

Appendix C. Meeting Minutes

**C.1. Meeting Minutes of the King's Lynn and West Norfolk Settlements
SWMP Inception Meeting 27.07.10**

Environment, Transport & Development Department Minutes of Meeting

King's Lynn Surface Water Management Plan (SWMP) Start-up Meeting

Held on: 27 July 2010 Time: 14:30

Venue: Meeting Room 1, King's Court, Chapel Street, King's Lynn

Present:	Gerald Allison	-	Downham Market Group of IDBs
	Phil Bennett-Lloyd	-	Norfolk County Council
	John Birchall	-	Norfolk County Council
	Paul Elliott	-	Norfolk County Council
	Mark Frith	-	Mott MacDonald
	Richard Gamble	-	Mott MacDonald
	Mel Gillings	-	Norfolk County Council
	Richard Graham	-	Norfolk County Council
	Alison Haines	-	BC of King's Lynn & West Norfolk
	Ben Hunter	-	BC of King's Lynn & West Norfolk
	Peter Jermany	-	BC of King's Lynn & West Norfolk
	Sam Neal	-	Norfolk County Council
	Brian Orde	-	King's Lynn IDB
	Dave Robson	-	BC of King's Lynn & West Norfolk
	Graham Verrier	-	Environment Agency
	Allan Williamson	-	East of Ouse IDB
Apologies:	Graham Day	-	Anglian Water
	Lorraine Pook	-	Middle Level Commission
Minute Taker:	Mel Gillings		Norfolk County Council
Cfi:	Bob Hagon-Powley	-	Norfolk County Council

Action

1.0 Welcome, apologies and introductions

All present introduced themselves and apologies were noted.

2.0 Brief overview of the King's Lynn SWMP project

An early actions bid was made last year but was unsuccessful therefore funding has been secured by the Borough Council of King's Lynn & West Norfolk (BCKLWN) internally.

Although King's Lynn was the focus other areas had been identified

for inclusion in the plan. These are yet to be confirmed.

Today's meeting will clarify the framework for delivery including roles and the procurement process to get Stage 1 (Phase 1) underway.

3.0 Overview of Phase 1 in Norwich & lessons learnt

Norwich study area was 10,000ha.

CFMP for Great Ouse and North Norfolk, particularly flood risk in town of King's Lynn and the effect of increased tidal levels on structure of IDBs, shall be factored in although our primary focus is surface water.

Stage 1 for Norwich took approximately 12 weeks to complete, of which data collection was the first 4 weeks. Therefore 12 weeks should be sufficient for King's Lynn areas.

Mott MacDonald have a list of data requirements from the Norwich Plan which can be circulated as a starting point for this plan, we can then see who has what data. Water Cycle Study can be made available by the BCKLWN.

Please refer to presentation given by Mott MacDonald as per attaché Item 1.

The Environment Agency are currently updating some data sets which might delay the process. May use this new data for Stage 2 (Phases 2 to 4) and for now use current data for Stage 1.

**Alison
Haines**

Information regarding Emergency Plan might be made available.

**Mel
Gillings**

The terms of reference used as Stage 2 Tender document for Norwich plan will be circulated to Client Steering Group.

**Mott
MacDonald
/ Mel
Gillings**

Mark Frith's presentation will be circulated via email to all present.

4.0 Definition of study area

King's Lynn area to be re-drafted to include both North and South Wootton. Downham Market to be re-drafted to include Wimbotsham rather than showing as two individual areas. North and South Creake to be re-drafted as one area.

**Mott
MacDonald**

Peter Jermamy is waiting for information from EHOs at BCKLWN as evidence base for inclusion of some of the suggested areas.

**Peter
Jermamy**

5.0 Discussion regarding Stage 1

It is envisaged that this work shall take a year which would fit in with BCKLWN future working.

Gerald Allison will email pump data available from Downham Market

Group of IDBs to Norfolk County Council (NCC). It was noted that Norfolk Rivers IDB might also have a small part of their catchment in the areas. Once areas confirmed, this will be looked at.

**Gerald
Allison**

Two options are available for the procurement of Stage 2. Norwich plan used the Environment Agency's 'mini competition' framework which invites 2 to 3 consultants, already reviewed by them, to submit a proposal for the delivery of the works. The second option available is to procure through NCC's partnership with Mott MacDonald. Both options are to be circulated to the group and considered.

