

A MEETING OF THE BROADS (2006) INTERNAL DRAINAGE BOARD WAS HELD AT HICKLING BARN, HICKLING, NORFOLK ON MONDAY 20 JANUARY 2020 AT 10.00 AM.

Elected Members	Appointed Members
H J Alston	Broadland D C
* L E Baugh	* J Copplestone
* J Burton	R M Grattan
* R Buxton	* K S Kelly
* T Cator	* G Nurden
* J W Chapman	* J L Thomas
* S G Daniels	
* G D Gay	North Norfolk D C
* M Harris	Mr H Blathwayt
* M Jones	Dr 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	Vacancy
S D Wright	
Vacancy	Great Yarmouth B C
	* M Bird
	* M Fairhead
	* G Freeman
	N Galer
	L Mogford
	Jointly Appointed
	* B Lawn
	* Present (72%)

Mr R Buxton in the Chair

In attendance:

Giles Bloomfield (Catchment Engineer), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Paul George (Operations Engineer), Alan Goose (Operations Manager), Sallyanne Jeffrey (Finance and Rating Manager), Caroline Laburn (Environmental Manager) and Matthew Philpot (Project Engineer)

ID	Broads (2006) IDB, Minute	Action
01/20	STEVEN HEYMAN: IN REMEMBRANCE	
01/20/01	A minute's silence was observed in remembrance of Steve Heyman	

ID	Broads (2006) IDB, Minute	Action
	<p>who had sadly passed away on 28 November 2019. Steve had previously served as the Environment Agency's leading coastal expert. Steve was a much respected Civil Engineer, passionate about the Broads and the North Norfolk coastline. He would be greatly missed.</p>	
	02/20 APOLOGIES FOR ABSENCE	
02/20/01	Apologies for absence were received on behalf of H Alston, H Blathwayt, Dr P Bütikofer, C Cocks (Business Support Officer), N Galer, R Grattan, L Mogford, J Tallowin, J Toye and S Wright.	
	03/20 WELCOME AND INTRODUCTIONS	
03/20/01	The Chairman welcomed Mr Tom Cator to his first meeting of the Broads Internal Drainage Board.	
	04/20 DECLARATIONS OF INTEREST	
04/20/01	Mr A Goose declared an interest in respect of the payment recorded in the Schedule of Paid Accounts made to Account ID GO0742 due to his family relationship with the account holder. RESOLVED that this be noted.	
04/20/02	Mr F Sharman declared an interest in all matters relating to Repps Pumping Station, due to his involvement as pump attendant for Repps Pumping Station. RESOLVED that this be noted.	
04/20/03	Mr R Buxton declared an interest in all matters relating to Horsey Mill, due to his land ownership in the area. RESOLVED that this be noted.	
04/20/04	Mr G Gay declared an interest in respect of all matters relating to the Muckfleet Scheme, due to his land ownership in the area. RESOLVED that this be noted.	
04/20/05	Mr J Chapman declared an interest in respect of all matters relating to the Somerton Water Level Management Plan (WLMP) review, due to his connections with the Burnley Hall Estate. RESOLVED that this be noted.	
04/20/06	Mr J Chapman declared an interest in respect of all matters relating to the Martham Boat Dyke Culvert replacement project, due to his land ownership in the area. RESOLVED that this be noted.	
	05/20 BROADLAND FUTURES INITIATIVE (BFI) PRESENTATION	
05/20/01	Peter Doktor, Project Manager and Kellie Fisher, Flood and Coastal Risk Management Senior Advisor, from the Environment Agency	

ID	Broads (2006) IDB, Minute	Action
	<p>gave a presentation to members on their Broadland Futures Initiative (BFI). Members thanked both Peter and Kellie for their presentation, but did express some concern about the managed retreat that was being proposed and how this could impact on the area and its communities.</p>	
06/20	MINUTES OF THE LAST BOARD MEETING	
06/20/01	The minutes of the last Board meeting held on 28 October 2019 were approved and signed as a true record. Arising therefrom:	
06/20/02	Anglian Water – Caister Sewage Treatment Works (73/19/03)	
	<p>Members expressed concern about the capacity of Caister Sewage Treatment Works and whether it could handle existing volumes, let alone the additional demand that would arise from proposed development in the area. Mr G Gay advised members that there needed to be an alternative route for expelling excessive sewerage rather than directly into our drainage system. It was agreed and thereby RESOLVED to arrange a meeting with Anglian Water Services at the earliest opportunity, in an attempt to seek a solution to this recurring problem.</p>	GB
06/20/03	Pumping Stations Lights (74/19/05)	
	<p>The Project Engineer reported that all pumping station lights would be changed to come on in due course when the stations were operating, where possible. RESOLVED that this be noted.</p>	MP
06/20/04	Meadow Dyke – Unfinished Work (76/19/03)	
	<p>The Chief Executive advised members that Mr J Tallowin had contacted him before the meeting to express concern about BESL, the unfinished work and the impact this would have on the area. It was vitally important to ensure that all of this unfinished work was properly documented, reported to BESL and completed as soon as possible. The Project Engineer advised members that he had only just received a definitive list of outstanding work from BESL, which would be discussed in detail at the next Board meeting. RESOLVED that this be noted.</p>	MP
06/20/05	Water Resources East (WRE) (83/19/01)	
	<p>Jo Copplestone advised members that she had attended the WRE Strategic Advisory Group meeting on 14 January 2020 in New Market. She felt that this was a useful meeting and looked forward to receiving proposals to construct a new reservoir in Norfolk to safeguard the supply of potable water, moving forward. RESOLVED that this be noted.</p>	
07/20	OPERATIONS REPORT	

ID	Broads (2006) IDB, Minute	Action
07/20/01	The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
07/20/02	<p>Mechanical & Electrical Engineering Staff (5.2)</p> <p>Two new Mechanical and Electrical Engineers had been recruited to assist with the pumping station maintenance and refurbishment programme, starting on 1 April 2020 (replacing Barry Harding who had previously resigned). Both Engineers were qualified Electricians and Mechanical Engineers with a broad knowledge of pumps, servicing and of the Broadland area. RESOLVED that this be noted.</p>	
	08/20 PLANNING REPORT	
08/20/01	The Planning Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
08/20/02	Members expressed concern that the Local Planning Authorities (LPAs) were not consulting the Board on many development proposals in the area. The Sustainable Development Manager agreed that this did seem to be the case and it was something she intended to remedy in due course.	CB
08/20/03	George Gay advised members that he had not seen any comments from the Board on proposals to construct an additional 650 homes in Caister. It was agreed and thereby RESOLVED to respond and provide comments on this development proposal, if the Board still could.	CB
08/20/04	It was agreed and thereby RESOLVED to respond to the Broadland District Council's Planning Strategy Consultation in due course.	CB
08/20/05	<p>Revised Development Control Charges and Fees Policy and Enforcement Procedures</p> <p>The revised Development Control Charges and Fees Policy and Enforcement Procedures as recommended by the Consortium Management Committee were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p>	
08/20/06	<p>Delegated Consents</p> <p>The delegated consents determined by the Chief Executive's Management Committee were considered in detail and approved.</p>	
08/20/07	<p>Development Charges and Fees</p> <p>The schedule of surface water development contributions totalling £1,403.60 that had been invoiced during the reporting period was</p>	

ID	Broads (2006) IDB, Minute	Action
	considered in detail and approved.	
	09/20 ENVIRONMENTAL REPORT	
09/20/01	The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
09/20/02	Abstractions, Water Transfer and Impoundment Licencing – New Authorisations Update (6.1) It was noted that the Water Transfer Licence applications were submitted on 3 December 2019, prior to the 31 December 2019 deadline. All of the Boards applications had been dealt with and officers were waiting for the Environment Agency (EA) to determine if the applications were to be accepted as valid under the transitional regulations. The EA would then have a further 3 years to determine the applications. RESOLVED that this be noted.	
09/20/03	Biodiversity Action Plan (BAP), Progress Report 2019-2020 A summary of the progress made during 2019/20 on actions arising from the Board's Biodiversity Action Plan was considered in detail and approved. RESOLVED that this be noted. <i>Derek Roll left the meeting at this point.</i>	
	10/20 SCHEDULE OF PAID ACCOUNTS	
10/20/01	The Schedule of Paid Accounts for the period 1 October 2019 to 31 December 2019 totalling £755,595.13, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
	11/20 RATE ESTIMATES FOR 2020/21	
11/20/01	The detailed estimates for 2020/21 were considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:	
11/20/02	Capital Programme The Capital Works Estimate for 2020/21 prepared by the Catchment and Project Engineers, totalling £860,980 was considered in detail and approved.	
11/20/03	Maintenance Programme The Maintenance Works Estimate for 2020/21 prepared by the Project Engineer and Operations Manager, totalling £1,144,286 was considered in detail and approved.	

ID	Broads (2006) IDB, Minute	Action
11/20/04	<p>EA Precept Charge</p> <p>It was agreed and thereby RESOLVED to approve in principle the EA Precept Charge of £175,147 for 2020/21, as demanded by the Anglian (Eastern) RFCC (an increase of 3% on last year's charge).</p>	
11/20/05	<p>Consortium Charges</p> <p>It was agreed and thereby RESOLVED to approve the Consortium Charge for Technical Support of £397,414 for 2020/21, as recommended by the Consortium Management Committee (included in the Maintenance Works Estimate).</p>	
11/20/06	<p>It was agreed and thereby RESOLVED to approve the Consortium Charge for Administrative Support of £168,301 for 2020/21, as recommended by the Consortium Management Committee.</p>	
11/20/07	<p>Other Expenses</p> <p>It was agreed and thereby RESOLVED to approve all Other Expenses for 2020/21, as presented.</p>	
11/20/08	<p>Income</p> <p>It was agreed and thereby RESOLVED to approve all Income of £932,915, which together with Consortium Income of £231,604 reduced the expenditure budget for 2020/21 by 49% and therefore the amount of expenditure that needed to be funded from drainage rates and special levies.</p>	
12/20	<p>FINANCIAL YEAR 2020/21</p> <p>LAY AND SEAL DRAINAGE RATE AND SPECIAL LEVIES</p>	
12/20/01	<p>It was agreed and thereby RESOLVED to approve the net requirement of £1,188,195 for 2020/21 as presented (a copy of which is filed in the Report Book). Arising therefrom:</p>	
12/20/02	<p>Annual Values as at 31 December 2019</p> <p>It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2019 as presented, used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2020/21 (a copy of which is filed in the Report Book).</p>	
12/20/03	<p>It was agreed to RESOLVED to approve the net rate requirement of £1,188,195 for 2020/21 as presented in Option 3, which equated to an increase in drainage rates and special levies of 2.10% at 26.606p in the pound:</p> <p>Option 3</p> <p>Drainage Rate in the Pound: 26.606p</p>	

