

**A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD IN THE MACGREGOR BUILDING AT THE NORFOLK SHOWGROUND, DEREHAM ROAD, NORWICH ON THURSDAY 25 OCTOBER 2012 AT 10 AM.**

**Elected Members**

- \* H C Birkbeck
- \* A Borthwick
- J Bracey
- \* J F Carrick
- H G Cator
- \* N W D Foster
- \* B J Hannah
- \* J P Labouchere
- \* M R Little
- \* J F Oldfield
- P D Papworth
- M J Sayer
- Vacancy
- Vacancy
- Vacancy

**Appointed Members**

**Breckland DC**

- S G Bambridge
- W Borrett
- M Kiddle-Morris

**Broadland DC**

- \* Mrs C H Bannock
- A P Findley
- R R Nash
- \* Mrs B Rix

**King's Lynn & WN BC**

- \* Mrs E Watson

**North Norfolk DC**

- \* Mrs A R Green
- J H Perry-Warnes
- J D Savory
- \* R Shepherd
- \* J A Wyatt

**South Norfolk DC**

- C Gould
- \* Dr N Legg
- \* T Lewis

Present (52%)

In attendance:

Mr P J Camamile (Chief Executive),  
Mr A W Goodwin (District Engineer/Health & Safety Officer)  
Mr A Fowle (Operations Manager/Health & Safety Supervisor),  
Mr G Bloomfield (Catchment Officer) and Mrs M Creasy (minutes)

**56/12 APOLOGIES FOR ABSENCE**

**56/12/01** Apologies for absence were received of behalf of Messrs S G Bambridge, W Borrett, J Bracey, H G Cator, A P Findley, C Gould, M Kiddle-Morris, R R Nash, P D Papworth, J H Perry-Warnes, J Savory and M J Sayer

**57/12 MEMBERSHIP OF NEWLY ELECTED BOARD**

**57/12/01** The Chief Executive reported that the recent Election of Drainage Board Members had been uncontested and the Board's Membership therefore remained the same as for the previous three years, with the exceptions of Messrs R T Gurney, H W Poortvliet and R Webster who had all decided to stand down. Since no other nominations had been received there were now three vacancies on the Board for representation in North Walsham, Tasburgh and Wroxham divisions, although technically the outgoing members should be reappointed in the absence of any other valid nominations. RESOLVED that this be noted.

**57/12/02** The Executive Committee had agreed that Messrs P D Papworth, J F Carrick and M Little would seek to find suitable candidates for the Board to consider for co-option and Mr Carrick asked members to let him know if they were aware of anyone who may be interested. RESOLVED that this be noted.

**58/12 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

**58/12/01** It was proposed by Mrs C Bannock, seconded by Mrs B Rix and carried unanimously to elect Mr P D Papworth to serve as the Board's Chairman for the three year term to 31 October 2015. RESOLVED that this be noted.

**58/12/02** It was proposed by Mr J Labouchere, seconded by Mr F Oldfield and carried unanimously to elect Mr J F Carrick to serve as the Board's Vice-Chairman for the three year term to 31 October 2015. RESOLVED that this be noted.

**58/12/03** In the absence of Mr P D Papworth, Mr J F Carrick was asked to take the Chair for this meeting.

Mr J F Carrick in the Chair

**59/12 ELECTION OF COMMITTEE MEMBERS****59/12/01 Executive Committee**

It was agreed and thereby RESOLVED to elect Messrs S G Bambridge, J F Carrick, M Kiddle-Morris, M Little, P D Papworth and Mrs E Watson to serve on the Board's Executive Committee

