

# Agenda

## General scrutiny committee

Date: **Tuesday 11 July 2017**

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Time: **10.30 am**

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Place: **The Council Chamber - The Shire Hall, St. Peter's Square, Hereford, HR1 2HX**

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Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

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If you would like help to understand this document, or would like it in another format, please call Tim Brown, Governance Services on 01432 260239 or e-mail [tbrown@herefordshire.gov.uk](mailto:tbrown@herefordshire.gov.uk) in advance of the meeting.

# **Agenda for the meeting of the General scrutiny committee**

## **Membership**

<b>Chairman</b>	<b>Councillor WLS Bowen</b>
<b>Vice-Chairman</b>	<b>Councillor EJ Swinglehurst</b>
	<b>Councillor BA Baker</b>
	<b>Councillor JM Bartlett</b>
	<b>Councillor BA Durkin</b>
	<b>Councillor JF Johnson</b>
	<b>Councillor A Warmington</b>

## Agenda

		Pages
1.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
2.	<b>NAMED SUBSTITUTES</b> To receive details of members nominated to attend the meeting in place of a member of the committee.	
3.	<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest by members.	
4.	<b>MINUTES</b> To receive the minutes of the meeting held on 9 May 2017.	7 - 12
5.	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b> To receive any written questions from members of the public.  Deadline for receipt of questions is 5:00pm on Thursday 6 July 2017.  Accepted questions will be published as a supplement prior to the meeting.  Please submit questions to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a>	
6.	<b>QUESTIONS FROM MEMBERS OF THE COUNCIL</b> To receive any written questions from members of the council.  Deadline for receipt of questions is 5:00pm on Thursday 6 July 2017.  Accepted questions will be published as a supplement prior to the meeting.  Please submit questions to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a>	
7.	<b>SUSTAINABLE MODES OF TRAVEL TO SCHOOL STRATEGY</b> To seek the committee's views on the council's draft sustainable modes of travel to school strategy to inform cabinet's consideration of the strategy.	13 - 74
8.	<b>HEREFORDSHIRE LOCAL FLOOD RISK MANAGEMENT STRATEGY</b> To review the draft high level strategic document and determine any recommendations to improve its effectiveness.	75 - 148
9.	<b>WORK PROGRAMME</b> To review the committee's work programme.	149 - 174
10.	<b>DATE OF NEXT MEETING</b> The next scheduled meeting is Monday 11 September 2017 (10:30 am).	



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- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
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HEREFORDSHIRE COUNCIL

**MINUTES of the meeting of General scrutiny committee held at Committee Room 1, The Shire Hall, St Peter's Square, Hereford, HR1 2HX on Tuesday 9 May 2017 at 10.00 am**

**Present:** Councillor WLS Bowen (Chairman)  
Councillor CA Gandy (Vice Chairman)

**Councillors:** JM Bartlett, MJK Cooper, Mrs A Fisher, J Hardwick, EPJ Harvey, MT McEvilly, AJW Powers, Mr P Sell, EJ Swinglehurst, A Warmington and SD Williams

**In attendance:** Councillor JG Lester (Cabinet Member)

**Officers:** C Baird (interim director children's wellbeing), L Fraser (head of learning and achievement), J Coleman (Democratic Services Manager/Statutory Scrutiny Officer).

**70. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**71. NAMED SUBSTITUTES**

No substitutions were made.

**72. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**73. MINUTES**

**RESOLVED:** That the minutes of the meeting held on 17 January 2017 be approved as a correct record.

**74. SUGGESTIONS FROM THE PUBLIC**

None.

**75. QUESTIONS FROM THE PUBLIC**

None.

**76. SCHOOL EXAMINATION PERFORMANCE**

The committee was invited to consider school performance for summer 2016 and the effectiveness of the Herefordshire school improvement partnership strategy and framework in improving outcomes for Herefordshire's children and young people.

The head of learning and achievement gave a presentation, a copy of which had been published as a supplement to the agenda papers. This included additional information on comparative information on performance for 2013 and 2016.

In response to questions the interim director of children's wellbeing (dcw) and the head of learning and achievement (hla) commented as follows. (references in brackets are to the published agenda papers where applicable).

In relation to the difference in attainment between pupils receiving free school meals at key stage 1 and key stage 2 and pupils at secondary schools the hla commented that one issue might be that primary school pupils were dispersed amongst a number of schools whereas a concentration of pupils in secondary school may make it easier for a school to plan work for a cohort. It was also possible that some schools were making better use of the pupil premium than others and this was something that might need further exploration.

(p 17 para 5 bp 3) The percentage of five year old children eligible for free school meals reaching a good level of development at the end of the early years foundation stage was 51%. This remained below regional and national averages. The hla commented that, although a slight improvement on the previous year, the attainment level was low. It was a high priority to address this issue. The early years team was working to increase the take up of two year olds in nursery education funded places and publicise the local offer of the availability of 30 hours of free nursery education. This could be key to reducing the attainment gap between disadvantaged children and their peers which is evident in Herefordshire data from the reception class. As part of this approach the early years team was working with nurseries and child minders briefing on the need to improve provision for the disadvantaged. The aim was to ensure children were as well prepared for school as they could be.

The dcw added that the gap in attainment for pupils eligible for free school meals had not been something upon which schools and academies within the authority had focused upon until a few years ago. This had now changed and whilst measures took time to take effect early years settings and schools were now much more aware of the focus upon this aspect. In addition to Children's Centres the authority was providing outreach services on a multi-agency basis. However, there were challenges to be overcome. A number of schools were also developing closer ties with nurseries and even taking on the running of them.

Paragraphs 6 and 18 of the report referred to a presentation the headteacher from Vauxhall primary school in London had given to the Herefordshire Leadership Conference in November 2016. The conference had focussed on 'diminishing the difference' between the attainment of disadvantaged children and young people and their peers. The presentation had explained his approach to raising standards for children eligible for free school meals. The cabinet member (children and young people's wellbeing) elaborated that the headteacher's starting point had been that whatever a pupil's home circumstances it was what happened in the educational institution that mattered and domestic circumstances should not be used as an excuse to justify different attainment levels. Those attending the conference had found this an inspirational message.

The work of the school improvement board was praised and the hope expressed that the process led by the board would continue despite the pressure on staffing resources.

The hla clarified the process for target setting for schools. She confirmed that the authority had set targets for individual schools, with the aim of Herefordshire ranking in the top quartile of local authority area performance in education, health and care measures. Briefings with Chairs of governing bodies had been held to explain the target setting process from which good feedback had been received.

The report referred to the authority's commitment to a self-sustaining model of school improvement for raising standards across the county where best practice was shared



across the system and schools who required support benefitted from the expertise of leading headteachers and national leaders of education. It was asked whether this resource was sufficient. The hla commented that the approach of using lead practitioners to support improvement in schools had improved results in schools. The authority encouraged schools to work together and learn from current practitioners. She referenced Ofsted's report on St Martin's Primary School, Hereford which referred to the positive impact of the partnership with the local teaching school. In addition to those who had attained teaching school and national leader in education status the authority used a number of headteachers and heads of department and subject teachers to disseminate good practice. The authority also encouraged headteachers to apply to become national leaders of education.

With reference to some schools employing consultants as improvement advisors, the dcw commented that it was important to obtain different perspectives. Whilst a consultant could develop in-depth knowledge of a school, over time a working relationship could develop that provided one longstanding perspective. The authority recommended that such support was changed every 3 years to provide fresh perspectives and aid independence.

(P19 (paragraph 10)) Reference was made to the council's work in partnership with the Regional Schools Commissioner. The hla confirmed that there was a good understanding of strengths and weaknesses across the region and close working to make use of best practice. As examples she gave the expertise drawn from Solihull MBC on phonics and the work with Warwickshire CC (WCC) on attainment of pupils eligible for free school meals, noting that the attainment pattern between primary and secondary schools was different in that county.

In relation to the respective performance at key stage 5 of the sixth form college and school based 6<sup>th</sup> forms the hla commented that the two provided a different experience for pupils. Several 6th forms met the needs of a specific cohort of pupils.

The hla confirmed that the budget for school improvement remained unchanged for 2017/18. The dcw added that a national consultation had been undertaken on a reduction in the Education Support Grant. This had implied a £1m reduction for Herefordshire. The council and Schools Forum had worked on a proposal to address this funding reduction. The government had then announced that it would review funding allocated for school improvement because the decision not to proceed with the requirement that all schools become academies meant that local authorities remained obliged to support maintained schools.

In response to a question as to whether competition between schools would be a disincentive to schools supporting other schools by sharing best practice the hla commented that a bidding process had been devised as an incentive under which schools could bid for money for staff released. To access the funding, targets had to be set and the school improvement partnership monitored progress against those targets. It was added that schools were not in direct competition and people pursuing a career in education had a commitment to improving learning.

It was asked what chance rural smaller schools had of moving from the ofsted requiring improvement category to good. The hla commented that there had been success in moving primary schools assessed as requiring improvement into the good category. In terms of secondary schools many were academies but the local authority did work with all schools. The authority did work with academies to support improvement and also worked with the Regional Schools Commissioner.

It was acknowledged that the report, whilst correct at the time of drafting in February in stating 80% of pupils in the secondary phase were in good or outstanding schools, did

not reflect the Ofsted judgement regarding Bishop of Bluecoat School Hereford as requiring improvement overall. This meant 65% of pupils in the secondary phase were now in good or outstanding schools. It was requested that this be made clear in any updated report for publication.

(p19 para 9) The dcw provided clarification on the position regarding the formation of multi-academy trusts and a feasibility study into the benefits of establishing Children's Trust arrangements. In response to the Secretary of State for Education's statement that she expected all maintained schools would become academies schools had been asked what this might mean and what role the local authority might play. The Government had subsequently indicated that whilst it expected all schools to take advantage of academy status by 2020 it would not require all schools to do so. The authority's focus was on securing high attainment and providing high quality school places through the capital investment strategy. However, mindful of government thinking on the future direct provision of children's services the local authority was exploring what arrangements might be appropriate in Herefordshire in advance of any future national directive. This included understanding what a children's trust arrangement might offer. The cabinet member emphasised the authority's focus on ensuring schools were sustainable and attaining good results. He did not want organisational considerations to detract from attainment.

(p19 para 22) Regarding the reference to the opportunity to bid for a share of a national £140m strategic school improvement fund, the hla reported that sub-regional groups had been established by the Regional Schools Commissioner through which bids would be channelled. However, the RSC had not yet determined the criteria for bids. It was noted that the sub-regional board had been established and this was ahead of the situation in other areas.

(p16) In relation to the implications for the curriculum of the new range of performance indicators introduced by national government, which included attainment 8, the hla commented that the list of subjects that qualified was quite extensive.

It was noted that parents had no obligation to inform the authority if they were schooling their children at home.

The dcw clarified that historically there were comparatively low rates of permanent and fixed term exclusions in the county. The overall published results included children who had been excluded.

It was suggested that the school improvement partnership's aim for all education to be "highly valued" was a rather subjective measure. The hla explained that surveys were undertaken to measure this aspect.

(para 11) Assurance was sought that the support being provided for governing bodies was sufficient. The dcw commented that some years ago the number of schools buying a governor support service from the authority had declined making that traded service unviable. The local authority had made clear what role it could offer. Training of governors was now delegated to schools who could buy in a service from providers. Herefordshire Governors Association was an independent organisation that in the past had offered routes to obtain training. The local authority provided termly briefings for governors and had some specific involvement with individual governing bodies.

It was stated that some schools were subsidising their 6<sup>th</sup> form provision from funding allocated for other year groups. This raised questions of viability and it was asked what contact the local authority had had with relevant governing bodies about sixth form provision. The dcw commented that the local authority had a responsibility to ensure that sufficient places were available of appropriate quality. The authority was willing to

discuss provision with any school. At national level the assessment would be that there were sufficient places in Herefordshire. In respect of maintained schools the authority required 3 yr budget plans to be produced and the authority would be able to identify any trends in expenditure that were of concern. Academies reported to the Education Funding Agency and he could not comment on to what depth the Agency assessed budgets.

It was suggested that there may well be an increase in pupils in the county with English as an additional language (EAL) and potentially a larger number of pupils eligible for free school meals and the pupil premium. It would be helpful to assess the attainment of cohorts of pupils to be assessed as they moved through the system. The dcw commented that this could be considered.

The dcw agreed to circulate a briefing note on the current school funding picture and the introduction of the national funding formula.

The hla confirmed that data was held on attainment of traveller children. However, the numbers were so small that the information could not be made public because individuals could be identified. Attainment levels were monitored but because the numbers were small it was hard to identify trends. In summary, performance across the key stages was mixed. Attendance was good compared with other authorities.

It was observed that whilst a wealth of detail had been provided to the committee it was not clear what it meant and what might be done in response to it. The dcw acknowledged that the Committee had been provided with the full data set that had been submitted to the school improvement partnership. That partnership had a good level of engagement from headteachers and examined what action could be taken in light of the data to achieve improvement.

The dcw noted that a gap in attainment between pupils eligible for free school meals and other pupils was a feature across the country.

Where a school's performance diminished the hla confirmed that the local authority did have discussions with the relevant school, including academies, and the Regional Schools commissioner. The cabinet member confirmed he was aware of correspondence with schools on performance issues. It would be counterproductive for this information to be in the public domain. However, he could assure the committee that the authority was challenging performance. He noted that it needed to be borne in mind in this context that the dedicated resource allocated to school improvement consisted of 1.6 fte staff. This was a small resource to advise over 100 institutions. In response to a question he commented that whilst no additional resource was being sought clearly more resource afforded greater scope.

(p29) It was noted in relation to attainment by school type that appendix 1 to the report on key stage 1 attainment stated that *"there are differences in attainment in the individual subjects – in every subject attainment is highest in free schools, then converter academies and lowest in sponsored academies. This reflects that many sponsored academies were low performing schools before becoming an academy and converter academies were usually high performing schools before becoming an academy. Despite the change in the expected standard, the different school types have maintained similar relative positions."* It was suggested that as the transition to sponsored academy status had not achieved the change in performance that it had been claimed would be achieved this subject warranted consideration as a spotlight review.

The Chairman thanked the statutory co-optees for their contribution to the debate and to the work of the Committee in recent years, noting that with the formation of the children

and young people scrutiny committee statutory education scrutiny powers would be discharged by that committee, not the general scrutiny committee.

**RESOLVED:**

- That (a) it be requested that In future reports performance data is also provided in a manner which allows the attainment of cohorts of pupils to be seen and understood;
- (b) briefing notes be provided:
- to confirm that the pupil premium is being used effectively;
  - on how the council provides support to the governance process in schools and the process by which this is delivered outlining any difference in approach in the support provided to maintained schools and academies.
  - on the current school funding position and the introduction of the national funding formula.
- (c) the executive be requested that schools be reminded of the need to publicise information on how they are using the pupil premium
- (d) it be requested that quantative analysis be provided in reports of the extent to which education provision is highly valued by children and young people, parents and carers, the community and employers indicating where areas of education provision are valued and where they are not valued.
- (e) a spotlight review of the trend in performance of sponsored academies be proposed for consideration in the work programme session in June.

**77. DRAFT WORK PROGRAMME AND TASK AND FINISH GROUPS**

The committee considered its work programme and related scrutiny activities.

The Chairman closed the formal meeting noting that an informal session would follow at which John Coleman would outline the plan for the scrutiny workshop on 5 June which will focus on the future work programme.

**RESOLVED:** That the draft work programme as set out at appendix 1 to the report be approved, noting that this would be considered at the scrutiny workshop on work programming on 5 June and account be taken of the proposal that a spotlight review of the trend in performance of sponsored academies be proposed for consideration in that work programme session.

**78. DATE OF NEXT MEETING**

Tuesday 11 July 2017 (provisional)

The meeting ended at 12.20 pm

**CHAIRMAN**



<b>Meeting:</b>	<b>General overview and scrutiny committee</b>
<b>Meeting date:</b>	<b>11 July 2017</b>
<b>Title of report:</b>	<b>Sustainable modes of travel to school strategy</b>
<b>Report by:</b>	<b>Transportation strategy manager</b>

## Classification

Open

## Key decision

This is not an executive decision.

## Wards affected

Countywide

## Purpose

To seek the Committee's views on the council's draft Sustainable Modes of Travel to School Strategy to inform cabinet's consideration of the strategy.

## Recommendation(s)

**THAT: The committee determines any recommendations it wishes to make to the executive to consider which would strengthen the draft Sustainable Modes of Travel To School Strategy (SMOTS) attached at appendix 1**

## Alternative options

- 1 Under the Education and Inspections Act 2006, the production and update of a SMOTS strategy is a statutory duty placed on councils. The committee may choose to recommend alternative priorities or proposals but in doing so any alternatives should be informed by the evidence base available and the prevailing financial and policy context.

## Reasons for recommendations

- 2 The adoption and maintenance of a SMOTS strategy is a statutory duty under the Education and Inspection Act 2006.
- 3 It is a function of the scrutiny committee to make recommendations to the executive with respect to the discharge of any functions which are the responsibility of the executive.

## Key considerations

- 4 Understanding the needs of children and young people is a key priority for all departments of the Council which work together with that aim
- 5 The production and update of the SMOTS strategy is a statutory duty within the Education and Inspections Act 2006. The act sets out the activities that should be undertaken in producing and adopting a SMOTS strategy, these include:
  - a. Assess the school travel needs of their area; (completed)
  - b. Assess the facilities and services for sustainable modes of travel to, from and within their area; (completed)
  - c. Prepare for each academic year a document containing their strategy to promote the use of sustainable modes of travel to meet the school travel needs of their area (“a sustainable modes of travel strategy”); (completed for 2017)
  - d. Publish the strategy in such manner and by such time as may be prescribed; and, (in progress)
  - e. Promote the use of sustainable modes of travel to meet the school travel needs of their area. (in progress)
- 6 The draft SMOTS strategy at appendix 1:
  - a. sets out the council’s priorities to engage and encourage pupils to walk, cycle or take the bus to their place of education, and reduce reliance on the private car where it is practical to do so.
  - b. applies to travel by pupils of compulsory school age to and from any school within the county. The SMOTS strategy will also guide actions to provide improvements for students ages 16-19.
  - c. outlines the policies and strategies we have drawn on to establish the SMOTS strategy objectives. The proposed objectives are:
    - i. To improve the safety of parents and pupils;
    - ii. To improve the health and well-being of pupils; and,
    - iii. To reduce congestion.

- 7 To inform the SMOTS strategy we undertook a range of data collection activities. These activities provided valuable information on current travel trends and barriers to pupils within the county. The methods we used included:
- a. Parental questionnaire;
  - b. Desktop walking and cycling infrastructure audits;
  - c. School travel plans;
  - d. Travel to school provision;
  - e. Accident analysis; and,
  - f. Pupil health data.
- 8 Some of the highlights from our data collection included:
- a. 47% of pupils travel to school by car whilst 26% walk and 2% cycle. A further 17% use the bus, comprising both public bus services and those provided by the Council;
  - b. The main reasons why pupils predominantly travel by car are that journey distances are too long for walking or cycling, and that there are safety concerns;
  - c. 16 schools have 20mph limits in the immediate vicinity;
  - d. 75 schools have cycle racks and 17 schools have parent waiting shelters;
  - e. The Council provides bus transport for 3,318 pupils with 284 paying for vacant seats; and
  - f. 23% of pupils in reception year and 34% of pupils in year 6 are overweight.
- 9 The SMOTS strategy describes the extensive work that we already undertake and engage with schools to encourage walking and cycling. These include:
- a. Bikeability - specialist cycle training from the basics of balance and control to independent journey planning;
  - b. Road safety education and school crossing patrols - undertaken by our road safety unit, delivering education talks and practical sessions to schools;
  - c. Access fund projects - funded by the Department for Transport to encourage behaviour change; and
  - d. Hereford transport packages - major infrastructure projects taking place in Hereford, likely to include walking and cycling measures.
- 10 The SMOTS strategy addresses how we propose to fund our activities. We propose to obtain funding from S106 contributions and the Balfour Beatty Living Places

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Further information on the subject of this report is available from  
Jeremy Callard, transport strategy manager on Tel (01432) 383437

(BBLP) Annual Plan. We will continue to bid for both revenue and capital funds from the Department for Transport.

- 11 The SMOTS strategy action plan sets out our priorities to improve sustainable travel to schools. Some of the actions include:
  - a. Install bike racks and parent waiting shelters;
  - b. Improve the numbers of schools with up-to-date travel plans;
  - c. Continue to deliver bikeability;
  - d. Include SMOTS strategy projects in the BBLP annual plan; and,
  - e. Through the neighbourhood planning process to ensure school transport needs are supported.
- 12 So that we can measure our performance we have identified performance indicators and developed a monitoring program to engage with the schools:
  - a. The performance indicators comprise:
    - i. Modal share of pupils walking, cycling and bus to schools;
    - ii. Percentage of pupils considered overweight or obese;
    - iii. Number of personal injuries from traffic accidents near schools during peak times;
    - iv. Number of pupils engaged in road safety education; and,
    - v. Traffic flows near schools during peak time.
  - b. We will monitor the performance indicators with the following activities:
    - i. Hands-up surveys in schools to establish modal share;
    - ii. Establish the numbers of travel plans being updated or newly written;
    - iii. Retrieve pupil's health data from Public Health England;
    - iv. Collect data from the accident investigation unit on traffic collision numbers;
    - v. Collect data from road safety unit on numbers of pupils engaged; and,
    - vi. The flow of cars on our automatic traffic counters located near schools during peak periods.
- 13 The performance indicators in the 2009 version of the SMOTS strategy are set out below:
  - o All state schools in Herefordshire to have a travel plan in place by March 2010 - 92.3% schools had completed a travel plan by 2010.



- All independent schools in Herefordshire to have a travel plan in place or be working towards a travel plan by March 2010 - 50% of schools had a travel plan by 2010.
  - An audit and mapping exercise to be carried out in 20 schools by March 2010 – not known.
  - 50% of schools with travel plans to have current travel plan reviews in place by March 2010 - 61 schools have reviewed their travel plans post 2011. Of the 92.3% of schools with travel plans 64% have reviewed and updated since 2011.
- 14 The production of a SMOTS strategy was discussed at GSC on the 17th January 2017 during the provision of home to school transport (item 65). It was resolved that a SMOTS strategy should be presented to GSC in July. It is anticipated that the strategy will be adopted before the end of the year

## **Community impact**

- 15 The SMOTS strategy will affect all communities across the county and will provide support for and complement a number of other council strategies and plans including:
- a. Corporate Plan
    - i. By promoting active means of transport we will work towards the priority of “keep children and young people safe and give them a great start in life” by helping improve children’s health; and
    - ii. By reducing school term congestion we will support economic growth and connectivity.
  - b. Core Strategy
    - i. The sustainable modes of travel to school strategy will provide additional support to Policy MT1 which aims to increase levels of walking and cycling.
  - c. Local transport plan 2016-2031
    - i. The SMOTS strategy will support the objectives of supporting economic growth by reducing term-time congestion and promoting healthy lifestyles.
  - d. Health and well-being board’s strategy
    - i. The health and well-being strategy places the needs of children’s and young peoples’ health and well-being at the core of providing access to education and training. It also makes a significant emphasis on improving the health and well-being through active travel options.

## **Equality duty**

- 16 Consultation on the SMOTS strategy will be undertaken so that we are compliant with

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Further information on the subject of this report is available from  
 Jeremy Callard, transport strategy manager on Tel (01432) 383437

the Public Sector Equality Duty. The SMOTS strategy has been subject to an equality impact assessment which is attached in Appendix 2.

## **Financial implications**

- 17 The SMOTS strategy in itself does not commit the council to expenditure, but sets the parameters within which future proposals will be considered. Proposals / schemes will be developed on a case by case basis, progressing through the appropriate governance channels.

## **Legal implications**

- 18 Under the Education and Inspections Act 2006 the council must prepare and publish a Sustainable Modes of Transport to School Strategy.

## **Risk management**

- 19 If we fail to refresh the SMOTS strategy we will be open to challenge for not fulfilling our duties set out in the Education and Inspections Act 2006 and the policy contained in our local transport plan

## **Consultees**

- 20 During the data collection process parents and schools were approached for their views on what constituted barriers to sustainable travel. Numerous barriers were identified and noted in the SMOTS strategy.
- 21 A public consultation process is currently underway. This is being run concurrently with the review of the SMOTS strategy by GSC. All views will be reflected in the final document. Stakeholders include:
- a. Schools;
  - b. Governors;
  - c. Parents;
  - d. Transport operators; and the
  - e. General public.

## **Appendices**

Appendix 1 - Draft SMOTS strategy document

Appendix 2 - Equalities Impact Assessment

## **Background papers**

- None

## Sustainable Modes of Travel to School Strategy



Credit: Sustrans

June 2017

# HEREFORDSHIRE COUNCIL

## Sustainable Modes of Travel to School strategy

### Contents Amendment Record

This report has been issued and amended as follows:

Issue	Revision	Description	Date	Signed
1	0.9	Consultation draft	22/06/2017	MH

## Executive summary

This Sustainable Modes of Travel to School strategy (SMOTS) outlines how we propose to promote and facilitate sustainable travel to and from schools through road safety education, school engagement and infrastructure delivery. This SMOTS strategy applies to all pupils of a compulsory school age attending educational facilities within Herefordshire.

This document sets out the policy and strategic context, and the vision and objectives that we aim to deliver with the SMOTS strategy. In the development of the strategy we collected and analysed travel, health and accident data and undertook an audit of existing walking and cycling infrastructure near schools.

The vision for the SMOTS strategy is:

***“To have a fully integrated transport system where every pupil within Herefordshire, where appropriate, has the option to travel to and from school through active travel choices, improving health, safety and reducing reliance on short distance car journeys”***

The SMOTS strategy objectives we propose are to:

- Improve the safety of pupils and parents;
- Improve the health and well-being of pupils; and to,
- Reduce congestion during peak times.

To understand the travel habits of pupils in Herefordshire we surveyed pupils, during early 2017, using an online questionnaire. That survey also aimed to establish why pupils used particular transport modes. We also collected accident and health data and established the extent and type of walking and cycling infrastructure near schools. Our findings included:

- 47% of pupils travel to school by car whilst 26% walk and 2% cycle. A further 17% use the bus, comprising both public services and those provided by the council;
- The main reasons why pupils predominantly travel by car are that journey distances are too long for walking or cycling, and that there are safety concerns;
- 16 schools have 20mph limits in the immediate vicinity;
- 75 schools have cycle racks and 17 schools have parent waiting shelters;
- The council provides bus transport for 3,318 pupils with 284 paying for vacant seats;
- 23% of pupils in reception year and 34% of pupils in year 6 are overweight.

We highlight the extensive program of schemes and projects that we deliver:

- Bikeability - specialist cycle training from the basics of balance and control to independent journey planning;
- Road safety education and school crossing patrols - undertaken by our road safety unit, delivering education talks and practical sessions to schools;
- Access fund projects - funded by the Department for Transport to encourage behaviour change; and
- Hereford transport packages - major infrastructure projects taking place in Hereford, likely to include walking and cycling measures.

We set out how we propose to deliver both capital and revenue schemes through an action plan. We describe an appraisal framework used to prioritise capital schemes to ensure we make the best use of limited resources to target schools with the greatest need and where we can achieve significant behaviour change.

Key performance indicators and targets are set to measure how we perform and deliver against our objectives. A monitoring program to measure against these key performance indicators has been set. The monitoring includes:

- Hands-up surveys in schools;
- Number of casualties from collisions near schools;
- Number of schools with up-to-date travel plans; and,
- Peak period traffic flows.

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## 1. Introduction

This Sustainable Modes of Travel to Schools (SMOTS) strategy describes how we propose to promote and facilitate sustainable travel to and from schools, through road safety education, school engagement and infrastructure delivery.

The SMOTS strategy applies to travel by pupils of compulsory school age to and from any school within the county. By promoting and facilitating sustainable travel we can contribute to:

- Reducing traffic congestion and accidents;
- Improving health and well-being and air quality.

This document sets out:

- The legal, policy and strategic context which has helped shape our SMOTS strategy;
- Our vision and objectives for school travel;
- Pupil travel patterns;
- Barriers to sustainable school travel;
- How we propose to improve transport in the future; and,
- Proposed key performance indicators and targets.

Consideration will need to be given to those pupils that travel from outside the county to schools within the county. These pupils still need to be catered for to ensure they have appropriate access to our schools.

### Herefordshire

Herefordshire is a predominantly rural county and has a population density of 86 people per kilometre, which is the fourth least densely populated area in England. This means that the journey to school is often long and can only reasonably be made using busy rural roads which are often unsuitable for walking and cycling.



Figure 1- Map of Herefordshire and school locations



There are 81 primary schools, 17 secondary schools and 6 special education schools in Herefordshire. Currently, there are 23,013 pupils (school census 2015) in all local authority

and academy schools. The school years' with the biggest population are years 1, 2 and 3 (school census 2015). 17% of the population within Herefordshire is under 16. In January 2016 there was a net positive import of 248 pupils coming from neighbouring authorities to schools within Herefordshire ([Department for Education 2016](#)).

## 2. Vision and objectives

The vision and objectives set out below has been drawn from national and local policies and strategies. The SMOTS strategy objectives reflect objectives contained in the Local Transport Plan (LTP) and the Local Plan Core Strategy. The vision is:

***“To have a fully integrated transport system where every pupil within Herefordshire, where appropriate, has the option to travel to and from school through active travel choices, improving health, safety and reducing reliance on short distance car journeys”***

To help deliver this vision we have set the following strategy objectives:

- 1. To improve the safety of pupils and parents** - through targeted road safety initiatives to educate pupils and by delivering walking and cycling schemes near schools.
- 2. To improve the health and well-being of pupils**- promote the benefits of sustainable travel through delivery with our partners in public health.
- 3. To reduce congestion** - by encouraging and facilitating sustainable travel we will reduce private car use.

## 3. Legal, policy and strategic context

### Education and Inspections Act 2006

The Education and Inspections Act 2006 placed a statutory duty on local authorities to produce a strategy to promote and facilitate sustainable modes of travel to schools. To comply with the Act a local authority must undertake the following activities:

- Assess the travel and transport needs of children and young people;
- Audit the infrastructure to support sustainable school travel;
- Have a strategy to develop infrastructure to support travel needs of pupils;
- Promote sustainable travel and transport to and from school; and,
- Publish a SMOTS strategy on their website by 31 August each year.

### National and local strategies and policies

In addition to the Education and Inspections Act 2006, the SMOTS strategy has also been developed to deliver a number of national and local policies. Some of the national policies, guidance and strategies relevant to SMOTS include:

- ‘Cycling and walking investment strategy’, Department for Transport (April 2017);
- ‘Everybody active every day: a framework to embed physical activity into daily life’, Public Health England (October 2014); and,

- 'Walking and cycling: local measures to promote walking and cycling as forms of travel or recreation', NICE (November 2012).

The School Standards and Framework Act (1998) introduced the concept of parental choice for school attendance which significantly changed pupil travel habits away from walking and cycling to more car based forms of transport.

Of particular relevance is the Home-to-school travel and transport statutory guidance published by the Department for Education in 2014. The guidance states that:

*'Local authorities should, in large part, base their assessment of children and young people's travel and transport needs on the data provided by schools or colleges, often contained within school travel plans. Effective school travel plans, updated as necessary, put forward a package of measures to improve safety and reduce car use, backed by a partnership involving the school, education, health and transport officers from the local authority, and the police. These seek to secure benefits for both the school and the children by improving their health through active travel and reducing congestion caused by school runs, which in turn helps improve local air quality'.*

In the light of this guidance we used school travel plans to form our understanding of schools' needs for sustainable travel infrastructure and activities for inclusion in this strategy.

In addition to the national policies, the strategy will deliver against a number of local policies and contribute to the delivery of local objectives. The local policies and plans adopted by Herefordshire Council, that will be supported by the strategy include:

- Corporate Plan 2016-2020:
  - "Keep children and young people safe" is a priority for the Corporate Plan.
- Local Plan Core Strategy:
  - Supporting access to schools in more sustainable locations and by ensuring that new developments acknowledge the transport needs of pupils
- Local Transport Plan 2016-2031
  - Establish the existing and potential demand for sustainable school transport and what schemes and other initiatives should be delivered to facilitate that demand
- Health and Wellbeing Strategy:
  - Ensure that children and young people are fit and well, including keeping all children safe.

### **Local Transport Plan 2016-2031**

The Local Transport Plan (LTP) was formally adopted by the council in March 2016. The LTP objectives comprise:

- Enabling economic growth;
- Providing a good quality transport network for all users;
- Promoting healthy lifestyles;
- Making journeys easier and safer; and,
- Ensuring access to services for those living in rural areas.

The SMOTS strategy will help deliver these objectives by:

- Promoting the use of and facilitating sustainable travel;
- Improving the network for journeys to and from school;
- Improving safety;
- Reducing congestion; and,
- Helping those in rural areas to access education.

## **Hereford transport strategy**

A priority for our LTP is to reduce congestion in Hereford, particularly during term time when traffic conditions are noticeably worse than during the school holidays. Short distance car journeys, including those to and from school, are a significant contributor to congestion in Hereford. Our transport strategy for Hereford includes improvements to network operation, which will be delivered through infrastructure schemes, in combination with behavioural change projects which include school travel plans.

## **Travel to school policy**

The travel to school policy in its current form is contained at Appendix 1. Currently we provide 15% of the Herefordshire pupil population with transport to and from school.

We also provide arranged transport for post 16 college and sixth form students; this is an addition to our statutory duty. We do this through financial support for students aged 16-19 travelling to and from schools and colleges within the county.