ID Broads (2006) IDB, Minute		Action
Financed by:		
Agricultural Drainage Rates	£293,182	
Broadland District Council	£172,791	
Great Yarmouth Borough Council	£195,414	
North Norfolk District Council	£304,534	
South Norfolk District Council	£2,694	
Reserves	<u>£219,580</u>	
	£1,188,195	
13/20 INDICATIVE FIVE YEAR FORECAST		
13/20/01	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.	
14/20 EARMARKED BALANCES AND RESERVES		
14/20/01	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).	
15/20 REVIEW OF OBJECTIVES FOR 2019/20		
15/20/01	The Performance Review of objectives for 2020/21 (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
15/20/02	Catchment Boards	
	It was noted that most of the sensible provisions which had originally featured in the Rivers Authority and Land Drainage Bill 2018 (a Private Members Bill) had subsequently been incorporated within the Environment Bill 2020 (as sponsored by Defra).	
15/20/03	EAs Precept Charge for 2019/20: IDB Appeal	
	The Chief Executive advised members that the EAs Ipswich office had confirmed that IDB precept money could not be used to fund work on low risk main-river systems which the Board benefitted from (a copy of the email from Peta Denham was included in the meeting paperwork). Furthermore it was noted that the EA would not de-main such low risk systems, so the Board could not even carryout the necessary maintenance works themselves, at its own cost.	
	It was agreed and thereby RESOLVED in principle to withdraw the precept appeal for 2019/20, providing the Board could be assured by Defra and/or the EAs national team that they were being treated	
		PJC

ID	Broads (2006) IDB, Minute	Action
	fairly and in the same way as all other IDBs in England.	
	16/20 OBJECTIVES FOR 2020/21	
16/20/01	It was agreed thereby RESOLVED to approve the objectives for 2020/21 as presented and agreed by members: <ul style="list-style-type: none"> (i) To ensure that expenditure does not exceed the net expenditure budget for 2020/21 and plan for subsequent years' rate increases to equate to no more than an inflationary rise. (ii) To request that the Environment Agency's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District. (iii) To ensure that all the river bank strengthening work is completed before the Broadland Flood Alleviation Project finishes in 2021. (iv) To develop a plan to be less reliant on the Environment Agency's main-river network. 	
	17/20 MATERIAL CHANGES TO THE RISK REGISTER	
17/20/01	The full risk register together with the risk assessment matrix (copies of which are filed in the Report Book), was considered in detail and approved. There were no matters arising.	
	18/20 CORRESPONDENCE	
18/20/01	ADAs IDB Health, Safety & Welfare Survey 2019 Advice Note <p>The Association of Drainage Authorities (ADAs) IDB Health, Safety and Welfare Advice Note was considered in detail and approved (a copy of which is filed in the Report Book). It was agreed and thereby RESOLVED to adopt the eleven recommendations for IDBs within ADAs Advice Note.</p>	
18/20/02	The Chief Executive confirmed that in future, Health, Safety and Welfare would be a separate agenda item at Board meetings. RESOLVED that this be noted.	
	19/20 DATE OF NEXT MEETING	
19/20/01	The next Board meeting would take place at 10 am on 18 May 2020 at Hickling Barn. RESOLVED that this be noted.	
	20/20 ANY OTHER BUSINESS	

ID	Broads (2006) IDB, Minute	Action
20/20/01	Adoption of Ordinary Watercourse in Caister	MP
	Mr Malcolm Bird requested that the Board consider adopting a private ordinary watercourse at Caister. It was agreed and thereby RESOLVED for the Project Engineer to prepare a report for consideration at the next Board meeting on 18 May 2020.	
21/20	OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
21/20/01	There were no members of the public present at today's meeting.	
22/20	CONSORTIUM MATTERS	
22/20/01	The unconfirmed minutes of the last Consortium Management Committee meeting held on 13 December 2019 were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
22/20/02	WMA Schedule of Paid Accounts	
	The WMA Schedule of Paid Accounts for the period 1 August 2019 to 30 November 2019 totalling £584,718.86 as approved at the Consortium Management Committee meeting on 13 December 2019, was considered in detail and adopted by the Board (a copy of which is filed in the Report Book). There were no matters arising.	
22/20/03	WMA Estimates 2020/21 plus Projected Out-turns for 2019/20	
	The detailed Consortium Budget and Basis of Apportionment for the financial year 2020/21, as approved at the Consortium Management Committee meeting on 13 December 2019, together with the projected out-turns for year ending 31 March 2020 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.	
22/20/04	Application from the Waveney, Lower Yare and Lothingland IDB to join the WMA Group with effect from 1 April 2020	
	The application from Waveney, Lower Yare and Lothingland IDB to join the WMA Group with effect from 1 April 2020 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
22/20/05	It was agreed and thereby RESOLVED to approve the tracked changes to the Consortium Agreement, dated 15 May 2008, which would be incorporated into the new Consortium Agreement that included the Waveney, Lower Yare and Lothingland IDB (assuming all other parties to the Agreement also agreed).	
22/20/06	Issues for discussion at the next CMC meeting	

ID	Action
<p data-bbox="304 96 767 134">Broads (2006) IDB, Minute</p> <p data-bbox="365 210 1318 499">There were no specific items raised for discussion at the next Consortium Management Committee (CMC) meeting on 27 March 2020. Should members wish to raise any item to be discussed at the next meeting, they should contact any of the Board's representatives, or the Chief Executive directly: members were reminded that the Board's representatives on the CMC were Lewis Baugh, Robin Buxton and Simon Daniels. RESOLVED that this be noted.</p> <p data-bbox="256 575 780 609">23/20 CONFIDENTIAL BUSINESS</p> <p data-bbox="212 651 1318 792">23/20/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.</p>	

BROADS (2006) IDB



ENGINEERING & ENVIRONMENTAL REPORT – October 2019

This report covers the period from to 5th October 2019 – 3rd January 2020

1. HEALTH & SAFETY

No incidents or accidents this quarter.

Tool box talks delivered on;

- HAVs Reactec System, HSE guidance sheet issued
- Annual HAVs self assessment of initial screening
- Annual Occupational Health Assessment Medicals completed in December & January
- Review of Welding activities and risk assessments, given HSE campaign on these activities.

2. REVENUE MAINTENANCE WORKS

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

Somerton South
Hempstead Waxham North
Hickling
Potter Heigham
Horsefen
Ludham Bridge

Breydon Low level system

3. PUMPING STATIONS

HAPPISBURGH TO WINTERTON DISTRICT

1. Brograve: (3 No. Pumps)

No major problems reported.

2. Horsey: (1 No. Pump)

No major problems reported

3. Somerton South: (2 No. Pumps)

No major problems reported.

4. Somerton North: (1 No. Pump)

No major problems reported.

5. Somerton Auxiliary: (1 No. Submersible)

No major problems reported.

LOWER BURE FLEET & ACLE MARSHES DISTRICT

1. Tunstall Pump: (2 No. Pumps)

Both Tidal outfall flaps have been replaced by new bespoke HDPE long life flaps.

This work was carried out by specialist divers, making the repairs much safer, cheaper and quicker than the alternative of cofferdaming and dewatering.

This is now considered best practices for working on outfall flaps and we are planning to share our knowledge with the rest of WMA and ADA

Minor landscaping and fencing works are still required to finish the pumping station site upgrade works



Photo showing diving operation to replace flap valves at Tunstall Pump Dec 19

2. Five Mile Pumping Station: (1 No. Pump)

Service Completed 30th October. No major M&E issues reported.

Minor work to building required.

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

No major problems reported.

4. Breydon Pumping Station: (2 No. Pumps)

Pump repaired and replaced which failed due to overheating of the winding.

5. Berney Pumping Station: (1 No. Pump)

No major problems reported.

6. Seven Mile Pumping Station: (2 No. Pumps)

No major problems reported.

7. Stracey Arms Freshwater Intake Works: (Automatic inlet penstock)

No major problems reported.

LOWER YARE FIRST DISTRICT

1. Buckenham Pumping Station: (1 No. Pump)

No major problems reported.

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

No major problems reported.

LOWER YARE FOURTH DISTRICT

1. Cantley Pumping Station: (1 No. Pump)

No major problems reported.

MIDDLE BURE DISTRICT

1. The Doles Pumping Station: (3 No. Pumps)

Weedscreen cleaner pipes replaced and serviced.

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

No major problems reported.

MUCKFLEET & SOUTH FLEGG DISTRICT

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

No major problems reported.

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

Mains Failure in December, which was fixed the following day by UKPN. Temporary pumps are also present which are dealing with the additional flows from the Caister treatment works.

REPPS MARTHAM & THURNE DISTRICT

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

No major problems reported.

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

No major problems reported.

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

No major problems reported.

SMALLBURGH DISTRICT

1. Hickling

Stubb Pumping Station: (1 No. Pump)

No major problems reported.

Eastfield Pumping Station: (1 No. Pump)

No major problems reported.

Catfield Pumping Station: (1 No. Pump)

No major problems reported.

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

Full pump house refurbishment completed, including re-roof, guttering, doors and improvements to access steps.



Potter Heigham Pumping Station: (2 No. Pumps)

No major problems reported.

Horsefen Pumping Station: (1 No. Pump)

No major problems reported.

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

No major problems reported.

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

No major problems reported.

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

No major problems reported.

Horning Grove Pumping Station: (1 No. Pump)

No major problems reported.

Irstead Pumping Station: (1 No. Pump)

No major problems reported.

Sutton Pumping Station: (1 No. Pump)

No major problems reported.

Chapelfield Pumping Station: (1 No. Pump)

No major problems reported.

Wayford Bridge Pumping Station: (1 No. Pump)

No major problems reported.

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

No major problems reported.

3. PLANT

New weed basket purchased. This replaces an existing basket, which will be used for parts.

4. CAPITAL WORKS

4.1 Muckfleet Project – Update

All work has currently stopped for the winter.

As built surveys of the constructed banks have been completed.

