



**Memorandum of Cooperation between
Cambridgeshire County Council as the Lead Local Flood
Authority, Huntingdonshire District Council; and
the Environment Agency**

**Strategic Flood Risk Assessment and Water Cycle Study for
Huntingdonshire**

JUNE 2022

1. PURPOSE OF THE MEMORANDUM OF COOPERATION

- 1.1. The Memorandum of Cooperation agrees the cooperation between Cambridgeshire County Council as the Lead Local Flood Authority, Huntingdonshire District Council and the Environment Agency (the Organisations) concerning the scoping, production and implementation of a Strategic Flood Risk Assessment (Level 1 and 2) and Water Cycle Study (Stage 1 and 2) for Huntingdonshire District Council to support the preparation of Huntingdonshire's next Local Plan.
- 1.2. The Memorandum of Cooperation sets out cooperation between the aforementioned Organisations as part of the Duty to Cooperate as set out in:
 - [Section 33A of the Planning and Compulsory Purchase Act 2004](#)
 - [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)
 - Strategic Matters are outlined in paragraphs 20-23 of the [National Planning Policy Framework](#) (NPPF)
 - Maintaining Effective Cooperation as set out in paragraphs 24 to 27 of the [National Planning Policy Framework](#)
 - [National Planning Practice Guidance](#)

2. BACKGROUND

- 2.1. Huntingdonshire District Council is undertaking a review of Huntingdonshire's Local Plan to 2036. As part of the review the Council will commission Strategic Flood Risk Assessment (Level 1 and 2) and Water Cycle Study (Stage 1 and 2) for Huntingdonshire District Council to support the review of Huntingdonshire's Local Plan.
- 2.2. Preparation of the next Local Plan is currently anticipated to start in the last quarter of 2022 which will include a call for sites to inform future development allocations. Subject to the volume of responses and sites proposed in early engagement phases the earliest a full draft of the next Local Plan may be ready for consultation is the first quarter of 2025. Outcomes of the Water Cycle Study and Strategic Flood Risk Assessment will be needed to inform preparation of this document.
- 2.3. Huntingdonshire District Council has explored which neighbouring authorities could, through collaborative working or cooperation, enable a greater catchment wide understanding, especially with regard to water related issues. Relevant Local Authorities included Greater Cambridge Shared Planning, Bedford Borough Council and Central Bedfordshire Council. The timings of Local Plan preparation of the respective authorities do not coincide sufficiently to enable joint studies however Huntingdonshire District Council has written agreement from Greater Cambridge Shared Planning and Bedford Borough Council to sharing data and findings regarding water resources and water quality that could be facilitated by our consultants once appointed and subsequently fed into the authorities' respective studies.

3. AGREEMENT BETWEEN THE ORGANISATIONS

- 3.1. It is agreed that the Organisations will work together to agree the scoping, production and implementation of a Strategic Flood Risk Assessment (Level 1 and 2) and Water Cycle Study (Stage 1 and 2) to ensure a joined up, cross sector approach enabling a comprehensive assessment of flooding and water related matters for Huntingdonshire District. The aforementioned documents will inform and support the development of policies and allocation requirements and shape Huntingdonshire's strategy for development into the 2040s.

4. KEY DELIVERABLES

- 4.1. Cambridgeshire County Council as the Lead Local Flood Authority, Huntingdonshire District Council and the Environment Agency agree to cooperate and input into the Strategic Flood Risk Assessment (Level 1 and 2) and Water Cycle Study (Stage 1 and 2) to achieve this, the following tasks have been agreed:

Cambridgeshire County Council as the Lead Local Flood Authority

- Contribute to, peer review and agreement of the scoping requirements.
- Input into, and agreement of, flood risk classifications for Local sources of flooding.
- A 'professional' review of any tenders received by Huntingdonshire District Council to highlight any good points, areas of concerns or questions they may like to ask.
- Free provision of all necessary data as requested by the appointed consultants to inform preparation of the reports.
- Contribution to the SFRA and WCS development process through review of and provision of detailed comments on draft reports and associated documentation including highlighting areas of concern and areas of omission, and identification of any elements which need improvement/amendments along with provision of suggested changes within timescales to be agreed between the Organisations and the appointed consultants.
- At least 10 working days notice of any meeting will be given. In the event that the representative of the organisation cannot attend the meeting a substitute officer with authority to make any necessary decisions shall be provided to ensure that project delivery can continue in a timely manner.
- Assessment of links to the Cambridgeshire County Council Flood and Water SPD process to confirm any elements that may be more appropriate to carry forward into the SPD review if they are not deemed appropriate at SFRA level.
- Free provision of details of all Cambridgeshire County Council investigations/ known flooding areas within Huntingdonshire and other adjoining parts of Cambridgeshire as may be requested by the appointed consultants.
- Agreement of any revisions needed to the works required in the SFRA Level 2 and WCS Stage 2 arising from any data quality or availability issues raised by the Level 1 and Stage 1 reports.
- Agreement and 'sign off' of final reports.

