

A MEETING OF THE BROADS (2006) INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA ZOOM VIDEO/TELEPHONE LINK ON MONDAY, 9 AUGUST 2021 AT 10.00 AM.

Elected Members	Appointed Members
* H J Alston	Broadland D C
* L E Baugh	* N Brennan
C Bielby	* J Copplestone
* J Burton	* K S Kelly
* R Buxton	* G Nurden
* T Cator	* N Shaw
* J W Chapman	
* S G Daniels	North Norfolk DC
* G D Gay	* H Blathwayt
M Harris	P Bütikofer
* M Jones	* A M Fitch-Tillett
* I Robinson	P Grove-Jones
D Roll	* G Mancini-Boyle
* F Sharman	L Shires
M Smart	* J Toye
* T P Strudwick	A Varley
* J G Tallwin	Vacancy
* E Wharton	
* S D Wright	Great Yarmouth B C
	M Bird
	* M Fairhead
	G Freeman
	* N Galer
	L Mogford
	Jointly Appointed
	B Lawn
	* Present (67%)

R Buxton in the Chair

In attendance:

Karen Bingham (Business Support Officer), Giles Bloomfield (Catchment Engineer, WMA Eastern), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (CEO's PA), Sallyanne Jeffrey (Finance and Rating Manager), Jamie Manners (Environmental Officer), Matthew Philpot (Project Engineer, WMA Eastern) and April Rose (Business Support Officer)

Ben Hornigold also joined the meeting (as a member of the public)

ID	Broads (2006) IDB, Minute	Action
50/21	APOLOGIES FOR ABSENCE	
50/21/01	Apologies for absence were received on behalf of Chris Bielby, Pierre Bütikofer, Pauline Grove-Jones, Geoffrey Freeman, Caroline Laburn (Environmental Manager) and Lucy Shires. Mark Harris contacted the office during the meeting to confirm that he was having difficulty in connecting to the Zoom call.	
51/21	WELCOME AND INTRODUCTIONS	
51/21/01	The Chairman welcomed everyone to the virtual meeting in particular two newly appointed members: Nigel Shaw had been appointed by Broadland District Council, replacing Rebecca Grattan; and Gerard Mancini-Boyle had been appointed by North Norfolk District Council replacing Marion Millership. The Chairman also welcomed Jamie Manners to the meeting who was attending on behalf of Caroline Laburn to present the Environmental Report and April Rose who had joined the Water Management Alliance the previous week as a Business Support Officer who was attending to observe the meeting as part of her induction.	
52/21	DECLARATIONS OF INTEREST	
52/21/01	Harry Blathwayt declared an interest with regard to the Capital Works section of the Engineering Report (page 16 of the Report Book) due to sitting on the Broads Authority's Planning Committee. RESOLVED that this be noted.	
52/21/02	Fred Sharman declared an interest with regard to Repps Pumping Station because he was the adjacent landowner. RESOLVED that this be noted.	
52/21/03	The Chairman noted that a completed Declaration of Interests form was still outstanding from Pierre Bütikofer however, he had been informed by Mr Bütikofer that this had been posted to the office the previous day. RESOLVED that this be noted.	
53/21	MINUTES OF THE LAST BOARD MEETING	
53/21/01	The minutes of the last Board meeting held on 17 May 2021 required two amendments as follows:	
53/21/02	Apologies (26/21/01) James Chapman had sent his apologies for the meeting, not James Chadwick.	
53/21/03	Repps Marsh – Notice of Entry (30/21/08) Fred Sharman reported that the planned maintenance work for all of Repps had not been undertaken, not just Repps Marsh as reported.	
53/21/04	With those two amendments, the minutes were approved and confirmed as a true record. It was noted that the Chairman would sign the amended minutes shortly after the meeting. Arising therefrom:	

ID	Broads (2006) IDB, Minute	Action
53/21/05	Water Resources East Report (30/21/02)	
53/21/06	Halvergate Parish Council (30/21/03)	
53/21/07	Mileage Payments for Pump Attendants (30/21/05)	
53/21/08	Chapelfield District Flooding (32/21/03)	
53/21/09	Capital Works Programme Business Cases (32/21/04)	
53/21/10	Non-Compliance – Martham Damgate (33/21/03)	
53/21/11	Red Diesel (41/21/02)	
54/21	HEALTH, SAFETY AND WELFARE PERFORMANCE REPORT	

ID	Broads (2006) IDB, Minute	Action
54/21/01	The Health, Safety and Welfare Performance Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	ALL
54/21/02	The Chairman reminded Board members about the request to watch the ADA Health, Safety and Welfare training videos that had been shared with them and if they had not yet done so, urged them to. Upon completion members were requested to notify the Business Support Officer via email at karen.bingham@wlma.org.uk. RESOLVED that this be actioned.	
54/21/03	The Project Engineer informed the Board that Ken Kelly had agreed to undertake the role of Health and Safety Champion for the Norfolk Rivers IDB and suggested that if he was willing to cover the role on behalf of the Board it might be helpful because of the amount of cohesive working between the two Boards. Ken Kelly confirmed that he would be willing to undertake this role for the Board and it was supported and agreed unanimously. RESOLVED that this be actioned.	MP
55/21	ENGINEERING AND OPERATIONS REPORT	
55/21/01	The Engineering and Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
55/21/02	<p>Halvergate High Level Carrier Phase 3 (Paragraph 4.5)</p> <p>The Sustainable Development Manager apprised the Board that she was seeking legal advice following the Broads Authority's decision to refuse the Board's application for a Lawful Development Certificate and agreed to keep the Board informed as the case progressed. Grant Nurden queried the cost of legal advice along with an appeal process and felt that seeking planning permission would be the cheaper option. The Sustainable Development Manager agreed to continue to assess the likely costs of any appeal process but explained that it was necessary to fully understand the Board's permitted development rights due to the potential impact on other projects, as well as the ability to create a watercourse in an emergency situation. RESOLVED that this be noted.</p>	
55/21/03	<p>Stokesby Marsh Drain Adoption (Paragraph 5.2)</p> <p>The proposed adoption of an additional 430m of ordinary watercourse DRN034P0215 was supported unanimously (a map of which is annexed to the minutes in the Minute Book). RESOLVED that this be actioned.</p>	MP
55/21/04	<p>High Rainfall Event December 2020 (Paragraph 5.3)</p> <p>Henry Alston queried the situation with the proposed working party to discuss the operation of assets within the Stokesby catchment including the Muckfleet inputs during sustained high rainfall. The Project Engineer confirmed that the first meeting would be held within the next quarter. The Chairman asked to be included in the working group too. The Project Engineer agreed to circulate the surveys from BESL to Board members when he had received them all. RESOLVED that this be actioned.</p>	

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55/21/05	Flooding Incident Report – Appendix A (Paragraph 8.6)	
	<p>The Chairman declared an interest with this part of the report following work he had undertaken on his land. John Tallowin thanked the Chairman for this excellent work. The Project Engineer felt as the Environment Agency investment reduced, the Board would need to be proactive with landowners who were willing to undertake work for themselves that benefitted the Board, with a possible contribution to these works. It was agreed that this should be dealt with on a case-by-case basis and that a policy was not required at this stage. RESOLVED that this be noted.</p>	
55/21/06	Repps Maintenance Work	
	<p>Fred Sharman asked when maintenance work would be undertaken in Repps and requested that when it was undertaken a longer gib could be used. The Project Engineer agreed that an extension arm could be used and that the work would be prioritised by the Operations Manager after works currently underway were completed. This would be confirmed with Fred Sharman outside the meeting. RESOLVED that this be actioned.</p>	MP
56/21	ENVIRONMENTAL REPORT	
56/21/01	<p>The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
57/21	PLANNING REPORT	
57/21/01	<p>The Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
58/21	FINANCIAL REPORT	
58/21/01	<p>The Financial Report for the period 01 April 2021 to 30 June 2021, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p>	
59/21	SCHEDULE OF PAID ACCOUNTS	
59/21/01	<p>The Schedule of Paid Accounts for the period 01 April 2021 to 30 June 2021 totalling £402,153 (a copy of which is filed in the Report Book) was considered in detail and approved for publication on the WMA Group's website. There were no matters arising.</p>	
60/21	TO CONSIDER AND APPROVE ANY MATERIAL CHANGES TO THE RISK REGISTER	
60/21/01	<p>Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report</p>	

ID	Broads (2006) IDB, Minute	Action
	Book). Two errors were noted in the Risk Register, as follows:	
60/21/02	Risk 1f – the date if/when derogation is not extended beyond regarding the Eel Regulations should be December 2021, not December 2020.	
60/21/03	Risk 4a – the likelihood score and impact score should be 3 and 3 with an overall risk rating of 9.	
61/21	CORRESPONDENCE	
61/21/01	Correspondence from Catriona Dodsworth, co-owner of Hunsett Mill came in just prior to the meeting and had been circulated to members in advance of the meeting. Ben Hornigold (Consultant at Engineering Support Practice) was in attendance at the meeting because he had been engaged by Catriona Dodsworth to work for her on the flooding issues at Hunsett Mill. The Chairman asked that Ben Hornigold feed back to his client that submitting a letter just before a Board meeting did not give sufficient time for it to be properly circulated, investigated and discussed. RESOLVED that this be actioned.	
61/21/02	Ben Hornigold confirmed that he was gaining data and looking at both short term and long-term options and would be carrying out a feasibility study for his client. He hoped that the Board could be involved in a co-ordinated approach to resolve problems. The Catchment Engineer confirmed that the Board Officers had done all that was possible with the limited control they had, and that no further public investment would be possible until 2033 in line with public procurement rules but felt that there could be other options available such as gathering and storing water for periods of drought. He confirmed that he had been working with Richard Overton who was liaising with the Boards Authority. Ben Hornigold thanked the Board for allowing him to attend their meeting and looked forward to receiving a copy of the unconfirmed minutes in due course. RESOLVED that this be actioned.	PJC
62/21	DATE OF NEXT MEETING	
62/21/01	The next Board meeting would take place on Monday 18 October 2021 at 10.00 am. The venue would be confirmed nearer the time. Simon Daniels suggested that the Board should continue to hold Zoom meetings which are inclusive and efficient, with a face-to-face meeting being held once a year, that included a site visit afterwards. Noel Galer wholeheartedly agreed and confirmed that he had no objection to continuing with virtual meetings. He did however suggest that when face to face meetings were held that all attendees should be able to evidence a negative result from a Lateral Flow Test in the preceding 48 hours. RESOLVED that this be noted.	
63/21	ANY OTHER BUSINESS	
63/21/01	Angie Fitch-Tillett informed the Board that the Environment Agency's Regional Flood and Coastal Committee's Local Choices meeting was due	GB

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	<p>to be held on 23 September 2021 and this would be when funding bids would be considered and the percentage increase in the IDB precept would be agreed. The Catchment Engineer was aware of this and agreed to speak to the voting members in advance of this meeting. RESOLVED that this be actioned.</p>	
64/21	OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
64/21/01	There were no further members of the public present at this stage of the meeting.	
65/21	CONSORTIUM MATTERS	
65/21/01	Unconfirmed minutes <p>The unconfirmed minutes of the last Consortium Management Committee (CMC) meeting held on 25 June 2021 were considered in detail and approved. There were no matters arising.</p>	
65/21/02	WMA Schedule of Paid Accounts <p>The WMA Schedule of Paid Accounts for the period 01 March 2021 to 31 March 2021 totalling £136,582 as approved at the Consortium Management Committee meeting on 25 June 2021, was considered in detail and adopted by the Board for publication on the WMA Group's website. There were no matters arising.</p>	
65/21/03	WMA Financial Report <p>The WMA Financial Report for the period 1 April 2020 to 31 March 2021, as approved at the Consortium Management Committee meeting on 25 June 2021, was considered in detail and adopted by the Board. There were no matters arising.</p>	
65/21/04	Social Media Report <p>The Social Media Report for the period 5 March 2021 to 5 June 2021 was considered in detail and adopted by the Board. There were no matters arising.</p>	
65/21/05	Items for discussion at next CMC meeting <p>There were no issues raised by members for discussion at the next Consortium Management Committee (CMC) meeting on 16 September 2021. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: Robin Buxton, Simon Daniels and Louis Baugh or the Chief Executive directly.</p>	
66/21	CONFIDENTIAL BUSINESS	

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66/21/01	It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.	

Water Management Alliance (Eastern) Health, Safety and Welfare Performance Review

1. This report covers the period from to 16 April 2021 – 12 July 2021

All board members were tasked with watching the health and Safety produced videos on Health & Safety and the responsibilities of board members in relation to this.

The videos give an excellent insight into the responsibilities of board members and officers welcome any questions in relation to information presented in the videos.

Dealing specifically with information from the videos;

Video 1a & b: Effective Leadership, Officers would welcome an IDB board member being made the 'Health & Safety Champion' for the board, as discussed in this video, should this be deemed necessary.

If any board members wish to undertake the role, please discuss with the Chairman.

Video 2: Managing Risk.

- Risk Assessments:
 - The board have 'Generic Risk Assessments' (GRAs) for all routine operations which are reviewed at a minimum annually or at any point where a learning event or other event leads to an update being relevant.
 - Additionally site specific risk assessments are also used for project work or any job where GRAs are insufficient.
 - GRAs are completed by officers who have completed the 5-day Site Manager Safety Training Scheme training course and in addition are checked by our H&S consultant COPES.
 - Signature sheets for the briefing of these are held by officers and packs with all the GRAs are held by all operatives for review as required.
 - Contractors generally agree to work to our GRAs or provide us with their own risk assessments ahead of work being undertaken. We also have the new Tendered system for IDB work, which we have used to place minimum standards on contractors.

2. Learning events

- 2.1. Faulty lone worker unit in NRIDB. Supplier contacted and unit repaired. All other units checked following the incident.

3. Accidents

- 3.1 No accidents or incidents this quarter

4. Toolbox Talks (TBT) & Training

- 4.1. May 2021: Summer risks TBT: Review of new risks to be considered as we enter summer, such as sun risks, insects, holiday risk.

4.2. May 2021: Wild Parsnip TBT: Review of hazardous plant risk.

4.3. July 2021: Various TBT to new starter George Smith.

4.4. June 2021: NPORS Ticket Dumper training, various staff

5. Updates to Generic Risk Assessments (GRA)

5.1. We continue to review/update our COVID risk assessments in line with government guidelines. There have been no updates this quarter.

6. Health & Safety Inspections

(these are carried out quarterly by Copes, our independent safety consultant)

6.1. COPES visit to Martham 19th May. Positive visit, recommendations around spill kits implemented.

6.2. COPES visit to Scarrow beck site 15th June. Positive visit with no recommendations

MATTHEW PHILPOT
Project Engineer, WMA (Eastern)

BROADS (2006) IDB ENGINEERING & ENVIRONMENTAL REPORT

August 2021

This report covers the period from 03 May – 26 July 2021

Further to the COVID-19 outbreak and Government advice, operations staff have continued to review our safe systems of work in line with government advice issued. We feel the precautions and mitigation measures we have in place are working and that we are keeping staff safe, whilst still fulfilling our important role.

1. REVENUE MAINTENANCE WORKS

Works have been undertaken on Board main drains in these catchments:

- Halvergate
- Brograve

2. PUMPING STATIONS

HAPPISBURGH TO WINTERTON DISTRICT

Brograve: (3 No. Pumps)

Pump 1 repaired. Inbalance in pump diagnosed as being due to loose connection in the terminal block. Connection repaired, heat damaged cables removed and pump re-installed.

Horsey: (1 No. Pump)

No major problems reported.

Somerton South: (2 No. Pumps)

No major problems reported.

Somerton North: (1 No. Pump)

No major problems reported. Transformer turned down by UKPN due to high supply voltage.

Somerton Auxiliary: (1 No. Submersible)

No major problems reported.

LOWER BURE FLEET & ACLE MARSHES DISTRICT

Tunstall Pump: (2 No. Pumps)

No major problems reported.

Five Mile Pumping Station: (1 No. Pump)

No major problems reported.

Ashtree Pumping Station: (1 No. Pump)

Flap Door has failed. Temporary pump in place (hardwired).

Breydon Pumping Station: (2 No. Pumps)

No major problems reported.

Berney Pumping Station: (1 No. Pump)

No major problems reported.

Seven Mile Pumping Station: (2 No. Pumps)

No major problems reported.

Stracey Arms Freshwater Intake Works: (Automatic inlet penstock)

No major problems reported. Handrail damaged by summer boat traffic, which has been repaired.

LOWER YARE FIRST DISTRICT

Buckenham Pumping Station: (1 No. Pump)

No major problems reported

Postwick Pumping Station: (1 No. Pump)

Temporary flap door in place.

LOWER YARE FOURTH DISTRICT

Cantley Pumping Station: (1 No. Pump)

No major problems reported.

MIDDLE BURE DISTRICT

The Doles Pumping Station: (3 No. Pumps)

Pump 1 repaired by sub-contractor and is to be re-installed 26/07/2021.

