

**A MEETING OF THE BROADS (2006) INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA ZOOM VIDEO/TELEPHONE LINK ON MONDAY 18 JANUARY 2021 AT 10.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* H J Alston	<b>Broadland D C</b>
* L E Baugh	* N Brennan
* J Burton	* J Copplestone
* R Buxton	R Grattan
T Cator	* K S Kelly
* J W Chapman	* G Nurden
* S G Daniels	
* G D Gay	<b>North Norfolk DC</b>
* M Harris	* H Blathwayt
M Jones	* P Bütikofer
* I Robinson	A M Fitch-Tillett
D Roll	P Grove-Jones
* F Sharman	* M Millership
* M Smart	* L Shires
* T P Strudwick	J Toye
* J G Tallowin	* A Varley
* E Wharton	<b>Vacancy</b>
* S D Wright	
<b>Vacancy</b>	<b>Great Yarmouth B C</b>
	* M Bird
	* M Fairhead
	G Freeman
	* N Galer
	L Mogford
	<b>Jointly Appointed</b>
	B Lawn
	* Present (69%)

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), Caroline Laburn (Environmental Manager) and Matthew Philpot (Project Engineer, WMA Eastern)

Mr C Bielby (Member of the public)

ID	Broads (2006) IDB, Minute	Action
01/21	<b>APOLOGIES FOR ABSENCE</b>	
01/21/01	Apologies for absence were received on behalf of Angie Fitch-Tillett, Geoffrey Freeman, Pauline Grove-Jones, Michael Jones, and John Toye.	
02/21	<b>WELCOME AND INTRODUCTIONS</b>	
02/21/01	The Chairman welcomed everyone to the virtual meeting. The Chairman apprised the Board that Mr Chris Bielby was in attendance as a member of the public but would leave the meeting while discussions took place about his co-option to become a member of the Board. RESOLVED that this be noted.	
03/21	<b>DECLARATIONS OF INTEREST</b>	
03/21/01	Fred Sharman declared an interest with regard to Repps Pumping Station. RESOLVED that this be noted.	
03/21/02	The Chairman once again reminded Rebecca Grattan and Pierre Bütikofer that a completed Declaration of Interests Form was required. The Chairman asked that these be completed and submitted to the Business Support Officer as soon as possible. RESOLVED that this be actioned.	<b>RG/ PB/</b>
04/21	<b>MINUTES OF THE LAST BOARD MEETING HELD ON 26 OCTOBER 2020</b>	
04/21/01	The minutes of the last Board meeting held on 26 October 2020 were approved and confirmed as a true record. It was noted that the Chairman would sign the minutes after the meeting. Arising therefrom:	
04/21/02	<b>Possible adoption of Ordinary Watercourse in Caister (73/20/02)</b>  The Project Engineer reported that some clearance work had been undertaken, however further work was required and discussions were ongoing with Cllr Malcolm Bird. RESOLVED that this be noted.	<b>MP</b>
04/21/03	<b>Water Resources East (WRE) Report (73/20/03)</b>  Jo Copplestone informed the Board that WRE, the Nature Conservancy, Norfolk County Council and Anglian Water had formed a strategic partnership and had agreed to recruit a Norfolk Water Strategy Programme Manager in February on a fixed term contract up until September 2022, to lead the creation and development of a Sustainable Water Management Strategy. Once in post, the Catchment Engineer agreed to make contact to discuss flooding problems in the area. RESOLVED that this be actioned.	<b>GB</b>
04/21/04	<b>Halvergate Parish Council (76/20/03)</b>  Grant Nurden reported that the Halvergate Parish Council had not	<b>CL</b>

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	<p>received an environmental report as discussed at the previous meeting. The Environmental Manager reported that this was sent to the Parish Clerk in November 2020 and agreed to discuss the matter with Grant Nurden outside the meeting. RESOLVED that this be actioned.</p> <p><i>Post meeting note: The Environmental Manager resent the information to Grant Nurden and the Parish Council Clerk on 18/01/21.</i></p>	
<b>05/21</b>	<b>TO CONSIDER AND APPROVE THE CO-OPTION OF CHRIS BIELBY AS A BOARD MEMBER UNTIL 31 OCTOBER 2022</b>	
<b>05/21/01</b>	The Chairman invited Chris to briefly explain why he wanted to become a member of Broads IDB. Chris then gave a brief presentation to the Board setting out how he could help the Board achieve its strategic objectives, after which he left the meeting.	
<b>05/21/02</b>	It was unanimously agreed and thereby RESOLVED to co-opt Chris Bielby as a Board Member to represent the Stalham Electoral Division until 31 October 2022 subject to the completion of a Declarations of Interest Form before the next scheduled Board meeting held on 17 May 2021.	<b>CB</b>
<b>05/21/03</b>	Chris Bielby then re-joined the meeting as a Board member and the Chairman advised him of the Board's decision, which would be effective immediately.	
<b>06/21</b>	<b>THE BOARD'S HEALTH, SAFETY AND WELFARE PERFORMANCE REPORT</b>	
<b>06/21/01</b>	The Health, Safety and Welfare Performance Report, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
<b>07/21</b>	<b>ENGINEERING AND OPERATIONS REPORT</b>	
<b>07/21/01</b>	The Engineering and Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. The Chairman declared an interest in Paragraph 4.4 of the report relating to the Paludiculture Pilot Project. Arising therefrom:	
<b>07/21/02</b>	<b>Halvergate High Level Carrier Phase 3 (paragraph 4.5)</b>	<b>MP</b>
	Mark Smart said he was surprised to read in the report that the Halvergate project had been delayed by approximately three months. The Project Engineer agreed to discuss this in more detail with Mark Smart after the meeting. RESOLVED that this be actioned.	
<b>07/21/03</b>	<b>High Rainfall Event in December 2020 (paragraph 5.1)</b>	<b>MP</b>
	The Project Engineer reported that he would prepare a full report for consideration at the next Board meeting, which detailed the recent high	

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	<p>rainfall event and the issues experienced during and after the event. The Chairman said he was keen to be proactive in supporting work where it benefited the Board and that such proposals should also be considered in the report. Several members gave examples of where flooding had occurred (which would be included in the report) and the Chairman read out a letter that had been received from Graham and Jane Grapes in Wayford regarding flooding on their land. The Chairman asked that if any member had additional items to be investigated and included within the report, they should contact the Project Engineer after the meeting (matthew@wlma.org.uk). RESOLVED that this be actioned.</p>	
07/21/04	<p>George Gay suggested that a one-off mileage payment be made to the pump attendants who incurred increased travel over the heavy rainfall period. The Chairman asked that the Project Engineer look into this and report back in due course. RESOLVED that this be actioned.</p>	MP
07/21/05	<p>Mark Harris reported that there needed to be improved communication between Operatives and Pump Attendants to avoid duplication of actions, moving forward. The Project Engineer agreed to introduce improved communication channels, such as a WhatsApp chat group. RESOLVED that this be actioned.</p>	MP
07/21/06	<p>Jon Burton apprised members that it had been agreed to set up a working group to look at flooding issues in the Muckfleet area relating to the Muckfleet &amp; South Flegg system. James Chapman asked to be included, along with Simon Daniels, as members of this group. The Project Engineer agreed to contact James Chapman after the meeting to discuss his ideas and suggestions. RESOLVED that this be actioned.</p>	MP
07/21/07	<p>Marlene Fairhead asked to speak to the Project Engineer after the meeting regarding the third river crossing project in Great Yarmouth. The Project Engineer said that this fell within the Waveney IDB area, however, he was aware of the project and would contact her after the meeting. RESOLVED that this be actioned.</p>	MP
	<p><i>Post Meeting Note: Discussion held and item resolved.</i></p>	
08/21	<p><b>ENVIRONMENTAL REPORT</b></p>	
08/21/01	<p>The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
08/21/02	<p>The Environmental Manager highlighted her request in the report urging all Board members to raise awareness of Floating Pennywort as much as possible. Ken Kelly asked the Environmental Manager to contact him so that a report on Floating Pennywort could be included in a Broadland Newsletter that is distributed to all residents in the area. RESOLVED that this be actioned.</p>	CL
09/21	<p><b>PLANNING REPORT</b></p>	
09/21/01	<p>The Planning Report (a copy of which is filed in the Report Book) was</p>	

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	considered in detail and approved. There were no matters arising.	
<b>10/21</b>	<b>FINANCIAL REPORT FOR THE PERIOD 1 APRIL 2020 TO 30 NOVEMBER 2020</b>	
<b>10/21/01</b>	The Financial Report for the period 1 April 2020 to 30 November 2020, was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.	
<b>10/21/02</b>	James Chapman requested to know the total cost of the realignment and improvement works on the Martham Boat Dyke be provided. The Project Engineer confirmed that the works had all come in under budget, but he would provide the total cost to James Chapman as requested. RESOLVED that this be actioned.	<b>MP/SJ</b>
<b>11/21</b>	<b>SCHEDULE OF PAID ACCOUNTS</b>	
<b>11/21/01</b>	The Schedule of Paid Accounts for the period 1 August 2020 to 30 November 2020 totalling £812,670 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
<b>12/21</b>	<b>TO CONSIDER AND APPROVE THE RATE ESTIMATES FOR 2021/22</b>	
<b>12/21/01</b>	The detailed Estimates for 2021/22 were considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:	
<b>12/21/02</b>	<b>Capital Programme</b>  The Capital Works Estimate for 2021/22 prepared by the Catchment and Project Engineers, totalling £1,316,061 was considered in detail and approved, subject to receiving 100% Flood Defence Grant-in-Aid.	
<b>12/21/03</b>	<b>Maintenance Programme</b>  The Maintenance Works Estimate for 2021/22 prepared by the Project Engineer and Operations Manager, totalling £737,013 was considered in detail and approved.	
<b>12/21/04</b>	<b>EA Precept Charge</b>  It was agreed and thereby RESOLVED to approve in principle the EA Precept Charge of £178,650 for 2021/22, as demanded by the Anglian (Eastern) RFCC (an increase of 2% on last year's charge).	
<b>12/21/05</b>	<b>Consortium Charges</b>  It was agreed and thereby RESOLVED to approve the Consortium Charge for Technical Support of £387,988 for 2021/22, as recommended by the Consortium Management Committee (included in the Maintenance Works Estimate).	

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12/21/06	It was agreed and thereby RESOLVED to approve the Consortium Charge for Administrative Support of £199,697 for 2021/22, as recommended by the Consortium Management Committee.	
12/21/07	<b>Other Expenses</b>  It was agreed and thereby RESOLVED to approve all Other Expenses for 2021/22, as presented.	
12/21/08	<b>Income</b>  It was agreed and thereby RESOLVED to approve all Income of £1,520,287 which together with the Consortium Income of £246,322, reduced the expenditure budget for 2021/22 by 62% and therefore the amount that needed to be funded from drainage rates and special levies.	
13/21	<b>FINANCIAL YEAR 2021/22 LAY AND SEAL DRAINAGE RATE AND SPECIAL LEVIES</b>	
13/21/01	It was agreed and thereby RESOLVED to approve the net requirement of £1,070,467 for 2021/22 as presented (a copy of which is filed in the Report Book). Arising therefrom:	
13/21/02	<b>Annual Values as at 31 December 2020</b>  It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2020 as presented, used for the purposes of raising and apportioning expenses from agricultural draining rates and special levies for 2021/22 (a copy of which is filed in the Report Book).	
13/21/03	<b>Drainage Rates and Special Levies for 2021/22</b>  It was agreed and RESOLVED to approve the net rate requirement of £1,070,467 for 2021/22 as presented in Option 3, which equated to an increase in drainage rates and special levies of 2.00% at 27.138p in the pound:  <b>Option 3</b>  Drainage Rate in the Pound: 27.138p  <b>Financed by:</b>  Agricultural Drainage Rates £299,044 Broadland District Council £176,246 Great Yarmouth Borough Council £199,322 North Norfolk District Council £310,623 South Norfolk District Council £2,748 Reserves <u>£82,484</u> <b>£1,070,467</b>	
13/21/04	<b>Indicative Five-Year Forecast</b>	

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	<p>The indicative five-year forecast was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<b>13/21/05</b>	<b>Earmarked Balanced and Reserves</b>	
	<p>The adequacy and appropriateness of the Earmarked Balances and Reserves was considered in detail and approved (a copy of which is filed in the Report Book).</p>	
<b>14/21</b>	<b>REVIEW OF BOARD'S PERFORMANCE FOR 2020/21</b>	
<b>14/21/01</b>	<p>The Performance Review of objectives for 2020/21 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
<b>15/21</b>	<b>TO CONSIDER AND APPROVE THE BOARD'S OBJECTIVES FOR 2021/22</b>	
<b>15/21/01</b>	<p>It was agreed and thereby RESOLVED to approve the following objectives for 2021/22:</p> <ul style="list-style-type: none"> <li data-bbox="225 1093 1318 1198">(i) To ensure that expenditure does not exceed the net expenditure budget for 2021/22 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.</li> <li data-bbox="225 1238 1318 1308">(ii) To ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.</li> <li data-bbox="225 1348 1318 1417">(iii) To help partners to develop a plan to maintain the riverbanks after the BESL project finishes in 2022.</li> <li data-bbox="225 1458 1238 1496">(iv) To develop a plan to be far less reliant on the Environment Agency.</li> </ul>	
<b>16/21</b>	<b>TO CONSIDER AND APPROVE THE MATERIAL CHANGES TO THE RISK REGISTER</b>	
<b>16/21/01</b>	<p>Members considered and approved the risk register for those risks with a risk assessment matrix score of <math>\geq 6</math>. RESOLVED that this be noted.</p>	
<b>17/21</b>	<b>TO CONSIDER AND APPROVE THE BOARD'S POLICIES DUE FOR REVIEW</b>	
<b>17/21/01</b>	<p>The Board's policies due for review were considered in detail and approved (a summary document detailing the policies and changes is filed in the Report Book). RESOLVED that this be noted.</p>	
<b>18/21</b>	<b>CORRESPONDENCE</b>	



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18/21/01	There was no other correspondence received.	
19/21	<b>DATE OF NEXT MEETING</b>	
19/21/01	<p>The next Board meeting would take place on Monday 17 May at 10.00 am. Venue details would be confirmed nearer the time. The Chief Executive confirmed that the change in the Board's Standing Orders permitting the Board to meet virtually and remotely was only for a period of one year and would therefore expire on 7 May 2021 unless an extension or permanency to the arrangements was granted by Defra. RESOLVED that this be noted.</p>	
20/21	<b>ANY OTHER BUSINESS</b>	
20/21/01	There were no items raised.	
21/21	<b>OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</b>	
21/21/01	There were no members of the public present at this stage of the meeting.	
22/21	<b>CONSORTIUM MATTERS</b>	
22/21/01	<p><b>Unconfirmed minutes</b></p> <p>The unconfirmed minutes of the last Consortium Management Committee meeting held on 10 December 2020 were considered in detail and approved. There were no matters arising.</p>	
22/21/02	<p><b>WMA Schedule of Paid Accounts</b></p> <p>The WMA Schedule of Paid Accounts for the period 1 August 2020 to 30 November 2020 totalling £628,808.73 as approved at the Consortium Management Committee meeting on 10 December 2020, was considered in detail and adopted by the Board. There were no matters arising.</p>	
22/21/03	<p><b>Projected Out-turns for 2020/21 and WMA Estimates for 2021/22</b></p> <p>The detailed Consortium Budget and Basis of Apportionment for the financial year 2021/22, as approved at the Consortium Management Committee meeting on 10 December 2020, together with the projected out-turns for year ending 31 March 2021 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
22/21/04	<p><b>Planning/Byelaw Enforcement Procedures</b></p> <p>The Two Stage Enforcement Process as approved at the Consortium Management Committee meeting on 10 December 2020 was considered in detail and approved by the Board (a copy of which is filed in the Report</p>	



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	Book). There were no matters arising.	
<b>22/21/05</b>	<b>WMA Policies</b>	
	The 19 WMA policies due for review, as approved at the Consortium Management Committee meeting on 10 December 2020 were considered in detail and adopted by the Board (a copy of which is filed in the Report Book). There were no matters arising.	
<b>22/21/06</b>	<b>Issues for discussion at next CMC meeting</b>	
	There were no issues raised by members for discussion at the next Consortium Management Committee (CMC) meeting on 26 March 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.	
<b>23/21</b>	<b>CONFIDENTIAL BUSINESS</b>	
<b>23/21/01</b>	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.	

## **UPDATE FROM JO COPPLESTONE – PARAGRAPH REFERENCE 04/21/03**

Norfolk Sustainable Water Management Strategy - WRE/Broads IDB

January 2021

Water Resources East, the Nature Conservancy, Norfolk County Council and Anglian Water have formed an exciting strategic partnership which will focus on water management across Norfolk.

The Partnership will be recruiting a Norfolk Water Strategy Programme Manager in early February 2021 to lead the creation and development of a Sustainable Water Management Strategy which will provide the basis of the long-term governance for the Norfolk Water Fund.

Norfolk is impacted by a range of water-related issues, including falling ground water levels, abstraction pressures, housing and business development, water quality and flooding and there is the need for an overarching strategy to address these issues.

The NSWS will:

Ensure that water (either too much or not enough) is not a barrier to economic development and growth.

Increase the resilience of water resource management for all users, including the agri-food sector.

Deliver wider benefits in terms of flood risk and water quality.

Identify opportunities and mechanisms to restore and enhance the environment.

Provide opportunities for water related businesses.

Deliver water related climate change mitigation and adaptation strategies, including net zero carbon.

Provide academically rigorous evidence to policy makers.

Influence and shape WRE's plan for Eastern England.

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

### **1. This report covers the period from to 01 October 2020 – 16 December 2020**

1.1 We continue to update and review risk assessment in line with government guidelines.

### **2. Learning events**

2.1. None this quarter.

### **3. Accidents**

3.1. No accidents this quarter.

### **4. Toolbox Talks & Training**

Toolbox Talks given to:

4.1. Floating pennywort – invasive species information on plant identification and actions if found.

4.2. Strategic Maintenance Operations: Toolbox talk refresher to all staff on our SMO document, maintenance procedures and standards. Talk will also be given to framework contractors in the new year.

4.3. COVID Updates & Winter Safe Start, relating to additional winter risks.

4.4. Abrasive Wheels: Training received by two operatives.

### **5. Updates to Generic Risk Assessments (GRA)**

5.1. Generic Risk Assessment on COVID Risks, live document.

5.2. Pregnant Employees GRA

5.3. Environmental Team GRAs

### **6. Health & Safety Inspections (*these are carried out quarterly by Copes, our independent safety consultant*)**

6.1. 16/12/20 – Martham depot and workshop.

6.2. Review made of H&S fencing installed at Potter Heigham pumping station. Positive feedback received.

6.3. Positive feedback on yard management and safety monitoring

## **BROADS (2006) IDB ENGINEERING & ENVIRONMENTAL REPORT JANUARY 2021**

**This report covers the period from 10 October to the 04 January 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:

Horsey  
Hickling  
Hempstead Waxham (Brograve)  
Stubb Mill  
Stokesby  
Potter Heigham  
Horsefen  
Ludham Bridge

### **2. PUMPING STATIONS**

#### **HAPPISBURGH TO WINTERTON DISTRICT**

##### Brograve: (3 No. Pumps)

High Water & overtopping between christmas & new year.

##### Horsey: (1 No. Pump)

High Water & overtopping between christmas & new year.

##### Somerton South: (2 No. Pumps)

No major problems reported.

##### Somerton North: (1 No. Pump)

No major problems reported.

##### 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)

No major problems reported.

Breydon Pumping Station: (2 No. Pumps)

Weedscreen cleaner removed due to faults. Awaiting parts  
Power loss due to burn out in electricity meter

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)

Ro-tork motor being serviced

**LOWER YARE FIRST DISTRICT**

Buckenham Pumping Station: (1 No. Pump)

Water level monitoring head stolen, spare replacement fitted & new one being sourced.

Postwick Pumping Station: (1 No. Pump)

Flap door became dislodged but has been repaired. Awaiting replacement.  
New safety fencing erected.

**LOWER YARE FOURTH DISTRICT**

Cantley Pumping Station: (1 No. Pump)

No major problems reported.

**MIDDLE BURE DISTRICT**

The Doles Pumping Station: (3 No. Pumps)

No major problems reported.

Hermitage Pumping Station: (1 No. Pump)

No major problems reported.

**MUCKFLEET & SOUTH FLEGG DISTRICT**

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

No major problems reported.

High water & localised flooding between Christmas & new year

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

No major problems reported.

**REPPS MARTHAM & THURNE DISTRICT**

Martham Pumping Station: (1 No. Pump)

Pump Seals worn & pump badly corroded.

High Water & overtopping between christmas & new year.

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.

High Water & overtopping between christmas & new year.

Eastfield Pumping Station: (1 No. Pump)

No major problems reported.

High Water & overtopping between christmas & new year.

Catfield Pumping Station: (1 No. Pump)

No major problems reported.

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

High Water & overtopping between christmas & new year.

Potter Heigham Pumping Station: (2 No. Pumps)

No major problems reported.

High Water & overtopping between christmas & new year.

