

Sussex North Offsetting Water Scheme (SNOWS)

Project review – September 2024

For Chichester District Council

Purpose

This brief report has been produced by the Water Neutrality Project Manager to update the project team on:

1. Current project progress, including deliverables produced to date
2. Review of outstanding project scope to be delivered, including high-level schedule

Current progress

Outline Business Case - complete

The **Outline Business Case** was endorsed by the Chief Executives in April 2023.

Comms & Engagement Plan – complete

The **Comms & Engagement Plan** was published internally in April 2023. We are now working to v4.1.

Risk, issues & opportunity (RIO) management – complete

The **RIO Strategy** was finalised and published internally in July 2023. The **RIO Register** was published internally in September 2023, following wide consultation amongst the sponsoring local authorities, plus external project stakeholders, including the Environment Agency, Natural England and Southern Water. RIOs are discussed at relevant governance group meetings, plus a monthly meeting with WSCC to discuss the risks assigned to them.

Project scope – complete

The final **Project Scope** was published internally in June 2023. The forecast delivery dates, and resources / consultations were updated following the publication of the detailed project schedule in January 2024. Further changes to the scope now go through the project's formal change control procedures.

Change control – complete

The **Change Control Procedures** and associated **Change Evaluation & Decision Log** were published internally in September 2023.

Delivery schedule – complete

The final, detailed **Project Schedule** was implemented in January 2024. The current scheduled launch date for SNOWS is December 2024.

Comms & Engagement deliverables – ongoing

Several deliverables were published (internally or externally) with or after the C&E Plan – the **Comms & Engagement Log**, the **External Stakeholder Contact List**, the **RACI Matrix**, the

Standard SNOWS Presentation, the **SNOWS Project Brief**, the **SNOWS External FAQs** and **Internal FAQs**, the **SNOWS project newsletter** (published around every 3 months), a public messaging note on [Water Efficiency and Water Neutrality in Sussex North](#), and various other water neutrality communications via the local authority websites.

Most C&E deliverables have now been produced, apart from proposed webinars for potential offsetting property providers and for developers.

Procurement – ongoing

The **Procurement Plan** was published internally in June 2024. Once offsetting properties and funding are secured, procurement of necessary services can take place. Funding has been secured for some procurement activities to commence, such as for legal services, which is now complete.

Monitoring & Reporting – ongoing

The M&R deliverables that have been internally published to date are the **Lessons Learned** list and the **Southern Water Allocation Register**.

We have consulted on the first draft of the **Monitoring & Reporting Plan** to date. This is an important document that will need to be widely consulted internally and externally (to Natural England and Southern Water at least). The other M&R deliverable that is in the process of being produced is the **SNOWS Offsetting Capacity Tool**.

Further M&R deliverables are to be produced over the coming months.

Costs & Funding – ongoing

The Project Manager has produced a skeleton draft of the **Costs & Funding Plan**, a critical document that will set out the forecasts for offsetting delivery, how much water ‘credits’ will cost applicants, and how the scheme will fund the installation of offsetting measures and scheme running costs. As part of the development of the plan, the Project Manager has drafted a **SNOWS Cost Calculations** document, setting out scheme operating costs, offsetting costs, and developer credit costs. The scheme’s capacities and costs cannot be finalised until Southern Water release their Water Resource Management Plan data to us in September 2024.

Delivery Plan – ongoing

The **Delivery Plan** is the key document for the project – setting out the processes and deliverables for the scheme’s operation.

So far, we have internally published the following deliverables forming part of the project delivery: the **SNOWS Application & Offset Properties Register**, the **SNOWS Water Credit Certificate Register**, and the **SNOWS Appeals Watch List**.

We will shortly be publishing our definition for developments that will not be able to access SNOWS Water Credits when they become available.

We are currently working through the production of draft versions of other deliverables forming part of the project delivery: the **Financial Registers**, the **SNOWS Application 'Queues'**, the **SNOWS Processes** (scheme operational processes, incl. for applications), the **SNOWS Access Prioritisation** (i.e. how scheme access will be managed for applications), the **Template SNOWS to DM Consultation Responses** and finally a set of **Standard Applicant Letters**.

There are further deliverables still to produce in addition to the above.

Knowledge & Information Management – ongoing

So far, the **SNOWS File Plan** and **Document & Deliverable Register** have been published internally, both in July 2023. There are still further deliverables to produce, including the **Knowledge & Information Management Plan**.

Engaging and securing offset properties – ongoing

We employed a Water Neutrality Officer in September 2024 to lead on our engagement activities with potential offset property providers.

Outstanding scope to be delivered

Business Case

- Full Business Case – aim for **October** production

Monitoring, reporting & quality management

- Financial Forecast Tool – aim for **October/November** production
- SNOWS Offset Property Details Register – aim for **October** production
- SNOWS Offset Property Installation, Monitoring, Testing, Maintenance & Replacement Log – aim for **October** production
- SNOWS Contractor Log – aim for **October** production
- SNOWS update report templates – aim for **November/December** production

Delivery

- Internal reporting dashboard – aim for **November** production
- User guides (DM teams; applicants; SNOWS officers) – aim for **October** production
- DM team training webinars – aim to take place **shortly prior to scheme launch**
- Template SNOWS Water Credit Certificates – aim for **November** production
- SNOWS pre-application form – aim for **November** production
- SNOWS (installation / monitoring / maintenance / replacement) works instruction & completion forms – aim for **October** production
- Standard Grampian condition wording – aim for **October** production
- Standard S106 wording – aim for **November** production

Benefits realisation

- Benefits Realisation Plan – aim for **November** production
- Benefits review report – aim to produce template in **November/December**

Knowledge & Information Management

- Information Risk Assessment – aim for **October** production
- Data Protection Impact Assessment [if required] – aim for **October** production
- SNOWS Partnership Agreement / MoU – aim for **November/December** production

Legal

- SNOWS legal contracts – aim for **November** production

Clark Gordon

Water Neutrality Project Manager

11 September 2024