Jacobs, who supplied the designs for the scheme, have completed an as-built report of the completed sections and also reviewed those areas which have not been worked as part of the project. They have confirmed the works have improved the banks to a good standard and have made recommendations regarding future maintenance, which will be implemented.

The executive summary of this is included in [Appendix A](#)

4.2 Tunstall KLAWA Fish Pass

The trial phase of the project is now well underway. Eel scientists have captured, tagged and released local Eels to monitor the use of the pass. Although no Eels have used the pass so far, it's still very early in the trial phase and several variables need to be tested before conclusions can be made.

Thames Water are considering installing a pass in North London. A knowledge-sharing meeting has been arranged at Tunstall with their representatives.

4.3 Martham Dyke Main Drain Realignment

Construction of the new concrete culvert connecting the new 100m section of open cut main drain to the southern section of widened drain was completed before demobilising site for the Christmas break.

This new culvert comprises approximately 180l.m of 1050mm internal diameter pipes, each weighing in excess of 2.5 tonnes, with 4 no. 2100mm internal diameter catchpits providing manhole access for future maintenance and inspection. Precast concrete headwall units form the inlet and outlet and will be fitted with drop board slots and weedscreens for serviceability and public safety.

Pressure testing of the culvert will take place prior to commissioning to ensure water tightness.

The works required a closure of Ferrygate Lane to construct the culvert under the carriageway, which was completed within 4 working days. A temporary diversion using the access track to the west was in place for the duration of the closure to ensure disruption to local stakeholders was minimised.

Contractors have mobilised on site W/C 6th January 2020 to complete the final connection under the western access track. This will enable the northern connection to be made and the existing culvert to be decommissioned.

Final landscaping and fencing works will be completed as the weather improves with a current programmed completion date of Spring 2020 at a forecast final cost of approx £800K.



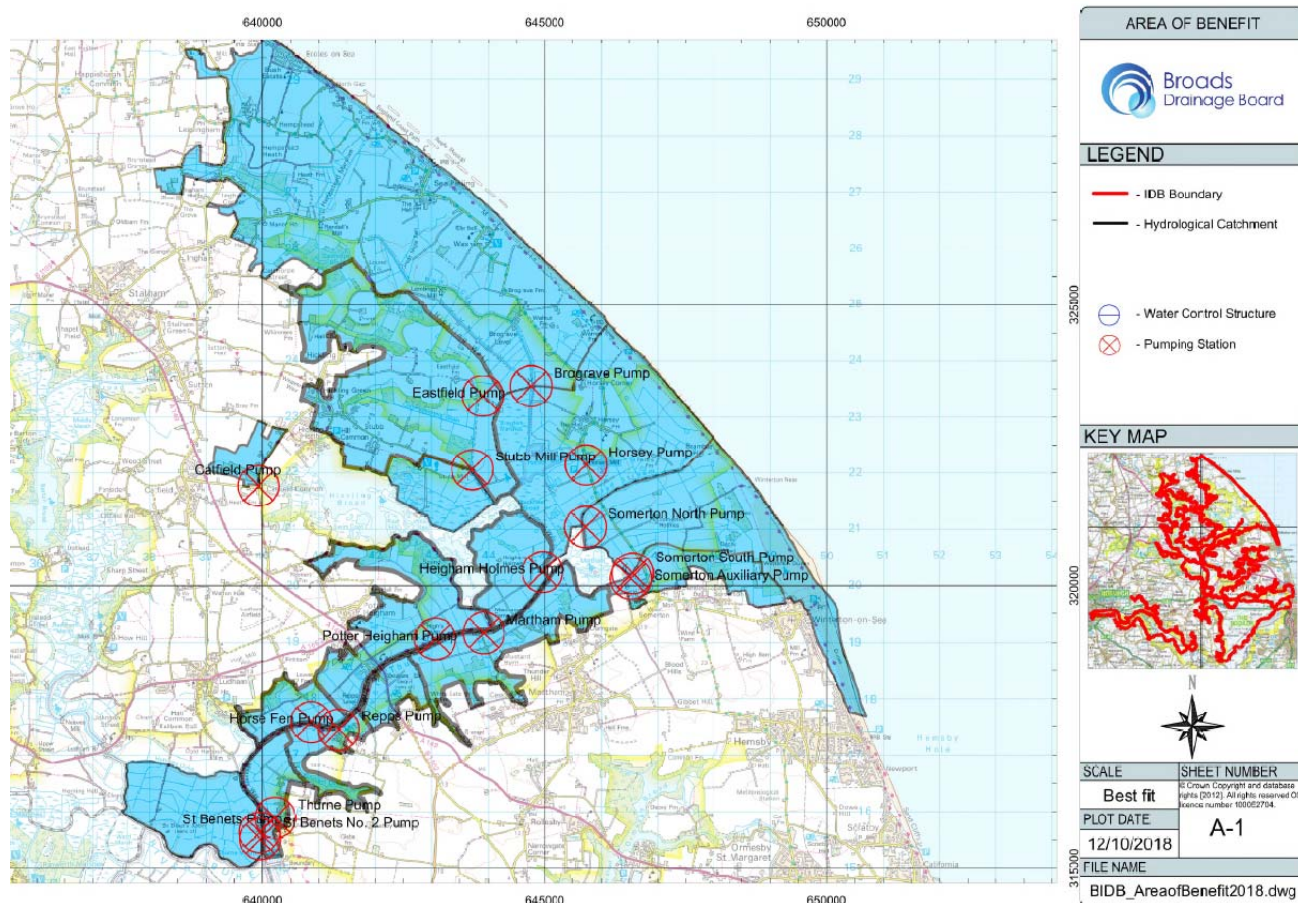
Photo showing northern section of new culvert under construction – October 2019



Photo showing northern section of new culvert under construction – October 2019

4.4 Upper Thurne Integrated Drainage Improvements (UTIDI)

FCERM7 Stateagic Outline Case (SOC) has been approved by the Environment Agency providing £100k towards the upfront costs of developing the required business case.



4.5 Halvergate Marshes Pump Management Scheme

Nothing to report this period

4.6 Broadland flood alleviation project (BFAP) Area update

We have engaged with the BESL team again for an update on the locations put forward, where we feel work is needed.

An update has been promised in time for the board meeting.

5. OPERATIONAL MATTERS

5.1 Pump Attendant Role Review

Updated job role has been developed.

Comments will be received and updates made accordingly.

5.2 New Mechanical & Electrical Engineering staff

Two new Mechanical & Electrical Engineers have been recruited following a competitive recruitment process.

One of these replaces Barry Harding, who left the board in 2019.

The two successful candidates are experienced and qualified electricians and mechanical engineers, with a broad knowledge of pumps, servicing and the broadland area.

They are planned to start with the board in February 2020 and will be working out of the Martham depot.

5.3 Assents/ Licences Granted and/or Applied for:

License / Assent / Habitat Regulations Assessment	Applied	Granted
SMO Audit carried out on a length of drain at Stokesby DRN031P0410	October 2019	N/A
Water Transfer Licence Applications to EA.	3 December 2019	TBC

6 OTHER MATTERS

6.1 Abstractions Water Transfer and Impoundment Licencing – New Authorisations Update

Following the update in the previous Board Report, Water Transfer Licence applications were submitted on 3 December 2019, prior to the 31 December deadline for applications for previously exempt activities.

Through consultation with the EA, it was confirmed that only 6 of the inlet structures needed to be licenced. Some structures did not require a licence by virtue of being wholly located within the Internal Drainage District Boundary on the official maps. The 6 structures that required licencing were grouped into 3 separate licence applications based on the source (Main River) from which water was being transferred into the IDD. All additional post-application queries by the EA were answered by the Environmental Manager by 13 December 2019, so that the applications could be validated by the EA before the deadline of the end of 2019. The total fee required for the applications was £1125 (£375 per application).

All the Broads IDB applications have been dealt with and we await the response of the EA to determine if the applications are to be accepted as valid under the transitional regulations. The EA then have a further 3 years to determine the applications.

A recent communication received from the EA (02 January 2020) has extended the deadline for New Authorisation applications for a further 6 months until 30 June 2020.

6.2 Biodiversity Action Plan Reporting 2019-2020

The Boards Biodiversity Action Plans have been subject to annual review. Various action have been undertaken during 2019 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 2019-20 is shown as **Appendix B**.

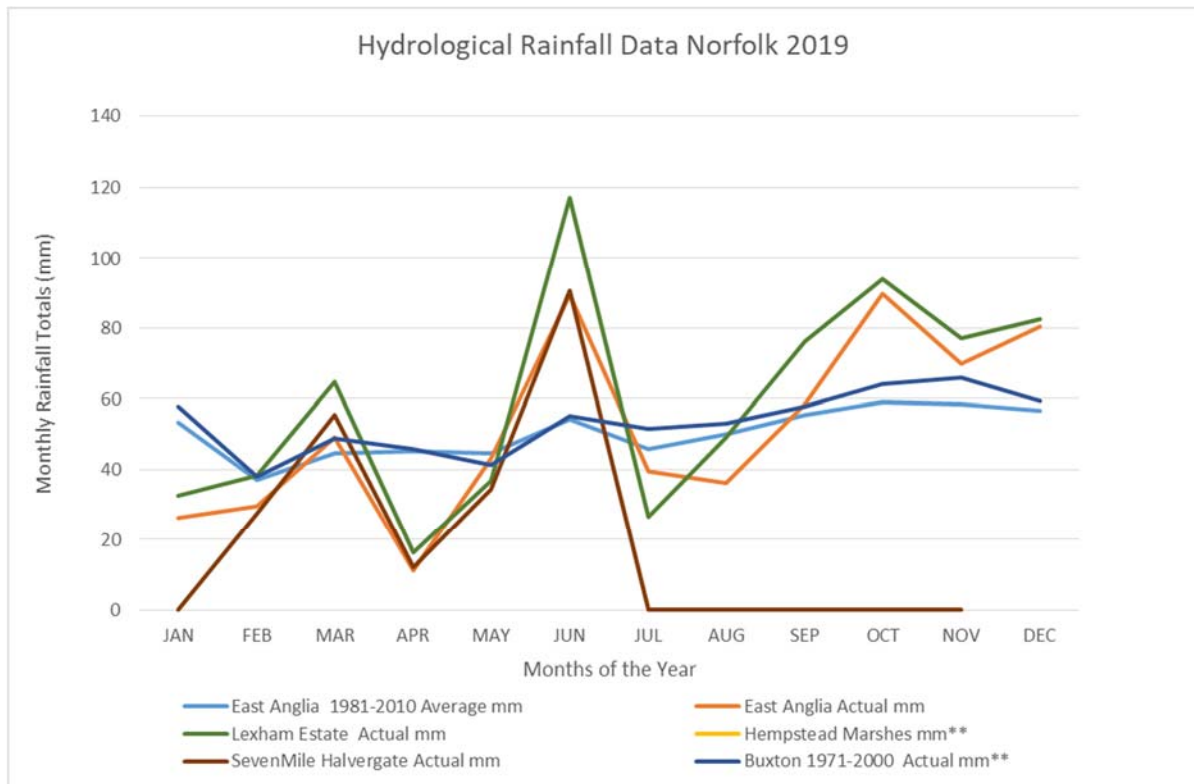
7 **HYDROLOGY – UK Overview (extracts from** <http://www.metoffice.gov.uk/climate/uk/summaries/2019>)

The first few days of September saw a westerly type, with a succession of fronts bringing rainfall to much of the country. It then became rather quieter for a time, and some days were pleasantly warm, with particularly high temperatures around 19th-24th. Rainfall was below average up until the 20th, but after that a much more unsettled spell of weather set in, with 25-50 mm of rain within 24 hours reported at various stations on certain days. Thus by the end of the month the UK had easily exceeded its September average rainfall; it was also quite a sunny month, with some pleasant early-autumn days during the middle third of the month.

