

Appendix F: Schedule of responsibilities

Lead organisation: Cornwall County Council

Operational:

1. Co-ordinating all of the partner organisations.
2. Organising & chairing regular management meetings / feedback forums between partner organisations.
3. Dealing with applications from development plots to discharge to strategic surface water drainage system via the statutory planning process (Town & Country Planning Act, 1990). Commenting on planning applications with respect to connection to the strategic drainage system in light of the Surface Water Management Plan (SWMP). This will only be where there is a surface solution; elsewhere i.e. where the proposal is to discharge to an adopted sewer SWW will deal with this.
4. Collecting revenue from relevant developers (S106/CIL/Land Drainage Act) / landowners (S106/CIL/Land Drainage Act) / other sources of income (New Burdens Doctrine/RIF/Green Gym); to include enforcement when payment is not forthcoming where appropriate.
5. Planning & programming maintenance activities, including risk assessments for all aspects of operation and maintenance duties, plans for what happens in an emergency.
6. Liaising with the Environment Agency and Local Resilience Forums (in accordance with the Civil Contingencies Act, 2004) with respect to emergency situations, such as pollution incidents, flooding or the like.
7. Resource planning and management (to include other partner organisations input) with whole life cost planning for operations in perpetuity.
8. Ensuring maintenance activities are undertaken as planned, and in line with proposed method statement derived from risk assessment process.

Maintenance:

1. Employing and managing staff and plant to carry out maintenance activities.
2. Map capabilities of partner organisations with respect to their skills and resource availability to reduce resource needs for lead organisation.
3. Co-ordinating staff training for a variety of maintenance activities.
4. Carrying out routine maintenance activities (inspecting the assets visually).
5. Carrying out general maintenance activities (clearing silt, mowing grass, litter picking, cleaning pipes, cleaning manholes, clearing trash screens, resurfacing footways, replacing lights etc).
6. Ensuring that all arisings are dealt with in an appropriate manner, i.e. in accordance with current waste legislation relating to disposal, composting and transportation (i.e. The Landfill Directive 1999, The Hazardous Waste Directive 1991, Environmental Protection Act 1990, Site Waste Management Regulations 2008, The Contaminated Land (England) Regulations 2006, The Controlled Waste Regulations 1992, and Environmental Permitting Regulations 2007).
7. Carrying out emergency maintenance activities.
8. Liaising with the Environment Agency and Local Resilience Forums (in accordance with the Civil Contingencies Act, 2004) with respect to emergency situations, such as pollution incidents, flooding or the like.

NOTE: These responsibilities are not final, and the details are only for agreement in principle. Further negotiation will be undertaken at the next stage and will provide a greater level of detail with respect to the specific requirements for each partner organisation.

Member organisation: Environment Agency

Operational:

1. Liaising with all of the partner organisations.
2. Attending regular management meetings / feedback forums between partner organisations.
3. Assisting Local Planning Authority in the determination of planning applications in light of the SWMP for development plots wishing to discharge their surface water flows to the strategic surface water drainage system (via the formal process outlined in the Town & Country Planning Act, 1990). This will only be where there is a surface solution; elsewhere i.e. where the proposal is to discharge to an adopted sewer SWW will deal with this.
4. Assist the lead organisation with planning & programming maintenance activities, including risk assessments for all aspects of operation and maintenance duties, plans for what happens in an emergency.
5. Assist the lead organisation when liaising with the Local Resilience Forums (in accordance with the Civil Contingencies Act, 2004) with respect to emergency situations, such as pollution incidents, flooding or the like.
6. Assist the lead organisation with resource planning and management (to include other partner organisations input) with whole life cost planning for operations in perpetuity.

Maintenance:

1. Assist in mapping capabilities of partner organisations with respect to their skills and resource availability to reduce resource needs for lead organisation.
2. Provision of technical and practical training for O&M staff (in conjunction with the lead organisation) that are responsible for carrying out the day to day duties necessary for the successful performance of the strategic surface water drainage system.
3. Provision of advice and technical input into setting up a 'Site Waste Management Plan' for the construction phase, and then the development of this to form part of the O&M Manual ensuring that all arisings are dealt with in an appropriate manner, i.e. in accordance with current waste legislation relating to recycling, disposal, composting and transportation (i.e. The Landfill Directive 1999, The Hazardous Waste Directive 1991, Environmental Protection Act 1990, Site Waste Management Regulations 2008, The Contaminated Land (England) Regulations 2006, The Controlled Waste Regulations 1992, and Environmental Permitting Regulations 2007).
4. Liaise with other partner organisations (such as the BTCV, and Natural England) during maintenance activities to ensure that as well as the drainage system functioning, due consideration is given to the habitat created and the flora and fauna in residence. Processes covering how to manage certain flora and fauna will need to be developed for inclusion in the O&M manual to provide guidance to the personnel on the ground.
5. Assist the lead organisation in liaising with the Local Resilience Forums (in accordance with the Civil Contingencies Act, 2004) with respect to emergency situations, such as pollution incidents, flooding or the like.