Herefordshire also runs a Vacant Seat Payment Scheme (VSPS). This scheme means that a pupil who does not meet the free 'travel to school' criteria can pay to have a seat on a bus that is not being taken by another pupil who is eligible for free transport. This service could be withdrawn at any time.

Further details on pupil numbers travelling on transport services arranged by the council can be viewed in Section 4.

## **4. Current trends**

To understand the needs of the pupils within Herefordshire we undertook data collection to establish current travel habits and the reasons for them, the location and types of infrastructure in the vicinity of schools, the number of accidents and statistics on pupil health.

### **Current travel habits**

Parents were asked how their child travelled to and from school and the nature of any barriers to active travel. A copy of the questionnaire can be found in Appendix 2.

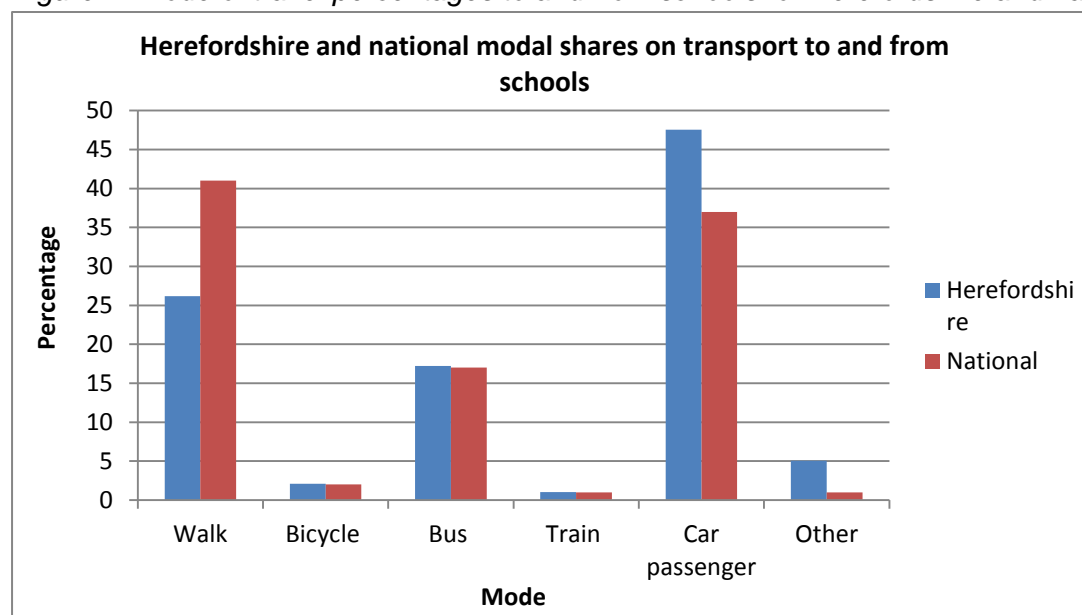
We received a total of 1,163 survey responses from across the county, which is 5.1% of the total school pupil population. The highest percentage was from St. Mary's Church of England primary school in Fownhope with a response rate of 27%. There were a small number of schools that provided no response.

Car is the main transport mode for pupils travelling from school with 48% of pupils using this mode whilst a further 26% walk and 2% cycle. 17% use the bus (including both public bus services and those provided by the council, see Figure 2).



To show how Herefordshire's school travel mode shares compare with the national school travel mode share (Figure 2) we have used information from the 2015 National Travel Survey (NTS). The NTS indicates that walking is the most commonly used mode at 41%. Car use comprises 37%, cycling 2% and private bus 4%. Herefordshire demonstrates a significantly lower walking mode share when compared to the national statistic whilst car use is significantly higher. These differences are likely to be primarily a result of our dispersed population and settlement patterns with significant distances between schools, homes and work places. Cycling rates are broadly similar to the national average.

Figure 2- mode of travel percentages to and from schools for Herefordshire and nationally<sup>1</sup>



Herefordshire contains three distinct settlement types - Hereford, the market towns (Leominster, Ross-on-wye, Ledbury, Bromyard and Kington) and hamlets and villages. To provide a more detailed picture of school travel in Herefordshire the survey results have been split into those settlement types:

<sup>1</sup> National Transport Survey: <https://www.gov.uk/government/statistics/national-travel-survey-2015>

Figure 3- Mode of travel percentages for transport to and from school by settlement type

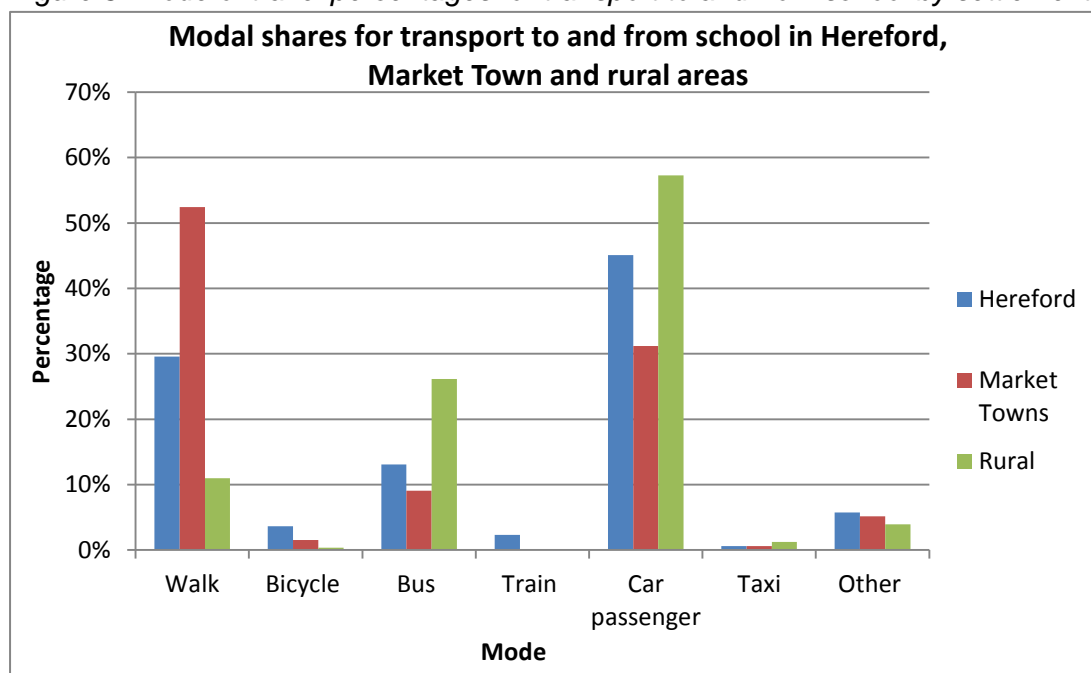
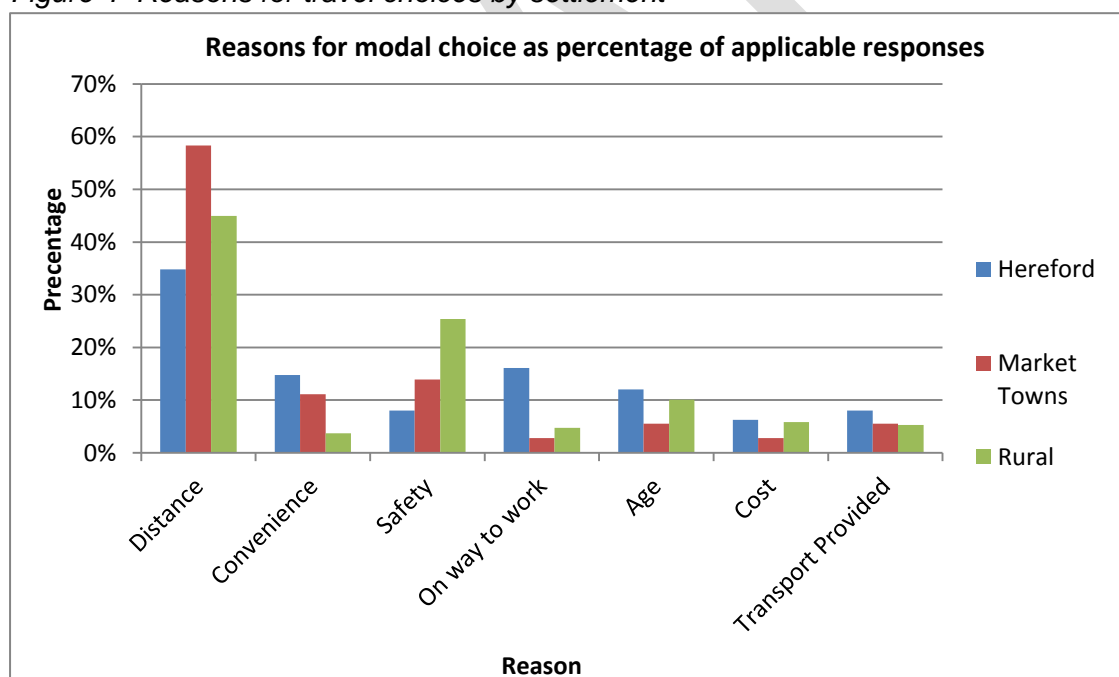


Figure 4- Reasons for travel choices by settlement



### Hereford

There are 8,147 school pupils in Hereford of which 5.4% responded to the questionnaire. The average school response rate was 4.6%.

Car passenger is the dominant mode choice for pupils making up 45% of journeys with walking at 30%, bus 13% and cycling 4%. Distance is the most common factor that influences pupils' travel choices. Combining the school trip with the work trip is also influential.

### Market towns

3.1% of pupils in the market towns responded to the questionnaire with the average school response rate at 4.7%.

Walking is the dominant mode choice at 52% with car use at 31%, bus travel at 9% and cycling at 2%. Distance is the most prominent feature in people's choice of mode to school and from school in the market towns.

### Rural areas

5.1% of pupils within the rural areas of Herefordshire responded to the questionnaire with the school average at 5.7%.

Car travel makes up 57% of trips with bus travel at 26% and walking at 11% of mode share. Distance plays a significant role in people's travel choices and is closely followed by safety concerns. These could be considered barriers to active travel.

Safety concerns highlighted by parents are also a barrier to walking and cycling. Some specific safety concerns include:

- Aylestone Hill is too dangerous;
- No pedestrian crossing facility and speeding traffic on A44 in Bromyard;
- A40 too dangerous to cross as a pedestrian in Goodrich;
- No suitable bus times;
- No pavements on A4110 in Leintwardine;
- Cars do not stop for red light on Yazor Road; and,
- Buses can be overcrowded in the morning.

## **Transport infrastructure**

We have undertaken 'desktop' infrastructure audits to establish the availability of walking and cycling infrastructure in the vicinity of schools. We did this using Google Earth and Street View. The full results from this audit can be viewed in Appendix 3. Findings from the audit included:

- 16 schools have 20mph limits in the immediate vicinity;
- 65 schools have zig-zag "School keep-clear" markings
- 14 zebra crossings, 15 pelican crossings and 8 toucan crossings;
- Cycle racks available at 75 schools;
- 17 schools have parent waiting shelters; and
- 14 schools have traffic calming measures.

## **School travel plans**

Currently 60% schools have a travel plan. Appendix 3 contains a list of schools that have travel plans and the date when they were drafted.

As the majority (64%) of travel plans are outdated (>3 years old) we will continue to promote school travel plan production and work with our delivery partners to update school travel plans.

### Travel to school provision

We transport 3,318 pupils to schools within Herefordshire. Of these 284 are through our VSPS and 504 receive transport on grounds of hazardous routes. 3,013 pupils receive free transport to school. Approximately 15% of all pupils within Herefordshire are on local authority arranged transport, either through free transport or through the VSPS.

504 pupils receiving transport as their routes to school have been deemed hazardous is a significant number of pupils, at a time when budgets are stretched this adds significant additional pressure. We will investigate and address these issues where appropriate and feasible.

Table 1 below shows pupil population densities in English counties. Herefordshire has the lowest secondary school pupil density with 0.045 pupils per hectare. This low density, and the implied long distances between schools and homes, is a significant challenge in the provision of adequate transport for pupils

*Table 1- Secondary pupil population density*

Authority	Area (ha)	Secondary schools	Secondary pupils	Av pupils/ sec school	Av area (ha)/ sec school	Secondary pupils per ha	SEN schools	SEN pupils	Av pupils / SEN sch	Av area (ha) / SEN school	SEN pupils per ha
<b>Herefordshire</b>	<b>217,973</b>	<b>15</b>	<b>9,805</b>	<b>654</b>	<b>14532</b>	<b>0.045</b>	<b>4</b>	<b>296</b>	<b>74</b>	<b>54493</b>	<b>0.0014</b>
Bath & NE Somerset	34,574	14	12257	876	2470	0.355	3	407	136	11525	0.0118
Central Bedfordshire	71,566	32	20573	643	2236	0.287	4	492	123	17892	0.0069
Cheshire W & Chester	91,666	19	16659	877	4825	0.182	10	828	83	9167	0.0090
Cornwall	354,619	32	30,935	967	11082	0.087	5	380	76	70924	0.0011
East Riding	240,768	18	21,310	1,184	13376	0.089	3	296	99	80256	0.0012
Isle of Wight	38,016	8	7391	924	4752	0.194	3	262	87	12672	0.0069
Lincolnshire	592,062	54	48,055	890	10964	0.081	20	1679	84	29603	0.0028
Norfolk	537,056	51	47,745	936	10531	0.089	11	1199	109	48823	0.0022
N Lincolnshire	84,631	13	9,355	720	6510	0.111	2	262	131	42316	0.0031
N Somerset	37,379	11	12393	1,127	3398	0.332	3	263	88	12460	0.0070
NE Lincolnshire	19,184	10	8779	878	1918	0.458	2	296	148	9592	0.0154
North Yorkshire	803,761	44	38,405	873	18267	0.048	12	765	64	66980	0.0010
Rutland	38,152	3	2,625	875	12717	0.069	1	9	9	38152	0.0002
Shropshire	319,730	22	16,600	755	14533	0.052	2	435	218	159865	0.0014
Somerset	345,055	39	31,000	795	8848	0.090	8	525	66	43132	0.0015
S Gloucestershire	49,695	17	16429	966	2923	0.331	4	388	97	12424	0.0078
Suffolk	380,018	60	46,285	771	6334	0.122	9	977	109	42224	0.0026



Wiltshire	325,534	29	29,590	1,020	11225	0.091	6	554	92	54256	0.0017
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## Accidents near schools

We have gathered accident data to establish the number of accidents in the vicinity of schools using the following criteria:

- Casualty aged between 0-19;
- Accidents in the AM (7am-10am) and PM (3pm-7pm) peak hours; and,
- Within the last five years.

In total, 210 casualties were recorded of which 34 casualties were involved in an accident which was classified as serious.

As a part of our ongoing commitment to reduce all accidents within the county, there is a review into accident causation and how we mitigate accidents to reduce the number and severity of casualties.

## Health data

Public Health England collects a large amount of data on the health and activity levels of the population. In 2015/16, 22.8% of Herefordshire pupils in reception year were considered overweight (9.8% were considered obese) rising to 33.8% for the pupils in year six (19.8% were considered obese). Nationally, the obesity figure is 9.3% for pupils in reception and 19.8% for pupils in year six. This is a significant number of pupils and is likely to lead to additional pressure on the health system. The levels seen in Herefordshire are considered to be similar to the national average.

## Summary and conclusion

The data described above provides a useful insight into school travel behaviour, health, accidents and the availability of walking and cycling infrastructure near schools.

The data shows that car use is the most common mode of transport to and from schools, with walking making up a smaller proportion of mode share. Distance to schools has been highlighted as a significant barrier to increasing walking and cycling to school; this is a particular issue for those in the rural communities. This is supported by the pupil density data for Herefordshire (Table 1).

Distance is likely to be the dominant reason why pupils are transported to school by car although safety concerns are also relevant. Distance is also clearly a barrier to walking and cycling if the distance is too great. Convenience and 'on the way to work' are cited as influences on mode choice in Hereford, presumably in favour of car use. This mode choice for Hereford is also likely to be a function of the high proportion of home to work journeys in Hereford, in comparison to that in the market towns or rural areas.

The school infrastructure audits provided information on existing conditions and the extent to which there are gaps in walking and cycling infrastructure for home to school journeys.

## **5. Current intervention programs.**

We run various engagements with schools to encourage pupils to walk and cycle whilst educating them in road safety awareness. The programs include Bikeability, road safety education and the delivery of behavioural change projects funded by the Access Fund. We also anticipate delivering infrastructure through the Annual Plan, Hereford transport packages, developer contributions (Section 106) and other capital funds which we bid for as and when the opportunities arise.

### **Bikeability**

Bikeability is a national initiative that is funded by the Department for Transport and administered by local authorities. Bikeability provides three levels of cycle training. Each level varies in what it covers and ranges from the basics of balance and control to journey planning and independent travel.

We are currently delivering Bikeability to a number of schools. In 2015/16 we delivered Bikeability to 1,199 pupils (1,084 for Bikeability level 1 and 115 for level 2). We will continue this initiative as long as funding is available from central government.

### **Road safety education and school crossing patrols**

Road safety education to schools is delivered by our Road Safety Officers. These officers deliver education to schools within the county. Talks are delivered to pupils in key stage one, year 6, year 7 and year 8 covering road safety education. Pedestrian training is also delivered to primary school pupils. We offer both practical and theory pedestrian training to primary school pupils.

We provide support for the initiative Crucial Crew, which is a multi-agency event aimed at year 6 pupils. The initiative delivers different messages on personal safety including road, water and fire safety to key stage two pupils over a two week period. In 2015/16 this was attended by 63 schools from the county and is organised by West Mercia Police.

We deliver a pre-driver and passenger event to year 11 pupils called Dying to Drive. This is aimed at improving pupils' awareness of the dangers of unsafe driving.

We currently arrange and support the use of school crossing patrols within the county. There are a total of 16 school crossing patrols. Of these 10 are funded directly through the council with a further 6 funded by the schools.

### **Access fund**

In 2016 Herefordshire was awarded £1.5m from the Department for Transport (DfT) Access Fund. The grant provides us with three years of funding for behavioural change projects. Under the banner of Destination Hereford behavioural change projects will be delivered directly to schools through a delivery partner on our behalf. At the current time this partner is Sustrans. The program is a mixture of both practical and theory activities that aim to encourage and enable long term behaviour change.

Some of the activities include bike and scooter skills, maintenance, bike clubs, walking initiatives, assemblies, class talks, integrating active travel within the curriculum and travel plan writing. Sustrans work with our road safety unit on the junior road safety initiative and provide holiday clubs as part of their delivery program.

They also undertake some minor monitoring with the schools, including hands up surveys and bike counts. A report is submitted at the end of every school year on the achievements and travel choices.

## **Annual plan**

The annual plan is the process by which we in partnership with our delivery partner (Balfour Beatty Living Places ) set out our programme for work on the transport network for each year. Schemes that need to be included in the annual plan must meet a number of criteria to ensure the schemes fit against the objectives set out in the LTP. Some of these considerations include:

- Safety;
- Environmental;
- Socio-economic;
- Risk;
- Stakeholder engagement; and
- Whole-life costs.

The schemes are fed through community consultation with county councillors and parish councils. This is normally undertaken by the locality stewards. Schemes highlighted in the Neighbourhood Development Plans also feed into the annual plan. During the development of the annual plan key stakeholders are consulted to ensure the appropriate schemes are taken forward.

## **Developer contributions (Section 106)**

Infrastructure improvements can be delivered in the vicinity of schools through developer contributions. We use school travel plans to establish the needs of schools to ensure that when developments come forward we have the information available to use developer contributions to improve walking and cycling infrastructure on routes to and from schools.

The design and implementation of sustainable transport measures is in line with the policies and objectives set out in the Core Strategy, LTP and the SMOTS strategy. We also ensure that the transport requirements of schools are contained in Neighbourhood Development Plans.

## **Highways management**

Herefordshire Council's Transport Asset Management Plan (TAMP) outlines how highways maintenance is delivered within the county. The document is available to view [on the Herefordshire Council's website](#).

Whilst the TAMP does not refer to schools as having a direct influence on how the network is prioritised for maintenance, the location of the school would be part of the wider considerations used in programme development and delivery.

## **Public Health**

Public Health England has an extensive list of initiatives aimed at children and young people to improve their health and wellbeing. The 'Change4Life' initiative covers many areas from eating habits to physical activity. 'Change4Life' encourages people to make small changes in

their daily lives including walking and cycling to schools. There are a number of materials available to schools to encourage this behaviour change.

## 6. Funding and Action Plan

### Funding

We will continue to work with our delivery partner Balfour Beatty Living Places (BBLP) to ensure that any opportunity to improve the sustainable travel network is delivered through the annual plan.

We engage with internal colleagues and delivery partners to maximise any opportunity to make improvements to sustainable travel schemes when funding becomes available.

For revenue projects we will continue to bid for government funding. We will build on our previous successful delivery from our Local Sustainable Transport Fund, Transition Fund and the recently awarded Access Fund. For capital projects we will continue to engage with planning colleagues to ensure that any Section 106 funding which becomes available is used to improve routes to schools. To ensure that Section 106 funding is available for walking and cycling schemes, there needs to be a clear and demonstrable link between the policies and priorities set within the Local Plan Core Strategy and the LTP, and the need for specific walking and cycling schemes.

The South Wye Transport package and Hereford Transport Package could provide funding to improve walking and cycling infrastructure for schools in Hereford.

### Action plan

To deliver our objectives and vision we have set out below actions that will improve the provision of sustainable transport in Herefordshire:

Ref	Action	Status	Timescale	Responsibility	Stakeholders
1	Encourage and promote use of park and share/park and cycle sites to access educational facilities	To commence	Short/Medium term	Herefordshire Council sustainable transport officer	Schools, teachers, parents, students
2	Install bike racks and parent waiting shelters through travel grants	Ongoing	Short/Medium	HC sustainable transport officer	Schools
3	Improve the number of up to date school travel plans – by engaging with schools through our delivery partner	Ongoing	Short/ Medium	Sustrans schools officer*	Schools, Sustrans, Pupils
4	Engage with our highways asset management teams to ensure maintenance around schools is captured appropriately- including re-lining or anti-skid surfacing (included in annual plan)	Ongoing	Short to long term	HC Highways and BBLP	Schools, HC, BBLP, parents, pupils
5	Continue to deliver Bikeability to schools	Ongoing	Short	Sustainable transport	Schools

				officers	
6	Road safety education-continue our program of engaging with schools to deliver talks and practical sessions	Ongoing	Short	Road safety officers	Schools
7	Continue the delivery of our long-term behavioural change projects with schools	Ongoing	Short	Sustrans schools officers*	Schools, Sustrans
8	Forward 'long list' of capital schemes to colleagues in BBLP for consideration in the annual plan process and consider for Section 106 funding and major transport scheme funding	Ongoing	Short	HC Transportation and BBLP	Schools
9	Provide walking and cycling promotions to secondary schools and colleges of higher education	Ongoing	Short	Sustainable transport officer	School, pupils and college students.
10	Engage bus companies when tendering for services to ensure routes take in schools where feasible, taking into account the needs of pupils accessing schools within the county	To commence	Medium/long	Passenger transport	Schools, bus companies, parents
11	Encourage the use and start-up of walking buses or park and stride initiatives	To commence	Medium	Sustainable schools officer, road safety officers	Schools, parents, pupils
12	Promote the use of car sharing as a viable way to access schools- by working with schools encourage parents to car share	To commence	Medium	HC sustainable transport officers, road safety officers	Schools, parents, pupils
13	When developing the active travel measures for the major transport packages ensure that infrastructure to and from schools are taken into consideration	Ongoing	Long-term	HC transportation and infrastructure delivery	Schools, BBLP, HC
14	Neighbourhood Development Plans- ensure that the needs for schools are accurately captured in the Neighbourhood Development Plans	Ongoing	Short to long-term	Parish councils	Schools, Parish councils, HC, local members.
15	Annual review- to ensure the action plan keeps up with latest developments and remains fit for purpose we will review the annual plan on an	To commence	Short to long-term	HC transportation	HC, schools, local members.

	annual basis				
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*\*At the current time these are being delivered by Sustrans, however, future engagement may be undertaken by another company depending on contracts*

## 7. Targets

To ensure we are achieving our objectives and vision we have set out below a number of Key Performance Indicators (KPI) and associated targets:

Performance	Indicator	Target
Sustainable transport	The percentage share of pupils using sustainable modes of travel to and from school (includes walking, cycling and bus)	<u>Hereford</u> Targets to be set*  <u>Market towns</u> 5% active mode increase  <u>Rural</u> Mode shares to remain the same
Health	The percentage of pupils considered overweight (including obese)	5% below national average
Travel plans	The number of schools with up to date travel plans	80%
Personal injuries	The number of casualties aged 0-19 involved in road traffic collisions during peak AM and PM periods	Outcome of ongoing safety review
Road safety education	Number of pupils engaged in road safety education programmes and training in schools	10% increase on current by 2021
Traffic volumes	The number of cars or vans present on the roads near schools at peak AM and PM hours.	Reduction of 5% on 2017 volumes

These targets will be periodically reviewed every five years to ensure they are still fit for purpose and realistic.

\*Mode share targets and traffic volumes targets for Hereford will be set in line with our Local Transport Plan, South Wye Transport Package and Hereford Transport Package target setting processes.

## 8. Monitoring and evaluation

To ensure we can accurately measure how we are performing against our KPIs we have set up a number of monitoring and evaluation projects. These will draw heavily on our well established monitoring programmes. We will undertake the following monitoring:

KPI	Monitoring	Frequency
Modal share to and from school	School hands-up surveys- we will work with schools to undertake these surveys on a typical day in a neutral month. We will undertake twice a year (June and October).	Annual
	School travel questionnaire- we will undertake an online survey that will be comparable with the baseline survey to show a like-for-like comparison.	Every 5 years
Health	The data is retrieved from Public Health England. We will work our health colleagues to ensure we are kept up to date.	Annual
Travel Plans	The number of new and updated travel plans completed during the year and copies submitted to us or Sustrans school officers.	Annual
Accidents	Numbers of children (0-19) casualties (slight and serious) are collected by us and will be reported on	Annual
Road safety education	The numbers of children partaking in activities is already collected and reported by us.	Annual
Peak hour traffic flows	We will use our already established traffic counters and will report on the peak period flow for locations near schools for neutral months (May, June, October and November)	Annual

To ensure we are in line with the Education and Inspections Act 2006 we will release an annual update to the SMOTS strategy to outline how we are performing, what we have delivered and any changes that have been made to the SMOTS strategy (If applicable).

## 9. Consultation

In the process of developing the SMOTS strategy parents and schools were approached to establish their needs. Details from the questionnaire have been highlighted in Section 4.

To ensure the SMOTS is fit for purpose and deliverable, we will consult with key stakeholders. These stakeholders will include local members, schools, governors, our delivery partners and other interested parties.

The results and key comments will be presented within this section for the final draft.

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## Appendix 1- Home to school transport policy

### Home to school transport policy

#### 1. Roles and responsibilities of parents

- 1.1 Parents and carers have a legal responsibility to ensure that their children attend school regularly. This includes arranging travel to and from school, meeting the costs of this and accompanying their child as necessary.
- 1.2 It is the responsibility of the parent or carer to accompany a child (or arrange suitable supervision) as necessary when walking to and from school, including to and from a provided transport pick-up and set-down point, unless such arrangements form part of the provision arranged by the local authority. Passenger assistants will only be supplied on provided transport arrangements where they are necessary to meet a child's individual needs.
- 1.3 In some cases, the Council has a legal obligation to provide suitable free school transport. This will be provided in the most cost-effective and appropriate way for children's needs. This policy sets out the categories of eligible children, the provision offered, circumstances when assistance is not provided and how to appeal against a decision.

#### 2. Statutory provision of transport by the local authority

- 2.1 Travel assistance from home to school will be provided for pupils who meet all the following criteria:
  - Live in Herefordshire
  - Are of compulsory school age (i.e. 5 to 16 years), and extended in Herefordshire to include 4 year olds
  - Attend their nearest suitable primary or secondary school, located in England, or their nearest suitable primary or secondary school, if located in Wales
  - Live over 2 miles from school if below the age of 8, and over 3 miles from school if aged between 8 and 16
- 2.2 In addition, there are some additional entitlements for pupils from families with low incomes (see Section 5).
- 2.3 The Department for Education (DfE) defines the 'nearest school' as the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have.

- 2.4** Where a pupil attends a school that is not the nearest available school, as a result of parental preference, transport will not normally be provided.
- 2.5** For distances below those described above, transport will not be provided, as the route is considered to be within the statutory walking distance. These distances are measured by the shortest available walking route (from home address to nearest school gate) using our geographical information system, taking account of public footpaths, along which a child, accompanied as necessary, can walk reasonably safely.
- 3.** Pupils unable to attend their nearest school due to over-subscription
- 3.1** Where a pupil is unable to obtain a place at their qualifying school because it is over- subscribed, travel assistance will be provided to the next nearest school that has an available place, provided that it is more than the statutory walking distance from the home address.
- 4. Children living at more than one address**
- 4.1** Transport entitlement is assessed using the usual home address for each child; that is where they live for the majority of time. If time is split equally between two addresses, then the address of the parent in receipt of child benefit will be used.
- 5. Families on low incomes**
- 5.1** Children from low income groups (defined as being entitled to free school meals or a family in receipt of the maximum level of Working Tax Credit) have the following additional entitlements to transport free of charge:
- For secondary-aged children aged 11-16, the entitlement to free transport is increased to any one of three nearest schools, where these are between 2 and 6 miles from home.
  - Primary aged children of 8 and above (years 4 to 6) attending their nearest suitable school that is more than 2 miles from home are entitled to free transport.
  - Where a parent or carer expresses a preference for a school based on religion or belief, then a child aged 11-16 is eligible for free transport to the nearest suitable school if they live between 2 and 15 miles of the school.
- 5.2** Eligibility for transport support provided under the low income criteria above will be reviewed on an annual basis.

**6. Children unable to walk to school by reason of their special educational needs (SEN), disability, or mobility problem (including temporary medical conditions)**

- 6.1 Where a child attends their nearest suitable school, which is within statutory walking distance, but is unable to walk there (accompanied as necessary), they will be eligible for transport assistance.
- 6.2 Applications in this category will be considered on a case-by-case basis and will require evidence from a medical professional and assessment of need. Evidence of factors such as receipt of certain disability benefits may also be requested to assess the level of need.

**7. Children unable to walk to school in safety because the route is classed as hazardous**

- 7.1 Where a child is attending their nearest school, which is within statutory walking distance, but the nature of the route is such that a child cannot be expected to walk (accompanied as necessary) in reasonable safety because it contains exceptional hazards, they will be eligible for transport assistance.
- 7.2 In order for a route to qualify in this category, it must have been assessed and classified as an unsafe walking route by Herefordshire Council. Assessments take into consideration factors such as the age of the child, vision for pedestrians and motorists, the volume and speed of traffic, street lighting, potential risks on the route, width of the road and the existence of footways.
- 7.3 Assessments do not take account of issues of personal security, as it is the responsibility of a parent or carer to accompany their child as necessary when walking to and from school.
- 7.4 Such routes will be reassessed by the local authority periodically.

**8. Discretionary provision of transport assistance**

- 8.1 In addition to the statutory duty to provide transport assistance to the eligible pupils outlined above, the local authority will exercise its discretion to provide transport to pupils as follows.

**Permanent exclusions or managed moves**

- 8.2 Where a child changes school as a result of a permanent exclusion or managed move, then transport assistance will be provided if the school is beyond the statutory walking distance and the local authority agrees with the preference.

**House moves**

- 8.3 Where a pupil in receipt of free transport moves house and continues to attend the same school, but that school is no longer the nearest, then transport assistance will no longer be provided.

## **Exceptional Circumstances**

8.4 Transport assistance may be provided in exceptional circumstances to pupils not otherwise eligible, where such provision is in the best interests of the pupil. Such circumstances may include temporary absences from the home address due to circumstances beyond the control of parents, or other exceptional family circumstances where the pupil might be at risk of educational disruption.

8.5 Evidence to support such applications will be required from relevant professionals. Each application will be considered on its own merits.

### **9. Use of vacant seats on school buses for pupils not eligible for transport assistance (paid-for places)**

9.1 Where spare seats are available on vehicles contracted by the local authority to provide transport to school, these may be allocated to children not entitled to free transport. A flat rate charge is made for these seats and they are allocated according to the following priority order:

- Year 11 pupils
- Siblings of pupils currently receiving assisted transport on that service
- Looked after children
- Pupils nearest to the school

9.2 The situation will be reviewed each term. Places could be withdrawn at any time if they are required by pupils with an entitlement for transport assistance.

### **10. Transport provision**

10.1 Where the authority provides transport assistance, this will usually be in the form of a bus pass to use a local bus service or travel on a dedicated contract bus, coach or minibus. For certain journeys, a train pass may be provided. In some circumstances, parents may be offered a mileage allowance or personal travel budget to convey their own child to school. In some instances, where no other transport is available, a taxi may be provided.

10.2 Transport arrangements will be made that are considered reasonable and appropriate by the local authority. Equally, such arrangements will be made in the most cost-effective way for the authority.

10.3 There are no set limits for what is a reasonable journey time. This will depend on the age and needs of pupils. However, we aim to ensure that no pupil will have a journey of more than 75 minutes (secondary) or 45 minutes (primary).

10.4 The Council provides transport for one return journey from home to the school at the official beginning and end of the school day. Transport is not provided to meet a pupil's individual timetable, including breakfast or after-school clubs or extra-curricular activities. Transport is not provided for work experience placements, work-based learning or travel between establishments (school to school).

