

A MEETING OF THE BROADS (2006) INTERNAL DRAINAGE BOARD WAS HELD AT HICKLING BARN, HICKLING, NORFOLK ON MONDAY 23 JULY 2018 AT 10.00 AM.

Elected Members	Appointed Members
* H J Alston	Broadland D C
L E Baugh	* Mrs J Copplestone
J Burton	* G Nurden
* R Buxton	* F O'Neil
* H G Cator OBE	V Tapp
J W Chapman	D Ward
* S G Daniels	
G D Gay	North Norfolk D C
M Harris	* Mrs A M Fitch-Tillett
K Hart	* Mrs P Grove-Jones
* I Robinson	W Northam
* D Roll	N Pearce
* F Sharman	R C Price
* M Smart	* P Rice
T P Strudwick	* R Stevens
* J G Tallwin	Mrs L Walker
E Wharton	Vacancy
* J W K Withers	
* S D Wright	Great Yarmouth B C
	* M Bird
	G Carpenter
	* Mrs M Coleman
	* Mrs M Fairhead
	* N Galer
	H Thirtle
	Present (56%)

Mr H G Cator in the Chair

In attendance:

Mr G Bloomfield (Catchment Engineer), Mr G Brown (Flood and Water Manager),
Mr P George (Operations Engineer), Mr A Goose (Operations Manager),
Ms C Laburn (Environmental Manager), Mr M Philpot (Project Engineer),
Mrs C Cocks and Mrs M Creasy (minutes)

ID Broads (2006) IDB, Minute	Action
<p>49/18 APOLOGIES</p> <p>49/18/01 Apologies for absence were received on behalf of Messrs L Baugh, J Burton, G Carpenter, J Chapman, G Gay, M Harris, K Hart, W Northam, R Price, V Tapp, H Thirtle, E Wharton, Mrs L Walker and the Board's Chief Executive Mr P Camamile.</p> <p>Messrs N Pearce and T Strudwick did not attend.</p> <p>50/18 WELCOME AND INTRODUCTIONS</p> <p>50/18/01 The Chairman welcomed Messrs N Galer (Gt Yarmouth BC) and R Stevens (North Norfolk DC) to the meeting and Mrs Cheryl Cocks, Assistant to the PA to the CEO, to her first Broads (2006) IDB meeting.</p> <p>51/18 DECLARATIONS OF INTEREST</p> <p>51/18/01 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.</p> <p>51/18/02 Mr F Sharman declared an interest in all matters pertaining to both minute 24/18/02 and the report included within the Operations Report concerning Repps pumping station bridge refurbishment, due to his involvement as pump attendant for Repps pumping station. RESOLVED that this be noted.</p> <p>51/18/03 Mr D Roll declared an interest in respect of the payment for pump attendance recorded in the Schedule of Paid Accounts. RESOLVED that this be noted.</p> <p>51/18/04 Mr H Alston declared an interest in respect of the Operations Report update on Martham Boat Dyke Culvert due to his ownership of land in the vicinity. RESOLVED that this be noted.</p> <p>51/18/05 Mr R Buxton declared an interest in respect of the payment recorded in the Schedule of Paid Accounts made to the Horsey Estate, due to his involvement with the Estate.</p> <p>52/18 MINUTES OF THE LAST BOARD MEETING</p> <p>52/18/01 The minutes of the last Board meeting held on 21 May 2018 were approved and signed as a true record. Arising therefrom:</p> <p>52/18/02 Repps Pumping Station (24/18/02)</p> <p>The Project Engineer reported that the structural survey of the old building identified for demolition had been completed with no</p>	<p>MP</p>

ID Broads (2006) IDB, Minute	Action
<p>asbestos being found and the demolition could commence in the near future. It was agreed that in the meantime fencing to form a compound around the building be installed as a health and safety measure to prevent holiday makers inadvertently accessing the site. RESOLVED that this be noted.</p>	
<p>52/18/03 Broadland Environmental Services Limited (BESL) Maintenance of Flood Defences Contract Expiry 2021 (24/18/04)</p>	
<p>It was agreed to invite Louise Taylor, EA Broads Asset Team to the next meeting to discuss options for maintenance of the flood defence banks leading up to and beyond the expiry of the BESL contract in 2021. RESOLVED that this be noted.</p>	MP
<p>52/18/04 Unconsented Duck Flight Pond, Waxham (24/18/06)</p>	
<p>The Flood and Water Manager apprised members that the IDB will be consulted via the retrospective application the Broads Authority has asked the applicant to submit for consideration. RESOLVED that this be noted.</p>	GBr
<p>52/18/06 Planning Comments and Enquiries (27/18/03)</p>	
<p>The Flood and Water Manager to include the Parish location for each application and/or enquiry within future planning reports presented for the Board's consideration. RESOLVED that this be noted.</p>	GBr
<p>52/18/07 ADA Eastern Branch: Nominations for Chairperson (39/18/02)</p>	
<p>Mr R Buxton agreed to put his name forward for nomination to Chair the ADA Eastern Branch. RESOLVED that this be noted.</p>	MEC/KT
<p>52/18/08 Power Supply Repps (42/18/01)</p>	
<p>It was agreed and thereby RESOLVED to approve Mr F Sharman's request for a first aid defibrillator together with a power supply on site at Repps following the Catchment Engineer's confirmation that this would not adversely impact on the site.</p>	GB/FS
<p>53/18 OPERATIONS REPORT</p>	
<p>53/18/01 The Operations Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p>53/18/02 Repps Pumping Station Bridge Refurbishment (3)</p>	
<p>The Project Engineer reported that Norfolk County Council had mobilised to undertake works in July, but were prevented from delivering the culvert improvements due to protected species moving into the working area. Works have had to be stopped</p>	MP

