

A MEETING OF THE BROADS (2006) INTERNAL DRAINAGE BOARD WAS HELD AT HICKLING BARN, HICKLING, NORFOLK ON MONDAY 12 AUGUST 2019 AT 10.00 AM.

Elected Members	Appointed Members
* H J Alston	Broadland D C
* L E Baugh	* Mrs J Copplestone
* J Burton	Ms R Grattan
R Buxton	K Kelly
* H G Cator OBE	* G Nurden
J W Chapman	* Ms J Thomas
* S G Daniels	
* G D Gay	North Norfolk DC
M Harris	* Mrs A M Fitch-Tillett
* K Hart	Mrs P Grove-Jones
I Robinson	Mrs M Millership
* D Roll	Vacancy
* F Sharman	Vacancy
M Smart	Vacancy
T P Strudwick	Vacancy
* J G Tallowin	Vacancy
* E Wharton	Vacancy
* S D Wright	
Vacancy	Great Yarmouth B C
	* M Bird
	Mrs M Fairhead
	G Freeman
	* N Galer
	L Mogford
	Jointly Appointed
	* B Lawn
	* Present (49%)

Mr H Cator in the Chair

In attendance:

Mr P Camamile (Chief Executive), Mr G Bloomfield (Catchment Engineer),
Mr G Brown (Flood and Water Manager), Mr A Goose (Operations Manager),
Miss S Jeffrey (Finance and Rating Manager), Mr J Manners (Environmental Officer),
Mr M Philpot (Project Engineer), Mrs C Cocks (Minutes)

46/19 REMEMBRANCE

- 46/19/01** The Chairman led members in standing for a moment's silence in remembrance of Mr David Tubby who had sadly passed away. Mr Tubby had carried out work as a Pump Attendant for the Broads IDB for many years and he would be sadly missed.

47/19 LOCAL AUTHORITY APPOINTMENTS

- 47/19/01** The Chief Executive informed members that the following Councillors had not been reappointed by their respective councils:

Broadland DC

Frank O'Neil
Vincent Tapp
David Ward

North Norfolk DC

Nigel Pearce
Richard Price
Robert Stevens
Lee Walker
Neil Smith

Great Yarmouth BC

Mary Coleman
Haydn Thirtle

- 47/19/02** The Chief Executive welcomed the following newly appointed members:

Broadland DC

Rebecca Grattan
Ken Kelly
Justine Thomas

North Norfolk DC

Marion Millership

Great Yarmouth BC

Geoffrey Freeman
Leslie Mogford

- 47/19/03** Mrs A M Fitch-Tillett reported that three of her colleagues from North Norfolk DC appeared to be missing from the list but was informed that the IDB was still awaiting formal confirmation that they had been appointed to the Board. Mrs Fitch-Tillett agreed to look into this.

AFT

ID Broads (2006) IDB, Minute	Action
<p>48/19 APOLOGIES</p>	
<p>48/19/01 Apologies for absence were received on behalf of Messrs R Buxton, J W Chapman, G Freeman, M Harris, K Kelly, L Mogford, I Robinson, M Smart, T P Strudwick, Mrs M Fairhead, Ms R Gratten, Mrs P Groves-Jones and Mrs M Millership.</p>	
<p>49/19 DECLARATIONS OF INTEREST</p>	
<p>49/19/01 Mr H Alston declared an interest in the Engineering Report concerning matters relating to the Martham Boat Dyke project. RESOLVED that this be noted.</p>	
<p>49/19/02 Mr G Gay declared an interest in respect of matters relating to the Muckfleet Scheme. RESOLVED that this be noted.</p>	
<p>49/19/03 Mr A Goose declared an interest in respect of the payments recorded in the Schedule of Paid Accounts made to Account ID G00742 due to his family relationship with the account holder. Mr Goose was also a Pump Attendant. RESOLVED that this be noted.</p>	
<p>49/19/04 Mr F Sharman declared an interest in the Operations Report concerning Repps Pumping Station bridge refurbishment, due to his involvement as Pump Attendant for Repps Pumping Station. RESOLVED that this be noted.</p>	
<p>50/19 MINUTES OF THE LAST BOARD MEETING</p>	
<p>50/19/01 The minutes of the last Board meeting held on 20 May 2019 were approved and signed as a true record (a copy of which is filed in the Minute Book). There were no matters arising.</p>	
<p>51/19 OPERATIONS REPORT</p>	
<p>51/19/01 The Operations Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p>51/19/02 Health and Safety (1)</p>	
<p>The Project Engineer apprised members of 3 learning events which had been shared across the WMA Eastern Boards. Two had occurred in the Broads area and one in the Norfolk Rivers area. The Project Manager confirmed that all staff had been briefed and where required, meetings with landowners had been held. RESOLVED that this be noted.</p>	
<p>51/19/03 Martham Boat Dyke Culvert (4.4)</p>	

It was reported that the sand and gravel were nearer to the surface than expected but should not impact on the cost or delivery of the project. Discussions were being held with the Highways Authority to agree a design to go under the road. An ancient French Drain had also been discovered and archaeologists have been informed for recording purposes, but this has not had any impact on the work. The project should be completed by the end of November 2019 providing consent is forthcoming from the Highways Authority.

GB/MP

51/19/04 Upper Thurne Integrated Drainage Improvements (UTIDI) (4.5)

The Catchment Engineer informed members that the Environment Agency had advised the Board to prepare a Strategic Outline Business Case (SOC) for delivering the integrated drainage improvements for the Upper Thurne catchment. It was estimated that this work would cost c£175,000 in total to complete. The work would attract Local Levy Funding of £100k, leaving a shortfall of £75k which would need to come from the Board's Reserves. It was agreed and thereby RESOLVED to accept the Catchment Engineer's recommendation.

Proposed: Mrs A M Fitch-Tillett
Seconded: Mr S Daniels
15 in Favour; 1 against – motion carried

51/19/05 Halvergate Marshes Pump Management Scheme (4.6)

The Catchment Engineer informed members that the Environment Agency had advised the Board to prepare a Strategic Outline Business Case (SOC) for delivering the integrated drainage improvements for the Upper Thurne catchment. It was estimated that this work would cost c£175,000 in total to complete. The work would attract Local Levy Funding of £100k, leaving a shortfall of £75k which would need to come from the Board's Reserves. It was agreed and thereby RESOLVED to accept the Catchment Engineer's recommendation.

Proposed: Mrs A M Fitch-Tillett
Seconded: Mr S Daniels
15 in Favour; 1 against – motion carried

51/19/06 Pump attendant role review (5.4)

The Project Engineer reported that the pump attendant roles were being reviewed and Job Descriptions would be amended, subject to consultation with all pump attendants. The Project Engineer would arrange to have an Open Afternoon and ask all pump attendants to meet with him to discuss the proposed changes. Date to be confirmed.

MP

51/19/07 Abstraction and Water Transfer Licences: Update (6.2)

The Catchment Engineer reported that IDBs who currently abstracted more than 20 cubic metres of water per day for any previously exempt activities and wanted to continue to do so as from 1 January 2020, would be required to apply for an EA abstraction and water transfer licence for all structures prior to this date. Considered discussion on the boundaries took place but it was stated that the Board would require 13 licences at a cost of £350 each. However, it was possible that the Board may be able to submit all 13 structures on one licence. There was no appeals process. Once licence applications had been submitted, the EA had two years to process them. RESOLVED that this be noted.

51/19/08 Members felt that much greater clarity was required as to what was being asked of the Board and its purpose, and if this was not forthcoming, it was agreed and thereby RESOLVED that the Chairman would write to the EA, copying in Mr John Curtin, Executive Director of Flood and Coastal Risk Management, EA and the Chairman to ADA, requesting this information.