- 10.5 Transport is not usually provided from door-to-door. Children may be required to walk (accompanied by an appropriate adult as necessary) to and from designated pick-up or set-down points. The distance to such a point will not normally exceed 1 mile for a primary-aged pupil and 1.5 miles for a secondary-aged pupil.
- 10.6 Generally, the driver of school transport vehicles will be the only adult present during journeys. Parents must ensure their children are instructed about good behaviour when travelling and to use seat belts at all times where fitted. A passenger assistant will only be provided where a risk assessment specifically for a particular service suggests that this is necessary.

## **11. Poor behaviour and withdrawal of transport**

- 11.1 In the interests of safety for everyone using school transport, it is important that pupils behave well while travelling.
- 11.2 Head teachers are empowered to take action to address unacceptable behaviour even when this takes place outside of the school premises, when it is reasonable to do so. This includes addressing any behavioural issues on school transport.
- 11.3 The Council has a duty of care to ensure all children travel in reasonable safety and comfort. Any behaviour affecting other passengers, the public or the driver that endangers (whether intentionally or unintentionally) themselves or others may lead to the entitlement to travel being withdrawn, either temporarily or permanently. In such circumstances, the parent will need to arrange and pay for their own transport in order to meet their duty to ensure that their child continues to attend school.

## **12. Provision of transport for pupils with Special Education Needs**

- 12.1 Each individual pupil's special educational needs, as detailed in a formal Statement or Education or Health & Care Plan, will be taken into account at the time of assessment for transport.
- 12.2 Where the distance to the appropriate school is less than the statutory walking distances and/or when a child has no statement of SEN or EHCP, travel assistance will be considered, taking into account the individual circumstances and the travel needs of children with significant sensory, physical, medical or behavioural difficulties that prevent them from getting to school even when accompanied by a parent or carer. In such instances, travel assistance will be considered using supporting written evidence, within the preceding 12 months, from a range of sources that describes the child as having:
- Long term severely restricted independent mobility, due to a physical disability.
  - Long term severely restricted mobility due to a medical condition resulting in persistent pain or extreme fatigue.
  - A sensory impairment resulting in severely restricted mobility.

- Severe behavioural emotional and / or social difficulties in comparison with other children of their age. This may be linked with cognitive ability or be as a result of a specific development disorder.

- 12.3 Once a pupil is assessed as being eligible for transport assistance, a risk assessment will be undertaken to determine the most appropriate requirements for that individual pupil on the journey to and from school. This assessment will take account of measures to ensure the safety and comfort of that pupil and any other pupils or staff travelling on the vehicle. Following the assessment, appropriate safety equipment may be required on the vehicle. If a harness or restraint is likely to be necessary, this requirement will be discussed with parents or carers, who will be asked to agree to this.
- 12.4 If a parent or carer does not agree with any aspect of transport assistance provided by the authority, then this should be taken up with the Integrated Transport Team. If a parent or carer chooses to withdraw a pupil from transport because they do not agree with any aspect, then they will become responsible for getting the pupil to school themselves and at their own expense, until the matter has been investigated.
- 12.5 Transport will be arranged in the most cost-effective way and may involve travel by local bus, contract bus or taxi. Door to door transport will only be provided where this is necessary to meet the assessed needs of the child. Therefore, pupils (accompanied by parent or carer) may be required to get to a designated pick-up point.

### **13. Independent Travel Training**

- 13.1 Independent Travel Training can help support independence by developing personal, social and life skills by looking at the needs and capabilities of a young person. Where a young person is considered sufficiently capable, we will offer independent travel training for them to develop the skills to be able to travel more independently. Where they attain the necessary confidence and ability, we will expect them to travel independently to and from school.
- 13.2 The training will be given by an approved trainer in partnership with schools and parents or carers.

### **14. Use of passenger assistants**

- 14.1 Passenger assistants are provided on transport only where a child has a severe physical condition, a medical condition requiring immediate treatment, or severe behavioural difficulties meaning that the health and safety of the child, driver or anyone else travelling in the vehicle would be at risk. The use of an assistant will be reviewed regularly, since the need may change as the child grows older.
- 14.2 A passenger assistant's duty is to supervise students on a vehicle and to help with boarding and leaving the vehicle where the pupil has physical, sensory or medical difficulties. They are not able to collect pupils from home or take them into school if that would mean leaving other vulnerable children unattended.

## **15. Residential schools**

- 15.1 Where a child attends a residential school and is entitled to transport assistance, this is provided at the start and end of each half-term or, at the start and end of each week depending on the boarding arrangements. Transport is also provided for official school closures. Transport will not be provided at other times or for parental visits for meetings.
- 15.2 Where a pupil attends a qualifying residential school, transport assistance will be arranged by the local authority in accordance with the placement terms agreed.

## **16. Review of transport provision for pupils with special educational needs**

- 16.1 Travel assistance will be reviewed with parents and education and care professionals who know the child and are part of the statement or EHC Plan review. The Council may also review eligibility by a scheduled meeting or by telephone contact. Parents will be told of all decisions in writing. We need to ensure that the service provided continues to be appropriate for the pupil's assessed needs.
- 16.2 In the event that there is a risk to health and safety of staff or pupils and others using the transport from the misbehaviour of a pupil, access to school transport may be suspended and in serious cases permanently withdrawn as set out in the main school transport policy. When considering suspension or withdrawal of provision regard will be given to the extent to which the child's disability has impacted on their behaviour and what steps can be taken to eliminate the effect of that disability on their behaviour.

## **How to apply for school transport**

If you believe you qualify for transport assistance, or you would like to apply for a seat under the Vacant Seat Payment Scheme, please complete the application form for school travel assistance and return it to:

*School and College Transport,  
PO Box 236,  
Plough Lane,  
Hereford HR4 0LE*

If your child has any medical conditions that need to be taken account of when assessing transport (Type One Diabetes for example) please supply any supporting information along with the completed application form.

**Appealing against a decision made by the local authority regarding school transport assistance?**

An appeal against a decision made by our team regarding eligibility for school transport assistance should be made in writing, by completing the [school travel assistance – request for review form](#), and sending to:

*Admissions and Transport Policy Manager,  
Herefordshire Council,  
PO Box 236,  
Plough Lane,  
Hereford HR4 0LE*

Any appeal will be considered and a decision made within fifteen working days. If your appeal is not successful you will still have the right to pursue matters through the local authority's formal complaints procedure.

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## Appendix 2- School questionnaire

### Introduction

Thank you for taking the time to complete this survey. The information that you provide in this survey will only be used to analyse travel patterns. No-one will be identifiable from their responses.

Please answer the questions based on a typical weekday in school term time, and in relation to the child from which you received the request to complete the survey. You may need to complete this survey more than once if your children go to different schools, or if your children go to the same school but use different modes.

### Address

Please enter your home postcode and email address. Your email address will only be used to enter you into a prize draw once the survey has been completed. There will be 10 winners from the draw, each receiving an Amazon Gift Card worth £50.

#### 1. Have you already completed an online version of this questionnaire?

Yes:  No:

#### 2. Please enter your email address.

Email Address:

#### 3. Could you please provide your home address in as much detail as possible?

Address   
Post Code

#### 4. Could you please provide the name and address of your child's school in as much detail as possible?

Name   
Address   
Post Code

### Getting to School

#### 5. What is the mode of transport for your child's trip from home to school? (Please mark in the appropriate box below)

Walk	Bicycle	Bus	Train	Car Passenger	Taxi	Other (please specify)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 6. At what time does your child normally start this trip?

#### 7. How many people accompanied your child on this trip?

Adults  Children

### Getting Home from School

#### 8. What is the mode of transport for your child's trip from school to home? (Please mark in the appropriate box below)

Walk	Bicycle	Bus	Train	Car Passenger	Taxi	Other (please specify)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 9. At what time does your child normally start this trip?

#### 10. How many people accompanied your child on this trip?

Adults  Children

### Getting to School – Extra Journey

#### 11. Typically, is the school drop-off a part of your journey to somewhere else?

Yes (Please go to question 12)	No (Please go to question 17)
<input type="text"/>	<input type="text"/>

### Getting to School – Extra Journey Part Two

#### 12. In as much detail as possible, could you please provide the address of the destination you go to after dropping your child off at school?

Address   
Post Code

#### 13. What is the purpose for going to the destination? (Please mark in the appropriate box below)

Home	Holiday Home	Work	Employer's Business	Education	Shopping	Personal Business	Visiting Friends	Leisure	Tourism
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other (specify)

**14. What is the mode of transport for this trip? (Please mark in the appropriate box below)**

Walk	Bicycle	Bus	Train	Car Passenger	Taxi	Other (please specify)

**15. At what time do you normally start this trip?****16. How many people accompanied you on this trip?** Adults

Children

**Getting Home from School – Extra Journey****17. Typically, is the school pick-up a part of your journey originating from somewhere other than home?****Yes** (Please go to question 18)**No** (Please go to question 25)**Getting Home from School – Extra Journey Part Two****18. In as much detail as possible, could you please provide the address of the origin of your trip before you pick up your child at school?**

Address

Post Code

**19. What is the purpose for being at this location? (Please mark in the appropriate box below)**

Home	Holiday Home	Work	Employer's Business	Education	Shopping	Personal Business	Visiting Friends	Leisure	Tourism

Other (specify)

**20. What is the mode of transport for this trip? (Please mark in the appropriate box below)**

Walk	Bicycle	Bus	Train	Car Passenger	Taxi	Other (please specify)

**21. At what time do you normally start this trip?****22. How many people accompanied you on this trip?** Adults

Children

**Barriers to Sustainable Modes of Transport****23. Would you encourage your child to use more sustainable modes of travel, such as walking, cycling and / or public transport? (Please mark in the appropriate box below)**

Yes	No	Not Applicable

**24. If you answered no to above, please state what it is that stops you / your child from using sustainable travel modes to access the school.**

--

**Income****25. Please state your level of personal income within the bands provided. (Please mark in the appropriate box below)**

£0 - £9,999	£10,000 - £19,999	£20,000 - £29,999	£30,000 - £39,999	£40,000 - £49,999	£50,000 or more	Prefer not to state

**Congratulations – You have completed this survey!**

Providing you have entered your email address, you have been entered into a random draw for the chance to win an Amazon Gift Card worth £50.

## Appendix 3- School infrastructure audit results

	School info				School crossing patrol		Crossings						Access to school				Traffic management									
				School travel plan date of latest draft																						
School	School Address	Post code	Pupil numbers		School crossing Patrol (Y/N)	Details	Tactiles & drop kerbs	Pedestrian refuge	Zebra crossing	Pelican crossing	Toucan Crossing	Other	Pavements Leading to School (Y/N)	Missing pavement link (Y/N)	Off-road paths (Y/N)	Available for cyclists (Y/N)	Cycle racks (Y/N)	Parent waiting shelter (Y/N)		Cycle lane (Y/N)	Traffic humps (Y/N)	20 mph speed limit (Y/N)	Raised plateau (Y/N)	Zig-zags (Unenforceable)	Zig-zags (enforceable)	other
CITY SCHOOLS																										
Broadlands Primary	Prospect Walk, Hereford	HR1 1RT	166	Oct-11	Y	Monitors Aylestone Hill, HC funded.	0	0	0	0	0	0	Y	N	Y	N	Y	Y	N	N	N	N	N	N	N	
Hampton Dene Primary	Church Road, Hereford	HR1 1RT	246	Sep-11	Y	Monitors Church Road. School funded.	3	0	0	0	0	0	Y	N	N	N	Y	N	N	Y	Y	N	Y	Y	N	Road narrowing with vertical measures on Church Rd.
Hereford Cathedral	The old deanery, Castle Street, Hereford	HR1 2NG		2010	N		0	0	1	0	0	0	Y	Y	Y	Y	Y	N	Y	N	N	N	N	Y	N	
Holmer CE Primary	Holmer Road, Hereford	HR4 9RX	299		N		0	0	0	0	2	0	Y	N	Y	Y	Y	Y	Y	N	N	N	Y	N		

Lord Scudamore Primary School	Friar Street, Hereford	HR4 0AS	621		Y	Monitors Station Road. HC funded.	9	0	0	2	1 (raised)	0	Y	N	Y	Y	Y	N	N	N	Y	Y	N	N	
Lugwardine Primary	Barnaby Avenue, Bartestree	HR1 4DH	178	Jun-14	N		0	0	0	1	0	0	Y	N	Y	N	Y	N	N	N	N	N	Y	N	
Marlbrook Primary	Green Croft, Redhill, Hereford	HR2 7NT	444		N		2	0	0	0	0	0	Y	Y	Y	N	Y	N	N	Y	Y	N	Y	N	
Our Lady's R C Primary	Boycott Road, Hereford	HR2 7RN	194		N		2	0	0	1	0	0	Y	N	Y	N	Y	N	N	Y	Y	Y	Y	N	
Riverside Primary	Belmont Avenue, Hereford	HR2 7JF	362	Oct-11	N		1	0	0	1	0	0	Y	N	Y	Y	Y	N	N	N	N	N	Y	N	One-way system along Springfield Avenue
Robert Owen Academy	Blackfriars Street, Hereford	HR4 9HS	50		N		1	0	1	0	0	0	Y	N	N	N	Y	N	N	Y	Y	Y	N	N	

St Francis Xavier's R.C. Primary School	Venns Lane, Hereford	HR1 1DT	211		N		4	0	1	4	0	0	Y	N	Y	N	Y	Y	N	N	Y	Y	Y	N	
St James' C E Primary	Vicarage road, Hereford	HR1 2QN	200	Oct-11	Y	Harold Street and Green Street- HC funded	0	0	0	0	0	0	Y	N	Y	N	Y	Y	N	N	Y	N	N	N	
St Martin's Primary	Hollybus h Walk, Hereford	HR2 6AF	333	May -07	N		1	0	0	0	0	0	Y	N	Y	Y	Y	N	N	Y	N	N	N	N	
St Mary's C E Primary School, Credenhill				Oct-11																					
St Paul's C E Primary	Hampton Dene Road, Hereford	HR1 1UX	429	Jul-14	Y		2	0	1	0	0	0	Y	N	N	N	Y	N	N	Y	Y	N	Y	N	
St Thomas Cantilupe C E	Coningsby Street	HR1 2DY	174	Oct-11	Y	Monitors Barrs Court road and Burcott Road. HC funded.	1	0	1	0	0	0	Y	N	Y	N	Y	N	N	Y	Y	Y	Y	N	Traffic islands and road narrowing.
Stretton Sugwas C E	Stretton Sugwas, Hereford	HR4 7AE	106	Jul-13	N		4	2	0	0	0	0	Y	Y	Y	Y	Y	N	Y	N	Y	N	N	N	

Trinity Primary	Barricombe drive, Hereford	HR4 0NU	565	Jun-14	N		0	0	0	0	2	0	Y	N	Y	Y	Y	Y	N	N	Y	N	Y	N	
RURAL SCHOOLS																									
Almeley Primary School	Almeley	HR3 6LH	61	May -14	N		2	0	0	0	0		N	Y	N	N	Y	N	N	N	N	N	Y	N	
Ashfield Park Primary School	Redhill Road, Ross-on-Wye	HR9 5AU	306	Sep -14	Y	Monitors Arche nfield Road, HC funded.	0	0	0	0	0	0	Y	N	Y	N	Y	Y	N	N	N	N	Y	N	
Ashperton Primary School	Ashperton Herefordshire	HR8 2SA	167	Jun-13	N		0	0	0	0	0		Y	N	N	N	Y	N	N	N	N	N	Y	N	
Bosbury C E Primary School	Ledbury. Herefordshire	HR48 1PX	123	Jun-14	Y	Monitors School Drive. School funded.		0	0	0	0		Y	N	N	N	Y	N	N	N	N	N	Y	N	
Brampton Abbotts CE Primary School	Brampton Road, Ross-on-Wye	HR9 7FX	106	Jul-13	Y	Monitors Brampton Road. HC funded.	0	0	0	0	0	0	Y	N	Y	N	N	N	N	N	N	N	Y	N	
Bredenbury Primary School	Bromyard, Herefordshire	HR7 4TF	77	Mar -12	N		0	0	0	0	0		Y	N	N	N	N	Y	N	N	N	N	Y	N	
Bridstow CE Primary School	Ross-on-Wye, Herefordshire	HR9 6PZ	88	Jun-14	N		22	4	0	0	0		Y	N	Y	N	N	Y	N	N	N	N	N	N	No traffic management

[illegible]

Eardisley C E Primary School	Eardisley, Herefordshire	HR3 6NS	87	Jun-14	N			1	0	1	0	0	0	Y	Y	N	N	Y	Y	N	N	N	Y	N	
Eastnor Parochial Primary School	Eastnor, Ledbury	HR8 1RA	80		N			0	0	0	0	0	0	Y	Y	N	N	N	N	N	N	N	N	N	
Ewyas Harold Primary School	Ewyas Harold, Herefordshire	HR2 0EY	122	Jun-14	N			0	0	0	0	0	0	Y	Y	N	N	Y	N	N	N	N	N	N	
Garway Primary School	Garway, Herefordshire	HR2 8RQ	48	Nov-11	N			0	0	0	0	0	0	Y	N	N	N	N	N	N	N	N	N	N	
Goodrich C E Primary School	Goodrich, Ross-on-Wye	HR9 6HY	114	Sep-11	N			1	0	0	0	0	0	Y	Y	Y	N	Y	N	N	N	N	Y	N	
Gorsley Goffs Endowed Primary School	Gorsley, Rodd-on-Wye	HR9 7SE	174	Mar-14	Y	Monitors B4221 road, HC funded.		3	0	0	0	0	0	Y	N	N	N	Y	Y	Y	N	N	Y	N	
Ivington C E Primary School	Ivington, Herefordshire	HR6 0JH	84	2014	N			0	0	0	0	0	0	Y	N	N	N	Y	N	N	N	N	Y	N	
Kings Caple Primary School	Kings caple, Ross-on-Wye	HR1 4TZ	40	Jun-14	N			0	0	0	0	0	0	N	Y	N	N	Y	N	N	N	N	N	N	
Kingsland C E Primary School	Kingsland, Herefordshire	HR6 9QN	151		N			0	0	0	0	0	0	Y	N	N	N	Y	N	N	N	N	Y	N	



Kingstone & Thruxton Primary School	Kingstone, Herefordshire	HR2 9HJ		Nov -13	Y	Monitors B4349 road. School funded.	1	0	0	0	0	0	Y	Y	Y	N	Y	Y	N	Y	Y	N	Y	N	
Kington Primary School	Mill Street, Kington	HR5 3AL	208	Oct-14	N		0	0	0	0	0	0	Y	N	Y	N	N	N	N	N	N	Y	N		One-way system on roads surrounding schools.
Lea C E Primary School	Lea, Ross-on-Wye	HR9 7JY	101	Feb -13	Y	Monitors outside school. School funded.	11	0	0	0	0	0	Y	N	N	N	Y	N	N	N	N	Y	N		
Ledbury Primary School	Lonacres, Ledbury	HR8 2BE	503	Dec -14	Y	Monitors Orchard lane. School funded.	2	0	0	0	0	0	Y	N	Y	Y	Y	Y	N	N	N	Y	N		One-way system for drop off and pick up.
Leintwardine Endowed Primary	Leintwardine, Craven Arms	SY7 0LL	97	Sep -13	N		0	0	0	0	0	0	Y	N	N	N	Y	Y	N	N	N	Y	N		
Leominster Junior School	Hereford Road, Leominster	HR6 8JU	635	Jul-12	Y	Monitors Hereford Road. HC funded.	0	0	0	1	0	0	Y	N	Y	N	Y	N	N	N	N	N	Y		One-way drop off system fronting school
Little Dewchurch CE Primary	Little Dewchurch, Herefordshire	HR2 6PN	71	Jun-14	N		0	0	0	0	0	0	Y	Y	N	N	Y	N	N	N	N	Y	N		

Llangrove C E Primary School	Llangrove, Ross-on-Wye	HR9 6EZ	46	Nov -11	N		0	0	0	0	0	0	N	N	N	N	Y	Y	N	N	N	N	N	N	
Longtown Primary School	Longtown, Herefordshire	HR2 0LE	45	2008	N	0	0	0	0	0	0	0	Y	Y	N	N	Y	N	N	N	N	N	Y	N	
Lucton School (private school)	Lucton, Leominster	HR6 9PN			N		0	0	0	0	0	0	N	N	N	N	N	N	N	N	N	N	N	N	
Luston Primary School	Luston, Leominster	HR6 0EA	94	Jul-14	N		0	0	0	0	0	0	Y	N	N	N	N	N	N	N	N	N	Y	N	
Madley Primary School	Madley, Hereford	HR2 9PH	185	Mar -14	N	Y	0	0	0	0	0	0	Y	Y	N	N	N	N	N	N	N	N	Y	N	
Marden Primary School	Marden, Herefordshire	HR1 3EW	83	Sep -13	N		11	0	0	0	0	0	Y	N	N	N	Y	Y	N	N	N	N	Y	N	
Michaelchurch Escley	Michaelchurch Escley, Herefordshire	HR2 0PT	55		N		0	0	0	0	0	0	N	Y	N	N	Y	Y	N	N	N	N	N	N	
Mordiford C E Primary School	Mordiford, Herefordshire	HR1 4LW	151	Nov -11	Y	Unknown road monitored. School funded.	0	0	0	0	0	0	Y	Y	Y	N	N	Y	N	N	N	N	Y	N	
Much Birch C E Primary School	Much Birch, Herefordshire	HR2 8HL	192	2012	N		8	1	0	0	0	0	Y	N	Y	N	Y	N	N	N	N	N	Y	N	

Much Marcle C E Primary School	Much Marcle, Ledbury	HR8 2LY	101		N		0	0	0	0	0	0	Y	Y	N	N	Y	N	N	N	N	N	Y	N	
Orleton C E Primary School	Orleton, Ludlow, Shropshire	SY8 4HQ	200	Oct-11	N		0	0	0	0	0	0	Y	Y	Y	N	Y	N	N	N	N	NN	N		
Pembridge C E Primary School	West Street, Pembridge	HR6 9DU	96		N		0	0	0	0	0	0	Y	Y	Y	N	N	Y	N	N	N	N	N		
Pencombe C E Primary School	Pencombe, Bromyard	HR7 4SH	52	May-12	N		0	0	0	0	0	0	N	Y	N	N	N	N	N	N	N	N	N		
Peterchurch Primary School	Peterchurch, Herefordshire	HR2 0RP	121	Sep-13	Y	monitors outside school . HC funded.	0	0	0	0	0	0	Y	Y	N	N	Y	N	N	N	N	Y	N		
Shobdon Primary School	Shobdon, Leominster	HR6 9LX	73	Jul-05	N		2	0	1	0	0	0	Y	N	Y	N			N	N	N	N	Y	N	
St James' C E Primary School, Kimbolton	Kimbolton, Herefordshire	HR6 0HQ	84		Y	monitors Harold Street/ Green Street. HC funded.	0	0	0	0	0	0	Y	N	N	N	Y	N	N	N	N	Y	N		

St Joseph's R C Primary School	The avenue, Ross-on-Wye	HR9 5AW	98	Jul-14	N		1	0	0	0	0	0	Y	N	Y	N	Y	N	N	N	N	N	Y	N	
St Mary's C E Primary School, Fownhope	Fownhope, Herefordshire	HR1 4PG	142	Sep-11	N																				
St Michael's C E Primary School, Bodenham	Bodenham, Herefordshire	HR1 3JU	104	Sep-14	N		0	0	0	0	0	0	N	Y	N	N	Y	N	N	N	N	N	N	N	
St Peter's Primary School, Bromyard	Winslow Road, Bromyard	HR7 4UY	191		N								Y	N	Y	N	Y	Y	N	N	N	N	Y	N	
St Weonards Primary School	Mount Way, St. Weonards	HR2 8NN	35	Jul-12	N		0	0	0	0	0	0	Y	Y	N	N	N	Y	N	N	N	N	N	N	
Staunton-on-Wye Endowed Primary School	Staunton-on-Wye, Herefordshire	HR4 7LT	70	Jun-13	N		1	0	0	0	0	0	Y	Y	Y	N	Y	Y	N	N	N	N	Y	N	
Stoke Prior Primary School	Stoke Prior, Leominster	HR6 0ND	86	Mar-14	N		0	0	0	0	0	0	N	Y	N	N	Y	Y	N	N	N	N	Y	N	
Sutton Primary School	Bayley Way, Sutton St. Nicholas	HR1 3SZ	66	Jul-13	N		0	1	0	0	0	0	Y	N	Y	N	Y	N	N	N	N	N	Y	N	Part-time 20mph

Walford Primary School	Walford, Ross-on-Wye	HR9 5SA	175	Nov -13	N		0	0	0	0	0	0	Y	N	N	N	N	N	N	N	N	N	N	N	Part-time 20mph
Wellington Primary School	Wellington, Herefordshire	HR4 8AZ	93	Oct-13	N		0	0	0	0	0	0	Y	N	N	N	Y	N	N	N	N	N	Y	N	
Weobley Primary School	Weobley, Herefordshire	HR4 8QL	306	Oct-14	N		1	0	0	0	0	0	Y	N	Y	N	Y	N	N	N	N	N	Y	N	
Weston-under-Penyard C E Primary School	Weston-under-pen yard, Ross-on Wye	HR9 7PA	90	Jul-14	N		0	0	0	0	0	0	Y	Y	N	N	N	N	N	N	N	N	N	N	
Whitchurch C E Primary School	Whitchurch, Herefordshire	HR9 6DA	105	Oct-14	N		1	0	0	0	0	0	Y	N	N	N	Y	Y	N	N	N	N	y	n	
Wigmore Primary School	Ford Street, Wigmore, Herefordshire	HR6 9UW	134		N		1	0	0	0	0	0	Y	Y	Y	N	N	Y	N	N	N	N	Y	N	White no parking markings
Withington Primary School	Withington, Hereford	HR1 3QA	90		N		0	0	0	0	0	0	Y (on Duke Street only)	Y	Y	N	Y	N	N	N	N	N	Y	N	
<b>SECONDARY SCHOOLS</b>																									
Aylestone High School Business and Enterprise College	Broadlands Lane, Hereford	HR1 1HY	608		N		0	0	1	0	0	0	Y	Y	Y	N	Y	N	Y (Ayles tone hill)	N	N	N	N	N	

Earl Mortimer College	South street, Leominster	HR6 8JJ	577		N		0	0	0	1	0	0	Y	N	N	N	Y	N	N	N	N	N	Y	N	
Lady Hawkins High School	Park View, Kington	HR5 3AR	481		N		0	0	0	0	0	0	Y	N	Y	N	Y	N	N	N	N	N	Y	N	One-way system on roads surrounding school.
Fairfield High School	Peterchurch, Herefordshire	HR2 0SG	448		N		0	0	0	0	0	0	N	Y	N	N	Y	N	N	N	N	N	N	N	
Kingstone High School	Kingstone, Herefordshire	HR2 9HW	616		N		5	0	0	0	0	0	Y	Y	Y	N	Y	N	N	Y	Y	N	Y	N	Priority give-way on B4349
QE, Bromyard	Bromyard, Herefordshire	HR7 4QS	298		N		0	0	0	1	0	0	Y		Y	N	N	N	N	N	N	N	Y	N	
Bishop of Hereford's Bluecoat School	Hampton Dene Road, Hereford	HR1 1UU	1180		N		3	0	1	1	0	0	Y	Y	Y	N	Y	N	N	Y	Y	N	Y	N	
St Mary's R C High School	Lugwardine, Herefordshire	HR1 4DR	691		N		2	0	0	0	0	0	Y	Y	N	N	Y	N	N	N	N	N	Y	N	

The Hereford Academy	Malbrook Road, Hereford	HR2 7NG	652		N		3	0	2	0	1	0	Y	Y	Y	Y	Y		N	Y	Y	Y	N	N	
The John Kyrle High School	Ledbury Road, Ross-on-Wye	HR9 7ET	1277	2012	N		0	0	0	1	0	0	Y	N	Y	N	Y	N	Y	N	N	N	N	N	
The John Masefield High School	Mabel's Furlong, Ledbury	HR8 2HF	882		N		2	0	1	0	0	0	Y	N	Y	N	Y	N	N	N	N	N	N	N	
Steiner Academy	Much Dewchurch, Herefordshire	HR2 8DL	311	Apr-12	N								N	Y	Y	N	Y	N	N	N	N	N	N	N	
Weobley High School	Weobley, Herefordshire	HR4 8ST	480		N		1	0	0	0	0	0	Y	N	Y	N	Y	N	N	N	N	N	Y	N	White no parking markings
Wigmore High School	Ford Street, Wigmore, Herefordshire	HR6 9UW	459		N								Y	Y	Y	N	Y	N	N	N	N	N	Y	N	One-way system in place

Whitecross High School and Specialist Sports College	Three elms road, Hereford	HR4 0RN	902		N		1	0	1	0	2	0	Y	N	Y	Y	Y	N	N	Y	Y	Y	N	N	
<b>SPECIAL SCHOOLS</b>																									
Barrs Court School	Barrs Court Road, Hereford	HR1 1EQ	80		N		10	4	0	0	0	0	Y	N	N	N	N	N	Y	N	N	Y	N		Road narrowing
Blackmarston School, Hereford	Honddu Close, Hereford	HR2 7NX	57		N		2	0	0	0	0	0	Y	N	Y	N	Y	Y	N						
St David's Centre, Hereford	Coningsby Road, Hereford	HR1 2DY	50		N		1	0	1	0	0	0	Y	N	Y	N	Y	N	N	Y	Y	Y	Y	N	Traffic islands and road narrowing.
The Brookfield School & Specialist College	Grandstand Road, Hereford	HR4 9NG	66	Feb -13	N		1	1	0	0	0		Y	N	N	N	Y	N	N	N	N	N	N	N	
Westfield School, Leominster	Westfield Walk, Leominster	HR6 8HD	46		N		2	1	0	0	0	0	Y	N	N	N	N	N	N	N	N	N	N	N	
The Aconbury Centre	Ross Road, Hereford	HR2 7RL	24 (max)		N		0	0	0	1	0	0	Y	Y	N	N	Y	N	N	N	N	N	N	N	



## Appendix 4- Capital scheme appraisal

Factor	Data source	Indicators	Score	Justification
<b>The availability of funding</b> It is essential that there is funding to undertake. If there is no funding schemes will not be scored further.	<b>Planning, BBLP, Transportation</b>	<b>Yes</b>		To complete schemes we must be able to provide funding.
		<b>No</b>		
<b>Production of a effective school travel plan</b> <i>Schools without Travel Plans will not be considered at this stage</i>	Receipt of Travel Plan	Travel Plan completed before 2005	1	A travel plan is evidence of commitment from the school to encourage greater levels of sustainable travel.
		Travel Plan between 2006-2009	2	
		Travel Plan between 2010- 2013	3	
		Travel Plan completed post 2014	4	
<b>School has requested measures on highway or on school grounds</b> <i>Schools who have not requested highway or school grounds measures will not be considered at this stage</i>	<b>Travel Plan</b> List of schemes requested with costing Approximate cost per pupil of each scheme (can include pupils from neighbouring schools if they would also benefit).	Cost per pupil < £10 Cost per pupil < £50 Cost per pupil < £100 Cost per pupil < £150 Cost per pupil < £200 Cost per pupil > £200	10 8 5 3 1 0	Shropshire and Norfolk methodology links funding to specific measures proposed by school.
<b>Links with other school initiatives, actions and polices</b>	Identified through schools participation in	School not involved in any other relevant activities. No special curriculum activities regarding travel awareness.	0	Shropshire, Coventry, Norfolk methodologies all take into account how actively the school is promoting its Travel

<ul style="list-style-type: none"> <li>School's involvement in other related initiatives eg: Walking Bus, Walking Scheme, Drop off zones, Walk to School How school policies encourage sustainable travel</li> <li>Application for School Travel Achievement Award</li> </ul>	these schemes/ application for grant. <b>Road safety unit and sustainable transport unit.</b>	Involved in other relevant initiatives but no links made in travel plan. Some road safety or travel awareness education offered, positive school policies or intention to change policies.	5	Plan
		Clear evidence of strong link with other schools, initiatives or schemes. Appropriate and effective travel awareness education part of the curriculum. School policies positively encourage sustainable transport and discourage car use. Links with other local sustainable transport schemes	10	
<b>Child Casualty Rate</b> No. of child (0-19) pedestrian and cyclist and passenger casualties within 1km of the school in the last 5 years over the AM (7am-10am) and PM (3pm-7pm) peak periods. Indicates level of traffic danger in vicinity of school	<b>Road accident investigation unit.</b>	Casualty Slight	1	All methodologies we looked at take accident stats into account –some take all accidents and some take only child accidents. Coventry only takes child pedestrian and cycle casualties. We will look at child pedestrian/cycle /passengers. Weighting will be applied to casualties based on severity and if they were pedestrian or cyclists
		Casualty KSI	4	
		Pedestrian casualty Slight	3	
		Pedestrian casualty KSI	6	
		Cyclist casualty Slight	3	
		Cyclist casualty KSI	6	
<b>Potential for improvement:</b> % of pupils living within 1 (primary school) and 2 (high school) miles of school who come by car	<b>Post code data Or STP parents surveys</b>	0-10	0	Existing school travel patterns are used by Shropshire, Coventry and Norfolk to define potential for improvement.
		10-25%	3	
		25-50%	5	
		50-75%	8	
		75-100%	10	

<b>Schools who have already had Safer Routes to School expenditure over last 5 years</b>	<b>Highways</b>	School has already had significant Safer routes expenditure (>£250,000)	0	Where schools have had extensive SRTS improvements they should not get high priority unless there is still significant risk.
		School has had some Safer Routes expenditure (£1-£249,999)	5	
		School has had no Safer Routes expenditure	10	
<b>No. of pupils benefiting from proposals</b> The greater the number of pupils the larger the number of journeys and greatest potential impact	No. of pupils on school roll (and include neighbouring schools if proposals would benefit them as well.)	Under 50	0	All methodologies we looked at take into account numbers on roll.
		50-100	1	
		100-200	2	
		200-300	3	
		300-400	4	
		400-500	5	
		Over 500	6	
		Over 1000	10	
Does the scheme meet the objectives set within the SMOTS		Yes- wholly meets the objectives	3	We need to be sure that schemes meet the objectives set within the SMOTS
		Yes- Partially meets the objectives	2	
		Neutral- makes no difference to the objectives	1	
		No- makes a negative impact on the objectives	0	
Will the scheme benefit the wider community by allowing access to other education, leisure, employment or health facilities		>5 facilities	5	
		4 facilities	4	
		3 facilities	3	
		2 facilities	2	

		1 facility	1	
		No other facility	0	
Deliverability- Can the scheme be delivered without significant risks		No significant risks or issues identified	4	
		Some minor risks and issues identified (resources, TROs etc.)	2	
		Major risks and issues identified (land, legal or major objections)	0	

# Equality Analysis (EIA) Form

## A) Description

### **Name of service, function, policy (or other) being assessed**

Sustainable Modes of Transport (SMOTS) strategy

### **Directorate or organisation responsible (and service, if it is a policy)**

Economy, Communities & Corporate Directorate Services , Sustainable Transport

### **Date of assessment**

June 2017

### **Names and job titles of people carrying out the assessment**

Mathew Howells, Senior transport planning officer

### **Accountable person**

### **What are the aims or main purpose of the service, function or policy? What does it provide and how does it provide it?**

The SMOTS outlines how we propose to promote and facilitate sustainable travel to and from schools through road safety education, school engagement and infrastructure delivery.