ID Broads (2006) IDB, Minute	Action
<p>through the breeding season and reprogrammed for September once environmental mitigation works have been effective.</p>	
<p>53/18/04 Major Incident Horsey Mill (5)</p> <p>Works are due to commence early September 2018. Temporary moorings will be made available for the duration of the works.</p>	
<p>53/18/05 Martham Boat Dyke Culvert (5)</p> <p>The Catchment Engineer reported that the FDGiA application, based on a bypass proposal, had been submitted and correspondence had ensued between the EA and IDB. Officers anticipate a decision shortly. If funding is consented, it may also be possible to submit a variation for further funding for extra works on the bypass option. The Catchment Engineer agreed to keep both Mr Alston and Mrs Coleman updated on the progress including if there is nothing to report. RESOLVED that this be noted.</p>	GB
<p>53/18/06 Muckfleet Main Drain (5.2)</p> <p>Works are due to start late August/early September on the top northern section subject to completion of negotiations with affected landowners. Completion of the main project is scheduled for 2019.</p>	
<p>53/18/07 Halvergate (5.3)</p> <p>Exceptional weather has allowed the programme to progress well. To be discussed in presentation by the Operations Engineer at the end of the meeting and during the site inspection.</p>	
<p>53/18/08 Brograve – Hempstead Marshes Trial (5.4)</p> <p>Works to install a Water Control Structure are underway at the downstream limit of Hempstead Marshes to facilitate the reduction of salinity levels downstream to Brograve pump, from where water is pumped into the designated freshwater habitat in Horsey Mere. The effect on salinity levels will be monitored.</p>	
<p>53/18/09 Upper Thurne Integrated Drainage Improvements (5.5)</p> <p>(i) Members considered the benefits of the proposal to encompass the replacement of all 16 pumping stations in the Upper Thurne catchment together as one complete business case, given that all these assets had now been identified as needing major refurbishment works in the next 5 – 10 years and based on EA advice and its latest Mid Term Plan (MTP), which identifies cost savings that may be made in the capital programme by combining standalone schemes into a single integrated scheme where possible. This would also provide the most efficient use of the economic appraisal for funding. It was agreed and thereby RESOLVED to approve the proposal for the Upper Thurne</p>	GB/SGD

ID Broads (2006) IDB, Minute	Action
<p>Integrated Drainage Improvement scheme and to restart the Brograve Partnership Steering Group for all stakeholders to consider all options. Nominations were invited for Chair of this Steering Group and it was unanimously agreed that Mr S G Daniels would take on this role. RESOLVED that this be noted.</p> <p>(ii) The Catchment Engineer would seek advice from EA for FCRM7 funding for a scoping study to inform an outline business case for funding.</p> <p>(iii) Members considered the blue map showing the Upper Thurne combined pump district benefit area was not sufficiently informative. The Catchment Engineer was therefore asked to provide members with a more detailed map of this area and to include also the locations of the existing pumping stations. RESOLVED that this be noted.</p>	<p></p> <p>GB</p> <p>GB</p>
<p>53/18/10 Halvergate Marshes Pump Management Scheme (5.6)</p>	<p></p>
<p>(i) Members considered the proposal, (also arising from the EA MTP refresh), for the consideration of the Halvergate Marshes system to be identified as an entire catchment for the replacement of all the assets therein. This would pick up the Stracey inlet together with all pumping stations servicing this catchment, including the EA owned Acle Landspring pumping station that is currently due for replacement within the BESL contract. As with the Upper Thurne Drainage Improvement Scheme, the Catchment Engineer is liaising with EA for the development of an FCRM7 scoping study that will include looking at contract liabilities for BESL. It was agreed and thereby RESOLVED to approve the proposal and to restart the Halvergate Steering Group to ensure all stakeholder options are considered. It was unanimously agreed that Mr S Wright would Chair this Steering Group. RESOLVED that this be noted.</p>	<p>GB</p>
<p>(ii) Members considered the green map showing the Halvergate combined pump district benefit area was not sufficiently informative. The Catchment Engineer was therefore asked to provide members with a more detailed map of this area and to include also the locations of the existing pumping stations. RESOLVED that this be noted.</p>	<p>GB</p>
<p>53/18/11 Main River Maintenance Work (5.8)</p>	<p></p>
<p>(i) Members were reminded of Anglia Eastern RFCC approval of the 3-year programme of Main River Maintenance works that provided the WMA Eastern Boards the opportunity to deliver these works on behalf of EA under the Public Sector Cooperation Agreement (PSCA), which at the same time, would also benefit the efficient functioning of the IDB drainage infrastructure and how this worked very successfully in 2017.</p> <p>(ii) Although IDB Officers have scoped out similar work streams for this financial year they have been advised by the EA Operations Manager that their requirements must also include benefits to</p>	<p></p>

people/properties at flood risk. This is a departure from the IDB's understanding of the original scope, linked to drainage need and precepts paid to EA.

- (iii) The Project Engineer has met with the EA Operations Manager to discuss the implications of works not being undertaken, including the reputational risks both organisations are now exposed to and he has requested the EA Operations Manager to advise the position formally in writing so that all stakeholders can be made aware. RESOLVED that this be noted.

53/18/12 Water Environment Grant (WEG) and Interreg Bids (6.1 / 6.2)

- (i) The Catchment Engineer reported that of the various bids for funding put forward, confirmation had been received that the alternative fresh water resources for saline coastal areas, (FRESH4Cs) bid has been accepted and will go through to the second phase of the application process.
- (ii) At this point Mr S Wright raised the extreme drought conditions currently experienced in the region and how this could lead to problems with the fresh water supply on Halvergate. He recorded that he would not wish for this to compromise the ongoing Halvergate Scheme and result in the huge issues with fresh water supply to Halvergate that were experienced some ten years previous.

53/18/13 Health and Safety (7)

There were no health and safety issues to report this period.

53/18/14 Hydrology (9.0)

Members noted the graph confirming how dry the weather had been in June together with the long term forecast indicating very little rain was expected in the foreseeable future. Members were apprised of a fire at Horsey Bank that had started on the Sunday of the previous week. The fire brigade had been in attendance all week as the bank is made of peat and the fire had subsequently spread into the bank. The integrity of the bank is subsequently threatened and this has been reported to the EA, (no response had been received at the time of this meeting). The Catchment Engineer reported that in speaking with Mr R Buxton prior to the start of this meeting it appears the fire is now under control. IDB officers have been working well with the fire brigade; thanks were recorded both to the Operations Manager, Mr A Goose and to Mr R Buxton for the assistance provided from the Horsey Estate. Mr P Rice said he would apprise the Broads Authority of the situation and ask for signage to make holidaymakers in the area aware of the fire risk. RESOLVED that this be noted.