Hermitage Pumping Station: (1 No. Pump)

No major problems reported.

MUCKFLEET & SOUTH FLEGG DISTRICT

Stokesby Pumping Station: (2 No. Pumps - Archimedes Screw Pumps)

Second Motor replaced.

Mautby Pumping Station: (2 No. Pumps - Archimedes Screw Pumps)

Weedscreen cleaner repaired. No major problems reported.

REPPS MARTHAM & THURNE DISTRICT

Martham Pumping Station: (1 No. Pump)

Pump being repaired and will be reinstalled next quarter. Limit switches adjusted on cleaner.

Repps Pumping Station: (1 No. Pump)

No major problems reported.

Thurne Pumping Station: (1 No. Pump)

No major problems reported.

SMALLBURGH DISTRICT

Hickling Stubb Pumping Station: (1 No. Pump)

No major problems reported.

Eastfield Pumping Station: (1 No. Pump)

Pump repaired and reinstalled.

Catfield Pumping Station: (1 No. Pump)

No major problems reported.

Martham Heigham Holmes Pumping Station: (1 No. Pump)

No major problems reported.

Potter Heigham Pumping Station: (2 No. Pumps)

No major problems reported.

Horsefen Pumping Station: (1 No. Pump)

No major problems reported.

Ludham Bridge North Pumping Station: (1 No. Pump)

No major problems reported.

Ludham Bridge South Pumping Station: (1 No. Pump)

No major problems reported.

St Benet's Pumping Station. (1 No. Pump)

No major problems reported.

Horning Grove Pumping Station: (1 No. Pump)

Seal failed following servicing. To be removed and repaired next quarter.

Irstead Pumping Station: (1 No. Pump)

No major problems reported.

Sutton Pumping Station: (1 No. Pump)

No major problems reported.

Chapelfield Pumping Station: (1 No. Pump)

No major problems reported.

Wayford Bridge Pumping Station: (1 No. Pump)

No major problems reported.

East Ruston: (Tonnage Bridge Pumping Station – 1 No. Pump)

No major problems reported.

3. PLANT

3.1. Plant Replacements

New hot water trailer mounted pressure washer purchased in partnership with other WMA Eastern boards. This was purchased using underspent BAP budgets and will be used for bio-security / machine washing and will also be available for 3rd party recharge work.

4. CAPITAL WORKS

Capital Works - Medium Term Programme Refresh

4.1. River Bure Water Level Management Improvements

FCERM 7 study application for £220k, has been made to EA, awaiting formal signoff.

4.2. River Yare Water Level Management Improvements

(Shared with WLYLDB) £350k

FCERM 7 study application to EA, has been approved by EA over this period.

4.3. Muckfleet Project – Update

Sluice structure improvements have been costed and quote from EDF for main electricity supply has also been obtained. We will work with the water company in the next quarter to develop this further. This will allow improved control over the water levels and help to reduce the number of fish that go over the sluice and need repatriating upstream in the summer. Further improvements will also be incorporated to benefit fish.

The final section of de-silting of the Muckfleet channel is to be completed between August and October 2021 inclusive. Assent for this operation was received from Natural England in early July.

4.4. Upper Thurne Integrated Drainage Improvements (UTIDI)

Outline Business Case (OBC) has been developed over this period with consultants Jacobs. We anticipate to send draft OBC with supporting appendices into EA early August for their formal consideration.

4.5. Halvergate High Level Carrier Phase 3

Landowner meetings have taken place. The detailed design was discussed and local knowledge and feedback were obtained. Some minor changes will be made before getting formal landowner agreements. Conditional permission has been granted by the Environment Agency to work along the folding of the nearby Flood Embankment.

An application for lawful development was submitted to deliver the project using the BIDB permitted development rights. Disappointingly, it has been refused by the Broads Authority planning department, which may have ramifications on future capital projects in the BIDB district. We are seeking legal advice and may have to appeal the decision to the Secretary of State.

There is sufficient lead-in time to go through the planning process to ensure construction goes ahead as planned if permission is granted. Thomas Jones is the new Project Manager.

Environmental Survey Work

Reptile and water vole baseline surveys are already underway to inform required mitigation for these species. Mollusc surveys are also planned to be undertaken during the summer by specialist surveyors.

4.6. Sutton Staithe SSSI Improvements

Funding linked to approval of 4.1 above.

5. OPERATIONAL MATTERS

5.1 Approved Supplier List for Eastern Drainage Boards

The approved supplier list is now within its 24 month extension period. Officers feel the system has worked well, although we have some learning we can take forward around appointments. The tender will be re-let in the next quarter.

5.2 Stokesby Marsh Drain Adoption

There is a small section of drain on the Stokesby Marsh which moves water from the inlet at Clippesby Mill to an adjacent lower level drain. This short section of drain has not been adopted, but will enable better movement of water through the system to assist with water level management challenges being experienced. The additional work to maintain this will be minimal given its location to the rest of the system and there are no additional environmental challenges with this section. The adoption amounts to an additional 430m. There is a private structure at the end of the drain which officers do not propose to adopt, with its operation remaining in control of the landowner who can then manage water levels as required with an effective flow to it.

Board decision: Adopt an additional 430m of drain, extending DRN034P0215 as shown in figure 1.

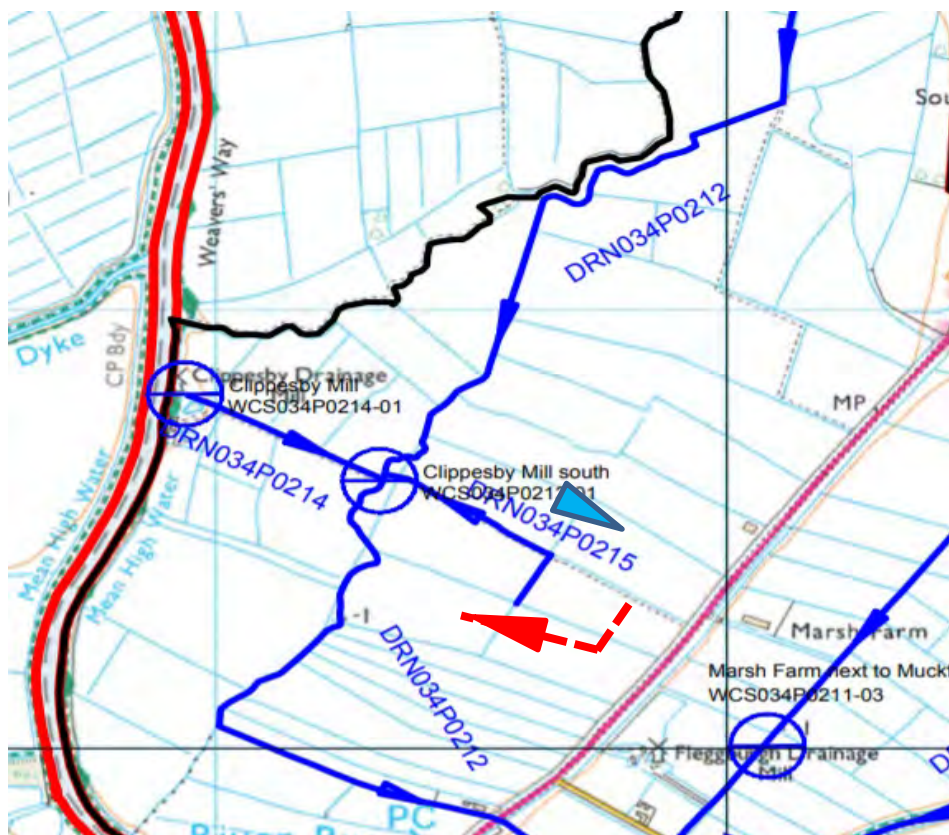


Figure 1: Proposed Drain adoption shown in dashed red

5.3 High rainfall event December 2020.

A report on the winter flooding event is included in Appendix A.

Board decision within report relating to the development of a policy to allow for the board to contribute toward work, where deemed appropriate.

5.4 Mechanical & Electrical Engineering staff freelance work

4hrs work this quarter plus £3.90 materials.

We are now working with the Waveney Board assisting with specialist servicing/repairs as required, although we have not had to be involved in any waveney board work this quarter.

5.5 BESL Update

Quarterly meeting with the EA's BESL representative was held in May and July. EA have confirmed they have now extended the BESL agreement for 2 years from April 2021. We have received crest level information from BESL for the Repps to Martham length of bank and will be receiving this for all other areas in due course. Once received we will be sharing this with local landowners to inform them of areas where overtopping is more likely and also to allow us to plan for temporary pumping more effectively. The data received is included in the winter flooding report at Appendix A.

We have also met with BESL at Acle Landspring to talk about our issues with the lack of maintenance by BESL in this area. We walked the location with Tom Hunter of the EA, who is taking forward plans to better maintain this section and will be looking into the possibility of the IDB undertaking the work. A meeting with NE will be planned for the next quarter.

6 OTHER MATTERS

6.1. Broads Environmental Land Management Scheme – Trial Project

The Broadland ELMS pilot is ongoing with Board Officers supporting discussions with Partners into Defra through the Testing phase. Defra are keen for Broads to develop an test a local decision making board and facilitate ELM Local Convenor Role. full report of the Broads Test and Trial to inform Defra's development of the Environment Land Management (ELM) scheme. Other reports are available on the Broads Authority's website at <https://www.broads-authority.gov.uk/looking-after/projects/environment-land-management-system>.

Farming in Protective Landscape Programme is a key component of the trials with opportunities for grant being made available from between under£5k-£75K to undertake landscape improvements. These grants will be administered through the Broads Authority as host with modest grants signed off by (<£5k) BA officers with the more complex (>£5k) being managed through the local board. A significant component of application will have the ability to raise water levels at landowner/s scale within Broads IDB Districts where IDB officers, will need to input into the decision to fund process to ensure desire are technically feasible and compatible with the planned asset replacement programme. Draft Terms of Reference and scoring system for the Local Board is under development and it is anticipate a WMA officer will be on the panel.

Expected outcomes

The Farming in Protected Landscapes Programme will pay for projects that provide value for money and meet at least one of the outcomes in these four themes.

Climate outcomes

- More carbon is stored and/or sequestered
- Flood risk is reduced
- Farmers, land managers and the public better understand what different habitats and land uses can store carbon and reduce carbon emissions
- The landscape is more resilient to climate change

Nature outcomes

- There is a greater area of habitat improved for biodiversity
- There is an increase in biodiversity
- There is greater connectivity between habitats
- Existing habitat is better managed

People outcomes

- There are more opportunities for people to explore, enjoy and understand the landscape
- There are more opportunities for more diverse audiences to explore, enjoy and understand the landscape
- There is greater public engagement in land management, such as through volunteering
- Farmers and land managers feel increasingly comfortable with providing public goods

Place outcomes

- The quality and character of the landscape is reinforced or enhanced
- Historic structures and features are conserved, enhanced or interpreted more effectively
- There is an increase in farm business resilience

6.2. Water Resources East <https://wre.org.uk/>

WRE have been working specialists Biodiversity, to capture and give high level prioritisation to the the Natural Capital Resources available to the county & wider region to manage the changing climate including drought and flood management. The first presentation can be found <https://wre.org.uk/projects/systematic-conservation-planning/>

The co-created outputs will help craft shared business plan, identifying opportunities for inward investment to achieved shared partnership goals.

7 ENVIRONMENTAL**7.1. Information for the Board****7.1.1. Non-Native Invasives: Floating Pennywort in the North Walsham and Dilham Canal / River Ant**

IDB Officers have been continuing to work closely with the NNNSI, Environment Agency, Broads Authority, Natural England and North Walsham and Dilham Canal Trust to implement a plan and a solution to eradicating the plant. Regular virtual meetings are being held to coordinate the efforts of all parties and keep up the momentum needed to tackle this aggressive problem.

Natural England are gaining quotations to undertake a largescale survey of the River Ant and Broads. IDB Officers are also surveying all main drains in the area before maintenance is undertaken to ensure that there is no Floating Pennywort present in the IDB drains. This is essential to ensure that the IDB does not spread this invasive species as a result of its maintenance operations. The surveys are also providing useful information to the partnership about the current spread of this species. This period we have surveyed drains in and around Broad Fen

Dilham and Wayford Bridge. No Floating Pennywort has yet been found in IDB drains.

7.1.2. Farming and Protected Landscapes Funding

Farming in Protected Landscapes is a grant programme developed by DEFRA for farmers, land managers and people in National Parks and Areas of Outstanding Natural Beauty (AONBs).

Projects must support the natural environment, mitigate the impacts of climate change, provide public access opportunities or support nature-friendly, sustainable farm businesses. This is a programme of funding for one-off projects, not an agri-environment scheme. Carrying out a project through this programme will not affect your ability to enter the new environmental land management schemes.

In the Broads it is being delivered by the Broads Authority, through their project manager Andrea Kelly. It is recommended to discuss potential projects with them before submitting an application.

If you have any ideas for a project that may meet the criteria of this fund, please contact IDB officers, particularly if you would like to work in partnership with the IDB to deliver the project. The deadline for applications is the 31st January 2022, but it is recommended to submit as soon as possible in case funds run out.

For further information, please see the presentation from the Broads Authority at Appendix B. The BA website also contains further details:

<https://www.broads-authority.gov.uk/looking-after/projects/farming-in-protected-landscapes>

7.2. Biodiversity Action Plan

7.2.1. Breeding Waders of Wet Meadows (BWWM) Survey

The British Trust for Ornithology (BTO), in collaboration with the Royal Society of Protection of Birds (RSPB), is coordinating a survey of waders in England and Wales, commissioned by Natural England, as part of a study to monitor changes in our lowland breeding waders of wet meadows and associated farmland habitats.

This survey is designed to assess the importance of both existing and new lowland wet grassland and also other breeding wader habitats in England (as provided by agri-environment schemes) for declining breeding birds such as Curlew, Lapwing, Redshank and Snipe. The survey re-visits sites from the 1982 and 2002 surveys, including sites from the 2009-10 RSPB targeted areas, as well as other new sites.

The Environmental team have been assisting with the BTO / RSPB BWWM survey by undertaking 3 visits between mid-April and late June to a survey area on Wickhampton marshes. Unfortunately few waders were seen in this area.

7.2.2. Water Life Recovery East – Update

The aim of this group is to eradicate mink in East Anglia via a partnership approach from many organisations from Lincolnshire through Norfolk and Suffolk to Essex and Hertfordshire. The latest WLRE steering group meeting was held on 16 June.

There was a proposal at this meeting that WLRE apply for Charitable status. This proposal has been circulated and approved by the Steering Group. This proposal has largely based on the most appropriate outline as suggested by the Charities Commission. The next step is to establish a bank account and Trustees will be found and appointed in due course.

The latest IDB to join the project are Welland and Deeping IDB who will be purchasing and deploying 10 rafts in their area. North Level IDB continue to capture mink and have thus far captured 8 mink since March 2021.

7.3. Pre-work Site Visits during the period:

Date	Officer	Project / Maintenance/ BAP	Site	Comments
30-4-21	JLM, CL	BAP	Wickhampton Marshes	Breeding Waders of Wet Meadows (BWWM) Survey as part of the BTO / RSPB long term monitoring.
5-5-21	JLM, CL	Maintenance	Wayford Bridge	Floating Pennywort survey ahead of maintenance works.
12-5-21	JLM, CL	Project	Muckfleet	Final water vole raft survey and picking up the rafts.
13-5-21	JLM, CL	Project	Halvergate Phase 3	Cleaning and preparing water vole rafts ready to be deployed on the Halvergate site.
18-5-21	JLM, CL	Project	Halvergate Phase 3	Laying reptile mats and water vole rafts for baseline surveys.
20-5-21	JLM, CL	BAP	Wickhampton Marshes	Breeding Waders of Wet Meadows (BWWM) Survey as part of the BTO / RSPB long term monitoring.
27-5-21	JLM, CL	Project	Halvergate Phase 3	Laying reptile mats and water vole rafts for baseline surveys.
7-6-21	JLM, CL	Maintenance	Wayford Bridge	Floating Pennywort survey ahead of maintenance works.
10-6-21	JM, CL	Project	Wickhampton Marshes	Crassula Survey to establish the feasibility of pumping out drains to spray targeted areas of Crassula with glyphosate.
15-6-21	JLM, CL	BAP	Wickhampton Marshes	Breeding Waders of Wet Meadows (BWWM) Survey as part of the BTO / RSPB long term monitoring.
5-7-21	JLM, CH, EB	Project	Halvergate Phase 3	Reptile and water vole survey.
15-7-21	JLM, CH	Project	Halvergate Phase 3	Scoping for mollusc surveys with specialist surveyor.