This SMOTS strategy applies to all pupils of a compulsory school age attending educational facilities within Herefordshire.

### **Location or any other relevant information**

Countywide, specifically within the vicinity of schools.

### **List any key policies or procedures to be reviewed as part of this assessment.**

None

### **Who is intended to benefit from the service, function or policy?**

Primary and secondary school children will be the main beneficiaries from this strategy. All residents will benefit from reduced congestion and better access to education and training. Reduced congestion at peak school arrival and departure times will benefit all residents.

### **Who are the stakeholders? What is their interest?**

Schools- improved access to schools for pupils, reduced congestion around schools and improved safety.

Parents- Improved walking and cycling journeys to schools, improved safety of for children and parents on their travel to schools, improved air quality around schools.

Public Health teams – childhood obesity due in part to lack of exercise is a corporate priority.

## B) Partnerships and Procurement

If you contract out services or work in partnership with other organisations, Herefordshire Council remains responsible for ensuring that the quality of provision/delivery meets the requirements of the Equality Act 2010, ie.

- Eliminates unlawful discrimination, harassment and victimisation
- Advances equality of opportunity between different groups
- Fosters good relations between different groups

What information do you give to the partner/contractor in order to ensure that they meet the requirements of the Act? What information do you monitor from the partner/contractor in order to ensure that they meet the requirements of the Act?

The principal delivery partner will be BBLP through the Public Realm contract. This contract and the Annual Plan through which these works will be programmed are subject to its own Equality Impact Assessment and these are scrutinised by the council through its annual consideration of programme.

**Are there any concerns at this stage that indicate the possibility of inequalities/negative impacts? For example: complaints, comments, research, and outcomes of a scrutiny review. Please describe:**

No. The package schemes are all intended to improve conditions for walking, cycling and public transport. In general, these are modes of transport that are favoured by people who may not be able to afford private car ownership or multiple cars within families. Hence, on balance it is considered that this package will have a positive impact on addressing inequalities.

## C) Information

**What information (monitoring or consultation data) have you got and what is it telling you?**

We undertook an extensive data collection exercise. Within this exercise we did the following activities:

- Parent questionnaire;
- Desktop walking and cycling infrastructure audits;
- Travel plans;
- Accident data analysis;
- Home to school bus travel data;
- Public health England pupil data.

Some of the highlights from the data are:

- 47% of pupils travel to school by car whilst 26% walk and 2% cycle. A further 17% use the bus, comprising both public services and those provided by the Council;
- The main reasons why pupils predominantly travel by car are that journey distances are too long for walking or cycling, and that there are safety concerns
- 16 schools have 20mph limits in the immediate vicinity;
- 75 schools have cycle racks and 17 schools have parent waiting shelters;
- The Council provides bus transport for 3,318 pupils with 284 paying for vacant

seats;
<ul style="list-style-type: none"> <li>23% of pupils in reception year and 34% of pupils in year 6 are overweight.</li> </ul>

## D) Assessment/Analysis

**Describe your key findings (eg. negative, positive or neutral impacts - actual or potential). Also your assessment of risk.**

Strand/community	Impact
Children	A positive impact with aspects of the package providing direct support for travel to school.
Young people and students	The package will improve access to the FE colleges at Aylestone Hill.
Women	It will enable more women and their children to experience the health benefits of active travel.
Disabled	Any new infrastructure projects will consider the needs of disabled users and ensure they can benefit from improved access to schools.
Older People	Walking in particular is a valuable means of maintaining mobility and independence. Some older people may be unable to drive due to health conditions, but creating convivial and connected, comfortable walking and cycling environments will enable them to maintain their independence.
Commuters	Congestion during peak timed is a key target for us. By reducing reliance on the private car to access education we will reduce the numbers of vehicles on the road during peak times easing congestion.
Low income groups	The package schemes are all intended to improve conditions for walking, cycling and public transport. In general, these are modes of transport that are favoured by people who may not be able to afford private car ownership or multiple cars within families.

## E) Consultation

**Did you carry out any consultation?**

Yes ☒ No ☐

**Who was consulted?**

Parents and schools were contacted to reply to an online school travel questionnaire where we received data on people's travel habits and current barriers to travel.

We are also undertaking a full consultation exercise on the SMOTS document, our targeted audience includes: schools, governors, councillors, parents, transport operators, delivery

partner, internal colleagues and the wider public.

**Describe other research, studies or information used to assist with the assessment and your key findings.**

Not at this stage. However, important engineering references and processes which help improve the design and delivery of walking and cycling schemes will be utilised in the design of package schemes. These will inform such elements as shared space, integrating cyclists with pedestrians, ensuring designs provide good access for people with various disabilities. We will continue to monitor for the latest updates and publication for behavioural change projects.

**Do you use diversity monitoring categories?** Yes ☒ No ☐

*(if No you should use this as an action as we are required by law to monitor diversity categories)*

**If yes, which categories?**

- ☒ Age
- ☒ Disability
- ☐ Gender Reassignment
- ☐ Marriage & Civil Partnership
- ☐ Pregnancy & Maternity
- ☐ Race
- ☐ Religion & Belief
- ☐ Sex
- ☐ Sexual Orientation

**What do you do with the diversity monitoring data you gather? Is this information published? And if so, where?**

Information on the efficacy of public realm schemes is particularly relevant in terms of whether or not they support younger people and older people and people with disabilities – navigating transport networks can be particularly difficult for these groups and hence we need to understand how they can be best accommodated within delivery of physical transport improvement schemes such as those included in this package.

## F) Conclusions

1. Primary and secondary pupils (Including SEN pupils) are the main beneficiary of the strategy, however, all residents in the county will benefit from reduced congestion.
2. We do not believe there to be any negative impacts upon any particular groups of residents. However we will continue to monitor impacts and review the situation as the project progresses.

**(I)** Taking immediate effect.

**(R)** Recommended to Council/Directors through a Committee or other Report\*.

**(S)** Added to the Service Plan.

**(J)** To be brought to the attention of the Equality Manager.



\*Summarise your findings in the report. Make the full assessment available for further information.

NB: Make sure your final document is suitable for publishing in the public domain.



<b>Meeting:</b>	<b>General scrutiny committee</b>
<b>Meeting date:</b>	<b>11 July 2017</b>
<b>Title of report:</b>	<b>Herefordshire Local Flood Risk Management Strategy</b>
<b>Report by:</b>	<b>Directorate Services Team Leader</b>

## Classification

Open

## Key decision

This is not an executive decision.

## Wards affected

Countywide

## Purpose

To review the draft high level strategic document and determine any recommendations to improve its effectiveness.

## Recommendation(s)

**That: the committee determines any recommendations it wishes to make to cabinet as to how implementation of the local flood risk management strategy could be enhanced.**

## Alternative options

- 1 There are no alternative options to the recommendation; it is for the committee to decide what recommendations, if any, it wishes to make to cabinet.

## Reasons for recommendations

- 2 Council has determined that the general scrutiny committee remit should encompass statutory flood risk management scrutiny functions.

## Key considerations

### **Herefordshire Council's role in leading and co-ordinating the management of local flood risk**

- 3 The nature of flood risk within Herefordshire is varied and widespread. The county has an extensive network of rivers and watercourses, combined with a large number of villages, towns and extremely rural surroundings. Local flood risk management and land drainage forms part of the public realm services contract. As such, these

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Further information on the subject of this report is available from  
Steve Hodges, Directorate Services Team Leader on Tel (01432) 261923

services are carried out by Balfour Beatty Living Places (BBLP).

- 4 The most notable flood event of recent times was during July 2007 when over 300 residential properties were affected. Since then, there have been a number of incidents of 'flash flooding'. As well as the direct impact of flooding, other issues relate to issues of isolation as a result of minor roads, lanes and driveways becoming impassable, as well as problems with loss of water and sewerage amenities. Such extreme rainfall also causes significant damage to the highway network. In 2014, we were required to respond to the immediate emergency and also deliver a significant increase in maintenance work to repair the damage making maximum use of additional Government funding through the Bellwin and Severe Weather funding streams.
- 5 The Flood and Water Management Act 2010 ("the Act") places a number of statutory duties on Herefordshire Council in its role as a lead local flood authority for leading and co-ordinating the management of local flood risk derived from surface runoff, groundwater and ordinary watercourses. One of these duties is to produce a Local Flood Risk Management Strategy ('the strategy').
- 6 Section 9(4) of the Act stipulates what the Strategy must specify and this includes the risk management authorities in the authority's area and their functions, objectives for managing local flood risk, measures proposed, costs and benefits, assessment, the review periods for the strategy and how it contributes in the wider context with environmental objectives.
- 7 The attached high level strategic document contains a comprehensive overview of the council's approach to local flood risk management and is the county's overarching document on flood risk. The draft outlines the responsibilities of the risk management authorities in Herefordshire and how they are working in partnership to coordinate local flood risk management. It sets out what the council intends to do, working with organisations, businesses and communities, to manage the risk of flooding in Herefordshire. As well of being of interest to organisations that have specific responsibilities for managing flood risk within Herefordshire, it is also relevant to members of the public, residents, workers, business owners and landowners within the county. It outlines Herefordshire Council's priorities for local flood risk management and is supported by an action plan to manage the risk.
- 8 This draft has not been developed solely by Herefordshire Council but has been produced in collaboration with other partner authorities and key stakeholders in Herefordshire – the EA, River Lugg Internal Drainage Board, Lower Severn Internal Drainage Board, Welsh Water and Severn Trent Water.
- 9 It sets out five key objectives for the management of local flood risk in Herefordshire:
  - Understand flood risks throughout Herefordshire;
  - Manage the likelihood and impacts of flooding;
  - Help the community help themselves;
  - Manage flood warning, response and recovery; and
  - Promote sustainable and appropriate development.
- 10 These objectives also contribute towards the achievement of the priority 'Support the growth of our economy' within the Herefordshire Council Corporate Plan (2016-20). The council must take a lead in Herefordshire on local flood risk management and this document, which has been produced in line with the requirements of the Flood and Water Management Act 2010 and the guiding principles of the EA's National Flood and Coastal Erosion Risk Management Strategy, identifies how this will be

done.

- 11 Once the Strategy has been adopted, it will need to be updated frequently to reflect the progress being made within Herefordshire, along with information from any flooding events and the latest technical guidance. As such it will have the status of a 'living document' but formal consultation and approval by Herefordshire Council as to future revisions will be made every six years.

### **Next steps**

- 12 The high level strategic document will be presented to Cabinet on 14 September 2017 for adoption, along with a non-technical summary (easy reference guide summary document). In addition, an action plan that identifies a programme of work for reducing local flood risk within Herefordshire will be produced.

## **Community impact**

- 13 Herefordshire Council's strategic objectives are described in our Corporate Plan (2016-20). This sets out how we will ensure we make the best use of resources and deliver services that make a difference to people in Herefordshire. Specifically, this work contributes towards the 'Support the growth of our economy' priority which includes: ensuring that infrastructure is in place to prevent and improve community resilience to flooding.
- 14 The council appreciates the distress that flooding and the risk of flooding can cause within communities. Once the Strategy has been adopted, further work will be undertaken to increase public awareness of the risk that remains and to engage with people at risk to encourage them to take action to manage the risks that they face and to make their property more resilient.

## **Equality duty**

- 15 The Equality Duty 2010 has three aims (general duty)
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the act
  - Advance equality of opportunity between people who share a protected characteristic and those who do not
  - Foster good relations between people who share a protected characteristic and those that who do not.
- 16 The Public Sector Equality Duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying "due regard" in our decision making in the design of policies and in the delivery of services. Our providers will be made aware of their contractual requirements in regards to Equality legislation.

## **Financial implications**

- 17 There are no specific financial implications contained within this report and implementation of the action plan will be delivered from within existing budgets. Local flood risk management and land drainage forms part of the Herefordshire Council and BBLP annual plan.

- 18 BBLP's work programme for 2017/18 includes undertaking studies to enable funding grants to be accessed for flood alleviation. However, government grants will not fully fund all schemes and so local contributions will have to be found for many schemes to proceed. Our risk-based approach targets resources and funding at those parts of the county that are most susceptible to flooding.

## **Legal implications**

- 19 Local authorities can only act where specifically permitted by legislation or to facilitate the discharge of statutory obligations under Section 111 Local Government Act 1972.
- 20 Under Section 9 of the Act, Herefordshire Council, as Lead Local Flood Authority for the county has a statutory duty to develop, maintain, apply and monitor a Strategy for local flood risk management in its area. Section 9 (6) (b) more specifically requires us to consult 'the public' on this.
- 21 Under Part 3 Section 4 of the Constitution the General Scrutiny Committee has the power to review and scrutinise the exercise by risk management authorities of flood risk management functions or coastal erosion risk management functions which may affect the local authority's area.

## **Risk management**

- 22 Consultation on and publication of the Strategy will ensure that the council meets its duty under the Act. The council does acknowledge the risk of flooding and this is reflected in a service level risk. The action plan identifies a programme of work for reducing local flood risk within Herefordshire.

## **Consultees**

- 23 Through our public consultation, we sought feedback on:
- Our proposed objectives for the management of local flood risk across Herefordshire;
  - The actions we have proposed to deliver our objectives; and
  - Any other comments in relation to the Local Flood Risk Management Strategy or local flooding in general.
- 24 The consultation resulted in 18 responses by the deadline of 30 January 2017. This included comments from the EA, NFU and Woodland Trust, as well responses from Parish and Town Councils and members of the public.
- 25 Following this consultation, the responses were reviewed and addressed as appropriate and were taken into account in the preparation of the finalised Strategy document.

## **Appendices**

Appendix 1 – Draft Local Flood Risk Management Strategy

## **Background papers**

- None identified.



LOCAL FLOOD RISK  
MANAGEMENT STRATEGY

MAY 2017

# HEREFORDSHIRE COUNCIL

## LOCAL FLOOD RISK MANAGEMENT STRATEGY



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# QUALITY MANAGEMENT

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## APPENDICES

### A P P E N D I X A ACTION PLAN 2016 - 2022

#### APPENDIX A-1 ACTION PLAN 2016 - 2022

## 1

## INTRODUCTION

The Flood and Water Management Act 2010 implemented recommendations from Sir Michael Pitt's Review of the 2007 floods in the UK. Under the Act, Herefordshire Council became a 'Lead Local Flood Authority' (LLFA) and was given a series of new responsibilities to coordinate the management of local flood risk.

**As LLFA for the county, Herefordshire Council must 'develop, maintain, apply and monitor' a Local Flood Risk Management Strategy.**

The Local Flood Risk Management Strategy is an important document for the on-going management of flood risk throughout the county. The Strategy sets out the framework for how the council will work with other local flood risk management authorities and the general public to better understand and manage existing and future flood risks from all potential sources of flooding.

Consideration will be given to the management of flood risk from all sources of flooding. However, greater focus will be given to those sources of flooding for which the council, as appointed LLFA, are responsible, namely 'local' sources of flooding that comprise:

- Surface water;
- Groundwater; and
- Ordinary watercourses.

There are many other authorities also responsible for the management of flood risk within the county. These include:

- The **Environment Agency** which has a strategic overview of all sources of flooding and is the authority responsible for managing flood risk from rivers designated as 'main rivers', reservoirs and the sea;
- **Welsh Water** which is the authority responsible for managing flood risk from the public sewerage network in the majority of Herefordshire;
- **Severn Trent Water** which is the authority responsible for managing flood risk from the public sewerage network in the north and east of Herefordshire;
- The **River Lugg Internal Drainage Board** who are responsible for water level management with its operational areas, which encompass the low-lying land within the catchments of the Rivers Lugg, Arrow, Frome and Monnow (in England).
- **Lower Severn Internal Drainage Board** who are responsible for the maintenance of the land drainage assets within the low-lying land within the catchment of the River Leadon;
- **Highways England** and **Network Rail** who are responsible for managing flood risks within their trunk road, motorway and railway networks respectively.

→ **The Herefordshire and Gloucestershire Canal Trust** who are a charitable trust responsible for the restoration and management of the Hereford and Gloucester Canal.

As LLFA, the council will work to **ensure coordination between all relevant risk management authorities**.

The overall aim of this Strategy is to:

- Continue to improve understanding of flood risks within the county, both within the council and general public;
- Continue to reduce flood risk to communities and business within the county, through fair and transparent means; and
- Ensure good communication and coordination between the relevant risk management authorities for the management of flood risk.

The Strategy will be reviewed and updated, as necessary, every **six years** to ensure that the Strategy continues to reflect the way in which flood risk is managed within the county.

The Strategy is accompanied by an **Action Plan** that sets out how the council will deliver the Strategy over the next six years. The Action Plan outlines the measures identified through this Strategy and the outcomes of each action are linked to the objectives of the Strategy so that, as appointed LLFA, can monitor how we are delivering our local flood risk management measures.

## THE STRUCTURE OF THIS STRATEGY

It is not possible to stop flooding from occurring. However, it is possible to reduce flooding and be better prepared for flooding, including being better prepared for the potential effects of climate change. This Strategy therefore sets out how the council are approaching flood risk management to meet the **five key objectives** (see Section 2) that have been selected by the council to reduce the risk to lives and livelihoods. The objectives by which Herefordshire Council will achieve this vision are set out below and actions and measures that have been developed to achieve these objectives are set out in Section 7 of this Strategy.

The structure of the strategy is set out below, with a summary of what each section of the Strategy aims to achieve.

Aims and Objectives  
Legislation  
Roles and Responsibilities

The Strategy starts with an overview of what it aims to achieve, why it needs to be prepared, the relevant legislation and the roles and responsibilities of key flood risk management authorities.

Summary of Flood Risk

This is followed by a brief summary of flood risk throughout Herefordshire to provide the context from which the proposed actions and measures have been developed.

#### Five Key Objectives for Flood Risk Management

This section is structured around the five key objectives that the council have selected to improve the management of flood risk. The Strategy describes the measures that are currently in place and/or the measures that are proposed to meet each of the five key objectives.

#### Delivery and Funding Mechanisms

The Strategy provides a summary of the key sources of funding that may be available to the council, other relevant authorities and the general public to help with the delivery of schemes and reduction of flood risk within Herefordshire.

#### Environmental Screening

The Strategy must be accompanied by Environmental Screening to determine whether or not a Strategic Environmental Assessment or a Habitats Regulations Assessment is required. This section provides a brief overview of this process.

#### Action Plan

The proposed measures are incorporated into an Action Plan that describes the proposed measures and the proposed timeframe for implementation. The Action Plan is a 'live' document that will be updated as measures are progressed and new measures are proposed. A copy of the Action Plan is provided in Appendix A.

## 2

## THE COUNCIL'S OBJECTIVES FOR MANAGING LOCAL FLOOD RISK

Herefordshire Council's strategic objectives are described in our **Corporate Plan (2016-20)**. This sets out how we will ensure we make the best use of resources and deliver services that make a difference to people in Herefordshire. Priority 3: Support the growth of our economy, includes: **ensuring that infrastructure is in place to prevent and improve community resilience to flooding.**

The overarching aim of Herefordshire Council with respect to the management of local flood risk within the county is: **to continually improve the way in which flood risks are managed throughout the county to reduce the impacts of flooding on lives and livelihoods.**

This will be achieved via a range of measures and activities that will be centred around internal council systems and processes, communication and engineering works. All proposed measures and activities will be aligned to one or more of the council's selected objectives that apply to the whole of Herefordshire. These are aligned to the Environment Agency's national objectives (see Section 3) and are summarised below.

### STRATEGY OBJECTIVES FOR MANAGING LOCAL FLOOD RISK

---

**Objective 1**  
Understand flood risks  
throughout Herefordshire

Continue to develop understanding of flood risk across Herefordshire. This will offer multiple benefits such as enabling the council to identify those areas at greatest risk, prioritising measures to address known risks, validating the accuracy of modelled flood mapping, improving understanding of sewerage flooding and flooding from culverts and drains, raising awareness of risks to communities and developers, assisting with funding applications, and informing emergency response plans.

**Objective 2**  
Manage the likelihood  
and impacts of flooding

As far as is possible, reduce the risk of flooding and the potential damages that can be caused by flooding. This can be through measures such as improving the way in which routine maintenance is undertaken, investigating the causes of flooding in greater detail and undertaking capital engineering works.

**Objective 3**  
Help the community help  
themselves

Provided clarity regarding the responsibilities of local communities and the ways in which local communities can contribute to the management and reduction of flood risk, including the role and support of Community Resilience Groups.

**Objective 4**  
Manage flood warning,  
response and recovery

It is not possible to eliminate all flood risks therefore the Strategy will aim to raise awareness of flood warning and response systems for the benefit of local communities and others involved in the management of flood risks. Existing systems will also be summarised and reviewed to identify any opportunities for betterment.

**Objective 5**  
Promote sustainable and  
appropriate development

This focuses primarily on how flood risks are considered in land use planning and development proposals to manage flood risk through consideration of development vulnerability and predicted flood hazard.



## 3

## LEGISLATION

The need for the Strategy is governed by the **Flood and Water Management Act 2010** which places a statutory duty on LLFA's to develop, maintain, implement and monitor an approach for managing local flood risks in its area. Specifically, Regulation 9 of the Act states:

**9. Local flood risk management strategies: England**

- (1) A lead local flood authority for an area in England must develop, maintain, apply and monitor a strategy for local flood risk management in its area (a "local flood risk management strategy").
- (2) In subsection (1) "local flood risk" means flood risk from -
  - (a) surface runoff,
  - (b) groundwater, and
  - (c) ordinary watercourses.
- (3) In subsection (2)(c) the reference to an ordinary watercourse includes a reference to a lake, pond or other area of water which flows into an ordinary watercourse.
- (4) The strategy must specify -
  - (a) the risk management authorities in the authority's area,
  - (b) the flood and coastal erosion risk management functions that may be exercised by those authorities in relation to the area,
  - (c) the objectives for managing local flood risk (including any objectives included in the authority's flood risk management plan prepared in accordance with the Flood Risk Regulations 2009),
  - (d) the measures proposed to achieve those objectives,
  - (e) how and when the measures are expected to be implemented,
  - (f) the costs and benefits of those measures, and how they are to be paid for,
  - (g) the assessment of local flood risk for the purpose of the strategy,
  - (h) how and when the strategy is to be reviewed, and
  - (i) how the strategy contributes to the achievement of wider environmental objectives.
- (5) The strategy must be consistent with the national flood and coastal erosion risk management strategy for England under section 7.
- (6) A lead local flood authority must consult the following about its local flood risk management strategy -
  - (a) risk management authorities that may be affected by the strategy (including risk management authorities in Wales), and
  - (b) the public.
- (7) A lead local flood authority must publish a summary of its local flood risk management strategy (including guidance about the availability of relevant information).
- (8) A lead local flood authority may issue guidance about the application of the local flood risk management strategy in its area.
- (9) A lead local flood authority must have regard to any guidance issued by the Secretary of State about -
  - (a) the local flood risk management strategy, and
  - (b) guidance under subsection (8).

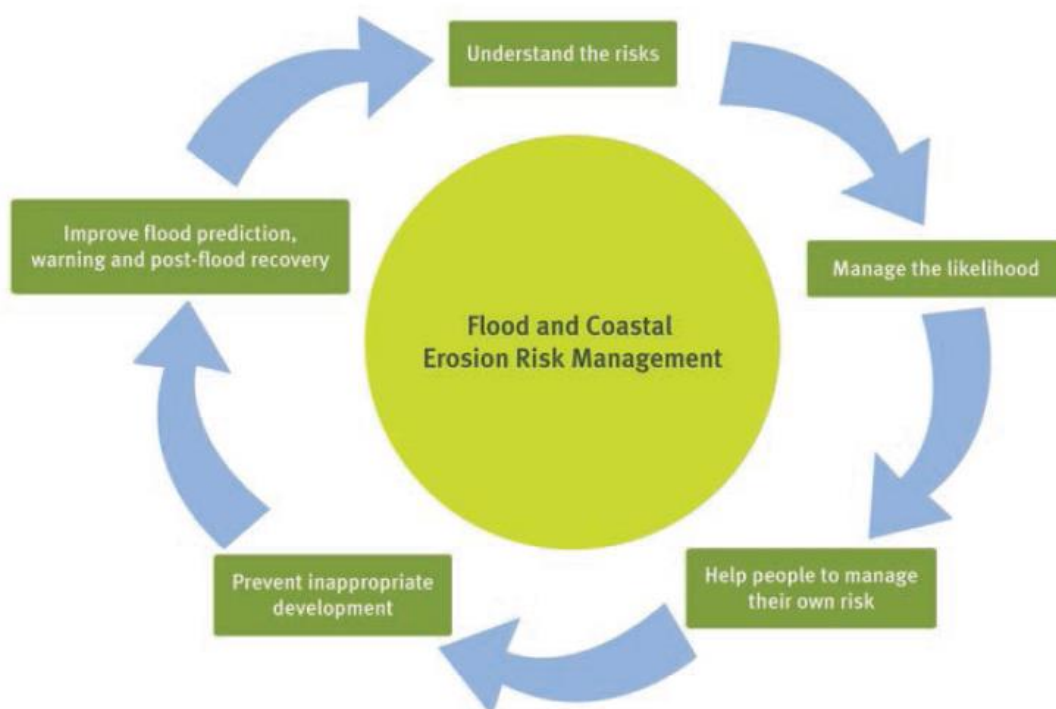
The Flood and Water Management Act 2010 also places additional duties on the Environment Agency to provide a national strategic overview role for flood risk management. The Environment Agency has produced a **National Strategy for Flooding and Coastal Erosion Risk Management** (the National Strategy).

The Environment Agency's National Strategy sets out how the Environment Agency intends to meet their obligations under the Act to 'develop, maintain, apply and monitor a strategy for flood and coastal erosion risk management in England'. It describes what needs to be done by all organisations involved in flood and coastal erosion risk management. These include local authorities, internal drainage boards, water and sewerage companies, highways authorities, and the Environment Agency.

The National Strategy also sets out a statutory framework that will help communities, the public sector and other organisations to work together to manage flood and coastal erosion risk. It will make sure that risks are managed in a co-ordinated way across catchments and along each stretch of coast. This includes the development of local Strategies by LLFAs, as well as their strategic overview of all sources of flooding and coastal erosion.

The measures set out by the Council, as LLFA, within this local Strategy are therefore compatible with the Environment Agency's National Strategy. The strategic aims and objectives of the National Strategy are illustrated in Figure 1.

**Figure 1 Strategic aims and objectives of the National Strategy**



The National Strategy states that the Government will work with individuals, communities and organisations to reduce the threat of flooding by:

- Understanding the risks of flooding, working together to put in place long-term plans to manage these risks and making sure that other plans take account of them;
- Avoiding inappropriate development in areas of flood risk and being careful to manage land elsewhere to avoid increasing risks;

- Building, maintaining and improving flood management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society;
- Increasing public awareness of the risk that remains and engaging with people at risk to encourage them to take action to manage the risks that they face and to make their property more resilient;
- Improving the detection, forecasting and issue of warnings of flooding, planning for and coordinating a rapid response to flood emergencies and promoting faster recovery from flooding.

The National Strategy recommends that any measures put forward to meet local or national objectives for flood risk management should be guided by the following principles:

- Community focus and partnership working;
- A catchment 'cell' based approach;
- Sustainability;
- Proportionate, risk-based approaches;
- Multiple benefits;
- Beneficiaries should be encouraged to invest in flood risk management.

These principles have been adopted in the development of the Herefordshire Local Flood Risk Management Strategy.

The Environment Agency, Herefordshire Council and Internal Drainage Boards (IDBs) also have additional duties and powers associated with the management of flood risk under the Land Drainage Act 1991. As the Land Drainage Authority, the Council must give consent for any permanent or temporary works that could affect the flow within an ordinary watercourse in order to ensure that local flood risk is not increased. The Environment Agency and IDBs have a similar role for any permanent or temporary works that could affect the flow within the watercourses for which they are responsible.

The Land Drainage Act specifies that the following works will require formal consent from the appropriate authority:

- Construction, raising or alteration of any mill dam, weir or other like obstructions to the flow of a watercourse;
- Construction of a new culvert;
- Any alterations to an existing culvert that would affect the flow of water within a watercourse.

The Land Drainage Act also sets out the maintenance responsibilities riparian owners have in order to reduce local flood risks. Riparian owners, who are land owners with a watercourse either running through their land or adjacent to it, have the responsibility to ensure that the free flow of water is not impeded by any obstruction or build-up of material within the watercourse. A riparian owner has the duty to accept the natural flow of water from upstream and has the duty to convey the flows unimpeded downstream.

If any ordinary watercourse is found to be blocked or restricting the flow of water, the council have the enforcement powers to serve notice on the relevant land owner under Section 25 of the Land Drainage Act requiring works to maintain the flow of water to be undertaken. If no action is taken to restore the natural flow of water, the council may carry out the necessary works and recharge the full costs incurred to the relevant land owner.

# 4

## ROLES AND RESPONSIBILITIES

### 4.1

#### OVERVIEW

When water is in your home you may not care where it came from, but flooding can come from a variety of sources that may not be obvious, or nearby. The most significant flooding issues in Herefordshire are typically associated with fluvial (river) flooding, either from main rivers or ordinary watercourses. This is closely followed by flooding from surface water runoff, often associated with runoff from agricultural lands, blocked drainage systems and blocked culverts.

A number of key risk management authorities have roles and responsibilities relating to flood risk management. It is important to note that it is the responsibility of householders and businesses to look after their property, including protecting it from flooding.

**Table 1: Responsibilities of key flood risk management authorities in Herefordshire**

Source of flooding	Environment Agency	Herefordshire Council	Welsh Water and Severn Trent Water	Internal Drainage Boards
<b>Main Rivers</b>	✓			
<b>Ordinary Watercourses</b>		✓		✓*
<b>Surface Water Runoff</b>		✓		
<b>Highway Assets</b>		✓		
<b>Public Sewerage System</b>			✓	
<b>Groundwater</b>		✓		
<b>Reservoirs</b>	✓			

\*IDB owned watercourses

A summary of the key risk management authorities is provided below, along with a description of the type of flood risk that each authority is responsible for managing.

## 4.2 ENVIRONMENT AGENCY

The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion throughout England – as set out within the National Flood and Coastal Risk Management Strategy discussed in Section 3. The Environment Agency also has operational responsibility for managing the risk of flooding from **main rivers** and **reservoirs**, and is also responsible for **flood forecasting** and **flood warning**.

The management of flood risks associated with **coastal** and **tidal** sources is also the responsibility of the Environment Agency, but Herefordshire is not considered to be at risk from these sources given its location inland.

The Environment Agency is also responsible for issuing levies to local authorities to support the implementation of flood defence schemes and managing the allocation of funding for flood defence and flood resilience schemes.

The Environment Agency can also use enforcement powers to require landowners to take action to minimise flood risk to others.

### FLOODING FROM MAIN RIVERS

Main rivers are typically larger rivers or rivers that are considered critical in terms of flood risk or environmental status. A main river means all watercourses shown as such on the statutory main river maps held by the Environment Agency and the Department of Environment, Food and Rural Affairs (DEFRA). There are a large number of main rivers within Herefordshire, including among others the Rivers Teme, Lugg, Wye, Arrow, Frome, Leadon and Dore.

Fluvial flooding from main rivers can occur when a watercourse has insufficient capacity to contain the river's flow, causing water to burst or overtop the riverbanks. Fluvial flooding can also be as a result of a breach in local formal or informal flood defences, blockage within the river channel or defective outfall structures.

### FLOODING FROM RESERVOIRS

Reservoir flooding is rare but could occur following the breach or overtopping of the reservoir embankments. A reservoir under the jurisdiction of the Environment Agency is typically defined as one that holds over 25,000m<sup>3</sup> of water.

The likelihood of reservoir failure is low and all large reservoirs are stringently governed under the Reservoirs Act 1975. However, a large volume of water could escape with little or no warning if a failure were to occur. As such, the Environment Agency completed a programme of breach assessments to ascertain the areas at potential risk.