PJC**52/19 ENVIRONMENTAL REPORT**

52/19/01 The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

53/19 PLANNING REPORT

53/19/01 The Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:

53/19/02 Fly-Tipping (7)

The Flood and Water Manager apprised the Board that it was now the responsibility of the relevant District Councils or the EA to remove and dispose of fly-tipped waste in water and referred to a change in the Government's guidance on fly tipped waste from watercourses (a copy of which is filed in the Report Book). Officers were in the process of asking to meet with the relevant officer(s) at several district councils to discuss the matter to avoid confusion during any future incidents and referred members to the relevant section of the gov.uk website:

<https://www.gov.uk/guidance/fly-tipping-council-responsibilities#flytipping-your-responsibilities>

ID	Broads (2006) IDB, Minute	Action
53/19/03	<p>It was agreed and thereby RESOLVED that the Flood and Water Manager would send a note on this subject to every appointed Board member, so they could raise this matter with their respective councils.</p> <p>Proposed: Mr J Burton Seconded: Mr S Wright All in favour</p>	
	54/19 FINANCIAL REPORT	
54/19/01	<p>The Financial Report for the period 1 April 2019 to 30 June 2019, was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matter arising.</p>	
	55/19 SCHEDULE OF PAID ACCOUNTS	
55/19/01	<p>The Schedule of Paid Accounts for the period 1 April 2019 to 30 June 2019 totalling £523,755.22, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
	56/19 DATA PROTECTION POLICY	
56/19/01	<p>It was agreed and thereby RESOLVED to approve the revised Data Protection Policy (a copy of which is filed in the Report Book).</p> <p>Proposed: Mr S Daniels Seconded: Mr B Lawn All in favour</p>	
	57/19 WHISTLEBLOWING POLICY	
57/19/01	<p>It was agreed and thereby RESOLVED to approve the revised Whistleblowing Policy (a copy of which is filed in the Report Book).</p> <p>Proposed: Mr S Daniels Seconded: Mr B Lawn All in favour</p>	
	58/19 RISK REGISTER	
58/19/01	<p>Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6. Arising therefrom:</p>	

58/19/02 The Chief Executive advised members that the Environment Agency's (EA's) national team had recently decided not to renew the Public Sector Co-operation Agreements (PSCA) for all WMA Member Boards when they expired, until the live investigation into the Waste Licencing issue at Iken had concluded (expected to be sometime in 2020). The Chief Executive had raised concern with ADA over the EAs decision to effectively punish all IDBs in the WMA Group for work that had been carried out by the WMA (Eastern) Technical Support and Operations Delivery team within East Suffolk Internal Drainage District. It was agreed and thereby RESOLVED to enter the risk of not getting any further PSCA work from the EA into the Board's Risk Register (with a risk assessment matrix score of 6).

59/19 REGISTER OF ELECTORS

59/19/01 The Register of Electors had been prepared in accordance with Rule 3 (11) of the Land Drainage (Election of Drainage Boards) Regulations 1938 (as amended) with notice of the availability of the Register published on the Board's website and displayed at the Board's office at Kettlewell House. Since no objections to the Register had been received it was agreed and thereby RESOLVED to approve the Register of Electors in accordance with the above Regulations.

60/19 CORRESPONDENCE

60/19/01 Members were apprised that this year's ADA Conference and AGM will take place on 13 November 2019 at One Great George Street, Westminster in London. Anyone wishing to attend should let WMA Officers know as soon as possible.

61/19 NEXT MEETING

61/19/01 The next Board meeting would take place at 10 am on 28 October 2019 at Hickling Barn. An induction/works inspection for new members of the Board would follow the meeting.

61/19/02 Mr M Bird gave his apologies for the October meeting.

62/19 ANY OTHER BUSINESS

62/19/01 Mr M Bird reported that he had approached the Board for dyke clearance on the Meadows Estate and had met with the Operations Engineer (WMA Eastern) in December 2018, agreeing for work to take place in April 2019. However, the Parish Council was not happy due to the way the dyke had been emptied and said Mr Bird was culpable and would be

taking it further.

62/19/02 At the same time, whilst speaking with the Operations Engineer (WMA Eastern), Mr Bird discussed an area close to Westerly Way which came out to the rear of Coxswain Close where the dyke cannot be seen due to overgrown vegetation. Mr Bird has spoken to the landowners, Taylor Wimpey, who built that development. The vegetation and trees have now pushed into the rear of the residential fences. The IDB have said that the area needs to be kept clear to enable equipment to be driven on site to carry out maintenance work on the dyke. The Operations Engineer (WMA Eastern) was going to speak with Taylor Wimpey. Mr Bird has contacted the landowners 4 times but has not heard from them since 2 May 2019 and asked for advice on how to proceed with this matter.

It was confirmed that this was a private drain and not an adopted drain. However the Board could serve notice on the registered owner and require them to remove the brambles and maintain the drain; if they did not, the Board could then do the work and charge the registered owner for doing so. If the landowner refused to pay, they could then be taken to court.

62/19/03 Mr M Bird reported an issue with sewage from the Caister works due to a broken valve. There was a proposal for 750 residential dwellings in the area and there is concern regarding how this will affect the proposed dwellings. The Chairman agreed to write a letter to Anglian Water.

HC

62/19/04 Mr D Roll mentioned that he had had cause to call the emergency telephone number which is displayed on the pump house. He was instructed to dial a mobile number but there was no answer. The Chief Executive said that he would check that the mobile number is correct and would investigate who was on duty at that time.

PJC

63/19 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

63/19/01 There were no members of the public present.

64/19 CONSORTIUM MATTERS

64/19/01 Unconfirmed minutes

The unconfirmed minutes of the last Consortium Management Committee meeting held on 28 June 2019 were considered in detail and approved. There were no matters arising.

64/19/02 WMA Schedule of Paid Accounts

The WMA Schedule of Paid Accounts for the period 1 March 2019 to 31 March 2019 totalling £153,357.19 as approved at the Consortium Management Committee meeting on 28 June 2019, was considered in detail and adopted by the Board. There were no matters arising.

64/19/03 WMA Financial Report

The WMA Financial Report for the period 1 April 2018 to 31 March 2019, as approved at the Consortium Management Committee meeting on 28 June 2019 was considered in detail and adopted by the Board. There were no matters arising.

64/19/04 To mandate the Board Representatives

There were no items specifically raised for discussion at the next Consortium Management Committee meeting on 27 September 2019. Should members wish any item to be raised at the next meeting, they should raise it with the Board's representatives: Mr H G Cator, Mr R Buxton and/or Mr S G Daniels.

64/19/05 Apologies for this meeting have been received from Mr H G Cator.

65/19 CONFIDENTIAL BUSINESS

65/19/01 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.

65/19/02 The unconfirmed confidential minutes of the Consortium Management Committee meeting held on 28 June 2019 were considered in detail and approved. There were no matters arising.

BROADS (2006) IDB



ENGINEERING & ENVIRONMENTAL REPORT – August 2019

This report covers the period from to 21st May - 22nd July 2019

1. HEALTH & SAFETY

1.1 BIDB Learning Event July 2019

A member of staff was charged by cattle whilst undertaking routine maintenance works in June. The staff member dealt with the situation very professionally and due to his experience of working with cattle read the situation well and avoided any harm.

This has, however, highlighted the need to remain vigilant around cattle, particularly bulls and livestock with young calves – as was the situation in this event.

Further to the event the incident was investigated and all staff have been briefed on the dangers associated with livestock and the safe systems the board have for working and accessing sites in the vicinity of cattle. The toolbox talk given to all staff was based on HSE and NFU presentation and information tailored to our specific situation.

1.2 BIDB Learning event July 2019

Whilst accessing our drains for routine maintenance a bridge collapsed, whilst our machine was travelling over it. No injuries were sustained.

The event happened on an area of marsh which the staff member had not been to before and believed the access route being taken was correct.

This highlights the need to complete the element of work already underway to digitise our maintenance plans so that anyone can find the correct and safe route through our system. We have since increased our efforts on completing the digitisation work, focussing on compartments where we believe we may have limited knowledge internally. Our ops manager has also arranged a number of meetings with various landowners to confirm which access routes we typically use and which crossing points are known to be poor.

Where suitable we will install new piped crossing points to facilitate safe access.

1.3 NRIDB Learning Event June 2019

Prior to starting some flailing a member of the environment team notice faulty guards on a flail about to be used.