Horsefen Pumping Station: (1 No. Pump)

No major problems reported.

High Water & overtopping between christmas & new year.

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

No major problems reported.

High Water & overtopping between christmas & new year.

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

No major problems reported.

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

No major problems reported.

High Water & overtopping between christmas & new year.

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.

Significant overtopping between Christmas & new year.

Wayford Bridge Pumping Station: (1 No. Pump)

No major problems reported.

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

No major problems reported.

High Water & overtopping between christmas & new year.

### 3. PLANT

#### 3.1. Plant Replacements

New Excavators due to arrive in January 2021. Four new trucks before April 2021, with old trucks being sold shortly after this by informal tender.

#### 4. CAPITAL WORKS

##### 4.1. Capital Works - Medium Term Programme Refresh

Further to the Government announcement over the summer of doubling of the Flood Risk Management budget to c.£5.2bn over the next 6 year settlement period. Indicative allocations have been assigned to Broads IDB as follows:

Upper Thurne Integrated Drainage Improvements	c.£26.115m
River Bure Water Level Management Improvements	c.£14.2m
River Yare Water Level Management Improvements(Shared)	c.£11.6m
Stalham Staithe Surface water Flood Alleviation Scheme (study)	£20k
<b>TOTAL</b>	<b>£51.99m</b>

Across The whole WMA Eastern Group a total of £115.78m has been allocated. Business case development & approval will be key to unlocking these funds to safeguard our drainage districts and replacing our aging assets into the future.

##### 4.2. Muckfleet Project – Update

The desilt of the Muckfleet channel is completed.

New emergency water filled dams have been ordered which can be deployed in the event of a breach. This solution was agreed on due to the cost of a permanent structure. It also gives more flexibility in the location it can be deployed.

We await information from Northumberland water regarding automation options for the sluice by the road.

##### 4.3. Upper Thurne Integrated Drainage Improvements (UTIDI)

The short list of options for the replacement of 14 pumping stations was presented to and agreed by the Board at the meeting of 26 October 2020 and officers are working with Jacobs and the designer / importer of the screw pumps to produce outline designs and high level costings for the replacement stations through early contractor involvement with BAM Nutall.

An extensive review of the existing drainage network, pump capacities and operational requirements has been completed to inform the designers of the minimum requirements and service level for the new assets. Jacobs have undertaken a preliminary geological assessment of the sites and have commenced environmental screening.

##### 4.4. Paludiculture Pilot Project - Horsey Estate

Board Officers working with the Broads Authority, as lead partner in the CANAPE Interreg project, have commenced detailed design to enable works to start on site August 2021. Through the creation of low level bunds / raising of water levels the c.£60K pilot is seeking to create approximately 1.3Ha of wetland habitat suited to the planting of typha, reed and phalaris as a demonstration site to evaluate the commercial viability of the plant species, including their capacity to screen the pollutants from the water and locking up carbon within the soil structure.

Broads officers will subsequently be tendering for the delivery of the project on a recharge basis.



#### **4.5. Halvergate High Level Carrier Phase 3**

Detailed designs are being developed for consultation and permitting purposes. Landowner and stakeholder meetings are scheduled for early 2021.

#### **4.6. Stall KLAWA Eel Pass**

Tagged eels have been released upstream of the pass. Their movements and interactions with the pass are being monitored throughout the remainder of the migration season.

#### **4.7. Sutton Staithe SSSI Improvements**

This project has been incorporated into the Capital Works MTP refresh under the River Bure WLMI, taking a catchment based approach following the latest EA guidance. See 4.1 above.

### **5. OPERATIONAL MATTERS**

#### **5.1. High rainfall event December 2020**

High rainfall levels were experienced at the end of December 2020, with staff working over almost all of the Christmas period responding to pump issues and water level management. A number of pump faults and power cuts were experienced, but the alarms provided by our telemetry system allowed our M&E team to keep on top of problems as they arose. Overtopping of the banks at Brograve and Chapelfield led to the deployment of temporary pumps, which helped in managing the problems in these locations.

We will be undertaking an internal review of the event in the coming weeks and will also be making contact with pump attendants as part of this. We also welcome feedback from any board members, in relation to this event. Please send comments to [matthew@wlma.org.uk](mailto:matthew@wlma.org.uk)

#### **5.2. Mechanical & Electrical Engineering staff freelance work**

0 hrs work this quarter.

#### **5.3. BESL Update**

Officers have made contact with the new team leader for the BESL area, Tom Hunter, regarding the future of the Broadland area, post BESL. Tom confirmed that a further two years of funding has been found for BESL (whose contract finishes in April 2021), within which period the following actions will continue and be completed:

- Grass cutting & cut and clear
- Reactive maintenance
- Inspections of the broadland assets with the EA team to develop a plan of what needs doing to meet current standards
- Public Safety Work and fencing
- Review of funding available for broadland under current funding rules (which will lead to broader discussions on the area)
- Knowledge share from the project with the EA team
- 5-10 year plan of works for the area

It is therefore clear that there will not be a step change in maintenance standards or decisions being made regarding the area. The broadland futures initiative is also running parallel to this and the importance of board member representation at those forums remains key.

A quarterly meeting between officers and Tom Hunter have now been set up so that we can continue to build our relationship with the future Broadland team

## **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.

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

Nothing to report this period.

## **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**

As previously reported in October 2020, the Broads and Norfolk Rivers IDBs had received reports of Floating Pennywort (*Hydrocotyle ranunculoides*), a fast growing and highly invasive plant species in their Boards Internal Drainage Districts, around the North Walsham Dilham Canal area and the River Ant. The discovery of this plant in the catchments poses a huge risk to our IDBs, both economically as well as ecologically, and could seriously impact boards infrastructure if were to be left unchecked.

Surveys were undertaken by WMA Environmental Officers in November and December, on both IDB drains that connect to the canal, and of the NWDC canal itself between Briggate Bridge and Tonnage Bridge. These surveys showed that Floating Pennywort is currently present between Honing lock and Tonnage Bridge. This includes a large patch at the confluence of the Hundred Stream (IDB Drain) and the canal. Further regular surveys will be required upstream and downstream of this site.

The plant reproduces vegetatively, from bits splitting off from the main plant, floating downstream and establishing in the banks. It grows at a phenomenally fast rate (up to 20cm day) and forms vast, thick mats which could have serious impacts on drainage, navigation, fisheries and ecological interests in the Broads and the Broadland Rivers. It will be found initially growing horizontally out from the bank with lobed, kidney shaped leaves (upto 7cm) and a thick fleshy stalk from which radiates veins.

In order to prevent short-term spread from the nine very large (>5m) patches identified during the surveys, it was decided that prompt action was needed. The NRIDB excavator and operative was deployed to remove seven of the large patches and bury them in the adjacent marsh. This operation was agreed with the landowner and EA and was successfully undertaken on 7 December. This work was funded from the NRIDB BAP budget for non-native species.

*Floating pennywort patch on the NWDC*



*Floating Pennywort removal by the NRIDB Machine*



A specialist contractor has been employed by the NNNSI to remove two further large patches by hand, where excavator access was too difficult. He has also been employed to survey further down to Barton Broad.

The results of the recent survey undertaken by boat, by the specialist contractor, has discovered that the plant has been found as far down as Stalham Staithe. This is a very concerning finding as the plant is now within the navigable area of the River Ant and has the potential to be translocated all around broadland on the propellers of boats and craft.

Despite the prompt action of the IDB, the long-term control and ultimate eradication will require a prolonged effort. Although the bulk of plant material has now been removed in the NWDC area, there will be small fragments that are hidden within other marginal vegetation, or roots within the bank. The recent discovery further down the Ant is very worrying and further input from the BA and the EA will need to be discussed and the project upscaled to deal with this very recent finding.



The contractor to undertake hand pulling from a boat as well as targeted herbicide application where appropriate moving forward. This is likely to be required for several years, until surveying shows it has been eradicated.

The IDBs will be continuing to work closely with the Norfolk County Council Non Native Species Initiative (NNNSI), the Environment Agency, the Broads Authority, Natural England and the North Walsham/Dilham Canal Trust to establish a plan and a solution to eradicating the plant.

We need to convince the EA that this plant does pose a serious Flood Risk to the area and if it is not dealt with the consequences to biodiversity with the unique Broadland environment will be devastating. Below is a photograph of drainage ditches on the Pevensey Levels. This is what much of broadland could look like if the plant is not eradicated. This issue is of very serious concern to the BIDB and NRIDB officers.

#### **Help Required from Board Members:**

More funding is required for eradication of this plant. The plant is currently in EA main River and the BA navigable area. Officers would urge all Members who sit on the RFCC and Broads Authority committees to raise this issue as a matter of extreme high importance and put pressure on the respective boards to recognise this as a real issue for Broadland. This issue cannot be dealt with on a shoestring budget. Officers urge Members to elevate this issue to as high as it will go and before it is too late as unfortunately the funding issue cannot be resolved by IDB officer efforts alone.

*Ditch systems infested by Floating Pennywort on the Pevensey Levels; we cannot let this happen in Broadland!*



The Floating Pennywort was first updated to the board via an email in October 2020, to see this document again please see Appendix A.

#### **7.1.2. ADA BAP Template and Biodiversity Metrics - Review**

The new and revised BAP template has been finalised by the ADA Environmental and Technical Committee and is now available on the ADA Website. The original template design was undertaken in 2008-2009 in response to underpinning the IDB's duty to conserving and enhancing conservation and biodiversity in various aspects of environmental legislation. The new BAP template has been designed to demonstrate contributions of IDBs to aspects of the Governments 25 year environment plan. The IDB's duty toward conservation and biodiversity is likely to be strengthened by the Environmental Bill 2020 and it is important that these

are considered in the next BAP review. The recent BIDB BAP was adopted by the Board in 2018 and will be reviewed again in 2022, for its proposed adoption in April 2023.

A recent review of metrics has also been undertaken by ADA with contributions from the WMA, to try to make the activity of reporting on IDB actions within the IDB BAP a smoother, smarter and measurable process. The information gathered on Metrics can then be reported to demonstrate to DEFRA the progress and contribution that IDB's make to the natural environment on a National scale.

### **7.1.3. Dissolved Oxygen (DO) Monitoring 2020**

During the 2020 monitoring season, the pumps and sites that were monitored were visited a total of 3 times (13 August, 02 September and 19 October 2020).

The final DO monitoring session took place on 19 October where results showed 7 out of 8 pumping station sites upstream recorded dissolved oxygen above 20%. Repps was the only site where the result in the IDB drain at the pump was below 20% DO (17.7%). Downstream 7 out of 8 sites recorded DO above 20%. Cantley was the only site where the result downstream was below 20% DO (13.4%). A brief report of the findings will be written in preparation for the partnership discussion for DO monitoring in 2021.

### **7.1.4. Halvergate Phase 3 Water Vole Survey Work**

Information gained from water vole surveys in autumn 2020 has been used to inform the detailed design for the scheme. Areas requiring water vole mitigation will be identified and appropriate mitigation undertaken through the IDB Class licence will be programmed in ahead of the main works.

## **7.2. Biodiversity Action Plan**

### **7.2.1. Reporting Review - 2020-2021**

The Biodiversity Action Plan for the Broads IDB has been subject to an annual review of progress. Various actions have been undertaken during 2020 by the Board, mostly via the day to day running of the Boards Maintenance and Capital Scheme Delivery programmes. Some actions, however, are delivered via other organisations on behalf of the Board, where they receive funding from the Board to facilitate projects. A summary of the progress made thus far in 2020-21 is shown in Appendix B.

### **7.2.2. Water Life Recovery East – Update**

The WRE steering group meeting was held in December. 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 Government's Green Recovery Fund was applied for earlier in the year by the Waterlife Recovery East Project and was one of the few projects which secured funding. The group won funding of £229,000 from the Green Recovery Fund and three mink project officer posts will be funded: part time in Suffolk (SWT) and Cambridgeshire and a full time post in Norfolk (Norfolk Rivers Trust).

### **7.2.3 BAP Breeding Wader Scrapes at Upton Marshes**

10 new scrapes have now been delivered between October and December 2020 by NWT using the BIDB BAP funding. These are spread across several wet grazing marshes grouped into two separate areas within the Upton Marshes Reserve. One area has nearby public access and they can be viewed from a new NWT bird hide that has been built overlooking one of the scrapes.

The scrapes have provided instant benefits in the habitat available to wintering birds, with 6 Snipe having already been observed by the site warden using one of the recently completed scrapes. It is hoped that they will be extensively used by breeding waders next spring. On-going monitoring will be undertaken by NWT staff and volunteers and results will be shared with BIDB.



*Breeding wader scrapes on Upton Marshes*

### 7.3 Pre-work Site Visits during the period:

Date	Officer	Project / Maintenance	Site	Comments
13-10-20	JLM, TJ	Project	Horsey Paludiculture	Scoping site visit.
16-10-20	CL, AG,	Proposed Project	Wickhampton	Meeting with Ezra Lucas, NE to discuss a project to control crassula on the Halvergate SSSI
19-10-20	HM, JLM	Maintenance	BIDB	Regular DO monitoring at Broads PS that have DO issues.
21-10-20	HM, PG	Project	Tunstall	Environmental watching brief while bank was repaired.

30-10-20	HM, JLM	Maintenance	Martham	Delivering a toolbox talk to staff on the Non-native invasive species Floating Pennywort
6-11-20	JLM	Maintenance	Stokesby and Tunstall	Monitoring visit of water vole mitigation areas at culverts following vegetation cutting in October.
24-11-20	GB, ED, AG, CL	Project	Sutton	Meeting with Adrian Gardiner NE to discuss Sutton ochre problem
01-12-20	HM, PS	Maintenance	Martham	Scoping exercise on the Martham drain system to assess whether it requires a desilt. These results will then be written into a WFD assessment.
07-12-20	JM, CL	Project	NWDC, Dilham	Removal of Floating Pennywort
11-12-20	HM, JM	Maintenance	Martham	Delivering a toolbox talk to staff on the SMO for Broads
16-12-20	JLM	Project	Upton Marshes	Check completed breeding wader scrapes with reserve manager. These were delivered by NWT and funded by BIDD BAP budget. Project has been delivered to expectations and are already providing habitat benefits.

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

Asset / Licence	Date Applied	Date Granted
Broads WFD Assessment, Martham desilt maintenance	16 December 2020	N/A

#### 7.5 Meetings or Training

Date Applied	Meeting / Training Attended	Brief Description
03-11-20	Floating Pennywort Telecon	Meeting with EA, NNNSI, IDB, NE to discuss Floating Pennywort problem in Broadland
20-11-20	Dilham/Honing site visit with EA and Contractor	Site visit to discuss the removal of Floating Pennywort by machine and by hand
01-12-20	Floating Pennywort Telecon	Meeting with EA, NNNSI, IDB, NE to discuss Floating Pennywort problem in Broadland
09-12-20	Waterlife Recovery East	Quarterly meeting to discuss project progression, with the aim of eradicating mink in the Core area of Norfolk and Suffolk.
15-12-20	ISO Non-conformities webinar	To learn about the different types of non-conformities for auditing and a smoother running of the board

## 8 Non-Compliance

8.1. Nothing to report within this period.

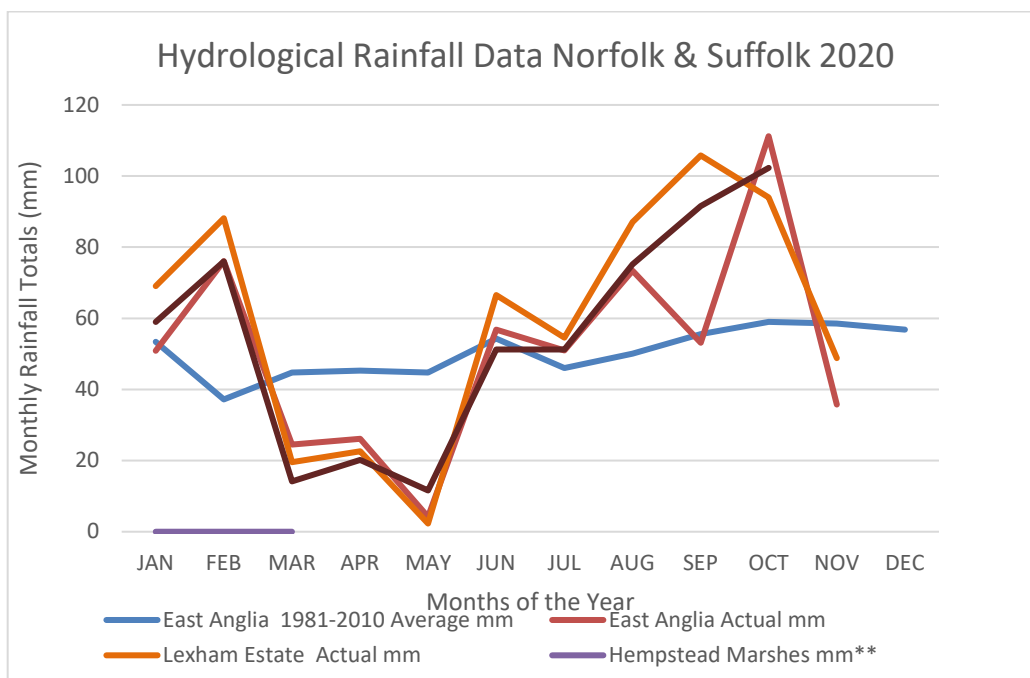
## 9 Complaints

9.1 Nothing to report within this period.



10 **HYDROLOGY – UK Overview** (extracts from [https://www.metoffice.gov.uk/pub/data/weather/uk/climate/datasets/Rainfall/date/East\\_Anglia.tx](https://www.metoffice.gov.uk/pub/data/weather/uk/climate/datasets/Rainfall/date/East_Anglia.tx) )

- 10.1 September began with a ridge of high pressure, but westerlies dominated from the 2nd until the 12th bringing areas of rain interspersed with brighter showery weather, though high pressure increasingly influenced the south at times. It turned hot in places, especially south-east England, around mid-month, and the 16th to 21st was settled with high pressure and plenty of warm sunshine for most parts of the UK. The weather turned much cooler and more unsettled from the 22nd, and it was very wet and windy in Norfolk on the 25th. With clear skies and slackening northerly winds further west from the 25th to 27th, frost developed overnight in some places.
- 10.2 October began very unsettled, with Storm Alex bringing rain and strong winds to much of England and Wales on the 2nd, and a very wet day followed for much of the UK on the 3rd. From the 4th to 13th it remained unsettled with rain or showers, and from the 8th winds changed to a mainly northerly or north-westerly direction. It was more settled from the 14th to 18th with easterly winds, though many places were rather cloudy at times. The weather turned very wet and windy from the 19th onwards, with mainly westerly and south westerly winds, and rain belts crossed the country at frequent intervals, with some brighter showery weather in between.
- 10.3 November began mild, wet and windy, but it briefly turned colder and more settled around the 4th-7th with a ridge of high pressure. Southerly and south-westerly winds blew frequently from the 7th to 18th, bringing mild weather with wet and windy spells. It continued mostly unsettled and mild until the 25th, with a very brief northerly outbreak on the 19th. It turned settled and colder from the 26th to 29th with high pressure and widespread fog and variable amounts of cloud, then further rain spread southwards on the 30th.



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

	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Hempstead Marshes mm**	Seven Mile Halvergate Actual mm
JAN	53.4	50.9	69.1	0	59
FEB	37.2	76.1	88.1	0	76
MAR	44.8	24.5	19.6	0	14.2
APR	45.3	26.1	22.6		20.2
MAY	44.8	4.2	2.3		11.6
JUN	54.3	56.8	66.5		51.2
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		
DEC	56.8				

**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**  
**HELEN MANDLEY, ENVIRONMENTAL OFFICER**  
**JAMIE MANNERS, ENVIRONMENTAL OFFICER**



## **IMPORTANT INFORMATION FOR THE BOARD**

### **Reports of Floating Pennywort in Broadland**

The Broads and Norfolk Rivers IDBs have recently received reports of Floating Pennywort (*Hydrocotyle ranunculoides*), a fast growing and highly invasive plant species in their Boards internal Drainage Districts, around the North Walsham Dilham Canal area and the River Ant.

The discovery of this plant in the catchments is a huge risk to our IDBs, both economically as well as ecologically and could seriously impact boards infrastructure if left unchecked.

The plant reproduces vegetatively, from bits splitting off from the main plant, floating downstream and establishing in the banks. It grows at a phenomenally fast rate (20cm day) and forms vast, thick mats which could have serious impacts on drainage, navigation, fisheries and ecological interests in the Broads and the Broadland Rivers. It will be found initially growing horizontally out from the bank with lobed, kidney shaped leaves (upto 7 cm) and a thick fleshy stalk from which radiates veins (please see attached NNSS ID Sheet).

Below are photographs of the plant in another WMA catchment, illustrating the problem.

Examples of a Pump and watercourses in the Pevensey Levels WLMB catchment area.



The best time to do something about this plant is now, before it spreads and moves further down the system into the Broads, into IDB networks and into other river systems. The IDBs will be working closely with the Non Native Species Initiative (NNSI), the Environment Agency, the Broads Authority, Natural England and the North Walsham/Dilham Canal Trust to establish a plan and a solution to eradicating the plant. Please do not pick the plant and throw it back into the river/dyke or try to remove the plant yourself from the watercourse, as this may cause the plant to spread. Please report the sighting to the IDB or the NNSI as described overleaf.