**Mel
Gillings**

Mark Frith will contact Anglian Water regarding data agreement, hopefully as this is the second request, which will just be a slight amendment on the first, it will be actioned a bit quicker.

**Mott
MacDonald**

6.0 Engagement/Communication Plan

It was noted that attention needed to be paid to timing of engagement in particular around time of elections in May next year. January latest would probably be advisable.

John Birchall will contact Sharon Burbidge at the BCKLWN. A draft Engagement Plan has already been drafted for Norwich so this can be used as a starting point. It was emphasised that any engagement will need to be done consistently (all bodies/agencies presenting same information) and sensitively but flexibly depending on target audience.

**John
Birchall**

7.0 Programme for future meetings/coordination

It was agreed that 2 weeks would be given for boundaries to be agreed, after re-drafting of some by Mott MacDonald and for the collection of existing data.

Client Group for Norwich met 3 times during Phase 1, at the beginning, middle and end of the work. The same process will be used for King's Lynn, which will now be known as the King's Lynn & West Norfolk Settlements SWMP.

The Client Steering Group (CSG) will consist of a core group as follows; NCC, BCKLWN, Information Management reps, Environment Agency and Anglian Water. IDBs and Emergency Planning will be copied into circulation of information but will only attend meetings where deemed necessary.

The re-drafted maps of project boundaries will be circulated for comment.

**Mel
Gillings**

The start date for the project, following the initial 2 week data collection and area boundary definition will be week commencing 16th August 2010.

8.0 Any other business

Emergency Planning already actively engage with some of the King's Lynn and West Norfolk communities and the Environment Agency are holding a roadshow in Morrisons soon which they do every year.

Date and Venue of Next Meeting: 27 September 2010, 2pm – Meeting Room 1, BCKLWN Offices, King's Court, Chapel Street, King's Lynn

**C.2. Meeting Minutes of the King's Lynn and West Norfolk Settlements
SWMP Progress Meeting 1 08.10.10**

**Environment, Transport & Development Department
Minutes of Meeting**
King's Lynn Surface Water Management Plan (SWMP) Mid-point Meeting
Held on: 08 October 2010 Time: 10:30
Venue: Conference Room, NORA Offices, Saddlebow Road, King's Lynn

Present:	Phil Bennett-Lloyd	- Norfolk County Council	PBL
	Paul Elliott	- Norfolk County Council	PE
	Mark Ogden	- Norfolk County Council	MO
	Mark Frith	- Mott MacDonald	MF/MM
	Richard Gamble	- Mott MacDonald	RG/MM
	Jonathon Chinnock	- Mott MacDonald	JC/MM
	Graham Day	- Anglian Water	GD
	Graham Verrier	- Environment Agency	GV
	Dave Robson	- BC of King's Lynn & West Norfolk	DR
	Peter Jermamy	- BC of King's Lynn & West Norfolk	PJ
	David Thomas	- On behalf of Downham Mkt IDB's	DT
 Apologies:	Lorraine Pook	- Middle Level Commissioners	
 Minute Taker:	Mark Ogden	- Norfolk County Council	
 Cfi:	Bob Hagon-Powley	- Norfolk County Council	

Action
1.0 Welcome, apologies and introductions

Minutes from previous meeting were agreed

2.0 Clarification of roles and responsibilities of the partnership

Roles of Steering Group clarified

 MM to include roles of Anglian Water and IDBs in Stage 1 plan **MM**

3.0 Establishment of an engagement plan

It was agreed that some community engagement was started in Stage 1, due to wide range of stakeholders.

Mott MacDonald will draft a letter for town and parish councils **MM**

BCKLWN will supply a list of potential councils involved **DR**

NCC will circulate the draft Engagement Plan for the Norwich SWMP for discussion **MO**

NCC and BCKLWN will be the lead on the Engagement Plan

4.0 Set the objectives for the SWMP

Objectives for the SWMP agreed

5.0 Update on data received

BCKLWN will gather data from local Environmental Health Officers **DR**

Mott MacDonald will request data from the Norfolk Resilience Forum **MM**

Mott MacDonald handed Graham Day a Confidentiality Contract

Anglian Water have hydraulic models for KL and possibly for DM

Information has been requested, but not received yet from the IDBs **DT/BO**

Mott MacDonald awaiting LiDAR data

Environment Agency are releasing mapping data for 1 in 30 and 1 in 200 year flood events at the end of October

Norfolk County Council and Mott MacDonald will provide data of railways and highways at risk of flooding **PE/RG**

Current study areas will be reviewed to include 'in combination' events **MM**

6.0 Area of study

Extension of study area based on historical flood data, SFRAs and DEFRA information on properties at risk

7.0 Latest DEFRA guidance

In the Risk Screening section need to add 'where funding allows' to 'Identify Area for detailed assessment.' **MM**

Climate Change Statement needed in Stage 1 **MM**

8.0 Update on the programme

Stage 1 final report due: 19 Nov 2010. Meeting planned for week before end date.