7.4. Assents/Licences Granted and/or Applied for during the Period:

Asset / Licence	Date Applied	Date Granted
Muckfleet Phase 4 (2021 de-silt) HRA	18-6-21	2-7-21

7.5. Meetings or Training

Date Applied	Meeting / Training Attended	Brief Description
19-5-21	Floating Pennywort Group	Regular update meeting to discuss management of Floating Pennywort on the North Walsham and Dilham Canal and surrounding marshes.
16-6-21	Peat Restoration Seminar	Seminar showcasing projects and their methodologies in the UK, whereby areas of Lowland and Upland degraded peats have been resored.
16-6-21	Water Life Recovery East Steering Group	As described above
17-6-21	Floating Pennywort Group	Regular update meeting to discuss management of Floating Pennywort on the North Walsham and Dilham Canal and surrounding marshes.

17-6-21	ISO 14001/9001 Upgrade Meeting	Upgrading the current ISO 14001:2005 and ISO 9001:2005 to ISO
18-7-21	Wickhampton Crassula Meeting	Meeting with the EA and NE to discuss a control /eradication programme for Crassula at Wickhampton
20-7-21	Trinity Broads Partnership Technical Group and Board	Regular meeting of the partnership group. Updates given on progress with the Muckfleet project and planned works for this year.
30-7-21	Definition of Waste Workshop-CL:AIRE	

8. NON-COMPLIANCE

8.1 None in this period.

9. COMPLAINTS

9.1 Nothing to report within this period.

10. HYDROLOGY – UK Overview

https://www.metoffice.gov.uk/pub/data/weather/uk/climate/datasets/Rainfall/date/East_Anglia.txt

10.1. The first week of March was cold but largely settled, followed by a disturbed spell of weather from 9th to 12th. Many areas were predominantly dry during the second half of the month although western and northern areas saw persistent rain during 24th to 30th. The second half of the month was also much warmer, especially the last three days.

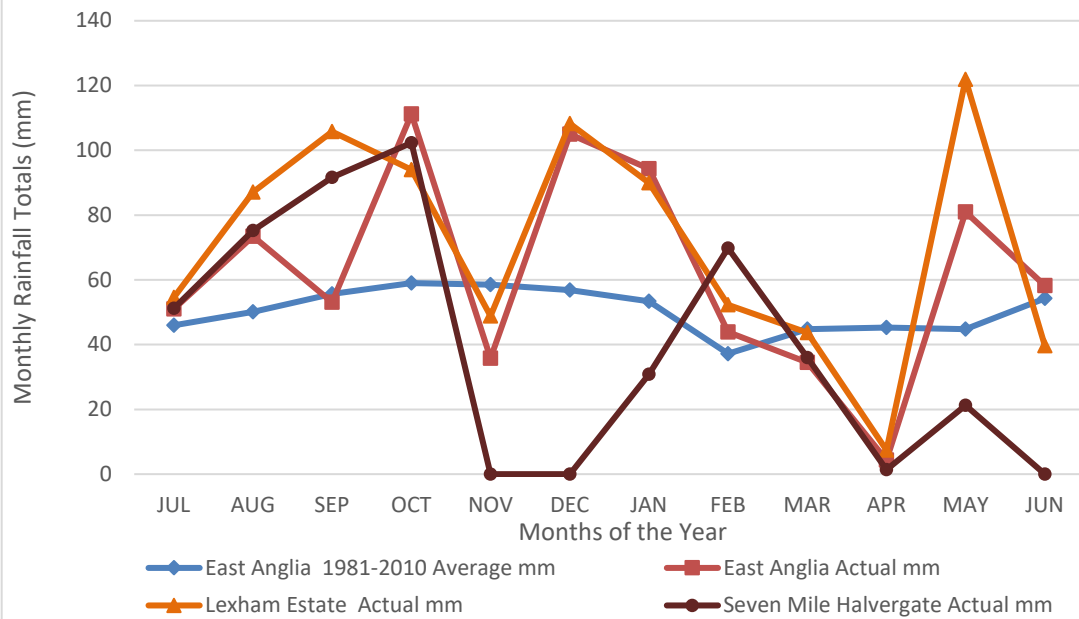
10.2. April began settled, but soon turned very cold, and a notable feature throughout the month was the number of air frosts. Daytime temperatures did recover from the middle of the month, but it was cold and showery in the closing days. Overall, it was an unusually cold, dry and sunny month.

10.3. May began very unsettled and unseasonably cold, with frosts in many places; it became less cold after the first week but continued with frequent rain or showers for most areas. The UK experienced a number of deep low pressure systems that resulted in a number of notably windy days. The weather settled down for the final few days of the month, when it also became much warmer.

10.4. The first half of June was largely dry and warm, though less settled over Scotland towards mid-month. The second half saw temperatures broadly nearer to average, with some days very cool for the time of year, and numerous showery days of England including some thunderstorms, and some heavy convective outbursts especially in the south-east.

* <http://www.metoffice.gov.uk/climate/uk/summaries/2020/21>

Hydrological Rainfall Data Norfolk & Suffolk 2021



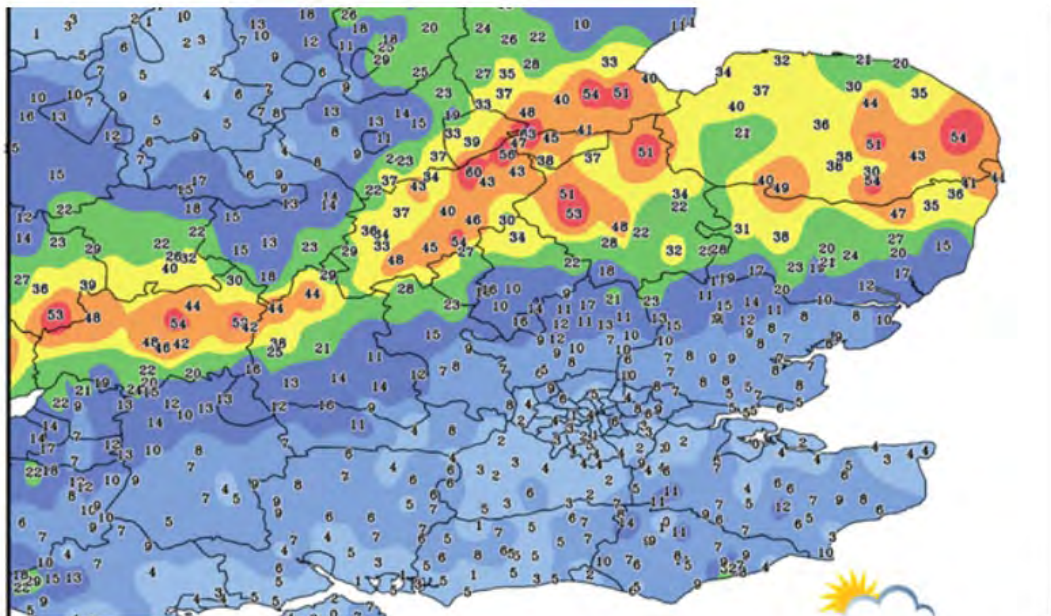
	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Seven Mile Halvergate Actual mm
JUL	46	51	54.6	51.2
AUG	50.1	73.4	87.1	75.2
SEP	55.6	53.1	105.8	91.6
OCT	59	111.2	94	102.3
NOV	58.5	35.8	48.8	error
DEC	56.8	105	108.2	error
JAN	53.4	94.3	89.9	30.8
FEB	37.2	43.9	52.3	69.8
MAR	44.8	34.5	43.7	36
APR	45.3	4.3	7.4	1.4
MAY	44.8	81	121.9	21.2
JUN	54.3	58.2	39.6	error

GILES BLOOMFIELD – CATCHMENT ENGINEER (WMA EASTERN)
PAUL GEORGE, OPERATIONS MANAGER (WMA EASTERN)
TOM JONES, OPERATIONS MANAGER (WMA EASTERN)
PHIL SEMMENCE, OPERATIONS MANAGER (WMA EASTERN, NORFOLK)
CAROLINE LABURN, ENVIRONMENTAL MANAGER
JAMIE MANNERS, ENVIRONMENTAL OFFICER

Flooding Incident 23 December 2020

1. Event

- 1.1. Between 6am on December 23 and December 24, 53.8mm of rain was recorded to have fallen in Acle, 54.2mm in Norwich and no doubt localised amounts higher than this. The monthly average rainfall for Martham, from Met office records [1 reference](#), for the month of December is 52.7mm, this was therefore equivalent to over a months rain in 24hrs, on ground which was already saturated.



A map showing the rain totals in Norfolk between 6am on December 23 and December 24. - Credit: Weatherquest

1.2.

2. Broads IDB staff & infrastructure

- 2.1. A full staff compliment were on call over the Christmas period, with work being divided out between the team, as calls came in. The coronavirus situation meant all staff had remained local and were available.
- 2.2. All IDB pumps were in full working order at the time of the event. All temporary pumps were also serviced and fuelled, having been prepared due to equipment shortages formerly experienced due to the coronavirus delays in the supply chain.

2.3. All automatic weed screen cleaners were in place and working, with the exception of Breydon which had been removed due to a fault and was awaiting parts. This station was manually cleaned during the event.

2.4. All cameras were in full working order and proved an invaluable resource in avoiding unnecessary trips to certain pumps and in monitoring the situation on the ground.

Flooding Experienced within the district

Muckfleet & Stokesby Catchment

2.5. The Muckfleet & Stokesby catchment experienced high water levels and weaknesses were highlighted around the connectivity of the network and prioritisation of flows. This led to flooding at the upstream sections around Clippesby and Hemsby. The slow evacuation of flood waters from the system were a major factor, illustrating points for improvement around culvert capacity, timing of pump activation and the lowering of the Muckfleet sluice.



4. Muckfleet gate left late for lowering

- 4.1. The situation at the Muckfleet gate is complicated by the boards main Muckfleet drain being controlled by Northumberland Water Company, at the outfall structure (owned and operated by the Water company). The lowering of the structure to control the level in the broad is based on operational levels within the broad, which the water company are licenced to operate within. Failure to operate within these limits could lead to fines on the water company of up to £20k/hr, as the broad supplies over 9000 houses with potable water.
- 4.2. The water companies main concern is letting water go from the system, due to fears and risks around replenishment. Therefore, the decision to lower the sluice and to lower the water level is often left until the forecast rainfall is arriving or has high certainty of arriving.
- 4.3. On the 23rd December, the broad level rose by 50mm in the space of 3hrs, putting the operating limits at risk of being breached. Northumberland water then lowered the water, but dropping the Muckfleet sluice gate at around 2100hrs, sending significant water into the downstream system.
- 4.4. This operation was essential for the water level management of the broad, but also of the upstream reaches around Hemsby village. Minor flooding of the village was experienced, however this release of water then held up other areas of the system, also trying to feed into the downstream network at Clippesby and Stokesby. Flooding and overtopping of the boards main drain then ensued and the re-establishment of levels took over a week.
- 4.5. As part of the Muckfleet improvement works, carried out by the board over the previous three years, the Muckfleet had been de-silted in November and trees and silt also cleared in the downstream section. It is believed that this led to faster conveyance of water through system and down to the pump. This new level of conveyance was unexpected and learning from this means that the operation of the sluice can be more gradual/controlled going forward.

- 4.6. On the Clippesby level a series of blocked culverts also slowed flow, as did a section of main drain which had not been de-silted as part of the annual maintenance works. This is a learning point for officers and is included in the conclusions section of the report.
- 4.7. It was also clear that the Pumps were only capable of keeping up with the flow, holding a level for the ensuing days, rather than reducing it. This is learning which we will take into the next round of pump replacements, which are due over the coming 6 years.
- 4.8. The situation around the control of the sluice is a key factor in maintaining levels through the system. Therefore the automation of the sluice to operate as per agreed operating levels will be made using funds from the Muckfleet capital project (note: This was a project objective). The Automation will aim to allow for incremental lowering of the gate and will send automated alerts to IDB and ESW when operating.
- 4.9. IDB will also now look at the benefits of holding a lower winter level, which will enable more freeboard in the system for high intensity rainfall events and we will look to start the pump in anticipation of rainfall, rather than in reaction.

5. **Brograve**

- 5.1. The situation at Brograve was one of standing water which took some time to clear, however as can be seen from the telemetry the pumps held the level for a number of days.
- 5.2. In this area overtopping from the main river was also occurring on the bank between Brograve and Eastfield Pump, see figure X. This is an EA flood defence bank and possibly should have been improved as part of the BESL project, however it is likely that this needs to be picked up as part of the pump replacement project, which subject to funding is due to occur in the next 1-3 years.

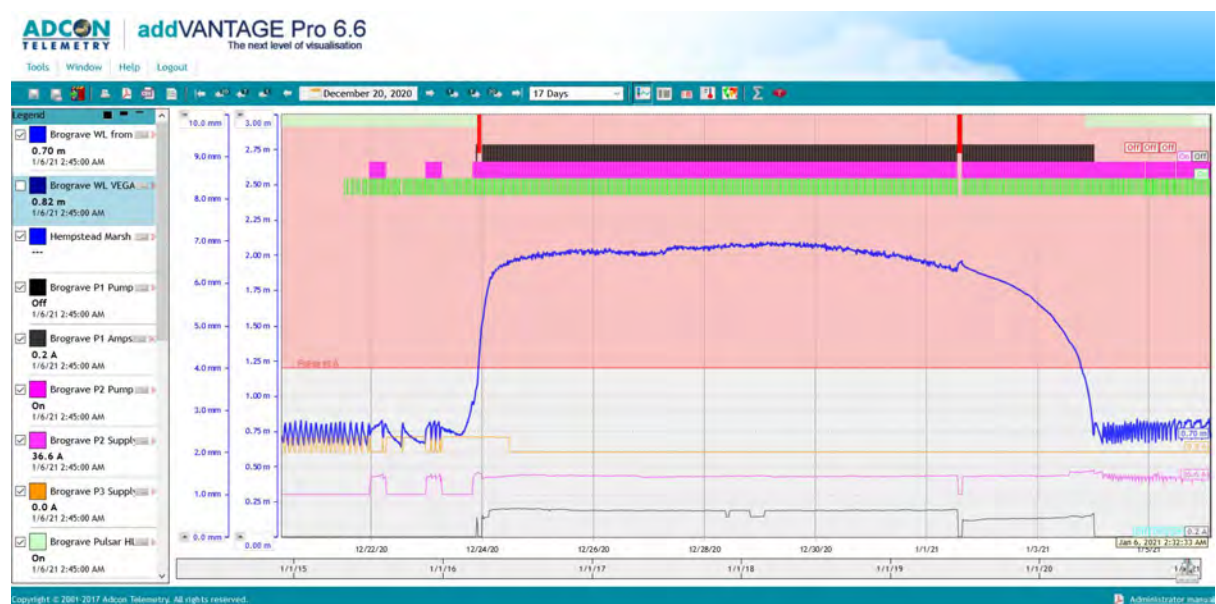


Figure 1: Banks overtopping





Photos: Brograve, courtesy Mark Harris



Telemetry Brograve pump: Pink line – pump off, yellow line - pump on, Blue line – water level

6. Martham, Repps, Thurne

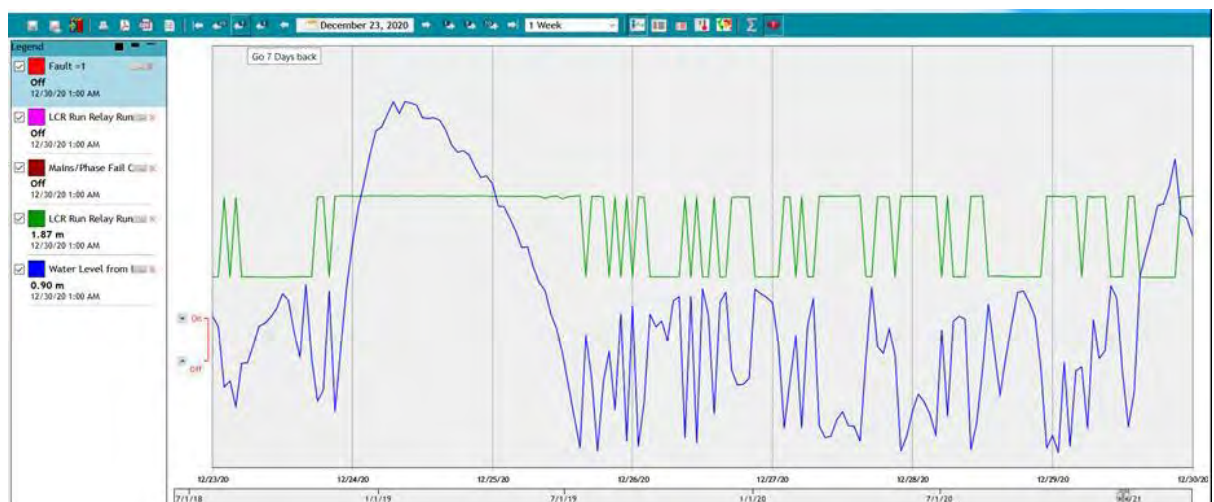
6.1. There were high levels in all these catchments and as can be seen from the telemetry below, levels rose, but were quickly returned to normal and the system coped well. The flood event highlighted the importance of the three systems remaining as independent stations, working together as they did to move water between them during times of crisis. This will be fed into the business case for the

replacement pumping stations, which are also due to be replaced within the next 1-3 years, subject to funding.