Please tell your friends and neighbours, spread the word on the severity of this plant and report any sightings to an IDB Environment Officer or to the Norfolk County Council's Non Native Species Initiative on the contact details below:

**Caroline Laburn** [caroline@wlma.org.uk](mailto:caroline@wlma.org.uk) 07880 728389

**Jamie Manners** [jamie@wlma.org.uk](mailto:jamie@wlma.org.uk) 07825 289691

**Helen Mandley** [helenm@wlma.org.uk](mailto:helenm@wlma.org.uk) 07909 110153

**Non Native Species Initiative** [nnsi@norfolk.gov.uk](mailto:nnsi@norfolk.gov.uk)

Please be vigilant and report the sighting, with a grid reference if possible, using the following link:

<https://gridreferencefinder.com/>

The Environment Team will be informing all operational staff ID of this plant and asking them to keep an eye out and report it to the team.

The Non Native Secretariat Identification sheet for Floating Pennywort is also appended with this information to assist in Identification of the plant. Please make yourself aware of what it looks like and how it grows in the watercourse.

### **Reported locations of Floating Pennywort in Broadland**

The grid references are shown below for locations near Honing Lock, Tonnage Bridge and the bottom of the Hundred Stream on the River Ant. The likelihood is that there may be several other patches in or around the Ant river system.





# Floating Pennywort

## Species Description

**Scientific name:** *Hydrocotyle ranunculoides*

**AKA:** Dail-ceiniog arnofiol (Welsh), *Hydrocotyle nova zealandiae*

**Native to:** North America

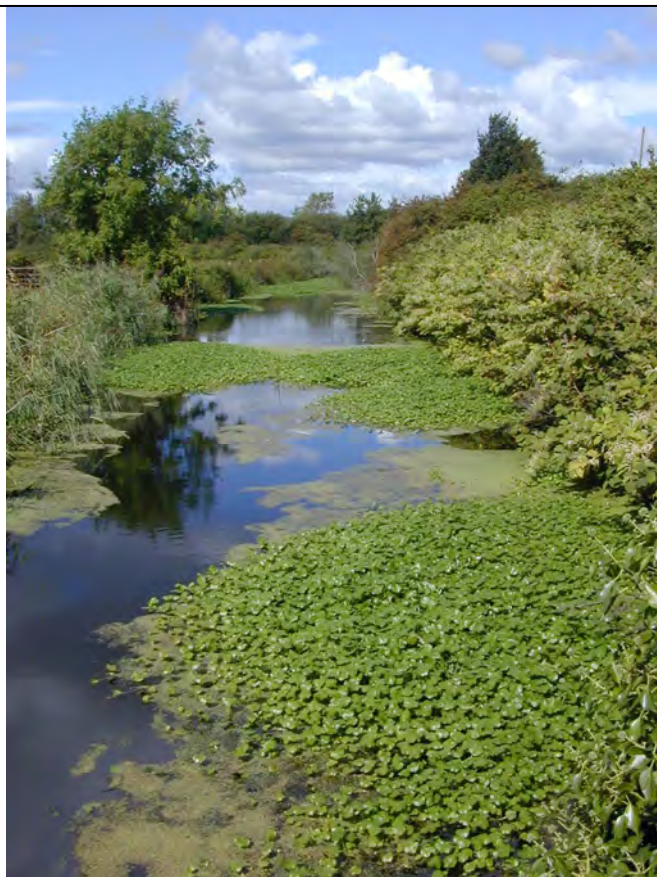
**Habitat:** Emergent or floating on the surface of still or slowly moving freshwater

Free-floating or rooted. The characteristic leaves and growth form help to make this plant easy to identify. It is found mostly in the south-east of England and occasionally in the north-west of England and Wales. Spreading rapidly.

First naturalised in 1990 as a result of discarded plants from garden ponds. Can grow up to 20cm per day and may quickly dominate a waterbody forming thick mats and impeding water flow and amenity use. May out-compete native species by blocking out light, causing deoxygenation, obstructing air breathing insects from reaching the water surface and reducing water temperatures.

Floating pennywort is listed under Schedule 9 to the Wildlife and Countryside Act 1981 with respect to England, Wales and Scotland. As such, it is an offence to plant or otherwise cause this species to grow in the wild.

For details of legislation go to [www.nonnativespecies.org/legislation](http://www.nonnativespecies.org/legislation).



## Key ID Features

Grows horizontally

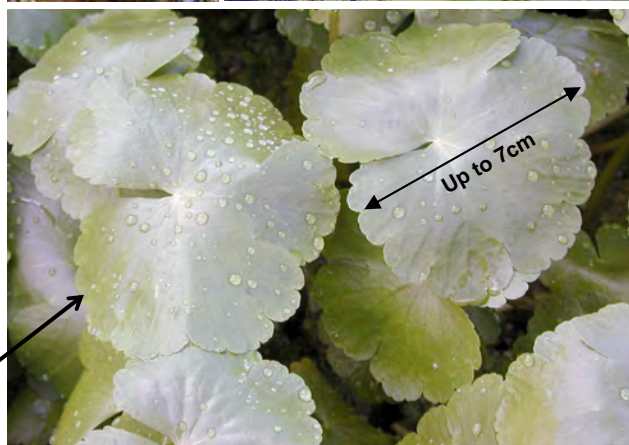


Leaves can be floating or emergent



Fleshy stalks

Fine roots



Up to 7cm

Shiny, kidney-shaped leaves with crinkled edge, frequently broader than long



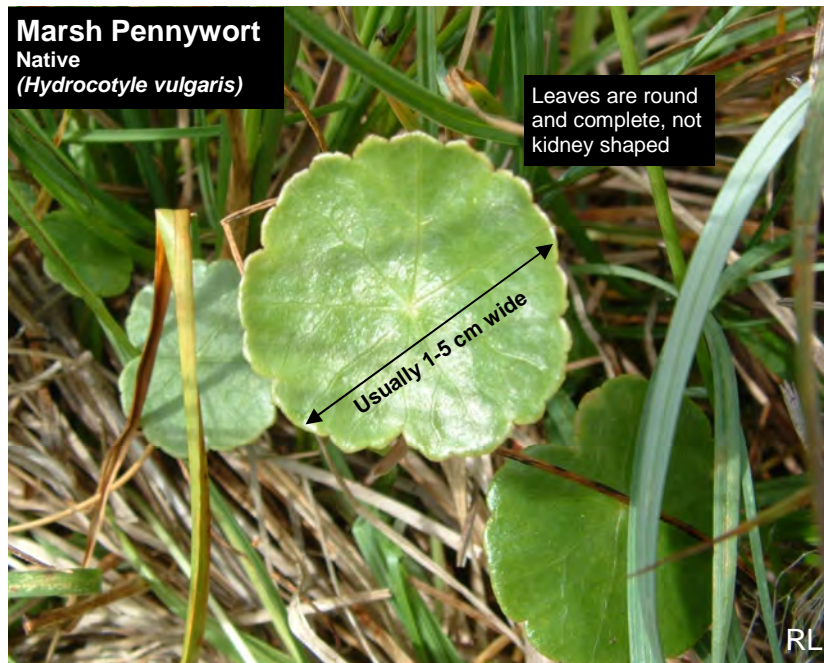
## Identification throughout the year

Varies little throughout the year, although in the winter it is most likely to be found at the water's edge. Tiny white flowers are rare, but if present, they appear between July and August.

## Similar Species

### Marsh Pennywort

Native  
(*Hydrocotyle vulgaris*)



Leaves are round and complete, not kidney shaped

Usually 1-5 cm wide

RL

Grows on damp ground in bogs and fens. Always rooted in the ground, never free-floating

## Distribution

Common in the south-east of England, and spreading to other parts of the British Isles.

Source: NBN Gateway. Check website for current distribution

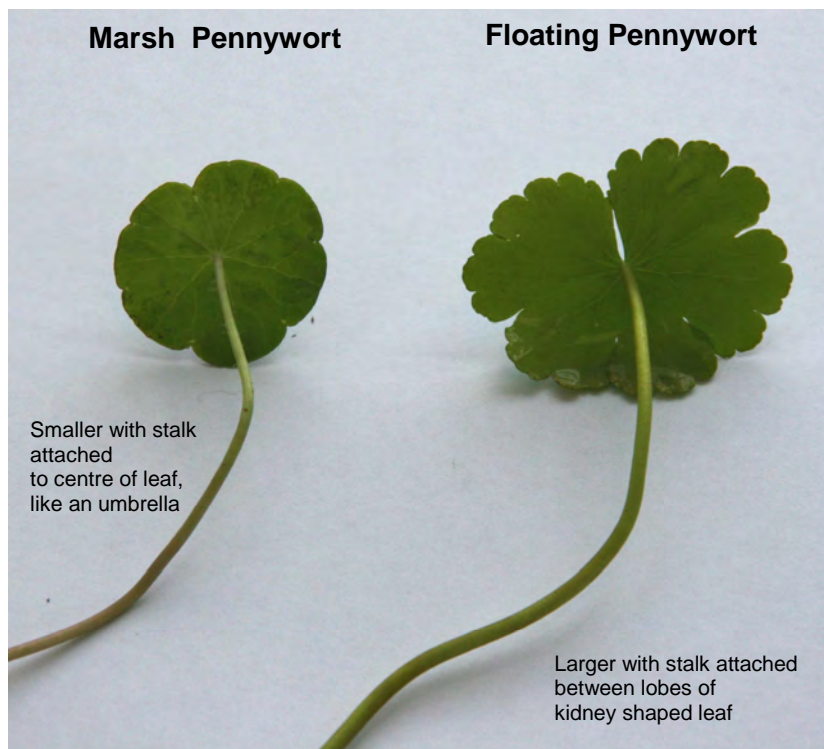


Floating Pennywort can form dense mats that need to be physically removed



### Marsh Pennywort

### Floating Pennywort



Smaller with stalk attached to centre of leaf, like an umbrella

Larger with stalk attached between lobes of kidney shaped leaf

### References and further reading:

Blamey, M, Fitter, R and Fitter, A (2003) "The Wild Flowers of Britain and Ireland. The Complete Guide to the British and Irish Flora." A & C Black

Preston, C D and Croft, J M (1997) "Aquatic plants in Britain and Ireland". Harley Books

Preston, C D, Pearman D A and Dines, T A (editors) (2002) "New Atlas of the British and Irish Flora". Oxford University Press

Stace, C (1999) "Field Flora of the British Isles". Cambridge University Press

## Appendix B: BDB BAP Progress 2020-21

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
<b>COASTAL AND FLOODPLAIN GRAZING MARSH</b>					
1.	Continue to work in partnership with stakeholders to look for opportunities, to enhance grazing marshes by appropriate water level management practice.	NWT, NE, EA Landowners , RSPB, NT	Ongoing	Ongoing	Halvergate Phase 3 project is currently under design to extend the high level carrier further east while also enhancing two blocks of grazing marsh to allow higher water levels providing enhanced habitat. To be delivered in partnership with RSPB and Highways England.  10 scrapes have been delivered using BAP funding at Upton Marshes in partnership with NWT. This habitat enhancement complements NWT's aspirations to manage the grazing marshes with seasonal wetting to benefit waders.
<b>REEDBEDS</b>					
2.	Map areas of reedbed within the Broads IDB area.	BA, NE, EA and Landowners	2018	Ongoing	GIS data layer to be provided by Norfolk Biodiversity information service (NBIS).
3.	Continue to work in partnership with stakeholders to ensure sympathetic Water Level Management principles can be applied.	RSPB, NE and BA	2018-23	Ongoing	This is considered as an intrinsic part of all IDB operations.
4.	Identify potential sites for habitat restoration and expansion within the Broads IDB area during WLMP and Capital Scheme delivery.	NRT, NE, EA and Landowners	2018-23	Ongoing	See Action 1.  Muckfleet – Burgh Common bund removal and scrape maintenance creating improved reedbed and freshwater habitat over a length of approximately 120m.  Muckfleet – berms constructed on new / replacement soke dykes to encourage establishment of a reed fringe to the



ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
					dykes. Approximately 2750m of replacement enhanced dyke created.
5.	Participate within the Broads Biodiversity Partnership	BA	2018-23	Ongoing	Environmental Officer attends the Broads Partnership meeting with Broads Authority and partner organisations working in Broadland.
<b>FENS</b>					
6.	Map areas of fen within the Broads IDB catchment area.	NBIS, NE and BA	2018	Ongoing	GIS data layer to be provided by Norfolk Biodiversity information service (NBIS).
7.	Continue to work in partnership with stakeholders to ensure sympathetic Water Level Management principals can be applied.	RSPB, NE, BA, NWT, and Landowners	2018-2023	Ongoing	This is considered as an intrinsic part of all IDB operations.
8.	Participate within the Broads Biodiversity Partnership	BA	2018	Ongoing	Environmental Officer attends the Broads Partnership meeting with Broads Authority and partner organisations working in Broadland.
9.	Work in partnership with others to consider opportunities for Fen management and rehabilitation	NWT, NE, EA, BA and Landowners	2018-23	Ongoing	WMA Officer attended a meeting to showcase the use of paludiculture as an alternative option for commercial land use in wetland areas. Specifically, the growing of Typha was discussed and some of the products that can be produced from the harvested plant material were demonstrated. This took place in March 2020 and was organised by the Broads Authority.
10.	Work in partnership with others to implement Fen Restoration within the Broads IDB area whilst undertaking WLMP objectives and Capital projects.	NWT, NE, EA, BA and Landowners	2018-23	Ongoing	BIDB BAP budget has been used to support a trial paludiculture project on Horsey Marshes. This will create a block of marshland with localised increased water levels to create a wet habitat that will produce wetland plants and contribute to carbon capture. Working in partnership with the Broads

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
					Authority, BIDB are designing the scheme, and may undertake the construction works as well.
<b>WET WOODLAND</b>					
11.	Carry out a desk study audit of wet woodland locations in the Broad IDB area.	NWT	2018	Ongoing	GIS data layer to be provided by Norfolk Biodiversity information service (NBIS).
12.	Consult Norfolk Wildlife Trust 100% time prior to work through or near County Wildlife Sites.	NWT	2018	Ongoing	A Strategic check of mapping is routinely undertaken to check if planned maintenance is within or near to a CWS. CWS included on newly introduced pre-works checklist.
<b>RIVERS AND LAKES</b>					
14.	Continue to contribute to funding the Prymnesium research project in partnership with the John Innes Centre.	John Innes Centre	2018 - 23	Complete	BIDB have contributed to this research for 3 years. The last year of funding was 2019-20. Outcomes have already been reported to the Board.
15.	Work in partnership with the EA to maintain a flow from the pumps on the Upper Thurne during times of high saline flows up the Thurne River.	EA, Local Angling Clubs	As required	Ongoing	Dissolved Oxygen monitoring is undertaken during the summer and autumn months on some of the Thurne PS. This aims to avoid negative impacts to fish, which can be exacerbated by high saline flows.  This issues is being considered as part of the Upper Thurne Integrated Drainage Improvements business case work.
16.	Install a pile to monitor future peat shrinkage on agreed catchments on the Upper Thurne.	NE and Landowners	2018	Ongoing	Planned to be installed in the Somerton North Catchment early 2021 subject to landowner agreement.
17.	Review water levels at pumping stations and ensure they are calibrated via GIS verification and recorded.		2018-19	Complete	Operations engineer has done a review of this and recorded information.

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
18.	Produce a prioritised list of WLMP review requirements from pumping stations within the Upper Thurne system.		2018-19	Ongoing	Upper Thurne PS – An Outline Business Case (OBC) is being put together by consultants and Operations Engineer.  A review of levels will be carried out within the study, which is looking into replacing all 14 stations; the Upper Thurne Integrated Drainage Improvement Scheme.
WATER VOLE					
19.	Ensure compliance with the IDB SMO by auditing an identified number of maintenance works jobs annually, to ensure they are being carried out sensitively and to an agreed standard across the Board.		2018-23	Ongoing	An SMO audit is completed twice a year within the BIDB area to assess the maintenance practices against the SMO document.  SMO Audit 1: Catfield Fen drain maintenance was audited in March 2020.  SMO Audit 2: Tunstall maintenance was audited in October 2020.
21.	Continue to work in partnership on the Norfolk Mink Control Project.	NNNSI	Ongoing	Ongoing	Norfolk Mink Control Meetings attended 3 times per year.  BIDB contributing £2500 toward the Norfolk Mink Control Project during 2020-21: <a href="https://thenorfolkproject.org.uk/">https://thenorfolkproject.org.uk/</a>  Water Life Recovery East Project.
22.	Take opportunities to enhance Water Vole habitat where appropriate during Capital or river/wetland restoration schemes.	NE, EA, Landowners, NWT	Ongoing	Ongoing	Muckfleet – berms constructed on new / replacement soke dykes and marginal vegetation transferred to encourage rapid establishment of water vole habitat. Approximately 2750m of replacement enhanced dyke created.
EEL					

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
24.	Work in Partnership with the Environment Agency to identify barriers to migration in the Board's Area and assess options for overcoming these.	EA,ZSL	Ongoing	Ongoing	Thurne PS review includes eel and fish requirements. Tunstall PS – installed KLAWA eel pass and undertaking assessment and monitoring of effectiveness.
<b>BARN OWL</b>					
25.	Continue to contribute to the maintenance and monitoring of nest boxes within the Broads IDB area via the Wildlife Conservation Partnership.	WCP	Ongoing	Ongoing	BIDB contribute £1667 toward barn owl conservation within the area for which we also receive barn owl box replacement, monitoring and reporting by, Colin Shawyer (WCP).
26.	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff, Contractors	Ongoing	Ongoing	Consistent with SMO and reviewed through regular SMO auditing. See Action 19 for details of audits undertaken.
<b>KESTREL</b>					
27.	Continue to contribute to the maintenance and annual monitoring of nest boxes within the Broads IDB area via the Wildlife Conservation Partnership.	WCP	Ongoing	Ongoing	See Action 25. Barn owl and Kestrel have very similar nesting and habitat requirements, therefore we are gaining Kestrel data from the same funding.
28.	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff, Contractors	Ongoing	Ongoing	Consistent with SMO and reviewed through regular SMO auditing. See Action 19 for details of audits undertaken.
<b>BREEDING WADERS</b>					
29.	Continue to work in partnership with stakeholders to look for opportunities, where appropriate, to enhance grazing marshes by appropriate water level management practice.	RSPB, BA, NWT	Ongoing	Ongoing	Upton Marshes scrapes – delivery of 10 small scrapes and water level improvements in partnership with NWT. Delivered autumn 2020.

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
30.	Undertake capital improvement to improve freshwater availability to the Halvergate SSSI.	RSPB, BA, NWT	2018-20	Complete	A follow-on project, Halvergate Phase 3, will extend the high level carrier to the east as well as deliver further habitat improvements.
32.	Look for opportunities to create scrapes on wetland SSSI's. One per year.	RSPB, BA, NWT	2018-23	Complete	See Action 29 for details of Upton Project. This project has delivered in excess of the 5 year target. Creating a network of scrapes will provide greater overall benefits that
GRASSWRACK PONDWEED					
33.	Continue annual monitoring of the species in South Walsham and Upton Marshes.	BESL, NWT, J.Halls & Landowners	Ongoing	Ongoing	Jeremy Halls, Consultant Ecologist, carried out surveys on South Walsham and Upton Marshes during autumn 2019. Turion production was found to be good.  COVID restrictions during 2020 have meant that no surveys have been undertaken. Surveys are planned to recommence in 2021.
34.	Continue management timings and practices as they currently stand for the species.	Staff & NWT	Ongoing	Ongoing	Maintenance of <i>P. compressus</i> continues in Winter.  Turions (small vegetatively produced plants) are collected by hand from the weedcutting arisings within the South Walsham marshes. This occurs following the machine maintenance, when the small plants are counted and returned to the watercourse. 8 turions were saved in January 2020. The next round of maintenance is due in January 2021.
FLOATING WATER PLANTAIN					
36.	Write a management plan for the species	NE, J.Halls & Landowners	2018-19	Ongoing	Jeremy Halls consultant ecologist is producing a management plan for <i>Luronium natans</i> in the Potter Heigham Marshes and has been surveying and working on this plan during 2019.