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for the three year term to 31 October 2015.	
<b>59/12/02 Conservation Committee</b>	
It was agreed and thereby RESOLVED to elect Messrs B Hannah, T Lewis, M Little, R Nash and M Sayer to serve on the Board's Conservation Committee for the three year term to 31 October 2015.	
<b>59/12/03 Consortium Management Committee</b>	
It was agreed and thereby RESOLVED to elect Messrs J F Carrick, P D Papworth and Mrs E Watson to represent the Norfolk Rivers IDB on the WMA Consortium Management Committee for the three year term to 31 October 2015.	
<b>60/12 DECLARATIONS OF INTEREST</b>	
<b>60/12/01</b> Mr J F Carrick declared an interest in the Schedule of Paid Accounts in regard to the payment made to Hunters Hall. RESOLVED that this be noted.	
<b>61/12 MINUTES OF THE LAST BOARD MEETING</b>	
<b>61/12/01</b> The minutes of the last Board meeting held on 23 August 2012 were approved and signed as a true record. Arising therefrom:	
<b>61/12/02 Health and Safety (45/12/02)</b>	
The District Engineer reported that a second meeting with Copes Health and Safety consultants was scheduled for 5 November 2012. RESOLVED that this be noted.	
<b>61/12/03 River Wensum Demonstration Test Catchment Study (45/12/07)</b>	
It was agreed and thereby RESOLVED to invite UEA Prof. Kevin Hiscock to the next Board meeting to give a presentation on his work on the research study looking at diffuse pollution in the River Wensum.	<b>MEC</b>
<b>62/12 MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING</b>	
<b>62/12/01</b> The minutes of the last Executive Committee meeting held on 23 August 2012 were considered in detail and approved. There were no matters arising.	

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<b>63/12</b>	<b>OPERATIONS REPORT</b>	
<b>63/12/01</b>	The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
<b>63/12/02</b>	<b>Plant (3)</b>	
	Members considered the options of replacing the Board's tractor which was due for renewal, or selling this and hiring a machine and operator as and when required.	
<b>63/12/03</b>	It was agreed and thereby RESOLVED to sell the tractor and to hire both machinery and an operator as needed, since this was currently the option that provided best value.	<b>AWG/AF</b>
<b>63/12/04</b>	<b>River Wensum Maintenance (6) Wensum Upper Reaches Through The Raynhams</b>	
	As previously reported, the Norfolk Rivers IDB would take the lead on the EA's River Wensum Restoration Strategy on the upper reaches of the Wensum through the Raynhams, as this watercourse was a designated Board main watercourse.	
<b>63/12/05</b>	The District Engineer reported that it may be possible to use Atkins, the EA's consultant for the River Wensum Restoration Strategy, as consultants on the restoration strategy for the upper reaches where the Board was taking the lead. Atkins' costs of ≈ £6,000 could be included in the 100% grant aid application for this work. RESOLVED that this be noted.	<b>AWG</b>
<b>63/12/06</b>	<b>General (8) North Walsham Canal</b>	
	The District Engineer reported that the EA had served notice on the owner of the Dilham Canal company to cease all dredging works due to environmental concerns. The owner had subsequently appealed to the Secretary of State under the terms of the Act of Parliament 1812, and a public enquiry was due to be heard on 7 November 2012 at 10.00am at the Hotel Wroxham. It was agreed and thereby RESOLVED that the District Engineer would attend the public enquiry to ensure that the Board's interests were protected. Mr R Shepherd and Mrs P Grove-Jones, both North Norfolk District Councillors and appointed members of the Norfolk Rivers and Broads (2006) IDBs,(Mrs Grove-Jones Broads (2006) IDB only), would also attend. RESOLVED that this be noted.	<b>AWG</b>
<b>63/12/07</b>	<b>General (8)</b>	
	Mr F Oldfield reported that culverting works were in progress along the main river at Hempton. The District Engineer would monitor these works to check any effect on the Board's main drain. RESOLVED that this be noted.	<b>AWG</b>

**64/12 PLANNING**

**64/12/01** The Planning Report, (included within the Operations Report) was considered in detail and approved, (a copy of which is filed on the Report Book) Arising therefrom:

**64/12/02 Crane Fruehauf Site, North Walsham**

Members considered the District Engineer's update on the planning application for the development of the former Crane Fruehauf site at North Walsham. The developer had reported that this would not increase the discharge into the upstream of Skeyton Beck. A planning application had been submitted by the downstream landowner to incorporate the water run-off into attenuation ponds to be used as fishing ponds. Discussions between the downstream landowner and North Norfolk District Council were ongoing. RESOLVED that this be noted.