October began with a warm showery day in the south, and while colder air quickly spread from the north followed by a transient ridge of high pressure, low pressure and associated fronts returned by the 4th. Until the 20th the weather was unsettled with frequent low pressure systems and rain belts crossing the country, and the jet stream was further south than normal, resulting in frontal systems often especially affecting the south and east of England. There was a quieter interlude from the 21st to 23rd, and then after a very wet spell on the 24th to 26th. The weather turned cold, dry and sunny for most of the country from the 27th to 30th, although the far south-west remained very wet at times.

November began with low pressure close to the west of Britain, giving mild and wet weather. It continued unsettled until the 14th, and turned colder after the first few days, with sleet and snow falling quite widely on high ground and locally to low levels on the 8th/9th and 13th/14th. There was a quieter interlude from the 15th to 20th in most areas with temperatures remaining below average, followed by a milder, wet spell from the 21st to 27th. The month ended with a northerly outbreak which brought colder brighter weather. The jet stream was frequently further south than usual which meant that north-west Scotland tended to be relatively dry and sunny.

December began with transient high pressure close to the UK, but by the 4th low pressure and the regular passage of frontal systems resumed, with some very large daily rainfall totals during the next three weeks. The final week brought rather drier weather to most areas, and became particularly mild at times. The month overall was rather mild, with only limited colder interludes and fewer frosts than average.



	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Hempstead Marshes mm**	SevenMile Halvergate Actual mm	Buxton 1971-2000 Actual mm**
JAN	53.4	26.2	32.5		0	57.8
FEB	37.2	29.6	38.4		27.4	38
MAR	44.8	49.1	64.8		55.6	49
APR	45.3	11.3	16.3		12.2	45.8
MAY	44.8	43	36.8		34.4	41.4
JUN	54.3	89.5	117		90.8	55.2
JUL	46	39.5	26.5		telemetry out	51.6
AUG	50.1	36.3	49.3		telemetry out	53.2
SEP	55.6	58.4	76.2		telemetry out	57.8
OCT	59	89.8	94		telemetry out	64.3
NOV	58.5	69.8	77		telemetry out	66.1
DEC	56.8	80.5	82.6			59.5

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

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

Muckfleet Drain As Built Report



Executive Summary

In 2014, the Broads Internal Drainage Board (IDB) commissioned Broadland Environmental Services Limited (BESL) / CH2M Hill (now Jacobs) to undertake a series of investigations and surveys to enable the Broads IDB to develop a strategy for future maintenance and repairs to the earth embankments along the Muckfleet main drain between Filby Broad and the River Bure at Stokesby, Norfolk. On completion of the surveys, six options were developed for consideration by the Broads IDB (CH2M Hill, 2015), comprising Do Nothing, Do Minimum and four Do Something scenarios. Of the six options, Option 4, the online strengthening solution, was deemed to be the most viable and further stability assessments (CH2M, 2018) were commissioned by the Broads IDB and undertaken by CH2M.

Between 2018 and 2019, the Broads IDB undertook major construction works comprising bank strengthening, widening and raising with associated vegetation management works to 3km of earth embankment following a significant resource investment obtained through the Environment Agency's Flood Defence Grant in Aid scheme.

After 5 years of investigation, financial commitment, design, assessment and construction works, the Muckfleet earth embankments have now been repaired and restored to a good condition which have prolonged their residual life for another 20-30 years. At the same time, ensuring their resilience to overtopping, bank instability and ultimately breach failure.

To keep the banks in good condition, it is recommended that the Broads IDB maintain:

- A regular asset inspection programme (annual or biennial), and particularly after the flood season to monitor for adverse issues such as leaks, desiccation fissuring, overtopping, etc.
- A regular vegetation management programme including:
 - cutting the grass frequently to reduce weed growth.
 - reducing the proliferation of nettles on the landward face where the crests have been maintained and encouraging a good sward of grass.
 - removing scrub.
 - removing large mature trees which could significantly damage the bank if they were to blow over in a storm or wash out in a flood event.
- Crest level monitoring to monitor settlement and to assess any subsequent requirements for future crest raising.

Appendix I: Habitats and Species Action Plan Outcomes 2019-20

ACTION		PARTNERS	DATE
COASTAL AND FLOODPLAIN GRAZING MARSH			
1.	Continue to work in partnership with stakeholders to look for opportunities, to enhance grazing marshes by appropriate water level management practice.	Norfolk Wildlife Trust (NWT), Natural England (NE), Environment Agency (EA) Landowners, RSPB, National Trust (NT)	Ongoing
	Working in partnership with the RSPB and landowners in the construction of Phase 2 of the Halvergate Higher Level Carrier Scheme. During 2019 Phase 2 has been completed improving water availability to the Halvergate SSSI as the result. Phase 3 consultations are underway with the RSPB and landowners to further improve the ability to manage water levels within the system.	NWT, NE, EA Landowners, RSPB, NT	Ongoing
REEDBEDS			
5.	Participate within the Broads Biodiversity Partnership	Broads Authority (BA)	2018-23
	Environmental Officer attends the Broads Partnership meeting with Broads Authority and partner organisations working in Broadland	BA	2018-23
FENS			
8.	Participate within the Broads Biodiversity Partnership	BA	2018
	Environmental Officer attends the Broads Partnership meeting with Broads Authority and partner organisations working in Broadland.	BA	2018

ACTION		PARTNERS	DATE
RIVERS AND LAKES			
14.	Continue to contribute to funding the Pymnesium research project in partnership with the John Innes Centre.	John Innes Centre	2018 - 23
	The IDB provided £2000 for Research into Pymnesium during 2019. Report by Rob Field to be provided in April 2019 and a further report will be produced by April 2020. Engineer/Environmental officer attends the Research Project update and partnership meetings on an annual basis.	John Innes Centre	2018 - 21
16.	Install a pile to monitor future peat shrinkage on agreed catchments on the Upper Thurne.	NE and Landowners	2018
	The OHES contractor has recommended locations to put the pile in the Somerton North catchment.	NE and Landowners	2018-20
18.	Produce a prioritised list of WLMP review requirements from pumping stations within the Upper Thurne system.		2020
	A review of levels will be carried out within the study into replacing all 14 stations underway in 2019; the Upper Thurne Integrated Drainage Improvement Scheme.		2020
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
	An SMO audit is completed twice a year within the BIDB area to assess the maintenance practices against the SMO document.		2018-23
20.	Send Water Vole survey records to the Norfolk Biodiversity Records Centre.	NBIS	Ongoing
	Water vole data collated from water vole surveys in 2019. This will be sent to NBIS by April 2020.	NBIS	Ongoing

ACTION		PARTNERS	DATE
21.	Continue to work in partnership on the Norfolk Mink Control Project.	NNNSI	Ongoing
	<p>Norfolk Mink Control meetings are attended by the Environmental officer on a quarterly basis.</p> <p>The BIDB continues to provide £2500 funding to the Norfolk Mink Project during 2019-20. The Project continues to go from strength to strength.</p> <p>Annual newsletter is now available for 2019 catches. This and newsletters from previous years illustrate the success of the project and are available here: https://thenorfolkproject.org.uk/newsletters/ It is expected that the 2019 newsletter will be available in April 2020.</p>	NNNSI	Ongoing
22.	Take opportunities to enhance Water Vole habitat where appropriate during Capital or river/wetland restoration schemes.	NE, EA, Landowners, NWT	Ongoing
	<p>Water vole habitat was designed into the Halvergate Higher Level carrier Scheme; 3100m of extra water vole habitat was created by the Phase 2 scheme.</p> <p>Water Vole Habitat restoration has been designed into the Muckfleet Scheme during 2019. The desilting of adjacent marsh dykes was undertaken as part of the mitigation work and the newly constructed dykes have also been designed to support good water vole habitat, transferring vegetation to aid quick establishment.</p> <p>Over 3000m of new soke dyke have been created, in addition to 3900m of existing dyke enhanced for water voles in 2019.</p>	NE, EA, Landowners, NWT	Ongoing
EEL			
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

ACTION		PARTNERS	DATE
	Tunstall KLAWA eel pass has been installed and will act as a test site. Adam Piper from the Zoological Society London (ZSL) has been undertaking trials and tests of this eel pass during autumn 2019, with a view to assessing the success of the pass during the Silver Eel run in winter 2019-20.	EA, ZSL	Ongoing
BARN OWL			
25.	Continue to contribute to the maintenance and monitoring of nest boxes within the Broad's IDB area via the Wildlife Conservation Partnership (WCP).	WCP	Ongoing
	The Broad's IDB 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).	WCP	Ongoing
26.	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff, Contractors	Ongoing
	Broad's SMO reviewed and watercourses being flailed to 150mm in accordance to the SMO.	Staff, Contractors	Ongoing
KESTREL			
27.	Continue to contribute to the maintenance and annual monitoring of nest boxes within the Broad's IDB area via the Wildlife Conservation Partnership.	WCP	Ongoing
	The Broad's IDB 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). Barn owl and Kestrel have very similar nesting and habitat requirements, therefore we are gaining Kestrel data from the same funding.	WCP	Ongoing
28.	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff, Contractors	Ongoing
	Broad's SMO reviewed and watercourses being flailed to 150mm in accordance to the SMO.	Staff, Contractors	Ongoing
BREEDING WADERS			