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
					<p>Survey information and reports are being collated to support a licence application to NE, which subject to sufficient plant material, will permit the translocation of some of the plant to the NNR at Ludham as well as within the existing site. This will help to secure the survival of this very rare plant by increasing the population and geographic spread in broadland.</p> <p>COVID restrictions during 2020 have meant that no surveys have been undertaken. Surveys are planned to recommence in 2021.</p>
38.	Monitor the plants at Potter Heigham	J.Halls	2019-23	Ongoing	See Action 36.
39.	Work with partners to find an appropriate translocation site for the plant, within Broadland.	Landowners , J.Halls, NE, BA	2020-22	Ongoing	See Action 36.
<b>GREAT TASSLE STONEWORT</b>					
41.	Continue the annual monitoring programme for the species in the Cess Road area.	NE	Ongoing	Ongoing	COVID restrictions during 2020 have meant that no surveys have been undertaken. Surveys are planned to recommence in 2021.
<b>NON NATIVE INVASIVE SPECIES</b>					
43.	Continue to contribute to and work in Partnership with the Norfolk Non-Native Invasive on Invasive control projects.	NNNSI	Ongoing	Ongoing	<p>Ongoing work with the partnership, attending meetings with the partnership.</p> <p>BIDB contributed £2000 to the NNSI during 2020/21. This funding was used to tackle Floating Pennywort in the North Walsham and Dilham Canal has been provided. This was spent on using the NRIDB Board machine to remove large patches of Floating Pennywort in December 2020.</p>

ACTION		PARTNERS	DATE	2020-21 STATUS	2020-21 PROGRESS
44.	Maintain records for all species of concern using "That's Invasive!" app.	NNNSI, Staff, Contractors	Ongoing	Ongoing	<p>The "That's Invasive" app is no longer live. The iRecord App is being used by WMA Officers. This app can be used for all biological records, including invasive species. Operated by the national Biological Records Centres, records are verified by experts and shared with Local Environmental Records Centres.</p> <p>Planning a shared IDB iRecord account to better manage data recording and retrieval.</p>
45.	Train staff regularly in key non-native species identification.	NNNSI, Staff, Contractors	Ongoing	Ongoing	<p>A toolbox talk has been delivered on Floating Pennywort and included a reminder on other key invasive species.</p> <p>Staff will also report invasive species back to the Environmental Officer.</p>
46.	Ensure availability and regular review of identification guides developed for key non-native species to be used by officers, staff and contractors on site.	NNNSI, Staff, Contractors	Ongoing	Ongoing	<p>ID cards from the GB Non-native Species Secretariat have been provided to the operatives in conjunction with toolbox talks.</p> <p>If invasive species are known in areas, these species are then listed in the toolbox talk and specific information given.</p> <p>Staff also report invasive species to the Environmental Team.</p>
47.	Regularly review and ensure robust biosecurity measures are being maintained across the Board.	Staff, Contractors	Ongoing	Ongoing	<p>Biosecurity Policy is under review and a summary flowchart has been produced to aid practical adherence to necessary measures.</p> <p>The BIDB Biosecurity Policy was adopted by the Board in 2018. The policy and associated procedures have been reviewed during 2020 and updated alongside the other WMA Boards. a summary flowchart has been produced to aid practical adherence to necessary measures. A portable steam cleaner is being procured for the WMA Eastern Boards; this can be towed to sites to clean plant and equipment.</p>



## Planning Report

### 1. Reporting Period

This planning report covers the reporting period 9 October 2020 to 16 December 2020.

### 2. Consent Applications

There are currently 2 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:	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	1
Total:	2

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):	0
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	2
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	0
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_02903_C	Section 23, LDA 1991	Potter Heigham	Station Road	30 metre culvert	Refused 03/11/2020
20_03364_C	Byelaw 3 Treated Foul Water	Irstead	Riverside	Discharge of treated foul water from 1 dwelling	Granted 03/11/2020
20_03557_C	Section 23, LDA 1991	Thorpe St Andrew	Bungalow Lane	Temporary damming and over pumping to enable survey work	Granted 16/12/2020

#### 4. Enquiries

Officers have responded to 6 enquiries during the reporting period, outlined below;

Case. Ref.	Enquiry Type	Parish	Description
20_03218_Q	Legal	Stokesby with Herringby	Enquiry regarding land ownership
20_03241_Q	Regulation	Irstead	Enquiry regarding Land Drainage Consent
20_03249_Q	Planning	All	Consultation on Broads Authority policies
20_03289_Q	Planning	Fleggburgh	Enquiry regarding FRA Requirements
20_03420_Q	Regulation	Caister on Sea	Enquiry regarding maintenance
20_03493_Q	Regulation	Irstead	Enquiry regarding Land Drainage Consent
20_03508_Q	Works	Thorpe St Andrew	Enquiry regarding Land Drainage Consent

## 5. Planning Comments

Officers have provided comments on 16 applications that are either in or could impact on the Boards Internal Drainage District. 6 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
06/20/0156/O	Ormesby St Margaret	Foster Close	Residential development of 33 dwellings
PF/20/1800	Catfield	Sutton Road	Commercial Development
06/20/0479/D	Caister North	St Nicholas Drive	Residential development of 17 dwellings
06/20/0498/O	Northgate	Acle New Road	Residential development of 16 dwellings
PF/20/1470	Happisburgh	Whimpwell Street	Residential development of 14 dwellings
06/20/0513/O	Filby	Ormesby Lane	Residential development of 14 dwellings

## 6. Fees

There have been no surface water development contribution fees paid during the reporting period.

## 7. Land Registry

Officers have continued working with the Board's agent to register the Board's land (initially Repps, Brograve and Martham Pumping Stations and Sutton Staithe) and are in the process of preparing applications to register 7 additional sites (Somerton South, Potter Heigham, Heigham Holmes, Catfield, Hickling Stubb and Eastfield Pumping Stations as well as land in Somerton).

## 8. Enforcement Review

A report detailing the results of the enforcement review was presented to the Consortium Management Committee and is therefore detailed in the Consortium Matters section of these papers.

**Cathryn Brady – Sustainable Development Manager**

From: 01 April 2020  
To: 30 November 2020

Period To: 8  
Year Ended: 31 March 2021

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<b><u>Income:</u></b>							
	Occupiers Drainage Rates	293,182	293,182	0	293,182	293,182	0
1	Special Levies issued by the Board	675,433	675,433	0	675,433	675,433	0
	Grants Applied	473,987	312,620	-161,367	710,980	449,678	-261,302
	Rental Income	0	586	586	0	586	586
2	Highland Water Contributions	212,935	221,097	8,162	212,935	221,097	8,162
3	Income from Rechargeable Works	1,000	195,879	194,879	1,000	195,879	194,879
	Insurance Claims	0	10,614	0	0	10,614	10,614
	Development Contributions	0	0	0	0	0	0
	Investment Interest	5,333	2,322	-3,011	8,000	4,900	-3,100
4	Other Income	154,403	120,150	-34,253	231,604	167,934	-63,670
	<b>Total Income</b>	<b>£1,816,273</b>	<b>£1,831,883</b>	<b>£4,996</b>	<b>£2,133,134</b>	<b>£2,019,303</b>	<b>-£113,831</b>
<b><u>Less Expenditure:</u></b>							
6	Capital Works	573,987	316,597	257,390	860,980	449,678	411,302
7	Environment Agency Precept	175,147	175,147	0	175,147	175,147	0
8	Maintenance Works	762,857	708,928	53,929	1,144,286	1,056,615	87,671
	Development Expenditure	0	0	0	0	0	0
	Interest Payments	0	0	0	0	0	0
9	Administration Charges	115,867	112,671	3,196	172,301	175,850	-3,549
3	Cost of Rechargeable Works	0	183,278	-183,278	0	194,879	-194,879
5	Net Deficit/(Surplus) on Operating Accounts	0	29,422	-29,422	0	0	0
	<b>Total Expenditure</b>	<b>£1,627,858</b>	<b>£1,526,043</b>	<b>£101,815</b>	<b>£2,352,714</b>	<b>£2,052,169</b>	<b>£300,545</b>
	Profit/(Loss) on disposal of Fixed Assets	£0	£24,069	£24,069	£0	£24,069	£24,069
10	<b>Net Surplus/(Deficit)</b>	<b>£188,415</b>	<b>£329,909</b>	<b>£141,494</b>	<b>-£219,580</b>	<b>-£8,798</b>	<b>£210,782</b>

From: 01 April 2020  
To: 30 November 2020

Period To: 8  
Year Ended: 31 March 2021

Notes	Balance Sheet as at 30-11-2020	Opening Balance £	Movement This Year £	Closing Balance £
11	<b>Fixed Assets:</b>			
	Land and Buildings	347,135	-18,822	328,313
	Plant and Equipment	426,212	47,841	474,052
	Pumping Stations	0	0	0
	Shared Consortium Assets	0	0	0
		<b>773,347</b>	<b>29,018</b>	<b>802,365</b>
	<b>Current Assets:</b>			
12	Bank Account	253,791	-91,378	162,413
	Stock	4,144	-1,577	2,567
13	Trade Debtors	37,085	11,968	49,053
19	Grant Due	0	0	0
14	Work in Progress	10,143	-1,772	8,370
15	Term Deposits	750,000	250,000	1,000,000
16,17	Drainage Rates and Special Levies Due	-2,360	1,405	-955
18	Prepayments	0	0	0
	Prepayments to WMA	-2,606	79,413	76,807
	Accrued Interest	0	0	0
	VAT Due	102,541	-58,230	44,311
		<b>1,152,738</b>	<b>189,829</b>	<b>1,342,567</b>
	<b>Less Current Liabilities:</b>			
	Trade Creditors	36,794	-140,769	-103,975
	Accruals	21,644	-3,648	17,996
	Payroll Controls	158	-219	-61
	Debtors paid in advance	5,573	-3,805	1,769
20	Loans due in less than one year	0	0	0
		<b>64,170</b>	<b>-148,441</b>	<b>-84,271</b>
	<b>Net Current Assets</b>	<b>1,088,568</b>	<b>338,270</b>	<b>1,426,839</b>
	<b>Less Long Term Liabilities:</b>			
28	Net Pension Liability/(Asset)	257,000	5,000	262,000
20	Loans due in more than one year	0	0	0
		<b>257,000</b>	<b>5,000</b>	<b>262,000</b>
	<b>Net Assets</b>	<b>£1,604,916</b>	<b>£362,290</b>	<b>£1,967,204</b>
21	<b>Reserves:</b>			
	<b>Earmarked</b>			
19.	Grants Reserve	233,823	37,380	271,203
22	General Reserve	1,125,316	329,909	1,455,225
23	Development Reserve	77,160	0	77,160
	Plant Reserve	305,827	0	305,827
24	Capital Works Reserve	77,600	0	77,600
		<b>1,819,727</b>	<b>367,289</b>	<b>2,187,015</b>
	<b>Non-Distributable</b>			
25	Revaluation Reserve	42,189	0	42,189
26	Pension Reserve	-257,000	-5,000	-262,000
		<b>-214,811</b>	<b>-5,000</b>	<b>-219,811</b>
	<b>Total Reserves</b>	<b>£1,604,916</b>	<b>£362,289</b>	<b>£1,967,204</b>

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER

**From:** 01 April 2020  
**To:** 30 November 2020

**Period To:** 8  
**Year Ended:** 31 March 2021

**Note Notes to the Accounts**

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Broadland District Council	172,791	172,791
Great Yarmouth Borough Council	195,414	195,414
North Norfolk District Council	304,534	304,534
South Norfolk District Council	2,694	2,694
	<b>675,433</b>	<b>675,433</b>

- 2 The Highland Water Claim for 2020/21 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 £12,601 has been made on Rechargeable Works.

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
4803 Shared Income from WMA	154,403	115,249
4800 Sundry Income	8,500	4,901
4802 Summons Costs	333	0
	<b>163,236</b>	<b>120,150</b>

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Labour Operations Account	0	12,975
Mobile Plant Operations Account	0	16,447
	<b>0</b>	<b>29,422</b>

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. We have overspent by £3k on SCH31 Brograve and £7k Tunstall this year compared to the grant we could apply. We will be applying to the EA for further funding on these Capital Schemes. If successful we can apply this grant against the overspend in 2020/21

- 7 The EA Precept due for 2020/21 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:

	<b>Y-T-D Budget</b>	<b>Y-T-D</b>
Labour Charges	259,131	263,237
Pump Attendance	971	986
Plant Charges	72,808	73,962
Insurance	26,165	26,580
Out-sourced repairs and maintenance	71,324	72,455
Materials	3,379	3,432
Electricity	51,190	52,002
Telemetry	1,462	1,485
Professional Fees	0	0
Depreciation	0	0
<b>Direct Works</b>	<b>486,430</b>	<b>494,138</b>
5400 Technical Support Staff Costs	231,649	189,250
5450 Other Technical Support Costs	33,333	21,040
5500 Biodiversity Action Plan Costs	11,445	4,500
5600 Development Expenditure	0	0
<b>Maintenance Works</b>	<b>762,857</b>	<b>708,928</b>

**From:** 01 April 2020  
**To:** 30 November 2020

**Period To:** 8  
**Year Ended:** 31 March 2021

**Note Notes to the Accounts**

- 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:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
6000 Administration Staff Costs	82,427	80,220
6001 Other Administration Costs	29,773	29,509
6200 Drainage Rates AV Increases/(Decreases)	0	-9
6100 Kettlewell House Depreciation	667	686
6400 Sundry Expenses	100	0
6500 Settlement Discount	2,900	2,265
	<b>115,867</b>	<b>112,671</b>

- 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	-150,000
General Reserve	-69,580
	<b>-219,580</b>

- 11 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2020/21, which can be made available to members on request. Summarised movements are as follows:

	<b>Land and Buildings</b>	<b>Plant and Equipment</b>	<b>Pumping Stations</b>	<b>Total</b>
<b>Cost</b>				
Opening Balance as at 1-4-2020	422,699	855,183	412,722	1,690,604
(+) Additions	0	181,968	0	181,968
(-) Disposals	0	-86,211	0	-86,211
Closing Balance as at 30-11-2020	<b>422,699</b>	<b>950,940</b>	<b>412,722</b>	<b>1,786,361</b>
<b>Depreciation</b>				
Opening Balance as at 1-4-2020	75,564	428,971	412,722	917,257
(+) Depreciation Charge for year	18,822	99,946	0	118,768
(-) Accumulated depreciation written out on disposal	0	-52,030	0	-52,030
Closing Balance as at 30-11-2020	<b>94,386</b>	<b>476,888</b>	<b>412,722</b>	<b>983,996</b>
Net Book Value as at 31-03-2020	<b>347,135</b>	<b>426,212</b>	<b>0</b>	<b>773,347</b>
Net Book Value as at 30-11-2020	<b>328,313</b>	<b>474,052</b>	<b>0</b>	<b>802,365</b>

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 2020  
 To: 30 November 2020

Period To: 8  
 Year Ended: 31 March 2021

**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:

	2019/20	2020/21
Opening Balance as at 1-4-2020 b/fwd	949,415	253,791
(+) Receipts	4,927,114	2,484,066
(-) Payments	-5,622,737	-2,575,444
(=) Closing Balance as at 30-11-2020 c/fwd	<b>253,791</b>	<b>162,413</b>

Balance on Statement as at 30-11-2020	292,477	162,413
Less: Unpresented Payments	-38,686	0
Add: Unpresented Receipts	0	0
Closing Balance as at 30-11-2020 c/fwd	<b>253,791</b>	<b>162,413</b>

- 13 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	49,053	15
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days (See Below)	0	0
<b>Total Trade Debtors</b>	<b>49,053</b>	<b>15</b>

>90 days	Amount	Inv.Date	Originator
	0		
	<b>0</b>		

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

		Estimated Completion	Originator
RMA005	500	31.03.21	Finance
RUNK001	1	31.12.20	Finance
RHALV003	3,861	Ongoing	Project Engineer
RWLYL001	4,009	31.12.20	Catchment Engineer
	<b>8,370</b>		

- 15 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
West Bromwich Building Society	500,000	17/09/2020	18/01/2021	0.15%
National Counties Building Society	500,000	13/11/2020	12/02/2021	0.21%
	<b>1,000,000</b>			

- 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 11 Ratepayers that have not paid their



From: 01 April 2020  
To: 30 November 2020

Period To: 8  
Year Ended: 31 March 2021

**Note Notes to the Accounts**

drainage rates for 2020/21, as compared to 17 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2019/20	2020/21
Arrears b/fwd	24	-2,360
Drainage Ratepayers	287,154	293,182
Special Levies for the year	661,547	675,433
Payments Received	-949,217	-964,945
Annual Value Decrease	-1,248	-1,987
Annual Value Increase	784	1,094
New Assessments	464	893
Irrecoverables and write offs	-85	-24
Summons Collection Costs	75	0
Settlement Discount	-1,858	-2,265
Sundry adjustments	0	23
Arrears c/fwd	<b>-2,360</b>	<b>-955</b>

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:

	2019/20	2020/21
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%)	7,117	5,806
SCH19: Damgate Marshes (100%)	69	69
SCH65: Halvergate Marshes Water Level Management Plan	7,237	2,573
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	-1	-1
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	12,036	12,001
SCH70: Tunstall PS Bypass FCERM7 Study	0	0
SCH71: Broads Culvert Surveys	18,055	18,055
SCH72: Horsey Boat Dyke Culvert	13,847	2,656
SCH73: Muckfleet Bank Improvements	-46,552	81,314
SCH74: Martham Boat Dyke Culvert Study	31,998	31,193
SCH75: Martham Boat Dyke Culvert Replacement	47,170	6,813
SCH75: Upper Thurne Integrated Drainage Improvements Study	58,920	26,798
	<b>233,823</b>	<b>271,203</b>

Capital Grant Due:

SCH73: Muckfleet Bank Improvements

**Total Grant Due**

0  
**0**

From: 01 April 2020  
 To: 30 November 2020

Period To: 8  
 Year Ended: 31 March 2021

**Note Notes to the Accounts**

Grant Reserve as at 1-4-2020 b/fwd	233,823
Add Grants Received	350,000
Less Grant Applied	-312,620
<b>Grant Reserve as at 30-11-2020</b>	<b><u>271,203</u></b>

- 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:

	<b>2019/20</b>	<b>2020/21</b>
Opening Balance, as at 1-4-2020 b/fwd	1,094,986	1,125,316
Net Surplus/(Deficit) for the year	-669	329,909
Net transfer (to)/from Development Reserve	0	0
Net transfer (to)/from Capital Works Reserve	31,000	0
Revaluation Reserve adjustment	0	0
Closing Balance, as at 30-11-2020 c/fwd	<b>1,125,317</b>	<b>1,455,225</b>

- 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:

	<b>2019/20</b>	<b>Tfr from Gen. Reserve</b>	<b>Tfr to Gen. Reserve</b>	<b>2020/21</b>
Muckfleet and South Flegg (Former Sub District)	72,702	0	0	72,702
Middle Bure (Former Sub District)	4,458	0	0	4,458
	<b>77,160</b>	<b>0</b>	<b>0</b>	<b>77,160</b>

- 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:

	<b>2019/20</b>	<b>Tfr from Gen. Reserve</b>	<b>Tfr to Gen. Reserve</b>	<b>2020/21</b>
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
Pumping Station Works	30,000	0	0	30,000
Stokesby Main Drain Reprofiling	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
	<b>77,600</b>	<b>0</b>	<b>0</b>	<b>77,600</b>

**From:** 01 April 2020  
**To:** 30 November 2020

**Period To:** 8  
**Year Ended:** 31 March 2021

**Note Notes to the Accounts**

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

	<u>2020/21</u>
Opening Balance, as at 1-4-2020 b/fwd	42,189
Less:	
Pumping Station Depreciation	<u>0</u>
Closing Balance, as at 30-11-2020 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 2020.

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 £2,788,000 as at 31 March 2020 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 20 January 2020.

**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 £185,927.35 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 2020.
- (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.
- (v) The Board has paid Ben Goose (BJ Goose Digger Hire Ltd) £0.00 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 £1,315.88 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 £173.00 for renting land at Horsey Pumping Station. The Board member, Mr Buxton of Horsey Estates, owns this land. The invoice for 19/20 rent was received late April, value £173.00. This is shown in the financial report for 2020/21.
- (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 30-11-2020.