54/18 ENVIRONMENTAL REPORT

ID	Broads (2006) IDB, Minute	Action
54/18/01	The Environmental Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
54/18/02	<p>Somerton Water Level Management Plan (WLMP): Update (1.1)</p> <p>The Environmental Manager reported that the WLMP review and Habitat Regulations Assessment is ongoing by consultants OHES. The report will be available by the end of July 2018 and will be circulated for comment prior to the stakeholders' meeting on 29 August 2018.</p>	CL
54/18/03	<p>Broads IDB Biosecurity Policy (1.3)</p> <p>Members considered and approved the Biosecurity Policy that had been produced by ADA and modified by the Environmental Manager to meet the requirements of the Broads (2006) IDB, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
54/18/04	It was agreed and thereby RESOLVED to adopt the biosecurity procedures as set out in the Board's Biosecurity Policy.	
54/18/05	<p>Site Visits and Pre-Works Checks (1.6) Assessment of river wall/bank and IDB Drain 8 June 2018</p> <p>Mrs M Fairhead reported that she had been contacted about the high levels of water/flooding at Chapelfield Farm and asked if this would now be resolved following the assessment undertaken on 8 June 2018. The Environmental Manager explained that the assessment had identified that some maintenance is required, however, the river bank side falls within EA responsibility and is currently within the remit of the BESL contract. The land side of the bank falls within a designated fresh water dependent wildlife habitat which will necessitate specific planned maintenance.</p>	
54/18/06	The Projects Engineer reported that he had met with BESL to discuss works still outstanding on the flood defence banks and how this would be dealt with before/after the expiry in 2021 of BESL's contract with EA for these works. No firm decision could be established however, without input from the EA Asset Team, led by Louise Taylor. It was agreed that the Project Engineer should provide Ms Taylor with maps identifying where works remain outstanding prior to her attending a Broads (2006) IDB meeting. It was also acknowledged that there may also be historic agreements in place with landowners agreeing that works should not be done in some cases. RESOLVED that this be noted.	MP
55/18	PLANNING	
55/18/01	The Planning Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
55/18/02	Report of Flooding – Upper Staithe Road, Stalham (1.2)	

ID Broads (2006) IDB, Minute	Action
<p>(i) Members considered the Flood and Water Manager's report on the enquiry from a resident whose home is outside the Board's Internal Drainage District (IDD) but borders an unadopted watercourse within the Board's IDD and whose home is subject to repeated internal flooding.</p> <p>(ii) Officers had attended the dwelling to make preliminary assessments of the cause and found that the unadopted watercourse has no clear outfall, but there are a number of inspection chambers which suggests that works to culvert the watercourse in an unconventional manner may have previously been undertaken creating a closed system with water collecting at low points and creating floods.</p> <p>(iii) The Board's Flood and Water Team have engaged with Anglian Water to confirm the status of the Anglian Water system and have also advised the resident to report the flooding to Norfolk County Council (Lead Local Flood Authority) who have a legal duty to investigate internal flooding of properties under Section 19, Flood and Water Management Act 2010.</p> <p>(iv) It was agreed to approve the Flood and Water Manager's proposal that Board officers continue discussions with Anglian Water and look to develop a partnership project for a scheme to rehabilitate the drainage system serving the affected properties and to bring a proposal to the Board for consideration. RESOLVED that this be noted.</p> <p>(v) Members recorded their appreciation to officers for responding to this issue even though it did not come under the IDB area. The Chairman and Mr J Withers voiced an interest in attending partnership meetings with IDB officers. It was agreed to keep Mrs P Grove-Jones updated.</p>	<p></p> <p></p> <p></p> <p>GBr</p> <p>GBr</p>
<p>55/18/03 Planning Consultations (3.2)</p> <p>Mr P Rice declared an interest in Case Ref. 18_00475_P in Thorpe St Andrew, which was included in the list of planning applications commented on by the Flood and Water Team. RESOLVED that this be noted.</p>	<p></p>
<p>55/18/04 Delegated Consents (3.3)</p> <p>The delegated consents determined by the Chief Executive's Management Committee using its delegated authority were considered in detail and approved. There were no matters arising.</p>	<p></p>
<p>55/18/05 Mrs P Grove-Jones reported surface water issues in Stalham and suggested it would be very useful if the Flood and Water Manager could present to North Norfolk District Council Overview and Scrutiny Committee about the impact of surface water run-off from new developments if not adequately addressed within the planning</p>	<p></p>

ID Broads (2006) IDB, Minute	Action
consent.	
<p>56/18 FINANCIAL REPORT</p>	
<p>56/18/01 The Financial Report for the period 1 April 2018 to 30 June 2018 was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<p>57/18 SCHEDULE OF PAID ACCOUNTS</p>	
<p>57/18/01 The Schedule of Paid Accounts for the period 1 April 2018 to 30 June 2018 totalling £475,014.47, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
<p>58/18 MATERIAL CHANGES TO RISK REGISTER</p>	
<p>58/18/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6. Arising therefrom:</p>	
<p>58/18/02 It was agreed to update the risk register to include the increased risk of fire in times of drought and to also add the risk of the outstanding works on the flood defence banks not being completed before the expiry of the BESL contract. RESOLVED that this be noted.</p>	MEC
<p>59/18 CORRESPONDENCE</p>	
<p>59/18/01 There was no correspondence requiring the Board's consideration during this reporting period.</p>	
<p>60/18 NEXT MEETING</p>	
<p>60/18/01 Both Mrs A Fitch-Tillett and Mrs P Grove-Jones requested if the date of the next meeting could be changed from 15 October 2018 due to them now having to attend an important planning meeting at North Norfolk DC. Mrs M Creasy said she would check dates as she had to ensure that the change did not affect other Board Meeting dates, which had been planned a year in advance. The Chairman gave his apologies if the meeting was to take place on 22 October 2018 and requested the Vice Chairman take that meeting.</p>	MEC
<p><i>Post meeting note: the next meeting remains scheduled for 15 October 2018.</i></p>	
<p>61/18 ANY OTHER BUSINESS</p>	

