogden with any alterations and additions. **All**

The contact list will be for internal use only and details will change before the publication of the final report.

The Steering Group will email logos for their organisations for the report. **All**

4.0 Draft SWMP Mapping

The draft SWMP maps were presented to the Steering Group. New and revised maps will be posted on to the group page on the Knowledge Hub. **MO**

The Steering Group will contact Mark Ogden with any alterations and additions. **All**

5.0 Data gaps

Jan Davis provided street names where properties have basements

David Thomas provided paper copies of geological surveys of the area. Mark Ogden will see if they can be scanned in and made available for the group. **MO**

Glenn Buck said that co-ordinates of boreholes and wells for water supply could be provided. **GB**

Sarah Slade will provide GIS shapefiles from the 2009 SFRA of the Flood Zones with flood defences. **SS**

Jeremy Bloomfield will check the use of Great Yarmouth tidal / main river models created by Halcrow. **JB**

Outstanding actions:

Anglian Water sewer model data **AB**

EA: modelling tidal flooding / groundwater levels / rainfall data / main sluices / known pollution incidents **JB**

6.0 Great Yarmouth SWMP Stage 2

Andy Bird had indicated that the Anglian Water procurement method was unsuitable for Local Authority use.

Mark Ogden had checked the contracts and mechanism for employing

consultants to work alongside LA and AW officers and found that this method was unsuitable in this case.

The Steering Group agreed to use the Environment Agency's Strategic Flood Risk Management Framework 2 for procuring consultancy work and adapt it to suit the Great Yarmouth SWMP Stage 2 work. This would include consultant staff working alongside LA and AW officers for part of the time, producing a financial impact assessment of flood risk to aid Flood Defence Grant in Aid (FDGiA) bids and to model pump failure and in combination events.

Mark Ogden will draft the paperwork and contact three consultancies: Mott MacDonald, JBA Consulting and URS Scott Wilson initially. **MO**

7.0 Engagement/Communication

Local Flood Surveys have gone out to all parishes in the Borough and some have been returned already.

The Red Cross Flood Stories Project is progressing, but has had to be extended. Results will be fed back to the group in Stage 2 of the SWMP.

A progress update will be drafted for County, Borough and parish councillors to be released inline with the procurement of Stage 2. **MO**

8.0 Any other business

Questions about flood risk and insurance will come up as the project progresses in Stage 2. Mark Ogden will draft a standard response document. **MO**

The next meeting will coincide with the interviews for the Stage 2 consultancy work and will be held at the **Great Yarmouth Tourist Information Office: 25 Marine Parade, Great Yarmouth, Norfolk, NR30 2EN.**

Provisional date: 19 June 2012

Abbreviations

AW	Anglian Water Services Ltd
BA	Broads Authority
EA	Environment Agency
FDGiA	Flood Defence Grant in Aid
GYBC	Great Yarmouth Borough Council
IDB	Internal Drainage Board
LA	Local Authority
NCC	Norfolk County Council
PFRA	Preliminary Flood Risk Assessment
SWMP	Surface Water Management Plan
WLY&L	Waveney, Lower Yare and Lothingland