**64/12/03 Billingford (Planning Application: Breckland: 3PL/2012/0265)**

The District Engineer reported that the above planning application had been withdrawn.

The landowner had subsequently submitted a Byelaw consent application for the culverting of a Board main drain adjacent to Billingford fishing lakes. It was agreed that the District Engineer should respond to this application after considering it from purely a drainage point of view and should include in his response that consent would be subject to the applicant's consultation with any other affected landowners. RESOLVED that this be noted.

**AWG****64/12/04 Wymondham Developments**

The District Engineer had nothing to report and understood that a full planning application had yet to be submitted. RESOLVED that this be noted.

**65/12 CATCHMENT OFFICER REPORT**

**65/12/01** The Catchment Officer's Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

**65/12/02 River Nar Catchment Restoration Mileham Common Scheme**

The Catchment Officer reported that the Norfolk Rivers Trust had appointed Norfolk Rivers IDB as its delivery partner for the works on the River Nar between Mileham and Litcham, and works had started on 8 October 2012 and were expected to last up to three

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	<p>weeks. The Board's officers were also providing technical advice on the interception of diffuse pollution, the design of silt traps and sediment ponds, all of which were due for completion by December 2013 subject to landowner agreement. RESOLVED that this be noted.</p>	
65/12/03	<p>The Catchment Officer reported that a project appraisal report would be submitted to the EA for 100% grant aid to the value of ≈ £500k for the River Nar Restoration Scheme. RESOLVED that this be noted.</p>	<b>GB</b>
65/12/04	<p>The Catchment Officer reported that the Norfolk Rivers Trust had secured funds of £1.3mio from Defra's Catchment Restoration Fund for the Nine Chalk Rivers Project, which would include works on rivers in the Board's district. This could provide considerable opportunity for the Norfolk Rivers IDB to continue as the delivery partner of choice for the Norfolk Rivers Trust. RESOLVED that this be noted.</p>	
66/12	<b>ENVIRONMENTAL REPORT</b>	
66/12/01	<p>The Environmental Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
66/12/02	<p><b>Eel Regulations: Prioritisation of Assets to facilitate passage of eels</b></p>	
	<p>The Catchment Officer had recently attended an EA meeting to discuss the assessment of pumping stations and other structures to determine priority and/or exemptions of structures to meet the Eel Regulations EC Council Regulations (1100/2007). Mill dams, weirs, sluices, culverts and similar restrictions to eel passage would need to be assessed but were likely to be designated by the EA as low priority requiring action by 2021. RESOLVED that this be noted.</p>	
67/12	<b>FINANCIAL REPORT</b>	
67/12/01	<p>The Financial Report for the period 1 April 2012 to 30 September 2012 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p>	
68/12	<b>SCHEDULE OF PAID ACCOUNTS</b>	
68/12/01	<p>The Schedule of Paid Accounts for the period 1 July 2012 to 30 September 2012, totalling £33,785.80 was considered in detail and approved. There were no matters arising.</p>	

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<b>69/12 MATERIAL CHANGES TO RISK REGISTER</b>		
69/12/01	Members considered that there were no material changes to be made to the Risk Register for those risks with an assessment matrix score of $\geq 6$ . RESOLVED that this be noted.	
69/12/02	It was agreed to show on the Risk Register that key controls for the two low level risks, (scoring 4 and 3), that had been implemented in 2010/11 were ongoing. RESOLVED that this be noted.	<b>PJC</b>
69/12/03	The Chief Executive reported that the Risk Register would be reviewed in detail as part of the internal audit for 2012/13 and any significant changes would be brought to the Board for consideration. RESOLVED that this be noted.	<b>PJC</b>
69/12/04	The Chief Executive would discuss with the Internal Auditor, as part of the internal audit for 2102/13, whether or not it would be an audit requirement to continue to consider material changes to the Risk Register at every Board meeting. RESOLVED that this be noted.	<b>PJC</b>
<b>70/12 AUDITED ANNUAL RETURN FOR THE FINANCIAL YEAR 2011/12</b>		
70/12/01	The audited annual return for the year ended 31 March 2012 was considered in detail and approved, (a copy of which is filed in the Report Book). Matters arising:	
70/12/02	The Board's financial accounts had been awarded a clean audit opinion for the second successive year. RESOLVED that this be noted.	
<b>71/12 CALENDAR OF MEETINGS 2013</b>		
	The calendar of meeting dates for 2013` was considered in detail and approved:	
	24 January 2013	
	23 May 2013	
	15 August 2013	
	24 October 2013	
<b>72/12 NORFOLK RIVERS IDB BYELAWS</b>		
72/12/01	Members considered the new Byelaws as recommended by the WMA Consortium Management Committee.	
72/12/02	It was agreed and thereby RESOLVED to approve the new Byelaws for Norfolk Rivers IDB and to submit these to Defra for	<b>PJC</b>

