

# ROYAL BOROUGH FLOOD FORUM

5<sup>th</sup> October 2015

18.00 York House Windsor

## MINUTES

<b>Present</b>		
<b>Cllr Jesse Grey (Chair)</b>	<b>JG</b>	<b>Royal Borough of Windsor &amp; Maidenhead Councillor</b>
<b>Cllr John Lenton (until 7pm)</b>	<b>JL</b>	<b>Royal Borough of Windsor &amp; Maidenhead Councillor</b>
<b>Cllr Malcom Beer (until 7pm)</b>	<b>MB</b>	<b>Royal Borough of Windsor &amp; Maidenhead Councillor</b>
<b>Ben Smith</b>	<b>BS</b>	<b>Royal Borough of Windsor &amp; Maidenhead</b>
<b>Simon Lavin</b>	<b>SL</b>	<b>Royal Borough of Windsor &amp; Maidenhead</b>
<b>Sue Fox</b>	<b>SF</b>	<b>Royal Borough of Windsor &amp; Maidenhead</b>
<b>Harry Clasper</b>	<b>HC</b>	<b>Chair of Parish Flood Liaison Group</b>
<b>Ewan Larcombe</b>	<b>EL</b>	<b>Parish Flood Liaison Group</b>
<b>Ian Thompson</b>	<b>IT</b>	<b>Parish Flood Liaison Group</b>
<b>Martin Coker</b>	<b>MC</b>	<b>Parish Flood Liaison Group</b>
<b>James McFarlane</b>	<b>JM</b>	<b>Observer</b>
<b>Alan Keene</b>	<b>AK</b>	<b>Observer</b>
<b>Chris Dimmick</b>	<b>CC</b>	<b>Observer</b>
<b>Scott Salmon</b>	<b>SS</b>	<b>Environment Agency</b>
<b>Rachael Followell-Mattin</b>	<b>R F- M</b>	<b>Thames Water</b>
<b>Bob Cunningham</b>	<b>BC</b>	<b>Thames Water</b>

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
	<b>Welcome &amp; Introductions</b>	
	JG welcomed everyone to York House and asked everyone to introduce themselves.	
<b>1.0</b>	<b>Apologies</b>	
1.0	Fiona Hewer, Cookham PC Sarah Hale, Environment Agency David Burfitt, Parish Flood Liaison Group	
<b>2.0</b>	<b>Minutes of Previous Meeting (Accuracy)</b>	
2.1	Agreed as a true record, with one correction relating to item 9.1 of minutes. Planning permission for the Marlow Flood Alleviation Scheme has not expired.	
<b>3.0</b>	<b>Update from Environment Agency</b>	