6.2. The main concern in these catchments is the amount of water brought into the system, through the overtopping the river defences. These defences have been improved under the BESL project, however officers will be speaking to BESL to confirm that they are meeting the overtopping regime set out in their contract. There are designed overtopping points on this bank, which should have been discussed at the time of the project improvements. Details of these are included in appendix A (Note: Details of all low spots across the BESL area are being provided by the EA for officer review).



Martham Telemetry



Repps Telemetry



Thurne Telemetry

7. Chapelfield



7.1. Chapelfield catchment saw extensive flooding, caused by a completely inadequate flood defence. The flooding extended for many miles, closely following the 1/1000 year flood outline, as detailed in plate 1.

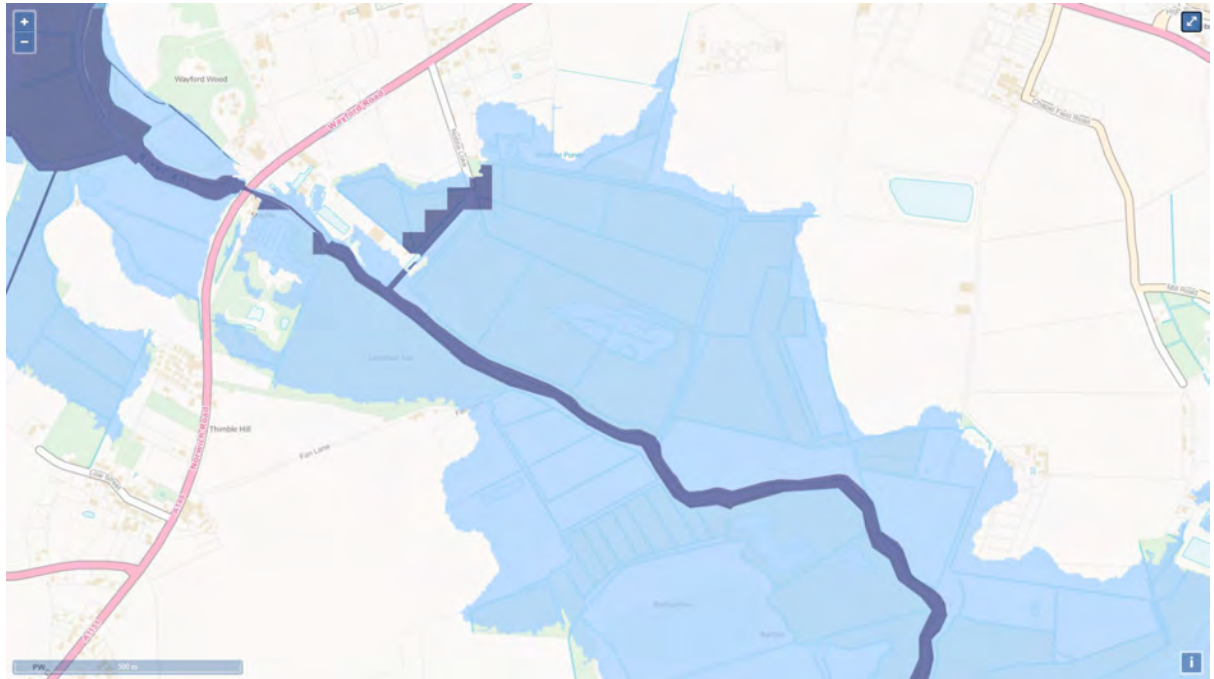


Plate 1: Flood extents from DEFRA flood mapping

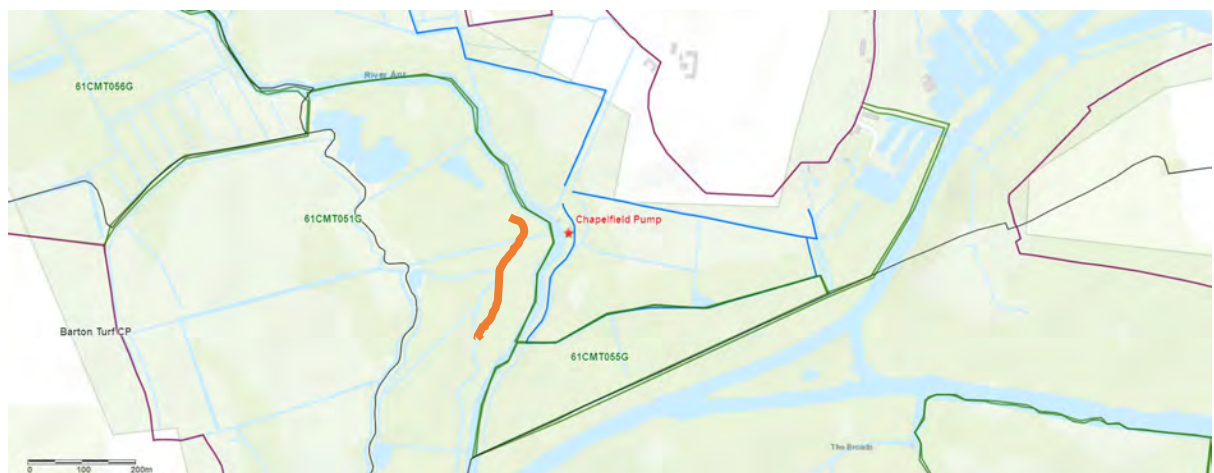


Figure X: Bank which overtopped

7.2. Officers and the landowner have spoken to BESL, who have confirmed that there is no formal defence here managed by the EA.

7.3. The landowner has been highly proactive in obtaining permission from the EA to undertake improvement works to the riverbank, to prevent this amount of inundation from re-occurring. The boards pump took 2 months to get the water back into the

drainage system, assisted by an 8-inch pump, also present for all of this time. The costs for this is estimated at £7,000 in fuel, and pump hire alone.

8. Conclusions

- 8.1. The EA's defences are critical to the IDB system, however recently we have seen some overtopping of floodbanks, which has been caused by isolated low points on banks. The BESL project has an overtopping regime on which the contract was based. The banks of the BESL area are surveyed annually to confirm that the overtopping regime is being maintained and whether any additional work is required by BESL in the 7 years post BESL period (April 2021 onwards). Officers will request to be included in this review, in order that we understand where any low areas are and can deploy temporary pumps accordingly, in a proactive way.
- 8.2. It is clear that the management of water is important as we see our districts go between flooding and drought. We will work with Water Resources East, in particular their new project development officer, to develop projects which aim to store water in times of flood for future use. Early discussions with landowners at Martham and Chapelfield are already showing opportunities and we will consider this as a standard item in every pump replacement project we do over the coming years.
- 8.3. The Operations manager will check completed work thoroughly once maintenance is complete and drivers to be re-briefed on the importance of completing all of the drain system they are working on. Areas where fencing/gates make this difficult are to be highlighted and new arrangements made to ensure maintenance can be completed.
- 8.4. We will also brief drivers to thoroughly clear either side of any culverts during the main drain maintenance and to assess whether the culvert appears to be blocked or not flowing at full capacity to the operations manager, who can then take further action if required. Similarly, as part of the new pumping stations proposed over the next 6 years, a full assessment of the culverts within the system leading to pumps must be made, in order to eliminate the risk of any weak links in the system. As part of this culverts on the main drain will be assessed and adopted where suitable or formally designated as third-party assets.

- 8.5. There were many calls for temporary pump deployment, which were activated at Brograve and Chapelfield, however it is worth noting that the deployment of temporary pumps is an expensive and resource intensive operation, creating a forward programme of re-fuelling and checking need. Due to ground conditions, it can also be difficult to remove a temporary pump once in place, in effect removing it from service for a long period of time. The board own a number of 8-inch and 4-inch pumps, which pump at a maximum rate of 167l/s & 33l/s respectively. Several of our pumps are much larger than this and so although deployment may give a perceived betterment, in relative terms it may provide very little enhancement to the situation, particularly where flooding is occurring from low river banks. We should therefore be conscious of where we deploy these assets to ensure they are placed where they will derive maximum benefit, in relation to the static pump size. Ensuring we retain temporary pumps for unforeseen, complete pump failure is also essential. The call on whether to deploy temporary pumps will be made between the Lead M&E Engineers, Ops Manager and Catchment Engineer on a case by case basis.
- 8.6. As has been shown at Chapelfield, landowners are able to apply for the relevant consent to repair floodbanks independently and where the work will benefit the board, for example by reducing pumping costs, etc, consideration should be given as to whether the board would be willing to contribute to works. The contribution would always be post works and whilst officers can advise on the processes required to undertake repairs, this will be down to the respective landowners to lead on. Contribution applications will need to be assessed and approved by the board on a case-by-case basis, but the principle that we will support 3rd party works is one which officers feel is worthwhile and may become more important over time, as EA investment reduces. A draft policy relating to this will be developed by officers and brought to the board for consideration, subject to agreement for this approach.
- 8.7. The costs to the board of this event is estimated to be in excess of £10-20k in staff time and pump costs. Where required as part of the decisions on whether to contribute to 3rd party works these costs could be isolated to a catchment level.



Broads
National Park



APPENDIX B

Department
for Environment
Food & Rural Affairs

Farming in Protected Landscapes

Webinar hosted by NFU

Protected Landscapes

We have 10 National Parks and 34 Areas of Outstanding Natural Beauty (AONB) - covering nearly 25% of land in England.

They:

- provide a range of habitats for an array of wildlife

- support rural communities – attracting 260 million visitors per year

- play an important role in our health and wellbeing

Farming in Protected Landscapes programme

The programme will:

1. **Be delivered by farmers**, working in partnership with Protected Landscapes and key land management advice partners
2. Run from July 2021 to March 2024
3. Receive application between 1 July 2021 and 31 January 2022 for funding in the first year of the programme

For more details see: [Farming in Protected Landscapes \(FIPL\) \(broads-authority.gov.uk\)](https://broads-authority.gov.uk/farming-in-protected-landscapes-fi-pl)

Who can apply

The programme is open to all farmers and land managers within an AONB or National Park in England, or the Broads.

It could also support activity on other land, where a project will benefit a Protected Landscape or its body's objectives or partnership initiatives.

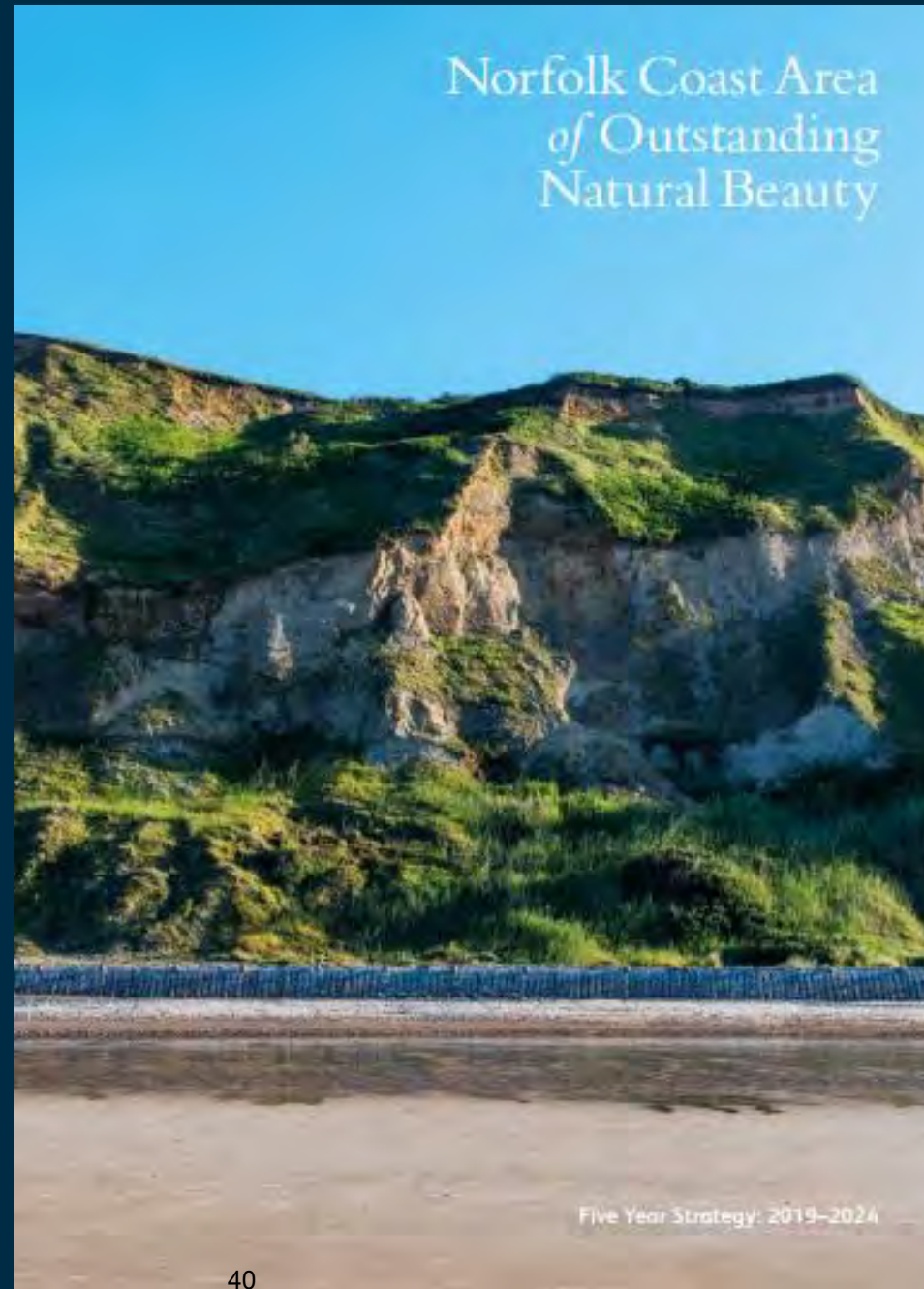
You must manage all land in the application and have control of the activities you're proposing (or written consent).

The four themes

Climate	Nature	People	Place
Including reduced flood risk and more carbon stored / sequestered	Including greater habitat connectivity and biodiversity	Including greater public engagement in land management	Including conserving historic structures

Your project must also support the priorities of your protected landscape body's management plan.





Delivering the
Broads Plan
and Norfolk
Coast
Management
Plan priorities.



Themes and headline aspirations of the Broads Plan to support prioritisation of FiPL

A Managing water resources and flood risk

Improve water capture and efficient water use across the Broadland Rivers Catchment, and develop a longer-term integrated flood risk management strategy for the Broads and related coastal frontage

B Sustaining landscapes for biodiversity and agriculture

Protect, conserve and enhance water quality and land and habitat condition to benefit priority species, recognising natural environmental change and retaining a thriving and sustainable agricultural industry

D Conserving landscape character and the historic environment

Improve understanding, protection, conservation and enhancement of the Broads landscape character and distinctive built, cultural, archaeological and geological assets

E Offering distinctive recreational experiences

Provide opportunities for distinctive recreational experiences in harmony with the special qualities of the area

F Raising awareness and understanding

Strengthen and promote key messages and tourism offer in keeping with the area's status, special qualities, history & traditions

G Connecting and inspiring people

Support development growth within and adjacent to, while avoiding adverse impacts on the area's special qualities
Strengthen connections between a wide audience, particularly local communities and young people, and the Broads environment

H Building 'climate-smart' communities

Build the awareness and adaptive capacity of local communities to the challenges of climate change and sea level rise

Projects the programme might support

Creating **connectivity** between habitats, including hedge planting
Restoring rivers and **storing water**

NATURE

PEOPLE

Replacing stiles with gates on public footpaths to **promote easier high quality access**

Improve visitor facilities at a key site to **enhance the quality of access**

Reducing **carbon and nutrient** emissions on a farm

Improving soil health and minimise soil loss and implement regenerative farm practices