## 4.3 HEREFORDSHIRE COUNCIL

The council are the designated LLFA in accordance with the Flood and Water Management Act 2010. As LLFA, the council is responsible for managing the risk of flooding from local sources of flood risk, namely **surface water**, **groundwater** and **ordinary watercourses**. As the local highways authority, the council are also responsible for managing flood risk associated with **highway assets** in the council's ownership (excluding any trunk roads managed by Highways England, including the A40T (Ross-on-Wye to Monmouth), A49 and the M50).

The council is also the main Land Drainage Authority and is therefore responsible for issuing consents and for altering, removing or replacing certain structures or features on ordinary watercourses that are not under the responsibility of the relevant IDB (as discussed below).

The council also play a lead role in emergency planning and recovery after a flood event.

## FLOODING FROM ORDINARY WATERCOURSES

Any watercourse that is not designated as a main river is classed as an ordinary watercourse. Ordinary watercourses are usually smaller watercourses that are not considered strategic or critical in terms of flood risk and environmental status. However, ordinary watercourses still have the potential to cause significant localised flooding and this has been recognised within the Flood and Water Management Act 2010. Ordinary watercourses can also include smaller lakes, ponds or other areas of water that flow into an ordinary watercourse or are the responsibility of the council.

Similar to main rivers, fluvial flooding from ordinary watercourses can occur when a watercourse has insufficient capacity to contain its flow, causing water to burst or overtop the watercourse's banks. Fluvial flooding can also be as a result of a breach in local formal or informal flood defences, blockage within the watercourse channel and defective outfall structures.

## FLOODING FROM SURFACE WATER RUNOFF

Flooding from surface water is typically attributed to surface water runoff that has not entered a watercourse, land drainage system or public sewer. Surface water flooding can also often be attributed to groundwater emergence or sewer flooding (as discussed below) as these sources of flooding also result in the overland flow of water not associated with a watercourse. Similarly, it is common for burst water mains to be incorrectly identified as a surface water flooding incident.

Surface water flooding typically follows the ground's topography, flowing overland from areas of higher ground towards areas of lower ground. Predictive surface water modelling flood maps use this assumption to map areas that are most likely to be susceptible to surface water flooding, i.e. those areas that are located at the lowest elevations or within local 'dips' in topography. Predictive surface water modelling flood maps also take into account barriers to the flow of water, such as elevated railway embankments, although smaller features such as boundary walls are harder to take into account.

## FLOODING FROM GROUNDWATER

Groundwater emergence typically occurs after prolonged periods of heavy rainfall, causing the water table to rise. This can cause flooding to underground structures such as basements or services. Groundwater could also rise as far as the ground's surface and be recognised as overland flow. Groundwater flooding usually occurs in catchments which have a high water table, perched water table and/or responsive underlying geology such as chalk or gravels.

Groundwater emergence can also occur as a result of changes in adjacent river levels that may cause a localised rise in hydraulically linked groundwater levels.

Groundwater flooding is often confused or masked by surface water flooding, as discussed above, as well as by burst water mains.

## FLOODING FROM HIGHWAY ASSETS

Flooding from highway assets typically includes flooding from the highway's surface water drainage system and structures such as culverts that pass beneath the carriageway. The Council is responsible for managing flood risk from adopted roads and adopted highway assets that are within the council's ownership, which include the majority of highways within Herefordshire.

Flooding from highway assets typically occurs when there is insufficient capacity within the drainage network to cope with unusually high flows, or when drains/culverts become blocked thus reducing capacity to cope with 'normal' flows.

#### 4.4 WELSH WATER AND SEVERN TRENT WATER

The relevant water and sewerage authorities, in this case Welsh Water and Severn Trent Water, are responsible for managing the risks of flooding from surface water, foul or combined **public sewerage systems** that serve more than one property. Where there is frequent and severe sewer flooding (including those sites included on the DG5 Register<sup>1</sup>) water and sewerage undertakers are required to address this through their capital investment plans.

##### FLOODING FROM THE SEWERAGE SYSTEM

Sewers typically flood when there is insufficient capacity within the sewerage network to cope with unusually high flows, or when sewers become blocked thus reducing capacity to cope with 'normal' flows. Flooding from sewers may also occur if their outfall is below the receiving river water level, particularly during times when river levels are unusually high. Water will typically emerge from manholes or gullies, subsequently flowing overland from areas of higher ground towards areas of lower ground. When this occurs from combined sewers (i.e. carrying both foul and surface water flows) this water can often be heavily polluted.

Flooding from sewers can be difficult to predict as it is often dependent on the capacity of the sewers during a rainfall event (i.e. presence of a partial or full blockage). However, if a sewer were to surcharge and cause flooding, the areas at greatest flood risk would most likely be similar to those at risk from surface water flooding as any water that emerges from the sewerage network would respond to surrounding topography in a similar way to rainfall.

Flooding from sewers is often confused or masked by surface water flooding or groundwater emergence, as discussed above. Sewer flooding and surface water flooding is also intrinsically linked, as surface water flooding typically occurs when there is insufficient capacity within the sewerage system (or the sewerage system is overwhelmed by rainfall intensity) for the system to receive surface water runoff.

#### 4.5 INTERNAL DRAINAGE BOARDS

Internal Drainage Boards (IDBs) are independent public bodies responsible for managing water levels in areas of special drainage need. They are made up of elected members, and others nominated by the local authority, who represent land occupiers, the public and other interest groups.

There are two IDB's within Herefordshire: the River Lugg IDB and the Lower Severn IDB. The River Lugg IDB has also taken over the responsibilities of the previous Lower Wye IDB within Herefordshire.

The River Lugg IDB is responsible for the maintenance of the **land drainage assets** within the low-lying land within the catchments of the Rivers Lugg, Arrow, Frome and Worm Brook. The Lower Severn IDB is responsible for the maintenance of the land drainage assets within the low-lying land within the catchment of the River Leadon.

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<sup>1</sup> A water-company held register of properties which have experienced sewer flooding due to hydraulic overload, or properties which are 'at risk' of sewer flooding more frequently than once in 20 years.



The primary role of the IDBs is to manage water levels and reduce the risk from flooding within their districts. Much of IDBs' work involves the maintenance and improvement of watercourses and related infrastructure such as weirs, sluices, culverts and embankments within their drainage districts.

The IDBs are the relevant Land Drainage Authority for the catchments that they manage and are therefore responsible for issuing consents for altering, removing or replacing certain structures or features on ordinary watercourses within their districts.

## 4.6 LANDOWNERS AND DEVELOPERS

Although not classified as a key risk management authority, landowners that own land through which an ordinary watercourse or main river flows are the responsible **riparian owner** for the watercourse. The Environment Agency has developed a guide entitled '[Living on the Edge](#)' that provides specific advice regarding the rights and responsibilities of riparian (riverside) landowners, as well as the Environment Agency and other bodies. Herefordshire Council has also published a useful guide of riparian ownership responsibilities.

Landowners and developers have the primary responsibility for protecting their land and property against the risk of flooding, but must not build defences that have an adverse impact to adjacent properties. They are also responsible for managing the drainage of their land without increasing flood risk elsewhere, and for the management of flood risks from private sewerage systems.

The responsibilities of landowners and developers are discussed in greater detail in Section 8.

## 4.7 OTHER LOCAL STAKEHOLDERS

Highways England and Network Rail are responsible for managing flood risks that are associated with or may affect their assets. For Highways England this includes their trunk road and motorway network, comprising the A49T, A40T (Ross-on-Wye to Monmouth) and the M50 within Herefordshire. For Network Rail this includes all railways within the county and their associated infrastructure.

There are currently no operational canals within Herefordshire. However, the Herefordshire and Gloucestershire Canal Trust are pursuing the full restoration of approximately 34 miles of canal between Hereford and Gloucester. Works are currently underway and stretches of the canal at Monkhide, Yarkhill and Aylestone have been restored by the Trust and with the help of the Waterways Recovery Group. It is currently the intention that the maintenance and management of flood risk and associated assets related to the canal network within Herefordshire will be the responsibility of the Herefordshire and Gloucestershire Canal Trust.



# 5

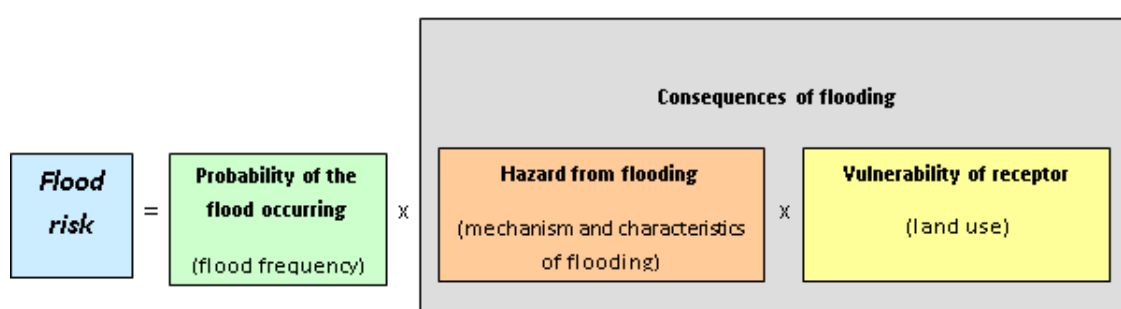
## SUMMARY OF FLOOD RISK

This section of the Strategy provides an overview of flood risk throughout Herefordshire to provide the context from which the objectives and associated measures will be derived.

### 5.1 HOW FLOOD RISK IS QUANTIFIED

Flood risk is defined as a combination of the *chance* (or probability) of a particular flood occurring and the *impact* (or consequence) that the flood would cause if it occurred. This is illustrated in Figure 2.

Figure 2 Conceptual definition of flood risk



Assessing risk in quantifiable, financial terms can help prioritise where available funding should be directed, as well as support applications for additional external funding. The likelihood or chance of a flood occurring is often identified in terms of the 'return period' or 'annual probability'. For example, a 1 in 100 year flood event has a 1 in 100 (or 1%) annual probability of occurring. Table 2 provides the conversion between commonly used return periods and annual probabilities.

Table 2 Flood probability conversion table

Return Period (years)	2	5	10	20	50	100	200	1000
Annual Probability (%)	50	20	10	5	2	1	0.5	0.1

Scientific consensus is that the global climate is changing as a result of human activity. While there remain uncertainties in how a changing climate will affect areas already vulnerable to flooding, it is expected to increase risk significantly over time. The impact of climate change must be considered when reviewing the potential risk of flooding in future years within Herefordshire.

The Environment Agency has recently published updated [climate change guidance](#) to be taken into account in the planning and design of new development. In regard to Herefordshire this provides recommended allowances for two different aspects:

- Recommended increase to peak rainfall intensities, which will have the greatest effect on flooding from surface water and drainage systems;
- Recommended increase to peak river flows, which will have the greatest effect on flooding from fluvial sources associated with main rivers and ordinary watercourses.

The implications of these recommendations will be discussed in detail in the Herefordshire Strategic Flood Risk Assessment due to be published shortly. In summary, over the next 100

years climate change is predicted to increase river flow by an average of 25% and rainfall intensity by an average of 20%.

## 5.2 KEY SOURCES OF INFORMATION

A number of previous studies have been undertaken to assess and map flood risks within Herefordshire. The best and most up to date of these sources are listed below, and all are readily available from the council for use by the general public and risk management authorities:

- [Environment Agency interactive maps](#);
- Strategic Flood Risk Assessment (SFRA), 2009;
- Strategic Flood Risk Assessment Update (SFRA Update), 2015;
- Preliminary Flood Risk Assessment (PFRA), 2011; and
- Preliminary Flood Risk Assessment Update (PFRA Update), 2017

A brief summary of these sources of information is provided below.

Herefordshire Council has also commissioned a number of other site-specific flood studies to better understand flood risks throughout the county and to build on the information provided within the sources listed above. These additional sources of information have not been made publicly available but further information can be requested from the council about their completed, on-going and planned flood analysis works.

### ENVIRONMENT AGENCY INDICATIVE FLOOD MAPS

The Environment Agency Indicative Flood Maps provide the most comprehensive and up to date overview of flood risks from fluvial, tidal, surface water and reservoir sources throughout England. The maps are updated regularly following periodic review and/or following changes to flood management infrastructure. The most useful maps in terms of understanding flood risk include:

- Flood Map for Planning (Rivers and Sea);
- Risk of Flooding from Rivers and the Sea;
- Flood Warning Areas;
- Risk of Flooding from Surface Water; and
- Risk of Flooding from Reservoirs.

However, severity and location of flooding can be unpredictable and localised. The Environment Agency Flood Risk Maps do identify surface water flooding but may not be a definitive indicator. For example, there have been incidents of flooding well away from Environment Agency risk areas and even within them flooding has occurred in lower risk locations whilst higher risk locations have not suffered.

### FLUVIAL RISK

The Environment Agency's Flood Map for Planning (Rivers and Sea) shows the natural fluvial (river) and tidal (sea) floodplain, ignoring the presence of defences and, therefore, areas potentially at risk of flooding from rivers or the sea. As flooding from tidal sources is not an issue within Herefordshire, no further information regarding this source is provided.

The Flood Map for Planning is principally used to inform land use planning and uses the terminology of high, medium and low probability 'Flood Zones' to align with the terminology of the

National Planning Policy Framework (NPPF)<sup>2</sup> to indicate the predicted annual probability of flooding from fluvial sources. In summary, for planning purposes, all land within England is indicated to fall within one of the following Flood Zones:

- Flood Zone 1 (low probability) - less than 0.1% annual probability of flooding;
- Flood Zone 2 (medium probability) - between 1% and 0.1% annual probability of flooding; or
- Flood Zone 3 (high probability) - greater than 1% annual probability of flooding.

Table 3 summarises the relationship between Flood Zone category and the identified flood risk.

**Table 3 Flood Zones for planning**

<b>Flood Risk Area</b>	<b>Identification</b>	<b>Annual Probability of Fluvial Flooding</b>	<b>Equivalent Return Period (years)</b>
Zone 1	Low Probability	<0.1%	<1 in 1000
Zone 2	Medium Probability	1% – 0.1%	1 in 100 – 1 in 1000
Zone 3a	High Probability	>1%	>1 in 100
Zone 3b*	Function Flood Plain	>5%*	>1 in 20*

\* The functional floodplain, Flood Zone 3b, is defined as those areas in which 'water has to flow or be stored in times of flood'. Typically this includes areas subject to flooding up to the 1 in 20 year / 5% annual probability flood event, or that are designed to flood up to the extreme 1 in 1000 year / 0.1% annual probability flood event.

The Environment Agency has also published a second set of flood maps called the Risk of Flooding from Rivers and the Sea maps. These illustrate similar extents of fluvial flooding as those illustrated within the Environment Agency's Flood Map for Planning, but delineate the likelihood of flooding from rivers whilst considering the presence and effect of all flood defences and predicted flood levels. They describe the probability of flooding in accordance with one of four categories:

- High - greater than 3.3% annual probability of flooding;
- Medium - less than 3.3% but greater than 1% annual probability of flooding;
- Low - less than 1% but greater than 0.1% annual probability of flooding; or
- Very Low - less than 0.1% annual probability of flooding.

It is important that users of these resources do not confuse the description of risk within the Environment Agency's Risk of Flooding from Rivers and the Sea map with the mapped zones provided within the Environment Agency's Flood Map for Planning.

Flooding from many smaller watercourses is not illustrated within the Flood Map for Planning or the Risk of Flooding from Rivers and the Sea map, usually due to the size of the watercourse

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<sup>2</sup> The National Planning Policy Framework sets out the government's planning policies for England and how these are expected to be applied

catchment. Flood risks associated with these watercourses are usually better defined by the surface water flood risk maps, as discussed below.

## FLOOD WARNING

The Environment Agency's Flood Warning map indicates those areas that benefit from its flood warning service. The Environment Agency issues three different kinds of flood warnings:

- Flood Alert: Flooding is possible. Be prepared. *Used two hours to two days in advance of flooding.*
- Flood Warning: Flooding is expected. Immediate action required. *Used half an hour to one day in advance of flooding.*
- Severe Flood Warning: Severe flooding. Danger to life. *Used when flooding poses significant threat to life.*

Flood warnings are provided to the public, professional partners and the media across England to warn of the risk of flooding from rivers, the sea and groundwater. Flood warning and river level information is also available through the [Flood Information Service](#).

## SURFACE WATER FLOOD RISK

The Environment Agency's Risk of Flooding from Surface Water map shows the approximate areas that would flood as a result of rainfall being unable to soak into the ground or enter a drainage system, leading to overland flow. As with the Environment Agency's Risk of Flooding from Rivers and the Sea map, the probability of flooding from surface water is defined as being high, medium, low or very low in line with the definitions below:

- High - greater than 3.3% annual probability of flooding;
- Medium - less than 3.3% but greater than 1% annual probability of flooding;
- Low - less than 1% but greater than 0.1% annual probability of flooding; or
- Very Low - less than 0.1% annual probability of flooding.

The maps are very indicative and, depending on the location, may not accurately represent all flow paths, for example pipe drainage systems or small culverts on watercourses may not be included. The purpose of the map is to highlight those areas potentially at risk of flooding.

The Environment Agency's Risk of Flooding from Surface Water map is currently deemed the best available information for flooding from overland flows and smaller watercourses.

## RESERVOIR FLOOD RISK

The Environment Agency's Risk of Flooding from Reservoirs map shows the likely extent of flooding in the event of reservoir failure. All large reservoirs are stringently governed under the Reservoirs Act 1975 and therefore the likelihood of such an occurrence is low. However, a large volume of water could escape with little or no warning if a failure were to occur.

## STRATEGIC FLOOD RISK ASSESSMENT

The Strategic Flood Risk Assessment (SFRA) is a statutory document required under NPPF that must be prepared by Herefordshire Council as the local planning authority to inform the Local Plan, risk management, and the planning and design of development throughout Herefordshire. An update to the SFRA was prepared by Herefordshire Council in 2015 to specifically assess risks to strategic development sites and inform the updated Local Plan. A full update of the SFRA is currently underway and is due to be completed in 2017.

The SFRA provides a detailed overview of flood risk throughout the county from all sources of flood risk, now and in the future, taking account of the impacts of climate change, and assesses the impact that land use changes and development in the area will have on flood risk.

Specifically the SFRA is used to:

- Determine the variations in risk from all sources of flooding;
- Inform the sustainability appraisal of the Local Plan, so that flood risk is fully taken into account when considering allocation options and in the preparation of plan policies;
- Apply the Sequential Test and, where necessary, the Exception Test in accordance with National Planning Policy Framework (NPPF) when determining land use allocations;
- Identify the requirements for site-specific flood risk assessments in particular locations, including those at risk from sources other than rivers;
- Set out the recommended approach to the management of flood risk that can be applied through the design and planning of development within Herefordshire;
- Determine the acceptability of flood risk in relation to emergency planning capability; and
- Consider opportunities to reduce flood risk to existing communities and developments.

The SFRA is informed by flood data primarily obtained from the Environment Agency and uses the same terminology as that used within their flood maps.

## PRELIMINARY FLOOD RISK ASSESSMENT

Herefordshire Council is required to prepare a Preliminary Flood Risk Assessment (PFRA) report every six years. The Herefordshire PFRA was prepared in 2011. The PFRA seeks to provide a high-level overview of flood risk from local flood sources and includes flooding from surface water (i.e. rainfall resulting in overland runoff), groundwater, ordinary watercourses (smaller watercourses and ditches).

The Herefordshire PFRA (2011) estimated that there were 10,357 people, 4,426 residential properties, 5,107 non-residential properties and 241 critical infrastructure sites at risk from surface water flooding across Herefordshire. Whilst this indicates that a large number of people are at risk of flooding within Herefordshire, the location and concentration of people at risk do not qualify as a Flood Risk Area as defined by the Regulations. The PFRA is currently due to be updated in 2017.

### 5.3

## A SUMMARY OF FLOOD RISK WITHIN HEREFORDSHIRE

This section provides an overview of flood risks within Herefordshire. Areas that have been identified to be at risk of flooding have been informed through a mixture of local knowledge, recorded historic flood events and predicted (modelled) flood events. As discussed above, a much more detailed summary of flood risk is available through review of the Environment Agency's Indicative Flood Map and the Council's SFRA and PFRA.

Identification of areas known or predicted to be at risk of flooding will help prioritise the need for further investigation and/or measures to manage or reduce the identified risks. Unfortunately it is not possible to predict all flood scenarios and flooding may still occur in areas that have not been identified to be at risk. Similarly, the unruly nature of the UK's weather can also mean that flooding can occur in a different way than recorded in previous events or than predicted by flooding models. However, by building up an understanding of known flood risks based on historic events and by undertaking more detailed studies into those areas that are predicted to be at significant risk, a greater level of confidence can be achieved.

As highlighted in the sections above, flooding can originate from a number of sources, namely:

- Fluvial flood risks from 'main rivers';
- Fluvial flood risks from 'ordinary watercourses';
- Pluvial flood risks where rainfall causes overland surface water flow;
- Groundwater emergence;
- Emergence from the below ground sewerage system; and/or
- Artificial sources, such as reservoirs.

It is often hard to distinguish the source of a flooding event, principally because flooding does not happen in isolation and is often inter-related. When a flood occurs it often happens from multiple sources at the same time, such as a heavy rainfall event that causes overland flow and surcharging of the public sewerage system.

### USE OF HISTORIC AND MODELLED FLOOD DATA

Given the long history of flooding in Herefordshire, evidence of floods which have happened in the past is invaluable when trying to understand flood risk and prioritise the management of flood risk throughout the county. Whilst Herefordshire Council, the Environment Agency, sewerage authorities and IDBs all hold various records of historic flooding, the way in which such events have been recorded has not always been consistent or complete and may not paint a clear picture of historic flooding events.

Furthermore, much information is based on anecdotal records and information provided by local communities. Although this information is invaluable and the council are keen to take local knowledge into account, it must always be treated as anecdotal. This is because it cannot be wholly relied upon due to the potential for householders to understate the extent of flooding, or even not to admit to flooding at all, for fear that it might have an adverse effect on their insurance premiums, their house price and/or their ability to sell their property.

The use of modelling software to 'predict' where flooding may occur is essential in understanding those areas of Herefordshire that are at greatest risk and most vulnerable to flooding from all sources of flood risk. Predictive modelling can provide clarity about those areas that have flooded in the past (i.e. a better understanding of why the flood event occurred and its magnitude) and information about how and where flooding may occur in the future. Predictions of flood risk are produced using combinations of hydrological and hydraulic modelling and analysis of past hydrological records to make future predictions.

A large number of watercourses throughout Herefordshire have been modelled using hydraulic modelling software – principally to inform the Environment Agency's indicative flood maps and site-specific flood studies. These include main rivers such as the Wye, Arrow and Lugg, and ordinary watercourses such as the Yazor Brook and Widemarsh Brook. Nation-wide modelling of surface water flood risks has also been undertaken by the Environment Agency to better understand those areas that are considered to be at greatest risk from overland flow.

A brief summary of flood risk associated with each potential source of flooding is provided below, with information obtained from both historic records and predictive modelling. For a detailed overview, the reader should refer to the Environment Agency's Indicative Flood Map and the Council's SFRA and PFRA.

### FLUVIAL FLOOD RISK FROM MAIN RIVERS

There are a number of 'main rivers' throughout Herefordshire that have contributed to significant flood events in the past. The River Wye has contributed to numerous flood incidents causing

internal flooding to hundreds of properties throughout Hereford and Ross-on-Wye, most notably during the July 2007 flooding following exceptionally heavy rainfall. Other main rivers such as the River Lugg in Leominster and the River Leadon in Ledbury have also contributed to major flood events.

### FLUVIAL FLOOD RISK FROM ORDINARY WATERCOURSES

The majority of fluvial flood risk across Herefordshire is associated with main rivers as discussed above, however there are numerous ordinary watercourses with a high level of flood risk. Historical flood records highlight Ross-on-Wye as experiencing flooding as a result of ordinary watercourses being overwhelmed on a number of occasions. In particular, the Rudhall Brook has caused internal flooding to commercial properties in the Ashburton Industrial Estate in the past.

### SURFACE WATER FLOOD RISK

It can be difficult to determine surface water as being the primary contributor to flooding as it often interacts with other fluvial sources. Widespread surface water flooding was evident during the county wide July 2007 flood event. Flash flooding in Leominster resulting from a lack of drainage capacity to deal with the intense and prolonged rainfall led to significant flooding. Areas in and around Ledbury have also previously suffered from surface water flooding in July 2007 when Church Street, Newbury Park Road and parts of Lower Road and Little Marcle Road flooded.

### FLOOD RISK FROM GROUNDWATER EMERGENCE

In comparison to the other sources of flooding, groundwater emergence is the least significant in terms of the number of people affected and how often flood incidents have been recorded, although this may be attributed to how difficult it is to distinguish groundwater flooding from other sources such as surface water flooding. The villages of Combe and Munderfield are recorded as experiencing minor groundwater emergence.

### FLOOD RISK FROM SEWERS

Severn Trent Water and Welsh Water have a limited record of properties flooding as a result of sewerage emergence. Hereford has experienced the most significant number of sewerage flooding incidents, in particular postcodes starting with HR1 and HR4 being the most affected. Ross-on-Wye and Leominster are also recorded as having flooding incidents from sewage. Herefordshire Council are also aware of historic issues where flooding from the combined and surface water sewerage systems has affected the public highway.



# 6

## OBJECTIVE 1: UNDERSTAND FLOOD RISKS IN HEREFORDSHIRE

### 6.1

#### OVERVIEW

Identification of areas known or predicted to be at risk of flooding is essential to understanding those areas at greatest risk and will help prioritise the need for further investigation and/or measures to manage or reduce the identified risks.

Unfortunately it is not possible to predict all flood scenarios and flooding may still occur in areas that have not been identified to be at risk. Similarly, the unruly nature of the UK's weather can also mean that flooding can occur in a different way to that recorded in previous events or even predicted by flooding models. However, by building up an understanding of known flood risks based on historic events and by undertaking more detailed studies into those areas that are predicted to be at significant risk, a greater level of confidence can be achieved.

As summarised in Section 5 and within the council's SFRA and PFRA, a significant amount of data is available that identifies the areas within Herefordshire that are at greatest risk of flooding from fluvial, surface water, groundwater, reservoirs and sewers. The best source of data is recorded data of historic flooding events that have occurred within Herefordshire. However, the accuracy and reliability of this data is dependent on the quality of data that has been captured and, as discussed, the way in which historic flooding events have been recorded is not consistent or complete.

Predictive flood modelling has been completed for fluvial and surface water sources. This data provides a good overview of areas within Herefordshire that are likely to flood, but actual flooding may be very different from predicted flooding that can only make assumptions about how certain areas will respond to high rainfall and/or high river flows. It is also difficult for predictive flood modelling to take into account issues such as blockages or reduced capacity.

In order to continue to improve the understanding of flood risk throughout the county, the council will continue to record and investigate flooding events as well as continue to improve understanding of flood risk through the completion of flood management studies. In summary:

Understanding flood risk throughout Herefordshire to achieve the aims of Objective 1 will be met through the following key measures:

- Recording of flood events and maintaining flood records to improve knowledge of flooding;
- Investigation of flood events to improve knowledge of flooding, identify causes of flooding, responsible parties (if appropriate) and recommend required action;
- Strengthening and developing understanding of flood risk issues by all stakeholders through the use, review and completion of flood risk studies;
- Improving understanding and communication of vulnerable land uses and communities/infrastructure at greatest risk.



The activities required to meet this objective comprise a mixture of maintaining current recording and investigation measures and procedures as well as proposed improvements to these existing systems as discussed in greater detail below.

## 6.2 RECORDING FLOOD EVENTS

Herefordshire Council holds historic flood data for a number of events that have occurred within the county, most notably the 2007 floods which caused significant disruption. However, prior to the Pitt Review and subsequent Flood and Water Management Act 2010, local authorities that are now identified as LLFAs were not required to investigate significant flood events or collate records of flooding within their boundaries and, therefore, the quality and completeness of historic flood records currently held by the council is limited.

### HISTORIC FLOOD RECORDS

Much of the historic flood data collated to inform the SFRA in 2009 is held by the council in a Global Information System (GIS) layer. Other flood data, including that associated with events that have occurred since the preparation of the SFRA, is stored predominantly in spread sheet format or within a multi-functional database called Confirm.

An exercise to collate and contrast the respective historic datasets will be undertaken by the council. The council will strive to combine all known historic flood records into a single location or into a format that is compatible with other records. For many of the spread sheet entries there is limited information that will allow an exact location to be determined. Where practical, the council will aim to enhance these entries to allow flood records to be geo-referenced and added to the council's GIS flood data layer. Consideration will also be given to a method of capturing anecdotal evidence that the council may be made aware of during the planning application process that often includes locally-sourced information that may not be captured within the current council flood records.

Herefordshire Council collect data via the [council website](#). The public are encouraged to enter information regarding local flooding events onto this website to help build the council's understanding of flood risks throughout the county and plan future flood responses.

### IMPROVED APPROACH FOR RECORDING FLOOD EVENTS

Some improvements to the method of capturing flood data have been implemented by the council in recent years. The council currently records the majority of flooding events that have been reported to the council by the general public or flooding that is attributed to council assets (e.g. highways drainage systems). This data is captured via the council website or by reports that are logged within Confirm. An improved method for recording information will be developed and implemented by the council.

The detail to be recorded for each flood event will be dependent on the nature and significance of the flood event. The system to be developed and implemented by the council will take the characteristics of each flood event into account and will aim to adopt an approach similar to that summarised in Table 4. Of key importance will be ensuring that the 'core' data of each flood event (i.e. that considered a minimum for minor or isolated events) is recorded in a consistent manner regardless of the nature or significance of the flood event.

The council also intends to enable captured flood records to be geo-referenced and added to the GIS flood data layer to allow the graphical visualisation of historic flooding. This will enable the council to gain a better understanding of areas at risk and how these areas may interrelate, as well as inform better decision making with regards to pro-active maintenance regimes and advice for land use planning.

**Table 4: Data to be captured commensurate with flood event characteristics**

Characteristics of flood event		
Very minor or isolated events that caused no internal property flooding or travel disruption	Minor to major flooding events associated with local sources of flooding that may have caused some internal property flooding or travel disruption, but that are not classified as Section 19 events (see below)	Major flooding events associated with local sources of flooding that warrant a Section 19 Investigation (discussed in Section 6.3)
Type of data to be collected		
Date	Date	Date
Location and extent	Duration	Duration
Primary source and cause of flooding	Location and extent	Location and extent
Affected receptors	Primary and secondary sources and causes of flooding	Primary and secondary sources and cause of flooding
	Description of event	Description of event
	Depth of flooding at key locations	Depth of flooding at key locations
	No. of residential properties internally flooded	Flow paths
	No. of commercial properties internally flooded	Rainfall/river gauge data
	Addresses of flooded properties	No. of residential properties internally flooded
	Roads flooded and depth where known	No. of commercial properties internally flooded
	Photographs	Addresses of flooded properties
		Roads flooded and depth where known
		Name and extent of flooded roads
		Critical infrastructure affected
		Photographs
		Recommended actions

Other key risk management authorities within Herefordshire, most notably the Environment Agency, Welsh Water and Severn Trent Water, maintain their own records of flooding that are attributable to their assets. For all authorities, these records are essential for driving future investment. As per above, the level of detail recorded will depend on the type and consequence of the flooding event, for example all authorities record more information for flooding events that have caused internal property flooding when compared to those events that only caused flooding of external gardens.

Whilst flood records held by Welsh Water are shared with Herefordshire Council on a quarterly basis, routine data sharing arrangements are not currently in place for Severn Trent Water or the Environment Agency. Going forward, the council will look at ways in which periodic sharing of flood data can be undertaken for the mutual benefit of all involved in the management of flooding within the county. This is likely to be associated with flood events that are considered to be 'significant', in accordance with Section 19 of the Act.

In response to this and to meet the aims of Objective 1:

The council proposes to improve the way in which flooding events are recorded to meet the requirements of the Flood and Water Management Act. The consistent recording of flooding events will enable the council to better understand those areas at greatest risk, communicate this risk to the relevant stakeholders, and where necessary inform the need to take mitigating action to reduce the risk of reoccurrence. The council also proposes to improve the sharing of data between key risk management authorities.

Specifically, the council will:

- Collate and contrast the historic datasets and strive to combine all known historic flood records into a single location or into a format that is compatible with other records.
- Review current methods of recording flooding events and develop an improved method of working that reflects the nature and scale of the event, and which will allow graphical visualisation.
- Implement an agreed method of sharing flood event data with other key risk management authorities.

### 6.3 INVESTIGATING FLOOD EVENTS

Prior to the Pitt Review and subsequent Flood and Water Management Act 2010, local authorities that are now identified as LLFAs were not required to investigate significant flood events. However, Section 19 of the Flood and Water Management Act places a duty on the LLFA to investigate significant flood events within their area. This duty includes identifying which authorities have flood risk management functions with respect to the incident and what they have done or intend to do. LLFAs are required to publish the results of any investigations carried out and notify any relevant risk management authorities.

Specifically, Section 19 of the Act states:

#### **19 Local authorities: investigations**

- (1) On becoming aware of a flood in its area, a lead local flood authority must, to the extent that it considers it necessary or appropriate, investigate -
  - (a) which risk management authorities have relevant flood risk management functions, and
  - (b) whether each of those risk management authorities has exercised, or is proposing to exercise, those functions in response to the flood.
- (2) Where an authority carries out an investigation under subsection (1) it must -
  - (a) publish the results of its investigation, and
  - (b) notify any relevant risk management authorities.