Stage 2 proposed completion date May 2011, but with a provision to extend the work to July 2011 due to local elections.

9.0 Report draft contents list

Mott MacDonald to email the presentation to Mark Ogden to distribute to the steering group.

MM

10.0 Future meetings / coordination

Representatives from Mott MacDonald left the meeting at this point

11.0 AOB

The Steering Group agreed to procure the Stage 2 contract work using the Environment Agency's 'mini competition' framework.

Date and Venue of next meeting: 10:30am, 8th of November 2010, Conference Room, NORA Offices, Wisbech Road, King's Lynn, PE30 5BE

**C.3. Meeting Minutes of the King's Lynn and West Norfolk Settlements
SWMP Progress Meeting 2 08.11.10**

Environment, Transport & Development Department Minutes of Meeting

King's Lynn Surface Water Management Plan (SWMP) Draft Report Meeting

Held on: 08 November 2010 **Time:** 10:30

Venue: Conference Room, NORA Offices, Saddlebow Road, King's Lynn

Present:	Paul Elliott	- Norfolk County Council	PE
	Mark Ogden	- Norfolk County Council	MO
	Richard Gamble	- Mott MacDonald	RG/MM
	Jonathon Chinnock	- Mott MacDonald	JC/MM
	Graham Day	- Anglian Water	GD
	Graham Verrier	- Environment Agency	GV
	Dave Robson	- BC of King's Lynn & West Norfolk	DR
	Peter Jermany	- BC of King's Lynn & West Norfolk	PJ
	David Thomas	- On behalf of Downham Mkt IDB's and Middle Level Commissioners	DT

Apologies:	Phil Bennett-Lloyd	- Norfolk County Council
	Mark Frith	- Mott MacDonald

Minute Taker:	Mark Ogden	- Norfolk County Council
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Cfi:	Bob Hagon-Powley	- Norfolk County Council
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Action

1.0 Welcome, apologies and introductions

Minutes from previous meeting were agreed

2.0 Report on overall progress

Not all members of the Steering Group received the Draft Report due to errors with the email system. Mott MacDonald will post out a CD copy of the report with the presentation attached.

MM

3.0 Presentation of Draft Report

3.1 Update on data received and that still missing.

Missing records of culverts and maintained watercourses.

BCKLWN may have some records and will email to Mott MacDonald. DR

Still awaiting data from EA – boreholes and source protection zones; AW – DG5 and asset data and IDB asset data.

Data from BCKLWN EHOs received, Dave Robson will add postcode or street data to the BCKLWN info. DR

3.2 Explanation of data processing undertaken and mapping produced.

Lidar data – 1m resolution for most of KL, 2m resolution for a number of the settlements, but gaps remain. Extra mapping and/or alternative mapping types will be needed for modelling in Stage 2.

Pollution Incidents - Dave Robson will supply extra pollution incidents where relevant. DR

Proposed Development Areas – more detail of these wont be available until the new year.

3.3 Identification of the highest risk locations from information received so far.

All settlements identified as having a flood risk in Stage 1 will progress into Stage 2.

3.4 Risk to road and rail communications outside of immediate study areas.

Maps have been produced of flood risk to road and rail communications, but these are based on the EA's surface water flood map which does not take account of embankments, and therefore the maps will need to be refined during Stage 2.

3.5 Discussion of Parish and Town Council data received so far.

Useful data has been received from Parish Councils and this will be reported in the final draft in an appendix only as the data is still coming in.

4.0 Update on the programme – finalisation of report

Report on track to be finished by the 19th of November 2010

5.0 Future meetings / co-ordination

The Steering Group agreed to finalise the Stage 1 Draft report via emails.

6.0 A.O.B.

Any comments or extra information for the Stage 1 Draft report must be emailed ASAP if they are to be included in the report. ALL

Date and Venue of next meeting: N/a
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