ACTION		PARTNERS	DATE
30.	Undertake capital improvement to improve freshwater availability to the Halvergate SSSI.	RSPB, BA, NWT	2018-20
	The requirement for spoil for the improved bunds of the Halvergate Higher Level Carrier project has resulted in the creation of scrapes and bunded areas that hold water for breeding waders. The Phase 2 Halvergate scheme Direct has created 40 hectares of increased wetland availability across the Halvergate Marshes, both within and out with boundary of the Halvergate SSSI between 2018 -2019.	RSPB, BA, NWT	2018-20
32.	Look for opportunities to create scrapes on wetland SSSI's. One per year.	RSPB, BA, NWT	2018-23
	The BIDB are currently working with the RSPB, partners and landowners to identify locations to provide one further permanent scrape within the Broad's IDD during 2020.	RSPB, BA, NWT	2018-23
GRASSWRACK PONDWEED			
33.	Continue annual monitoring of the species in South Walsham and Upton Marshes.	BESL, NWT, J.Halls & Landowners	Ongoing
	A report for the 2018 Surveys was produced in March 2019. Jeremy Halls, Consultant Ecologist carried out surveys on South Walsham and Upton Marshes during autumn 2019. A report is due for these 2019 surveys in early 2020; early findings suggest good numbers of the plant within at least some of the survey area.	BESL, NWT, J.Halls & Landowners	Ongoing
34.	Continue management timings and practices as they currently stand for the species.	Staff & NWT	Ongoing
	Maintenance of <i>P. compressus</i> continues in Winter. Turion (small vegetatively produced plants) are collected on the bank by hand in places where invasive <i>Elodea canadensis</i> dominates 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 2019. The next round of maintenance is due in January 2020; results to follow.	Staff & NWT	Ongoing

ACTION		PARTNERS	DATE
FLOATING WATER PLANTAIN			
36.	Write a management plan for the species	NE, J.Halls & Landowners	2018-19
	<p>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.</p> <p>Very little of the plant was found during surveys in 2019 and no seed was produced. Survey information and reports are being collated to support a licence application to NE in early 2020, which subject to sufficient material in 2020, 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>	NE, J.Halls & Landowners	Ongoing
NON NATIVE INVASIVE SPECIES			
43.	Continue to contribute to and work in Partnership with the Norfolk Non-Native Invasive Species Initiative on Invasive control projects.	NNNSI	Ongoing
	The Environmental Team continue to work with the Norfolk Non Native Species Initiative; attending quarterly meetings. The Broads IDB contributes £2000 funding to the NNNSI partnership to continue to contribute toward Non-Native Species Control in in Broadland during 2019-20.	NNNSI	Ongoing

PLANNING REPORT

1. REPORTING PERIOD

This planning report covers the reporting period 8 October 2019 to 6 January 2020.

2. DELEGATED CONSENTS DETERMINED

During this reporting period, the following 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):	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:	0
Total:	1

The determined consent is detailed below.

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
19_01658_C	Byelaw 3 (Surface Water)	Halvergate	Stracey Arms Mill	Discharge of surface water from an impermeable area of 116 m ² at an unrestricted rate	Granted 13/12/2019

3. ENQUIRIES

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

Case. Ref.	Case File Sub-type	Parish	Description
19_01877_Q	About Planning	Hemsby	Enquiry regarding land drainage consent
19_01896_Q	About Regulation	Rockland St Mary	Enquiry regarding maintenance
19_01904_Q	About Regulation	Mautby	Enquiry regarding upgrade to level crossing and impact on watercourse
19_01928_Q	About Works	Mautby	Enquiry regarding abstraction
19_01983_Q	About Planning	Acle	Enquiry regarding planning application
19_02031_Q	About Infrastructure	Stalham	Involvement with flood investigation
19_02060_Q	About Regulation	Horning	Enquiry regarding Anglian Water System

4. PLANNING COMMENTS

Officers have provided comments on 7 applications that are either in or could impact on the Boards Internal Drainage District. These are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Stage of Planning	Description
BA/2019/0314/FUL	Repps with Bastwick	Riverside	Full	Residential Development
06/19/0593/F	Caister On Sea	West Road	Full	Residential Development
06/19/0639/F	Martham	Repps Road	Full	Residential Development
BA/2019/0361/FUL	Ludham	Ludham Bridge	Full	Commercial Development
06/19/0625/F	Mautby	Hall Road	Full	Commercial Development
PF/19/0991	Ludham	School Road	Full	Residential Development
06/19/0670/F	Fleggburgh	Marsh Road	Full	Residential Development

5. FEES ASSOCIATED WITH CONSENTS GRANTED

There has been 1 Surface Water Development Contribution fee invoiced during the reporting period. This fee is detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid? Y/N	Reason for payment
19_01658_C	Acle New Road, Halvergate	£ 1,403.60	13/12/2019	No	Discharge of surface water from an impermeable area of 116 m ² at an unrestricted rate

6. CHARGING POLICY REVIEW

The current [WMA Development Control Charges and Fees document](#) is in the process of being updated to incorporate the following changes:

- A revised charging mechanism for Commuted Maintenance Fees
- A refund policy

The proposed revisions were presented to the Consortium Management Committee and are therefore detailed in the Consortium Matters section of these papers.

7. ENFORCEMENT REVIEW

A proposed approach to enforcement was presented to the Consortium Management Committee and is therefore detailed in the Consortium Matters section of these papers.

8. TEAM CHANGES

The 1st November 2019 was Graham Brown's last working day as the Flood and Water Manager at the WMA. Graham has headed the planning team at the WMA for exactly two years and therefore his departure has marked a significant change to the team.

Since Graham's departure Cathryn Brady has become the WMA's Sustainable Development Manager (formerly known as Flood and Water Manager). Cathryn will have oversight of the team which works across the WMA Member Boards to ensure any planned changes within the catchment (such as development, or alterations to watercourses) are sustainable. This is to be achieved not only by regulation but also through engagement and cooperation with both third parties and each Board's operations / technical support teams.

Jessica Nobbs, formerly a Flood and Water Officer, has become the WMA's Senior Sustainable Development Officer. In early 2020 Jess will begin focusing on progressing the Board's ongoing engagement with the 21 Local Planning Authorities whose Districts intersect the 5 Internal Drainage Districts of the WMA Boards.

Cathryn Brady – Sustainable Development Manager

Broads (2006) IDB

Schedule of Paid Accounts

Payment Date From : 01/10/2019

Payment Date To : 31/12/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
4X0001	4X4 Accessories and Tyres	Toyota Hilux Canopy High Roof	3,393.06
AB0001	Abrehart Ecology Ltd	Ecology Surveys	1,312.80
AC0002	Acle Garden Machinery Centre	Strimmer parts/Chainsaw Boots &	1,867.20
ADC001	ADC (East Anglia) Ltd	Jetting	4,320.00
AN0120	The AF Group Limited	Electricity/Materials	26,193.43
BA0006	A J BARHAM LTD	Suppl telegraph poles	950.40
BA0201	Banham Farms Ltd	Materials	15,033.60
BE0003	Bear Terrain Ltd	Digger Operators	5,996.70
BI0006	Binder Ltd	Waste management	228.00
BR0005	Britannia Safety & Training	Training	594.00
BR0006	British Metal Treatments Ltd	Galvanising	288.54
BR0007	Brown & Co	Agency, professional &	1,800.00
BT0001	BT Payment Services	Telephone/Broadband	382.80
CA0002	Cavell & Lind Ltd	Occupational Health	525.30
CA0005	Canham Consulting	Consulting - Engineering Services	13,740.00
CI0001	City Electrical Factors	Spares & Repairs	1,881.04
CJ0340	C J Spares Ltd	Spares/Parts/Oil	173.62
CL0350	Clarke Hydraulics	Hydraulic Pipes	916.94
CO0001	Conservation Works Ltd	Fencing	11,922.00
CU0001	A & W Cushion Ltd	Materials	105.23
DI0005	DIY Tool Hire Ltd	DIY Tool Hire	852.96
DV0001	DVLA	Vehicle Tax	260.00
EA0002	East Suffolk IDB	Rechargeable Works	521.69
EE0001	EE	Telephone	33.24
EN0501	Environment Agency	Precept	85,022.75
EO0550	E.On UK PLC	Electricity	730.36
ER0001	Ernest Doe & Sons Ltd	Quick Hitch for 2 x New Trailers	1,074.76
FA0003	C P Fabb & Co	Professional Fees	926.10
FI0001	1st Class Fire Protection	Fire Extinguisher	230.40
GE0001	Generation (UK) Ltd	Scaffolding Products - Trench	4,738.56
GO0742	B J Goose Digger Hire Ltd	Drain Maintenance/Labour Capital	1,026.60
GR0002	John Grose Group Ltd	AF66 LRX Service/Repairs	1,231.93
GR0003	Graphix Bank	Sign Writing for new trucks	640.00
GS0001	G & S Stores Ltd	Small Tools	633.61
GYBC01	Great Yarmouth Borough Council	Rates	1,824.00
HA0008	Hardtops UK.com	Toyota Hilux Cab	2,988.00
HC0001	HC Watercontrol	Manufactures of water flow control	2,820.00
HE0001	Heather Wallis	Shallam Scheme	2,886.00
HU0001	Hubble	Small Tools	454.88
IN0001	Induct Ltd	Training provider	720.00
IN0002	Independent Lifting Services	Hardware	611.09
IN0950	Inland Revenue	Paye & NIC	29,605.60