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Member organisation: South West Water

Operational:

1. Liaising with all of the partner organisations.
2. Attending regular management meetings / feedback forums between partner organisations.
3. For plots within areas that are not feasible for strategic surface level SUDS solutions, connection into the adopted sewer network will be covered through the established Section 104 (of the Water Industry Act, 1991) agreement process. To meet the aspirations of the SWMP SWW will adopt oversized on-line pipe-work or box culverts in accordance with Sewers For Adoption 6th edition.
4. Collecting revenue from relevant developers who apply for connection to SWW infrastructure (S104), landowners (S104), and other sources of income such as ongoing contributions for surface water drainage provision. The ongoing contribution could also cover the surface level strategic SUDS as well; the revenue obtained for the surface level strategic SUDS would then be passed onto the lead organisation for redistribution.
5. Provision of funding (amount and mechanism to be agreed) to assist with ongoing maintenance of the Strategic Surface System to reflect the benefit of removing surface water from the existing combined sewer.
6. Assisting the lead organisation in the planning & programming of maintenance activities, including risk assessments for all aspects of operation and maintenance duties, plans for what happens in an emergency.
7. Assisting the lead organisation in liaising with the Environment Agency and Local Resilience Forums (in accordance with the Civil Contingencies Act, 2004) with respect to emergency situations, such as pollution incidents, flooding or the like.
8. Assist the lead organisation in resource planning and management (to include other partner organisations input) with whole life cost planning for operations in perpetuity.
9. Ensuring maintenance activities are undertaken as planned for the new sub-surface adopted sewer network, and in line with proposed method statements derived from the risk assessment process.

Maintenance:

1. Assist lead organisation with mapping capabilities of partner organisations with respect to their skills and resource availability to reduce resource needs for lead organisation.
2. Carrying out general maintenance activities for new sewers / box culverts (clearing silt, cleaning pipes, cleaning manholes, clearing control valves etc).
3. Carrying out emergency maintenance activities.
4. Liaising with the Environment Agency and Local Resilience Forums (in accordance with the Civil Contingencies Act, 2004) with respect to emergency situations, such as pollution incidents, flooding or the like.

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Member organisation: BTCV

Operational:

1. Liaising with all of the partner organisations.
2. Attending regular management meetings / feedback forums between partner organisations.
3. Setting up a Green Gym project to enable the local community to get involved in the maintenance of the strategic surface water drainage system.
4. Setting up a means of recycling / reusing green and residual waste generated by the maintenance operations. This will involve close liaison with the Environment Agency and Cornwall Waste Action. This will feed into the production of a 'Site Waste Management Plan' for the construction phase, and then the development of this to form part of the O&M Manual ensuring that all arisings are dealt with in an appropriate manner, i.e. in accordance with current waste legislation relating to recycling, disposal, composting and transportation (i.e. The Landfill Directive 1999, The Hazardous Waste Directive 1991, Environmental Protection Act 1990, Site Waste Management Regulations 2008, The Contaminated Land (England) Regulations 2006, The Controlled Waste Regulations 1992, and Environmental Permitting Regulations 2007).
5. Assisting the lead organisation in the planning & programming of maintenance activities, including risk assessments for all aspects of operation and maintenance duties, and plans for what happens in an emergency.
6. Assisting the lead organisation in liaising with the Environment Agency and Local Resilience Forums (in accordance with the Civil Contingencies Act, 2004) with respect to emergency situations, such as pollution incidents, flooding or the like.
7. Assist the lead organisation in resource planning and management (to include other partner organisations input) with whole life cost planning for operations in perpetuity.

Maintenance:

1. Through the Green Gym project, source volunteers, and personnel to manage them and associated plant to carry out maintenance activities at a frequency and location determined by the lead organisation.
2. Assist lead organisation in the mapping of capabilities of partner organisations with respect to their skills and resource availability to reduce resource needs for lead organisation.
3. In conjunction with the lead organisation co-ordinate staff training for a variety of maintenance activities.
4. Liaise with other partner organisations (such as the EA, and Natural England) during maintenance activities to ensure that as well as the drainage system functioning, due consideration is given to the habitat created and the flora and fauna in residence. Processes covering how to manage certain flora and fauna will need to be developed for inclusion in the O&M manual to provide guidance to the personnel on the ground.
5. Carrying out routine maintenance activities in conjunction with the lead organisation (inspecting the assets visually).
6. Carrying out general maintenance activities in conjunction with the lead organisation (clearing silt, mowing grass, litter picking, identification of protected species, execution of plan to manage protected species on site in close liaison with Natural England and the EA). This will not include the SWW sewer network, or other confined spaces on the strategic surface level SUDS system (confined spaces to be determined at detailed design stage).
7. Ensuring that all arisings are dealt with in an appropriate manner, i.e. in accordance with current waste legislation relating to disposal, composting and transportation (i.e. The Landfill Directive 1999, The Hazardous Waste Directive 1991, Environmental Protection Act 1990, Site Waste Management Regulations 2008, The Contaminated Land (England) Regulations 2006, The Controlled Waste Regulations 1992, and Environmental Permitting Regulations 2007).
8. In conjunction with the lead organisation carry out emergency maintenance activities under their guidance.
9. Liaising with the Environment Agency and Local Resilience Forums (in accordance with the Civil Contingencies Act, 2004) with respect to emergency situations, such as pollution incidents, flooding or the like.

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Member organisation: BCDT

Operational:

1. Liaising with all of the partner organisations.
2. Attending regular management meetings / feedback forums between partner organisations.
3. Through local political connections ensure that the work of the partnership is publicised to the community and to the local Town and Parish Councils.
4. Ensure that Town and Parish Councils are liaised with to address any specific issues identified within their administrative boundaries, and those issues are brought to the attention of the partnership and addressed either by direct action or by a response through BCDT. The purpose to this is to deliver a co-ordinated response for the partnership across multiple administrative boundaries, without the need to have every Town and Parish Council represented individually within the partnership.
5. Using BCDT's asset management background, assist the lead organisation in the planning & programming of maintenance activities, including risk assessments for all aspects of operation and maintenance duties, and emergency planning.
6. Fronting up the potential commercial opportunities for the partnership in terms of providing additional O&M services to the developers for their own private SUDS features.
7. Assisting the lead organisation in liaising with the Environment Agency and Local Resilience Forums (in accordance with the Civil Contingencies Act, 2004) with respect to emergency situations, such as pollution incidents, flooding or the like.

Maintenance:

1. Assist lead organisation with mapping capabilities of partner organisations with respect to their skills and resource availability to reduce resource needs for lead organisation.
2. Liaising with the Environment Agency and Local Resilience Forums (in accordance with the Civil Contingencies Act, 2004) with respect to emergency situations, such as pollution incidents, flooding or the like.

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Member organisation: Natural England

Operational:

1. Co-ordinating all of the partner organisations.
2. Attending regular management meetings / feedback forums between partner organisations.
3. Assist the lead organisation in the preparation of the O&M manual with respect to environmental considerations covering procedures for managing habitats and species found in this geographical area with particular attention given to protected species.
4. Assisting the Local Planning Authority in the determination of planning applications in light of the SWMP for development plots wishing to discharge their surface water flows to the strategic surface water drainage system (via the formal process outlined in the Town & Country Planning Act, 1990). This will only be where there is a surface solution; elsewhere i.e. where the proposal is to discharge to an adopted sewer SWW will deal with this.
5. Assisting lead organisation with the planning & programming of maintenance activities with respect to the impact on flora and fauna, including risk assessments for all environmental aspects of operation and maintenance duties, plus plans for what happens in an emergency.
6. Assisting lead organisation with ensuring maintenance activities are undertaken in line with the proposed method statements with specific emphasis on the environmental details derived from the risk assessment process.

Maintenance:

1. Attending site on an ad-hoc basis to provide technical guidance relating to Natural England's area of expertise during maintenance operations.
2. Assisting the lead organisation to map the capabilities of partner organisations with respect to their skills and resource availability to reduce resource needs for lead organisation.
3. Providing O&M staff training with respect to environmental awareness, and appropriate techniques where applicable.
4. Providing guidance for emergency maintenance activities, where there is a specific environmental need in conjunction with the lead organisation and the Environment Agency.

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Member organisation: Sustrans

Operational:

1. Liaising with all of the partner organisations.
2. Attending regular management meetings / feedback forums between partner organisations.
3. Assist the lead organisation with the development of a route maintenance regime to form part of the O&M manual.
4. Provision of ongoing technical expertise for innovative and sustainable construction techniques for cycle-tracks where required by the lead organisation.

Maintenance:

1. Assist in mapping capabilities of partner organisations with respect to their skills and resource availability to reduce resource needs for lead organisation.
2. Monitor the condition of the cycleway / footway using the Sustrans ranger network, and report its condition and any remedial measures / reconstruction to the partnership.

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