<p>3.1</p>	<p>SS provided an update on River Thames Scheme (RTS), and recent drop-in sessions.</p> <ul style="list-style-type: none"> <li>• 800 people were estimated to have attended 9 drop in sessions including sessions at Wraysbury and Datchet in the RBWM area</li> <li>• 85% that filled in the feedback forms thought they had a better or much better understanding of the River Thames Scheme.</li> <li>• 65% were generally positive about the scheme with 27% unknown and 8% negative.</li> </ul> <p>Expressed concerns from feedback included</p> <ul style="list-style-type: none"> <li>• Gap between channel 1 &amp; 2</li> <li>• Planning permission of recycling site at Hythe End</li> <li>• Downstream effects</li> <li>• Impact on Desborough Cut</li> <li>• Timing of the scheme</li> <li>• Thoughts that the event had not been publicised enough</li> <li>• Concern about downstream effects, especially regarding the interaction with tidal waters</li> <li>• Interaction of the scheme with the River Ember and River Mole</li> <li>• The need for additional construction works at Molesey Weir following the completion of the recent works</li> <li>• Lack of dredging</li> </ul> <p>Next steps include the review and response to concerns raised, and a number of discussion workshops have been set up for communities and stakeholders to look at the design in more detail. We will also issue our first community letter following on from the drop-ins</p> <p>HC asked for further details of attendance and the groups' present purpose and SS indicated that the focus was on key stakeholders and landowners.</p> <p>IT stated that a meeting has been arranged with the EA to discuss the operation of the Jubilee River.</p> <p>SS stated that 4 full-time community engagement officers are to be appointed for RTS.</p> <p>Cllr Lenton raised issues relating to the proposed extension of the recycling facility at Hythe End and SS confirmed that he was liaising with the EA permitting team, and that he had discussed this issue with representatives of the Hythe End Action Team at the recent Design Group event.</p> <p>Cllr Beer asked to be included in future design group meetings.</p>	<p>SS</p> <p>SS</p>
<p>3.2</p>	<p>Update from minutes of 29 July:</p> <p>3.1 No update on Marlow FAS. Sarah Hale to set up meeting with representatives of Bisham Parish Council and the EA when the Marlow FAS starts to move forward. SL asked whether planning permission had expired. SS to provide update to be circulated with the minutes.</p> <p>JM asked when assessment of eligibility for inclusion in Bisham Property Level Products scheme will be completed and when assessment of suitable measures for eligible properties will be completed.</p> <p>Recent meetings held with Cookham, Datchet and Bisham PCs regarding their community resilience plans. Old Windsor's flooding website pages cited as a good example by SS.</p> <p>3.10 A meeting has been held with residents, Parish representatives, officers from the EA and officers from the Borough regarding the "Lost Stream" in Bisham, and the EA agreed to investigate the feasibility of a scheme to alleviate flood risk at this location.</p>	<p>EA</p> <p>EA</p>

	<p>3.2 Roundmoor Ditch/Boveney Ditch/Common Ditch</p> <ul style="list-style-type: none"> <li>• <i>An Initial assessment study of the Eton Wick area has been carried out by SS and consultants to examine opportunities to alleviate flood risk</i></li> <li>• <i>An Eton Wick Flood Forum meeting is planned for the evening of 6<sup>th</sup> October 2015. This meeting will be attended by the EA's operations manager and staff, together with TW staff and will follow up on recent actions and activities of this forum</i></li> <li>• <i>The EA's Asset team and operations team are continuing to liaise with landowners on land management issues</i></li> </ul> <p>5.8 Proposed closure of the underpass below the railway line near the Eton End School and modelling to be undertaken by the EA to assess the impacts of this proposal - BS to raise at strategic level to be included in a request for modelling of current issues / proposals in the Datchet area.</p> <p>6.5 &amp; 6.6 SS provided explanation of EA PLP framework and process, including comment on companies used and recommended products. Blue pages linked to national flood forum website provide detail of products. SS emphasised that any concerns regarding contractors used for PLP survey or installation should be raised immediately with EA for review, as the EA would obviously wish to investigate such concerns and would not want to use companies that are not acting appropriately.</p>	BS
3.3	<p>Reinstatement of flood defence bund at Southlea Road. IT stated that Datchet Parish Council had recently written to the landowner's solicitor asking for an update. IT raised issue regarding lack of footway due to sandbags against the brick wall. SF stated that RBWM Streetcare had cleared the gulleys, and would look at options for improving pedestrian access. It was agreed that removal of the sandbags placed to support the brickwall, and any enforcement action relating to the wall, should wait until the bund has been reinstated.</p>	SF
3.4	<p>SS reported on the EA ongoing national project of to identify placement locations of demountable defences and recent exercise at Guildford (Ex Obex). This project includes examination of deployment of defences in key locations in RBWM at Old Windsor, Windsor, Datchet and Wraysbury.</p>	
<b>4.0</b>	<b>Update from Thames Water</b>	
4.1	<p>RF-M provided an update on Ham Island/Windsor STW:</p> <ul style="list-style-type: none"> <li>• English Heritage has consented to the installation of the proposed storm outfall pipe, but a start date for the works has yet to be finalised.</li> <li>• Assessment of the final weight limit and work required on the bridge has not been completed. However, initial assessments undertaken by TW and RBWM have indicated that the bridge can safely take at least 26 tonnes. TW tankers can therefore continue to use it. RBWM erected 26 tonne weight limit signs. TW's ops team however removed these signs thinking the signs had been erected by the same (unauthorised) party that erected 7.5 tonne signs, which were also removed by TW. When the final report and any necessary works are complete TW will liaise with RBWM over permanent signage.</li> <li>• Repair works have been undertaken on the sewer network near the bridge to the island that will reduce the risk of blockages and odour.</li> <li>• Cllr Beer raised a query regarding the capacity of the STW, and the use of the storm tanks during the January / February 2014 floods and subsequent odour issues. It was noted that principles relating to the assessment of a STW capacity were set out in the document 'Sewers and Sewage Treatment Works' prepared by the EA that was circulated with the agenda. <i>Post meeting note - RF-M has found out that TW, Howard Brett Wastewater Strategy Manager and Mark Matthews Town Planning Manager, have had meetings with a consultant acting on Old Windsor Parish Council's behalf and have shared relevant information.</i></li> </ul>	TW/RBWM