Although Herefordshire Council has undertaken a number of investigations following the most severe flooding events (e.g. those that occurred in the summers of 2007 and 2012, and the winter of 2013), the completion of Section 19 flood investigations has only relatively recently formed part of the council's standard practices.

The other key risk management authorities within Herefordshire have their own processes for investigating flooding events that are dependent on the type and consequence of the flooding event. Welsh Water and Severn Trent Water prioritise the investigation of events that have resulted in the internal flooding of one property or more. The findings of these investigations can be made available to the public and, in the case of Welsh Water, are issued to the properties affected. The council also intend to identify flooding 'hot spots' on the council's website to identify those areas that have required the completion of a Section 19 Investigation.

In response to significant flooding events associated with local sources of flooding, the council will continue to investigate these events to meet the requirements of the Act. Only events that have 'significant harmful consequences' require a Section 19 investigation to be completed by the council. There is no national definition of 'significant harmful consequences' as local receptors respond in different ways.

As part of the implementation of this local Strategy, Herefordshire Council will adopt an approach that it is considered necessary or appropriate to the scale of flood risk within the county. The definition of a flooding event that is deemed to have caused significant harmful consequences is summarised in Table 5. This takes into consideration the impacts of flooding to human health, residential properties, critical infrastructure and services, non-residential properties and the economy, the road and rail network, environmental receptors and cultural heritage.

**Table 5: Definition of a significant event in Herefordshire**

<b>Risk Category</b>	<b>Significant Harmful Consequence</b>
Risk to loss of life	Any flood related fatality or risk to life.
Residential property	Three or more properties flooded internally at ground floor level within same locality
Critical services: → Hospitals, health centres, clinics, surgeries, pharmacies, care homes; → Village and parish halls that were being used as rest centres during an emergency situation; → Schools, colleges, day nurseries; → Police, fire, ambulance stations; → Electricity stations and substations, gas stations, sewerage treatment and pumping stations, water treatment and pumping stations.	One or more properties flooded internally above ground floor level.  One or more facilities rendered inoperable due to impassable access.  One or more flooded critical installations resulting in loss or potential loss of service or causing or potentially causing flooding to other property.
Non-residential property: → Shops/supermarkets/retail premises; → Agricultural or Manufacturing premises; → Offices.	Three or more non-residential properties flooded internally above ground floor level within same locality.

Risk Category	Significant Harmful Consequence
Road and rail infrastructure: → The county's Strategic Network and any motorway or national rail network → Key access routes for emergency services	Any section that becomes impassable due to flooding  Any section of road which provides the sole vehicle access to three or more residential properties or any one or more of the critical services defined above which becomes impassable to the police, fire or ambulance services.
Cultural heritage	Subject to local assessment of impact to national or international cultural heritage sites
Environment	Subject to local assessment of impact to local, national or international designated sites

If the same locality suffers multiple flood events which are considered to have significant harmful consequences, the Council will record the date of each event, but do not propose to investigate each separate event. However, should repeat flooding supplement data that was collected during the initial investigation, this will be added to the initial investigation and taken into consideration.

In response to this requirement and to meet the aims of Objective 1:

The council proposes to investigate all significant flood events that occur within Herefordshire in line with the requirements of the Flood and Water Management Act to better understand the causes and effects of flooding and identify the need for further action. The investigations completed by the council will be made available to other risk management authorities, stakeholders and the public.

## 6.4 COMPLETION OF FURTHER STUDIES

The council has completed a number of robust studies to better understand flood risks within the county, most notably the SFRA that is due to be updated in 2017 to reflect updates in predicted modelling data, historic flooding incidents and improvements to flood management infrastructure. The council are also in regular communication with the Environment Agency who review their indicative flood maps on a regular basis to ensure that they reflect the best available information.

The council has also undertaken a number of detailed flood assessments for communities that have experienced the most severe flooding in the past and that are attributable to local sources of flooding. For example: Lea, Eardisley, Eardisland, Five Bridges, Brimfield and Hope under Dinmore. These studies are typically informed by a review of historic flood records and detailed hydraulic analysis of the catchment. The purpose of these studies is to gain a better understanding of flood mechanisms (i.e. why these areas are prone to flooding) and assess the feasibility of measures that could be installed to reduce the risk of flooding within these areas. The council intends to continue with these types of further studies to continue to improve their understanding of local flood risk within the most vulnerable of communities.

In summary, to meet the aims of Objective 1:

The council are committed to ensuring that, wherever practicable, the most up to date flood data is made available to all relevant stakeholders and used in the delivery of all flood risk management activities. The council are also committed to the completion of detailed flood studies within those communities deemed to be at greatest risk to better understand flood mechanisms and inform future works.

## 6.5 UNDERSTANDING OF VULNERABLE LAND USES AND THOSE AT GREATEST RISK

Raising awareness of communities and sites at greatest risk is essential to the management of flooding throughout the county. The council maintain regular contact with Parish Councils and vulnerable sites (such as caravan sites and care homes) to highlight current flood risk issues as well as any schemes that may be planned to reduce flood risks within a certain area.

The council has also created the role of Locality Stewards and promotes the Lengthsman Scheme throughout Herefordshire. The role of these two initiatives is to improve two-way communication between local communities, Parish Councils and Herefordshire Council across a range of services areas, including the maintenance of drainage assets and flood risk management.

The council will continue to develop and maximise opportunities for maintaining communication with local communities, particularly those that are identified to be at greatest risk of flooding. This may include initiatives such as using local media to update communities on local flood risks, better use of the council's website for day-to-day updates, promotion of community resilience groups, strengthening the role of the Parish Council and maintaining the Locality Stewards and Lengthsman Scheme initiative.

In summary, to meet the aims of Objective 1:

The council will maintain regular communication with local communities for the purpose of raising awareness of local flood risks, and look for ways to strengthen current initiatives to improve communication in the future.

## 7

## OBJECTIVE 2: MANAGE THE LIKELIHOOD AND IMPACTS OF FLOODING

## 7.1

### OVERVIEW

It is not possible to eliminate the risk of flooding within Herefordshire. However, the council are committed to managing flood risks as far as practicable whilst taking into consideration factors such as the source of flood risk, frequency, hazard, the vulnerability of the affected communities and infrastructure, available funding and community support.

This section sets out the processes that are currently in place to manage the likelihood and impacts of flooding, and any improvements to these processes that could be explored further. There are a large number of initiatives that are considered within this Objective and in summary these include:

Managing the likelihood and impacts of flooding throughout Herefordshire to achieve the aims of Objective 2. These will be met through the following key measures:

- Communication with relevant council departments and other risk management authorities;
- Maintaining a register of assets that are considered important for flood risk management;
- Undertaking regular maintenance of assets that are considered important for flood risk management; and
- Developing a clear method of prioritising those communities that are considered to be at greatest risk, and prioritising the most appropriate measures for managing flood risks.

The activities required to meet this Objective comprise a mixture of maintaining current asset management practices and flood management works, as well as proposed improvements to these existing systems as discussed in greater detail below.

## 7.2

### COMMUNICATION

Herefordshire Council appreciate the importance of good communication for the coordinated management of flood risks within Herefordshire. For example, the council created a **Flooding Task and Finish Group**, comprising representatives from those departments within the council considered key to flood risk management. The group met regularly to coordinate inter-departmental activities identify key areas of work required and allocate actions to the responsible person(s). Although this group no longer meets, it laid the groundwork for improved inter-departmental communication.

Herefordshire Council also undertake regular communication with the county's other key flood risk management authorities. Given that the source of flooding is often difficult to determine and can sometimes originate from multiple or inter-related sources effective communication is essential.

The key risk management authorities within Herefordshire include Herefordshire Council, the Environment Agency, Welsh Water, Severn Trent Water and the IDBs. Herefordshire Council currently meets with Environment Agency and Welsh Water on a quarterly and bi-annually basis (respectively) to discuss areas within Herefordshire that are at risk of flooding risk for the purpose of identifying opportunities to reduce flood risk in a collaborative manner. The council intend to implement a similar system with Severn Trent Water and the IDBs, meeting annually and bi-annually respectively. Collaboration between the risk management authorities is often key to the delivery of schemes, particularly those that may offer multiple opportunities and therefore that may secure funding from multiple sources.

An example of collaborative working includes the Sustainable Drainage Plan initiative led by Welsh Water. These plans comprise catchment-wide plans prepared every 5 years (to coincide with the sewerage authority asset management period (AMP) cycle) to identify potential capacity issues within the sewerage network within the next 5 years and within the next 25 years. Herefordshire Council discusses these plans with Welsh Water to identify where growth in Herefordshire may occur, and identify opportunities to reduce future flood risks that may be of benefit to both Welsh Water and Herefordshire Council.

The council also consult with a number of other key stakeholders that play an important part in the management of flood risk, such as the Parish Councils, Community Resilience Groups and Locality Stewards. This consultation is undertaken as-and-when it is necessary, but it is still essential to identifying risks and opportunities.

In summary, to meet the aims of Objective 2:

The council will maintain regular communication with key stakeholders through existing initiatives for the purpose of understanding areas at greatest risk of flooding, exploring opportunities for reducing flood risks, and discussing opportunities for collaboration.

Communication between these key authorities is also essential for the management of risk during and after a flood event. This is discussed in greater detail in Section 9.

### 7.3 ASSET REGISTER

Within the context of this strategy 'Assets' is defined as a physical structure or feature which affects local flood risk in some way, by either mitigating or increasing that risk.

In his review of the 2007 floods in the UK, Sir Michael Pitt recommended that local authorities should collate and map the main flood risk management and drainage assets (over and underground) including a record of their ownership and condition. He explained that by collating information and mapping these assets, local authorities would be able to:

- Develop more informed maintenance regimes which can take account of assets important for managing flood risk, particularly in high risk areas;
- Establish where all local drainage and watercourse systems are, allowing for quicker identification of the responsible authority in incidences of flooding; and
- Produce and publish a maintenance schedule for their assets as well as providing guidance to riparian owners as to how they should maintain their assets.



It is important to realise the full potential of maintaining a robust asset register. The asset register is not simply a system for recording assets that are likely to have a significant effect on a flood risk. The asset register presents a means of:

- Informing the public of key flood-related assets in their area;
- Understanding how certain assets affect flood risk;
- Understanding how assets assist in the management of flood risk;
- Assisting investigations of significant flood events by linking flood events to assets within the area that could contribute to or alleviate flooding;
- Informing and influencing the proactive inspection and maintenance of assets to reduce and manage flood risk;
- Informing, influencing and prioritising funding requirements to reduce and manage flood risk; and
- Identifying multiple benefits, such as assets important for effective operation of highways as well as for flood risk management.

The Flood and Water Management Act 2010 implements those recommendations made by Sir Michael Pitt including the recommendation for local authorities to establish and maintain a record of assets. Specifically, Section 21 of the Act states:

**21. Lead local authorities: duty to maintain a register**

- (1) A lead local flood authority must establish and maintain –
  - (a) a register of structures or features which, in the opinion of the authority, are likely to have a significant effect on a flood risk in its area, and
  - (b) a record of information about each of those structures or features, including information about ownership and state of repair.
- (2) The Minister may by regulations make provision about the content of the register and record.
- (3) The lead local flood authority must arrange for the register to be available for inspection at all reasonable times.
- (4) The Minister may by regulations provide for information of a specified description to be excluded from the register or record.
- (5) In this section, “the Minister” means –
  - (a) the Secretary of State in relation to authorities in England, and
  - (b) the Welsh Ministers in relation to authorities in Wales.

The legal characteristics of the asset register and record are outlined in Table 6.

**Table 6 Asset register requirements**

	<b>Register</b>	<b>Record</b>
a.	Must be made available for inspection at all reasonable times.	Up to the LLFA to decide if they wish to make it available for inspection.
b.	Must contain a list of structures or features which in the opinion of the authority, are likely to have a significant effect on a local flood risk.	For each structure or feature listed on the register, the record must contain information about its ownership and state of repair.
c.	s.21 (2) of the Act allows for further regulations to be made about the content of the register and record. There is currently no plan to provide such regulations therefore their content should be decided on by the LLFA depending on what information will be useful to them.	
d.	There is no legal requirement to have a separate register and record although as indicated above, only the register needs to be made available for public inspection.	

The majority of assets that are under the ownership of Herefordshire Council, most notably assets that are related to the highways network, are recorded within Confirm that enables geo-referencing of recorded assets. However, we appreciate that not all assets considered to have a significant effect on flood risk may be recorded and of those that are, it can be difficult to identify those that have a significant effect on a flood risk.

The council are also responsible for other assets that are not related to the highways network, such as attenuation features within public open space. Records of these assets are currently held by the department responsible for their maintenance.

Assets that are typically included within the asset register comprise both natural and manmade structures and features such as:

- Formal and informal flood defences and embankments
- Flood alleviation schemes
- Sluice gates and penstocks
- Flap valves and other outfall structures
- Open channels and watercourses
- Culverts and culverted watercourses
- Pumping stations
- Drainage ditches and grips
- Highways gullies and piped drainage systems
- Grills and trash screens
- Bridges over watercourses and open drains
- SUDS features, ponds and flood attenuation features

The council will undertake a review of the current methods of recording assets to identify opportunities for improvement. For example, to ensure that all assets considered most important to flood risk management or that could pose greatest risk if they were to fail are included within an appropriate register.

The council also intend to collate information on assets that are in private ownership or fall under riparian ownership responsibilities that could have significant consequences if they were to fail, for example assets such as agricultural reservoirs or private drainage systems.

The council can designate a feature that is located on private land or that it is in private ownership as a 'flood risk management asset'. The council will give notice to the owner of the asset in accordance with Section 30 of Schedule 1 of the Flood and Water Management Act. Features that have been designated as a flood risk management asset cannot be altered, removed or replaced without the consent of the council.

Enhancing the asset database held by the council will be an on-going process as existing or new assets are added and opportunities to improve existing information are identified. The council therefore propose to utilise the following approach to enhance their asset register and to meet the requirements of the Flood and Water Management Act 2010:

1. Quick wins – add data that is easily available from existing records or that is associated with new assets;
2. High risk – add assets that are located in known high risk areas or that could result in a high risk scenario should the asset fail;
3. Flood incidents – add assets that are identified through undertaking flood investigations;
4. Inspection and maintenance activities – add assets identified through planned or reactive inspection and maintenance works; and
5. All other assets – add all other known assets not identified through the means listed above.

Comprehensive asset registers are also held by the other key risk management authorities, namely the Environmental Agency, Welsh Water, Severn Trent Water and the IDBs. Given the extensive size of Herefordshire and the number of assets that will be important for flood risk management, it is not intended to combine all assets into a single register. However, the council will maintain communication with the other risk management authorities to ensure that the data captured with each register is in accordance with the requirements of the Flood and Water Management Act 2010.

In summary, to meet the aims of Objective 2:

The council will maintain a register of assets that are within the council's ownership and for which the council are responsible, and strive to include assets that are within private ownership that are considered likely to have a significant effect on a flood risk.

The council will also ensure that the register of assets held by other key risk management authorities is appropriate to meet the requirements of the Flood and Water Management Act.

## 7.4 MAINTENANCE

Many local flooding incidents within Herefordshire have been as a result of temporary blockages that have reduced the capacity of a feature or prevented the feature from operating as it should. Both proactive and reactive maintenance is therefore essential for flood risk management. Implementing a proactive inspection and maintenance regime will not eliminate the need for reactive maintenance, but it will reduce the number of reactive maintenance activities and reduce the impacts caused by defective assets.

The asset register as discussed above is intended to inform and influence the proactive inspection and maintenance of assets to reduce and manage flood risk. This is based upon an assessment of asset condition and consequence of failure, which then informs prioritisation of maintenance activities. This approach enables those assets that are either in poor condition and/or that can be attributed to past flooding within the county to be prioritised above those in good condition and/or have not been known to contribute to actual flooding.

Herefordshire Council currently carries out both proactive and reactive maintenance of assets throughout the county, predominantly for highways and drainage assets.

The proactive maintenance of highways and drainage assets is in accordance with the Highways Maintenance Plan and the annual programme of planned highway maintenance. This is informed through a review of the consequences of failure (e.g. if flooding would affect agricultural land or property within urban areas) and the condition of the asset. The most common issues are associated with blocked screens, root ingress and sediment build up that reduces the capacity of watercourses and culverts. The council intend to undertake a review of the current system of prioritising proactive maintenance to identify any opportunities for improvement, most notably further opportunities to link the need for proactive maintenance with the likelihood and impact of flooding for those assets that are considered likely to have a significant effect on a flood risk, building on the current methods for planning cyclical maintenance activities.

Reactive maintenance is regularly undertaken by the council. The response time for addressing issues as they arise is dependent on the risk category that is assigned to the issue and this prioritises the order in which defects are addressed (e.g. emergency works that are allocated Category 1 status will normally be addressed within 24 hours). Whilst the council's ability to address all identified defects is dependent upon available funding, the council will strive to set an appropriate budget.

In summary, to meet the aims of Objective 2:

The council will continue to undertake both proactive and reactive maintenance of assets that are considered likely to have a significant effect on a flood risk, informed by review of the consequences of failure and the condition of the asset.

## 7.5 PRIORITISATION

Given the size of the county, the extent of local flood risk and our limited budgets, it is not practical to attempt to implement all the required works or studies across the whole of Herefordshire in the short-term. It is therefore necessary for the council to implement a clear and transparent system that prioritises the potential actions and targets resources towards the most significant risks and where interventions can offer the best value for money. When working with communities, the council will provide feedback on their prioritisation status within this system.

The measures that have already been discussed above, most notably the regular maintenance of assets, will provide significant benefit to the reduction of flood risks, often with no need for further action. However, if further measures are deemed necessary, a clear and transparent method is required to prioritise those areas that are considered to be in greatest need. The method promoted by Herefordshire Council aims to guide investment and subsequent action towards those people deemed to be at greatest risk and therefore with the greatest need.

## PRINCIPLES OF PRIORITISATION

The council's investment of funding and resources in the mitigation of flood risk will be based on a set criteria designed to identify the greatest need. Mitigation schemes will be assessed against these principles to create a priority 'shortlist'.

Whilst we appreciate that flood events that are not deemed significant (in terms of the criteria below) may still cause considerable stress, damage and inconvenience, our limited budgets mean that studies and schemes must be prioritised according to those people considered to be in greatest need.

**Figure 3 Criteria to guide the prioritisation of receptors for flood alleviation**

**The priorities in Herefordshire are to reduce:**

1	Risk to loss of life	Did flooding cause risk to human life? Is it likely to do so in future flooding?
2	Receptor impact	Did properties flood internally? Were important roads impassable or dangerous?
3	Flood frequency	Has flooding occurred before? If so how often? How likely it is that flooding will occur again?
4	Depth and/or velocity	Was the flood water deep or fast flowing? Or both?

These priorities outlined in Figure 3 are not intended to capture every important feature of every flood event but rather to highlight the most significant events that pose greatest risk or cause greatest impact to those affected. The priorities aim to provide structure to a method which will alert decision makers to receptors and/or communities that may require the most immediate action to reduce flooding or reduce the effects of flooding.

## OTHER INFLUENCING FACTORS

It is important that this prioritisation remains flexible to account for emerging opportunities and local and wider priorities. The final decision of where action will be taken to reduce flooding will be decided by the relevant risk management authorities and will consider other factors that must be taken into account. This will include looking in greater detail at the other characteristics of the flood event, such as:

- The number of properties that flooded or are at risk;
- The historical or cultural importance of the affected property(s);
- The ability of those affected to protect themselves;
- The severity of health or pollution risks associated with the flood event;
- The duration and extent of the flood event;
- The scale of damage caused, associated costs and disruption, and the ability to recover;

- The impact to other receptors, such as land of important archaeological, environmental, economic or agricultural importance; and
- The support given by the communities that are affected by flooding, for example through Parish Councils, Flood Community Groups, or local funding opportunities.

It is also important for the council to consider flood risks at an individual property level scale and a community level scale. Consideration of individual properties is important to ensure that a single property is not viewed as being low priority simply due to its individual susceptibility to flooding or rural isolation. That said, consideration of larger communities is also extremely important as this will highlight those communities where multiple properties are at risk and therefore where multiple benefits can be achieved by taking action.

The same principles will be applied to individual and multiple properties at risk of flooding, although priority may have to be first given to actions that can address multiple properties if this is where the greatest reduction in flood risk can be achieved.

## METHODOLOGIES

Data used to inform the prioritisation process will be obtained from three key sources:

1. Records of historical flood events and anecdotal evidence;
2. Predictions of future flood events based on modelled outputs; and
3. New records of flood events that will be collated by the council as and when flooding occurs.

Wherever possible, priority will be given to those areas that are known to have experienced significant flood risk in the past. The quality and quantity of recorded flood data will improve in the future as the council implement the new method of flood recording (as discussed in Section 6.2).

Modelled flood data is useful to predict areas that are at a high risk of flooding within Herefordshire but which may not have flooded yet and also to supplement data on historical flood events, particularly for those areas of Herefordshire that may not have recorded many historical flood events. Modelled data is also a useful validation tool to allow better understanding of historical flood events and how they may have occurred.

## PRIORITISATION OF MEASURES

After consideration has been given to those areas of Herefordshire that are deemed to be at greatest risk, thought must be given to the type of measures that can be implemented and the standard of protection that can be provided. No matter how much planning and work we do, there will still be a risk of flooding and communities will need to be involved in what we do and guide our approach.

The prioritisation of measures needs to take into account a number of considerations as summarised in Table 7.

**Table 7 Method of prioritisation of flood management measures**

Criteria	Commentary
Committed measures	Certain measures may have already been committed as part of another scheme or plan, for example improvements to existing flood defences or cyclical maintenance works.
The time scale and timing of the measures	Measures could be quick win solutions that can be implemented quickly to provide an immediate solution to a problem. Measures may be given priority depending on available funding opportunities at the time of assessing the problem.
Strategic or non-strategic	Some measures may only address flooding in a small area (such as property level protection) whilst other measures may offer benefit to a much wider area (such as an upstream storage pond).
Cross-boundary	Some measures may require and/or benefit from input from multiple risk management authorities, either due to geographical location (e.g. to address flooding that extends beyond Herefordshire) or due to the nature of the flood risk (e.g. combined fluvial and surface water flooding) which can bring benefit (e.g. additional funding) or cause delay (e.g. due to additional coordination requirements).
Multiple benefits	Measures may offer multiple benefits beyond the management of flood risk, such as improvements in water quality, biodiversity or open space. These measures may also meet the objectives of other Council departments and legislation, such as the Water Framework Directive.
Cost and funding	This not only applies to the capital cost of the proposed measures, but also on-going maintenance requirements and deciding who would be best placed to take responsibility for this. Consideration must also be given to available funding opportunities and the criteria that need to be met to secure funding from the identified source(s).
Legislation	Certain measures may be required to meet legislative requirements, such as completing an asset register or reducing pollution risks to river catchment.

Settlements are prioritised based on an initial review which first involves establishing and validating the flooding mechanism and the number of affected properties. Herefordshire Council engage with the respective Flood Risk Management Authorities and stakeholder groups to prompt subsequent studies and alleviation schemes.

There is an on-going process to establish potential methods to mitigate flood risk at affected settlements. The ultimate goal is to create and update a county wide appraisal that can identify realistic costs to deliver studies and schemes. Where easy wins can be identified, delivery of feasibility studies are prioritised. In other cases, cost estimates for feasibility studies are prepared based on a balance between the likelihood of obtaining grant funding and the task in hand.

Quarterly meetings are held with the Environment Agency to discuss funding mechanisms and to establish projects that may attract grant funding. Meetings are also held with the Regional Flood & Coastal Committee, with the intent of steering funding towards schemes in Herefordshire.

As new flood sites are identified, the Council seeks funding from external sources such as DEFRA grant to complete investigations. Where external funding cannot be secured, internal funding may be available to allow completion of the initial review. Where alleviation schemes have been identified, external sources of funding via Community Infrastructure Levy or S106 (known in grant terminology as 'private contributions') are sought because this increases the likelihood of winning grant.

## OTHER RISK MANAGEMENT AUTHORITIES

The other key risk management authorities, most notably the Environment Agency and sewerage authorities, also have their own methods of prioritisation. These will vary from the criteria used by the council, but the overall principles will be similar – most notably that priority will nearly always be given to those properties that are at greatest risk in terms of flood damages, hazard, frequency and past flood history.

The Environment Agency's 'Communities at Risk' initiative is intended to help them prioritise schemes throughout England, focussing more on the use of proactive measures rather than just reactive measures (i.e. predicting those areas that are at greatest risk rather than addressing issues after a flooding event has occurred). Herefordshire Council and the Environment Agency will share information about where flooding is occurring and work together on schemes to address flooding issues.



In summary, to meet the aims of Objective 2:

The council will implement a clear and transparent system for the prioritisation of areas that are considered to be at greatest risk of flooding or that may experience the greatest consequences should a flood event occur. This will take into consideration the vulnerability of those at risk, multifaceted opportunities to coordinate with other risk management authorities, and the support of the local community.

## 8

## OBJECTIVE 3: HELP THE COMMUNITY HELP THEMSELVES

## 8.1

### OVERVIEW

Local communities play an essential role in the management of flood risk. Raising awareness of community responsibilities and opportunities is an important part of the council's strategy for flood risk management throughout Herefordshire.

Local communities have an opportunity to assist in achieving every objective that is proposed within the Local Flood Risk Management Strategy and community support is essential to their success. The financial pressures that are faced by local councils are well understood and the council must therefore look to local communities for support in providing places that are safe for all to live and work.

As discussed in Section 7, Herefordshire Council will implement a clear and transparent system for the prioritisation of areas that are considered to be at greatest risk of flooding or that may experience the greatest consequences should a flood event occur. One of the factors that will be taken into consideration by the council when selecting schemes to be taken forward will be the support that is provided by the local community. In these times of austerity it is essential that all those involved in the management of flood risks join together to provide a partnership approach to flood risk management.

To provide an on-the-ground presence within local communities, the council has created the role of the **Locality Steward** and, since the launch of this initiative in 2014, has appointed 12 Locality Stewards who look after nine areas throughout Herefordshire: Bromyard, Kington, Mortimer, Golden Valley, Ledbury, Ross-on-Wye, Hereford, Leominster and Weobley. The council also promotes the **Lengthsman Scheme** by which participating Parish Councils can take on additional responsibilities for the maintenance of drainage and other highway assets within the local community. The role of the Locality Steward and Lengthsman Scheme can also provide a valuable link between local communities, Parish Councils and Herefordshire Council for any aspects relating to asset management and, therefore, flood risk management.

Some of the key responsibilities and opportunities for local communities are discussed in this section. These include legal responsibilities such as riparian ownership, assisting the council by reporting issues, being part of a local flood group, and managing risks at a local level.

Local communities play an essential role in the management of flood risk. Responsibilities and opportunities that can be explored to achieve the aims of Objective 3 will include:

- Raising awareness of riparian ownership responsibilities and taking action to enforce this within Herefordshire;
- Encouraging local communities that are at risk of flooding to form, join or support a local Community Resilience Group;
- Raising awareness of what to do in the event of a flood and how local communities should report flooding issues; and
- Raising awareness of action that can be taken by local communities to better protect their properties.

## 8.2

### RIPARIAN OWNERSHIP RESPONSIBILITIES

If a main river, ordinary watercourse, ditch, drainage feature or other form of flood defence asset is located within or bordering privately owned land, it is the responsibility of the land owner unless specific arrangements have been made with another risk management authority. This responsibility is known as 'riparian ownership' and is a requirement in accordance with the Land Drainage Act as discussed in Section 3.

Herefordshire Council has prepared two useful guidance documents to inform and assist riparian owners with their duties, both of which are available on the council's website<sup>3</sup>:

- Guidance on Landowner Responsibilities; and
- Ditch Clearance Guidelines.

The Environment Agency has also developed a guide entitled 'Living on the Edge' that provides advice regarding the rights and responsibilities of riparian owners.

Key points of relevance to this Strategy include but are not limited to:

- If you own land that has a watercourse running through or underneath it (i.e. within a culvert) it is assumed that you own the stretch of watercourse that runs through your land;
- If your land boundary is next to a watercourse it is assumed that you own the land up to the centre of the watercourse, unless it is clearly stated otherwise;
- You must let water, including flood waters, flow through your land without any obstruction or diversion that may negatively affect others. Natural Flood attenuation measures, as described in Section 10.3, would benefit those downstream so are permitted; and
- You are responsible for the maintenance of the watercourse and any associated features within your land, including keeping the banks and channel clear of anything that could cause

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<sup>3</sup> <https://www.herefordshire.gov.uk/transport-and-highways/maintenance/roads-maintenance/riparian-owners-responsibilities>

obstruction and increase flood risk, and clearing debris from structures such as culverts, trash screens, weirs and mill gates.

Riparian owners have the right to protect their property from flooding or land from erosion. However, all works to a watercourse (and within c.9 metres of the channel edge) must be agreed with the relevant risk management authority – for example the Environment Agency for main rivers or Herefordshire Council / IDB for ordinary watercourses.

Whilst clearance of vegetation and debris has traditionally been seen as a key element of flood risk management, alternative methods of managing flood risk particularly around natural management processes are being explored. Through this work, there is increasing evidence that debris and vegetation can have a positive influence in slowing the flow of water, thereby providing a small scale natural measure to assist with flood management, which at the same time serves to hold back sediments and improve water quality.

As discussed in Section 7.3, under Section 30 of Schedule 1 of the Flood and Water Management Act 2010 the Council can designate a feature that is located on private land or that is in private ownership as a 'flood risk management asset'. **Features that have been designated as a flood risk management asset cannot be altered, removed or replaced without the consent of the council.** However, the council will give the riparian owner at least 28 days' notice if they decide to make such a designation and the riparian owner has a right to challenge any designation if they do not agree with what is proposed.

If a watercourse or its associated infrastructure is not adequately maintained by the riparian owner, this can cause flooding of properties, the highway and surrounding land. The relevant risk management authority, namely the Environment Agency for main rivers and Herefordshire Council for ordinary watercourses, can take enforcement action against riparian owners if they do not believe that the required maintenance activities are being undertaken and/or if the riparian owner has undertaken works that have increased the risk of flooding.

In summary, to meet the aims of Objective 3:

The council will continue to raise awareness of riparian ownership responsibilities and, where necessary, take enforcement action to ensure riparian owners undertake the necessary maintenance of their assets and do not undertake works that may increase flood risk to properties, the highway or surrounding land.

### 8.3 COMMUNITY RESILIENCE WORKING GROUPS

Herefordshire Council fully support the role of **Community Resilience Working Groups**. These groups can support individuals within their community to be prepared for a wide range of emergencies and promote an all-hazard approach. This can include flooding, both in terms of understanding local flood risks and helping communities to respond to and recover from a flooding event.

A Community Resilience Working Group can be formed by anyone within the community and it is recommended that this is undertaken with the support of the local Parish Council and Locality Steward. Community Resilience Groups can help the Council fulfil its central role within the county in a number of other ways, such as providing real time information about the extent and effect of local flooding for posting on the council's 'Roads Closed' website and taking active measures on behalf of the council, such as the putting out, and (equally important) the taking back in, of flood warning signage during flood events. Groups can also utilise the resources

mentioned above to help them spread understanding within the community of riparian duties and flood risk issues.

The council is supportive of communities preparing a **Community Resilience Plan**, particularly in areas identified as having high risk from local sources of flooding. A similar initiative, known as Community Flood Plans, is promoted by the Environment Agency. A Community Resilience Plan will summarise where flooding is likely to occur, the 'triggers' that will indicate when the Plan should be implemented, and the actions that should be taken to implement the Plan. The Plan should be prepared by the Community Resilience Working Group and involve the Parish Council and relevant Locality Steward.

It is also recommended that property owners who are aware that they are in an area at risk of flooding should also prepare their own **Personal Flood Plan** setting out the actions they need to take in an emergency. It should include who does what when flooding is forecast and emergency contact numbers. A [Personal Flood Plan template](#) has been prepared by the Environment Agency.

The Herefordshire Council Emergencies and Resilience Team can provide advice and guidance for communities and individuals wishing to prepare Community Resilience Plans or Personal Flood Plans.

In summary, to meet the aims of Objective 3:

The council encourages communities at risk of flooding to form a Community Resilience Working Group and, if necessary, prepare and implement a Community Resilience Plan and/or Personal Flood Plans in consultation with Herefordshire Council, Parish Council and relevant Locality Steward.

## 8.4 ACTION TO TAKE IN THE EVENT OF A FLOOD

The action to take in the event of a flood is dependent upon the severity of the event and the source of the flooding. In an emergency situation, local communities at risk should always contact the emergency services.

Floodwater can be very dangerous. While the Council endeavours to provide assistance wherever possible, **it is an individual responsibility to protect your person and your property.**

If you are located within a Flood Warning Area as defined by the Environment Agency, it is strongly recommended that you sign up to receive alerts from the Environment Agency. These will provide early warning that a fluvial flooding event may occur.

Whilst there are no flood warning services available for flooding from ordinary watercourses, surface water or groundwater, Herefordshire Council will endeavour to provide real-time road closure information associated with significant flood events on the council website and via local radio. The council propose to investigate and, where practicable, implement opportunities to improve communication with local communities during a flood event, particularly those deemed to be at greatest risk of flooding. This may include initiatives such as better use of the council's website and linking with national websites to highlight road closures that may also be linked to satellite navigation systems. Locality Stewards will also act as a key link with their respective communities.

If you become aware of a flooding issue such as a blocked culvert or flooding of a highway, you are advised to contact Herefordshire Council to report the issue.