CLIMATE

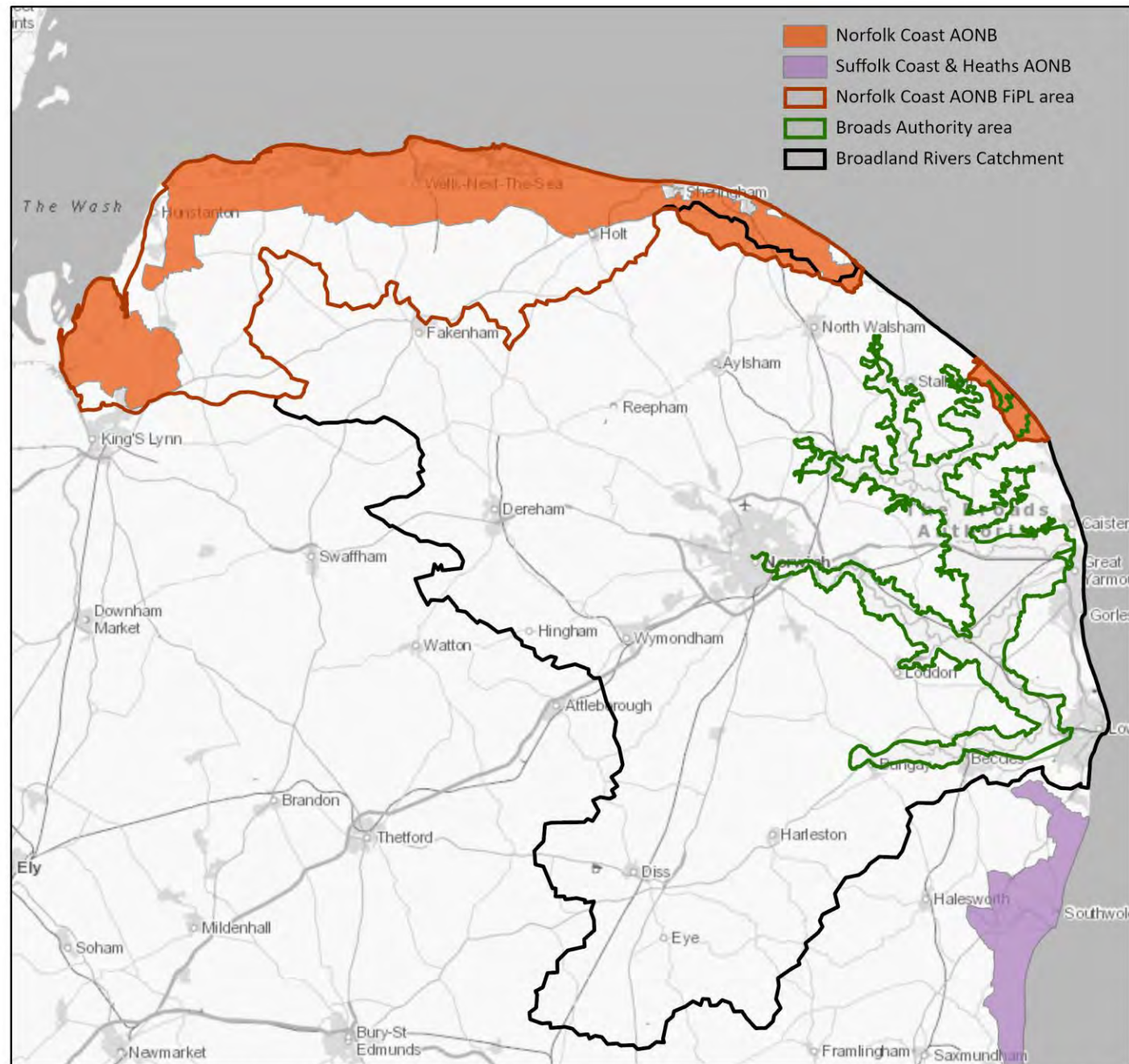
PLACE

Conserving **historic features** on a farm

Supporting a **locally branded farm product**

Gathering data and evidence to help inform conservation and farming practice





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NORFOLK COAST
PARTNERSHIP



Broads
National Park

Provisional overall allocation for 1st July 2021 -31st March 2022



Norfolk Coast AONB

- c. £264k



Broad National Park

- c. £280k



Dedham Vale AONB

- c. £116k



Suffolk Coast & Heaths AONB

- c. £218k

Funding

If you won't make commercial gain from the project, you could get up to 100% of the costs – otherwise, a proportion of the costs.

You can be in other schemes, but won't be paid twice for the same work.

If your project is the same as a Countryside Stewardship (CS) activity, you will be paid the same as the CS rate. If not, you'll be offered funding on the estimated costs.

How to apply

Ask your relevant Protected Landscape body for an application form.

Discuss your project with the Protected Landscape before applying.

Apply from now until 31 January 2022 for the first year of the programme.
Submit your application as soon as it's ready.

Multi-year awards are possible, but all projects must end by March 2024.

After your agreement ends

You will not need to maintain any natural, cultural and access activities after your agreement period ends.

You must maintain capital infrastructure like fences, gates or restored buildings for 5 years from the completion date.

You must maintain machinery assets like brush harvesters for grassland restoration for 5 years from the purchase date.

How applications will be assessed

Your application will be scored:

- 40% for project outcomes - climate, nature, people and place
- 20% for value for money
- 20% for how sustainable the project is or the legacy it will leave
- 20% for how likely you are to carry out the project

Applications for over £5,000 will be judged by a local assessment panel.

Under £5,000 will be scored by a senior team member.



Contacts Protected Landscapes Team

Broads National Park call: Andrea Kelly 01603 756015 E-mail: andrea.kelly@broads-authority.gov.uk

Norfolk Coast Partnership call: Gemma Clark 01328 850539 E-mail: gemma.clark@norfolk.gov.uk

Planning Report

1. Reporting Period

This planning report covers the reporting period 28 April to 21 July 2021.

2. Consent Applications

There are currently 5 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	1
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	1
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	2
Total:	5

There are no applications requiring consideration by the Board in this report.

3. Consents Determined

During this reporting period, the following 3 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	1
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	1
Total:	3

These determined consents are listed in more detail in the table overleaf.

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
20_03459_C – Material Amendment	Byelaw 3 Surface Water	Great Yarmouth	North River Road	Discharge of surface water from an impermeable area of 3,274m ²	Granted 21/07/2021
21_03871_C	Byelaw 10	Potter Heigham	Marsh Road	Scheme to reconnect grazing marshes to the drainage network	Granted 25/05/2021
21_04643_C	Byelaw 3 Treated Foul Water	Caister on Sea	Pump Lane	Discharge of treated foul water from 1 toilet	Granted 21/07/2021

4. Enquiries

Officers have responded to 14 enquiries during the reporting period, outlined below;

<i>Enquiry Type:</i>	<i>Number:</i>
About Works	3
About Planning	6
About Regulation / Legal / Enforcement	1
About Infrastructure	4
About Flooding	0
Total:	14

5. Planning Comments

Officers have provided comments on 10 applications that are either in or could impact on the Boards Internal Drainage District. 1 of these applications was for a major development and is summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
06/16/0583/O	Hemsby	Yarmouth Road	93 Residential Dwellings

6. Fees

There has been 1 surface water development contribution fee invoiced during the reporting period. This fee is detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid?	Reason for payment
20_03459_C – Material Amendment	North River Road, Great Yarmouth	£40,957.74	21/07/2021	No	Discharge of surface water from an impermeable area of 3,274m ²

7. Land Registry

An application to register Sutton Staithe has been lodged with the Land Registry, and officers await feedback. On confirmation that the application format is acceptable, officers are ready to submit an additional 9 applications.

Cathryn Brady – Sustainable Development Manager

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From: 01 April 2021
To: 30 June 2021

Period To: 3
Year Ended: 31 March 2022

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<u>Income:</u>							
	Occupiers Drainage Rates	299,044	299,044	0	299,044	299,044	0
1	Special Levies issued by the Board	688,939	688,939	0	688,939	688,939	0
	Grants Applied	329,015	30,833	-298,182	1,316,061	1,316,061	0
	Rental Income	0	274	274	0	274	274
2	Highland Water Contributions	392,452	265,286	-127,166	196,226	265,286	69,060
3	Income from Rechargeable Works	1,000	75,971	74,971	1,000	75,971	74,971
	Insurance Claims	0	0	0	0	0	0
	Investment Interest	1,750	61	-1,689	7,000	1,000	-6,000
4	Other Income	61,581	33,068	-28,513	246,322	246,322	0
	Total Income	£1,773,781	£1,393,476	-£380,305	£2,754,592	£2,892,898	£138,305
<u>Less Expenditure:</u>							
6	Capital Works	329,015	28,099	300,916	1,316,061	1,316,061	0
7	Environment Agency Precept	178,650	178,650	0	178,650	178,650	0
8	Maintenance Works	251,222	346,803	-95,581	1,138,668	1,138,668	0
9	Administration Charges	44,496	55,943	-11,447	203,697	203,697	0
3	Cost of Rechargeable Works	0	74,302	-74,302	0	74,302	-74,302
5	Net Deficit/(Surplus) on Operating Accounts	0	43,589	-43,589	0	0	0
	Total Expenditure	£803,383	£727,386	£75,997	£2,837,076	£2,911,378	-£74,302
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
10	Net Surplus/(Deficit)	£970,398	£666,089	-£304,309	-£82,484	-£18,480	£64,004

From: 01 April 2021
To: 30 June 2021

Period To: 3
Year Ended: 31 March 2022

Notes	Balance Sheet as at 30-6-2021	Opening Balance £	Movement This Year £	Closing Balance £
11	Fixed Assets:			
	Land and Buildings	318,902	-7,058	311,844
	Plant and Equipment	676,954	-49,871	627,083
	Pumping Stations	0	0	0
	Shared Consortium Assets	0	0	0
		995,856	-56,929	938,927
	Current Assets:			
12	Bank Account	417,421	185,436	602,857
	Stock	6,533	-2,721	3,811
13	Trade Debtors	104,171	229,250	333,420
19	Grant Due	0	0	0
14	Work in Progress	3,410	18,761	22,172
15	Term Deposits	750,000	0	750,000
16,17	Drainage Rates and Special Levies Due	-1,373	356,754	355,381
18	Prepayments	0	0	0
	Prepayments to WMA	852	14,035	14,887
	Accrued Interest	0	0	0
	VAT Due	40,965	-19,556	21,409
		1,321,978	781,959	2,103,937
	Less Current Liabilities:			
	Trade Creditors	32,209	126,300	158,509
	Accruals	56,816	-18,699	38,117
	Payroll Controls	84	-84	0
	Debtors paid in advance	19,512	-17,744	1,769
20	Loans due in less than one year	0	0	0
		108,621	89,773	198,394
	Net Current Assets	1,213,358	692,186	1,905,543
	Less Long Term Liabilities:			
28	Net Pension Liability/(Asset)	665,000	-7,000	658,000
20	Loans due in more than one year	0	0	0
		665,000	-7,000	658,000
	Net Assets	£1,544,214	£642,256	£2,186,470
21	Reserves:			
	Earmarked			
19.	Grants Reserve	774,688	-30,833	743,856
22	General Reserve	931,749	666,089	1,597,838
23	Development Reserve	77,160	0	77,160
	Plant Reserve	305,827	0	305,827
24	Capital Works Reserve	77,600	0	77,600
		2,167,025	635,256	2,802,281
	Non-Distributable			
25	Revaluation Reserve	42,189	0	42,189
26	Pension Reserve	-665,000	7,000	-658,000
		-622,811	7,000	-615,811
	Total Reserves	£1,544,214	£642,256	£2,186,470

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2021
To: 30 June 2021

Period To: 3
Year Ended: 31 March 2022

Note Notes to the Accounts

- 1 Special Levies collected from constituent Billing Authorities were as follows:

	Y-T-D Budget	Y-T-D Actual
Broadland District Council	176,246	176,246
Great Yarmouth Borough Council	199,322	199,322
North Norfolk District Council	310,623	310,623
South Norfolk District Council	2,748	2,748
	688,939	688,939

- 2 The Highland Water Claim for 2021/22 is now due to be paid by the Environment Agency (EA) to the Board in September, following the changes made in 2015 to the timetable (previously the payment was made in two installments - one in May and one in December).

- 3 A surplus of £1,669 has been made on Rechargeable Works.

- 4 Other Income for this year is made up as follows:

	Y-T-D Budget	Y-T-D Actual
4803 Shared Income from WMA	35,721	32,868
4800 Sundry Income	1,625	200
4802 Summons Costs	125	0
	37,471	33,068

- 5 The Net Operating Deficit/(Surplus) for this year to date is made up as follows:

	Y-T-D Budget	Y-T-D Actual
Labour Operations Account	0	18,989
Mobile Plant Operations Account	0	24,601
	0	43,589

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of Mobile Plant are shown in the Labour and Plant Operations Reports, which can be made available to members on request.

- 6 The gross cost and net cost of each capital scheme is detailed on the schedule of capital works and approved by the Board annually, which is managed by the Project Engineer and can be made available to Members on request.
- 7 The EA Precept due for 2021/22 is payable to the EA on 31 May and the other half is payable to them on 30 November.
- 8 The detailed maintenance operations in each sub catchment is approved by the Board annually and shown on the schedule of maintenance works, as managed by the Operations Manager, which can be made available to Members on request. Expenditure is analysed as follows:

	Y-T-D Budget	Y-T-D
Labour Charges	95,000	103,903
Pump Attendance	3,375	1,500
Plant Charges	25,128	29,303
Insurance	7,000	30,922
Out-sourced repairs and maintenance	15,750	36,935
Materials	0	283
Electricity	37,500	46,552
Telemetry	500	138
Professional Fees	0	217
Depreciation	0	0
Direct Works	184,253	249,753
5400 Technical Support Staff Costs	55,325	82,184
5450 Other Technical Support Costs	8,227	8,365
5500 Biodiversity Action Plan Costs	3,417	6,502
5600 Development Expenditure	0	0
Maintenance Works	251,222	346,803

From: 01 April 2021
To: 30 June 2021

Period To: 3
Year Ended: 31 March 2022

Note Notes to the Accounts

- 9(i) Administration charges largely reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Shared expenditure is monitored by the Consortium Management Committee and the Board every three months:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
6000 Administration Staff Costs	23,376	32,269
6001 Other Administration Costs	17,870	21,015
6200 Drainage Rates AV Increases/(Decreases)	0	13
6100 Kettlewell House Depreciation	250	257
6400 Sundry Expenses	100	0
6500 Settlement Discount	2,900	2,389
	44,496	55,943

9(ii). **Consortium Charges**

Expenses

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Technical Support Staff (note 8)	55,325	82,184
Other Technical Support (note 8)	8,227	8,365
Administration Staff Costs (note 9i)	23,376	32,269
Other Administration Costs (Note 9i)	17,870	21,015

Shared Income from the WMA (note 4)	-35,721	-32,868
-------------------------------------	---------	---------

Net Consortium Charge

69,077	110,965
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- 10 At the time of preparing the Estimates, the Board planned to finance the estimated net deficit this year as follows:

	<u>Budget</u>
Development Reserve	0
Plant Reserve	0
General Reserve	-82,484
	-82,484

- 11 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2021/22, which can be made available to members on request. Summarised movements are as follows:

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
Cost				
Opening Balance as at 1-4-2021	422,699	1,182,812	412,722	2,018,233
(+) Additions	0	0	0	0
(-) Disposals	0	0	0	0
Closing Balance as at 30-6-2021	422,699	1,182,812	412,722	2,018,233
Depreciation				
Opening Balance as at 1-4-2021	103,797	505,858	412,722	1,022,377
(+) Depreciation Charge for year	7,058	49,871	0	56,929
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance as at 30-6-2021	110,856	555,728	412,722	1,079,306
Net Book Value as at 31-03-2021	318,902	676,954	0	995,856
Net Book Value as at 30-6-2021	311,844	627,083	0	938,927

The Board also shares ownership of a proportion of the WMAs Shared Fixed Assets, which were last valued by Cruso & Wilkin Chartered Surveyors, as at 31 March 2018. Such assets have a Net Book Value of zero.

From: 01 April 2021
 To: 30 June 2021

Period To: 3
 Year Ended: 31 March 2022

Note Notes to the Accounts

- 12 The Bank Account balance will be kept to a minimum following the decision to invest additional working balances on the short term money market. The Bank Account is reconciled as follows:

	2020/21	2021/22
Opening Balance as at 1-4-2021 b/fwd	253,791	417,421
(+) Receipts	4,505,276	817,829
(-) Payments	-4,341,646	-632,393
(=) Closing Balance as at 30-6-2021 c/fwd	417,421	602,857

Balance on Statement as at 30-6-2021	410,012	601,762
Less: Unpresented Payments	-12,590	0
Add: Unpresented Receipts	20,000	1,095
Closing Balance as at 30-6-2021 c/fwd	417,421	602,857

- 13 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	329,228	6
>30 days and <=60 days	0	0
>60 days and <=90 days	4,193	5
>90 days (See Below)	0	0
Total Trade Debtors	333,420	11

>90 days	Amount	Inv.Date	Originator
	0		
	0		

- 14 Work In Progress (WIP) is currently made up of the following jobs:.

		Estimated Completion	Originator
Norfolk Rivers IDB	568	31.07.2021	Finance
Water Management Alliance	1,655	31.07.2021	Finance
Halvergate Scheme 3	414	Ongoing	Project Engineer
RM&E001	144	31.07.2021	Finance
RWLYL002	18,288	Ongoing	Operations Engineer
REA007	683	Ongoing	Operations Engineer
RWAV002	420	31.07.2021	Finance
	22,172		

- 15 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
National Counties Building Society	250,000	30/03/2021	30/07/2021	0.16%
National Counties Building Society	250,000	12/05/2021	27/08/2021	0.12%
Vernon Building Society	250,000	31/03/2021	30/09/2021	0.115%
	750,000			

- 16 Special Levies are due to be paid by Constituent Councils in two halves on 1 May and 1 November every year.