	<i>If TW receive further specific questions from the PC they will respond.</i>	
4.2	<p>RF-M provided an update on Little Marlow STW:</p> <ul style="list-style-type: none"> <li>• 3 inlet screens to be replaced with new 60 degree screens. Start date is October 2015. Starting with installation of new washpactors then the screens. Large lorries and cranes will need to access site. Work completion date Christmas.</li> <li>• Final settlement tanks 2/4 tanks have had outfall grills installed, like copasac but less flexible. Completion by Christmas.</li> <li>• Currently looking at proactively replacing the air dome distribution system within the aeration lane. Quotes for this work are being obtained and will then produce a timetable for these works. In the meantime the existing system is fully operational.</li> <li>• Since the electrical upgrade of the Inter Stage pumping station no further issues have been reported – SSE have recently been working with TW and have cut back a large number of trees which will help prevent previous issues.</li> <li>• Text alert system for key stakeholders remains in place.</li> <li>• Final Effluent outfall pipe to the River Thames has been relined.</li> </ul>	
4.3	<p>RF-M provided an update on Slough STW:</p> <ul style="list-style-type: none"> <li>• An on-site pumping station failure occurred in early August and the area experienced a major storm in late August. Both events resulted in localised flooding and odour problems in the Chippenham area, affecting some of the properties that have been recently built extremely close to the STW. The pumping station is back in full operation and we are launching an investigation into the sewer network within the new estate. Neither event affected the Roundmoor/Boveney ditch.</li> <li>• A collapsed sewer has been discovered in Wexham Road/High Street Slough and this collapse resulted in foul sewage entering the surface water sewer that discharges to the Myrke river. Repairs of approximately 100m of sewer are under way and that should reduce potential pollution of the watercourse.</li> </ul>	
<b>5.0</b>	<b>Update from RBWM</b>	
5.1	SL drew attention to the DEFRA letter circulated with the agenda regarding the Flood Reinsurance Scheme (Flood Re) which is currently going through the parliamentary process.	
5.2	<p>Borough Flood Forum Terms of Reference – SL reported that the Borough’s Democratic Services team has been approached regarding provision of administrative support at future meetings, and assistance in scheduling meetings within the corporate calendar.</p> <p>Feedback from members of the forum following circulation of the existing terms of reference has confirmed that the membership of the forum needs to be reviewed and has indicated that parish council representation needs to be formalised.</p> <p>HC expressed the view that the Flood Group should focus on strategic issues, with local issues being addressed through Parishes with the relevant agencies.</p> <p>Cllr Grey confirmed that observers would be welcome to raise local issues.</p> <p>SL to discuss process for formal review of ToR with Democratic Services.</p>	<b>SL</b>
5.3	SL reported that the Borough has appointed a new Flood Risk Engineer who will be joining the authority in November.	
<b>6.0</b>	<b>Parish Flood Group Update</b>	
6.1	Borough Flood Group Terms of Reference – see Item 5.2	