S JEFFREY BSc (Hons) FCCA  
FINANCE & RATING MANAGER

# Broads (2006) IDB

## Schedule of Paid Accounts

Payment Date From : 01/08/2020

Payment Date To : 30/11/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AC0002	Acle Garden Machinery Centre	Strimmer parts/PPE	20.00
AG0001	Agroco Trailers	Plant repairs/Expenditure	395.36
AL0004	Almey Farm Services	Repairs/Maintenance	130.56
AN0003	Anglia Spareline Ltd	Maintenance Works	108.00
AN0120	The AF Group Limited	Electricity/Materials	93,653.19
BA0201	Banham Farms Ltd	Capital/Maintenance Works	2,642.40
BI0006	Binder Ltd	Waste management	228.00
BO0003	Bobby Dazzlers Cleaning Ltd	Cleaning of depot	180.00
BR0006	British Metal Treatments Ltd	Galvanising	106.07
BT0001	BT Payment Services	Telephone/Broadband	961.93
CA0002	Cavell & Lind Ltd	Occupational Health	179.00
CA0005	Canham Consulting	Consulting - Engineering Services	600.00
CH0001	Chapman Farms Ltd	Rent/Electric	1,315.88
CI0001	City Electrical Factors	Spares & Repairs	3,346.17
CU0001	A & W Cushion Ltd	Capital/Maintenance Works	2,228.22
DI0005	DIY Tool Hire Ltd	Maintenance Works	437.25
DV0001	DVLA	Vehicle Tax	1,855.00
EA0001	East Coast Waste Ltd	Rechargeable Works	5,127.84
EA0002	East Suffolk IDB	Rechargeable Works	2,072.22
EE0001	EE	Telephone	45.28
EN0501	Environment Agency	Precept	87,573.50
EO0550	E.On UK PLC	Electricity	961.05
ER0001	Ernest Doe & Sons Ltd	Purchase of New Tractor	108,564.00
ES0002	Esendex	Telemetry	0.67
FA0601	Mr M Falcon Property Solutions	Consultancy	2,824.31
FI0001	1st Class Fire Protection	Annual Service of Fire	345.00
FI0002	FibreGrid Ltd	Maintenance Works	713.10
FU0003	Fuel Proof Ltd	Small Tools	2,700.00
GS0001	G & S Stores Ltd	Small Tools	380.44
GYBC01	Great Yarmouth Borough Council	Rates	1,976.00
HA0007	Hayward United Farmer Ltd	Repairs/Maintenance	147.88
HU0001	Hubble	Small Tools	1,289.90
HU0002	Hugh Crane	Small Tools	87.46
IN0001	Induct Ltd	Training provider - NPORS	90.00
IN0002	Independent Lifting Services	Small Tools	354.26
IN0950	Inland Revenue	Paye & NIC	45,783.39
JA0002	Jacobs U.K. Ltd	Capital Works	13,625.42
JU0001	Just Pass Driving School	Training	700.00
KI0001	Kirklands and Equipment Supply	PPE	225.30
KO0001	Korec	Annual Subscription for Trimble	1,800.00
LA0002	Mervyn Lambert	Purchased 2 Excavators	205,141.32
LD0001	LD Autovogue Ltd	Excess Insurance Claim	1,661.31

# **Broads (2006) IDB**

## **Schedule of Paid Accounts**

Payment Date From : 01/08/2020

Payment Date To : 30/11/2020

<u><b>Account ID</b></u>	<u><b>Name</b></u>	<u><b>Details</b></u>	<u><b>Amount Paid This Period</b></u>
LI0001	Linstead Farm & Garden Machinery	Plant Repairs/Expenditure	2,993.20
MA0009	Mastenbroek Environmental Ltd	Mowing Bucket/Plant Expenditure	9,423.07
MI0002	MIG Anglia Ltd	Maintenance Works/Small Tools	4,164.60
MT0001	M.T.Plant Services	Servicing	1,767.52
NI0001	J Nicholls	Capital Works	1,796.00
NI1450	Nicholsons	Hardware/Fuel	1,003.97
NO0002	Norfolk County Council	Mink Control	4,500.00
NO0007	Norfolk Marine (Chandlers) Ltd	Small Tools	28.99
NO0008	Norvic Training (UK) Ltd	First Aid Training	468.00
NO1470	Norfolk Pension Fund	Pension Contributions	44,290.33
NO1475	Norfolk Rivers IDB	Rechargeable Works	16,813.45
OTT001	OTT Hydromet Ltd	Maintenance Works	790.50
PA0003	Parker Hydraulics and Pneumatics	Maintenance Works	823.62
PE0003	Pearson Hydraulics Ltd	Plant Expenditure	1,946.14
PE0005	Peoplesafe	Lone Worker Unit	2,448.00
RE0002	Reedman Services Ltd	Mobile Plant expenditure	442.98
RE0005	Reactec Ltd	PPE	621.22
RE0007	Red7 Inshore Diving Limited	Maintenance Works	7,389.36
RH0001	Rhino Building & DIY Supplies Ltd	Repairs and Maintenance	576.59
RU0001	Runham Garage Limited	MOT	310.00
SK0001	Sky Guard	Lone Worker Protection	268.80
SP0002	Sparhawk Infant and Nursery	Childcare Costs	618.75
SSAF01	SSAF Window Films Ltd	Signs for Teleporter/ New Trucks	284.82
ST0004	Strickland MFG Ltd	Plant Repairs/Expenditure	763.20
TH0003	Robert Thain	Capital/Maintenance Works	44,839.20
TO0005	SLM Toyota	Servicing Trucks	1,013.80
TU0002	C R Turner	Maintenance Works	1,512.00
VO0001	Vodafone	Mobile Phones	1,771.97
WA0001	Water Management Alliance	Rechargeable Work	43,579.25
WA0004	Watson Fuelcards D/D	Fuel	9,040.51
WI0003	Witham Oil and Paint (Lowestoft)	Oil/Parts	922.69
WO0003	Workwear (East Anglia) Ltd	PPE	948.70
YA0001	Yarmouth Rewinds Ltd	Maintenance Works	10,912.67
ZO0002	ZooAqua Ice Prevention & Aeration	Capital Works	1,020.00

**Please note that the amounts shown above include Vat   £   812,670.58**

**BROADS (2006) IDB  
RATE ESTIMATES FOR 2021/22  
EXECUTIVE SUMMARY**

**The Board is asked to approve the following recommendation:**

An increase of 2% is recommended (shown as option 3), which is just above the rate of inflation as at 31 October 2020 (RPI). It is important to note that this modest increase is being recommended at the same time as utilising our Reserves, maximising grant and creating new income streams.

1. The Board is now increasing capacity and bringing more expertise in-house, in an attempt to protect its ratepayers and constituent Councils from increases in drainage rates and special levies to fund core maintenance work in future.
2. Investing in capacity in this way will make us as a Board more effective and generate additional income streams, which in-turn reduces our net expenditure and therefore the amount of drainage rates and special levies we need to charge at the moment. It should also help the Councils plan development of their districts and boroughs confidently and to generate more business rates and council tax, but they do need to work with us rather than see the IDB special levy as just another uncontrollable cost that should be reduced whatever.
3. The importance of having adequate reserves is crucial; so that we can protect our ratepayers and constituent Councils (as we are now doing) by not having to pass on huge increases in expenditure caused by periods of high rainfall and having to undertake impromptu repairs to the Board's aging infrastructure.
4. However, the Board's Reserves can only be spent once. Therefore, it is vitally important that the EA approves the Board's mid-term capital programme, so we can continue to confidently plan the finances in future. Capital work will need to be funded from a combination of sources that includes flood defence grant in aid, third party contributions and long-term debt, as is set out in the Board's Capital Financing and Reserves Policy.
5. The Board currently has no headroom in the budget to service long term debt, which means that rates and levies are likely to increase significantly in future to fund capital work, should grant-aid not be forthcoming.

**P J CAMAMILE  
CHIEF EXECUTIVE**

**BROADS (2006) INTERNAL DRAINAGE BOARD**  
**NEW WORKS AND IMPROVEMENT WORKS FOR 2021/22**

NOTES	NEW WORKS AND IMPROVEMENT WORKS	Actual 2019/20	Estimate 2020/21	Probable 2020/21	Estimate 2021/22
<b>Flood Risk Management Schemes</b>					
	Repps Pumping Station - Drain re-alignment (100%)	0	0	0	0
SCH12	Muckfleet Survey and Options Appraisal (100%)	0	0	0	0
SCH66	Horsey Boat Dyke Culvert Emergency Works (100%)	0	0	0	0
SCH67	Horsey Boat Dyke Culvert Works FCERM7 Study (100%)	0	0	0	0
SCH72	Horsey Boat Dyke Culvert Main Works (100%)	3,485	0	14,403	0
SCH73	Muckfleet Bank Improvements (100%)	486,564	510,980	218,367	246,061
SCH74	Martham Boat Dyke Culvert Study (100%)	3,580	0	805	0
SCH75	Martham Boat Dyke Culvert Replacement	732,166	0	90,261	0
SCH76	Upper Thurne Integrated Drainage Improvements Study	1,080	0	110,000	0
	River Yare Water Level Management Improvements	0	0	0	350,000
	River Bure Water Level Management Improvements	0	0	0	220,000
		<b>£1,226,876</b>	<b>£510,980</b>	<b>£433,836</b>	<b>£816,061</b>
<b>Environmental Improvement Schemes (100%)</b>					
TBC	Halvergate Phase 3 (Highways funding)	0	0	10,000	500,000
SCH10	Halvergate Marshes WLMP	0	0	0	0
SCH11	Sutton Ochre Improvement Scheme	0	0	0	0
SCH23	Shallam Dyke	0	0	0	0
SCH50	Parrots Feather Irradication	0	0	0	0
	WLMP Review	0	0	0	0
SCH31	Brograve Delivery	2,838	0	210	0
SCH10	Halvergate Phase 2 WLMP	60	0	1,312	0
SCH65	Halvergate Phase 2 Delivery	161,082	0	2,925	0
SCH69	Stokesby PS Bypass FCERM 7 Study	150	0	35	0
	Upper Thurne Integrated Drainage Improvements	0	100,000	0	0
	Halvergate Marshes Pump Management Scheme	0	100,000	0	0
SCH70	Tunstall PS Bypass FCERM 7 Study	18,866	0	1,360	0
		<b>£182,996</b>	<b>£200,000</b>	<b>£15,842</b>	<b>£500,000</b>
<b>Non Grant Aided Flood Risk Management Works</b>					
	Upper Thurne Integrated Drainage Improvements	0	75,000	0	0
	Halvergate Marshes Pump Management Scheme	0	75,000	0	0
		<b>£0</b>	<b>£150,000</b>	<b>£0</b>	<b>£0</b>
<b>GROSS COST OF IMPROVEMENT WORKS</b>		<b>£1,409,872</b>	<b>£860,980</b>	<b>£449,678</b>	<b>£1,316,061</b>
<b>LESS: GOVERNMENT GRANTS</b>					
<b>Environmental Improvement Schemes (100%)</b>		<b>£173,235</b>	<b>£200,000</b>	<b>£15,842</b>	<b>£500,000</b>
<b>Drainage and Flood Risk Management (100%)</b>		<b>£1,226,876</b>	<b>£510,980</b>	<b>£433,836</b>	<b>£816,061</b>
<b>LESS: GOVERNMENT GRANTS</b>		<b>£1,400,111</b>	<b>£710,980</b>	<b>£449,678</b>	<b>£1,316,061</b>
<b>NET COST TO BOARD</b>		<b>£9,761</b>	<b>£150,000</b>	<b>£0</b>	<b>£0</b>
M PHILPOT PROJECT ENGINEER		G BLOOMFIELD CATCHMENT ENGINEER			



**BROADS (2006) INTERNAL DRAINAGE BOARD  
MAINTENANCE WORKS PROGRAMME FOR 2021/22**

ID	DRAINS MAINTENANCE	Actual 2019/20	Estimate 2020/21	Probable 2020/21	Estimate 2021/22
<b>Smallburgh</b>					
CMT001P	Hickling Catchment	14,998	12,284	10,440	10,440
CMT150P	Stubb Mill Catchment	4,487	3,171	2,700	2,700
CMT002P	Heigham Holmes Catchment	1,949	3,962	3,540	3,540
CMT003P	Potter Heigham Catchment	7,187	5,943	5,943	5,625
CMT004P	Horsefen Ludham Catchment	2,730	3,170	3,170	3,339
CMT005P	Horning Catchment	2,514	5,283	4,065	7,740
CMT149P	Irstead Catchment	687	3,522	4,000	5,220
CMT006P	Ludham Bridge Catchment	6,321	5,283	6,321	7,740
CMT008P	Catfield Catchment	1,747	2,818	2,818	4,392
CMT009P	Sutton Catchment	0	4,931	5,592	5,592
CMT010P	Chapelfield Catchment	3,183	5,283	4,787	3,690
CMT011P	East Ruston Catchment	7,094	6,440	8,903	7,740
CMT012P	Wayford Bridge Catchment	0	1,980	1,980	2,700
CMT151P	St Benets Catchment	2,619	4,358	4,358	5,220
CMT046G	Gravitational	614	2,154	0	2,700
		<b>£56,129</b>	<b>£70,581</b>	<b>£68,616</b>	<b>£78,378</b>
<b>Middle Bure</b>					
CMT024P	Hermitage Catchment	8,685	3,566	6,039	6,039
CMT025P	Upton Dole Catchment	13,292	11,096	12,780	12,780
		<b>£21,977</b>	<b>£14,662</b>	<b>£18,819</b>	<b>£18,819</b>
<b>Repps</b>					
CMT020P	Thurne Cachment	3,929	2,113	2,113	4,000
CMT021P	Repps Catchment	1,076	5,653	5,653	1,500
CMT022P	Martham Catchment	2,655	5,283	5,283	3,500
		<b>£7,660</b>	<b>£13,049</b>	<b>£13,049</b>	<b>£9,000</b>
<b>Happisburgh</b>					
CMT027P	Brograve Catchment	24,533	17,831	31,016	20,340
CMT028P	Horsey Catchment	8,601	3,962	5,898	5,220
CMT147P	Somerton North Catchment	8,963	4,358	3,087	7,740
CMT029P	Somerton South Catchment	7,374	4,754	13,260	10,260
		<b>£49,470</b>	<b>£30,906</b>	<b>£53,260</b>	<b>£43,560</b>
<b>Lower Bure</b>					
CMT121P	Tunstall Catchment	21,982	22,037	20,062	22,860
CMT122P	Five Mile Catchment	4,828	7,609	8,612	7,740
CMT123P	Ashtree Catchment	7,062	5,547	6,817	4,392
CMT124P	Breydon Catchment	38,799	30,438	32,798	30,420
CMT125P	Sevenmile Catchment	13,241	10,698	13,522	15,300
CMT148P	Berney Catchment	1,628	1,585	1,585	2,700
ESA	Halvergate ESA/WM	13,547	13,045	7,405	11,340
		<b>£101,084</b>	<b>£90,959</b>	<b>£90,801</b>	<b>£94,752</b>
<b>Muckfleet</b>					
CMT031P	Mautby Catchment	23,097	10,871	11,544	10,260
CMT032P	Caister Village (new 2020/21)	0	0	500	6,500
CMT034P	Stokesby Catchment	12,313	21,741	12,313	10,260
DRN035	Hemesby and Ormesby Catchment	0	4,226	0	5,220
		<b>£35,409</b>	<b>£36,838</b>	<b>£24,357</b>	<b>£32,240</b>
<b>Lower Yare First - Buckenham</b>					
CMT153P	Buckenham Catchment	0	£1,381	£0	0
<b>Lower Yare First - Postwick</b>					
CMT152P	Postwick Catchment	1,723	£3,261	£0	4,392
<b>Lower Yare Fourth</b>					
CMT154P	Cantley Catchment	0	£7,417	£0	2,000
<b>DRAINS MAINTENANCE ESTIMATE</b>		<b>£273,451</b>	<b>£269,054</b>	<b>£268,901</b>	<b>£283,141</b>

**BROADS (2006) INTERNAL DRAINAGE BOARD  
MAINTENANCE WORKS PROGRAMME FOR 2021/22**

		<b>Actual 2019/20</b>	<b>Estimate 2020/21</b>	<b>Probable 2020/21</b>	<b>Estimate 2021/22</b>
<b>PUMPING STATION MAINTENANCE</b>					
<b>Smallburgh</b>					
P001	Hickling Eastfield Pumping Station	15,753	8,550	8,550	10,437
P150	Hickling Stubb Pumping Station	5,407	7,550	7,550	9,437
P002	Heigham Holmes Pumping Station	8,037	8,550	8,550	10,437
P003	Potter Heigham Pumping Station	18,267	13,373	13,373	11,187
P004	Horsefen Pumping Station	5,253	17,150	17,150	9,037
P005	Horning Pumping Station	8,822	10,400	10,400	18,287
P149	Irstead Pumping Station	1,802	7,050	7,050	8,937
P035	Ludham Bridge North Pumping Station	4,623	8,150	8,150	5,903
P036	Ludham Bridge South Pumping Station	4,743	8,050	8,050	9,537
P008	Catfield Pumping Station	6,110	7,000	7,000	9,437
P009	Sutton Pumping Station	3,803	20,050	20,050	8,537
P010	Chapelfield Pumping Station	7,144	7,050	7,050	8,587
P011	Tonnage Bridge Pumping Station	5,113	9,750	9,750	8,487
P012	Wayford Bridge Pumping Station	3,855	5,200	5,200	10,537
CMT051G	Sutton Scheme	0	0	0	6,987
P151	St Benets Pumping Station	13,465	6,900	6,900	8,587
		<b>£112,198</b>	<b>£144,768</b>	<b>£144,768</b>	<b>£154,358</b>
<b>Middle Bure</b>					
P024	Hermitage Pumping Station	6,215	8,850	8,850	10,737
P025	Upton Dole Pumping Station	29,569	20,146	20,146	15,187
P160	South Walsham Pumping Station (sold 2016/17)	-644	0	0	0
		<b>£35,140</b>	<b>£28,996</b>	<b>£28,996</b>	<b>£25,924</b>
<b>Repps</b>					
P020	Thurne Pumping Station	5,431	18,250	18,250	11,637
P021	Repps Pumping Station	11,036	9,150	9,150	10,037
P022	Martham Pumping Station	14,650	16,300	16,300	13,087
		<b>£31,117</b>	<b>£43,699</b>	<b>£43,699</b>	<b>£34,761</b>
<b>Happisburgh</b>					
P027	Brograve Pumping Station	42,545	29,196	29,196	22,937
P028	Horsey Pumping Station	12,956	11,750	11,750	13,287
P030	Somerton Auxilary	3,445	4,800	4,800	6,337
P147	Somerton North Pumping Station	8,612	10,200	10,200	12,087
P029	Somerton South Pumping Station	10,212	14,223	14,223	11,537
		<b>£77,770</b>	<b>£70,168</b>	<b>£70,168</b>	<b>£66,185</b>
<b>Lower Bure</b>					
P121	Tunstall Pumping Station	43,893	19,957	19,957	16,587
P122	Five Mile Pumping Station	1,331	4,834	4,834	9,737
P123	Ashtree Pumping Station	5,597	7,217	7,217	8,337
P124	Breydon Pumping Station	32,113	17,757	17,757	12,587
P125	Seven Mile Pumping Station	6,893	15,707	15,707	12,337
P148	Berney Pumping Station	-401	5,717	5,717	6,837
P126	Stracey Arms Intake	1,793	6,717	9,393	12,537
		<b>£91,219</b>	<b>£77,903</b>	<b>£80,579</b>	<b>£78,959</b>
<b>Muckfleet</b>					
P031	Mautby Pumping Station	26,372	24,246	24,246	25,387
P034	Stokesby Pumping Station	28,670	36,863	36,863	29,187
		<b>£55,042</b>	<b>£61,109</b>	<b>£61,109</b>	<b>£54,574</b>
<b>Lower Yare First - Buckenham</b>					
P153	Buckenham Pumping Station	3,942	£7,950	£2,800	9,487
<b>Lower Yare First - Postwick</b>					
P152	Postwick Pumping Station	7,122	£16,300	£7,000	18,037
<b>Lower Yare Fourth</b>					
P154	Cantley Pumping Station	5,896	£9,700	£5,000	11,587
<b>PUMPING STATIONS ESTIMATE</b>		<b>£419,444</b>	<b>£460,592</b>	<b>£444,120</b>	<b>£453,872</b>
<b>DIRECT WORKS ESTIMATE</b>		<b>£692,896</b>	<b>£729,645</b>	<b>£713,021</b>	<b>£737,013</b>

**BROADS (2006) INTERNAL DRAINAGE BOARD  
ESTIMATES FOR THE FINANCIAL YEAR 2021/22**

04 January 2021

**1. RATE REQUIREMENT**

	ACTUAL 2019/20	ESTIMATE 2020/21	PROBABLE 2020/21	ESTIMATE 2021/22	PROPORTION 2021/22
	£	£	£	£	%
<b>NEW WORKS AND IMPROVEMENT WORKS</b>					
Environmental Improvement Schemes	182,996	200,000	15,842	500,000	18%
Drainage and Flood Risk Management	1,226,876	660,980	433,836	816,061	29%
	1,409,872	860,980	449,678	1,316,061	46%
<b>CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY</b>	170,046	175,147	175,147	178,650	6%
<b>MAINTENANCE WORKS</b>					
Drain Maintenance	273,451	269,054	268,901	283,141	10%
Pumping Stations	419,444	460,592	444,120	453,872	16%
Biodiversity Actions/BAP (external costs)	-2,337	17,167	17,250	13,667	0%
Net (Surplus)/Deficit on Absorption Accounts	11,839	0	0	0	0%
Consortium Charges - Technical Support Costs	374,264	397,474	326,344	387,988	14%
Development Expenditure	0	0	0	0	0%
	1,076,662	1,144,286	1,056,615	1,138,668	40%
<b>ADMINISTRATION AND OTHER EXPENSES</b>					
Consortium Charges - Administration Costs	146,472	168,301	171,850	199,697	7%
Provision for Assessable Value Decreases and Bad Debts	1,884	1,000	50	1,000	0%
Other Expenses	1,199	3,000	2,865	3,000	0%
	149,555	172,301	174,765	203,697	7%
<b>TOTAL EXPENDITURE</b>	<b>£2,806,134</b>	<b>£2,352,714</b>	<b>£1,856,205</b>	<b>£2,837,076</b>	<b>100%</b>

**Less:**

<b>GOVERNMENT GRANTS</b>					
Environmental Improvement Schemes	173,235	200,000	15,842	500,000	18%
Drainage and Flood Risk Management	1,226,876	510,980	433,836	816,061	29%
	1,400,111	710,980	449,678	1,316,061	46%
<b>CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY</b>	219,554	212,935	221,097	196,226	7%
<b>OTHER INCOME</b>					
Profit/(Loss) on Rechargeable Works	16,614	1,000	1,000	1,000	0%
Profit/(Loss) on Disposal of Plant & Equipment	15,000	0	24,068	0	0%
Development Contributions	0	0	0	0	0%
Consortium Income	195,618	231,604	165,023	246,322	9%
Other Income	9,866	8,000	17,925	7,000	0%
	237,098	240,604	208,016	254,322	9%
<b>TOTAL INCOME</b>	<b>£1,856,762</b>	<b>£1,164,519</b>	<b>£878,791</b>	<b>£1,766,609</b>	<b>62%</b>
<b>NET REQUIREMENT</b>	<b>£949,371</b>	<b>£1,188,195</b>	<b>£977,414</b>	<b>£1,070,467</b>	<b>38%</b>

**FINANCED BY:-**

**RATE INCOME LEVIED BY THE BOARD:**

Occupiers Drainage Rates	287,154	293,182	293,182
Broadland District Council	169,239	172,791	172,791
Great Yarmouth Borough Council	191,397	195,414	195,414
North Norfolk District Council	298,273	304,534	304,534
South Norfolk District Council	2,639	2,694	2,694
	<b>£948,702</b>	<b>£968,615</b>	<b>£968,615</b>

**NET SURPLUS/(DEFICIT) FOR THE YEAR** (669) (219,580) (8,798)

**NET REQUIREMENT** £949,371 £1,188,195 £977,414

**GENERAL RESERVE**

Balance brought forward at 1 April	1,094,986	1,125,317	1,125,317
ADD: Net Surplus/(Deficit) for the year	(669)	(219,580)	(8,798)
Movement on Reserves:			
Transfer from/(to) Development Reserve	0	0	0
Transfer from/(to) Revaluation Reserve	0	0	0
Transfer from/(to) Maintenance Reserve	0	0	0
Transfer from/(to) Plant Reserve	0	0	0
Transfer from/(to) Capital Works Reserve	31,000	0	0
Balance carried forward at 31 March	<b>£1,125,317</b>	<b>£905,737</b>	<b>£1,116,519</b>

On preparing the expenditure budget for the financial year 2020/21 it was estimated that the General Reserve would amount to £1,032,301 as at 31 March 2020. The actual Reserve as at 31 March 2020 was £1,125,317 and it is estimated that the General Reserve will be in the region of £1,116,519 as at 31 March 2021.