From: 01 April 2021
 To: 30 June 2021

Period To: 3
 Year Ended: 31 March 2022

Note Notes to the Accounts

- 17 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 35 Ratepayers that have not paid their drainage rates for 2021/22, as compared to 87 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2020/21	2021/22
Arrears b/fwd	-2,360	-1,373
Drainage Ratepayers	293,182	299,038
Special Levies for the year	675,433	688,939
Payments Received	-965,345	-633,262
Annual Value Decrease	-2,230	-998
Annual Value Increase	1,324	926
New Assessments	905	72
Irrecoverables and write offs	-42	-7
Summons Collection Costs	0	0
Settlement Discount	-2,265	-2,389
Returned Amount	0	4,278
Paid Refund	0	156
Sundry adjustments	23	0
Arrears c/fwd	-1,373	355,381

- 18 There are no current prepayments.

19 **Grants Reserve**

Grants Unapplied are those grants that we have received in advance of doing work on the following schemes:

	2020/21	2021/22
SCH02: Hickling Broad - Stubb Road (100%)	77	77
SCH04: Upton WLMP (100%)	1	1
SCH05: Calthorpe Broad (100%)	403	403
SCH10: Halvergate Marshes WLMA (100%)	5,806	5,806
SCH19: Damgate Marshes (100%)	69	69
SCH65: Halvergate Marshes Water Level Management Plan	0	0
SCH23: Shallam Dyke	2,721	2,721
SCH50: Parrots Feather: Norfolk County Council (100%)	2,448	2,448
SCH57: South Walsham GWP (100%)	40	40
SCH31: Brograve Study (100%)	0	0
SCH45: Hickling (100%)	26,505	26,505
SCH06: Stubb Mill Pump Replacement (45%)	4,185	4,185
SCH12: Muckfleet Survey & Options Appraisal	409	409
SCH13: Five Mile Pump Replacement (45%)	787	787
SCH14: Hermitage Pump/Structure Replacement (45%)	800	800
SCH15: Thurne Pumping Station (45%)	394	394
SCH27: Ludham Bridge	2,350	2,350
SCH60: Tunstall Pumping Station Emergency Works (45%)	2,684	2,684
SCH07: Potter Heigham Automatic Weedscreen	4,632	4,632
SCH09: River Yare Pumping Station Improvement	2,477	2,477
SCH32: Eastfield Pumping Station Auto Weedscreen	2,066	2,066
SCH33: Tonnage Bridge Pumping Station Auto Weedscreen	0	0
SCH08: St Benet's Pumping Station	14,230	14,230
SCH67: Horsey Boat Dyke Culvert Works FCERM7 Study	16,714	16,714
SCH69: Stokesby PS Bypass FCERM7 Study	12,001	12,001
SCH70: Tunstall PS Bypass FCERM7 Study	40,000	28,194
SCH71: Broads Culvert Surveys	18,055	18,055
SCH72: Horsey Boat Dyke Culvert	975	0
SCH73: Muckfleet Bank Improvements	226,500	211,205
SCH74: Martham Boat Dyke Culvert Study	31,193	31,193
SCH75: Martham Boat Dyke Culvert Replacement	6,555	4,927
SCH76: Upper Thurne Integrated Drainage Improvements Study	0	0
SCH77: River Yare Water Level Management Improvements	349,610	348,481
	774,688	743,856

Capital Grant Due:

Total Grant Due

58

0

0

From: 01 April 2021
To: 30 June 2021

Period To: 3
Year Ended: 31 March 2022

Note Notes to the Accounts

	£
Grant Reserve as at 1-4-2021 b/fwd	774,688
Add Grants Received	0
Less Grant Applied	-30,833
Grant Reserve as at 30-6-2021	<u>743,856</u>

20 There are currently no outstanding Public Works Loans.

21 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 18 January 2021. This policy is available for viewing on the Board's website.

22 Movements on the General Reserve are made up as follows:

	<u>2020/21</u>	<u>2021/22</u>
Opening Balance, as at 1-4-2021 b/fwd	1,125,316	931,749
Net Surplus/(Deficit) for the year	-193,567	666,089
Net transfer (to)/from Development Reserve	0	0
Net transfer (to)/from Capital Works Reserve	0	0
Revaluation Reserve adjustment	0	0
Closing Balance, as at 30-6-2021 c/fwd	931,749	1,597,838

23 The purpose of the Development Reserve is to reduce the impact on drainage rates from development that takes place in the area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve (earmarked to the sub catchment) and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to help fund improvement works that are necessary because of development. The Development Reserve is currently made up as follows:

	<u>2020/21</u>	<u>Tfr from Gen. Reserve</u>	<u>Tfr to Gen. Reserve</u>	<u>2021/22</u>
Muckfleet and South Flegg (Former Sub District)	72,702	0.00	0	72,702
Middle Bure (Former Sub District)	4,458	0.00	0	4,458
	77,160	0.00	0	77,160

24 The Capital Works Reserve largely represents the committed cost of capital schemes that the Board has approved where suppliers have not actually invoiced for work, either due to slippage in the programme or other issues with the contract. The advantage to the Board of committing scheme costs at the time contracts are awarded is that grant aid can be claimed in advance of incurring the expenditure, and, the year end balance of the General Reserve does not fluctuate significantly. The Capital Works Reserve is currently made up as follows:

	<u>2020/21</u>	<u>Tfr from Gen. Reserve</u>	<u>Tfr to Gen. Reserve</u>	<u>2021/22</u>
SCH27: Ludham Bridge Pumping Station Refurbishment	5,100	0.00	0	5,100
SCH60: Tunstall Pump Replacement (Emergency Works)	6,000	0.00	0	6,000
SCH32: Eastfield Weedscreen	6,500	0.00	0	6,500
Pumping Station Works	30,000	0.00	0	30,000
Stokesby Main Drain Reprofiling	20,000	0.00	0	20,000
Wayford Mill Drain Bund	6,000	0.00	0	6,000
Ludham Bridge Boatyard - Making good old Pumping Station	4,000	0.00	0	4,000
	77,600	0.00	0	77,600

From: 01 April 2021
To: 30 June 2021

Period To: 3
Year Ended: 31 March 2022

Note Notes to the Accounts

25 Movements on the Revaluation Reserve are made up as follows:

	<u>2021/22</u>
Opening Balance, as at 1-4-2021 b/fwd	42,189
Less:	
Pumping Station Depreciation	<u>0</u>
Closing Balance, as at 30-6-2021 c/fwd	42,189

26(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability, which has been calculated by the LGPS Fund Actuary as at 31 March 2021.

26(ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £5,146,000 as at 31 March 2021 that is shared by all 6 Member Boards. However Waveney Lower Yare and Lothingland IDB's liability is capped at £5,000 until 31st March 2022. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 18 January 2021.

27 Related Party Disclosures

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board made payments of £84,041.06 to this company during the reporting period.
- (ii) The following Board members have performed pump attendant and maintenance duties at the Board's pumping stations during the year, for which they have received an allowance. Mr Harris received £0.00 from the Board for pump attendant duties and general maintenance, Mr Wharton received £0.00 from the Board for improvement works to access track Mautby pump and Mr Wright received £0.00 from the Board for pump attendant duties.
- (iii) All elected members of the Board pay drainage rates either as individuals, Partners in Partnerships, or as Directors of limited companies; the exact nature of which can be found in the Rate Book as at 1 April 2021.
- (iv) The Board is a member of the Water Management Alliance Consortium, who provide administrative and technical support services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and the 2 Vice Chairmen of the Board. The Chairman received £2,042 Chairman's Allowance for the period 01.04.21-31.10.21 and £0.00 travelling expenses.
- (v) The Board has paid Ben Goose (BJ Goose Digger Hire Ltd) £168.00 during the reporting period for undertaking excavation and basket cutting work. The Board's Operations Manager is related to Ben Goose.
- (vi) The Board has paid £0.00 to Chapman Farms Ltd during the reporting period for renting space to house telemetry equipment at Thunderhill and for renting the land to house Somerton Auxilliary Pumping Station Kiosk for the period of August 2020 to July 2021. The Board member Mr J Chapman is a Director in this company.
- (vii) The Board has paid £0.00 for renting land at Horsey Pumping Station. The Board member, Mr Buxton of Horsey Estates, owns this land.
- (viii) The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB and was developed by Mr P J Camamile, the Chief Executive. The software is supported at no cost to the Board by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 30-6-2021.

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

Broads (2006) IDB

Schedule of Paid Accounts

Payment Date From : 01/04/2021

Payment Date To : 30/06/2021

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AC0006	Aquatic Control Engineering Ltd	Maintenance Works	2,100.00
AG0001	Agroco Trailers	Small Tools	58.79
AG0002	AGL Scaffolding Ltd	Capital Works	90.00
AL0005	Allstar Business Solutions Ltd	Fuel	6,951.49
AN0120	The AF Group Limited	Electricity/Materials	84,041.06
BA0201	Banham Farms Ltd	Maintenance Works	2,899.20
BO0002	Boss Cabins	Mobile Plant Expenditure	133.98
BO0003	Bobby Dazzlers Cleaning Ltd	Cleaning of depot	80.00
BT0001	BT Payment Services	Telephone/Broadband	808.31
CI0001	City Electrical Factors	Spares & Repairs	826.89
DI0005	DIY Tool Hire Ltd	Maintenance Works	316.05
DV0001	DVLA	Vehicle Tax	679.13
EE0001	EE	Telephone	34.35
EE0002	E.E. Green & Son Ltd. Plant Hire	Waste Removal	1,059.95
EN0501	Environment Agency	Precept	89,324.90
EO0550	E.On UK PLC	Electricity	1,477.59
ER0002	Eriks Industrial Services Ltd	Maintenance Works	2,782.69
GO0742	B J Goose Digger Hire Ltd	Maintenance Works	168.00
GR0003	Graphix Bank	Sign Writing for new trucks	320.00
GS0001	G & S Stores Ltd	Small Tools	237.53
GYBC01	Great Yarmouth Borough Council	Rates	1,482.10
HA0007	Hayward United Farmer Ltd	Mobile Plant Expenditure	18.12
HU0001	Hubble	Capital/Maintenance Works	758.57
HU0002	Hugh Crane	Mobile Plant Expenditure	123.13
IN0002	Independent Lifting Services	Small Tools	47.02
IN0950	Inland Revenue	Paye & NIC	38,786.04
JA0002	Jacobs U.K. Ltd	Capital Works	17,235.90
LA0002	Mervyn Lambert	Mobile Plant Expenditure	975.00
LU1290	Ludham Garage Ltd	Truck Service	180.00
MA0009	Mastenbroek Environmental Ltd	Mobile Plant Expenditure	976.75
MI0002	MIG Anglia Ltd	Small Tools	93.38
MT0001	M.T.Plant Services	Mobile Plant Expenditure	119.52
NA0001	Natural England	Professional Advice Service	264.00
NI1450	Nicholsons	Hardware/Fuel	859.58
NO1470	Norfolk Pension Fund	Pension Contributions	34,874.51
NO1475	Norfolk Rivers IDB	Rechargeable Works	3,870.12
OTT001	OTT Hydromet Ltd	Capital/Maintenance Works	427.92
PA0003	Parker Hydraulics and Pneumatics	Maintenance Works	138.60
PE0005	Peoplesafe	Lone Worker Unit	244.80
PR0003	R J PRYCE & CO LTD	Maintenance Works	85.98
RE0002	Reedman Services Ltd	Mobile Plant Expenditure	654.18
RE0004	Rexel UK Ltd	Maintenance Works/Small Tools	804.35

Broads (2006) IDB

Schedule of Paid Accounts

Payment Date From : 01/04/2021

Payment Date To : 30/06/2021

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
RH0001	Rhino Building & DIY Supplies Ltd	Maintenance Works	430.39
SSAF01	SSAF Window Films Ltd	Mobile Plant Expenditure	224.58
TH0003	Robert Thain	Capital/Maintenance Works	17,344.80
TR2010	Mr P Travis	Pump Attendant	1,500.00
TU0001	A D Tubby & Son	Pump Attendant	1,500.00
TU0002	C R Turner	Capital/Maintenance Works	1,404.00
TY0001	Tyre Contract Services	Tyres and Repairs	944.40
VO0001	Vodafone	Mobile Phones	1,330.53
WA0001	Water Management Alliance	Rechargeable Work	71,621.95
WA0004	Watson Fuelcards D/D	Fuel	3,450.69
WI0003	Witham Oil and Paint (Lowestoft)	Oil/Parts	196.99
WO0001	Wolseley UK Ltd	Maintenance Works	182.40
WO0003	Workwear (East Anglia) Ltd	PPE	477.89
YA0001	Yarmouth Rewinds Ltd	Maintenance Works	4,135.10

Please note that the amounts shown above include Vat £ **402,153.20**

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	(1a) Reduction in, or insufficient finance, grant and income	Erosion of Board's capital and general reserves	3	3	High 9 →	Explore alternative funding streams
	(1b) EA may cease to pay highland water contributions to IDBs	Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in asset management plan Potential prohibitive financial impact				Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). Defra does support the Environment Bill, which, if enacted could facilitate these aims.
	(1c) Possibility of IDBs having to adhere to water abstraction licencing regulations introduced January 2018					It is understood that the requirement for licencing only applies to the transfer of water from main river to ordinary watercourses, therefore Broads (2006) IDB should not be required to obtain water abstraction licences
	(1d) Environment Agency (EA) is no longer willing or able to carry out work on sea defences that	Potential overtopping into IDD in severe weather events and cost implications of managing the	2	3	High 6 →	Develop Investment Plan with key stakeholders in each flood compartment. Ensure liaison with the Regional Flood & Coastal Committee to input into the

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	protects the Internal Drainage District, or continues to maintain these but to a reduced standard. Works still to be completed on the flood defence banks prior to BESL contract expiry in 2021.	increase in water				Shoreline Management Plans. IDB discussion with EA and BESL ongoing to establish when before 2021 the remaining works on the flood defence banks will be completed, as well as deciding maintenance options for the flood defence banks beyond the 2021 BESL contract expiry.
	(1e) EA is no longer willing or able to carry out work on Main Rivers	Will limit the Board's ability to fulfil its statutory function	2	3	High 6 ↑	Formally identified, recorded and advised EA of programme of works required that would benefit the IDD but IDB has not been permitted to undertake any works due to EA view that these works fall under BESL responsibility. The Board may need therefore to consider appealing its precept
	(1f) Implementation of Eel Regulations 2009 requiring changes to Board infrastructure	Prohibitive cost to update all infrastructure to be compliant with the regulations	2	3	6 →	Sites assessed and prioritised and agreed with EA. Need to apply for grant aid if/when derogation is not extended beyond Dec 2020

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>(1p) Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments</p> <p>(1q) Onus of proof sits with IDBs</p>	<p>IDB could incur penalties/fines</p> <p>IDB unable to fulfil its statutory function</p>	2	3	High 6 →	<p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>SMO regularly updated to remain WFD compliant</p> <p>Regular SMO update training for employees</p> <p>Ensure affected landowners are aware of agreed water levels.</p> <p>Pursue funding from all available sources.</p>
	(1s) The red diesel exemption expires on 1 April 2022, which means that all of the existing mobile plant will need to run on white diesel.	An annual fuel increase in cost of approximately £30,000, meaning an increase of 3% in drainage rates and special levies.	3	2	High 6 ↑	ADA are lobbying Government and Board Members to lobby their local Members of Parliament, etc. We support the move to lower carbon usage, but it should be phased in over a number of years.
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities,	(3a) Planning Authorities ignore advice provided by Board, which leads to	Potential for increased flood risk	2	3	High 6 ↑	Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board meetings.

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
which have the potential to increase flood risk	increased flood risk (3b) Potential for SUDs to be managed by private companies, who may fail in their responsibility to maintain them in the long term	Lost income from SWDCs and commuted sums Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding				Officers' comments on planning applications are available on Local Authority website. SUDs adoption and charging policy approved by the Board on 23 January 2017. At its 15 October 2018 meeting the Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA Flood and Water Manager and the South Holland IDB Engineer. New rates and banding introduced 1 October 2018. Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 for consultation with LPAs before presenting to WMA Member Boards for adoption
To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity	(4a) Non-delivery/ non compliance of Biodiversity Action Plan (BAP) (4b) Implementation of BAP leads	Board does not meet its environmental targets. Potential to incur penalties/fines Failure to balance	2	2	High 9 ↑	BAP approved by Board and submitted to DEFRA and EA Work to WFD compliant SMO Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>to increased flood risk and increased maintenance costs</p> <p>(4c) Increased levels of non-native species adversely affecting BAP delivery eg killer shrimp and Floating Pennywort</p>	<p>environmental needs with management of flood risk</p> <p>Failure to successfully control/eradicate invasive species</p>				<p>environmental performance in lower priority infrastructure</p> <p>Prepare a programme of environmental survey work in and alongside Board watercourses</p> <p>Officers monitor and report environmental performance to Board</p> <p>Staff awareness training</p> <p>ISO 14001 accreditation and external audit of QA systems</p> <p>Actions monitored by EA, NE, Police, SWT and local population</p> <p>Complaints Register</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 23 January 2017)

Risk Assessment Matrix

Likelihood			
Highly Likely	Medium (3)	High (6)	High (9)
Possible	Low (2)	Medium (4)	High (6)
Unlikely	Low (1)	Low (2)	Medium (3)
	Negligible	Moderate	Severe
	Impact		

The categories for impact and likelihood are defined as follows:

IMPACT

- Severe – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000) and/or major service disruption (+5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- Moderate – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- Negligible – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

LIKELIHOOD

- Highly likely: very likely to happen
- Possible: likely to happen infrequently
- Unlikely: unlikely to happen.