The operation was re-assessed prior to continuing and the contractor responsible was re-briefed on the pre-flail check sheet we operate for ensuring all defective guarding is fixed.

Pre-use flail check sheet to be re-briefed to all BIDB staff and checked weekly by ops manager

2. REVENUE MAINTENANCE WORKS

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

Hickling
Stubb
Chapelfield
East Ruston
Brograve
Horsey
Somerton
Breydon
Halvergate

3. PUMPING STATIONS

HAPPISBURGH TO WINTERTON DISTRICT

1. Brograve: (3 No. Pumps)
No major problems reported.
2. Horsey: (1 No. Pump)
No major problems reported
3. Somerton South: (2 No. Pumps)
No major problems reported.
4. Somerton North: (1 No. Pump)
No major problems reported.
5. Somerton Auxiliary: (1 No. Submersible)
No major problems reported.

LOWER BURE FLEET & ACLE MARSHES DISTRICT

1. Tunstall Pump: (2 No. Pumps)
Eel Pass works underway – See section 4.3
2. Five Mile Pumping Station: (1 No. Pump)
No major problems reported.
3. Ashtree Pumping Station: (1 No. Pump)
No major problems reported.
4. Breydon Pumping Station: (2 No. Pumps)
No major problems reported.

5. Berney Pumping Station: (1 No. Pump)
No major problems reported.
6. Seven Mile Pumping Station: (2 No. Pumps)
No major problems reported.
7. Stracey Arms Freshwater Intake Works: (Automatic inlet penstock)
No major problems reported.

LOWER YARE FIRST DISTRICT

1. Buckenham Pumping Station: (1 No. Pump)
No major problems reported.
2. Postwick Pumping Station; (1 No. Pump)
No major problems reported.

LOWER YARE FOURTH DISTRICT

1. Cantley Pumping Station: (1 No. Pump)
No major problems reported.

MIDDLE BURE DISTRICT

1. The Doles Pumping Station: (3 No. Pumps)
No major problems reported.
2. Hermitage Pumping Station: (1 No. Pump)
No major problems reported.

MUCKFLEET & SOUTH FLEGG DISTRICT

1. Stokesby Pumping Station: (2 No. Pumps - Archimedes Screw Pumps)
No major problems reported.
2. Mautby Pumping Station: (2 No. Pumps - Archimedes Screw Pumps)
No major problems reported.

REPPS MARTHAM & THURNE DISTRICT

1. Martham Pumping Station: (1 No. Pump)
No major problems reported.

2. Repps Pumping Station: (1 No. Pump)

No major problems reported.

3. Thurne Pumping Station: (1 No. Pump)

No major problems reported.

SMALLBURGH DISTRICT

1. Hickling

Stubb Pumping Station: (1 No. Pump)

No major problems reported.

Eastfield Pumping Station: (1 No. Pump)

No major problems reported.

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)

No major problems reported.

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.

M&E Staff have undertaken recharge work to East Suffolk IDB, servicing their pumps.

3. PLANT

Nothing to report this quarter

4. CAPITAL WORKS

4.1 Muckfleet Project – Update

Work is continuing to flail vegetation on any remaining old soke dykes as well as the floodbanks, which will be worked this summer. This is to discourage water voles and breeding birds from colonising the works area prior to works starting and hence causing delays.

Earthworks are currently underway on the south side of the Muckfleet and to complete the flood bank works started last year by reshaping the bank to its final profile and spreading topsoil. The earthworks will then progress along the south bank, heading downstream to Stokesby New Road. Once the south side is finished, then the earthworks will move to the north side and will start at the upstream end, progressing downstream.

The works will soon affect a section that has a public footpath. A footpath closure order has been obtained from Norfolk County Council and will be signed on site when needed. This footpath closure also covers areas at the Stokesby Road end of the south bank and much of the north bank; these sections will be closed as required as the works progress.

A Natural England licence is needed for impacts on the habitat of a protected snail (*Anisus vorticulus*) during works to some of the soke dykes; this has been issued and the works sensitively completed. Monitoring surveys will be undertaken to assess the effectiveness of the mitigation.

Another protected species licence for bats has been submitted to Natural England in order to fell the remaining trees on the floodbank that have a presence of bat roosts.

Water vole monitoring is on-going along the Muckfleet channel, consisting of monthly raft checks along the entire length of the works. This provides useful data to monitor the effectiveness of mitigation and the impact of the works.

Consultation is being undertaken with Natural England and the Environment Agency regarding the de-silting of the Muckfleet channel. It is expected that the optimum time to undertake this will be during spring 2020, in order to minimise impacts to over-wintering fish and breeding birds.



Vegetation establishing on new soke dyke completed in 2018.

4.2 Halvergate High level Carrier (HLC)

All major construction works are now complete. *UK Power Networks* have re-directed the underground electric cable and the low-level drain is now fully connected to the pump. A section of concrete road reinstatement is still required over the outfall of the low-level drain, possible adjustments to this outfall may be required before reinstating the road.

Small amounts of fencing are still required along with demobilisation of the compound.

Positive press and feedback were received from the launch event in June.



Completed auto-slucice structure

4.3 Tunstall KLAWA Fish Pass

The remaining parts of the Eel pass have been installed, including the tank, pump and pipe work.

This leaves the compressor and an Eel screen to be installed before commissioning and testing. Once working, the temporary dam will be removed allowing the data collection phase to start.



Installed tank, zig-zag inlet pipe and all other pipework

4.4 Martham Dyke Culvert

The existing culvert that passes under Martham Boat Dyke, connecting the IDB Main Drain either side, had been identified as being in a poor condition and liable to imminent failure. Therefore a project has been started to provide a replacement solution. The solution being progressed is to extend the Main Drain around the end of the Boat Dyke, making the culvert redundant, and hence enabling it to be permanently blocked off.

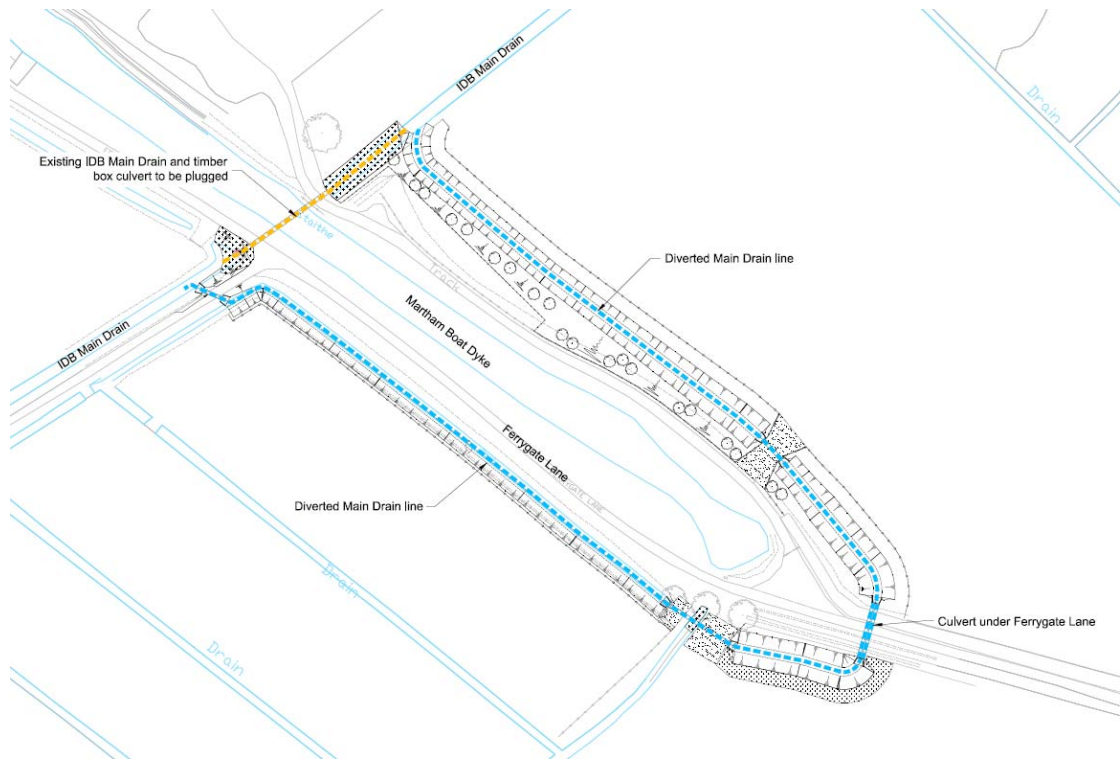
The project has needed mitigation for water voles in the existing dykes that will be affected by the changes. Due to the limited time window for water vole mitigation (15 February to 15 April 2019), the mitigation has been completed in advance of the drain works. The mitigated dykes has been maintained as unsuitable by regularly flailing the vegetation for water vole until the works commence.