**BROADS (2006) INTERNAL DRAINAGE BOARD**  
**SECTION 37, LAND DRAINAGE ACT 1991**  
**2. DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2020**

The values at 31 December 2020 used for determining the proportion of expenses to be raised from drainage rates and special levies are as follows:-

<b>PROPERTIES</b>	<b>RATED AREA HA</b>	<b>VALUES £</b>	<b>PROPORTION %</b>	<b>VALUE PER HECTARE £</b>
Agricultural Land and/or Buildings	16,139.008	1,101,940	30.268	68.278
Other Land:-				
Broadland District Council	833.404	649,444	17.839	779.267
Great Yarmouth Borough Council	789.202	734,474	20.175	930.654
North Norfolk District Council	1,200.410	1,144,607	31.440	953.513
South Norfolk District Council	89.804	10,126	0.278	112.757
<b>Totals</b>	<b>19,051.828</b>	<b>£3,640,591</b>	<b>100.000</b>	
Agricultural Land and/or Buildings	16,139.008	1,101,940	30.268	68.278
District Councils	2,912.820	2,538,651	69.732	871.544
<b>Totals</b>	<b>19,051.828</b>	<b>£3,640,591</b>	<b>100.000</b>	

**SECTION 40, LAND DRAINAGE ACT 1991**  
**3. DRAINAGE RATES/SPECIAL LEVIES FOR 2020/2021**

The following table shows the rate/levies for last year and 3 rate/levy options for this year based on estimated net expenditure. Option 1 shows the actual rate/levies requirement of 10.52%. Option 2 shows the planned rate increase of 3.10% as per last years Indicative Forecast. Option 3 shows an modest increase of 2.00%. Option 3 is recommended and members attention is drawn to the 5 year Indicative Forecast shown overleaf.

<b>FINANCED BY:-</b>	<b>REQUIREMENT</b>			
	<b>2020-2021 ESTIMATED £</b>	<b>2021-2022 OPTION 1 £</b>	<b>2021-2022 OPTION 2 £</b>	<b>2021-2022 OPTION 3 £</b>
Development Reserve	0	0	0	0
Plant Reserve	0	0	0	0
Capital Works Reserve	0	0	0	0
General Reserve	219,580	0	71,816	82,484
Balances Reduction/(Increase)	219,580	0	71,816	82,484
<b>RATES/LEVIES:</b>				
Occupiers Drainage Rates	293,182	324,012	302,273	299,044
Broadland District Council	172,791	190,960	178,149	176,246
Great Yarmouth Borough Council	195,414	215,962	201,474	199,322
North Norfolk District Council	304,534	336,556	313,977	310,623
South Norfolk District Council	2,694	2,977	2,778	2,748
<b>NET REQUIREMENT</b>	<b>£1,188,195</b>	<b>£1,070,467</b>	<b>£1,070,467</b>	<b>£1,070,467</b>
Penny Rate in the Pound	26.606p	29.404p	27.431p	27.138p
<b>INCREASES/(DECREASES):</b>				
Drainage Rate Increase/(Decrease)	2.10%	10.52%	3.10%	2.00%
Special Levy for District Councils' Increase/(Decrease)	2.10%	10.52%	3.10%	2.00%
<b>GENERAL RESERVE:</b>				
Probable Reserve at 31 March	£962,720	£1,116,519	£1,044,703	£1,034,035
Reserve expressed as a percentage of Net Requirement	81.02%	104.30%	97.59%	96.60%
<b>RATE PER ACRE:</b>				
Agricultural Land and/or Buildings	£7.35	£8.12	£7.58	£7.50
District Councils	£93.84	£103.71	£96.75	£95.72

The current headline rate of inflation (RPI) as indicated by the National Statistics Office in October 2020 is 1.3%.

# **BROADS (2006) INTERNAL DRAINAGE BOARD**

## **4. INDICATIVE FORECAST FOR FIVE YEARS, USING TODAY'S ANNUAL VALUES (ALLOWING FOR INFLATION AT 1.3%)**

<b>RATE REQUIREMENT</b>	<b>OPTION 3 REQUIREMENT...</b>				
	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
	£	£	£	£	£
New Works and Improvement Works	1,316,061	1,333,170	1,350,501	1,368,058	1,385,842
Contributions Payable to the Environment Agency	178,650	184,009	189,529	195,215	201,071
Maintenance Works	1,138,668	1,153,471	1,168,466	1,183,656	1,199,044
Administration and Other Expenses	203,697	206,345	209,027	211,744	214,497
Government Grants	-1,316,061	-1,333,170	-1,350,501	-1,368,058	-1,385,842
Contributions from the Environment Agency	-196,226	-202,113	-208,176	-214,421	-220,854
Other Income	-254,322	-257,628	-260,977	-264,370	-267,807
<b>NET REQUIREMENT</b>	<b>£1,070,467</b>	<b>£1,084,084</b>	<b>£1,097,869</b>	<b>£1,111,824</b>	<b>£1,125,951</b>

## **FINANCED BY:-**

Development Reserve	0	0	0	0	0
Plant Reserve	0	0	0	0	0
Capital Works Reserve	0	0	0	0	0
General Reserve	82,484	65,483	47,704	29,112	21,577
Balances Reduction/(Increase)	82,484	65,483	47,704	29,112	21,577

## **RATES/LEVIES:**

Occupiers Drainage Rates	299,044	308,312	317,866	327,717	334,273
Broadland District Council	176,246	181,708	187,339	193,145	197,009
Great Yarmouth Borough Council	199,322	205,498	211,866	218,433	222,803
North Norfolk District Council	310,623	320,250	330,173	340,406	347,217
South Norfolk District Council	2,748	2,833	2,921	3,011	3,072
	<b>£1,070,467</b>	<b>£1,084,084</b>	<b>£1,097,869</b>	<b>£1,111,824</b>	<b>£1,125,951</b>

Penny Rate in the Pound	27.138p	27.979p	28.846p	29.740p	30.335p
Rate Increase/(Decrease)	2.00%	3.10%	3.10%	3.10%	2.00%

## **GENERAL RESERVE:**

Probable Reserve at 31 March	£1,034,035	£968,552	£920,848	£891,736	£870,159
Reserve expressed as a percentage of Net Requirement	96.60%	89.34%	83.88%	80.20%	77.28%

## **RATE PER ACRE:**

Agricultural Land and/or Buildings	£7.50	£7.73	£7.97	£8.22	£8.38
District Councils	£95.72	£98.68	£101.74	£104.89	£106.99

## **5. EARMARKED BALANCES AND RESERVES**

	<b>ACTUAL</b>	<b>ADEQUACY</b>	<b>PROJECTED</b>	<b>ESTIMATED</b>	<b>TREND</b>
	<b>31/03/2020</b>	<b>31/03/2020</b>	<b>31/03/2021</b>	<b>31/03/2022</b>	<b>2020/21-21/22</b>
	£	✓ x	£	£	Inc/Dec
<b>Earmarked Reserves</b>					
Capital Works Reserve	77,600	N/A	77,600	77,600	Stable
Development Reserve	77,160	N/A	77,160	77,160	Stable
Grants Reserve	233,823	x	150,000	50,000	Decreasing
Plant Reserve	305,827	x	305,827	305,827	Stable
General Reserve	1,125,317	✓	1,116,519	1,034,035	Decreasing
	<b>£1,819,727</b>	<b>ADEQUATE</b>	<b>£1,727,106</b>	<b>£1,544,622</b>	
<b>Other Reserves</b>					
Revaluation Reserve	42,189	✓	42,189	42,189	Stable
Pensions Reserve	-257,000	✓	-257,000	-257,000	Stable
	<b>-£214,811</b>	<b>ADEQUATE</b>	<b>-£214,811</b>	<b>-£214,811</b>	
<b>Total Reserves</b>	<b>£1,604,916</b>	<b>ADEQUATE</b>	<b>£1,512,295</b>	<b>£1,329,811</b>	

The adequacy of the Reserves in total have been determined in accordance with the Board's Capital Financing and Reserves Policy, which is published on the Group's website: as a minimum the Board's Reserves should equal at least one year's net expenditure and as a maximum they should not exceed one year's net expenditure plus the value of the pensions reserve deficit.

**S JEFFREY**  
**FINANCE AND RATING MANAGER**  
**04 JANUARY 2021**



## Broads (2006) Internal Drainage Board Objectives 2020/21 – Performance Review

	Objective	Responsible Officer	Status
1.	Ensure total expenditure does not exceed the expenditure budget for 2020/21 and plan for subsequent year's rate increases to equate to no more than an inflationary rise.	Chief Executive/ Budget Holders: Catchment Eng., Project Eng., Operations Manager	Achieved.
2.	Ensure the EA's annual precept charge on the Board is fair and is spent on work that benefits the Internal Drainage District.	Chief Executive/Board	<p>Achieved as far as we're able. The agreement with the EA for the IDB to deliver a 3-year programme of works on EA main-rivers benefitting the IDB system, which commenced in 2017/18 was unilaterally stopped by the EA in 2018/19. Given that this programme of work would have delivered real tangible benefits to the Board's arterial network, the Board appealed its 2019/20 precept charge, in the absence of the EA being able to otherwise demonstrate that the Board derived any benefit from work funded by this charge.</p> <p>Defra/EA are now reviewing how this charge is calculated nationally to ensure that it is still fit for purpose and that the Board is being treated fairly.</p>
3.	Assist EA and partners to develop a plan to maintain the river banks after the BESL project finishes in 2021.	Catchment Engineer/Project Engineer	Achieved as far as we're able. We are included and involved in the EAs working group.
4.	To develop a plan to be far less reliant on the Environment Agency.	Chief Executive/Board	<p>Achieved as far as we're able. The Environment Bill if enacted will give the Board the ability to extend its area to the watershed catchment, which would enable an upland drainage rate to be levied and for development contributions to be collected in the upper reaches, instead of receiving Highland Water Contributions from the EA for managing surface water that enters the district from outside the district.</p> <p>The EA paid the Board's HWC in full this year (by cheque).</p>

P J CAMAMILE  
CHIEF EXECUTIVE

**Broads Internal Drainage Board**  
**Draft Objectives for 2021/22**

1. To ensure that expenditure does not exceed the net expenditure budget for 2021/22 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.
2. To ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.
3. To help partners to develop a plan to maintain the river banks after the BESL project finishes in 2022.
4. To develop a plan to be far less reliant on the Environment Agency.

**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>
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	<p>(3a) Planning Authorities 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</p>	<p>Potential for increased flood risk</p> <p>Lost income from SWDCs and commuted sums</p> <p>Inadequate or total lack of maintenance of</p>	2	3	High 6 ↑	<p>Planning/Enforcement is undertaken by the Board's Sustainable Development 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</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)
	to maintain them in the long term	SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding				<p>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>
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	<p>(4a) Non-delivery/ non compliance of Biodiversity Action Plan (BAP)</p> <p>(4b) Implementation of BAP leads to increased flood risk and increased maintenance costs</p> <p>(4c) Increased levels of non-native species adversely affecting BAP</p>	<p>Board does not meet its environmental targets. Potential to incur penalties/fines</p> <p>Failure to balance environmental needs with management of flood risk</p> <p>Failure to successfully control/eradicate invasive species</p>	2	2	High 9 ↑	<p>BAP approved by Board and submitted to DEFRA and EA</p> <p>Work to WFD compliant SMO</p> <p>Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing 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>



**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)
	delivery eg killer shrimp and Floating Pennywort					<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.

## BIDB Policy Review Summary – January 2021

	Policy	Owner	Comments
1	Asset Prioritisation Criteria <a href="#">Click here to view</a>	MP	Format updated. No change to content.
2	Drainage Rates and Special Levies: Capital Financing and Reserves Policy <a href="#">Click here to view</a>	SJ	Format updated. No change to content.
3	Environmental Responsibilities <a href="#">Click here to view</a>	CL	New policy for Eastern IDBs.
4	Register and Map of Drainage Hereditaments: Maintenance and Inspection Policy <a href="#">Click here to view</a>	SJ	Format updated. No change to content.

**A VIRTUAL MEETING OF THE WMA CONSORTIUM MANAGEMENT COMMITTEE (CMC)  
WAS HELD VIA ZOOM ON THURSDAY, 10 DECEMBER 2020 AT 9.30 AM**

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

Mr S A R Markillie in the Chair

In attendance:

Ben Blower (WLY&L), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (PA to the CEO) and Sallyanne Jeffrey (Finance and Rating Manager)

ID	WMA Consortium Management Committee, Minute	Action
<b>41/20</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>41/20/01</b>	Apologies for absence were received on behalf of Gordon Bambridge, Robin Buxton, Henry Cator, Bryan Collen, Peter Coupland and Michael Paul.	
<b>42/20</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>42/20/01</b>	The Chief Executive declared an interest in the Schedule of Paid Accounts. He was a shareholder of Byzantine Ltd, and his wife was a director and shareholder of Byzantine Ltd. RESOLVED that this be noted.	
<b>43/20</b>	<b>MINUTES OF THE LAST MEETING</b>	
<b>43/20/01</b>	The minutes of the last Consortium Management Committee meeting held on 25 September 2020 were approved and would be signed by the Chairman as a true record shortly after the meeting.	
<b>44/20</b>	<b>MATTERS ARISING</b>	
<b>44/20/01</b>	<b>Renewal of PSCAs with EA (30/20/02)</b>	

ID	WMA Consortium Management Committee, Minute	Action
	<p>The Chief Executive apprised members that there was no change in the status of the Public Sector Co-operation Agreements (PSCAs) with the Broads IDB, East Suffolk IDB and Norfolk Rivers IDB, due to the ongoing EA waste licence investigation at Iken. It was agreed that a meeting be arranged with Edward Greenwell, Lord Howard of Rising, Jane Marson, the WMA Chairman and the Chief Executive to agree what course of action could be taken to help bring this matter to a conclusion. RESOLVED that this be noted.</p>	PJC
44/20/02	<p><b>WMA Group Information Security and Systems – Acceptable Use Policy (31/20/04)</b></p> <p>The Chief Executive confirmed that all updates made on Social Media were now checked before posting, by at least one of the three members of staff responsible for Social Media: Frances Bligh, Emma Dixon and Rachael Yeowell. RESOLVED that this be noted.</p>	
44/20/03	<p><b>Environment Bill (33/20/03)</b></p> <p>The Chief Executive apprised members that the Environment Bill was now in the final stages of its passage through the parliamentary process and was supported in principle from both sides of the House. It was likely that the Bill would be enacted in February/March 2021. RESOLVED that this be noted.</p>	
44/20/04	<p><b>Waveney, Lower Yare and Lothingland IDB policy integration (31/20/05)</b></p> <p>The Chief Executive reported that a number of key policy documents had been made available to Ben Blower to take to the next meeting of the Waveney, Lower Yare and Lothingland IDB in February 2021 for approval to adopt, which also included the Planning documents referenced in minute number 34/20/05. Ben Blower later apprised the Committee of his plan to prioritise the adoption of key policies only, rather than presenting all WMA policies at the same time for fear of overwhelming Board members. This approach was fully supported by the Chairman. RESOLVED that this be noted.</p>	
44/20/05	<p><b>Transparency regarding Costing of Works – Waveney, Lower Yare and Lothingland IDB (37/20/03)</b></p> <p>Ben Blower reiterated the need to properly consider the value of employing trusted local contractors for maintenance operations, when carrying out the formal tender process, to ensure that good value for money is always achieved. RESOLVED that this be noted.</p>	

ID	WMA Consortium Management Committee, Minute	Action
45/20	<b>SCHEDULE OF PAID ACCOUNTS</b>	
45/20/01	The Schedule of Paid Accounts for the period 1 August 2020 to 30 November 2020, totalling £628,808 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
46/20	<b>PROJECTED OUT-TURNS FOR 2020/21 AND ESTIMATES FOR 2021/22</b>	
46/20/01	The Projected Out-turns for 2020/21 and the Estimates for 2021/22, together with explanatory notes were considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
46/20/02	It was agreed and thereby RESOLVED to approve the following net consortium charge increases and make recommendations to each WMA Member Board accordingly:  Broads (2006) IDB                      2.15% Increase East Suffolk IDB                      2.08% Increase King's Lynn IDB                      2.19% Increase Norfolk Rivers IDB                      2.06% Increase South Holland IDB                      2.09% Increase	
46/20/03	The Finance and Rating Manager advised members that she was proposing to keep the administration charges for Waveney, Lower yare and Lothingland IDB (WLY&L IDB) the same as they are currently for next year. This recommendation would be taken to the next WLY&L IDB meeting in February 2021. RESOLVED that this be noted.	
46/20/04	The Finance and Rating Manager confirmed that the income received from Pevensey and Cuckmere WLMB (P&C WLMB) was included in 'Services to third Parties – other income', due to this Board not being full members of the WMA. It was confirmed that the staff time spent working for P&C WLMB was captured on weekly timesheets and the cost of this was fully recovered through the standard hourly charge-out rates. RESOLVED that this be noted.	
46/20/05	Chris Mutton enquired about the Chairman's Allowances and whether this applied to the Waveney IDB. The Finance and Rating Manager confirmed that such allowances were only currently paid to the chairs of Broads IDB, King's Lynn IDB, Norfolk Rivers IDB, South Holland IDB and the WMA. Ben Blower confirmed that he would be recommending to WLY&L IDB that an application to Defra be approved to facilitate the payment of a Chairman's Allowance in future, but that for the time being the policy would be to pay no allowance. RESOLVED that this be noted.	



ID	WMA Consortium Management Committee, Minute	Action
<b>47/20</b>	<b>PLANNING ENFORCEMENT PROCESS REVIEW</b>	
<b>47/20/01</b>	The Planning Report detailing Stage 1: Informal Enforcement and Stage 2: Formal Enforcement with accompanying Flowchart (a copy of which is filed in the Report Book) was considered in detail and approved. It was agreed and thereby RESOLVED to recommend the 'Two Stage Enforcement Process' be approved by each Member Board accordingly.	
<b>48/20</b>	<b>WMA POLICIES DUE FOR REVIEW</b>	
<b>48/20/01</b>	The WMA Policies due for review were considered in detail and approved (copies of which are filed in the Report Book). It was agreed and thereby RESOLVED to recommend that the 19 WMA policies be adopted by each Member Board, subject to the following amendments:	
<b>48/20/02</b>	It was agreed that any issues relating to the poor meeting attendance of an appointed member or a directly elected member, should be raised with the relevant Board Chairman, in the first instance. Where an appointed member had been absent from meetings for 6 months consecutively, the appointing authority should also be informed. Where a directly elected member had been absent from Board meetings for 6 months consecutively without good reason, they should cease to be a Board member, in accordance with the Land Drainage Act 1991. RESOLVED that this be noted.	
<b>48/20/03</b>	Brian Long commented that the requirement for all Board members to complete a 'Declaration of Interests' form, was not mentioned within the 'Guidance to Local Authorities' policy (9). It was proposed by Brian Long, seconded by Louis Baugh and unanimously agreed to amend this policy to include reference to this, in line with the 'Declarations of Interest' statement within the 'Duties, Responsibilities and Liabilities of IDB Members' policy (18). RESOLVED that this be noted.	<b>PJC</b>
<b>48/20/04</b>	The Chairman commented that when discussing 'sustainability', the term 'Net Zero' was now being used widely. It was agreed and thereby RESOLVED to include a paragraph on the 'Net Zero' aspiration within the Group's Sustainability Policy (17).	<b>PJC</b>
<b>49/20</b>	<b>TO CONFIRM THE NEXT MEETING OF THE WMA PAY AND CONDITIONS SUB COMMITTEE</b>	
<b>49/20/01</b>	The next meeting of the WMA Pay and Conditions Sub Committee would take place at 9.30 am on Tuesday 2 March 2021 at Kettlewell House and/or via Zoom.	