formal approval following the consultation period.

**73/12 DATE, VENUE AND TIME OF NEXT MEETING**

**73/12/01** The next meeting of the Norfolk Rivers IDB would take place on 24 January 2013 at 10.00 am at Hunters Hall.

**74/12 CONSORTIUM MATTERS**

**74/12/01** The unconfirmed minutes of the last Consortium Management Committee meeting held on 28 September 2012 were considered in detail and approved. There were no matters arising.

**74/12/02 Financial Report**

The Financial Report for the period 1 April 2012 to 31 August 2012, as approved at the Consortium Management Committee meeting on 28 September 2012, was considered in detail and adopted by the Board. There were no matters arising.

**74/12/03 Schedule of Paid Accounts**

The Schedule of Paid Accounts for the period 1 April 2012 to 31 August 2012, totalling £343,896.43, as approved at the Consortium Management Committee meeting on 28 September 2012, was considered in detail and adopted. There were no matters arising.

**74/12/04 Issues for discussion at the next CMC meeting**

There were no specific issues raised by members that would require discussion at the next Consortium Management Committee meeting on 7 December 2012.



## **Norfolk Rivers IDB**

### **Schedule of Paid Accounts**

Payment Date from: 01/07/2012

Payment Date to: 30/09/2012

<b><u>Name</u></b>	<b><u>Details</u></b>	<b><u>Value</u></b>
Anglia Farmers	Hydraulic/welding parts/pipe/couplers/ rivet kit/drill bit/nuts & bolts/disc	£2,174.46
Anglian Health & Safety	Paper/gloves	£75.72
Allstar	Operations Manager vehicle fuel	£1,159.94
Child Support Agency	Child Support G Boyce	£2,646.67
C J Spares Ltd	Tractor filters/oil	£165.93
Ernest Doe & Sons Ltd	Spraying oil/grease/fencing pliers/flails/bolts/bushes	£868.18
Engineering & Hire Ltd	Rivets	£43.55
FTC Hire & Sales	Generator hire	£21.00
Inland Revenue	PAYE	£5,481.42
King's Lynn IDB	Gas oil	£446.40
Kingsway Tyres	Puncture repair/battery/water ballast/antifreeze	£407.76
Mervyn Lambert	Daewoo service/move Tracker	£698.75
Magpie Security	Padlocks	£219.67
Neil Marshall	Drain clearance	£4,008.00
R H Matthews & Son	Machinery transport	£486.00
Norfolk Pension Fund	Superannuation	£3,317.64
T H Quirk Plant Hire	Gas oil/tractor & flail hire	£3,575.18
Radaw	Waterproof box	£18.00
Rouse Power	Strimmer service	£154.80
Shell UK Oil	Fuel – Operations Manager vehicle	£206.63

**Norfolk Rivers IDB**  
**Schedule of Paid Accounts**

Payment Date from: 01/07/2012

Payment Date to: 30/09/2012

<b><u>Name</u></b>	<b><u>Details</u></b>	<b><u>Value</u></b>
V & J Knitwear Ltd	Safety boots	£80.00
Vodafone Ltd	Mobile phone charges	£110.82
Heather Wallis	Archaeological Monitoring – River Wensum SSSI	£1,723.78
Matthew Williams	Digger Hire	£5,695.50
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		<b>£33,785.80</b>