Broads (2006) IDB

Schedule of Paid Accounts

Payment Date From : 01/10/2019

Payment Date To : 31/12/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
JA0001	James & Milton Drilling Ltd	Site Investigation Specialists	5,321.76
JD0001	John Davidson (Pipes) Ltd	Underground Drainage concrete	65,490.99
JKH001	J.K.H Drainage Units Ltd	Groundwork	30,481.20
JO0002	Roger Jones	Pump Attendant	2,174.64
KR0001	KR Miller Groundworks	Lorry Hire	720.00
LA0002	Mervyn Lambert	Plant Service/Small Plant Hire	8,175.60
LA0005	Laser Civil Engineering & Plant	Plant/Labour Hire	94,560.00
LU1290	Ludham Garage Ltd	Plant and Truck Repair & Service	408.06
MA0009	Mastenbroek Environmental Ltd	Flail parts	11,820.00
MA0010	Mabey Hire Ltd	Tuff track mats Hire	660.00
MHE001	MHE Consulting Ltd	Surveys	2,184.24
MI0002	MIG Anglia Ltd	Welding Equipment	1,110.48
ML0001	MLP Traffic Ltd	Traffic Management	5,291.40
MP0001	Monk Plant Hire Ltd	Limestone	25,148.78
MT0001	M.T.Plant Services	Servicing	1,651.39
NA0001	Natural England	Professional Advice Service	500.00
NI1450	Nicholsons	Hardware/Fuel	1,347.06
NO0002	Norfolk County Council	Mink Control	9,000.00
NO0008	Norvic Training (UK) Ltd	First Aid Training	162.00
NO1470	Norfolk Pension Fund	Pension Contributions	26,118.34
NO1475	Norfolk Rivers IDB	Rechargeable Work	1,920.00
OTT001	OTT Hydromet Ltd	Capital Works	11,774.40
PA0003	Parker Hydraulics and Pneumatics	Small Tools	995.64
PA0004	Palmer Building (East Anglia) Ltd	Kitchen Martham Office	2,600.00
RE0004	Rexel UK Ltd	Telemetry Upgrade	277.01
RE0007	Red7 Inshore Diving Limited	River Bay/Flap Valve Survey	2,607.12
RH0001	Rhino Buidling & DIY Supplies Ltd	Buidling Supplies	89.37
SE0001	Selwood Ltd	Small Plant Hire	965.82
SH0003	Sheila Smith	Childcare costs	384.00
TH0003	Robert Thain	Maintenance Works	28,413.00
TO0004	Toyota (GB) plc	Toyota Hilux	97,665.48
TR2010	Mr P Travis	Pump Attendant	1,475.80
TU0002	C R Turner	Excavator Move	2,376.00
TY0001	Tyre Contract Services	Tyres and Repairs	997.20
VO0001	Vodafone	Mobile Phones	769.37
WA0001	Water Management Alliance	Rechargeable Work	44,045.86
WA0003	Watson Fuels	Gas Oil	4,611.10
WA0004	Watson Fuelcards D/D	Fuel	9,140.16
WA0006	AP Wakeham Hire Ltd	Plant Hire	3,523.20
WI0003	Witham Oil and Paint (Lowestoft)	Oil/Parts	577.11
WO0001	Wolseley UK Ltd	Builders Merchants	105.01
WO0003	Workwear (East Anglia) Ltd	PPE	313.55

Broads (2006) IDB
Schedule of Paid Accounts

Payment Date From : 01/10/2019

Payment Date To : 31/12/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
XY0001	Xylem Analytics UK	Water quality and flow monitoring	2,940.00
YA0001	Yarmouth Rewinds Ltd	Breydon Pumping Control	13,245.80

Please note that the amounts shown above include Vat £ **755,595.13**

Broads (2006) Internal Drainage Board Objectives 2019/20 – Performance Review

	Objective	Responsible Officer	Status
1.	Ensure total expenditure does not exceed the expenditure budget for 2019/20 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>The Board now needs to decide whether or not to continue with its appeal.</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.

P J CAMAMILE
CHIEF EXECUTIVE

Draft Objectives for 2020/21

1. To ensure that expenditure does not exceed the net expenditure budget for 2020/21 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 ensure that all of the river bank strengthening work is completed before the Broadland Flood Alleviation Project finishes in 2021.
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 Rivers Authority and Land Drainage Private Members Bill, which, if enacted could facilitate these aims. The Bill is due its second reading in Parliament on 8 Feb 2019. Defra has, in January 2019, opened consultation on 'Improving Management of Water in the Environment' and included in this is the consideration of legislating for a new charging methodology to enable the extension or creation of new IDBs
	(1c) Possibility of IDBs having to adhere to water					It is understood that the requirement for licencing only applies to the transfer of water from main river to

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	abstraction licencing regulations introduced January 2018					ordinary watercourses, therefore Broads (2006) IDB should not be required to obtain water abstraction licences
	(1d) Environment Agency (EA) is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or continues to maintain these but to a reduced standard. Works still to be completed on the flood defence banks prior to BESL contract expiry in 2021.	Potential overtopping into IDD in severe weather events and cost implications of managing the increase in water	2	3	High 6 →	Develop Investment Plan with key stakeholders in each flood compartment IDB discussion with EA and BESL ongoing to establish when before 2021 the remaining works on the flood defence banks will be completed, as well as deciding maintenance options for the flood defence banks beyond the 2021 BESL contract expiry.
	(1e) EA is no longer willing or able to carry out work on Main Rivers	Will limit the Board's ability to fulfil its statutory function	2	3	High 6 ↑	Formally identified, recorded and advised EA of programme of works required that would benefit the IDD but IDB has not been permitted to undertake any works due to EA view that these works fall under BESL

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						responsibility. The Board may need therefore to consider appealing its precept
	(1f) Implementation of Eel Regulations 2009 requiring changes to Board infrastructure	Prohibitive cost to update all infrastructure to be compliant with the regulations	2	3	6 →	Sites assessed and prioritised and agreed with EA. Need to apply for grant aid if/when derogation is not extended beyond Dec 2020
	(1g) Increased risk of damage to integrity of flood defence banks and watercourse banks in times of drought due to increased possibility of fire.	Damage to drainage infrastructure, reducing the Board's ability to carry out its statutory function.	2	2	4 →	https://www.wlma.org.uk/uploads/WMA_Drought_Policy.pdf
	(1h) Access to skills and core competencies is reduced	Potential to limit delivery of a quality service and thereby weaken confidence of stakeholders in the IDB's capabilities	1	3	Medium 3 ↓	Board is an equal member of the WMA CMC, which strengthens the organisation and assures access to appropriate skills/competencies. Board is kept updated via member representation at CMC meetings Extensive staff training is

**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>recorded and documented</p> <p>Effective management, Employee handbook and compliant disciplinary and grievance procedures</p> <p>Key man insurance is in place for appropriate personnel</p> <p>Succession planning</p>
	(1i) Damage caused to third party property or individuals, as a result of carrying out works	<p>Compensation claims made against the Board</p> <p>Loss of confidence in the Board's capabilities</p>	2	2	Medium 4 ↓	<p>Documented Staff training and Employee handbook in place to limit risk</p> <p>Internal controls provide for segregation of duties</p> <p>Use of approved suppliers</p> <p>Insurance, Financial Regulations, Health & Safety Policy, risk assessments and safe systems of work all in place</p> <p>ISO9001 accredited with external audit of QA systems</p> <p>Complaints register</p>
	(1j) Unable to respond to a major incident, due to lack of resources	Low – the IDB is not a first line responder	1	2	Low 2 →	<p>Additional resource in post and shared across WMA Eastern Boards</p> <p>Resources backed up by volunteers and equipment</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)
						Board is a member of the Local Resilience Forum. Board's emergency plan integrates with County emergency plan
	(1k) Claims and/or bad publicity against IDB in the event of failure to provide a 24 hour/365 day emergency response for the community	Loss of public confidence in IDB Potentially damaging to IDB's relationship with other RMAs	1	2	Low 2 →	As a WMA member Board there is access to support from other member Boards and the WMA Staffing Plan and Duty Rota Emergency workforce and volunteers available Procedures for managing the media are set out in the Board's Reserved Matters
	(1l) Public do not know who to contact in an emergency	Delayed response	1	2	Low 2 →	Contact information on website: http://www.wlma.org.uk/broads-idb/contact-us/ and in telephone directory Duty Officer emergency telephone line LRF/LLFA have contact details
	(1m) Loss or damage of assets through pilferage, theft or neglect	Reduces IDB capability of fulfilling its statutory function	2	2	Medium 4 ↓	Asset management plan and maintenance programmes in place Regular stock control checks and current inventory of

**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)
		Cost implications for replacement, even with insurance				assets Insurance, including annual engineering inspection
	(1n) Loss of income through error or fraud	Cost implication for external assistance that may be required to recover monies May need to implement further training and/or disciplinary procedure	1	2	Low 2 ↓	Board approved Financial Regulations, Anti-Fraud/Corruption Policy, Whistleblowing Policy Internal controls and segregation of duties Internal and external audit Insurance
	(1o) Failure to comply with all current U.K. and E.U. legislation/regulation and/or generally accepted accountancy practice	IDB would incur penalties/fines	1	3	Medium 3 →	Employ competent staff through WMA. Training for staff and Board members Board approves Financial Accounts Internal audit Engage HR, Legal and Health and Safety specialists as and when required
	(1p) Operations works constrained by the Water Framework	IDB could incur penalties/fines IDB unable to	2	3	High 6 →	Work with EA, NE and voluntary sector orgs to meet WFD requirements. Agree interpretation of

**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>Directive legislation and Habitat Regulations Assessments</p> <p>(1q) Onus of proof sits with IDBs</p>	fulfil its statutory function				<p>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 become the delivery partner of choice for the Lead Local Flood Authority (LLFA) and Environment Agency (EA) within the Board's hydrological sub catchment	<p>(2a) LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD</p> <p>(2b) LLFA and EA take over the functions of the IDB</p>	<p>Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's ability to fulfil its statutory function in the IDD</p> <p>If the LLFA/EA takes over the functions of the IDB, the IDB would cease to exist</p>	1	3	Medium 3 ↓	<p>Build and maintain trust and understanding with LLFA, EA and DEFRA</p> <p>Regular liaison meetings with EA</p> <p>Take on works where possible to demonstrate professionalism and VFM</p> <p>Monitor performance and review governance arrangements</p> <p>Availability of Public Sector Cooperation Agreement (PSCA)</p> <p>Back office functions are spread across the WMA Member Boards to reduce</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)
						costs, strengthen organisation and increase influence Member of ADA Promote the IDB through the media
	(2c) Unable to take on the extra work due to lack of resources	Could reduce LLFA/EA confidence in the IDB's ability to deliver	2	2	Medium 4 ↓	Explore new funding sources locally with EA, LLFA and others Arrangement with WMA Member Boards for support Introduction of new management structure for WMA (Eastern) Boards Additional Resource in post and shared across other WMA (Eastern) Boards to increase capacity and capability
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	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk (3b) Potential for SUDs to be	Potential for increased flood risk Lost income from SWDCs	2	3	High 6 ↑	Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board meetings. Officers' comments on planning applications are available on Local Authority website.