ID Broads (2006) IDB, Minute	Action
<p>61/18/01 Dyke, Wakes Road, Caister</p> <p>Mr M Bird, Great Yarmouth Borough Councillor for Caister South, reported a dyke in Wakes Road, Caister requiring maintenance work. It was agreed that the Flood and Water Manager and Operations Engineer would discuss this with Mr Bird after the meeting as the drain is not an IDB-maintained drain.</p>	GB/PG
<p>61/18/02 Demaining Pilot Study</p> <p>In response to Mr G Nurden's request for an update on the demaining pilot study the Catchment Engineer reported that this study was not currently proceeding in Norfolk due to the EA requirement for the respective local authority to produce byelaws to apply to those main river sections falling outside the Internal Drainage District. It was not possible for the local authorities to produce byelaws within the required timescale. Additionally, Norfolk County Council is currently opposed to demaining in Norfolk.</p>	
<p>62/18 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</p>	
<p>62/18/01 There were no members of the public present at today's meeting.</p>	
<p>63/18 CONSORTIUM MATTERS</p>	
<p>63/18/01 The unconfirmed minutes of the last Consortium Management Committee meeting held on 29 June 2018 were considered in detail and approved. Arising therefrom:</p>	
<p>63/18/02 Floodex 2019 (24/18/01)</p> <p>The Chairman apprised Members that the national event, Floodex 2019 would be held in conjunction with the Irrigation Association and ADA focussing on an integrated approach to managing water. Members were asked to support this event if possible.</p>	
<p>63/18/03 Schedule of Paid Accounts</p> <p>The WMA Schedule of Paid Accounts for the period 1 March 2018 to 31 March 2018 totalling £76,175.57, as approved at the Consortium Management Committee meeting on 29 June 2018, was considered in detail and adopted. There were no matters arising.</p>	
<p>63/18/04 Financial Report</p> <p>The WMA Financial Report for the period 1 April 2017 to 31 March 2018, as approved at the Consortium Management Committee meeting on 29 June 2018 was considered in detail and adopted by</p>	

ID	Broads (2006) IDB, Minute	Action
	<p>the Board. There were no matters arising.</p> <p>63/18/05 Issues for discussion at next CMC meeting</p> <p>There were no specific issues raised by Members requiring discussion at the next Consortium Management Committee meeting on 28 September 2018.</p> <p>64/18 CONFIDENTIAL BUSINESS</p> <p>64/18/01 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> <p>65/18 CONFIDENTIAL MINUTES</p> <p>65/18/01 The confidential minutes of the meeting held on 21 May 2018 were considered in detail and approved. There were no matters arising.</p>	

OPERATIONS REPORT FOR THE PERIOD MAY 2018 TO JULY 2018

1. REVENUE MAINTENANCE WORKS

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

Horning Catchment
Irstead Catchment
Ludham Bridge Catchment
Catfield Catchment
Sutton Catchment
Chapelfield Catchment
East Ruston / Dilham / Tonnage
Bridge Catchment
Wayford Bridge Catchment
Hermitage
Thurne Catchment
Martham Catchment
Tunstall
Breydon
Mautby Catchment
Stokesby Catchment

2. PUMPING STATIONS

HAPPISBURGH TO WINTERTON DISTRICT

Where relevant all lifting beams have been tested this quarter. All of which have passed.

As set out below a number of pumping stations have had electrical testing and inspection reports completed this quarter. Where issues have been flagged urgent these will be addressed within the next quarter.

1. Brograve: (3 No. Pumps)

Electrical Installation Report completed, which has shown no major issues requiring attention.
No major mechanical problems reported.

2. Horsey: (1 No. Pump)

Electrical Installation Report completed, which has shown no major issues requiring attention.

No major mechanical problems reported.

3. Somerton South: (2 No. Pumps)
Electrical Installation Report completed, which has shown no major issues requiring attention.
No major mechanical problems reported.
4. Somerton North: (1 No. Pump)
Electrical Installation Report completed, which has shown no major issues requiring attention.
No major mechanical problems reported.
5. Somerton Auxiliary: (1 No. Submersible)
Electrical Installation Report completed, which has shown no major issues requiring attention.
No major mechanical problems reported.

LOWER BURE FLEET & ACLE MARSHES DISTRICT

1. Tunstall Pump: (2 No. Pumps)
Mechanical Service completed – no major problems reported
2. Five Mile Pumping Station: (1 No. Pump)
No major problems reported.
3. Ashtree Pumping Station: (1 No. Pump)
Electrical Installation Report completed, which has shown no major issues requiring attention.
No major mechanical problems reported.
4. Breydon Pumping Station: (2 No. Pumps)
No major problems reported
5. Berney Pumping Station: (1 No. Pump)
Electrical Installation Report completed, which has shown some issues requiring attention. These are in hand and will be completed this quarter.
No major mechanical problems reported.
6. Seven Mile Pumping Station: (2 No. Pumps)
Electrical Installation Report completed, which has shown no major issues requiring attention.
Mechanical Service completed, which has shown major problems.
7. Stracey Arms Freshwater Intake Works: (Automatic inlet penstock)
No major problems reported.

LOWER YARE FIRST DISTRICT

1. Buckenham Pumping Station: (1 No. Pump)
Electrical Installation Report completed, which has shown no major issues requiring attention.

No major mechanical problems reported.

2. Postwick Pumping Station: (1 No. Pump)
Electrical Installation Report completed, which has shown no major issues requiring attention.
No major mechanical problems reported.

LOWER YARE FOURTH DISTRICT

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

MIDDLE BURE DISTRICT

1. The Doles Pumping Station: (3 No. Pumps)
No major problems reported.
2. Hermitage Pumping Station: (1 No. Pump)
Electrical Installation Report completed, which has shown no major issues requiring attention.
No major mechanical problems reported.

MUCKFLEET & SOUTH FLEGG DISTRICT

1. Stokesby Pumping Station: (2 No. Pumps - Archimedes Screw Pumps)
Electrical Installation Report completed, which has shown no major issues requiring attention.
No major mechanical problems reported.
Lifting beam is being replaced, see construction works section.
2. Mautby Pumping Station: (2 No. Pumps - Archimedes Screw Pumps)
Electrical Installation Report completed, which has shown no major issues requiring attention.
No major mechanical problems reported with the pumps, however shortly after the weed screen cleaner was repaired and replaced a hose failure led to further downtime. This has now been repaired.

Lifting beam is being replaced, see construction works section.

