

The Information Centre
National Rivers Authority
Waterside Drive
Aztec West
Almondsbury
Bristol BS12 4UD

Due for return	
21 JUL 1994	

**CATCHMENT MANAGEMENT
PLANNING
GUIDELINES AUGUST 1993**

National Rivers Authority
Information Centre
Local Office
Class No
Accession No AIR.....

CONTENTS

	PAGE
1 INTRODUCTION	1
2 DEFINITIONS	2
2.1 Introduction	2
2.2 Catchment Management Planning	2
2.3 Catchment Management Plan Documentation	2
2.4 Definition of a Catchment	2
2.5 Catchment Uses	2
2.6 Water Quality Objectives	3
3 THE CMP PROCESS	3
3.1 The NRA multi-functional Catchment Management Planning Group	3
3.2 Identification of Current and Potential Catchment Uses	3
3.3 Identification of Environmental Objectives for Individual Uses	4
3.4 Identification of Catchment Issues and Options	4
3.5 Production of the CMP Consultation Report	5
3.6 Internal Consultation	5
3.7 External Consultation	5
3.8 Compilation of the CMP Final Plan	7
3.9 Monitoring and Reviewing the CMP	8
4 OUTPUTS FROM THE CATCHMENT MANAGEMENT PROCESS	8
4.1 Introduction	8
4.2 Consultation Report State	8
4.3 Final Plan Stage	9
4.4 Annual Monitoring Review Stage	9
4.5 Support Documents	9
5 GENERAL MATTERS	10
5.1 Timescales	10
5.2 Consultation	10
5.3 Management of the CMP Process	10
APPENDIX A - THE CMP PROCESS (Flow Chart)	11

1. Introduction

1.1 The water environment is increasingly becoming a focus for a variety of passive and (inter) active uses and activities. As Guardians of the Water Environment, the NRA are responsible for examining the interaction between such activities/uses and the water/associated land environment, reconciling any conflicts that may arise, and generally protecting and improving the water environment. It is proposed that the most effective and efficient approach to this management and planning process is through the production of a Catchment Management Plan (CMP).

1.2 The purpose of these guidelines is to provide those involved in preparing CMPs with a framework within which the principles of catchment management planning can be expressed, ensuring consistency in approach and efficiency in their preparation. These guidelines are not intended to be overly prescriptive and detailed, but are designed to allow the character and needs of individual catchments to be catered for, ensuring the continued evolution of the process.

It is recommended that these guidelines are considered in conjunction with examples of best practice, as represented by the Consultation Reports prepared for the Hampshire Avon Catchment by Wessex Region (October 92) and the Conwy by Welsh Region (August 93).

1.3 The preparation of CMPs will involve both the NRA and others with an interest in the water environment:

- identifying and recording physical attributes and catchment uses;
- setting environmental targets for catchment uses;
- comparing targets with current status of the water environment;
- identifying issues and options for addressing them;
- undertaking consultation on the uses, targets, issues and options;
- preparing an action plan to address issues;
- implementing the action plan and monitoring and reviewing the CMP.

1.4 In drawing up the CMP, the NRA will endeavour to accommodate the reasonable requirements of all the parties concerned, having due regard to the relative importance of the issues and uses involved. Inevitable difficult decisions will have to be made but what is important is that the final plan is a consensus, seen as:

“An agreed strategy for realising the environmental potential of a catchment within prevailing economic and political constraints.”

2. Definitions

2.1 Introduction

Catchment Management Planning, like any procedure, requires the definition of terms and scope. This section presents definitions and details fundamental aspects of the process.

2.2 Catchment Management Planning

Catchment Management Planning is the process by which the problems and opportunities resulting from water-related catchment uses are assessed and action is proposed to optimise the overall future well-being of the water environment.

The CMP process will seek to develop and implement the principles of sustainable development and environmental capacity in respect of the management and use of the water environment.

2.3 Catchment Management Plan Documentation

The **Consultation Report** is a concise, comprehensive review of the catchment and its uses, prepared as a basis for open consultation. It identifies issues to be tackled and options for addressing them.

The **CMP Final Plan** presents the NRA vision for the catchment, a strategic policy framework for its management and an action plan to achieve the vision.

In the context of the CMP the long-term is 10 years, the medium-term 5 years and the short-term 1 to 2 years.

2.4 Definition of a Catchment

A catchment is defined as a discrete geographical unit with boundaries derived primarily from surface water considerations, comprising one or more hydrometric sub-catchments.

The Plan catchment normally comprises the surface drainage system and its associated groundwater and may include an estuary or controlled coastal waters. Cross-catchment issues such as groundwater flow are treated as inputs to and exports from the surface water catchment. Where there are separate Coastal Management Strategies or other relevant documents, reference will be made to them in the CMP.

2.5 Catchment Uses

A catchment use is defined as a direct use of the water environment or an activity which impacts upon it. Urban development and mineral working are

examples of activities which impact upon the water environment and are therefore included in CMPs.