**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)
	managed by private companies, who may fail in their responsibility to maintain them in the long term	and commuted sums Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding				SUDs adoption and charging policy approved by the Board on 23 January 2017. At its 15 October 2018 meeting the Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA Flood and Water Manager and the South Holland IDB Engineer. New rates and banding introduced 1 October 2018. Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 for consultation with LPAs before presenting to WMA Member Boards for adoption
To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity	(4a) Non-delivery/ non compliance of Biodiversity Action Plan (BAP) (4b) Implementation of BAP leads to increased flood risk and increased maintenance costs	Board does not meet its environmental targets. Potential to incur penalties/fines Failure to balance environmental needs with management of flood risk	2	2	Medium 4 ↓	BAP approved by Board and submitted to DEFRA and EA Work to WFD compliant SMO Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure Prepare a programme of environmental survey work in

**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)
	(4c) Increased levels of non-native species adversely affecting BAP delivery eg killer shrimp.	Failure to successfully control/eradicate invasive species				<p>and alongside Board watercourses</p> <p>Officers monitor and report environmental performance to Board</p> <p>Staff awareness training</p> <p>ISO 14001 accreditation and external audit of QA systems</p> <p>Actions monitored by EA, NE, Police, SWT and local population</p> <p>Complaints Register</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present</p>

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

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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

LIKELIHOOD

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



Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,
Stoneleigh Park, Warwickshire, CV8 2LG
Telephone: +44 (0) 2476 992889
Email: admin@ada.org.uk
Website: www.ada.org.uk
Twitter: @ada_updates

Friday 29 November 2019

Dear Clerk / Chief Executive,

Results of the IDB Health, Safety & Welfare Survey 2018

My sincere thanks to all of you that contributed to providing answers to our Health, Safety & Welfare Survey at the end of last year and the start of this year. I am very pleased that we have had just under a 75% response rate which has allowed us to reliably pull out some key messages which we would now like to share with you all in the attached Advice Note.

It is of some concern, however, that 25% of our IDBs did not manage to reply to the survey request and you will see from the attached Advice Note that one of our actions is to try and approach all of those remaining boards for their responses. For those of you affected, I would be very grateful for your help and co-operation in this regard.

The Advice Note has been pulled together in a way that does not specifically identify any one IDB, as we originally promised, but we hope that collectively, the industry will support each other in striving for continuous improvement and best practice when it comes to health, safety and welfare.

The Advice Note has been prepared with the support of ADA's Board, Committees, and our Special Advisor on health, safety and welfare matters, Ian Benn. We would now ask you to plan that its contents are the subject of discussion at your next IDB Board meeting. As always, any feedback from you about the advice note will be welcome and if you require any clarification about any of the information contained within it, please contact either Ian Moodie or myself.

Yours faithfully,

Eur Ing J Innes Thomson BSc CEng FICE
Chief Executive



ADA Advice Note:

Internal Drainage Boards' Health, Safety & Welfare Survey 2018

Prepared by Innes Thomson

Executive Summary

The content of this note is derived from the results of the first survey of health, safety and welfare (HS&W) across internal drainage boards (IDBs) in England and represents findings from just under 75% of all IDBs in England. Those who responded are thanked for taking the time to provide their answers.

Although the questionnaire did not require any hard evidence in the form of supporting documentation, responses were of a breadth to suggest a reasonably accurate reflection of the current situation regarding HS&W in the IDB sector.

Overall, the advice note highlights several areas where there are opportunities for improvements, some of which could be viewed as quick wins where others will require a little more investment.

Three areas highlighted for improvement have a common linkage around attitudes and behaviours where IDBs could demonstrate that they are leading their staff and employees in best practice. This includes:

1. Ensuring that HS&W is an integral part of discussions at all Board Meetings.
2. Actively showing that Board Members care about the competency and welfare of their staff and employees.
3. Implementing a no-blame, anonymous, easy-to-access incident reporting system with active reviews and actions fed back to staff/operatives.

Several excellent examples of HS&W best practice were highlighted from the questionnaire responses and all IDBs are encouraged to strive for such best practice. All IDBs should ensure that they have the capacity to undertake their functions safely and IDBs are encouraged to share and compare their Health & Safety approaches, systems and processes with other IDBs and wider ADA members to help achieve best practice outcomes.

ADA has suggested a series of recommendations for IDBs to consider and review which could support and guide them in the implementation of HS&W best practice in a consistent manner.

The conclusions also set out a series of recommended actions to help IDBs further improve their HS&W. Key to this will be the development of a series of HS&W seminars by ADA, supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.

Finally it is essential that ADA engages with the IDBs that were unable to meet the response deadline and seek to assist them in understanding their HS&W requirements and to aim to achieve a consistent approach to the advice provided across all IDBs. ADA will be contacting all IDBs that were unable to complete the initial HS&W survey.



Introduction

During 2018 ADA conducted a detailed survey of HS&W within IDBs.

The purpose of the survey was to identify a baseline through gathering a level of qualitative about HS&W of IDBs' board members, staff and operatives in order to:

1. act as a useful HS&W benchmark for IDBs as a community,
2. support ADA in their desire to help provide consistent industry guidance and recommendations,
3. assist IDBs seeking to identify potential areas of improvement in the way they manage HS&W within their operations to achieve best practice wherever possible.

The survey was held via an online questionnaire that IDBs could complete on the SurveyMonkey website. IDBs were first notified of the survey on 17 July 2018 and the questionnaire remained available for responses until 31 December 2018.

The questionnaire was based on a set of HS&W questions prepared by Ian Benn, PG Dip H&S and Env Law, Dip, NEBOSH, Grad IOSH, MCQI CQP (Honorary Health & Safety Advisor, ADA), in conjunction with Ian Moodie (Technical Manager, ADA) and Innes Thomson (Chief Executive, ADA), and in consultation with ADA's Committees and Board of Directors.

ADA's Board of Directors made the assurance that all responses would be handled on a confidential basis in order to ensure ADA received accurate and open data about HS&W. Therefore, no individual data is identifiable from this report, and the general ethos of its production has been to encourage improvement across all IDBs in the way that HS&W is managed.

This is the first survey of its kind to get to this stage of evaluation across IDBs as a whole. ADA intends to evaluate progress with a repeat survey to be completed by 31 December 2021.

ADA commends those who have responded in providing an assessment of HS&W within their respective IDBs. Nearly 75% of all IDBs participated in the survey and we are encouraged to hear that all IDBs that completed the survey found it a useful audit of their HS&W capacity that will enable them to focus their own improvement efforts.



Conclusions & Recommendations

The key to successful approaches in delivering and maintaining effective HS&W are wide and varied. They are also indelibly linked to peoples' behaviours and attitudes to the subject. Behaviours and attitudes are influenced by what people know through experience and how they have learnt about the subject.

This advice note seeks to guide ADA members about where improvements in personal and corporate HS&W can take place. On the back of these results, ADA will consider how we can further assist our members with HS&W systems and processes. However, the ultimate responsibility for good HS&W falls uniquely upon IDB Board Members themselves.

Whilst annual accident statistics were gathered as part of the survey, the purpose of this note is not intended to examine the detail of those incidents. It is noted, however, that these figures showed a steadily increasing number of near-miss events between 2013 and 2017. It is almost certain that such an increase can be attributed to better recording of near misses by IDBs throughout the period. This is not a negative statistic and should be viewed as extremely encouraging. Any statistics that have been collected by IDBs may support future risk assessment and risk reduction projects where applicable.

ADA has concluded that the data from this survey can be summarised in the following way, with recommendations for review and necessary actions/reflections by Boards.

As a first and top priority, all Boards should check key HSE guidance on what the statutory minimum expectation would be of Boards as employers and employees. This can be found at:

www.hse.gov.uk/workers/employers.htm



Top Three Recommendations

- a) **Governance and leadership** | The majority of Boards reported that their day-to-day managers had received HS&W training. However, there are still opportunities to ensure that a greater number of Board Members receive HS&W training. Behaviours around H,S&W are about leadership. It is recommended that all IDBs initially focus on this area. Virtually all IDBs reported that they have an HS&W policy, and all IDBs should review their policy to ensure that it is being fully implemented, or to see if the policy needs updating. Boards should ensure that HS&W is a standing item for discussion at every Board Meeting, including short HS&W briefings for Board Members.
- b) **Ensuring competence** | We are pleased to note that nearly two thirds of responding Boards reported that they carry out tests to ensure that their employees are competent to undertake their work safely. Boards should ensure that all IDB operatives are tested and licensed for their competency to operate plant and equipment in connection with their jobs.
- c) **Recording accidents and near misses** | Several Boards reported that they do not hold sufficient records of accidents or near miss events, and lack a proper documented process for recording accidents. It is strongly recommended that Boards have distinct policies for recording accidents, incidents and near misses. This should note that all data is reviewed by the Board and that lessons learned are fed back into the updating of risk assessments potentially as hazard mitigation measures. All staff and contractors should be duty-bound to report accidents, incidents and near misses.



Additional Recommendations for IDBs to Consider

The following additional recommendations (in no particular order) are made by ADA to support IDBs with the review and potential improvement of their HS&W activities.

Ref	Issue	Recommendation
d)	Quality of advice	Review the provision of HS&W advice so that Board Members, managers and staff receive the proper and correct advice in line with their functions.
e)	Welfare facilities	Ensure that all staff and operatives have access to appropriate toilet & mess facilities when working away from base office /depot.
f)	Routine training	Plan and provide regular HS&W training updates to all staff and operatives, especially following accidents or incidents.
g)	Health surveillance	Implement regular health screening for all staff and operatives.
h)	Capacity	Ensure that the IDB has the suitably qualified resource and capacity to undertake their functions safely. In doing so, the IDB should review the opportunities for closer working with their neighbouring IDBs to achieve best practice outcomes.
i)	Risk assessment	Ensure that risk assessments are undertaken for the IDB's activities.
j)	Toolbox Talks & Training	Plan and deliver programmes that provide information, instruction, training and supervision for hazardous activities highlighted in risk assessments.
k)	Machinery inspection	Ensure that the IDB has a documented programme of routine machinery inspection.



Recommended Actions for ADA in support of IDBs

ADA is committed to supporting its members in striving to achieve best practice across all of their functions, but especially HS&W. To that end, and on the basis of the results of the survey and this note, ADA will be seeking to complete the following actions with the assistance of external experts.