**A VIRTUAL MEETING OF THE WMA CONSORTIUM MANAGEMENT COMMITTEE (CMC)
WAS HELD VIA ZOOM ON FRIDAY, 25 JUNE 2021 AT 9.30 AM**

- | | |
|--|--|
| * S G Bambridge (Norfolk Rivers IDB) | * E Greenwell (East Suffolk IDB) |
| * L E Baugh (Broads (2006) IDB) | * B Long (King's Lynn IDB) |
| * R Buxton (Broads (2006) IDB) | * S A R Markillie (South Holland IDB) |
| * J Carrick (Norfolk Rivers IDB) | * J Marson (East Suffolk IDB) |
| * H Carrie (Waveney, Lower Yare & Lothingland IDB) | * T Matkin (King's Lynn IDB) |
| B Collen (Waveney, Lower Yare & Lothingland IDB) | C Mutton (Waveney, Lower Yare & Lothingland IDB) |
| * H G Cator (Norfolk Rivers IDB) | * M Paul (East Suffolk IDB) |
| P Coupland (South Holland IDB) | D R Worth (South Holland IDB) |
| S G Daniels (Broads (2006) IDB) | Vacancy (King's Lynn IDB) |
| | * Present (67%) |

In attendance:

Frances Bligh (ICT Manager), Cathryn Brady (Sustainable Development Manager),
Phil Camamile (Chief Executive), Sue Cook (CE's PA) and Sallyanne Jeffrey
(Finance and Rating Manager)

ID	WMA Consortium Management Committee, Minute	Action
18/21	APOLOGIES FOR ABSENCE	
18/21/01	Apologies for absence were received on behalf of Peter Coupland, Simon Daniels and Duncan Worth. Chris Mutton had technical difficulties connecting to the call and also sent through his apologies.	
19/21	DECLARATIONS OF INTEREST	
19/21/01	The Chairman declared an interest in the Schedule of Paid Accounts for the payment to Strawberry Hall Farms, which was his business. RESOLVED that this be noted.	
20/21	MINUTES OF THE LAST MEETING	
20/21/01	The minutes of the last Consortium Management Committee meeting held on 26 March 2021 were confirmed as a true record and would be signed by the Chairman.	
21/21	MATTERS ARISING	
21/21/01	Guide to navigating Financial Reports (09/21/02)	
	The Finance and Rating Manager updated that she would be	SJ

ID	WMA Consortium Management Committee, Minute	Action
	<p>writing a guide to help new members and new WMA Member Boards navigate the Financial Reports when time permitted. RESOLVED that this be actioned.</p> <p>21/21/02 Scheme of delegation for consent applications (10/21/02)</p> <p>The Sustainable Development Manager confirmed that all Member Boards had unanimously approved the proposed changes to the scheme of delegation. RESOLVED that this be noted.</p> <p>21/21/03 Virtual meetings (13/21/01)</p> <p>The Chief Executive apprised the Committee that revised Standing Orders permitting lawful virtual and hybrid public meetings beyond 7 May 2021 were being proposed to each Board. To date, all Boards had unanimously approved this permanent change, and the Waveney, Lower Yare and Lothingland IDB would be meeting 29 June 2021 to consider this. RESOLVED that this be noted.</p> <p>22/21 WMA SCHEDULE OF PAID ACCOUNTS</p> <p>22/21/01 The Schedule of Paid Accounts for the period 1 March 2021 to 31 March 2021, totalling £136,582 (a copy of which is filed in the Report Book), was considered in detail and approved for publication on the Group's website. Arising therefrom:</p> <p>22/21/02 Robin Buxton declared an interest in the payment to Buxton Property Maintenance. RESOLVED that this be noted.</p> <p>23/21 WMA FINANCIAL REPORT, TO PERIOD 12, 2020/21</p> <p>23/21/01 The WMA Financial Report for the period 1 April 2020 to 31 March 2021 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p> <p>24/21 SOCIAL MEDIA REPORT</p> <p>24/21/01 The Social Media Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> <p>24/21/02 The ICT Manager apprised the Committee that work experience students would be supporting the WMA Social Media team over the summer holidays in order to reach a broader demographic via different platforms such as: You Tube; Tic Toc and Instagram. RESOLVED that this be noted.</p> <p>24/21/03 Jane Marson suggested that WMA Social Media addresses be added to all paperwork templates. RESOLVED that this be actioned.</p>	

FB/ SC

ID	WMA Consortium Management Committee, Minute	Action
25/21	DATE AND TIME OF NEXT MEETING	
25/21/01	The next meeting of the Consortium Management Committee would take place at 9.30 am on Friday 24 September 2021 at Kettlewell House and/ or via Zoom.	
26/21	ANY OTHER BUSINESS	
26/21/01	Brian Long apprised the Committee that he was no longer the leader of the Borough Council of King's Lynn and West Norfolk.	
26/21/02	Jane Marson reported that some slow progress was finally being made regarding the EAs Waste Licence Investigation at Iken in Suffolk, which had been going on for over 3.5 years. Henry Cator added that he had recently spoken with Lord Dannatt about the issue which had been sighted by the EA as being the reason why no discussions about de-maining could take place in Norfolk. Lord Dannatt would be contacting Simon Hawkins (Area Director, East Anglia Environment Agency) accordingly.	
26/21/03	The Chief Executive reported that the new office build was now underway with the land purchase having finally completed in May 2022. It was expected that the new office would be built before 31 March 2022 and would be ready to move into during the summer of 2022.	
27/21	CONFIDENTIAL BUSINESS	
27/21/01	It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and King's Lynn IDBs Standing Orders.	

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/03/2021

Payment Date To : 31/03/2021

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AJ0001	AJs Gardens	Gardener	120.00
AL0004	ALS Life Sciences Ltd	Nitrate Testing	198.60
AN0003	Anglia IT Solutions DD	Hardware/Support	3,005.42
AN0004	Anglia IT Solutions Ltd	Consumables	33.91
AS0003	Asdon Group	Stationery	141.30
ATT001	Julie Attwater	Childminder	39.00
BES001	BES Commercial Electricity Ltd	Standing Charge (Next Door)	31.66
BI0002	Ian Bix	Relocation of Offices	1,146.00
BO0002	Bobby Dazzlers Cleaning Ltd	Martham office cleaning	120.00
BR0208	Broads IDB	Rechargeable Work	800.72
BT0213	BT Payment Services Ltd	Telephone	113.41
BT0214	BT	Telephone	12.00
BUX001	Buxton Property Management	19/20 and 20/21 Chairman	7,000.00
CH0366	Chubb Fire & Security Ltd	Fire Alarm Maintenance	480.78
CO0346	Cope Safety Management Ltd	Health & Safety	1,659.64
CR0303	Colin Street T/A CR Electrical	Electrical Repairs	182.10
EA0005	East Suffolk IDB	Rechargeable Works	81.92
EO0001	Eon UK plc	Gas	505.00
EO0101	EOC Services Ltd	Air Con Maintenance & Repair	385.20
ES0401	ESPO	Stationery	191.56
FI0002	First Intuition	Accountancy Training	85.00
GA0003	Lou Gaughan	Childminder	1,374.40
GR0005	GreenJobs Limited	Recruitment	598.00
H20801	H20 Vend Ltd	Water Machine	31.92
HE0001	HP Inc UK Ltd	Printer service & support	2,867.95
IG0001	Ignite * do not use - now Utilise*	Broadband Line Rental	106.80
IN0001	Infosec Cloud Ltd	SATT & GDPR	172.24
IN0904	Inland Revenue	PAYE & NIC	46,703.45
KI1100	Kings Lynn IDB	Rechargeable Works	11,440.63
LI1204	Lincolnshire County Council	Former Staff Pension	371.15
MP0001	MP Alarms	Service & Maintenance Charge	1,194.00
NO0001	Norfolk Pension Fund	Ex Employees Pension Cont	1,688.19
NO1450	Norfolk Pension Fund	NCC Pension Contribution	41,734.73
ON1511	Onebill Telecom	Telephone	300.29
PI0001	Pitney Bowes Ltd	Franking Machine/Maintenance	1.28
RE0005	Rentokil Initial Martham	Spray dispenser/Bin liners/Sanitary	27.58
SA1901	Sage Uk Ltd	Software Support	842.40
SO0001	South Holland IDB	Rechargeable Works	2,729.53
SO1906	S H D C - Revenue Services DD	Business Rates	447.00
ST0001	Strawberry Hall Farms	Chairman	1,800.00
TH0001	Thomson Reuters Professional UK	Planning Law	861.00
TO0003	Towergate Insurance Brokers	Insurance	1,273.91

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/03/2021

Payment Date To : 31/03/2021

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
UN2101	Unison Eastern Region	Unison	22.50
UT0001	Utilize PLC	Hardware/Support	49.20
VEO001	Veolia Environmental Services Ltd	Waste Disposal	105.50
VJ0002	V & J Knitwear Ltd	WMA Uniform	103.50
VO2201	Vodafone Ltd	Mobile Phone Charge	594.20
WO0001	Worldpay Ltd	Admin Fee	84.40
WRE001	Water Resources East (WRE) Ltd	Water Resources East (WRE)	2,724.00

Please note that the amounts shown above include Vat £ **136,582.97**

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
Income							
1	Net Consortium Charges						
	Broads IDB	334,171	320,724	-13,447	334,171	320,724	-13,447
	East Suffolk IDB	190,545	182,740	-7,805	190,545	182,740	-7,805
	King's Lynn IDB	385,854	366,837	-19,017	385,854	366,837	-19,017
	Norfolk Rivers IDB	219,893	203,412	-16,481	219,893	203,412	-16,481
	South Holland IDB	368,381	324,773	-43,608	368,381	324,773	-43,608
	Net Consortium Charges	1,498,844	1,398,486	-100,358	1,498,844	1,398,486	-100,358
2	(+) Other Income						
	Services provided to third parties	1,007,837	1,150,815	142,978	1,007,837	1,150,815	142,978
	Sales of Rating Software Licences/Ancillary Services	2,000	369	-1,631	2,000	369	-1,631
	Rating Software Support	22,161	26,162	4,001	22,161	26,162	4,001
	Rental Income from Offices	26,300	26,269	-31	26,300	26,269	-31
	Sundry Income	9,201	20,070	10,869	9,201	20,070	10,869
	(+) Other Income	1,067,499	1,223,685	156,186	1,067,499	1,223,685	156,186
	(=) Total Income	£2,566,343	£2,622,171	£55,828	£2,566,343	£2,622,171	£55,828
(-) Expenditure							
Administration Costs							
3	Shared Administration Staff	618,206	631,445	-13,240	618,206	631,445	-13,240
4	Establishment						
	Kettlewell House (shared)	96,157	95,088	1,069	96,157	95,088	1,069
	Marsh Reeves (South Holland IDB)	26,115	26,418	-303	26,115	26,418	-303
	Martham Office (Broads IDB and Norfolk Rivers IDB)	4,267	1,940	2,327	4,267	1,940	2,327
	Kessingland Office (East Suffolk IDB)	6,600	0	6,600	6,600	0	6,600
	Establishment	133,139	123,446	9,693	133,139	123,446	9,693
5	Shared ICT						
	Hardware Support and Maintenance	19,200	29,914	-10,714	19,200	29,914	-10,714
	Software Support and Maintenance	56,578	46,207	10,371	56,578	46,207	10,371
	Website Maintenance and Development	2,640	2,292	348	2,640	2,292	348
	New Software and Upgrades	11,880	55,131	-43,251	11,881	55,131	-43,250
	New ICT Infrastructure	20,300	4,224	16,076	20,299	4,224	16,075
	Shared ICT	110,598	137,768	-27,170	110,598	137,768	-27,170
6 (i)	Other Shared Administration						
	Legal and Professional Charges	11,252	5,000	6,252	11,252	5,000	6,252
	Insurances	89,584	113,861	-24,277	89,584	113,861	-24,277
	Marketing and PR Expenses	3,275	1,444	1,831	3,275	1,444	1,831
(ii)	WMA Chairman's Allowance	1,500	1,500	0	1,500	1,500	0
	Annual Subscriptions	1,565	1,770	-205	1,565	1,770	-205
	Actuary Fees	475	670	-195	475	670	-195
	Sundry Expenses	11,695	12,051	-356	11,695	12,051	-356
	Other Shared Administration	119,346	136,296	-16,950	119,346	136,296	-16,950
7 (i)	Other Administration						
	Public Notices	0	0	0	0	0	0
	Former Staff Pension Charges	7,668	7,605	63	7,668	7,605	63
(ii)	Members Expenses	750	0	750	750	0	750
(ii)	Chairman's Allowances	14,000	14,000	0	14,000	14,000	0
	Meetings and Inspections	4,295	-89	4,384	4,295	-89	4,384

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Legal and Professional Charges	25,450	32,441	-6,991	25,450	32,441	-6,991
	Audit and Compliance Fees	23,375	53,845	-30,470	23,375	53,845	-30,470
	ADA Expenses	18,954	19,991	-1,037	18,954	19,991	-1,037
	Other Administration	94,492	127,793	-33,301	94,492	127,793	-33,301
	Administration Costs	1,075,781	1,156,748	-80,968	1,075,781	1,156,748	-80,968
	Technical Support Costs						
8	Shared Technical Support Staff	1,212,484	1,189,473	23,011	1,212,484	1,189,473	23,011
9	Other Technical Support Staff	261,420	259,752	1,668	261,420	259,752	1,668
*	Technical Support Staff (shared with external RMAs)	0	0	0	0	0	0
10	Other Technical Support						
	Technical Consultants	8,160	8,281	-121	8,160	8,281	-121
	Land Registry Fees	4,448	4,985	-537	4,448	4,985	-537
	Sundry Expenses	4,050	2,933	1,117	4,050	2,933	1,117
	Other Technical Support	16,658	16,199	459	16,658	16,199	459
	Technical Support Costs	1,490,562	1,465,423	25,138	1,490,562	1,465,423	25,138
	(-) Total Expenditure	£2,566,343	£2,622,171	-£55,828	£2,566,343	£2,622,171	-£55,828
	(+/-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
	(=) Net Surplus/(Deficit) for the Year	£0	£0	£0	£0	£0	£0

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

NOTES	BALANCE SHEET	£ 01/04/2020	£ MOVEMENT	£ 31/03/2021
11	Shared Fixed Assets			
(i)	Fixtures and Fittings	0	0	0
(ii)	ICT Equipment	0	0	0
(iii)	Office Equipment	0	0	0
(iv)	Vehicles	0	0	0
		0	0	0
	Current Assets			
12	Eyecare Vouchers and Work in Progress	-2,242	2,327	85
13	Sundry Debtors Due and Prepayments	87,419	26,358	113,777
14	Vat Refundable/(Payable)	7,592	1,140	8,732
15	Bank Account	4,792	-1,672	3,121
16	Petty Cash	200	0	200
17	PMH Insurance and Cycle to Work Scheme	0	0	0
		97,761	28,154	125,915
	Current Liabilities			
18	Creditors	4,806	10,572	15,378
	Payroll Control	1,142	-931	211
19	Accruals	111,071	-4,484	106,588
20	Payments received in advance/(due) from WMA IDBs	-19,259	22,997	3,738
		97,761	28,154	125,915
	Net Current Assets/(Liabilities)	0	0	0
	Less Long Term Liabilities:			
21	Net Pension Liability/(Asset)	2,761,000	2,421,000	5,182,000
	Net Assets	-£2,761,000	-£2,421,000	-£5,182,000
	Reserves			
22	General Reserve	0	0	0
21	Pension Reserve	-2,761,000	-2,421,000	-5,182,000
	Total Reserves	-£2,761,000	-£2,421,000	-£5,182,000

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

1 Administration and Technical Support Services

The group has had another another successful year, despite the Covid-19 pandemic. The group's operations continued as normal and we experienced an increase in workload within all areas, both operationally and administratively. The actual variances can be seen in each Board's Income and Expenditure Account, which explains where these differences between budget and actual have come from (please see attached).

2 Other Income

We have carried out work for an increasing number of Risk Management Authorities and others during this year, which has helped to reduce and minimise net consortium charges for the group. We have also continued to build on our relationships with other IDBs, providing assistance (charged at an agreed hourly rate).