2.6 Water Quality Objectives

Water quality management is an important consideration in CMPs. The Water Resources Act 1991 empowers the Secretaries of State to prescribe a system for classifying controlled waters and setting Statutory Water Quality Objectives (SWQOs). Six Catchment Use categories have been proposed as the basis for this classification and are listed below in Section 3.2.2. Although the status of these Uses is different from that of other catchment uses, the overall CMP process will not be affected.

However, any final proposals for SWQOs is dependant on the Government issuing Regulations to enact the scheme, and to date (July 93) no such Regulations have been released.

3. The CMP Process (See Appendix A)

3.1 The NRA multi-functional Catchment Management Planning Group

1. The first step is to set up a multi-functional Catchment Management Planning Group, ensuring that its composition will provide adequate managerial and technical support to the process. Further details are given in Section 5.3.

3.2 Identification of Current and Potential Catchment Uses

1. Identify all current and likely future uses of water and the water related environment - within - the - catchment. Formal external consultation should not be undertaken at this stage. However, it may be appropriate to liaise informally with other organisations and groups to collect data and information.
2. The following list of catchment uses has been identified; however, each catchment is different and the list is not exhaustive. The list differentiates between uses proposed for the SWQO Scheme and other uses of the catchment.

Catchment Uses related to SWQOs

Fisheries Ecosystem
Abstraction for Drinking Water Supply
Water Sports
Industrial Abstraction
Agricultural Abstraction
Special Ecosystem

Other Catchment Uses

Basic amenity
Landscape
Angling
Boating
Recreation
Water transfer
Mineral working
Solid waste disposal
Industrial effluent disposal
Sewage effluent disposal
Urban development
Road, rail and airport development
Agricultural activity
Wet fencing
Water power (including Mill Rights)
Archaeology and Heritage
Flood defences
Flood water storage
Navigation

3.3 Identification of Environmental Objectives for Individual Uses

1. Identify the environmental objectives required to enable each catchment use to proceed satisfactorily. These objectives may be supported by environmental standards defined in terms of:

Water quality;
Water quantity;
Physical features.

3.4 Identification of Catchment Issues and Options

1. Identify the current status of the catchment in relation to the three basic features listed above in Section 3.3.1.
2. Compare the environmental objectives and standards for catchment uses with the current status of the catchment, enabling shortfalls to be identified.
3. If the current status of any catchment feature is unknown it may be appropriate to identify this as an issue for future action.
4. Review public and general concerns related to the water environment.
5. Consider long-term changes and possible future impacts on the natural environment.

6. Describe a range of management options which could be implemented to address the issues identified, noting their advantages and disadvantages and the broad implications of adopting them.

3.5 Production of the CMP Consultation Report

- 1 The Consultation Report should include the following sections:

- Introduction to the NRA and the concept and purpose of the CMP process together with the limitations;
- Overview of the catchment;
- The NRA's vision for the catchment;
- Issues - nature of the problems described;
- Options for solutions, including bodies responsible for actions;
- Uses of the catchment;
- Objectives for the catchment;
- State of the catchment.

The Consultation Report of necessity will be a provisional document, concentrating on issues and options for solution for consideration by a wide range of catchment users and interests.

3.6 Internal Consultation

1. Regional NRA staff, the Regional Advisory Board and statutory NRA Committees should be consulted on a draft of the CMP Consultation Report before its release for external consultation.
2. The role of the RAB and Committees may vary between Regions, one option being the formation of small Catchment Advisory Groups to give detailed advice on specific CMPs throughout the planning process.

3.7 External Consultation

1. The aim is to obtain agreement on the catchment uses, consensus on the environmental objectives and standards required, and detailed comment on the issues and options.

2. The following non-exhaustive list indicates likely consultees:

DoE/Welsh Development Agency
MAFF/ADAS
Her Majesty's Inspectorate of Pollution
Crown Estate Commissioners
Forestry Commission
Countryside Commission
English Nature
English Heritage
British Waterways Board
National Trust
National Farmers Union/Farming Union of Wales
Country Landowners Association
Confederation of British Industry
Council for the Protection of Rural England
Royal Society for the Protection of Birds
Friends of the Earth
British Coal - Deep Mines

County, District and Parish Councils
Harbour Authorities
Navigation Authorities
Internal Drainage Boards
Sewerage and water undertakers
Local Universities
Sports Council

Riparian owners
Local Residents Associations
Major industry in the catchment
Chambers of Commerce
Angling Clubs
British Canoe Union
County Wildlife Trusts
Interest/Action Groups
General public in the locality

3. The form of external consultation must be appropriate to the catchment and the scale and extent of likely interest in the issues identified. Elements of external consultation may include:

- a) Initial launch of the Consultation Report
- publicity release to local press, radio and television;
 - distribution of full and summary documents to consultees;

- arrangement of a forum to initiate public consultation (attendance may be by invitation).
- b) Consultation Process
- to last up to 3 months;
 - to involve public exhibitions (eg. in libraries and public buildings) and meetings as required;
 - technical meetings with key consultees.
- c) Review of Consultation Responses
- acknowledgement to participating consultees;
 - preparation of a summary of the consultation process and findings;
 - identification of way forward.