No.	Action	Timescale
1.	ADA to check and review HS&W with all IDBs that were unable to respond to the survey within the allotted timeframe.	Before 31 March 2020
2.	ADA to consider how to capture and then annually compile and publish summary information about IDBs' health and safety incidents and near misses.	Annually
3.	ADA to complete second HS&W survey of IDBs, and seek a 100% response rate.	Before 31 December 2021
4.	Investigate if a series of standard HS&W Policy templates for use by IDBs may be appropriate.	Before 31 December 2020
5.	Consider the preparation of toolbox talk materials for IDBs, utilising the ADA website and ADA News Stream to communicate these to members.	To commence before 31 December 2020
6.	Prepare briefings on HS&W matters for dissemination to IDB Clerks & Chief.	To commence before 31 December 2020
7.	Hold a series of HS&W seminars supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.	Before 31 December 2020

ENDS

Final Version issued – 29 November 2019

From: [Denham, Peta](#)
To: [Phil Camamile](#); [Matthew Philpot](#)
Cc: [Verrier, Graham](#)
Subject: RE: Appeals against the Precept charge made by EA on IDBs from the Broads, East Suffolk and Norfolk Rivers Drainage Boards
Date: 17 October 2019 09:14:51
Attachments: [image001.png](#)
[image002.png](#)
[Integrated Main River Maintenance.msg](#)
[Precept Appeals.pdf](#)

Dear Phil

Thank you for meeting with me and Graham on Thursday 26 September.

When we met, Graham and I went through the points that Matthew raised in his letter (attached pdf) and your proposal in the email chain below. I think we discussed all Matthew's points during our meeting, so I won't go over them again.

In this email I'm going to try and summarise the representation that we made to you by way of a response to your proposal numbered 1 – 6:

1. The Integrated Main River Maintenance Programme (IMRMP) was originally proposed by Graham, in his email to you and Ben Blower in December 2016 (attached email). It was in response to the additional £40m revenue that was allocated to the Environment Agency for additional river maintenance over the spending review period. Graham's email set out the following principles to guide the IMRMP.
 - It would support wider delivery of our (EA) maintenance program, enabling better local choices and efficiencies.
 - It would be a 3 year programme in line with the additional revenue GiA that was allocated to the EA for river maintenance.
 - The IMRMP was funded from all revenue streams; GIA, additional GIA, GDC, IDB Precept and Local Levy
 - Work would be carried out on Main River and look to deliver Natural Flood Management (NFM)

We are not in a position to 're-instate' the IMRMP, as you requested, as the additional £40m, the premise on which Graham devised it, will come to an end soon. And we don't yet have a clear picture of our revenue settlement for future years.

The Environment Agency raises a precept on IDBs under the Water Resources Act (1991). The Act says, in Section 139, that the "Agency shall by resolution require every internal drainage board to contribute towards the expenses of the Agency such contribution as the Agency may consider to be fair".

In this legal context the IDB is not the Agency's customer and the Precept is not a charge for services. It is a contribution towards the Agency's expenses. However, the Environment Agency and its respective RFCCs endeavour to make sure that the Precept is spent to the benefit of the IDBs. The expenditure does not have to be made within an IDB boundary, it can be upstream, holding flood flows back, or downstream enabling

IDBs to discharge more easily. It can be spent on capital or revenue activity and even used as a partnership funding contribution for schemes.

2. Graham agreed to continue the regular meetings with Matt to discuss the river maintenance programme and the Precept contribution to that programme. This will include discussions about how we can deliver work more efficiently, using a Public Sector Cooperation Agreement (PSCA).
3. In future I will contact you in advance of the RFCC meeting in October, when the Committee votes on the level of increase to both the Local Levy and IDB Precept. I won't be able to provide detail of the river maintenance programme for the following financial year, at that stage, but Graham and I will be able to share with you preliminary thinking based on the indicative revenue allocation. We don't publish the comprehensive river maintenance programme until the beginning of the financial year when our revenue is confirmed.
4. I agree that you should have the opportunity to make representation to the RFCC on behalf of your Boards. I will contact you in advance of the Precept vote, to see if you or one of your Officers would like to attend in person. Also, I mentioned to you that Rob Wise is a member of both the Eastern and the Great Ouse RFCCs, and he will honestly represent the interests of your Board members at the RFCC if you brief him in advance.
5. Agreed. Every year the AFCRM will notify you in advance of the Precept vote at the RFCC to make sure that you have enough information about the developing revenue maintenance programme and where the Precept is likely to be spent, and to discuss a fair level of increase to the Precept as a contribution to that programme.
6. The future of any remaining exercise now rests with the Environment Agency at a national level. The pilot projects are being evaluated and we're waiting for the recommendations that come out of them.

I have recently learned that the Environment Bill is now published online. You can access it from here: <https://services.parliament.uk/Bills/2019-20/environment.html> In relation to IDBs the Bill includes the long awaited provision to update ratings data and methodology, and in so doing, enable the expansion of existing IDBs and the creation of new ones. The Bill has to go through the parliamentary process and requires further statutory instruments to enact. In the current political climate there is no guarantee how quick or slow this could happen. There does however seem to be cross-house support for the Bill. I am expecting a fuller internal communication to come out to me in due course, but I think this is a step forward towards our ambitions to de-risk the low risk river systems and hand them over to an enlarged internal drainage board.

I do hope that we can move forward with the Appeals against the Precept charge, and that you'll be able to recommend to your Boards that we have made some progress towards addressing their concerns. If you can't, then I see no other alternative than to inform Defra that we can't resolve this locally and it will have to go a ministerial hearing. Please let me know as soon as you can what the Boards decide, so that I can let my national colleagues know.

I look forward to hearing from you soon.
Peta

Peta Denham FCIWEM CEnv
Flood and Coastal Risk Manager | Essex, Norfolk and Suffolk
Environment Agency (East Anglia Area)
Iceni House | Cobham Road | Ipswich | IP3 9JD

Tel: 02030 255434
Mob: 07917 561893

From: Phil Camamile [<mailto:Phil.Camamile@wlma.org.uk>]
Sent: 05 July 2019 12:22
To: Denham, Peta <peta.denham@environment-agency.gov.uk>
Subject: Re: Appeals against the Precept charge made by EA on IDBs from the Broads, East Suffolk and Norfolk Rivers Drainage Boards

Hi Peta

Appeals against the Precept charge made by EA on IDBs from the Broads, East Suffolk and Norfolk Rivers Drainage Boards

Apologies for the delay in coming back to you on this. As you know I forwarded your email to Matthew Philpot to whom you have referred to in your email to me below and he has drafted a response to the points you raise (please see the attached). As you can see, all is not as rosy in the garden as you might think.

In an attempt to try to move us forward, I recommend the following proposal:

- 1). You reinstate the Integrated Main-River Maintenance Programme (IMRMP) with immediate effect to clearly identify work that will deliver tangible benefits to our infrastructure and drainage districts, remembering always that we (the IDBs) are the customer (not the EA's tax collector) and that sufficient consideration should therefore be given to carrying out work that we would like doing.
- 2). When this IMRMP has been agreed, the EA and IDBs should discuss and agree who is best placed to deliver each aspect of the programme. Public Sector Co-operation Agreements should be used in the short term as the mechanism to deliver the programme where the IDB or another RMA is better placed to carry out the work, as they are in other areas.
- 3). The IMRMP should then be costed up and the IDBs should be consulted as to whether the programme is affordable and whether any proposed increases can be accommodated, based on the budget costs ascertained to deliver the programme – a simple letter to me in October each year asking the question will suffice (this letter should include the IMRMP for the following year

and clearly state who is going to deliver each project).

4). The RFCC should then set the Precept charges for the following year and take in to account any representations we may wish to make on behalf of our Boards – at its levy setting meeting the RFCC should at least consider anything we may wish to say before agreeing the Precept charges.

5). This process should be repeated every year.

6). Every third year the EA and IDBs should review their arterial networks using the same Risk Assessment Matrix. All high risk systems should be en-mained and all medium and low risk systems should be de-mained on-block (assuming the EA don't receive any GiA to fund work on medium and low risk systems), with the IDBs adopting all the de-mained medium and low risk systems in their districts and the EA retaining and en-maining all high risk systems.

I do hope that you're able to consider these points so we can avoid having the same arguments every year, without further recourse to the Minister. I will also need to formally request each Board to drop its appeal at the next round of meetings, should you be in a position to respond favourably to this proposal. Board meeting dates are as follows: Broads IDB – 12/08/2019, East Suffolk IDB – 30/10/2019 and Norfolk Rivers IDB – 15/08/2019. This should give you sufficient time to consider our proposal.

If you would like to discuss any of this further, please give me a call.

Kind regards

Phil

Phil Camamile

Chief Executive, Water Management Alliance

dd: +44(0)1553 819624 | **m:** +44 (0)7841 571251 | **e:** phil@wlma.org.uk

Water Management Alliance

Kettlewell House, Austin Fields Industrial Estate, King's Lynn, Norfolk, [PE30 1PH](https://www.google.com/maps/place/Kettlewell+House,+Austin+Fields+Industrial+Estate,+King's+Lynn,+Norfolk,+PE30+1PH), UK

t: +44 (0)1553 819600 | **f:** +44 (0)1553 819639 | **e:** info@wlma.org.uk | www.wlma.org.uk

Membership:

[Broads Drainage Board](#), [East Suffolk Drainage Board](#), [King's Lynn Drainage Board](#)
[Norfolk Rivers Drainage Board](#), [South Holland Drainage Board](#) in association with [Pevensey and Cuckmere Water Level Management Board](#)

[Defenders of the Lowland Environment](#) 氣侍

The information in this e-mail, and any attachments, is confidential and intended solely for the use of the individual or entity to whom it is addressed. The views expressed in this e-mail may not represent those of the Board(s). Nothing in this email message amounts to a contractual or legal commitment unless confirmed by a signed communication.

All inbound and outbound e-mails may be monitored and recorded. We may have to make this message and any reply to it public if asked to under the Freedom of Information Act, Data Protection Act or for any litigation. E-mail messages and attachments sent to or from the Water Management Alliance e-mail address may also be accessed by someone other than the sender or recipient, for business purposes.

Distributed to: Broads (20

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

Officers

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

Broads (2006) IDB
Meeting 20 January 2020