Reptile surveys and mitigation are also ongoing due to the presence of Common Lizards in the proposed working area. Supervised topsoil stripping will be undertaken on the areas of reptile habitat to minimise the risk of any remaining reptiles being killed or injured.

Bat surveys have been undertaken for several trees which may require removal or trimming during the works. If bat roosts are found in any of these trees and work to them cannot be avoided, then a protected species licence will be needed.

No response has been received to the consultation with the Norfolk Historic Environment Service.

It has been confirmed by the Environment Agency that due to the nature of the works, a Flood Risk Activity Permit will not be required.



Proposed alignment around Martham Boat Dyke

Construction started 22nd July and is anticipated to be completed by November 2019. The project will be delivered by a combination of IDB operatives and specialist subcontractors.



Water vole mitigation – continued flailing following displacement mitigation to maintain the habitat as unsuitable until works are completed.

4.5 Upper Thurne Integrated Drainage Improvements (UTIDI)

At a recent meeting with the Environment Agency the Catchment Engineer was advised the above Project had been allocated £100k Local Levy, but instead of all the funding being allocated in 2019/2020 as expected, funding will be split between this financial year and next 2020/21. This is due to the continued uncertainty and national pressures on resources.

Given the complexity of the large geographical area being covered and the potential for double accounting benefits from the different sources of flooding, EA have also advised us to undertake Strategic Outline Business Case (SOC) to set our case on a sure footing and enable area EA officers to champion our investment need against other priorities. This additional step is set out in the new 5 step Business Case process used throughout treasury for large infrastructure projects.

The Catchment Engineer sought an estimate for this SOC from Jacobs to undertake the technical elements of this work at £65k. This sum does not include IDB Officer, and/or wider stakeholder engagement which will be required. It is estimated this first phase will cost c.£175k in total to complete.

Whilst this is a significant upfront cost it is a *contribution* as defined at the next stage of the process where the Board will seek a decision to invest, presented to the EA through the Outline Business Case (OBC).

It is worth noting another large high level assessment is getting underway in the Broadland Future Initiative (BFI) being managed by the Broads Authority. Whilst we share wider interests, BFI has the potential to divert funding moving forward with additional local priorities being identified. The Catchment Engineer has already advised BFI of the need to allocate benefit points proportionately and that existing required capital investment cannot be delayed pending wholesale review of Broadland & Coastal zone management expected to take many years.

Decision by the Board

The Catchment Engineer recommends proceeding with the SOC without delay requiring up to an estimated additional £75k in total, to ensure we have approvals in place in readiness for next 6-year phase of funding settlement.

4.6 Halvergate Marshes Pump Management Scheme

Similar to 4.6, Catchment Engineer was advised the above Project had been allocated £100k Local Levy, with funding being allocated this financial year 2019/2020 and next 2020/21.

Jacobs have also quoted the technical elements of this work at £65-75k highlighting the complexity of structural interface with railway infrastructure assets. This sum does not include IDB Officer, and/or wider stakeholder engagement which will be required. It is estimated this first phase will also cost c.£175k in total to complete.

The BFI covers this area also and with the added pressure of assets showing signs of failing (Breydon PS Building wall collapse, reported previously) it is important to get underway without delay.

Decision by the Board

The Catchment Engineer recommends proceeding with the SOC requiring up to an estimated additional £75k in total, to ensure we have approvals in place in readiness for next 6year phase of funding settlement.

5. OPERATIONAL MATTERS

5.1 Pump Attendant Role Review

Initial meetings have been held with a number of pump attendants and will continue in August. A number of possible amendments to the role have been identified, which will be discussed further once the review is complete.

5.2 Assents/ Licences Granted and/or Applied for:

License / Assent / Habitat Regulations Assessment	Applied	Granted
Natural England SSSI assent and HRA update to carry out maintenance at Hall Farm Fen SSSI.	12 July 2019	

6. OTHER MATTERS

6.1 Dissolved Oxygen Monitoring at Eight Pumps

Dissolved oxygen (DO) monitoring has taken place regularly over the summer at eight Broads IDB pumps, working in partnership with the Environment Agency the pumps being monitored are Martham, Catfield, Repps Staithe, Tonnage Mill, Thurne, Horsey, Somerton North and South. The monitoring involves assessing the dissolved oxygen concentration in the water at locations upstream and downstream of the pumping stations prior to pumping into the river.

DO levels are often low in the drains after long periods of dry hot weather and fish kills can occur following pumping into the river after heavy rain. Pumping water into the river with low oxygen concentrations increases the risk of fish kills.

If DO in the water is close to or less than 20% in either the drains or the rivers, the EA will be on standby with aerators which are used to raise the oxygen levels before the pumps are switched on. This action will serve to help prevent future fish kills.

Catfield drains are currently experiencing very low DO levels (<10%) and options are being looked into to improve oxygen levels to prevent future fish kills in the Hickling Staithe.

6.2 Abstraction and Water Transfer Licences: Update

Following communications with the EA via ADA regarding the new water transfer regulations, it has been concluded that IDBs who currently abstract more than 20 cubic metres per day for any of the previously exempt activities and want to continue to do so as of 1st January 2020, will be required to apply for an EA abstraction and transfer licence for all structures prior to this date.

Exemptions that have been removed and may impact IDB activities are for the following activities:

- Transferring water from one inland water to another in the course of or as a result of operations (ie Sluices/ pumping stations).

- Abstracting water into internal drainage districts (Sluices/ Water control Structures)
- All forms of irrigation and land drainage systems (including transfers into managed wetlands systems) to maintain field water levels.

An audit of IDB assets requiring abstraction and water transfer licencing within the Broads IDB area has been being undertaken by IDB staff and communications made with local EA staff.