3.8 Compilation of the CMP Final Plan

1. Prior to producing the Final Plan it will be necessary to rationalise and consolidate the consultation responses. This may require further discussions with key consultees and Authority Committees, but the Final Plan will be the responsibility of the NRA.

The Final Plan will be a shorter document than the Consultation Report and should take the following form:

- Introduction to the NRA and the concept of CMP;
- Overview of the catchment, a summary of the catchment uses and a review of the consultation process undertaken;
- Policy framework (Vision and Strategies);
- Action Plans identifying catchment issues and the way in which they will be tackled. Proposed actions will be assigned to organisations, groups and individuals, and wherever possible target programmes and cost will be included. The consequences of failing to deliver the action plan should also be identified;
- Future Review and Monitoring Programme.

3.9 **Monitoring and Reviewing the CMP**

1. Responsibility for implementation of the action plans in the Final Plan is unlikely to rest solely with the NRA. Other organisations, industry, voluntary groups and individuals will have a role to play in achieving the vision, implementing the strategies and taking management action.
2. The NRA will review the progress of the CMP annually against identified targets, involving all the other parties contributing to the proposed actions. These monitoring reviews will consider the need to update the CMP, an exercise which will normally be undertaken at five-yearly intervals although this will vary according to the needs of individual catchments.

4. **Outputs from the Catchment Management Process**

4.1 **Introduction**

CMPs will be reported and promoted at their key stages through the following documentation:

- The Catchment Management Consultation Report;
an explanatory Summary Leaflet.
- The Catchment Management Final Plan;
a promotional Summary Leaflet.
- An annual monitoring Review Paper or statement.

Support documents may also be produced (see below).

4.2 **Consultation Report State**

The CMP Consultation Report will be used as the basis for open and wide ranging external consultation. The information will be presented both in a detailed Full Report and a Summary Leaflet.

a) **The Full Report**

This report will provide a comprehensive guide to the status and uses of the catchment. It will comprise the information listed in Section 3.5 of these guidelines.

A double-page format is advocated throughout, with a page of text facing a map of the catchment locating the points of interest and providing such summary information as can be accommodated without obscuring the central message.

b) **The Summary Leaflet**

This will be targeted at the General Public for distribution via NRA offices, libraries, public displays and events.

The leaflet should explain the scope and nature of the CMP process, give a brief summary of the catchment's key features, highlight the key issues and the options for addressing them and provide the address and telephone number for a single point of contact within the NRA. The document should be concise, professionally produced, linked to other public relations programmes, straightforward and clear.

The aim of the summary leaflet will be to seek the maximum involvement of the public in the process of developing a vision and strategy for the improvement of the local water environment.

4.3 **Final Plan Stage**

The CMP Final Plan will reflect the opinions expressed in the consultation process and will outline the areas of work and investment proposed by the NRA and others to address the issues identified for the catchment. It will comprise the information listed in Section 3.8 of these guidelines.

The summary leaflet will promote the vision and strategies contained in the Final Plan and will be written for a general audience. It will be produced professionally and distributed widely. Details of key actions and target dates will be included.

4.4 **Annual Monitoring Review Stage**

The purpose of the review is to assess progress achieved by all relevant groups against the targets set in the Final Plan and may be a separate written document or form part of the NRA's wider monitoring systems. It will examine the need for updating the CMP and review strategies in the light of changes in the catchment.

4.5 **Support Documents**

Since these documents will cover a wide range of issues, activities, information and data specific to individual catchments, it is not appropriate to define them rigidly. However, support documents covering similar topics in different catchments should be presented in similar styles.

The role of support documents is to provide a detailed technical background to the statements and conclusions presented in the CMP. It is important that they should be clear and concise, data should be summarised as far as it is possible without losing the detail needed to substantiate a conclusion.

5. General Matters

5.1 Timescales

Although no two catchments are the same the NRA will endeavour to prepare each CMP within a 12 month period, ensuring that the Final Plans are relevant and fresh. Monitoring reviews will be undertaken annually after the Final Plan is prepared, a full review of the CMP is expected to be required at least every five years.

5.2 Consultation

The consultation period for CMPs should be no less than six weeks and typically eight to thirteen weeks, its purpose being to involve all interested parties in planning for the future of the water environment. Different catchments have individual needs which must be reflected in the consultation procedures chosen, the advice of NRA Committees will be of help in this respect.

5.3 Management of the CMP Process

The NRA will adopt good project management principles and techniques in the production of CMPs. Each Plan will be considered as a discrete project and will be prepared in accordance with an agreed timetable and budget, involve named staff and be to the standard defined by these guidelines and exemplified by best practice.

Key responsibilities to be fulfilled by NRA staff preparing CMPs will be as follows:

- A senior manager with responsibility either for the Catchment Management Planning process or for multi-functional operations in an area/region will act as Project Sponsor;
- A CMP Co-ordinator will manage the process either at Regional or Area level;
- A senior member of staff will act as the project manager of each specific CMP project group. Project groups will comprise staff representing the core functions of the NRA and will have operational knowledge and/or responsibility for the catchment being considered.

APPENDIX A - THE CMP PROCESS

