

# Sussex North Offsetting Water Scheme (SNOWS)

## Project review – November 2024

### \*For Horsham District Council\*

#### **Purpose**

This brief report has been produced by the Water Neutrality Project Manager to update the project team and other stakeholders 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 introductory webinars for developers, which will take place shortly prior to the launch of the scheme.

#### *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. Some procurement activities, such as for legal and consultancy services, have already been completed.

#### *Monitoring & Reporting – ongoing*

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

We have consulted on the second 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 finalised is the **SNOWS Offsetting Capacity Tool**, which is currently with external consultants for quality assurance.

#### *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 SNOWS 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 produced a **Financial Forecast Tool**, setting out various scenarios of scheme operating costs, offsetting costs, and developer credit costs. The scheme's capacities and costs cannot be finalised until we finalise the review of Southern Water's draft Water Resource Management Plan data.

#### *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**, the **SNOWS Appeals Watch List**, **Template SNOWS Water Credit Certificates**, **Template SNOWS to DM Consultation Responses** and a set of **Standard Applicant Letters**.

In October, we published our definition for developments that will not be able to access SNOWS Water Credits when they become available.

We are currently finalising 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), and the **SNOWS Access Prioritisation** (i.e. how scheme access will be managed for applications).

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**

### *Benefits realisation*

- Benefits Realisation Plan – aim for **December/January** production

### *Business Case*

- Full Business Case – aim for **December/January** production

### *Delivery*

- User guides (DM teams; applicants; SNOWS officers) – aim for **December** production
- DM team training webinars – aim to take place **shortly prior to scheme launch**
- SNOWS pre-application form – aim for **January/February** production
- Standard Grampian condition wording – aim for **November** production

### *Knowledge & Information Management*

- Data Protection Impact Assessment / Information Risk Assessment – aim for **November** production

### *Legal*

- SNOWS legal contracts (Applicant T&Cs, SNOWS Authority Partnership Agreement & Southern Water agreement) – aim for **December** production

### *Monitoring, reporting & quality management*

- SNOWS update report templates – aim for **January/February** production

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