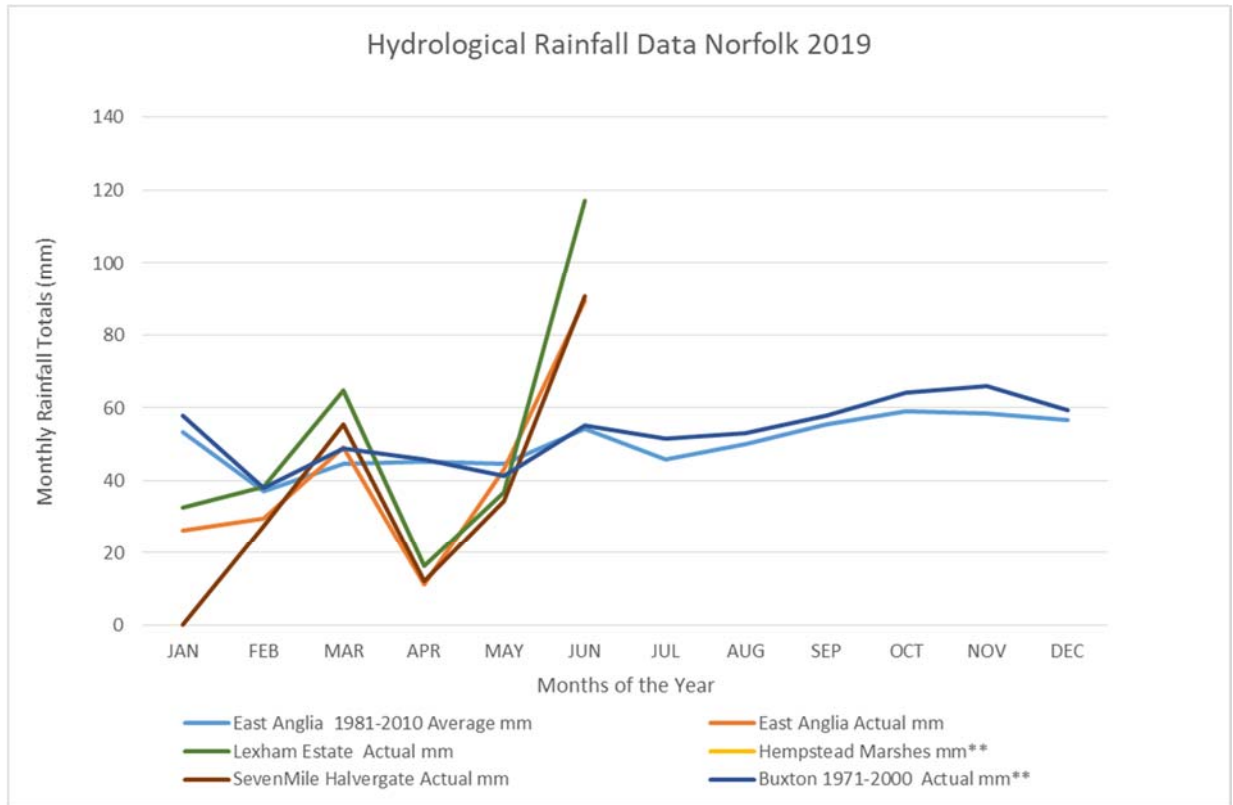
Applications for licences will be submitted to the EA in due course and prior to the December deadline. It is still unknown at this stage, the final cost and financial implications of these applications to the Broads IDB. The Board will be updated further on this matter at the next Board meeting.

7. HYDROLOGY – UK Overview (extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2018>)

April started off cool with showers and longer spells of rain, bringing sleet and snow to some places especially on high ground. Easterly winds prevailed from the 5th to 18th, and between the 5th and 9th it turned generally warmer, though still quite unsettled. It turned colder with widespread overnight frosts between the 10th and 16th, though often dry and sunny. The weather turned settled and very warm with plenty of sunshine for most between the 17th and 23rd, with the warmest and sunniest weather coinciding with the Easter weekend, producing a new record high temperature for Easter Sunday. It turned more unsettled during the last week with strong winds on the 26th and 27th associated with Storm Hannah.

May began with shallow low pressure and weak fronts, bringing rather cloudy and showery weather to most parts. A northerly outbreak on the 3rd/4th brought widespread frosts, and wintry showers penetrated locally to low levels in some northern and eastern regions. Cloudy and unsettled weather persisted until the 9th, but then high pressure built close to the country bringing generally warm, dry and sunny weather around midmonth. The weather remained fairly quiet until the 24th, but generally cooler, with more in the way of rain or showers. It turned changeable from the 25th onwards but the last two days were very warm in the south and east.

June started with a ridge of high pressure which brought warm dry sunny weather to much of the south and south-east, hot for a time in East Anglia, but it was cloudier with rain further north. From the 3rd to 9th a westerly flow brought spells of rain interspersed with brighter showery weather. It turned unseasonably cool, and very wet in places, especially Lincolnshire, between the 10th and 13th, with north-easterly winds. The 14th to 20th was generally warmer but continued unsettled, and thunderstorms affected the south-east overnight 18th/19th. The last third of the month was often warm and humid, with further rain at times and some thundery outbreaks especially in the north, but also some dry sunny weather especially between the 26th and 29th, and the 29th was a very hot day in many areas with temperatures as high as 34 °C in the London area.



	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Hempstead Marshes mm**	SevenMile Halvergate Actual mm	Buxton 1971-2000 Actual mm**
JAN	53.4	26.2	32.5		0	57.8
FEB	37.2	29.6	38.4		27.4	38
MAR	44.8	49.1	64.8		55.6	49
APR	45.3	11.3	16.3		12.2	45.8
MAY	44.8	43	36.8		34.4	41.4
JUN	54.3	89.5	117		90.8	55.2
JUL	46					51.6
AUG	50.1					53.2
SEP	55.6					57.8
OCT	59					64.3
NOV	58.5					66.1
DEC	56.8					59.5

* <http://www.metoffice.gov.uk/climate/uk/summaries/2019>

** <http://www.buxton-weather.co.uk/weather.htm#daily>

Giles Bloomfield – Catchment Engineer (WMA Eastern)
Paul George – Operations Engineer (WMA Eastern)
Tom Jones – Operations Engineer (WMA Eastern)
Caroline Laburn – Environmental Manager
Helen Manley – Environmental Officer
Jamie Manners – Environmental Officer

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 3 May 2019 to 21 July 2019. There are currently 3 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):	0
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:	1
Total:	3

- 1.2 The current status of these applications are;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	1	1	1	3
Awaiting applicants acceptance of conditions:	0	0	0	0	0
Being processed by officers:	0	0	0	0	0
To be determined by the Board in this report:	0	0	0	0	0
Total:	0	1	1	1	3

- 1.3 The three cases awaiting determination relate to works proposed to the Stracey Arms Mill site. These proposals include repair works to the Mill Building as well as the creation of a car park, access route and activity base. At the time of writing there is insufficient information to present a report to the Board for consideration, although officers are in the process of organising a site visit with the applicant.
- 1.4 As is highlighted by the table above there are no applications requiring consideration by the Board in this report.
- 1.5 During this reporting period there were no consents determined by the Chief Executives Management Committee in accordance with the Board’s delegated authority under the Land Drainage Act 1991 and Board’s Byelaws.

2. ENQUIRIES

2.1. Officers have responded to 7 enquires during the reporting period, outlined below;

Case. Ref.	Case File Sub-type	Parish	Description
19_01359_Q	About Regulation	Potter Heigham	Enquiry regarding disposal of fly tipped asbestos
19_01468_Q	About Regulation	Sutton	Enquiry regarding the potential purchase of land adjacent to an adopted watercourse
19_01469_Q	About Infrastructure	Stalham	Enquiry regarding the purchase of a property adjacent to the Drainage District
19_01537_Q	About Infrastructure	South Walsham	Enquiry regarding land ownership around a redundant pumping station
19_01562_Q	About Infrastructure	Sutton	Enquiry regarding the potential purchase of land adjacent to an adopted watercourse
19_01650_Q	About Regulation	Postwick With Witton	Enquiry regarding proposed watercourse crossing
19_01666_Q	About Regulation	Caister On Sea	Enquiry regarding maintenance responsibilities of a riparian system

3. PLANNING COMMENTS

3.1. Officers have provided comments on 6 applications that are either in or could impact on the Boards Internal Drainage District. These are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Stage of Planning	Description
06/09/0159/D	Martham	Rollsby Road	Discharge of Conditions	Residential Development of up to 55 Dwellings
06/18/0601/F	Martham	Damgate Lane	Full	Residential Development of 3 Dwellings
20190827	Halvergate	Marsh Road	Outline	Residential Development of up to 7 Dwellings
PF/19/0300	Stalham	Upper Staithe Rd	Full	Residential Development of 3 Dwellings
BA/2018/0417/FUL	Stalham	Staithe Road	Full	Residential Development of 3 Dwellings
20190604	Brundall	Yarmouth Road	Reserved Matters	Residential Development of 155 Dwellings

4. FEES ASSOCIATED WITH CONSENTS GRANTED

- 4.1. There have been no fees invoiced during the reporting period.