Huntingdonshire District Council

- Project management of scoping, production and implementation of Strategic Flood Risk Assessment (Level 1 and 2) and Water Cycle Study (Stage 1 and 2).
- Draft, review, proof read and agreement of the scoping requirements.
- Input into, and agreement of, flood risk classifications for all sources of flooding in consultation with Cambridgeshire County Council as the Lead Local Flood Authority and the Environment Agency.
- Organisation, review and final selection of tenders received by Huntingdonshire District and appointment of the preferred consultants.
- Meeting dates will be agreed no less than 10 working days in advance and any required documentation from Huntingdonshire District Council will be provided at least 5 working days prior to the meeting.
- Contribution to the SFRA and WCS development process through review of and provision of detailed comments on draft reports and associated documentation including highlighting areas of concern, areas of omission and specification of any elements which need improvement/amendments along with provision of suggested changes within timescales to be agreed between the Organisations and the appointed consultants.
- Contribution to the Cambridgeshire County Council Flood and Water SPD process by confirming any elements arising that may be more appropriate to carry forward into the SPD review if they are not deemed appropriate at SFRA level.
- Agreement of any revisions needed to the works required in the SFRA Level 2 and WCS Stage 2 arising from any data quality or availability issues raised by the Level 1 and Stage 1 reports.
- Agreement and 'sign off' of final reports.

Environment Agency

- Contribute to, peer review and agreement of the scoping requirements.
- Input into, and agreement of, flood risk classifications for sources of flooding such as major reservoirs, sea, coastal and main rivers.
- a 'professional' review of any tenders received by Huntingdonshire District Council to highlight any good points, areas of concerns or questions they may like to ask.
- Free provision of all necessary data as requested by the appointed consultants to inform preparation of the reports.
- Contribution to the SFRA and WCS development process through review of and provision of detailed comments on first and final draft reports and associated documentation including highlighting areas of concern and areas of omission, and identification of any elements which need improvement/amendments along with provision of suggested changes within timescales to be agreed between the Organisations and the appointed consultants.
- At least 10 working days notice of any meeting will be given. In the event that the representative of the organisation cannot attend the meeting a substitute officer with authority to make any necessary decisions shall be provided to ensure that project delivery can continue in a timely manner.
- Assessment of links to the Cambridgeshire County Council Flood and Water SPD process to confirm any elements that may be more appropriate to carry forward into the SPD review if they are not deemed appropriate at SFRA level.

- Free provision of details of all Environment Agency investigations/ known flooding areas within Huntingdonshire and other adjoining parts of Cambridgeshire as may be requested by the appointed consultants.
- Agreement of any revisions needed to the works required in the SFRA Level 2 and WCS Stage 2 arising from any data quality or availability issues raised by the Level 1 and Stage 1 reports.
- Agreement and 'sign off' of final reports.

5. PROJECT DELIVERY

- 5.1. To facilitate the scoping, production and implementation of the Strategic Flood Risk Assessment (Level 1 and 2) and Water Cycle Study (Stage 1 and 2) a series of milestones have been established and agreed.

Stage	Date
Scoping Meeting to discuss update of scoping brief including agreement of key inputs	27 May 2022
Scoping Written feedback from LLFA and EA of review of scoping brief for outstanding issues not covered in the meeting	6 June 2022
Scoping Review (written) and agreement of the final brief to be sent by HDC by 13 June 2022. Agreement of follow up meeting if required.	27 June 2022
Publication of tender materials Publication by HDC of the finalised brief and active contacting of potential consultants to encourage submission of bids. Formal opening and initial review of all tender bids received.	w/c 11 July 2022 2 September 2022
Tender Review a 'professional' written review of any tenders received by Huntingdonshire District Council to highlight any good points, areas of concerns or questions they may like to ask	19 September 2022 Interviews – if required w/c 22 September
Appointment of consultants Formal appointment of consultants to undertake the SFRA (Level 1 and 2) and WCS (Stage 1 and 2)	TBC w/c 29 September 2022
Review of SFRA level one and Water Cycle Study stage one Review of and provision of detailed on comments on draft reports and associated documentation including highlighting areas of concern and areas of omission, and identification of any elements which need improvement/amendments along with provision of suggested changes. Feedback into any potential updates required to the scope for SFRA Level 2 study, considering any data quality or availability issues raised by the Level 1 study.	TBC November 2022 start. Anticipated completion October 2024 Draft 6 weeks in advance

Stage	Date
Review of SFRA level two and Water Cycle Study stage two Review of and provision of comments on draft reports and associated documentation including highlighting areas of concern and areas of omission, and identification of any elements which need improvement/amendments along with the provision of suggested changes.	TBC Anticipated completion October 2025 Draft 6 weeks in advance
Final Reports Agreement and 'sign off' of final reports.	TBC

6. SIGNATORIES

6.1. Cambridgeshire County Council as the Lead Local Flood Authority, Huntingdonshire District Council and the Environment Agency agree to the contents of the Memorandum of Cooperation regarding Huntingdonshire's Strategic Flood Risk Assessment and Water Cycle Strategy.

Signed for and on behalf of Cambridgeshire County Council as the Lead Local Flood Authority


Principal Officer - Flood and Water
Insert name and position

19/05/2022

Date

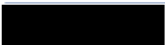
Signed for and on behalf of Huntingdonshire District Council


Senior Planning Policy Officer

06/06/2022

Date

Signed for and on behalf of the Environment Agency


 Planning Specialist

07/06/2022