REPPS MARTHAM & THURNE DISTRICT

1. Martham Pumping Station: (1 No. Pump)
Electrical Installation Report completed, which has shown no major issues requiring attention.
No major mechanical problems reported.
2. Repps Pumping Station: (1 No. Pump)
Electrical Installation Report completed, which has shown no major issues requiring attention.
Mechanical Service completed, which showed no major mechanical issues

3. Thurne Pumping Station: (1 No. Pump)
Electrical Installation Report completed, which has shown no major issues requiring attention.
Mechanical Service completed, which showed no major mechanical issues

SMALLBURGH DISTRICT

1. Hickling

Stubb Pumping Station: (1 No. Pump)

Electrical Installation Report completed, which has shown no major issues requiring attention.

No major mechanical issues reported

Eastfield Pumping Station: (1 No. Pump)

Electrical Installation Report completed, which has shown no major issues requiring attention.

No major mechanical issues reported

Catfield Pumping Station: (1 No. Pump)

Electrical Installation Report completed, which has shown no major issues requiring attention.

No major mechanical issues reported

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

Electrical Installation Report completed, which has shown no major issues requiring attention.

No major mechanical issues reported

Potter Heigham Pumping Station: (2 No. Pumps)

Electrical Installation Report completed, which has shown some issues requiring attention, these will be completed this quarter.

No major mechanical issues reported

Horsefen Pumping Station: (1 No. Pump)

Electrical Installation Report completed, which has shown some issues requiring attention, these will be completed this quarter.

No major mechanical issues reported

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

Electrical Installation Report completed, which has shown no issues requiring attention.

Mechanical service completed, which has shown no major mechanical issues

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

Electrical Installation Report completed, which has shown some issues requiring attention, these will be completed this quarter.

Mechanical service completed, which has shown no major mechanical issues

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

Electrical Installation Report completed, which has shown some issues requiring attention, these will be completed this quarter.

Mechanical service completed, which has shown no major mechanical issues

Horning Grove Pumping Station: (1 No. Pump)

Electrical Installation Report completed, which has shown no issues requiring attention.

No major mechanical problems reported.

Irstead Pumping Station: (1 No. Pump)

Electrical Installation Report completed, which has shown no issues requiring attention.

No major mechanical problems reported.

Sutton Pumping Station: (1 No. Pump)

Electrical Installation Report completed, which has shown some issues requiring attention, these will be completed this quarter.

Mechanical service completed, which has shown no major mechanical issues

Chapelfield Pumping Station: (1 No. Pump)

Electrical Installation Report completed, which has shown some issues requiring attention, these will be completed this quarter.

No major problems reported.

Wayford Bridge Pumping Station: (1 No. Pump)

Electrical Installation Report completed, which has shown some issues requiring attention, these will be completed this quarter.

No major problems reported.

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

No major problems reported.

3. CONSTRUCTION WORKS

REPPS PUMPING STATION BRIDGE REFURBISHMENT

Norfolk County Council's work has been delayed and is now planned to start in July. Once this work is completed we will undertake levels surveys to develop the detailed design for piping the rest of the drain.

STOKESBY LIFTING BEAM REPLACEMENT

Design for the new beam is completed and will be scheduled in for delivery at the next available opportunity.

4. PLANT

Nothing to report this period.

5. CAPITAL WORKS

MAJOR INCIDENT HORSEY MILL

Works are scheduled for a 3rd September start. Contract documents are under completion and the various elements of work are being procured.

MARTHAM BOAT DYKE CULVERT

Following submission of the business case, we received a number of questions back on the business case from the EA. We have returned our comments with a number of supporting documents and await further correspondence.

5.2 MUCKFLEET MAIN DRAIN

Environmental mitigation work continues to allow the Northern section of the works to be completed this August/September, subject to landowner and compensation agreements.

5.3 HALVERGATE

Since the start of work in May we have had exceptional weather, which has allowed the construction to move at a significant pace. We have completed the majority of the earthworks, including 90% of the setback banks totalling 2km. 3 new environmental scrapes have also been created allowing material to be sourced.

11 new water control structures have been procured and will be installed over the next quarter.



New soak drain being dug with specially made V bucket. Material being used to build parallel set back bank

5.4 BROGRAVE – HEMPSTEAD MARSHES TRIAL

Works are being undertaken by our M&E team to install an innovative solar powered battery controlled tilting gate at the downstream limit of Hempstead Marshes. This structure has been designed to be integrated into a precast concrete chamber ensuring very tight seals minimising the leakage rate around the structure.

The aim of this installation is to realise the 15-20% reduction in salt water ingress into the marsh network, evidenced from previous Hempstead Marsh sub-catchment trials. By raising upstream water levels creates a vertical pushing force against the upwelling salt water issues whilst allowing fresher water to pass over the structure. The nett effect will reduce the salinity of the discharge downstream to Brograve pump which then pumps into Horsey Mere, a designated and legally protected freshwater habitat.

Conservatively, an increased water level of c.250mm can be obtained at a minimum without having an impact on people, property, land use or the environment, established by Cranfield MSc. students last year.

The site will be monitored moving forward to confirm effectiveness.



Composite stainless steel and HDPE plastic tilting gate being installed above

5.5 UPPER THURNE INTEGRATED DRAINAGE IMPROVEMENTS

Further to a recent meeting with the Environment Agency regarding driving efficiencies within the MTP capital programme of works, a number of standalone pumping station improvement schemes were identified to be put forward into a single integrated business case.