6.2	<p>HC and MC presented an update on a Cookham flood plan exercise that was held in August 2015 by the Parish flood committee. This proved to be a worthwhile exercise, and highlighted a number of issues such as the value of holding a 'grab bag' with hard copies of relevant information, flood web pages, walkie-talkie comms in case of mobile failure, and the provision of separate locations for the flood hub and respite centres.</p> <p>Discussions regarding the provision of bus services in the Cookham area during a flood event are ongoing with the bus companies and the borough's transport team. SS noted that community resilience websites were a good source of information and that some funding may be available.</p> <p>SL to check whether RBWM has standard flood plan template.</p>	SL
6.3	<p>Odney Weir, Cookham - HC reported that FH is to meet S.Hale (EA) regarding modelling. Can this be widened to include White Brook Culvert, Sutton Road?</p> <p>BS to discuss this and Datchet modelling (flap valve and cattle pass locations) at strategic level with the EA. RBWM has made a number of capital programme bids for schemes that cannot progress until potential benefits / detrimental effects have been assessed by modelling.</p>	BS
6.4	<p>HC asked TW for an update on the resilience of Lightlands Lane Pumping Station. RF-M advised that the bund around Lightlands Lane SPS has been completed and the control kiosk has been sealed. There are still concerns that groundwater was likely to pass under the bund, due to the geology of the area. R F-M agreed to investigate the extent of works undertaken and provide an update.</p> <p>Cookham Parish Council to advise TW of any specific queries in regard to groundwater levels at this site.</p> <p>Thames Water's view is that ground water has never been a problem and issues have always been the result of flooding from the Thames. Now the bund has been repaired the river should no longer affect this site.</p> <p>Chemical dosing facilities installed to treat effluent pumped through the rising main have been removed from site.</p>	RF-M
6.5	<p>IT asked TW for an update on clearance works on Datchet Common Brook (DCB). BC stated that £16k worth of clearance works were completed over the summer.</p> <p>In reference to the proposed flap valve on the Recreation Ground Ditch outfall, IT noted that CEMEX had applied for consent for gravel extraction site to north of reservoir and raised concerns that it would discharge into DCB. SF reported that RBWM consultants (WSP) had undertaken a visual inspection of the barrel arch culvert through Datchet village; silt removal is being programmed followed by structural inspection. On completion, and with EA modelling, recommendation to be made on suitability of flap valve.</p> <p>IT stated that the bed of DCB needs to be reduced due to siltation. This leads to an increase in water level in DCB and in turn impacts on discharge from the culvert.</p> <p>SF to share WSP report with IT, and IT to arrange meeting between Datchet PC, TW, EA and RBWM/WSP to discuss flap valve and DCB bed levels.</p> <p>IT noted that modelling was also needed for the cattle pass location (see 3.2 &amp; 6.3 above).</p>	SF IT
<b>7.0</b>	<b>Actions from Previous Meetings</b>	
7.1	<p>Update from minutes of 29 July:</p> <p>EL reported that the fly tipping at the Queen Mother Reservoir site near Majors Farm Road had not been completely cleared. RF-M to look into this.</p>	RF-M
<b>8.0</b>	<b>Date of next meeting</b>	
8.1	To be set by RBWM Democratic Services	SL

<b>9.0</b>	<b>Any Other Business</b>	
9.1	<p>JM asked, on behalf of Michael Tucker, that the minutes be circulated earlier, within 2 weeks of the meeting. The support of the Borough's Democratic Services team is being sought for future meetings and should help address this.</p> <p>JM also asked if attendees contact details can be circulated. This would be contrary to the data protection rules, unless all agreed to this being done.</p>	
9.2	<p>JM reported that the Compleat Angler development works were due to commence in early 2016. He will provide manager's contact details to BS so an assessment of how this may affect Bisham proposals can be made.</p>	<b>JM</b>
9.3	<p>AK raised sewage issues in Quarrywood Road and was advised to contact David Harding (TW)</p>	