5. FLY-TIPPING

- 5.1. As reported verbally at the last meeting of the Board WMA officers have recently had several reports of Fly Tipped Waste within the Internal Drainage District. Some of these events have been reported to WMA officers by the relevant District Council, the reason often being that the District Council do not collect fly tipped waste from watercourses.
- 5.2. The current understanding of WMA officers is based on the relevant section of the gov.uk website (<https://www.gov.uk/guidance/fly-tipping-council-responsibilities#fly-tipping-your-responsibilities>). Based on this guidance officers understand that it is the responsibility of either the Environment Agency or the relevant District Council to remove and dispose of fly-tipped waste in water. The section of the aforementioned guidance which has been relied upon to reach this assertion is shown below:

[The Local Authority] must remove and dispose of fly-tipped waste in water. [The Local Authority] may investigate or enforce if the waste:

- *is in an ordinary watercourse or main river*
- *may cause significant flood risk on an ordinary watercourse*
- *risks polluting a non-controlled water*

The Environment Agency is responsible for arranging removal and disposal and may investigate or enforce when there is:

- *significant flood risk on a main river or critical ordinary watercourse*
- *risk of pollution to controlled water*

- 5.3. As a result WMA officers are concerned that there is an element of disagreement or misunderstanding regarding the responsibilities of both the Internal Drainage Board and the District Council for incidents such as this (within an Internal Drainage District).
- 5.4. WMA Officers have therefore asked officer(s) at the relevant District Councils for clarification of each District's understanding and have offered to meet to discuss the subject. At the time of writing no meeting has been arranged and WMA officers continue to seek clarification through engagement with the District Councils.
- 5.5. Additionally, and as advised at the last meeting, the Board's [current Fly-Tipping policy](#) is under review, based on the current officer understanding as summarised above. It is anticipated that any meeting with District Council officers would prove useful in refining the draft policy wording.

5.6. For ease, the current draft policy wording is outlined below:

The Board do not have enforcement powers with regard to fly tipping as these rest with the relevant Local Authority and the Environment Agency. As such, when notified of fly tipping in the IDD the Board would consider the incident as follows:

- *If the incident is causing a significant obstruction to flow or is presenting an imminent risk of flooding within the Internal District the Board's operatives will remove the waste as per the Board's statutory functions. For this purpose the Board have a waste transfer license to allow them to move waste. Rubbish can be temporarily stored in the relevant Board's yard, where a waste exemption license is in place, before disposing of in an appropriate manner.*
- *However, if the Board's operatives consider the fly tipping incident to be of a serious nature or to have already resulted in a severe consequence the Board will report it to the appropriate enforcement body, rather than attempting to deal with it itself, in case evidence is inadvertently lost, which could have been used to prosecute offenders.*
- *In all other incidents the waste will be reported to the relevant Local Authority. In the case of a vehicle, the Police will also be informed as soon as possible.*
- *If the waste is causing a pollution incident then the Environment Agency will be informed at the earliest opportunity and the pollution contained.*

C.H. BRADY – FLOOD AND WATER OFFICER
G.R. BROWN – FLOOD AND WATER MANAGER
J.F. NOBBS – FLOOD AND WATER OFFICER

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

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	287,154	287,154	0	287,154	287,154	0
1	Special Levies issued by the Board	661,548	661,548	0	661,548	661,548	0
	Grants Applied	359,222	395,687	36,465	1,436,888	1,473,353	36,465
	Rental Income	0	0	0	0	0	0
2	Highland Water Contributions	206,206	0	-206,206	206,206	206,206	0
3	Income from Rechargeable Works	250	78,647	78,397	1,000	78,647	77,647
	Development Contributions	0	0	0	0	0	0
	Investment Interest	2,500	0	-2,500	10,000	10,000	0
4	Other Income	66,068	47,918	-18,150	264,273	246,123	-18,150
	Total Income	£1,582,948	£1,470,954	-£111,994	£2,867,069	£2,963,031	£95,963
<u>Less Expenditure:</u>							
6	Capital Works	359,222	395,714	-36,492	1,436,888	1,473,380	-36,492
7	Environment Agency Precept	173,348	170,046	3,303	173,348	170,046	3,303
8	Maintenance Works	293,232	302,748	-9,516	1,172,931	1,182,446	-9,515
	Development Expenditure	0	0	0	0	0	0
	Interest Payments	0	0	0	0	0	0
9	Administration Charges	46,302	45,032	1,270	175,605	176,735	-1,130
3	Cost of Rechargeable Works	0	77,960	-77,960	0	77,960	-77,960
5	Net Deficit/(Surplus) on Operating Accounts	0	-45,787	45,787	0	0	0
	Total Expenditure	£872,104	£945,712	-£73,608	£2,958,772	£3,080,567	-£121,794
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
10	Net Surplus/(Deficit)	£710,844	£525,242	-£185,602	-£91,703	-£117,536	-£25,833

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Notes	Balance Sheet as at 30-6-2019	Opening Balance £	Movement This Year £	Closing Balance £
11	Fixed Assets:			
	Land and Buildings	315,013	-5,687	309,326
	Plant and Equipment	307,631	-22,407	285,224
	Pumping Stations	36,096	-9,024	27,072
	Shared Consortium Assets	0	0	0
		658,739	-37,117	621,622
	Current Assets:			
12	Bank Account	949,415	497,067	1,446,482
	Stock	4,497	965	5,462
13	Trade Debtors	13,436	26,914	40,350
19	Grant Due	59,988	-59,988	0
14	Work in Progress	2,918	12,407	15,325
15	Term Deposits	500,000	0	500,000
16,17	Drainage Rates and Special Levies Due	25	360,738	360,762
18	Prepayments	0	0	0
	Prepayments to WMA	-5,169	59,347	54,178
	Accrued Interest	0	0	0
	VAT Due	103,732	-40,490	63,242
		1,628,842	856,959	2,485,801
	Less Current Liabilities:			
	Trade Creditors	51,379	245,705	297,084
	Accruals	41,303	13,674	54,977
	Payroll Controls	128	-80	48
	Debtors paid in advance	193	0	193
20	Loans due in less than one year	0	0	0
		93,003	259,299	352,302
	Net Current Assets	1,535,839	597,661	2,133,500
	Less Long Term Liabilities:			
28	Net Pension Liability/(Asset)	333,000	0	333,000
20	Loans due in more than one year	0	0	0
		333,000	0	333,000
	Net Assets	£1,861,579	£560,543	£2,422,122
21	Reserves:			
	Earmarked			
19.	Grants Reserve	529,721	44,325	574,046
22	General Reserve	1,094,986	525,242	1,620,228
23	Development Reserve	77,160	0	77,160
	Plant Reserve	305,827	0	305,827
24	Capital Works Reserve	108,600	0	108,600
		2,116,295	569,567	2,685,862
	Non-Distributable			
25	Revaluation Reserve	78,285	-9,024	69,261
26	Pension Reserve	-333,000	0	-333,000
		-254,715	-9,024	-263,739
	Total Reserves	£1,861,579	£560,543	£2,422,122

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Note Notes to the Accounts

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Broadland District Council	169,239	169,239
Great Yarmouth Borough Council	191,397	191,397
North Norfolk District Council	298,273	298,273
South Norfolk District Council	2,639	2,639
	<u>661,548</u>	<u>661,548</u>

- 2 The Highland Water Claim for 2019/20 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 modest surplus of £687 has been made on Rechargeable Works.