ID	WMA Consortium Management Committee, Minute	Action
<b>50/20</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
<b>50/20/01</b>	The next meeting of the Consortium Management Committee would take place at 9.30 am on Friday 26 March 2020 at Kettlewell House and/or via Zoom.	
<b>51/20</b>	<b>CONFIDENTIAL BUSINESS</b>	
<b>51/20/01</b>	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.	

## Water Management Alliance

### Schedule of Paid Accounts

Payment Date From : 01/08/2020

Payment Date To : 30/11/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AB0001	Abbey Print Ltd	Stationery	208.80
AJ0001	AJs Gardens	Gardener	60.00
AL0004	ALS Life Sciences Ltd	Nitrate Testing	151.20
AM0001	Ambos	Design Website	2,736.00
AN0003	Anglia IT Solutions DD	Hardware/Support	10,462.40
AN0004	Anglia IT Solutions Ltd	Hardware	10,974.26
AN0102	The AF Group Limited	Electricity/PPE/Recharges to Boards	3,723.73
AN0103	Anglian Water Services Ltd	Water Charges	10.60
AS0003	Asdon Group	Stationery	2,280.62
ATT001	Julie Attwater	Childminder	34.00
BA0002	Banner Group Ltd	Stationery Supplies	124.51
BES001	BES Commercial Electricity Ltd	Standing Charge (Next Door)	109.80
BI0002	Ian Bix	Relocation of Offices	303.00
BL0002	Matthew L Bligh	Work Experience	1,083.60
BO0002	Bobby Dazzlers Cleaning Ltd	Martham office cleaning	80.00
BO0205	Borough Council of King's Lynn & West Norfolk	Business Rates	7,436.00
BR0208	Broads IDB	Rechargeable Work	2,426.21
BRI007	Mr Brights Ltd	Office Deep Clean	576.00
BT0213	BT Payment Services Ltd	Telephone	3,481.55
BT0214	BT	Telephone	25.78
BU0101	BUPA	Health Insurance	995.04
BY0001	Byzantine Ltd	Rechargeable Work	19,895.00
CH0366	Chubb Fire & Security Ltd	Fire Alarm Maintenance	301.08
CO0346	Cope Safety Management Ltd	Health & Safety	3,319.28
CR0002	Cruso & Wilkin	Relocation of Offices	9,721.20
EA0005	East Suffolk IDB	Rechargeable Works	71.35
EL0003	Electronics Computers and Systems Ltd	DRS Support	25,944.00
EO0001	Eon UK plc	Gas	1,258.53
ES0401	ESPO	Stationery	1,446.97
EX0590	Excitech	GIS Server/Software	6,655.50
FI0002	First Intuition	Accountancy Training NVQ3	345.00
GA0003	Lou Gaughan	Childminder	1,519.35
GB0001	GB Security Group	Security Maintenance	363.60
GR0002	Grant Thornton	External Audit	24,000.00
GR0005	GreenJobs Limited	Recruitment Mechanical Engineer	299.00
H20801	H20 Vend Ltd	Water Machine	48.06
HE0001	HP Inc UK Ltd	Printer service & support	1,654.45
IG0001	Ignite	Broadband Line Rental	427.20
IN0904	Inland Revenue	PAYE & NIC	227,353.09
JA0003	Jacobs UK Ltd	Rechargeable Works (Professional Services)	30,571.20
KI1100	Kings Lynn IDB	Rechargeable Works	23,255.56
LI1204	Lincolnshire County Council	Former Staff Pension	1,484.60
MO1315	Mossop and Bowser	Solicitors	5,640.00
NO0001	Norfolk Pension Fund	Ex Employees Pension Cont	3,806.19
NO0008	Nottingham Trent University	Tuition Fees RY	4,625.00
NO1450	Norfolk Pension Fund Superannuation	NCC Pension Contribution	158,054.28
NOR001	Norse Waste Solutions Ltd	Martham Waste/Refuse Collection	162.24
ON1511	Onebill Telecom	Telephone	1,154.54
PI0001	Pitney Bowes Ltd	Franking Machine/Maintenance	2,864.84
PKF001	PKF Littlejohn LLP	External Audit Fees	11,520.00
RE0005	Rentokil Initial Martham	Spray dispenser/Bin liners/Sanitary bags	103.92
RO0004	Roythornes Ltd	Employment Retainer Services	3,008.64
SO0001	South Holland IDB	Rechargeable Works	1,885.40
SO1906	S H D C - Revenue Services DD	Business Rates	1,788.00
TO0003	Towergate Insurance Brokers	Insurance	1,458.51
UN2101	Unison Eastern Region	Unison	90.00
UT0001	Utilize PLC	Hardware/Support	1,752.54
VEO001	Veolia Environmental Services Ltd	Waste Disposal	556.14
VJ0002	V & J Knitwear Ltd	WMA Uniform	29.76
VO2201	Vodafone Ltd	Mobile Phone Charge	2,406.01
WE0001	Welle Ltd	Non Contact Infrared Thermometer	42.00
WO0001	Worldpay Ltd	Admin Fee	460.84
WO0005	Workwear (East Anglia) Ltd	PPE	182.76

Please note that the amounts shown above include Vat £ **628,808.73**

From: 01 April 2021  
To: 31 March 2022

Administration and Technical Support Services  
Financial Year Ending: 31 March 2022

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2019/20	ESTIMATE 2020/21	PROBABLE 2020/21	ESTIMATE 2021/22
<b>Income</b>					
	<b>Net Consortium Charges</b>				
	Broads IDB	323,311	334,171	333,171	341,363
	East Suffolk IDB	177,643	190,545	190,238	194,511
	King's Lynn IDB	339,803	385,854	384,983	394,296
	Norfolk Rivers IDB	211,361	219,893	219,834	224,418
	South Holland IDB	363,709	368,381	366,283	376,092
	<b>Net Consortium Charges</b>	<b>1,415,827</b>	<b>1,498,844</b>	<b>1,494,507</b>	<b>1,530,680</b>
	<b>(+) Other Income</b>				
1	Services provided to third parties	877,821	1,007,837	822,309	1,121,292
	Surface Water Development Contributions	0	0	227,733	165,000
	Sales of Rating Software Licences/Ancillary Services	5,361	2,000	1,370	10,370
	Rating Software Support	23,862	22,161	21,364	21,140
	Rental Income from Offices	25,946	26,300	26,270	26,300
	Sundry Income	29,430	9,201	13,648	9,001
	<b>(+) Other Income</b>	<b>962,420</b>	<b>1,067,499</b>	<b>1,112,694</b>	<b>1,353,103</b>
	<b>(=) Total Income</b>	<b>2,378,247</b>	<b>2,566,343</b>	<b>2,607,202</b>	<b>2,883,783</b>
	<b>(-) Expenditure</b>				
	<b>Administration Costs</b>				
2	<b>Shared Administration Staff</b>	<b>505,601</b>	<b>618,206</b>	<b>625,639</b>	<b>741,876</b>
	<b>Establishment</b>				
	Kettlewell House (shared)	105,131	96,157	95,065	96,352
	Marsh Reeves (South Holland IDB)	22,999	26,115	26,430	25,786
	Martham Office (Broads IDB and Norfolk Rivers IDB)	2,375	4,267	2,508	3,491
	East Suffolk Local Office (East Suffolk IDB)	0	6,600	0	0
	<b>Establishment</b>	<b>130,505</b>	<b>133,139</b>	<b>124,003</b>	<b>125,629</b>
	<b>Shared ICT</b>				
	Hardware Support and Maintenance	18,355	19,200	19,987	26,821
	Software Support and Maintenance	34,684	56,578	39,443	49,129
	Website Maintenance and Development	2,281	2,640	2,481	2,639
	Software and Upgrades	43,346	11,881	47,490	26,236
	ICT Infrastructure	29,169	20,299	18,105	25,001
	<b>Shared ICT</b>	<b>127,835</b>	<b>110,598</b>	<b>127,506</b>	<b>129,826</b>
	<b>Other Shared Administration</b>				
	Legal and Professional Charges	17,500	11,251	9,377	11,251
	Insurances	85,577	89,584	115,438	121,210
	Marketing and PR Expenses	5,112	3,276	299	3,275
	WMA Chairman's Allowance	1,500	1,500	1,500	1,499
	Annual Subscriptions	1,649	1,565	1,745	1,812
	Actuary Fees	471	475	669	704
	Sundry Expenses	10,974	11,695	11,052	10,870
	<b>Other Shared Administration</b>	<b>122,783</b>	<b>119,346</b>	<b>140,080</b>	<b>150,621</b>

From: 01 April 2021  
To: 31 March 2022

Administration and Technical Support Services  
Financial Year Ending: 31 March 2022

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2019/20	ESTIMATE 2020/21	PROBABLE 2020/21	ESTIMATE 2021/22
	<b>Other Administration</b>				
	Public Notices	0	0	0	0
	Former Staff Pension Charges	7,474	7,668	6,835	7,668
	Members Expenses	254	750	350	750
	Chairman's Allowances	14,000	14,000	14,000	14,000
	Meetings and Inspections	3,609	4,295	765	4,295
	Legal and Professional Charges	30,942	25,450	36,986	26,650
	Audit and Compliance Fees	52,575	23,375	46,070	45,375
	ADA Expenses	20,838	18,954	19,155	19,231
	<b>Other Administration</b>	<b>129,692</b>	<b>94,492</b>	<b>124,161</b>	<b>117,969</b>
	<b>Administration Costs</b>	<b>1,016,416</b>	<b>1,075,781</b>	<b>1,141,389</b>	<b>1,265,921</b>
	<b>Technical Support Costs</b>				
	Shared Technical Support Staff	1,084,197	1,212,484	1,186,369	1,326,877
	Other Technical Support Staff	251,931	261,420	259,929	274,717
	<b>Other Technical Support</b>				
	Technical Consultants	20,667	8,160	8,235	8,460
	Land Registry Fees	1,861	4,448	6,101	4,108
	Sundry Expenses	3,176	4,050	5,179	3,700
	<b>Other Technical Support</b>	<b>25,704</b>	<b>16,658</b>	<b>19,515</b>	<b>16,268</b>
	<b>Technical Support Costs</b>	<b>1,361,832</b>	<b>1,490,562</b>	<b>1,465,813</b>	<b>1,617,862</b>
	<b>(-) Total Expenditure</b>	<b>£2,378,248</b>	<b>£2,566,343</b>	<b>£2,607,202</b>	<b>£2,883,783</b>
	<b>(+/-) Profit/(Loss) on disposal of Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>(=) Net Surplus/(Deficit) for the Year</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
3	<b>Increases/(Decreases) in Net Consortium Charges</b>	<b>8.52%</b>	<b>2.82%</b>	<b>-0.29%</b>	<b>2.12%</b>

From: 01 April 2021  
To: 31 March 2022

Administration and Technical Support Services  
Financial Year Ending: 31 March 2022

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2019/20	ESTIMATE 2020/21	PROBABLE 2020/21	ESTIMATE 2021/22
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**Notes:**

- 1 The Services Provided to Third Parties is less than projected for 2020/21. This is due to the COVID-19 pandemic where other Risk Management Authorities ceased operations early on this year. This is significant to the Eastern Boards in particular who rely heavily on this rechargeable income. We hope that once the vaccine becomes available projects will resume in 2021/22. South Holland IDB have had to defer a number of their capital projects, which are also expected to resume in the next financial year 2021/22.
- 2 A provision has been made to increase staff salaries by 2.5% with effect from 1 April 2021. Pension costs are to increase by 0.5% to 23.5% of employees pensionable pay with effect from 1 April 2021.
- 3
  - (i) The rate of Inflation as at 31 October 2020 was 1.3% (Retail Price Index).
  - (ii) It is important to note that each WMA Member Board can accommodate the proposed increases, without having to pass them on by way of significant increases in drainage rates and special levies.
  - (iii) This is a balanced budget which continues the focus of investing more in technology, staff capability and capacity, which should make the WMA Group far more robust and sustainable in future. It is vitally important to add resilience to the existing management structure and build in succession so that the Member Boards can more easily manage the departure of any individual, without significantly increasing costs and carrying unnecessary capacity. As a relatively small and specialist organisation providing public services, this must be a key strategic objective.
  - (iv) It is important to note that we are expecting 47% of the Group's Administration and Technical Support Costs to be paid for by others in 2021/22. We are expecting this to be 43% for 2020/21. Sustaining this level of activity without compromising delivery of our own work programmes will be key in the future.
  - (v) We have employed additional resource within the Sustainable Development Team during 2019/20 and 2020/21. The apportionment of cost across the Boards for 2021/22 is based on an estimate of where we expect this resource to be utilised. This will be reassessed during the course of 2021/22 and adjusted if necessary in the WMA Estimates for 2022/23.

**Recommendations:**

- 1 The following increases in Net Consortium Charges are recommended for 2021/22:

Broads IDB	2.15%
East Suffolk IDB	2.08%
King's Lynn IDB	2.19%
Norfolk Rivers IDB	2.06%
South Holland IDB	2.09%

**S JEFFREY**  
**FINANCE AND RATING MANAGER**



From: 01 April 2021  
To: 31 March 2022

Administration and Technical Support Services  
Financial Year Ending: 31 March 2022

Percentages shown in red were the apportionments for last year, where they have been changed for this year.

ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESIDB (%)		KLIDB (%)		NRIDB (%)		SHIDB (%)		TOTAL (%)
Other Income													
Contributions towards Staff Costs													
	Contributions from BIDB to part fund staff costs	Credited to BIDB	100.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	Contributions from NRIDB to part fund staff costs	Credited to NRIDB	0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Contributions from ESIDB to part fund staff costs	Credited to ESIDB	0.00%		100.00%		0.00%		0.00%		0.00%		100.00%
	Contributions from SHIDB to part fund staff costs	Credited to SHIDB	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Contributions from KLIDB to part fund staff costs	Credited to KLIDB	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Contributions from WLYL & P&C to part fund shared staff costs	Credited to each WMA Board as per employment costs	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Contributions from WMA (Eastern) to part fund shared staff costs	Credited equally to each WMA (Eastern) IDB	33.34%		33.33%		0.00%		33.33%		0.00%		100.00%
Contributions towards Staff Costs													
Surface Water Development Contributions													
	Surface Water Development Contributions												
	Medway Boards (Upper and Lower)	Split per Planning Team Allocation	8.00%		10.00%		36.00%		8.00%		38.00%		100.00%
	Broads IDB - SWDC	Credited to BIDB	100.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	East Suffolk IDB - SWDC	Credited to ESIDB	0.00%		100.00%		0.00%		0.00%		0.00%		100.00%
	Kings Lynn IDB - SWDC	Credited to KLIDB	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Norfolk Rivers IDB - SWDC	Credited to NRIDB	0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	South Holland IDB - SWDC	Credited to SHIDB	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
Collection of Surface Water Development Contributions													
Sales of Rating Software Licences													
	Ancillary Services	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	4.83%	51.14%	51.11%	6.11%		31.63%	31.66%	100.00%
	Sales of VDBAS	Proportion of aggregate Annual Value (KLCIDBs, as at 31/12/2006)	10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Sales of DRS	South Holland IDB wholly owned asset (SHIDB)	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
Sales of Rating Software Licences													
Rating Software Support													
	VDBAS	Proportion of aggregate Annual Value (WMA, as at 31/12/2019)	6.30%	6.31%	4.82%	4.83%	51.14%	51.11%	6.11%		31.63%	31.66%	100.00%
	DRS	Proportion of aggregate Annual Value (WMA, as at 31/12/2019)	6.30%	6.31%	4.82%	4.83%	51.14%	51.11%	6.11%		31.63%	31.66%	100.00%
Rating Software Support													
Rental Income from Offices													
	Marsh Reeves	Income credited to property owner	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Kettlewell House: Next Door	Income credited to property owners	10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Kettlewell House: WMA	Income credited to property owners	10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Sluice Bungalow: Islington (KLIDB)	Income credited to property owner	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Kettlewell House: Airwave Ltd	Income credited to property owners	10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Kettlewell House: Page One Aerial & Equ Site	Income credited to property owners	10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Kettlewell House: Vodafone Mast	Income credited to property owners	10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
Rental Income from Offices													
Sundry Income													
	Bank Account Interest (WMA Only)	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%		51.14%	51.11%	6.11%		31.63%	31.65%	100.00%
	Deed of Indemnity Preparation Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%		51.14%	51.11%	6.11%		31.63%	31.66%	100.00%
	ICT Investment recharged to IDB Development Reserves	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%		51.14%	51.11%	6.11%		31.63%	31.66%	100.00%

From: 01 April 2021  
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ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESIDB (%)		KLIDB (%)		NRIDB (%)		SHIDB (%)		TOTAL (%)
	Various - adhoc contributions	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%		51.14%	51.11%	6.11%		31.63%	31.66%	100.00%
	Sundry Income												
	Expenditure												
	Administration Costs												
	Shared Administration Staff												
	ICT Manager	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Chief Executive (CEO)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	PA (CEO)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Finance & Rating Manager	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	ICT Officer (16)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Rating & Enforcement Officer/Site Warden	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Senior Finance & Rating Officer (Vacant)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Business Support Officer (37)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	ICT Officer (16)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Business Support Officer (30)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Business Support Officer (22.5)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	ICT Officer (30)	Assessment of Time Spent on each Member Board	29.25%		8.37%		50.00%		12.38%		0.00%		100.00%
	Shared Administration Staff		20.00%		20.00%		20.00%		20.00%		20.00%		100.00%
	Establishment												
	Landlord's obligations	Proportion of beneficial interest in Kettlewell House	10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Office and Site Maintenance	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Rent, Rates and Metered Water	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Telecoms	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Heat and Light	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Office Cleaning and Supplies	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Refuse Collection and Waste Disposal	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Printing, Postages and Stationery	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Office Sundries	Proportion of people working in Kettlewell House	14.17%	15.26%	13.50%	15.42%	43.06%	40.77%	13.63%	13.46%	15.65%	15.10%	100.01%
	Kettlewell House (shared)												
	Landlord obligations	Proportion of beneficial interest in Marsh Reeves	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Office and Site Maintenance	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Business Rates and Metered Water	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Telecoms	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Heat and Light	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Office Cleaning and Supplies	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Refuse Collection and Waste Disposal	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Printing, Postages and Stationery	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Office Sundries	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Marsh Reeves (South Holland IDB)												