Reporting incidents of flooding to the council helps improve its understanding of flood risks throughout the county, as well as build evidence for action to be taken. Such information should include details such as the date, location, duration, source of flooding, if internal property flooding was experienced, how many properties were affected, and if there were any other hazards such as impassable roads. Herefordshire Council primarily capture data via its website.

If you become aware of a flooding issue associated with a main river or the public sewerage network, you are advised to contact the Environmental Agency or your sewerage authority (Welsh Water or Severn Trent Water). If you are unsure of the source of flooding, contact Herefordshire Council for advice.

In summary, to meet the aims of Objective 3:

The council will continue to raise awareness of flood events and the actions to take during a flood event through information provided via the council website and by Locality Stewards. The council will look for opportunities to improve communication of flooding events via locally available media.

The council will continue to emphasise the individual's responsibility to protect themselves and their property during a flood event.

The Herefordshire Council Emergencies and Resilience Team can provide further advice and guidance on what action to take in the event of a flood.

## 8.5

### COMMUNITY-LED INITIATIVES

Herefordshire Council are keen to promote individual and community responsibility for managing local flood risks, thereby promoting ownership of the actions that are taken and the measures that may be implemented.

Community-led initiatives could include:

- Creating or joining a Community Resilience Group, as discussed above;
- Preparing and implementing a Community Resilience Plan or Personal Flood Plan, as discussed above;
- Installing Property Level Protection measures;
- Undertaking maintenance of assets, such as ordinary watercourses, within the community;
- Investigating options and discussing opportunities for improved flood management with the Parish Council and Locality Steward;
- Applying for, securing and contributing towards the funding required to deliver flood management schemes;
- Providing a social network to help those who have been flooded recover from the trauma; and/or
- Helping other communities with advice and with assistance in setting up their own community resilience group.

## PROPERTY LEVEL RESILIENCE

It is the responsibility of all homeowners to protect their property against flooding. Property Level Resilience (PLR) measures can provide temporary or permanent protection against flood risk, depending on the nature of flood risk to the affected property. It is advised that people who live in areas at risk of flooding investigate the options that may be available to them and the benefits that they could offer.

Some PLR measures aim to keep flood waters out of a property, for example the use of flood-proof doors and flood-proof air bricks. Other PLR measures will allow flood waters to enter a property, but will minimise the risk of damage to facilitate a quick recovery. Some PLR measures can protect more than one property and it is recommended that the need for PLR is discussed as part of a Community Resilience Working Group.

A lot of good information about PLR is available through websites such as [Blue Pages](#) and [Property Care Association](#).

PLR measures are typically paid for by the property owner. However, if a community and/or individual property is considered to be at significant and/or repeated risk of flooding it will be assessed as part of the council's prioritisation process as set out in Section 7.5. If, after undertaking an assessment of the risk, the use of PLR measures are considered to be the most appropriate then the council may assist in the funding of these measures.

## MAINTAINING ASSETS

As discussed in Section 7.4, the maintenance of assets such as watercourses and ditches can be extremely effective in managing flood risks. Whilst the council do not advise local communities to undertake works that would put people in danger, the council are in full support of local communities undertaking relatively minor works that could have a big impact in reducing local flood risk. This could include activities such as maintaining the banks of a channel and any vegetation so they remain clear of debris. The council are willing to support local initiatives by providing advice and promoting the Lengthsman Scheme within participating parishes.

The council encourage the discussion and agreement of such community initiatives within Community Resilience Working Groups with the involvement of their Parish Council, Locality Steward and, where available, their Lengthsman

The council also encourage local communities to contact the council if they notice any other maintenance works that are required to prevent or alleviate flood risk – especially any works that would put members of the community at risk.

## FLOOD MANAGEMENT SCHEMES

We recognise the importance of community involvement in managing the impacts of flooding and the need for collective understanding of both the risk and potential solutions. Local communities are often best placed to understand the causes and effects of flooding within their local area. As discussed in Section 7.5, the council may also be able to give preference to those communities which are actively supporting a flood management scheme.

As part of a Community Resilience Working Group, the council encourage local communities to investigate and present opportunities for managing flood risks within their area. The council will look to assist with the funding of these schemes if they are consistent with the council's prioritisation hierarchy, or if the schemes offer multiple benefits or partnership funding opportunities (i.e. if the scheme can offer other benefits such as improved biodiversity, or if the scheme can be part funded by another organisation or the community itself, or both).

Herefordshire Council also encourage local communities to engage with the Neighbourhood Development Plan initiative. This a key part of the Localism Act that can offer communities opportunities for improved flood management through land use allocation, policy development and implementation, and schemes that may reduce flood risks to facilitate development or reduce the risk to existing development.

### FUNDING OPPORTUNITIES

Given the extent of local flood risk within the county, Herefordshire Council's budget for maintaining flood assets, implementing required works or studies is limited and must be carefully planned each year. It is often very difficult for the council to fully fund flood management schemes and so potential actions need to be prioritised and resources targeted accordingly.

The council encourages local communities to research and apply for other sources of funding that may be available for flood risk management initiatives (e.g. government and National Lottery funded regeneration grants).

Further information regarding potential sources of funding is provided within Section 11.

In summary, to meet the aims of Objective 3:

The council encourages local communities to propose and implement local initiatives for managing local flood risk, and where appropriate we will support these initiatives in the council's role as Lead Local Flood Authority.



## 9

## OBJECTIVE 4: MANAGE FLOOD WARNING, RESPONSE AND RECOVERY

## 9.1

### OVERVIEW

Herefordshire Council is part of the West Mercia Local Resilience Forum (LRF) that encompasses Herefordshire, Worcestershire, Shropshire, Telford and Wrekin. LRFs are multi-agency partnerships made up of representatives from local public services, including the emergency services, local authorities, the NHS, the Environment Agency and others. These agencies are known as Category 1 Responders, as defined by the Civil Contingencies Act.

The West Mercia LRF aims to plan and prepare for localised incidents and catastrophic emergencies. It works to identify potential risks and produce emergency plans to either prevent or mitigate the impact of any incident on their local communities. These can range from localised flooding to a terrorist attack.

The council and its partners have a robust system in place to warn communities of severe flood events, to help the most vulnerable of communities during a flood event, and to assist with post-event recovery.

## 9.2

### EXISTING AND PROPOSED ACTIVITIES

#### FLOOD WARNING

As discussed in Section 8.4, the Environment Agency operates a flood warning service for properties that are located within their Flood Warning Areas. These provide early warning that a fluvial flooding event may occur. If someone is located within a Flood Warning Area, it is strongly recommended that they sign up to receive these alerts from the Environment Agency.

The Environment Agency also operates the Partners Advisory Service by which the Environment Agency will contact the council's Emergencies and Resilience Team to raise awareness of potential flood events. Throughout the event, the Environment Agency will keep the council up to date with key information such as flood levels and heightened risks etc. Herefordshire Council will share these warnings, as well as Severe Weather Warnings that may be raised by the Met Office, with the most vulnerable of people at risk, such as people within elderly care homes and schools.

Flood warning services for flooding from ordinary watercourses, surface water or groundwater sources are only available at a limited number of locations, for example Bodenham. However, Herefordshire Council endeavour to provide real-time information of significant flood events on the Herefordshire Council website and via local radio and social media. This will include sustained road closures.

The council are actively looking at ways to improve their flood warning services, in particular within those areas that are not located within an Environment Agency flood warning area but that may experience significant damage or disruption in the event of flooding from local sources. Community Resilience Working Groups can play a major role by supporting the work of agencies (i.e. establishing their own flood wardens to monitor watercourses and report blockages in time for these to be cleared, warn of rising water levels, etc.). This applies more particularly where there is a threat of flash flooding from minor watercourses/ surface run-off, rather than where the threat is from river (fluvial) flooding since the latter is usually adequately covered by the Environment Agency's warning system.

As discussed in Section 8.4, the council propose to investigate and, where practicable, implement opportunities to improve communication with local communities during a flood event, particularly those that are identified to be at greatest risk of flooding. This may include initiatives such as better use of the council's website and social media, and linking with national websites to highlight road closures that may also be linked with satellite navigation systems. The council also proposes to investigate opportunities to compare river gauge data with anecdotal evidence collected during a flood event to better predict when local communities may be at risk of flooding from local sources and when road closures may need to be enforced.

Local communities can also include 'triggers' within their Community Resilience Plans. This could include monitoring river levels against a local marker, monitoring river level information on the [Gauge Map website](#) or monitoring the [Environment Agency's Live Flood Warning Map](#).

If a flooding event is considered likely, local communities should implement their Community Resilience Plan; affected individuals should use their Personal Flood Plans, and provide assistance to the most vulnerable people within the community.

## FLOOD RESPONSE

The scale of response by each organisation is proportionate to the scale of the flood event. For example, where a flooding event is associated with a main river the council will work closely with the Environment Agency to provide assistance. In the most extreme of events, the emergency services will also be deployed to provide assistance. It is recommended that the actions to be taken by the local community during a flood event are included within a Community Resilience Plan and issued to all members of the community that are likely to be at risk.

Herefordshire Council will activate the internal Flood Response Group that is established in the event of a major flood. Its aim is to provide assistance to those at greatest risk, such as the elderly or infirm. Whilst we do not provide sandbags for individual domestic use, some Parish Councils may have a limited supply of sandbags for the use of residents in a flooding emergency and it is recommended that the processes for their use are set out within the Community Resilience Plan. If you wish to keep a stock of sandbags, your local builders merchants should be able to help you. However, we may provide sandbags for strategic deployment during flooding; for the protection of essential services (i.e. electricity or water supplies). Sandbags when used correctly can provide some protection from flood waters.

Herefordshire Council are committed to housing people that are displaced during a flood event and who are unable to stay with nearby friends and family. Community rest centres are typically set up within buildings such as leisure centres and parish halls following an acute flood, as outlined in Community Resilience Plans. Information will be disseminated to communities through local media and on-the-ground staff such as the Emergency Services, Environment Agency, Parish Councils and Locality Stewards.

## FLOOD RECOVERY

Herefordshire Council has prepared a multi-agency Recovery Plan that provides a framework to facilitate the rebuilding, restoration and rehabilitation of communities following a flood event. The Plan summarises the key roles and responsibilities of the key risk management authorities, such as the Environment Agency and Herefordshire Council, and also sets out the activities that are expected of local communities.

Short term housing of displaced people may be available by the council for the most vulnerable who are unable to stay with nearby friends and family. The council will provide advice to those that are likely to be displaced for a longer period of time, although it is ultimately the responsibility of individuals to arrange longer term accommodation in consultation with their insurance companies.

Capturing data for the purpose of understanding the causes, extent, duration and damages of a flood event will also form an important part of the flood recovery process. This is closely linked to Objective 1, as understanding flooding events will assist in being better prepared for future events and, where possible, reducing the likelihood of reoccurrence. For significant events, the council or the relevant risk management authority will undertake an investigation in accordance with Section 19 of the Flood and Water Management Act 2010 (as discussed in Section 6.3). The council also capture data via its [website](#). The public are encouraged to enter information regarding local flooding events onto this website to help build the council's understanding of flood risks throughout the county and plan future flood responses.

In summary, to meet the aims of Objective 4:

Herefordshire Council will continue to implement existing processes for flood warning, response and recovery in collaboration with other relevant organisations and authorities.

The council will also seek ways to improve their own activities prior to, during and after a flood event to reduce the risk to Herefordshire communities both now and in the future. This will include investigation of initiatives such as improved communication during a flood event through better use of the council and national websites, and comparing river gauge data with anecdotal evidence to better predict local issues.

# 10

## OBJECTIVE 5: PROMOTE SUSTAINABLE AND APPROPRIATE DEVELOPMENT

### 10.1 OVERVIEW

Avoiding development within areas that are identified to be at risk of flooding is often the best way to reduce the number of people and properties at risk. This is, however, often difficult to achieve due to increased land use pressure, the redevelopment of sites that are identified to be at flood risk, the location of existing urban centres within areas at flood risk, and many other factors that influence site selection.

A risk-based approach must be taken when selecting sites for development and deciding on the type of development that would be considered acceptable. This must take into account the type of flooding that is predicted, the likely consequences of flooding and any measures that can be included to improve the resistance or resilience of the development to flooding.

All development can assist in the reduction of flood risk, either to the development itself or to people and property elsewhere. The council encourage all new development to go beyond what is considered 'minimum requirements' and instead explore opportunities for 'best practice'.

The tools used by the council that are considered key in the promotion of sustainable and appropriate development include:

- The preparation of an appropriate Local Plan and Neighbourhood Development Plans;
- Ensuring that local and national policies are taken into account within the planning application and approval process;
- The promotion of best practice techniques, including the use of sustainable drainage systems, targeted woodland creation to help mitigate water issues and enhancing biodiversity and habitat creation as part of flood risk management activities, e.g. multifunction green spaces that deliver amenity, flood risk management and environmental benefits.

Herefordshire Council recognises how changes to both land use and land management affect flood risk.

Changes in agricultural land management practices can increase rates of surface water runoff. Typical issues that can have a significant impact include crop selection, removal of hedges and ditches (the removal of ditches requires consent) and soil compaction from grazing. Flood risk management benefits can be also delivered through particular land uses, such as the creation of holding areas on agricultural land to enhance the natural role of floodplains, providing areas which can temporarily fill and drop their water over time.

Agriculture is a major industry throughout the county and in view of this, Herefordshire Council will work with landowners, Parish Councils, the National Farmers Union (NFU), Country Land and Business Association (CLA) and other similar organisations to promote changes in agricultural

land management practices which can reduce the impact of flooding and provide opportunities to incorporate ecological benefits. At the same time there will not be an automatic presumption that agricultural land is sacrificed for flood storage when developing flood alleviation schemes

The farming community is already working closely with others, including Natural England, the Environment Agency and the Wye and Usk Foundation on land management practices to improve water quality and quantity through the Wye Nutrient Management Plan (NMP). This will bring multiple benefits to the environment including reducing flood risk and enhancing biodiversity. To support the Wye NMP, the emerging integrated Natural Flood Management Partnership for the River Lugg and Wye seeks to reduce flood risk and enhance water quality through targeted land use solutions. It focuses on slowing the flow of water in tributary catchments of the river Wye in Herefordshire to reduce risk to communities through in stream features, rural SuDS, woodland planting and innovation interventions on agricultural land to increase infiltration and reduce overland flow into rivers.

Herefordshire Council will:

- Work collaboratively through the Natural Flood Management Partnership for the River Lugg and Wye to deliver the Wye Nutrient Management Plan and influence land use and management practices to reduce the risk of flooding and deliver wider environmental benefits; and
- Work with landowners, communities, Town and Parish Councils, NFU, CLA and other similar organisations to promote changes in agricultural land management practices, which can reduce the impact of flooding and provide opportunities to incorporate wider benefits.

## 10.2 EXISTING AND PROPOSED ACTIVITIES

### THE LOCAL PLAN

Herefordshire Council is currently preparing their updated Local Plan to guide development in the county up to 2031. The Local Plan will be made up of a number of documents including the Core Strategy that sets the overall strategic planning framework. The Core Strategy was adopted in October 2015 and is in support of the approach to flood risk management as set out within the NPPF and its supporting Planning Practice Guidance 'Flood Risk and Coastal Change'.

Herefordshire Council do not allocate specific sites for development within the county, but propose broad strategic directions for growth that can be taken into account within the Hereford Area Plan (prepared by the council) and Neighbourhood Development Plans (prepared by Parish Councils).

Neighbourhood Development Plans are a key part of the Localism Act that aims to give local communities greater power to shape development in their area by having a direct role in the development of planning policies at a local level. These include policies that take local flooding risks into account, and can also identify opportunities for community-wide initiatives to reduce flood risks to facilitate development or reduce the risk to existing development.

The council is currently updating their Strategic Flood Risk Assessment (SFRA) that forms part of the evidence base for the Local Plan and Neighbourhood Development Plans. The SFRA provides a detailed overview of flood risk throughout the county from all sources of flood risk, now and in the future, taking account of the impacts of climate change, and assesses the impact that land use changes and development in the area will have on flood risk.

## THE PLANNING APPLICATION PROCESS

The planning application process is essential in ensuring that new development is not at unacceptable risk of flooding and that new development does not increase flood risk elsewhere. All applications for development within Herefordshire must take into account the planning policies set out within the relevant Neighbourhood Development Plan, Local Plan and NPPF. All applications for new development must also take into consideration any additional recommendations made within the SFRA, as well as other documents such as the Herefordshire Highways Design Guide and Local SUDS Handbook.

Herefordshire Council promotes early discussions with developers through the pre-application advice service. This aims to advise developers on the likely flood risk within their area and the measures that may be required to adequately protect against flooding. Through consideration of the Sequential and Exception Tests in accordance with NPPF, this service may also identify that the proposed development is not considered suitable within an area identified to be at risk and is therefore likely to be refused planning permission.

The council will expect all developers to demonstrate that a sequential approach has been taken in the selection of development sites and in the proposed layout of development. This requires flood risks to be taken into account by directing the most vulnerable aspects of a development towards areas at lowest risk. If a development needs to be located within an area at risk of flooding, the council will require the developer to demonstrate how the development will be made safe. This could include flood resistance measures such as raising internal floor levels, or it could include flood resilience measures such as providing a safe means of escape. For vulnerable developments within areas identified to be at risk, a Flood Management and Evacuation Plan may be required.

For all new developments, the developer will be required to demonstrate that the development will not cause any notable increase in flood risk to people, property or infrastructure elsewhere.

## BEST PRACTICE DESIGN TECHNIQUES

Wherever possible, the council will promote opportunities for new development to lessen the risk of flooding to the development site or to people, property or infrastructure elsewhere. This is most likely to be associated with opportunities for the sustainable management of surface water runoff, particularly within areas of Herefordshire that are known to experience flooding from surface water runoff or from small watercourses that receive runoff from adjacent land.

At minimum, developers will be required to ensure that new developments do not increase the rate or volume of surface water runoff when compared to the current situation. Furthermore, for previously developed sites and for larger strategic development sites, the council expect developers to be demonstrating betterment over current conditions, particularly if there are known local flooding issues. The Herefordshire Local SUDS Handbook sets out the council's requirements for the management of surface water runoff and use of SUDS features.

Developers should also be looking for opportunities to contribute to other flood management schemes, particularly in communities that have established flooding problems. Providing betterment to local communities is also likely to gain more local support for new developments.

### **Case Study: Stroud Rural Sustainable Drainage Project**

Implementation of a wide range of measures design to slow peak flows, attenuate high flows to reduce flood risk whilst at the same time taking steps to improve water quality and restore biodiversity. The aim was to create a river catchment where water management is fully integrated into land management practices. Where public bodies, private companies and local communities work together to manage water within the landscape, creating valuable habitat for wildlife, and people and limiting flood risk downstream.

Ref: <http://ecosystemsknowledge.net/stroud-rural-sustainable-drainage-project-0>

### **Case Study: The Case for Trees in development and the urban environment – Forestry Commission**

A rich resource of research and practical examples of how trees can be included in new development and existing communities to enrich the environment and also reduce the risk of flooding by attenuating water flows.

Ref: [http://www.forestry.gov.uk/pdf/eng-casefortrees.pdf/\\$FILE/eng-casefortrees.pdf](http://www.forestry.gov.uk/pdf/eng-casefortrees.pdf/$FILE/eng-casefortrees.pdf)

## **WELSH WATER RAINDSCAPE INITIATIVE**

The Welsh Water initiative RainScape aims to manage the volume of surface water entering the sewerage system by investing approximately £80 million up to 2020 on various RainScape projects. Reducing the volume of surface water entering the sewerage system will reduce the risk of sewerage flooding; reduce the likelihood of a pollution incident occurring, support future developments and increase resilience against climate change. The RainScape solutions can be incorporated into new developments or installed into the existing sewer system. Welsh Water does not currently have any schemes planned within Herefordshire; however landowners are being encouraged to consider implementing RainScape solutions on their land.

Examples of RainScape solutions:

- Swales – Shallow vegetated channels which store surface water before promoting infiltration into the soil, reducing the speed of surface water;
- Porous paving – Allows surface water to infiltrate through the material into the underlying soil instead of into the sewerage system;
- Rain gardens – Vegetated areas where roof water or a disconnected downpipe can be directed to, to reduce the time it takes for surface water to enter the sewerage system; and
- Rainwater harvesting – Water butts collect water from rainfall which can then be used to water gardens, this will also reduce the volume of water each house consumes.

In summary, to meet the aims of Objective 5:

Herefordshire Council will continue to promote sustainable and appropriate development through the Local Plan, its flood risk management role and the planning approval process. The council will also work closely with developers to identify opportunities for new development to lessen the risk of flooding to the development site or to people, property or infrastructure elsewhere.



# 11 DELIVERY AND FUNDING MECHANISMS

## INTRODUCTION

Sir Michael Pitt's Review of the 2007 floods in the UK recommended that 'Government should develop a scheme that allows and encourages local communities to invest in flood risk management measures'. This recommendation has been realised through the Government policy of Flood and Coastal Resilience Partnership Funding ('partnership funding') that came into force in April 2012.

There is a large number of National and Local funding streams available to contribute towards the funding of flood risk management schemes and activities, commonly referred to as Flood & Coastal Erosion Risk Management (FCERM) schemes and activities.

The majority of funding is provided by Central Government via DEFRA and passed down to the Environment Agency as Flood Defence Grant-in-Aid (FDGiA). The Environment Agency spends this funding directly on FCERM, but also passes some on as grants to local authorities, such as Herefordshire Council, or IDBs. DEFRA also transfers some of its FCERM funding to Herefordshire Council (as LLFA) via the Department for Communities and Local Government (DCLG) to fund local FCERM schemes and activities. Other secondary sources of funding that can supplement these key sources of funding include the Local Levy, Community Infrastructure Levy and Partnership Funding schemes.

Delivery of flood risk management measures will always be dependent on sufficient funding being available. The funding available for any measure will be linked to the outcomes it will provide. Measures that deliver benefits beyond flood risk management, such as enhanced ecosystems, public amenity, economic growth or cultural heritage, are likely to attract funding from alternative sources beyond those typically used to support flood risk management.

This section of the document provides further information regarding potential funding opportunities for FCERM schemes and activities.

## FCERM GRANT IN AID FUNDING

The majority of funds available from DEFRA are given to the Environment Agency as Flood Defence Grant-in-Aid (FDGiA). Local authorities, such as Herefordshire Council, can apply to the Environment Agency for grants to assist with the delivery of FCERM schemes and activities.

The FDGiA financing model supports a new partnership funding approach. The amount of funding that will be provided for each scheme that the Council are requesting funding for is calculated based on the number of households protected by the scheme, the damages that will be prevented, and any other benefits to the environment, amenity, agricultural productivity or economy.

Every worthwhile project has the potential to be supported by national FDGiA funding based on the benefits that a scheme provides. The amount of FDGiA funding available may be sufficient to fully fund schemes that have a high benefit to cost ratio. However, any outstanding costs must be met through other funding streams that are available to Herefordshire Council, Parish Councils, other stakeholders or local communities. This partnership funding approach allows Central Government to contribute to a wider range of schemes rather than meeting the full costs of a limited number of schemes.

FDGiA funding will be closely aligned to local flood risk management strategies and development plans produced by local authorities, in consultation with communities or local flood action groups. As long as minimum criteria are met, all new defences and capital maintenance projects are eligible for partnership funding, as are those protecting individual properties and managing risk from surface water and groundwater.

If a FCERM scheme or activity qualifies for partial funding of the total costs, then local partners including local authorities or IDBs can decide what to do. For example, a project qualifying for 90% FDGiA funding can still go ahead if costs are reduced by 10%, or a 10% contribution is found, or a combination of the two.

The FDGiA system aims to improve the transparency of funding and to provide greater certainty to communities over the prospect of national funding for a flood management scheme.

The value of available funding that can be obtained through the FDGiA considers three aspects of a project:

- The value of benefits for householders as a result of flood risks being managed, especially in deprived areas and where risks are significant;
- The value of other benefits achieved, such as the benefits to businesses, agricultural productivity and protection for national and local infrastructure, across the lifespan of the scheme; and
- The environmental benefits of the scheme, needed to maintain healthy ecosystems as well as offset any habitats lost when defences are built to protect people and property.

The maximum amount of funding for a project will be based on multiplying each of the aspects above by a set of payment rates, which are fixed amounts of national funding per unit of outcome or benefit achieved. Payment rates for protecting households will be higher in deprived areas, so that schemes in these areas are more likely to be fully funded by Government.

The share of funding for a project that can be obtained through the FDGiA is therefore equal to:

$$\text{Share of costs funded by FDGiA} = \frac{\begin{array}{l} \text{Household benefits} \\ + \text{other whole life benefits} \\ + \text{environmental outcomes} \end{array} \times \text{Fixed payment rates}}{\text{Amount of funding required}}$$

This shows that the percentage of FDGiA funding increases in line with the benefits being delivered.

Funding is also available for the design stages of a project to develop suitable measures for flood risk management. Herefordshire Council would need to bear the cost of the first stages of the business case to identify areas at greatest risk of flooding, prioritise those areas, initially assess the flood management solutions in terms of costs and benefits and identify suitable funding partners. However, FDGiA funding can be applied for to continue the development of the scheme through detailed studies and design works. Funding for these early stages does not guarantee that the project will be funded for the remaining appraisal, design, construction and maintenance phases of the scheme.

## LOCAL LEVY

Local levy funding is an additional locally-raised source of income, gathered by way of a levy on Local Authorities and collected via the council tax. The levy is administered by the relevant Regional Flood and Coastal Committee (RFCC) and the RFCC is responsible for deciding how the levy is spent within the region each year.

The RFCC initiative aims to bring together several LLFAs within a particular catchment to discuss and develop appropriate catchment-wide plans for managing flood risks; encourage efficient, targeted and risk-based investment in FCERM; and provide a link between the Environment Agency, LLFAs, and other relevant bodies to build understanding of flood risks.

Herefordshire sits within the English Severn and Wye RFCC. The levy that can be granted by the RFCC can be used to support flood risk management projects that are not considered to be national priorities and hence do not attract national funding through FDGiA. Alternatively, local levy funding can be applied to FDGiA projects, at the discretion of the RFCC, to meet the partnership funding requirements.

## FUNDING FROM DEVELOPMENT

The council has powers to secure contributions to infrastructure of community benefit from developers.

Section 106 of the Town and Country Planning Act allows a local planning authority to enter into a voluntary 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 to the local planning authority, such as supporting the provision of services and infrastructure.

One of the recommendations of DEFRA's 'Making Space for Water' (2014) was that local planning authorities should make more use of Section 106 agreements to ensure that there is a strong planning policy to manage flood risk. This means that any flood risk which is caused by, or increased by, new development should be resolved and funded by the developer.

Where possible, Herefordshire Council will seek to use Section 106 agreements to obtain funding to deliver flood risk management schemes that are required to facilitate the new development. Currently the number of separate Section 106 contributions that can be pooled to deliver larger flood risk reduction schemes is capped at four. Any contributions sought must meet the statutory legal tests set out in regulation 122 and 123 of the Community Infrastructure Levy Regulations 2010 as amended.

The tests are that the contribution must be:

1. necessary to make the development acceptable in planning terms;
2. directly related to the development; and
3. fairly and reasonably related in scale and kind to the development.

## FUNDING PARTNERSHIPS

As discussed above, the Environment Agency will often only allocate FDGiA to fund a project if the lead authority can secure additional contributions to help fund the project – although 100% FDGiA project funding is possible for some projects that are considered eligible (typically projects that would offer significant risk reduction as well as other amenity, biodiversity and/or economic benefits).

Implementing schemes that offer multiple benefits are therefore more likely to secure the necessary funding and therefore more likely to be implemented. For schemes that offer multiple benefits, it is expected that the key stakeholders that are associated with the scheme and/or that will benefit from the scheme will also contribute in some part towards the required funding.

Organisations that may contribute towards flood risk management projects are typically those that would benefit from the scheme and/or those with a vested interest in flood risk management. This could include organisations such as:

- Relevant departments within Herefordshire Council, such as the Property Services and Highways Department;
- The Environment Agency, especially for projects that contribute to combined flood risk management from local sources and main rivers (for example);
- Welsh Water and Severn Trent Water;
- The River Lugg IDB and Lower Severn IDB;
- Highways England and Network Rail;
- Community Resilience Groups;
- Natural England or local wildlife groups;
- English Heritage or local archaeological groups;
- Riparian owners;
- Developers;
- Parish and Town Councils; or
- The local community and local businesses.

#### OTHER SOURCES OF FUNDING

The council encourages local communities to research and apply for other sources of funding that may be available for flood risk management initiatives (e.g. government and National Lottery funded regeneration grants). Herefordshire Council will continue to let communities know about any help or assistance that may be available following a flooding event. Communities may also wish to explore opportunities for local fundraising.

For further information regarding available funding, communities are advised to refer to information on [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk) or [www.gov.uk](http://www.gov.uk) websites. As regards alternative funding streams that may be available to support community-led initiatives, visit the [Hereford funding update website](#).

# 12 ENVIRONMENTAL SCREENING

## 12.1 STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)

The SEA is a systemic process designed to evaluate the environmental and socio-economic effects of plans and programmes to ensure that environmental and sustainability issues are assessed and integrated at the earliest opportunity in the decision-making process, and that sustainable development is at the heart of the plan-making process.

Article 1 on the SEA Directive states that the aim is to:

‘provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development’

Local Government Association guidance states that LFRMS is subject to the requirements of SEA and a screening decision should be made on whether further SEA is required<sup>4</sup>. A separate document has been prepared to support SEA screening.

The SEA screening has been undertaken in order to determine whether an SEA of Herefordshire LFRMS is required.

The key issues which are likely to be determinative are the extent to which the LFRMS sets a framework for the future development consent of projects, and/or is likely to give rise to significant environmental effects. Given the nature of the LFRMS objectives, actions and outcomes (e.g. collection, & dissemination of information small scale resilience measures), ‘no’ to both criteria have been determined. It is therefore concluded that an SEA is not required for Herefordshire LFRMS.

However, it is recognised that a precautionary approach should be applied to future flood risk management activities. If actions in the Strategy are further developed and could lead to additional maintenance works in sensitive areas or development of infrastructure, then the LFRMS should include provisions for safeguarding the environment. These would include project level applications such as:

- Environmental risk assessments (alongside for instance health and safety) for any maintenance works such as clearance of watercourses to ensure sensitivities such as potential for breeding birds or protected species are identified.
- Where any activities such as watercourse maintenance may affect a European site, HRA screening should be repeated to ensure that there are no likely significant effects (see 2.1 below).

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<sup>4</sup> Local Government Association, November 2011, Framework to Assist the Development of the Local Strategy for Flood Risk Management, pgs. 19, 49.

- Where any activities such as watercourse maintenance are undertaken, good environmental management practices such as avoiding silty run-off and prevention of diesel spills are applied,

Communicating awareness of these measures alongside the LFRMS is equally important so that riparian responsibilities are understood.

## **12.2 HABITATS REGULATIONS ASSESSMENT (HRA)**

- 12.2.1 Under Article 6 of the Habitats Directive an 'appropriate assessment' is required where a plan or project, not directly connected with or necessary to the management of a Natura 2000 site, either individually or in combination with other plans or projects, is likely to have a significant effect upon that site. Natura 2000 is a network of areas designated to conserve natural habitats and species that are rare, endangered, vulnerable or endemic within the European Community.
- 12.2.2 The first stage of the HRA process, screening, initially identifies the likely impacts upon a European site of a plan or project, either alone or in combination with other plans or projects, and considers whether these impacts are likely to be significant.
- 12.2.3 The HRA of the LFRMS has assessed the potential for Likely Significant Effects on European site and concluded these can be screened out.
- 12.2.4 However, it should be noted that where further flood risk management actions are to be undertaken (beyond the existing Strategy) then they should be screened for likely significant effects on European sites as part of the HRA process. This is particularly important for objectives or actions which may then lead to flood defence infrastructure or changes in water levels/ drainage.