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
4803 Shared Income from WMA	66,068	46,666
4800 Sundry Income	2,375	1,252
4802 Summons Costs	125	0
	<u>68,568</u>	<u>47,918</u>

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	0	-32,262
Mobile Plant Operations Account	0	-13,524
	<u>0</u>	<u>-45,787</u>

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 2019/20 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:

	<u>Y-T-D Budget</u>	<u>Y-T-D</u>
Labour Charges	77,437	85,797
Pump Attendance	1,364	1,511
Plant Charges	19,223	21,298
Insurance	22,427	24,848
Out-sourced repairs and maintenance	16,693	18,495
Materials	843	935
Electricity	44,349	49,137
Telemetry	179	199
Plant Hire	0	0
Depreciation	0	0
Direct Works	<u>182,515</u>	<u>202,219</u>
5400 Technical Support Staff Costs	102,613	96,848
5450 Other Technical Support Costs	1,771	3,681
5500 Biodiversity Action Plan Costs	4,834	0
5600 Development Expenditure	1,500	0
Maintenance Works	<u>293,232</u>	<u>302,748</u>

- 9 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:

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Note Notes to the Accounts

6000	Administration Staff Costs	31,935	26,278
6001	Other Administration Costs	11,167	16,577
6200	Drainage Rates AV Increases/(Decreases)	0	0
6100	Kettlewell House Depreciation	1,000	257
6400	Sundry Expenses	100	79
6500	Settlement Discount	2,100	1,840
		46,302	45,032

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	-91,703
	-91,703

11 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2019/20, 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 1-4-2019	367,830	623,152	412,722	1,403,704
(+) Additions	0	0	0	0
(-) Disposals	0	0	0	0
Closing Balance as at 30-6-2019	367,830	623,152	412,722	1,403,704
Depreciation				
Opening Balance as at 1-4-2019	52,817	315,521	376,626	744,964
(+) Depreciation Charge for year	5,687	22,407	9,024	37,117
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance as at 30-6-2019	58,504	337,927	385,650	782,082
Net Book Value as at 31-03-2019	315,013	307,631	36,096	658,739
Net Book Value as at 30-6-2019	309,326	285,224	27,072	621,622

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.

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:

	<u>2018/19</u>	<u>2019/20</u>
Opening Balance as at 1-4-2019 b/fwd	296,853	949,415
(+) Receipts	4,635,882	1,263,328
(-) Payments	-3,983,320	-766,261
(=) Closing Balance as at 30-6-2019 c/fwd	949,415	1,446,482
Balance on Statement as at 30-6-2019	1,002,789	1,446,030
Less: Unpresented Payments	-53,393	0
Add: Unpresented Receipts	19	452
Closing Balance as at 30-6-2019 c/fwd	949,415	1,446,482

13 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	40,350	16
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days (See Below)	0	0
Total Trade Debtors	40,350	16

>90 days Amount Inv.Date Originator



From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Note Notes to the Accounts

0

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

		Estimated Completion	Originator
East Suffolk IDB	512	31.07.19	Finance
Norfolk Rivers	0	31.07.19	Finance
Water Management Alliance	407	31.07.19	Finance
SJ Cobbold	154	31.07.19	Finance
Simon Stanners	154	31.07.19	Finance
RKI001	505	31.07.19	Finance
RMA004 Martham Depot	13,429	On going	Project Engineer
Pevensay	164	On going	Project Engineer
	15,325		

15 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Natwest Bank plc	500,000	26/10/2018	28/10/2019	0.88%
	500,000			

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

17 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 116 Ratepayers that have not paid their drainage rates for 2019/20, as compared to 110 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2018/19	2019/20
Arrears b/fwd	200	24
Drainage Ratepayers	277,986	287,154
Special Levies for the year	640,426	661,547
Payments Received	-917,943	-586,045
Annual Value Decrease	-1,338	-627
Annual Value Increase	1,112	379
New Assessments	226	248
Irrecoverables and write offs	-282	-79
Summons Collection Costs	525	0
Settlement Discount	-1,263	-1,840
Sundry adjustments	377	0
Arrears c/fwd	24	360,762

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:

	2018/19	2019/20
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%)	7,177	7,177
SCH11: Sutton Ochre Improvement (100%)	0	0
SCH19: Damgate Marshes (100%)	69	69
SCH65: Halvergate Marshes Water Level Management Plan	168,318	17,251
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

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Note Notes to the Accounts

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	-1	-1
SCH34: Eel Monitoring at Halvergate and Somerton	0	0
SCH08: St Benet's Pumping Station	14,230	14,230
SCH66: Horsey Boat Dyke Culvert Emergency Works	0	0
SCH67: Horsey Boat Dyke Culvert Works FCERM7 Study	16,714	16,714
SCH69: Stokesby PS Bypass FCERM7 Study	12,186	12,126
SCH70: Tunstall PS Bypass FCERM7 Study	943	0
SCH71: Broads Culvert Surveys	18,055	18,055
SCH72: Horsey Boat Dyke Culvert	17,333	17,028
SCH73: Muckfleet Bank Improvements	-59,988	263,330
SCH74: Martham Boat Dyke Culvert Study	35,578	34,858
SCH75: Martham Boat Dyke Culvert Replacement	186,136	120,227
	469,732	574,046

Capital Grant Due:

Total Grant Due

0

0

£

Grant Reserve as at 1-4-2019 b/fwd

529,721

Add Grants Received

500,000

Grant Due:

0

Less Grant Applied

-455,675

Grant Reserve as at 30-6-2019

574,046

20 There are currently no outstanding Public Works Loans:

<= 1 year

Loan Number 478101: Upton Dole Pumping Station (8.125%)

0.00

Last Payment Made: August 2016

21 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 27 January 2014. This policy is available for viewing on the Board's website.

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

	2018/19	2019/20
Opening Balance, as at 1-4-2019 b/fwd	1,144,625	1,094,986
Net Surplus/(Deficit) for the year	-26,048	525,242
Net transfer (to)/from Development Reserve	-23,591	0
Net transfer (to)/from Capital Works Reserve	0	0
Revaluation Reserve adjustment	0	0
Closing Balance, as at 30-6-2019 c/fwd	1,094,986	1,620,228

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:



From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Note Notes to the Accounts

	2018/19	Tfr from Gen. Reserve	Tfr to Gen. Reserve	2019/20
Muckfleet and South Flegg (Former Sub District)	72,702	0	0	72,702
Middle Bure (Former Sub District)	4,458	0	0	4,458
	77,160	0	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:

	2018/19	Tfr from Gen. Reserve	Tfr to Gen. Reserve	2019/20
SCH27: Ludham Bridge Pumping Station Refurbishment	5,100	0	0	5,100
SCH60: Tunstall Pump Replacement (Emergency Works)	6,000	0	0	6,000
SCH32: Eastfield Weedscreen	6,500	0	0	6,500
Weedscreen Cleaner Panel - Stokesby & Mautby	13,000	0	0	13,000
Pumping Station Flap (up to 3)	12,000	0	0	12,000
Pumping Station Seals (up to 6)	36,000	0	0	36,000
Stokesby Main Drain Refilling	20,000	0	0	20,000
Wayford Mill Drain Bund	6,000	0	0	6,000
Ludham Bridge Boatyard - Making good old Pumping Station	4,000	0	0	4,000
	108,600	0	0	108,600

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

Opening Balance, as at 1-4-2019 b/fwd	<u>78,285</u>
Less:	
Pumping Station Depreciation	<u>-9,024</u>
Closing Balance, as at 30-6-2019 c/fwd	69,261

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 2019.

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 £2,429,000 as at 31 March 2019 that is shared by all 5 Member Boards. 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 24 January 2019.

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 £115,936.09 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 2019.

(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 £0.00 Chairman's Allowance and £0.00 travelling expenses.