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	Office and Site Maintenance	Proportion of time spent by Project Engineer on each Member Board	75.00%		0.00%		0.00%		25.00%		0.00%		100.00%			
	Rent, Light, Heat and Water	Proportion of time spent by Project Engineer on each Member Board	75.00%		0.00%		0.00%		25.00%		0.00%		100.00%			
	Telecoms	Proportion of time spent by Project Engineer on each Member Board	75.00%		0.00%		0.00%		25.00%		0.00%		100.00%			
	Office Sundries	Proportion of time spent by Project Engineer on each Member Board	75.00%		0.00%		0.00%		25.00%		0.00%		100.00%			
	Martham Office (Broadb IDB and Norfolk Rivers IDB)															
	Rent	East Suffolk IDB Only	0.00%		100.00%		0.00%		0.00%		0.00%		100.00%			
	Printing & Stationary	East Suffolk IDB Only	0.00%		100.00%		0.00%		0.00%		0.00%		100.00%			
	Office Equipment/Small Purchases	East Suffolk IDB Only	0.00%		100.00%		0.00%		0.00%		0.00%		100.00%			
	East Suffolk Local Office (East Suffolk IDB)															
	Establishment															
	Shared ICT															
	Hardware Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	Software Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	Website Maintenance and Development	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	Software and Upgrades	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	ITC Infrastructure	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	Shared ICT															
	Other Shared Administration															
	Legal and Professional Charges	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	Insurances	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	Marketing and PR Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	WMA Chairman's Allowance	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	Annual Subscriptions	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	Actuary Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	Sundry Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%	51.14%	51.11%	6.11%	31.63%	31.65%		100.00%				
	Other Shared Administration															
	Technical Support Costs															
	Shared Technical Support Staff															
	Asset Manager	Proportion of total FRM infrastructure	29.25%		8.37%		50.00%		12.38%		0.00%		100.00%			
	Catchment Engineer (WMA Eastern)	Assessment of Time Spent on each Member Board	33.34%		33.33%		0.00%		33.33%		0.00%		100.00%			
	Sustainable Development Officer (EMR)	Assessment of Time Spent on each Member Board	20.00%		35.00%	22.50%		30.00%	17.50%		0.00%	20.00%	35.00%	20.00%	0.00%	100.00%
	Project Manager	Assessment of Time Spent on each Member Board	33.34%		33.33%		0.00%		33.33%		0.00%		100.00%			
	Environmental Manager	Assessment of Time Spent on each Member Board	30.00%		30.00%		5.00%		30.00%		5.00%		100.00%			
	Project Engineer (WMA Eastern)	Assessment of Time Spent on each Member Board	70.00%		5.00%		0.00%		25.00%		0.00%		100.00%			
	Operations Engineer (WMA Eastern, Norfolk)	Assessment of Time Spent on each Member Board	70.00%		5.00%		0.00%		25.00%		0.00%		100.00%			
	Operations Manager (WMA Eastern, Suffolk)	Assessment of Time Spent on each Member Board	33.34%		33.33%		0.00%		33.33%		0.00%		100.00%			
	Operations Engineer (WMA Eastern, Suffolk)	Assessment of Time Spent on each Member Board	33.34%		33.33%		0.00%		33.33%		0.00%		100.00%			
	Operations Engineer (WMA Eastern)	Assessment of Time Spent on each Member Board	33.34%		33.33%		0.00%		33.33%		0.00%		100.00%			
	Environmental Officer (37)	Assessment of Time Spent on each Member Board	45.00%		10.00%		0.00%		45.00%		0.00%		100.00%			
	Environmental Officer (30)	Assessment of Time Spent on each Member Board	33.34%		33.33%		0.00%		33.33%		0.00%		100.00%			
	Funding and Community Engagement Officer	Assessment of Time Spent on each Member Board	33.33%		33.34%		0.00%		33.33%		0.00%		100.00%			

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	Sustainable Development Manager	Assessment of Time Spent on each Member Board	10.00%	7.50%	10.00%	7.50%	50.00%	70.00%	7.50%		22.50%	7.50%	100.00%
	Sustainable Development Officer	Assessment of Time Spent on each Member Board	0.00%		20.00%	0.00%	20.00%	50.00%	20.00%	0.00%	40.00%	50.00%	100.00%
	Sustainable Development Officer (ER)	Assessment of Time Spent on each Member Board	20.00%	25.00%	20.00%	25.00%	20.00%	25.00%	20.00%	25.00%	20.00%	0.00%	100.00%
	Senior Sustainable Development Officer	Assessment of Time Spent on each Member Board	10.00%	50.00%	10.00%	30.00%	45.00%	0.00%	10.00%	20.00%	25.00%	0.00%	100.00%
	Senior Sustainable Development Officer (PN)	Assessment of Time Spent on each Member Board	15.00%	0.00%	22.50%	0.00%	20.00%	40.00%	15.00%	0.00%	27.50%	50.00%	100.00%
	Project Engineer - WMA	Assessment of Time Spent on each Member Board	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Senior Sustainable Development Officer (YS)	Assessment of Time Spent on each Member Board	20.00%	0.00%	20.00%	50.00%	20.00%	0.00%	20.00%	0.00%	20.00%	50.00%	100.00%
	Sustainable Development Officer	Assessment of Time Spent on each Member Board	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Sustainable Development Officer	Assessment of Time Spent on each Member Board	0.00%		0.00%		50.00%		0.00%		50.00%		100.00%
	Sustainable Development Officer	Assessment of Time Spent on each Member Board	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
Shared Technical Support Staff													
Other Technical Support Staff													
	Project Manager (King's Lynn IDB)	King's Lynn IDB Only	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Project Manager (King's Lynn IDB)	King's Lynn IDB Only	0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Technical Assistant (South Holland IDB)	South Holland IDB Only	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Catchment Engineer (South Holland IDB)	South Holland IDB Only	0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
Other Technical Support Staff													
Technical Support Staff (shared with & employed by external RMAs)													
	Technical Officer shared with & employed by CPE (0.5 FTE)	East Suffolk IDB Only	0.00%		100.00%		0.00%		0.00%		0.00%		100.00%
	Technical Officer shared with & employed by CPE (0.5 FTE)	East Suffolk IDB Only	0.00%		100.00%		0.00%		0.00%		0.00%		100.00%
	Technical Officer shared with & employed by SCC (0.5 FTE)	East Suffolk IDB Only	0.00%		100.00%		0.00%		0.00%		0.00%		100.00%
Technical Support Staff (shared with & employed by external RMAs)													
Profit/(Loss) on disposal of Fixed Assets													
Shared Assets													
	Fixed Assets Register	Proportion of aggregate Annual Value (WMA, as at 31/12/2020)	6.30%	6.31%	4.82%		51.14%	51.11%	6.11%		31.63%	31.65%	100.00%
Shared Assets													

Approved by the Consortium Management Committee on 10 December 2020 and recommended to each of the Member Boards.  
(As required by clause 4.2 of the Consortium Agreement, dated 15 May 2020).

S JEFFREY  
FINANCE AND RATING MANAGER

# Planning Report – Enforcement Process Review

## 1. Introduction

The purpose of this report is to present to CMC the results of the ongoing review into the approach taken by officers undertaking enforcement under the Land Drainage Act 1991 within the Internal Drainage Districts of the WMA Member Boards.

## 2. The Two Stage Approach

In December 2019 CMC, followed by all Member Boards, agreed to support the creation of a two-stage approach to enforcing contraventions of the Land Drainage Act 1991 (including the Byelaws of each WMA Member Board). This two-stage process was to incorporate informal (Stage 1) and formal (Stage 2) enforcement action.

The two stage approach and associated flow chart is intended to be a 'Board Approved' guide to be used by officers when implementing the existing Policy 6 (Enforcement) of the currently adopted [WMA Planning and Byelaw Strategy](#).

## 3. 'Stage 1' - Informal Enforcement

In December 2019, the core elements of 'Stage 1' (informal enforcement) were approved, including a process flowchart. CMC also encouraged the Sustainable Development Manager to approach a legal firm with the aim of ensuring that 'Stage 1' would not impact each Board's legal ability to proceed to formal enforcement action (Stage 2) if required.

Legal firm Wilkin Chapman LLP have now reviewed the previously approved 'Stage 1' (and the associated flowchart) and have confirmed that the approach would not impact the Board's ability to pursue formal enforcement action if necessary. Wilkin Chapman LLP did however advise that 'Stage 1' should not apply in an emergency, where there was a risk to life. The flowchart has therefore been amended to reflect this (within section 6).

## 4. 'Stage 2' - Formal Enforcement

At the December 2019 meeting, CMC (again followed by all Member Boards) also agreed that the Sustainable Development Manager should work with legal specialists and other authorities to produce a detailed 'Stage 2' process. It was emphasised that while this stage should be delivered in-house where possible, cases should be handed over to an external provider if required. At the time, it was agreed that this external provider might be either a legal firm or another authority.

The Sustainable Development Manager resultantly spoke at length with ADA as well as several Local Authorities with enforcement powers (under the Land Drainage Act 1991). It was soon evident that most authorities were not in a position to enforce using in-house resources. Resultantly, efforts turned to legal firms and eventually Wilkin Chapman LLP were thought to have the necessary experience and knowledge base to assist the WMA with the ongoing enforcement review. Following their appointment, Wilkin Chapman LLP were able to produce the basis of a 'Stage 2 flowchart' which informed the recommendation within Section 5.

## **5. Officer Recommendation:**

The Sustainable Development Manager is recommending that each WMA Member Board approves the following two stage approach and the associated flowchart.

### **Stage 1:**

Stage 1 is intended to be a pre-cursor to any formal enforcement action. This stage is undertaken by both the Sustainable Development Team and each Board's Operational Delivery Teams, who work together throughout this stage. The aims of stage 1 are as follows:

- Inform landowners of their responsibilities under the Land Drainage Act 1991 and the Board's Byelaws, while separating contraventions into two categories:
  1. Contraventions which are negatively impacting Flood Risk or the Board's Operations. These contraventions include works which would have required determination by the Board (if an application had been received prior to the works being undertaken).
  2. Contraventions which are not impacting flood risk or the Board's Operations. These contraventions include works which would have been granted consent by officers using their delegated authority (if an application had been received prior to the works being undertaken).
- To seek the removal of contraventions which are impacting flood risk or the Board's Operations without the need for formal enforcement action.
- To seek the regularisation of contraventions which are not impacting flood risk or the Board's Operations.

### **Stage 2:**

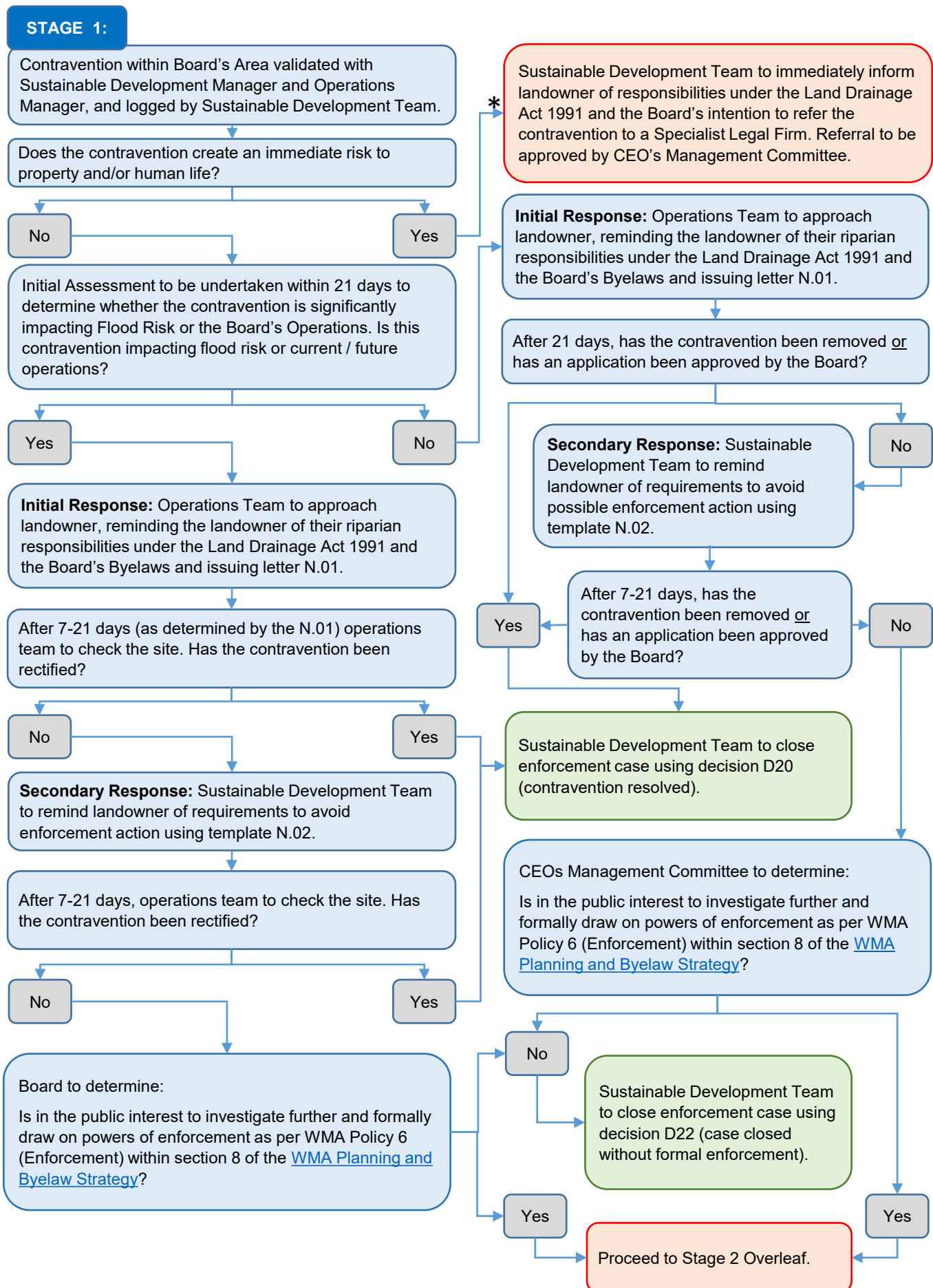
Stage 2 is intended to enable officers to draw on formal powers of enforcement, to ensure that a contravention of the Land Drainage Act 1991 (including Byelaws) is removed where this contravention is negatively impacting Flood Risk or the Board's Operations. The aims of stage 2 are as follows:

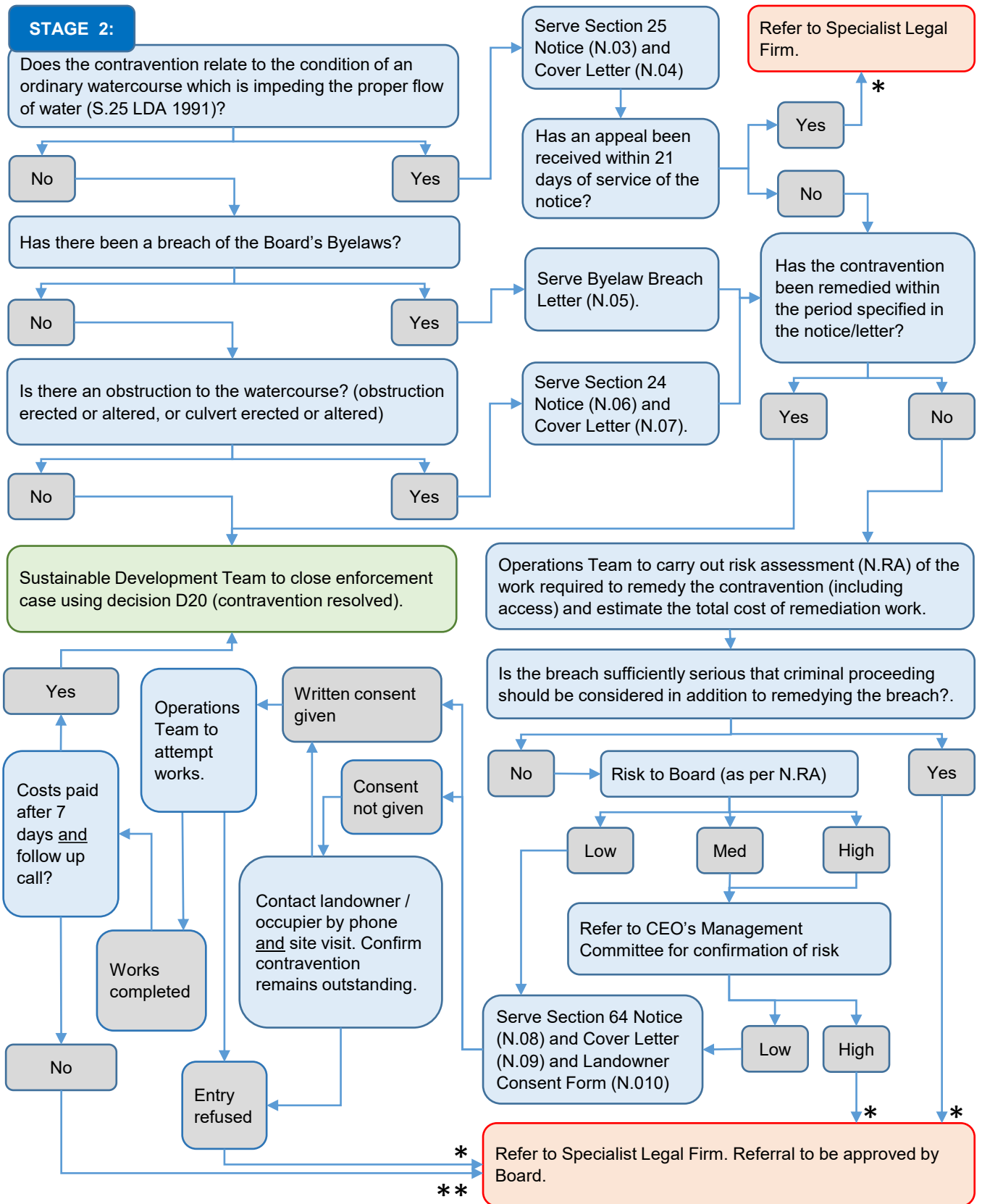
- Serve a formal Notice of the requirement to remove a contravention.
- To remove contraventions of the Land Drainage Act 1991 on behalf of the landowner where they have failed to meet the requirement of the aforementioned Notice and reclaim the Board's costs.

## **6. Accompanying Flowchart**

*(overleaf)*







\* If successful, 70-80% of Board's costs likely to be recoverable. If not, Board likely to pay 70-80% of Defendant's costs.

\*\* Successful party likely to recover 70-80% of costs if claim is over £10k. Recovery of costs under £10k likely to be nominal.

## WMA Policy Review Summary – CMC Meeting, December 2020

	Policy	Owner	Comments
1	Complaints Procedure <a href="#">Click here to view</a>	FB	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. Additional line to include GDPR & Data Protection. Local Government & Social Care Ombudsman information updated. <i>CMC Approved</i>
2	Corporate & Social Responsibility Policy <a href="#">Click here to view</a>	CL/MP	New policy. <i>CMC Approved</i>
3	Data Protection Policy <a href="#">Click here to view</a>	FB	Format updated. No change to content. <i>CMC Approved</i>
4	Declaration of Members' Interests Form <a href="#">Click here to view</a>	SC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. Policy name changed from 'Register' to 'Declaration of Members' Interests Form. <i>CMC Approved</i>
5	Document Retention & Destruction Policy <a href="#">Click here to view</a>	FB	Format updated. Reference to Records Management Society removed. Added that personal information will be stored in accordance with Data Protection Act. Changes made to the review guidelines mainly in the 'legislation and guidance' column. <i>CMC Approved</i>
6	Election of Members Policy <a href="#">Click here to view</a>	PJC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. <i>CMC Approved</i>
7	Filming of Public Meetings Guidance Policy <a href="#">Click here to view</a>	SC	Format updated. Chairman to be informed (rather than to ask) if the meeting is being filmed. Reference to GDPR added. <i>CMC Approved</i>
8	Freedom of Information Publication Scheme <a href="#">Click here to view</a>	FB	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. Section 3.1. 'How to Access the Information', addition of ICT Manager and removal of fax details. <i>CMC Approved</i>
9	Guidance to Local Authorities when making Appointments to IDBs <a href="#">Click here to view</a>	PJC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. <i>To be amended following CMC meeting, to include specific reference to the Declaration of Interests Form</i>
10	Information Security and Systems Acceptable Use Policy <a href="#">Click here to view</a>	FB	Format updated. No change to content. <i>CMC Approved</i>

## WMA Policy Review Summary – CMC Meeting, December 2020

11	Management of Unreasonable Complainant Behaviour Policy <a href="#">Click here to view</a>	SC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. No change to content. <i>CMC Approved</i>
12	Members' Code of Conduct Policy <a href="#">Click here to view</a>	SC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. No change to content. <i>CMC Approved</i>
13	Rate Levies and Collection Policy <a href="#">Click here to view</a>	SJ	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. <i>CMC Approved</i>
14	Rechargeable Works Policy and Staff Plan <a href="#">Click here to view</a>	PJC	Format updated. Reference to appendices removed from paragraph 4.5. <i>CMC Approved</i>
15	Safeguarding Public Money <a href="#">Click here to view</a>	SJ	Format updated. No change to content <i>CMC Approved</i>
16	Supplier Performance Policy <a href="#">Click here to view</a>	MP	Format updated. No change to content <i>CMC Approved</i>
17	Sustainability Policy <a href="#">Click here to view</a>	CL	Format updated. Elements related to Sustainable Development synthesized and linked into Planning and Bylaw Policy. Section 27 F&W Act 2010 removed from front page. A new paragraph on Sustainable development added. Sustainable Development Appendix removed. <i>To be amended following CMC meeting, to include specific reference to Net Zero aspirations</i>
18	The Duties, Responsibilities and Liabilities of IDB Members <a href="#">Click here to view</a>	SC	Format updated. No change to content. <i>CMC Approved</i>
19	Whistleblowing Confidential Reporting Policy <a href="#">Click here to view</a>	SC	Format updated and evolved to WMA policy, rather than having separate documents for each IDB. No change to content. <i>CMC Approved</i>

**Distributed to: Broads (2006) IDB Members**

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Henry Alston	
Louis Baugh (Vice Chair)	
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	
Rebecca Grattan	
Pauline Grove-Jones	YES
Mark Harris	YES
Michael Jones	
Ken Kelly	YES
Brian Lawn	
Marion Millership	
Leslie Mogford	
Grant Nurden	
Ian Robinson	
Derek Roll	YES (no email address provided)
Fred Sharman	YES
Lucy Shires	
Mark Smart	
Tim Strudwick	
John Tallowin	
John Toye	
Adam Varley	
Ed Wharton	
Stephen Wright	
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Caroline Laburn	
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Broads (2006) IDB

**Meeting 18 January 2021**