# Appendix A

**ACTION PLAN 2016 - 2022**

## APPENDIX A-1

### **ACTION PLAN 2016 - 2022**

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Action ID	Strategy Objective	Proposed Action	Details of Action	Outcome	Timeframe for Implementation
001	Objective 1: Understand flood risks throughout Herefordshire.	Collate and analyse existing historic flood records held by Herefordshire Council.	Review historic flood records by the Council. Combine multiple data sources into a single location or into a single format that is compatible with other flood records. Analyse flood records to illustrate properties and communities at greatest risk. Produce mapped outputs of analysis.	To collate existing data into a format that can be used to gain improved understanding of flood risk.	December 2017
002		Review, develop and implement a comprehensive system to record future flood events that occur throughout Herefordshire.	Evaluate the methods by which flood events are currently recorded. Develop a comprehensive, appropriate and consistent system for the recording of future flood events. Agree and implement minimum 'core' information required for all flood events, and additional data that should be collected for more significant flood events.	To have a consistent and user-friendly method for the recording and review of flooding events.	December 2017  Review annually
003		Review and, where necessary, improve the sharing of flood event data between the key risk management authorities.	Review current data sharing arrangements and, where appropriate, improve the sharing of flood event data associated with Section 19 flood events with the Environment Agency, Welsh Water and Severn Trent Water to develop and agree a standardised approach.	To improve awareness of significant flooding events from non-local sources of flooding and to help to identify opportunities for collaborative working.	December 2017  Review annually
004		Continue to investigate significant flooding events in accordance with Section 19 of the Act	Ensure 'significant' flood events are investigated in accordance with Section 19 of the Act using the standardised investigation template developed by the Council.	To improve understanding and awareness of significant flooding events from local sources of flooding, and to better inform the decision making process.	On-going throughout delivery of Strategy
005		Publish Section 19 Investigations in accordance with Section 19 of the Act.	Make the key findings of Section 19 Investigations available to other risk management authorities, stakeholders and the public. Develop an appropriate process to implement this to protect potentially sensitive information.	To improve understanding and awareness of significant flooding events from local sources of flooding, and to better inform the decision making process.	On-going throughout delivery of Strategy
006		Use Section 19 Investigations to improve understanding of flood risk and prioritisation process	Link Section 19 Investigations to historic flood records for the purpose of highlighting the location of events considered to be 'significant', identifying those communities at greatest risk of flooding and informing the prioritisation process.	To identify communities likely to be at greatest risk of flooding.	On-going throughout delivery of Strategy

007		Continue to improve and share understanding of flood characteristics and mechanisms.	Update and publish the Herefordshire SFRA.	To ensure the most up to date flood data is made available to all relevant stakeholders and used in the delivery of all flood risk management activities	June 2017
008		Investigate and implement improved methods of communication.	Review the Council's website and, where appropriate, implement initiatives to raise awareness of flooding within communities at greatest risk, such as promotion of community resilience groups, strengthening the role of the Parish Council and maintaining the Locality Stewards and Lengthsman Scheme initiative.	To ensure that the most vulnerable of communities are aware of the risks of flooding within their locality.	April 2018 Review annually
009		Ensure consistency in communication	Review the Council's website and, where necessary, ensure that the website is aligned with the current processes and procedures as set out within the LFRMS.	To ensure consistency in the management of flood risk.	June 2017
010	Objective 2: Manage the likelihood and impacts of flooding.	Maintain and improve communication with key risk management authorities	Maintain regular communication with the Environment Agency (quarterly) and Welsh Water (bi-annually), and implement similar systems of communication with Severn Trent Water (annually) and the IDBs (bi-annually).	To improve communication and collaboration between risk management authorities.	underway: Review annually
011		Develop a register of assets that are considered to have a significant effect on a flood risk	Review and, where necessary, enhance the Council's existing register of assets for which the Council are responsible. Where assets are recorded elsewhere, ensure that the information held within alternative records is appropriate. Ensure key assets are included within the register(s), most notably those assets that are considered most important to flood risk management or that could pose greatest risk of they were to fail.	To identify those assets which are considered to have a significant effect on flood risk, and to inform proactive maintenance of these assets.	Completed, reviewed annually
012		Maintain a register of assets that are considered to have a significant effect on a flood risk	Continue to add assets that are considered important for flood risk management to the asset register. Review and, where appropriate, include assets that are within the ownership of other Council departments or in private ownership but that are considered likely to have a significant effect on flood risk.	To identify those assets which are considered to have a significant effect on flood risk, and to inform proactive maintenance of these assets.	On-going throughout delivery of Strategy
013		Ensure other risk management authorities are maintaining a register of assets that are considered to have a significant effect on flood risk	Ensure that the register of assets held by other key risk management authorities is appropriate to meet the requirements of the Flood and Water Management Act.	To identify those assets which are considered to have a significant effect on flood risk, and to inform proactive maintenance of these assets.	Reviewed annually

014		Continue to undertake proactive maintenance of assets that are considered to have a significant effect on a flood risk	Continue to undertake maintenance activities and, where appropriate, review the current system of prioritising proactive maintenance to identify any opportunities for improvement, building on the current methods of planning cyclical maintenance activities.	To continually improve the planning of maintenance works for the benefit of improved flood risk management.	On-going
015		Implement a clear and transparent system for the prioritisation of communities and infrastructure at risk of flooding.	Undertake a review of available flood risk data sources. Implement the proposed principles of prioritisation to identify those communities considered to be at greatest risk of flooding or that may experience the greatest consequences should a flood event occur, and to inform the selection of appropriate measures.	To ensure a fair and transparent process for the assessment and implementation of flood management measures.	On-going throughout delivery of Strategy
016	Objective 3: Help the community help themselves.	Raise awareness and enforce riparian ownership responsibilities.	Continue to raise awareness of riparian ownership responsibilities and, where necessary, take enforcement action to ensure riparian owners undertake the necessary maintenance of their assets and do not undertake works that may increase flood risk to properties, the highway or surrounding land.	To ensure that local communities take responsibility for managing flood risk.	On-going throughout delivery of Strategy
017		Promote the role of Community Resilience Groups.	Continue to actively promote communities at risk of flooding to form a Community Resilience Group and, if necessary, prepare and implement a Community Resilience Plan and/or Personal Flood Plan in consultation with the Parish Council and relevant Locality Steward.	To raise awareness of flooding within local communities and encourage communities to be better prepared.	On-going throughout delivery of Strategy
018		Investigate and implement improved methods of communication.	Investigate and, where appropriate, implement initiatives to improve communication during a flooding event such as using local media, better use of the Council's website and linking with national websites.	To improve knowledge of flooding throughout Herefordshire and thus reduce the risks associated with flooding.	December 2017 Review annually
019	Objective 4: Manage flood warning, response and recovery.	Improve local flood warning systems and road closure information.	Investigate opportunities to compare river gauge data with anecdotal evidence to better predict when local communities may be at risk of flooding from local sources and when road closures may need to be enforced.	To ensure that communities can be better informed of flood risks and local road closures.	December 2017
020	Objective 5: Promote sustainable and	Improve the management of surface water runoff.	Implement the newly published Local SUDS Handbook to promote the appropriate management of surface water runoff through the planning approval process.	To identify and encourage opportunities to manage runoff to prevent increased flood risk and reduce existing flood risk.	On-going throughout delivery of Strategy

021	appropriate development.	Implement robust and appropriate planning policy.	Complete the Herefordshire SFRA and implement appropriate policies in the Local Plan, Neighbourhood Plans and NPPF.	To encourage a best practice approach for land use planning and development design.	June 2017
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<b>Meeting:</b>	<b>General scrutiny committee</b>
<b>Meeting date:</b>	<b>11 July 2017</b>
<b>Title of report:</b>	<b>Work programme</b>
<b>Report by:</b>	<b>Governance services</b>

## Classification

Open

## Key decision

This is not an executive decision.

## Wards affected

Countywide

## Purpose

To review the committee's work programme.

## Recommendation(s)

**THAT:**

- (a) the draft work programme as set out at appendix 1 to the report be approved, subject to any amendments the committee wishes to make;
- (b) the committee considers whether it wishes to contribute to the response to the consultation on West Mercia Fire and Rescue Governance as requested. *(If it does wish to do so it is proposed that a spotlight review be undertaken and the Statutory Scrutiny Officer be authorised to finalise arrangements.);*
- (c) the committee considers whether it wishes to appoint a standing panel of members to maintain a watching brief as proposals for the Minerals and Waste local plan develop, and, if so, it determines the size of this panel and which members of the Committee wish to serve on it;
- (d) the committee determines any other matter in relation to the appointment of task and finish groups their chairmanship and any special responsibility allowance or the undertaking of a spotlight review; and
- (e) the committee decides whether there is any matter for which it wishes to exercise its powers of co-option.

## **Alternative options**

- 1 It is for the committee to determine its work programme to reflect the priorities facing Herefordshire. The committee needs to be selective and ensure that the work programme is focused, realistic and deliverable within existing resources.

## **Reasons for recommendations**

- 2 The committee needs to develop a manageable work programme to ensure that scrutiny is focused, effective and produces clear outcomes.

## **Key considerations**

### **Draft work programme**

- 3 The work programme needs to focus on the key issues of concern and be manageable allowing for urgent items or matters that have been called-in.
- 4 Should committee members become aware of any issue they think should be considered by the Committee they are invited to discuss the matter with the Chairman and the statutory scrutiny officer.
- 5 The current draft work programme prepared following the work programme events in June to which all members of council were invited to contribute is attached at appendix 1. Attention is drawn to proposed changes to meeting dates to avoid a clash with Planning Committee site inspections.

### **Police and Crime Commissioner's consultation on West Mercia Fire and Rescue Governance.**

- 6 A request has been received from the leader of the council that the Committee consider the Police and Crime Commissioner's consultation on West Mercia Fire and Rescue Governance. The Council is a statutory consultee and the Committee has been invited to make recommendations to inform Cabinet's response. The closing date for the consultation is 11 September 2017. The Committee needs to consider whether it wishes to conduct this review as requested. If it does wish to do so it is proposed that a spotlight review be undertaken and the Statutory Scrutiny Officer be authorised to finalise arrangements.

<https://www.westmercia-pcc.gov.uk/working-together/west-mercia-fire-governance-consultation/>

### **Minerals and Waste Local Plan**

- 7 The Committee will be consulted on the Plan as it forms part of the budget and policy framework. However, it has been suggested that a standing panel of members should be appointed to maintain a watching brief as proposals develop. The Committee needs to consider whether it supports this approach and if so determine the size of this panel and which members of the Committee wish to serve on it.

## **Constitutional Matters**

### **Task and Finish Groups**

- 8 A scrutiny committee may appoint a task and finish group for any scrutiny activity within the committee's agreed work programme. A committee may determine to undertake a task and finish activity itself as a spotlight review where such an activity may be undertaken in a single session; the procedure rules relating to task and finish groups will apply in these circumstances.
- 9 The relevant scrutiny committee will approve the scope of the activity to be undertaken, the membership, chairman, timeframe, desired outcomes and what will not be included in the work. A task and finish group will be composed of a least 2 members of the committee, other councillors (nominees to be sought from group leaders) and may include, as appropriate, co-opted people with specialist knowledge or expertise to support the task. In appointing a chairman of a task and finish group the committee will also determine, having regard to the advice of the council's monitoring officer and statutory scrutiny officer, whether the scope of the activity is such as to attract a special responsibility allowance.
- 10 The Committee is asked to determine any matters relating to the appointment of a task and finish group and the chairmanship and any special responsibility allowance or undertaking a spotlight review including co-option (see below).

### **Co-option**

- 11 A scrutiny committee may co-opt a maximum of two non-voting people as and when required, for example for a particular meeting or to join a task and finish group. Any such co-optees will be agreed by the committee having reference to the agreed workplan and/or task and finish group membership.
- 12 The Committee is asked to consider whether it wishes to exercise this power in respect of any matters in the work programme.

### **Tracking of recommendations made by the committee**

- 13 A schedule of recommendations made and action in response to date is attached at appendix 2.

### **Forward plan**

- 14 The constitution states that scrutiny committees should consider the forward plan as the chief source of information regarding forthcoming key decisions. The current Forward plan is available to Members through the Councillors' handbook intranet site. Forthcoming key decisions are also available to the public under the forthcoming decisions link on the council's website:

<http://councillors.herefordshire.gov.uk/mgDelegatedDecisions.aspx?RP=0&K=0&DM=0&HD=0&DS=1&Next=true&H=1&META=mgforthcomingdecisions&V=1>

## **Community impact**

- 15 The topics selected for scrutiny should have regard to what matters to residents.

## **Equality duty**

- 16 The topics selected need to have regard for equality and human rights issues.

## **Financial implications**

- 17 The costs of the work of the committee will have to be met within existing resources. It should be noted the costs of running scrutiny will be subject to an assessment to support appropriate processes.

## **Legal implications**

- 18 The council is required to deliver an overview and scrutiny function.

## **Risk management**

- 19 There is a reputational risk to the council if the overview and scrutiny function does not operate effectively. The arrangements for the development of the work programme should help mitigate this risk.

## **Consultees**

- 20 The Chairman and Statutory scrutiny officer meet on a regular basis to review the work programme.

## **Appendices**

Appendix 1 – Draft work programme

Appendix 2 – schedule of general overview and scrutiny recommendations made and action in response.

## **Background papers**

- None identified.



## General Scrutiny Work Programme 2017/18

11 July		Comment	Notes
Item	Purpose		
<b>(ADDITIONAL MEETING 11 SEPTEMBER (am))</b>			
Traveller Sites Development Plan document	(budget and policy framework item) To comment on the plan prior to its consideration by cabinet and council.		
Youth Justice Plan	(budget and policy framework item) To comment on the plan prior to its consideration by cabinet and council.		
<b>26 September</b>  Themed meeting on infrastructure/economic development,	<b>Annual</b> Review of Economic master plan.  Consider Development Partnership outline work programme		Marches Draft Strategic Economic Plan – refresh is now planned for early 2018. Marches LEP Annual Report presented to Marches Enterprise Joint Committee on 14 June 2017.
<b>14 November (proposed change to Monday 13 November (am))</b>			
The Budget and Medium term financial strategy	(budget and policy framework item)		
Edgar Street Stadium, Hereford			14 November 2016 Committee requested further report setting out the long term proposals for the Edgar Street stadium following an appraisal by the football club, council and potential development partners of the options.

<b>Before December 2017</b>	To consider university infrastructure requirements.		Proposed spotlight review involving key stakeholders in late November/early December of public realm improvements needed to accommodate numbers of students (cycleways/public transport/leisure facilities)/ measures to avoid any adverse impact on current residents.
New university/Balfour Beatty Living Places (BBLP) Contract	To consider performance against BBLP's annual plan.		General look at performance against BBLP's annual plan and the plan proposed for next year to ensure that the plan satisfactorily addresses any performance issues. Decide in light of that whether further work required.
TBC	Minerals and Waste local plan		
<b>30 January (proposed change to Monday 29 January (am))</b>			
Community Safety Partnership	Annual review.		Consider scrutiny approach in light of outcome of meeting in January 2017.
	Waste Contract review (t&f) in preparation for end of current contract in 2023.		
<b>3 April (proposed change to Monday 9 April (am))</b>			
<b>OTHER ISSUES/PROPOSALS</b>			
Devolution – task and finish group report (tbc)			Awaiting clarification of national thinking

Consideration given to review period of minerals and waste local plan and synchronising with Core Strategy.			
Hoople			
Performance indicator - killed and seriously injured on roads (will involve partner agencies)			Possible task and finish topic.
One off spotlight: All aspects of enforcement (parking/planning/environmental health)			
<b>Unallocated cross-cutting review suggestions</b>  Support for voluntary sector  Young Carers			

Briefing notes requested	Comment
Approach to appeals against planning decisions – whether the council should seek costs more regularly?	Briefing note to establish current approach.  Review need for further consideration in light of advice received.
Authority Monitoring Report	Briefing note to establish current approach.



## Schedule of General Overview and Scrutiny Committee recommendations made and action in response

Meeting	item	Recommendations	Action	Status
10 June 15	Executive Response – Review of lease restructuring with Hereford United	<b>RESOLVED: That</b> <b>(a) the Executive's responses be noted;</b>		Completed
	Executive Response – Balfour Beatty Living Places – Public Realm Services	<b>RESOLVED: That</b> <b>(a) the Executive's responses be noted; and</b> <b>(b) a briefing note on progress with the responses to the task and finish group report on Balfour Beatty Living Places - Public Realm Services be provided within six months.</b>	Briefing note on customer contact statistics issued 8 September 2015.  Briefing note on highway maintenance plan issued September 2016. A further update on the Public Realm actions potentially required	Completed  ongoing
	Task and Finish Group Report – Development Management Planning	<b>RESOLVED: That</b> <b>(a) Subject to the amendments to recommendations 1, 12 and 18 above, the report of the task and finish group on Development Management (Planning) be agreed for submission to the Executive; and</b> <b>(b) The Executive's response to the review be reported to the first available meeting of the committee after the Executive has approved its response.</b>	Submitted to executive  Reported to Committee 21 July 2015. Update issued via briefing note on 18 December 2015.	

			Further update to be issued for 26 July 2016.	Completed
	Work Programme	<b>RESOLVED: That</b> <b>(a) the draft work programme, as amended, be noted;</b> <b>(b) a task and finish group on the smallholdings estate be established to undertake the work outlined in the draft scoping statement; and</b>  <b>(c) scrutiny activity on football provision be considered at a future meeting.</b>	Group established and work completed.  Report scheduled for November 2016	Completed  ongoing
21 July 2015	Executive Response to Committee Recommendations on School Examination Performance	<b>RESOLVED: That</b> <b>(a) the Executive response be noted; and</b>  <b>(b) a briefing note be prepared on the Herefordshire Food Strategy and its linkages to schools.</b>	Briefing note issued 18 December 2015	Completed
	Executive Response to the Task and Finish Group Report on Development Management (Planning)	<b>RESOLVED: That</b> <b>(a) the draft Executive response be noted; and</b>  <b>(b) a briefing note on progress with the response be provided within six months.</b>	Update issued 18 December 2015	Completed

30 September 2015	The Development of a Schools Capital Investment Strategy	<p><b>RESOLVED:</b></p> <p><b>That it be recommended to the executive that the Schools capital investment strategy principles:</b></p> <p><b>1. include reference to the need to be responsive to anticipated growth and reductions in communities, including the key role of local schools in the sustainability of growth villages in Core Strategy policies RA1 and RA2;</b></p> <p><b>2. (within principle 8) take school journey distance, mode and time into account, not only in terms of environmental and transportation impacts but also the effect of journey times on pupils, with schools encouraged to keep school travel plans up-to-date;</b></p> <p><b>3. recognise what schools can and should offer, outside school hours, to local communities – such as libraries, information hubs, meeting venues, open space etc.;</b></p> <p><b>4. provide assurance that the authority would provide backing and support for academies to make bids for central funding to improve infrastructure;</b></p> <p><b>5. include consideration of county boundary transitions, including dialogue with adjoining authorities to ensure that provision was not considered in isolation;</b></p> <p><b>6. clarify how the authority would assure itself that ‘There would be an appropriate number of</b></p>	<p>Incorporated into strategy and being taken forward in its implementation on a local area basis.</p> <p>Briefing note issued 18 December giving further information on school places and travel plans.</p>	Completed
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		<p>faith places' (principle 3); and</p> <p>7. revise principle 11 e. to 'Participatory budgeting as a means of enabling local communities to assist in supporting a local school'.</p>		
	Work Programme	A briefing note be prepared on digital issues.	Issued September 2016.	Completed
27 October 2015	Task and Finish Group Report – Smallholdings Estate (County Farms)	<p><b>RESOLVED: That</b></p> <p><b>(a) That the report and recommendations of the task and finish group: smallholdings estate (county farms) be agreed for submission to the executive subject to:</b></p> <p><b>i. the removal of Councillor Harvey's name from the group's composition (page 3 of the report);</b></p> <p><b>ii. the deletion of option b) from recommendation 1 (page 13); and</b></p> <p><b>iii. the removal of the words 'on the remaining estate should be let' from recommendation 5 (page 14).</b></p> <p><b>(b) The executive's response to the review be reported to the first available meeting of the committee after the executive has approved its response.</b></p>	<p>Submitted to the Executive</p> <p>Briefing note including response issued 18 December 2015</p>	Completed
17 November	Budget and medium Term Financial Strategy	<b>RESOLVED: That it be recommended to Cabinet that consideration be given to the merits of a rise</b>	Council did levy an additional 2% precept at	Completed



2015	– Draft prior to Funding Announcement	<b>in council tax of more than the 1.9% cap, with consideration given to the best mechanism for advancing this should Council agree to this measure reflecting the wishes of the significant response to the priorities and budget consultation, particularly in relation to retention of specific non-statutory services.</b>	in respect of adult social care in response to a Government initiative.	
19 January 2016 (am)	Update on home to School Transport Provision	<b>Resolved That:</b> <b>A) The relevant officers work to produce a briefing note on home to school transport to present to the General Overview and Scrutiny Committee for July 2016</b> <b>B) The item be returned to the scrutiny committee for another annual review in January 2017</b> <b>C) It be investigated what other scrutiny activity would be of benefit regarding home to school transport</b>	Briefing note issued July 2016.  Listed in Work programme.  To be reviewed in January 2017.	Completed  Completed  ongoing
	Local Transport Plan	<b>Resolved that:</b> <b>The following recommendations be put to cabinet regarding the Local Transport Plan:</b> <b>A) A recommendation be made that the Local Transport Plan (LTP) be subject to a review every five years in accordance with Department for Transport guidance</b> <b>B) LTP4 Vision to be amended to include the objective “and reduce congestion and increase accessibility by less polluting and healthier forms of transport than the private car.”</b>	Reported To Cabinet. Confirmed at Council on 20 May that recommendations would be reflected in Plan.	Completed

19 January 2016 (pm)	Herefordshire Community Safety Partnership Strategy and Related Performance	<p><b>RESOLVED:</b></p> <p><b>a) it be recommend that an all member briefing be arranged on the CSP and related matters including the office and Police and Crime Commissioner, Chief Constable, the Superintendent of Herefordshire and other CSP partners.</b></p> <p><b>b) that the chair and vice chair investigate what areas of the CSP it may be of benefit to conduct further scrutiny work.</b></p>	Seminar scheduled for 21 November 2016	Completed
8 March 2016	School Examination Performance	<p><b>Resolved that:</b></p> <p><b>a) The committee makes recommendations to cabinet on how they might improve the efficiency of the school improvement framework and strategy, especially in relation to governance in light of likely reduced resourcing in future.</b></p> <p><b>b) Council responsibilities for education are clarified and sufficiently resourced. Additionally, that the monitoring of governing bodies in meeting performance standards also be sufficiently resourced. Should the Director at any time find that resources are not sufficient, this must be reported to Cabinet and the General Overview and Scrutiny Committee at once.</b></p> <p><b>c) A briefing note be produced in regard to authorised absences to inform future recommendations of the committee.</b></p> <p><b>d) The committee consider the findings of the</b></p>	<p>The council responsibilities form part of the Herefordshire School Improvement Framework and are based on statutory duties.</p> <p>Further consideration of the role and resourcing of the local authority will form part of the local authority's response to the national consultation on schools funding formula 2016 and the further national work on the roles and responsibilities of councils in relation to education</p>	ongoing

		<p><b>Health and Social Care Overview and Scrutiny Committee's early years provision task and finish group in relation to referral rates for speech and language development.</b></p> <p><b>e) The committee's suggestions in regard to the teaching of phonics be brought to the attention of the early years task and finish group reporting the health and social care overview and scrutiny committee.</b></p>	(d and e have been done)	
	Marches Local Enterprise Partnership	<p><b>Resolved: That</b></p> <p><b>(a) the committee commend and encourage further the engagement of small businesses within the activity of the Marches LEP.</b></p> <p><b>b) The work of the Marches LEP in cooperation with neighbouring and other Local Enterprise Partnerships, in particular the equivalent bodies across national borders be encouraged.</b></p> <p><b>c) That the Marches LEP ensure that the delivery of accounts and reporting is made more clear and the availability of such documentation to the public is ensured.</b></p> <p><b>d) That the committee recommend to the board of the Marches LEP that a summary of accounts be published in conjunction with the annual report on the activity of the Marches LEP.</b></p>	<p>2015/16 accounts are in process of being completed and will be placed on the LEP website. Draft accounts will be going to the LEP Board on 3 August.</p> <p>Annual report published with Marches Enterprise joint Committee papers on 31 May 2016.</p>	completed

4 May 16	Suggestions from the public	<b>RESOLVED: That a working party be set up by officers to discuss the detail of the issues surrounding the definitive Map</b>	Working party established.	ongoing
	Task and Finish Group Report – Community Infrastructure Levy	<p><b>RESOLVED that:</b></p> <p><b>(a) the report of the task and finish group: community infrastructure levy be approved and the findings be submitted to the executive</b></p> <p><b>(b) the recommendations of the task and finish group: community infrastructure levy be approved as follows:</b></p> <p><b>Recommendation 1: The ‘Preliminary Draft Charging Schedule’ be carried forward unchanged as the ‘Draft Charging Schedule’;</b></p> <p><b>Recommendation 2: Urgent consideration be given to the need for a robust governance structure to be developed for the administration of CIL in advance of CIL being adopted;</b></p> <p><b>Recommendation 3: That Parish Councils be supported by clear advice to assist with the implementation of the CIL charging process prior to any collected CIL monies being spent;</b></p> <p><b>Recommendation 4: That the CIL charging schedule and its implementation be kept under review.</b></p> <p><b>(c) subject to the review being approved, the executive’s response to the review be reported to the first available meeting of the committee after the executive has approved its response.</b></p>	Submitted to Executive. Cabinet member decision 21 July 2016.	Completed
26 July 2016	Economic Master Plan	<b>the cabinet member–economy and corporate services be invited to consider the following recommendations:</b>	Submitted to the executive for	Completed

		<ul style="list-style-type: none"> <li>• Consideration be given to ways of pooling ideas for economic development through less structured approaches such as a think tank.</li> <li>• An inventory should be made of the County's strengths and opportunities for synergy be then identified.</li> <li>• Clarity should be sought as to how the planning framework accommodates farm diversity proposals, for example in relation to semi-permanent structures such as log cabins and whether that framework is appropriate.</li> <li>• The invitation to a GOSC member to participate in meetings with chief executive, director and cabinet member on the development of the Masterplan be accepted.</li> <li>• The further report proposed to be submitted to the committee in September 2016 should include highlights of lessons learned in relation to the implementation of the 2011-16 economic development plan and how these might inform the development of the new Masterplan.</li> <li>• There should be cross-party engagement and engagement with all Members in developing the Plan.</li> <li>• An alternative word to masterplan should be found to describe the plan.</li> <li>• The plan should take account of the value of the arts and tourism to the County's economy.</li> <li>• Consideration should be given to how best to maximise the promotional opportunities for Herefordshire. and</li> </ul>	<p>consideration.</p> <p>Council approved Plan 16 December 2016.</p>	
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		<p>(b) consideration of the draft economic masterplan be added to the committee's work programme for September 2016 together with an annual review of the effectiveness of the plan thereafter.</p>	<p>Report considered on 27 September 2016</p>	
	Communication Strategy	<p><b>RESOLVED:</b>  <b>That (a) the communication protocols be subject to further clarification and consideration and a further report on them made to the Committee; and</b>  <b>(b) that, subject to a above, the following recommendations be made to inform cabinet's consideration of the strategy communication strategy with associated communication protocols for the period 2016-2019:</b></p> <ul style="list-style-type: none"> <li>• the use of a chat facility on the website should be pursued taking into account how an operator's time can most effectively be used;</li> <li>• the opportunity for the community to interact on-line quickly and easily should be fully explored;</li> <li>• clarification be provided as to how it is intended to implement the "spend within our means" approach outlined in section 3 of the strategy at appendix 1 to the report at p41 of the agenda papers: "making tough but necessary choices which will include ceasing to provide some services and working with communities to help them run services important to them";</li> <li>• the wording of paragraph 5.13 of appendix 2 to the report relating to the access of the press</li> </ul>	<p>Report made to Committee on 5 September.</p> <p>Matters referred to Cabinet for consideration.</p>	Completed

		<b>to premises be reviewed and clarified.</b>		
5 September 2016	Four Year Financial Settlement	<b>RESOLVED:</b>  <b>That</b> <b>(a) in order to make a recommendation on whether or not to accept the 4 year funding settlement a further meeting should be convened to consider alternative options including information from comparator authorities; and</b>  <b>(b) Cabinet be recommended to consider the points made by the Committee and the further information the Committee considered was required in order to make a recommendation to full Council on whether or not to accept the four year funding deal.</b>	Further meeting arranged for 19 September.  Report made to Cabinet on 21 September.	Completed
	Statement of community involvement consultation, communications and programme to adoption	<b>RESOLVED: That Cabinet be recommended to consider amending the revised draft statement of community involvement to take account of the amendments proposed in the above table.</b>	Considered by Cabinet on 3 November.	Completed
	Communication Protocol for Members	<b>RESOLVED: That cabinet be recommended that further consideration be given to the following matters in relation to the communication protocol for members:</b>  <ul style="list-style-type: none"> <li><b>In relation to paragraph 3.1 of the protocol further clarification was needed on when it was appropriate to use the word "Council" in communications when referring to such matters as Council policy and when further distinction was needed between a decision taken at full Council and a decision taken by an individual cabinet member or an officer.</b></li> </ul>	Report on Cabinet agenda for 21 September.	Completed

27 September 2016	Customer Services and Libraries	<b>RESOLVED: That Cabinet be recommended to support option 3 – retained libraries and central service with an emphasis on making best use of them and community libraries as contact points for council services, extending service options and exploring new ways of working, and the report to cabinet should include a delivery plan.</b>	Considered by Cabinet 13 October 2016	Completed
	Economic Master Plan	<b>RESOLVED: That the Cabinet Member be recommended to have regard to the points raised by the Committee in discussion and in particular the summary of the principal points set out above.</b>	Considered by Cabinet on and approved by Council on 16 December 2016.	Completed
14 November 2016	Draft 2017/18 Budget And Medium Term Financial Strategy Update	<p><b>RESOLVED:</b></p> <p><b>That (a) the executive be recommended to work with Parish and Town Councils to explore options for service delivery;</b></p> <p><b>(b) the executive be recommended to make representations to local MPs and others to ensure that the voice of the County is being heard in relation to the government's business rate proposals and the views of local MPs reported;</b></p> <p><b>(c) the clarity of the budget report should be reviewed and officers requested that the report should be amended to include detail of gross income and expenditure, consistency of terminology, virements over the year to identify actual expenditure, analysis of the use of the Rural Services Delivery Grant, clarity over income; and</b></p> <p><b>(d) the executive be asked to take full account</b></p>	<p>In respect of items <b>a, b and d</b>, these were addressed to the executive who have reported back to GOSC their intention to develop closer working with Parishes, liaise with MP's to champion the County's issues and provide a response to the issues raised during budget consultation (summary provided to GOSC at December meeting)</p> <p><b>(c)</b> The clarity of budget report was reviewed and amended to ensure</p>	<p>completed</p> <p>completed</p> <p>completed</p> <p>completed</p>



		of the consultation on the budget and reflect the views expressed in their budget proposals, indicating in the next report back to the overview and scrutiny committees the extent to which the consultation findings had influenced budget proposals, and, if the findings had been discounted, the rationale for taking that course.	consistency and clarity in future presentations and reports. Further detail of gross income and expenditure will be provided in the budget book summary which will be prepared once all information on grants is confirmed with government. The impact of this review was provided to GOSC at their December meeting	
	Proposed 2017/18 Capital Budget	<b>RESOLVED:</b> That written answers be provided to questions raised at the meeting and appended to the Minutes	Answers published with minutes.	Completed
	Edgar Street Stadium, Hereford – Lease Proposals	<p><b>RESOLVED:</b></p> <p>That (a) the executive be advised that the Committee supports the proposed grant of a new lease to the current tenant for a term of 10 years, commencing at some point prior to the expiry the current lease; and</p> <p>(b) a further report is presented to the Committee setting out the long term proposals for the Edgar Street stadium following an appraisal by the football club, council and potential development partners of the options.</p>	<p>Executive informed. Lease awarded.</p> <p>Added to work Programme</p>	<p>Completed</p> <p>Ongoing</p>



			<p>councils under S137 of the local government act 1972 provide for flexibility in use of funds when no other specific power for expenditure exists. Parishes will need to satisfy themselves that any such expenditure meets tests in terms of community benefits and other provisions. It is worth noting that parish councils already benefit from direct powers to provide funding for public and community transport should they wish (Transport Act 1985 S106A as amended by Local Government and Rating Act 1997 S27).</p> <p>Report made to Cabinet 6 April 2016.</p>	Completed
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13 December 2016	Draft 2017/18 Budget and Medium Term Financial Strategy Update	<p><b>RESOLVED</b></p> <p><b>That (a) the reconciliation showing the changes between the report made to the Committee in November and that presented in December be circulated to members of the Committee for information;</b></p> <p><b>(b) officers be requested to explore the principle of facilitating increased engagement with parish Councils and communities and revenue funding to support invest to save proposals in support of the delivery of some services in place of Herefordshire Council could be explored as part of the future review of the MTFS; and</b></p> <p><b>(c) if a substantive issue relevant to the budget warranting further discussion with the Committee emerged a further report be made to the Committee's meeting in January for its consideration.</b></p>	<p>Report submitted to committee January 2017.</p> <p>It was clarified at the meeting that an "invest to save" proposal could be considered at any time even though a specific "pot" was not allocated.</p> <p>Included in the reconciliation referred to in (a), reference was also made to the changes in the Autumn Statement in respect of New Homes Bonus and Adult Social Care Grant. In addition the report clarified the flexibility provided around the adult social care precept being up to 3% per annum subject to a maximum of 6% over three years.</p>	Completed
17	Update on home to	<b>RESOLVED: That the executive be requested to</b>		ongoing

January 2017	school transport provision	<b>produce a sustainable modes of travel to school strategy for consideration by the Committee by July and that schools should be encouraged to produce and update school transport plans.</b>		
	Herefordshire community safety partnership strategy and related performance	<b>RESOLVED: to recommend that the Community Safety Partnership pay particular attention to recidivism rates of offenders.</b>	Request submitted.	Completed
	Draft 2017/18 budget movements	<b>Noted.</b>		Completed
9 May 2017		<b>RESOLVED:</b>  <b>That (a) it be requested that In future reports performance data is also provided in a manner which allows the attainment of cohorts of pupils to be seen and understood;</b>  <b>(b) briefing notes be provided:</b> <ul style="list-style-type: none"> <li>• to confirm that the pupil premium is being used effectively;</li> <li>• on how the council provides support to the governance process in schools and the process by which this is delivered outlining any difference in approach in the support provided to maintained</li> </ul>		

		<p><b>schools and academies.</b></p> <ul style="list-style-type: none"> <li>• <b>on the current school funding position and the introduction of the national funding formula.</b></li> </ul> <p><b>(c) the executive be requested that schools be reminded of the need to publicise information on how they are using the pupil premium</b></p> <p><b>(d) it be requested that quantitative analysis be provided in reports of the extent to which education provision is highly valued by children and young people, parents and carers, the community and employers indicating where areas of education provision are valued and where they are not valued.</b></p> <p><b>(e) a spotlight review of the trend in performance of sponsored academies be proposed for consideration in the work programme session in June.</b></p>		
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