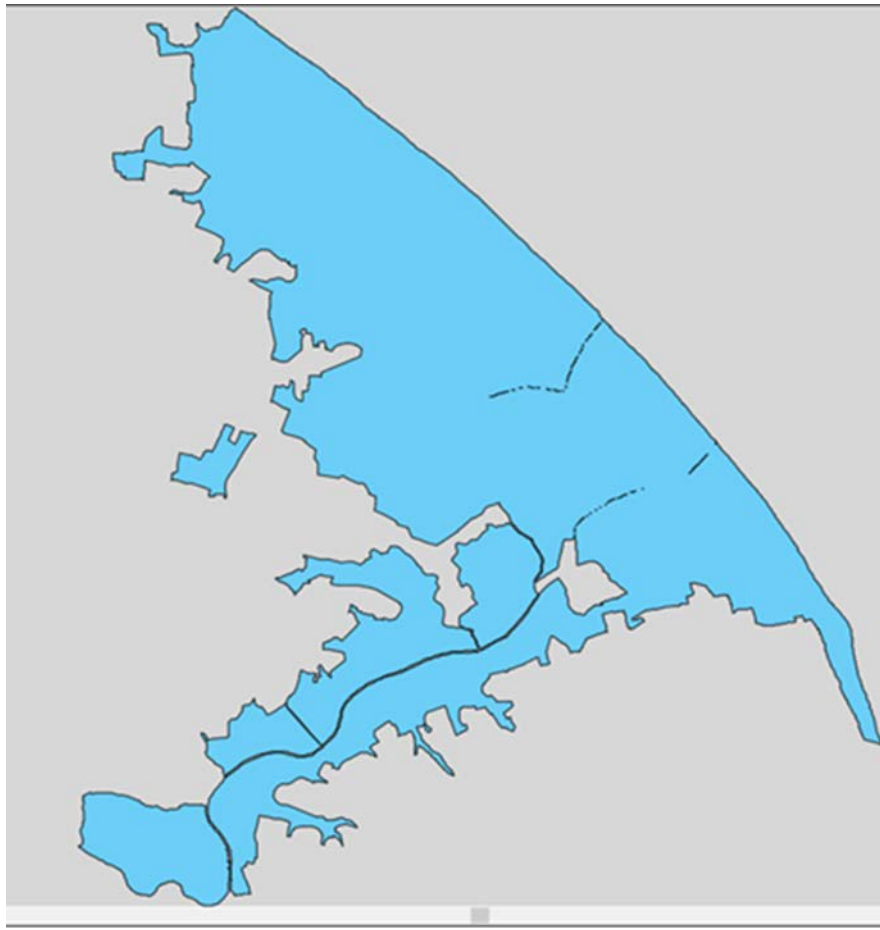
The Upper Thurne system has been considered as a whole catchment picking up the 16 stations servicing it, as all these assets are identified as needing refurbishment within the next 5-10years.

There are a number of benefits from taking this approach including minimising the capital replacement costs (Standardisation of new build), maximising the sharing of benefits identified through the partnership funding calculator and strengthening case for Water Framework catchment improvements, in addition to opening up significant areas of high priority eel habitats, both UK Government priority targets.

Advice is being sort from EA on the steps to take in developing the FCRM 7 Study to help scope the project boundaries and secure to necessary funds to develop the Outline Business Cases thereafter.

As soon as a budget has been confirmed it is intended to reinvigorate the Brograve Partnership Team to investigate options to be considered.

Decision by the Board – Confirm Chair for this Steering Group.



Upper Thurne combined pump district benefit area

5.6 HALVERGATE MARSHES PUMP MANAGEMENT SCHEME

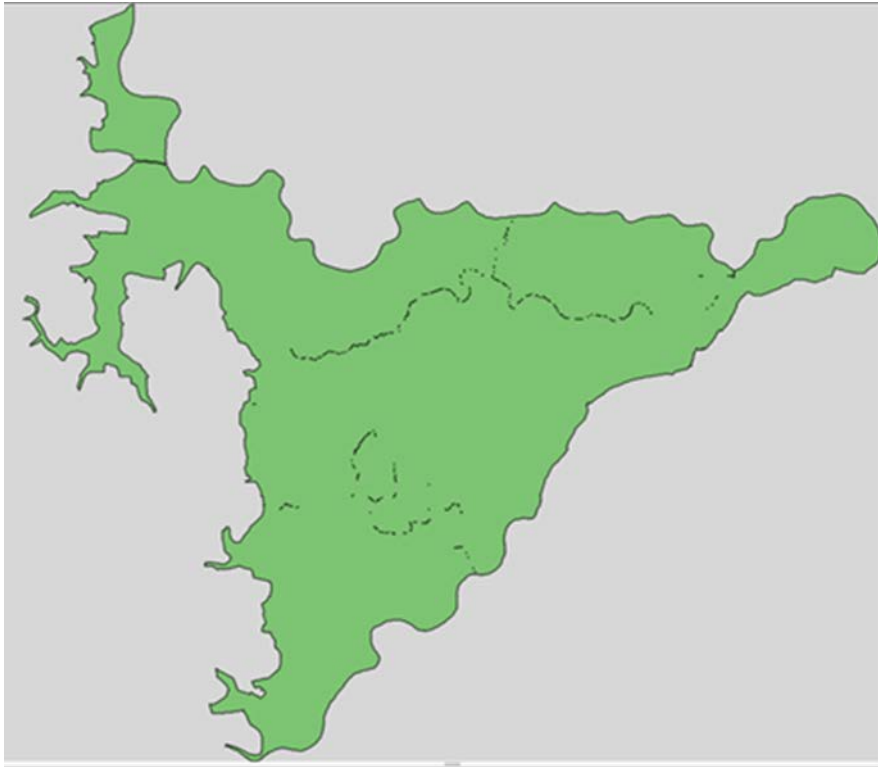
Further to 5.5 above the Halvergate Marshes system has also been identified as a whole catchment picking up the Stracey inlet and all the stations servicing it including the Environment Agency owned Acle Landspring Pumping Station due

to be replaced by the BESL Contract. All these assets are identified as needing refurbishment within the next 5-10years.

Again advice is being sort from EA on the steps to take in developing the FCRM 7 Study to help scope the project boundaries including contractual liabilities with the Besl PFI and secure to necessary funds to develop the Outline Business Cases thereafter.

As soon as a budget has been confirmed it is intended to reinvigorate the Halvergate Steering Group Team to investigate options to be considered.

Decision by the Board – Confirm Chair for this Steering Group.



Halvergate combined pump district benefit area

5.7 MARTHAM DEPOT REFURBISHMENT

The office has been re-wired to allow for staff to access the WMA main server. Kitchen and general refurbishment of the office building has also been tendered.

5.8 MAIN RIVER MAINTENANCE WORK

We are in discussions with the EA regarding this year's programme of works. This will be finalised in the coming weeks, when a more detailed list of works will be available.

6. OPERATIONAL MATTERS

Interreg & WEG Bids

6.1 The Water Environment Grant (WEG) bid process for the fund c.£40m has now closed. There has been c.£80m worth of environmental outcome type projects

put forward. Screening is underway by EA with feedback anticipated by the early autumn.

Rural Payments Agency will oversee grant payments which will be in the form of retrospective payments for works with submissions quarterly.