From: 01 April 2019
To: 30 June 2019

Period To: 3
Year Ended: 31 March 2020

Note Notes to the Accounts

- (v) The Board has paid Ben Goose (BJ Goose Digger Hire Ltd) £12,958.80 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. In the last reporting period we paid £353.74 for rent April 2019 - July 2019. A further £0.00 has been paid for electricity. 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 30-6-2019.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

Broads (2006) IDB

Schedule of Paid Accounts

Payment Date From : 01/04/2019

Payment Date To : 30/06/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AC0002	Acle Garden Machinery Centre	Strimmer parts/Chainsaw Boots &	813.07
AG0001	Agroco Trailers	Trailers	6,480.00
AN0120	Anglia Farmers Ltd	Electricity/Materials	115,936.09
BA0006	A J BARHAM LTD	Suppl't telegraph poles	1,836.00
BA0201	Banham Farms Ltd	Materials	47,738.23
BL0002	Blakes Self Loading Vehicles	Hire of Hiab lorry	474.00
BR0272	Broads IDB	Drainage Rates	62.09
BT0001	BT Payment Services	Telephone/Broadband	1,057.24
CI0001	City Electrical Factors	Spares & Repairs	3,768.25
CO0001	Conservation Works Ltd	Fencing	1,975.20
CO0003	SJ Cobbold	Digger Operators	39,529.20
CO0004	Contract Fencing (East Anglia)	Supply and erect palisade fencing	4,950.00
CT0001	CTS (East) Ltd	Construction Training Services	738.00
CU0001	A & W Cushion Ltd	Materials	3,860.28
DU0001	Peter Duffield	Pump Attendant	750.00
DV0001	DVLA	Vehicle Tax	1,010.00
EE0001	EE	Telephone	33.24
EO0550	E.On UK PLC	Electricity	724.22
ER0001	Ernest Doe & Sons Ltd	Quick Hitch for 2 x New Trailers	117.16
FA0601	Mr M Falcon Property Solutions	Consultancy	3,789.36
FR0001	Freightforce Distribution Ltd	Shipment of batteries	68.38
GD0001	GDR Sales Ltd	Plant/Labour Hire	12,317.96
GO0742	B J Goose Digger Hire Ltd	Drain Maintenance/Labour Capital	10,827.60
GS0001	G & S Stores Ltd	Small Tools	485.49
GYBC01	Great Yarmouth Borough Council	Rates	604.90
HA0007	Hayward United Farmer Ltd	Repairs/Maintenance	172.37
HM0001	HM Revenue & Customs	NIC	3,910.23
HU0001	Hubble	Small Tools	285.81
IN0002	Independent Lifting Services	Hardware	585.06
IN0950	Inland Revenue	Paye & NIC	31,758.76
JKH001	J.K.H Drainage Units Ltd	Groundwork	2,233.20
KI1105	Kings Lynn IDB	Rechargeable Work	676.50
LA0001	W Lanham & Son Ltd	Lowloader Move	741.00
LA0002	Mervyn Lambert	Plant Service/Small Plant Hire	7,926.00
LO003	Longwater Construction Supplies	Ridgeidrain Pipe/R Storm	982.22
LO004	Longwater Gravel	Granite	31.80
LU1290	Ludham Garage Ltd	Plant and Truck Repair & Service	1,349.90
MHE001	MHE Consulting Ltd	Surveys	15,327.06
NA0002	National Tracked Dumpers Ltd	Plant Hire	6,720.00
NI0001	J Nicholls	Labour	180.00
NI1450	Nicholsons	Hardware/Fuel	1,514.29
NI1451	J H & P E Nicholson Ltd	Pump Attendance	450.00

Broads (2006) IDB

Schedule of Paid Accounts

Payment Date From : 01/04/2019

Payment Date To : 30/06/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
NO0010	Norfolk Liquid Feeds Ltd	Field Gates, Bolts & Fittings	927.90
NO1470	Norfolk Pension Fund	Pension Contributions	28,215.95
NO1475	Norfolk Rivers IDB	Rechargeable Work	10,048.58
OTT001	OTT Hydromet Ltd	Capital Works	426.72
PA0003	Parker Hydraulics and Pneumatics	Small Tools	16.39
PA0004	Palmer Building (East Anglia) Ltd	Kitchen Martham Office	180.00
PE0002	Persuasion Studio Ltd	Display Boards	357.00
RE0004	Rexel UK Ltd	Telemetry Upgrade	4,122.92
RE0006	REDCO Ltd	Distributor of plastics, rubbers &	94.01
RO0001	Mr D Roll	Pump Attendant	840.00
RO0002	Rollesby Primary School	Childcare Vouchers	207.00
SA0003	Sarum Hardwood Structures Ltd	Hardwood Excavator Mats	2,910.00
SE0001	Selwood Ltd	Small Plant Hire	7,114.26
SH0003	Sheila Smith	Childcare costs	416.00
SSAF01	SSAF Window Films Ltd	Signs/Number Plates	1,336.39
TH0003	Robert Thain	Maintenance Works	26,118.00
TR2010	Mr P Travis	Pump Attendant	1,511.00
TU0001	A D Tubby & Son	All Pump Maintenance	1,500.00
TY0001	Tyre Contract Services	Tyres and Repairs	678.00
VO0001	Vodafone	Mobile Phones	1,116.98
WA0001	Water Management Alliance	Rechargeable Work	50,620.92
WA0003	Watson Fuels	Gas Oil	2,936.77
WA0004	Watson Fuelcards D/D	Fuel	6,461.38
WA0006	AP Wakeham Hire Ltd	Plant Hire	16,840.80
WI0003	Witham Oil and Paint (Lowestoft)	Oil/Parts	968.74
WO0001	Wolseley UK Ltd	Builders Merchants	146.55
XL0001	XL Displays Ltd	Backdrop Sided banner	370.80
YA0001	Yarmouth Rewinds Ltd	Breydon Pumping Control	22,482.00

Please note that the amounts shown above include Vat £ 523,755.22

**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 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)</p>	<p>(1a) Reduction in, or insufficient finance, grant and income</p> <p>(1b) EA may cease to pay highland water contributions to IDBs</p> <p>(1c) Possibility of IDBs having to adhere to water</p>	<p>Erosion of Board's capital and general reserves</p> <p>Reduction in FCERM service the Board is able to provide</p> <p>Unable to replace assets as scheduled in asset management plan</p> <p>Potential prohibitive financial impact</p>	<p>3</p>	<p>3</p>	<p>High 9 →</p>	<p>Explore alternative funding streams</p> <p>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 Rivers Authority and Land Drainage Private Members Bill, which, if enacted could facilitate these aims. The Bill is due its second reading in Parliament on 8 Feb 2019. Defra has, in January 2019, opened consultation on 'Improving Management of Water in the Environment' and included in this is the consideration of legislating for a new charging methodology to enable the extension or creation of new IDBs</p> <p>It is understood that the requirement for licencing only applies to the transfer of water from main river to</p>

**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)
	abstraction licencing regulations introduced January 2018					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 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.	Potential overtopping into IDD in severe weather events and cost implications of managing the increase in water	2	3	High 6 →	Develop Investment Plan with key stakeholders in each flood compartment 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

**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)
						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
	(1p) Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments (1q) Onus of proof sits with IDBs	IDB could incur penalties/fines IDB unable to fulfil its statutory function	2	3	High 6 →	Work with EA, NE and voluntary sector orgs to meet WFD requirements. Agree interpretation of Habitat Regulations Assessments with NE. SMO regularly updated to remain WFD compliant Regular SMO update training for employees Ensure affected landowners are aware of agreed water levels. Pursue funding from all available sources.
To enable and facilitate land use for residential,	(3a) Planning Authorities	Potential for increased flood	2	3	High 6 ↑	Planning/Enforcement is undertaken by the Board's

**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)
commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	<p>ignore advice provided by Board, which leads to increased flood risk</p> <p>(3b) Potential for SUDs to be managed by private companies, who may fail in their responsibility to maintain them in the long term</p>	<p>risk</p> <p>Lost income from SWDCs and commuted sums</p> <p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>				<p>Flood and Water Officers and issues are raised at Board meetings.</p> <p>Officers' comments on planning applications are available on Local Authority website.</p> <p>SUDs adoption and charging policy approved by the Board on 23 January 2017.</p> <p>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.</p> <p>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</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.

Distributed to: Broads (2006) IDB Members

Alston H J
Baugh L E
Bird M
Burton J
Buxton R
Cator H G
Chapman J W
Coppelstone J K Mrs
Daniels S G
Fairhead M Ms
Fitch-Tillett A M Mrs
Freeman G
Galer N
Gay G D
Grattan R M Ms
Grove-Jones P Mrs
Harris M
Hart K
Kelly K S
Lawn B
Millership M Mrs
Mogford L
Nurden G
Robinson I
Roll D
Sharman F
Smart M
Strudwick T P
Tallowin J G
Thomas J L Miss
Wharton E
Wright S D

Officers

Bloomfield G
Brown G
Camamile P J
George P
Goose A
Jeffrey Miss S
Jones T
Laburn Ms C
Philpot M

Broads (2006) IDB
Meeting 12/08/2019