3 Shared Administrative Staff

Staff salaries have increased on average 3% from 1 April 2020. Pension costs have increased by 0.5% to 23.0% of employees pensionable pay. We have increased the number of staff to add resilience to the back office, and to enable us to support the front line staff as per the business strategy.

4 Establishment Costs

Establishment costs for Kessingland are less than budgeted for due to giving notice before 31st March 2019, and budget setting being completed in November 2019. No costs have been incurred in 2020/21. Establishment costs are generally less than budgeted for this year due to more staff working from home during the pandemic.

5 Shared ICT

Shared ICT includes expenditure on all network hardware, software and firmware. ICT costs are apportioned to each Member Board according to its proportion of total annual value for all Boards in the group. Shared ICT costs are more than was budgeted, due to increased home working provision during the pandemic, and additional investment made into DRS Online.

6 Other Shared Administration

- (i) Other shared administration costs are apportioned to each Member Board according to its proportion of the total annual value for all Boards in the group.
- (ii) The Chairman of the WMA receives an annual allowance of £1,500 for the purposes of fulfilling his/her duties during the year.

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

7 Other Administration

- (i) Other administration costs are not shared costs. They are administration costs that are charged directly and controlled by the Member Boards themselves, as opposed to the Consortium Management Committee (CMC).

(ii)	Board	Members	Chairman's	Total 2020/21
		Expenses	Allowance	
	Broads IDB			
	<i>Robin Buxton</i>	0	3,500	3,500
	East Suffolk IDB			
	<i>Jane Marson</i>	0	0	0
	King's Lynn IDB			
	<i>Cllr Brian Long</i>	0	3,500	3,500
	Norfolk Rivers IDB			
	<i>John Carrick</i>	0	3,500	3,500
	South Holland IDB			
	<i>Duncan Worth</i>	0	3,500	3,500
	<i>Sam Markillie</i>	0		0
		£0	£14,000	£14,000

8 Shared Technical Support Staff

The WMA employs 19 shared technical support staff, 11 of which are wholly utilised in the eastern area, 1 which is shared with King's Lynn IDB, 2 shared across South Holland IDB and King's Lynn IDB, and 5 others that are shared across all Boards. The costs of employing the shared technical support staff are paid for by Broads IDB, East Suffolk IDB, King's Lynn IDB, Norfolk Rivers IDB and South Holland IDB, according to where/whom they have been working.

9 Other Technical Support Staff

Other technical support staff costs are not shared costs. They are defined as 'other employees' in the Consortium Agreement and are therefore controlled by the Member Boards themselves, as opposed to the CMC: South Holland IDB employs 2 full time technical support staff and King's Lynn IDB employs 2 technical support staff (1.86 FTEs). The employees are accountable to each respective Board (as opposed to the CMC) and the associated employment costs/liabilities are paid for and met by each Board accordingly.

10 Other Technical Support

Other technical support costs are not shared costs. They are costs that are charged directly and controlled by the Member Boards themselves, as opposed to the CMC.

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

11 Shared Fixed Assets

The office at Kettlewell House is owned by King's Lynn IDB (80%), Broads IDB (10%) and Norfolk Rivers IDB (10%) and is shown in the Accounts of each Board as a Fixed Asset respectively. It is not therefore a shared fixed asset for the purposes of the Consortium Agreement. The office at Marsh Reeves is wholly owned by South Holland IDB and is not a shared fixed asset. However other fixed assets that are procured by the group are shared fixed assets and are recorded in the WMAs Shared Fixed Assets Register. For the purposes of Accounting Proper Practices the appropriate share of these assets is also recorded in each Board's Fixed Assets Register and valued on the statutory Annual Return at net realisable value. Shared assets procured through the WMA are written off (fully depreciated) in the same year as they are purchased and therefore have a net book value of zero. The cost of this is reflected in each Member Board's annual net consortium charge. However if the Consortium was dissolved these assets would be sold and the net sale proceeds would be shared across the Member Boards according to their proportion of total annual value for all Boards in the group. The net realisable value of each asset type has been estimated as follows:

(i) Fixtures and Fittings

The net realisable value of Fixtures and Fittings has been valued by Cruso & Wilkin, Chartered Surveyors as £7,500 as at 31 March 2018.

(ii) ICT Equipment

The net realisable value of ICT Equipment has been valued by Cruso & Wilkin, Chartered Surveyors as £8,500 as at 31 March 2018.

(iii) Office Equipment

The net realisable value of Office Equipment has been valued by Cruso & Wilkin, Chartered Surveyors as £2,000 as at 31 March 2018.

(iv) Vehicles

There are no company vehicles, following the decision taken in 2012 to change the travelling allowances and mileage rates payable.

12 Eyecare Vouchers and Work in Progress

Eyecare vouchers are made available to employees, which meets the employers statutory obligation to pay for eye tests and in some cases provide glasses. Work in Progress relates to rechargeable costs that will be invoiced to others in due course:

	No.	01 April 2020	No.	31 March 2021
Eyecare Vouchers	0	0	5	85
Work In Progress	4	-2,242	0	0
	4	-2,242	5	85

13 Sundry Debtors Due and Prepayments

(i) Sundry Debtors Due

	No.	£	No.	£
<=30 days	9	83,335		103,405
> 30 days and <= 60 days	0	0	0	0
> 60 days and <= 90 days	0	0	0	0
> 90 days	0	0	0	0
	9	£83,335	0	£103,405

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

(ii) Prepayments	01 April 2020	31 March 2021
6513 Autocad Infrastructure	0.00	4,247
6685 BRIDB Chairman's Allowance	0	2,042
6687 KLIDB Chairman's Allowance	2,042	2,042
6689 SHIDB Chairman's Allowance	2,042	2,042
	£4,083	£10,372
	£87,418	£113,777

14 Vat Refundable/(Payable)

The WMA is Vat Registered (Registration Number 916410741). Vat is reclaimed from/paid to HMRC every 3 months.

15 Bank Account

31 March 2021

Opening Balance, as at 1/4/2020 b/fwd	4,792
(+) Receipts	3,965,751
(-) Payments	-3,967,422
Closing Balance, as at 31/3/2021 c/fwd	£3,121
Balance on Statement, as at 31/3/2021	3,121
Less: Unpresented Payments	-77,000
Add: Unpresented Receipts	77,000
Closing Balance, as at 31/3/2021 c/fwd	£3,121

16 Petty Cash

Petty cash is managed on an imprest system, which is reconciled monthly. Funds are topped up to £200 periodically.

17 PMH Insurance and Cycle to Work Scheme

(i) PMI Insurance	01 April 2020	31 March 2021
ICT Manager (WMA)	0	0
Environmental Manager (WMA)	0	0
Project Engineer (WMA)	0	0
Catchment Engineer (South Holland IDB)	0	0
Project Engineer (WMA Eastern)	0	0
Operations Engineer (WMA Eastern)	0	0
Funding & Comm Engagement Officer (WMA Eastern)	0	0
Environmental Officer (WMA Eastern)	0	0
Operations Manager (SHIDB)	0	0
Operations Manager (Pevensey)	0	0
Senior Finance and Rating Officer	0	0
Sustainable Development Officer (Pevensey)	0	0
	0	0

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

18 Creditors

Suppliers are paid within 30 days of receiving the Invoice, in accordance with King's Lynn IDBs Financial Regulations (KLIDB).

19 Accruals

	01 April 2020	31 March 2021
KLIDB Land Registration Fees	5,000	5,000
Staff/Consultant Costs	13,075	5,693
ICT Provision	30,475	36,964
Chairmans' Allowances	5,646	7,305
Promotional Film	8,000	3,000
Internal Audit	3,475	5,225
External Audit	45,400	43,400
	£111,071	£106,588

20 Payments received in advance/(due) from WMA IDBs

	01 April 2020	31 March 2021
Broads (2006) IDB	-2,606	853
East Suffolk IDB	-2,881	445
King's Lynn IDB	-4,429	980
Norfolk Rivers IDB	-4,888	946
South Holland IDB	-4,456	513
	-£19,259	£3,738

21 Net Pension Liability/(Asset) and Pension Reserve

The pension liability has been estimated by the Fund Actuary and is meant to show the extent of the WMAs liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this Reserve does not represent an estimate of the exit cost of withdrawing from the Local Government Pension Scheme. If the Consortium dissolved the actual exit cost of withdrawing from the scheme would need to be established and then shared across all 6 Member Boards, in accordance with the Consortium Agreement. However, the Waveney Lower Yare and Lothingland IDB is limited to a liability of £5,000 until 31st March 2022.

22 General Reserve

The WMA has no General Reserve (any small amount shown represents rounding differences that have arisen when apportioning shared income and expenditure between the Boards). Payments received from the Member Boards to pay their share of the group's net expenditure are shown collectively as a Current Liability, rather than as a General Reserve.

Recommended Actions

- 1 To approve the Financial Statements for Period 12, ending 31-3-2021.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

WMA Social Media Report

5 March 2021 – 5 June 2021



facebook

Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more.

Impression: Number of times an instance of an ad is on screen for the first time. We haven't posted any adverts so there is no data for this.

Link Clicks: Number of clicks on links within the ad that led to destinations or experiences, on or off Facebook.

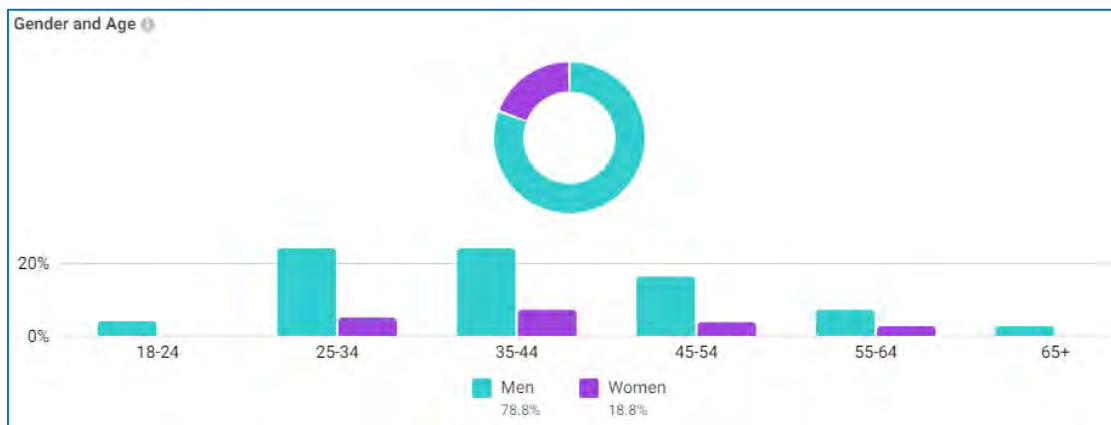
Reactions: The number of reactions on your post. The Reactions buttons on a post allows people to share different reactions to the content:



WMA Facebook Statistics





5 March 2021 – 5 June 2021/ reviewed against previous 3 month period:

- 35,973 people reached (↑ 288%)
- 2023 link clicks (↑ 69%)
- 267 reactions (↑ 7%)
- 318 followers (↑ 54 new followers)



WMA Top 5 Facebook Posts (excluding jobs and tenders):

Date	Content	Reach	Clicks	Reactions
09 Mar	Today the 4 pump motors finally landed at #KingsLynnIDB's New Islington Pumping Station. The epic journey from Bangalore, India, was followed by a long day and night of activity. Many thanks to the @BalfourBeatty team here in #Norfolk for their commitment to completing the installation before the forecast high winds. #drainagesolutions #civilengineering #cranespotting	3032	84	46

Date	Content	Reach	Clicks	Reactions
29 Mar	<p>Today for #MondayMemories we extend our appreciation for #KingsLynnIDB's mammoth winter effort (mid Dec/Feb), pumping a massive 51 million tonnes/m3 of #water (equivalent to 20,400 #Olympic swimming pools) from the district; See the Islington pumps on Christmas Day working hard to safeguard homes, businesses & land from #flooding</p>	1200	134	29
				
20 May	<p>Our Environmental Team have been out installing #WaterVole rafts with Highways England on the proposed extension to the 'Higher Level Carrier' in #Halvergate Marshes. It's great to see signs that these little creatures are present here #WaterVolePoo 👍💩</p>	617	39	19
				
23 March	<p>Today is #WorldWaterDay An Internal Drainage Boards' primary role is to reduce the risk from flooding within their districts & manage water levels for agricultural & environmental needs. Partnership working and an holistic approach is key for future water supplies. #Water2me</p>	362	13	5
				
24 May	<p>It's #InvasiveSpeciesWeek! 🌱🍄🏠🌊🌿🍷 Check out the Water Management Alliance's downloadable identification and information sheet at https://www.wlma.org.uk/.../WMA_Invasive_Plant_Species... on invasive non-native plant species, their impacts, and how everyone can help to prevent their spread. #CheckCleanDryGB #INNSweek #InvasiveSpeciesWeek #InvasiveSpeciesRemoval #InvasiveSpecies #ActionOnInvasives</p>	249	16	0
				



Impressions: Number of time users saw the tweet on twitter

Engagements: Total number of times users have interacted with the tweet (incl. all clicks #hashtags, shares, likes and links etc)

Engagement Rate: Total number of engagements a tweet receives divided by the total number of impressions on that tweet. Most would consider **0.5%** to be a good engagement rate for Twitter, with anything above 1% great.




WMA Twitter Statistics

5 March 2021 – 5 June 2021/ reviewed against previous 3 month period:

- 43100 impressions (↓ 17%) - Average of 473 impressions / day
- Average Engagement Rate of 1.8%
- 847 followers (↑ 13%)

@The_WMA Top 5 Tweets (excluding jobs and tenders):

Date	Content	Impressions	Engagements	Engagement Rate
12 May	<p>The WMA is proud to contribute towards this film and action plan, showing how Internal Drainage Boards can play a key part in creating #climate resilient landscapes - brownie points if you can spot our projects! #COP26 https://twitter.com/EnvAgency/status/1392423285279707138 ...</p>	3483	16	0.5%
29 Mar	<p>Today for #MondayMemories we extend our appreciation for #KingsLynnIDB's mammoth winter effort (mid Dec/Feb), pumping a massive 51 million tonnes/m3 of #water (equivalent to 20,400 #Olympic swimming pools) from the district; See the Islington pumps working hard on Christmas Day pic.twitter.com/C9MVCIVu7k</p>	2141	79	3.7%

Date	Content	Impressions	Engagements	Engagement Rate
27 May	<p>We are working to prevent the spread of #FloatingPennywort. Check out our identification and information sheet at https://www.wlma.org.uk/uploads/WMA_Identification_of_Floating_Pennywort_Invasive_Plant.pdf ...</p> <p> @NorfolkNNS! @EnvAgencySE @EnvAgencyAnglia @BroadsAuth #BroadsIDB #NorfolkRiversIDB @DefraGovUK @CheckCleanDryGB</p> <p>pic.twitter.com/GgysYPrRWe</p>	1982	122	6.2%
				
20 May	<p>Our Environmental Team have been out installing #WaterVole rafts with @HighwaysEngland on the proposed extension to the 'Higher Level Carrier' in #Halvergate Marshes. It's great to see signs that these little creatures are present here</p> <p>#WaterVolePoo 👍🐾</p> <p>pic.twitter.com/kM9AIUxN3P</p>	1850	130	7.0%
				
22 Mar	<p>Today is #WorldWaterDay An Internal Drainage Boards' primary role is to reduce the risk from flooding within their districts & manage water levels for agricultural & environmental needs. Partnership working and a holistic approach is key for future water supplies. #Water2me</p> <p>pic.twitter.com/2k3880E6WJ</p>	1806	137	7.6%
				

Emma Dixon & Frances Bligh
7 June 2021

Distributed to: Broads (2006) IDB Members

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Henry Alston	
Louis Baugh (Vice Chair)	
Chris Bielby	
Malcolm Bird	
Harry Blathwayt	
Nigel Brennan	
Jon Burton	
Pierre Bütikofer	
Robin Buxton (Chair)	YES
Tom Cator	
James Chapman	YES
Jo Copplestone	
Simon Daniels (Vice Chair)	
Marlene Fairhead	YES
Angie Fitch-Tillett	NO
Geoffrey Freeman	
Noel Galer	
George Gay	
Pauline Grove-Jones	YES
Mark Harris	YES
Michael Jones	
Ken Kelly	YES
Brian Lawn	
Gerard Mancini-Boyle	
Leslie Mogford	
Grant Nurden	
Ian Robinson	
Derek Roll	YES
Fred Sharman	YES
Nigel Shaw	
Lucy Shires	
Mark Smart	
Tim Strudwick	
John Tallowin	
John Toye	
Adam Varley	
Ed Wharton	
Stephen Wright	
Officers:	
Karen Bingham	
Giles Bloomfield	
Cathryn Brady	
Phil Camamile	
Sue Cook	
Paul George	
Alan Goose	
Sallyanne Jeffrey	
Tom Jones	
Caroline Laburn	YES
Matthew Philpot	

Broads (2006) IDB