6.2 The Catchment Engineer has been advised that the bid to NERC for funding for the **Sustainable Water** management for the **Agrifood** and drink sectors in the **Anglian Region** (SWAAR) c.€5m SWAAR project has been unsuccessful.

- Alternative Fresh Water resources for saline Coastal Areas **FRESH4C's**. €6m decision still awaited.

7. HEALTH AND SAFETY

Nothing to report this period

8. TELEMETRY

Nothing to report this period.

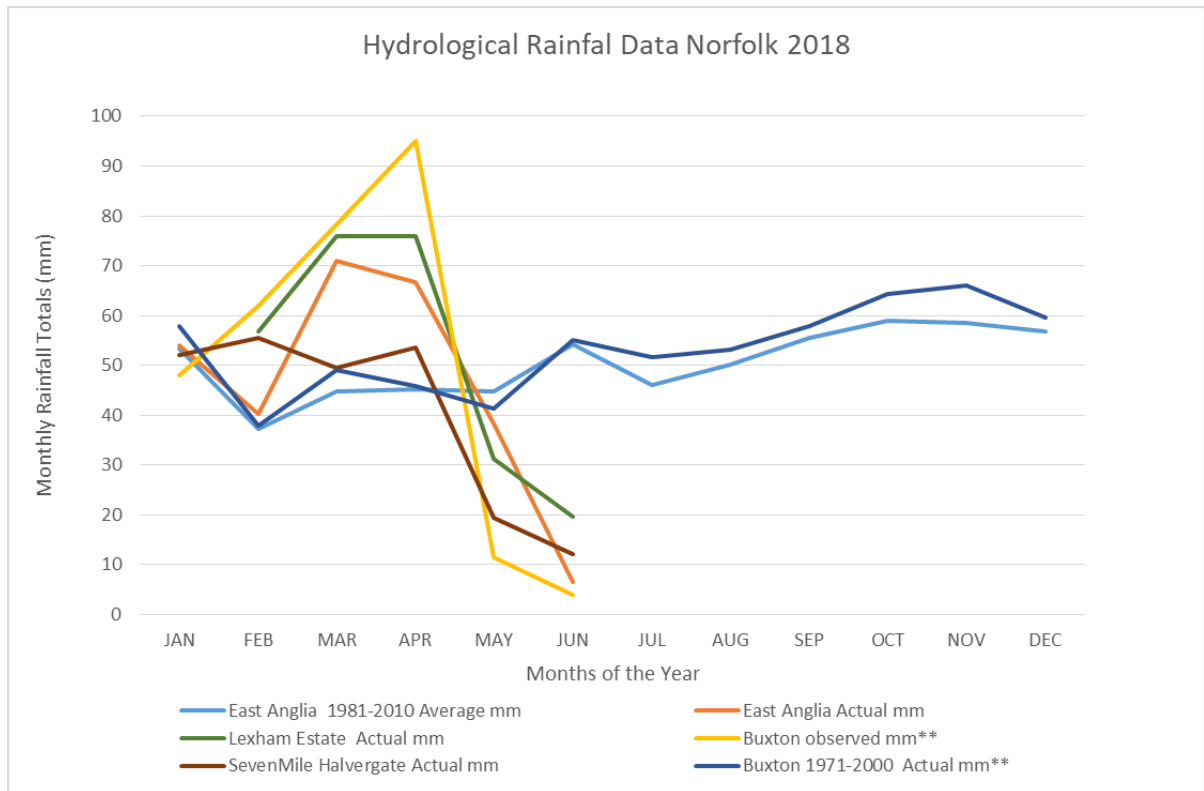
9. HYDROLOGY – UK Overview (extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2018>)

May began cool and unsettled with westerly winds, but it soon turned generally sunny and warm or even hot, and the hottest day of the spell coincided with the early May bank holiday. The period 10th-17th was generally cooler, but the second half was mostly warm and sunny away from eastern coasts, with mostly easterly winds. Thundery showers affected many areas during the last week.

The mean temperature for May was provisionally 1.7°C above the 1981-2010 long-term average, making it the equal warmest May (alongside 1992 and 2008) in a series from 1910. Rainfall was 79% of average and it was generally drier than average in the north, the south-west, and the east of East Anglia but the Midlands and south-east mostly had near-average rainfall. Sunshine was 136% of average, making it the second sunniest May (after 1989) in a series from 1929.

June was mostly warm and quite settled until the 12th, although often cooler near the east coast, with variable amounts of cloud and some scattered thundery showers at times, these mainly in the north. There was an unsettled westerly spell from the 13th to 20th, and it was notably windy on the 14th, but rainfall amounts were small in southern areas. High pressure brought dry and very sunny and increasingly hot weather by day from the 21st onwards, while it was relatively cool by night.

The mean temperature for June was provisionally 1.8 °C above the 1981-2010 long-term average, making it the 4th warmest June in a series from 1910. With just 24% of average rainfall it was provisionally the 3rd driest June in a series from 1910, and it was particularly dry in the south where some regions had their driest June for over 100 years. Sunshine was 136% of average, making it provisionally the 5th sunniest June in a series from 1929, and it was especially sunny in the north-west.



Rainfall:

	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Buxton observed mm**	SevenMile Halvergate Actual mm	Buxton 1971-2000 Actual mm**
JAN	53.4	54.1		47.9	52	57.8
FEB	37.2	40.3	56.9	62	55.6	38
MAR	44.8	70.9	75.9	78.3	49.6	49
APR	45.3	66.7	75.9	95.1	53.6	45.8
MAY	44.8	38.4	31.2	11.5	19.4	41.4
JUN	54.3	6.5	19.6	4	12.2	55.2
JUL	46					51.6
AUG	50.1					53.2
SEP	55.6					57.8
OCT	59					64.3
NOV	58.5					66.1
DEC	56.8					59.5

* <http://www.metoffice.gov.uk/climate/uk/summaries/2018>
 ** <http://www.buxton-weather.co.uk/weather.htm#daily>

10. STAFF/WORKFORCE - TRAINING/EDUCATION

Workforce

07th June – Catastrophic bleeding First Aid Course
13th June – Abrasive Wheel training

**Broads IDB
Environmental Report
July 2018**

The following information pertains to environmental work carried out for the Broads IDB involving the Environmental Team from the 11 May 2018 – 13 July 2018.

1. Information for the Board

1.1 Somerton Water Level Management- Update

1.1.1 The Somerton Water Level Management Review is ongoing. Further field work and data analysis has taken place since the last Board meeting and the draft document is currently being finalised by OHES.

1.1.2 A date has been set for a meeting of Stakeholders at Hicking Barn on the afternoon of the 29 August 2018. OHES will produce the draft report of the WLMP Review document by the end of July, which will be circulated to stakeholders at the beginning of August.

1.1.3 Interested parties will have the opportunity to comment on the draft document prior to the stakeholder meeting of the 29 August. The meeting will discuss comments and concerns raised and a final document will be produced in readiness for the next Board Meeting of 15 October 2018.

1.2 Muckfleet Project: Environmental Mitigation and Preconstruction Preparation- Ongoing

1.2.1 Work is planned to start on the top section of the Muckfleet in August 2018, once advertisements and consents are in place. This will allow a continuity of resource, moving from the Halvergate project. Environmental mitigation measures continue on site; reptile surveying and monitoring is on-going and mitigation cuts and the scraping of the soke dyke bank is on-going in preparation for the start of works.

1.2.2 Further surveys and mitigation planning is being progressed with respect to this year's works and following phases for work, with respect to reptiles, water voles, bats and aquatic macrophytes.

1.2.3 A site meeting was held on the 4 July with the WMA project team and representatives from the Broads Authority, Natural England and the Norfolk Wildlife Trust to discuss using waste spoil from the Burgh Common side for bank creation.



Water Vole Raft in situ on the Muckfleet. Water voles are clearly present in the vicinity due to abundance of droppings visible on the raft

1.3 Broads IDB Biosecurity Policy

- 1.3.1 Biosecurity is a hugely important process which needs addressing within the UK as a whole, to prevent the spread of Non-Native Invasive (NNI) species. These plants and animals are seriously impacting on native wildlife and costing landowners, ratepayers, public bodies and the UK government vast amounts of money in control/eradication programmes. In order to stem the flow of these NNI species at the local level, some basic biosecurity measures have been documented and recommended to be adopted by the IDB and contractors, if they are not already being done so.
- 1.3.2 In order to speed this process and help IDBs, ADA have recently pulled together a template for biosecurity measures. This template has been edited to suit the needs of the Broads (2006) IDB. A draft of the proposed document for adoption and ratification by the Board can be viewed in **Appendix 1**.

1.4 WFD Assessments for the Winter Desilting Programme

- 1.4.1 A series of Water Framework Directive Assessments have been undertaken by the EO on several of the drains in the Brograve catchment, prior to their scheduled desilting in winter 2018.

1.5 Intergrated Main River Maintenance Project

- 1.5.1 Two main river projects have currently been approved for sign off by EA: Hassingham Project which involves a desilt, a new culvert installation and management of silt runoff into the watercourse.
- 1.5.2 Somerton Hundred Drain desilt – the Habitats regulation Assessment for this watercourse is ongoing. Officers have had a silt survey of the drain undertaken and are currently awaiting survey results.

1.6 Site Visits and Pre-Work Checks

02 May 2018

EO Helen Mandley had a site visit to East Ruston IDB drain to carry out a maintenance audit on Darren Grimmer's work.

01 June, 08 June 2018

EO Helen Mandley and Alan Goose carried out site visits on a series of drains to be desilted winter 2018. These visits will help formalise the WFD assessments for each drain.

06 June, 11 June, 14 June, 28 June 2018

EO Helen Mandley carried out site visits with Phil Semmence to Halvergate.

08 June 2018

EO Helen Mandley and Alan Goose had a site visit to Chapelfield to assess the river wall/bank and the IDB drain.

18 June, 22 June 2018 AM

EO Helen Mandley help set water vole rafts on the Muckfleet with Jamie Manners.

21 June, 26 June 2018

EO Helen Mandley carried out water vole survey on soke dykes either side of the Muckfleet with the help from Richard Moores, Freelance Ecologist, Biome and Will Soar, Freelance Ecologist.

22 June 2018 PM

EO Helen Mandley and Alan Goose carried out water vole surveys on a drain on Hickling wall, next to a sluice that needs repairing. A water vole survey was also carried out at Somerton to see whether a concrete bridge over an IDB drain could be replaced. Water voles are present in this area and will need mitigation before works begin.

26 June 2018

EO Jamie Manners and Tom Jones visited Somerton Hundred Drain to discuss proposals, and have a site meeting with the survey company.

02 July 2018

EO Helen Mandley carried out final water vole survey on a drain at Hempstead before works start on the culvert.

3 July 2018

EO Jamie Manners made a site visit to Horsey Culvert with Matt Philpot, Steve Lane (EA), Jason Parker and Lee Rudd (BESL), and the landowner to discuss fish removal during bunding of boat dyke, temporary footpath installation and signage, and water vole survey of soke dyke connections.

4 July 2018

EO Jamie Manners visited Burgh Doles / Common with Eilish Rothney (NWT), Andrea Kelly (BA), Adrian Gardiner (NE), Phil Semmence and Ali Bloomfield to look at the Burgh Common spoil heaps.

06 July 2018

EO Helen Mandley carried out a breeding bird survey at Horsey mere / mill in preparation for the temporary pontoon installation.

1.7 BAP Reporting

Nothing to report during this period.

2. Meetings and Training Attended

- 2.1 11 June 2018
Broads Partnership meeting at the Broads Authority, Yare House attended by Helen Mandley.
- 2.2 26 June 2018
Natural Flood Management Workshop (East Anglia) attended by Caroline Laburn.
- 2.3 Environmental Team Meetings conducted on 07/06/18 and 05/07/18.

3. Non – Compliance

- 3.1 None during this period.

4. Complaints

- 4.1 None during this period.

5. Assents Granted and/or Applied for: SSSI assent and herbicide applications

License / Assent / Habitat Regulations Assessment	Applied	Granted
Natural England HRA and assent letter for weed cut on Horsey mere using Truxor.	20 June 2018	10 July 2018

Caroline Laburn – Environmental Manager WMA
Helen Mandley – Environmental Officer, WMA
Jamie Manners - Environmental Officer, WMA

Broads Internal Drainage Board

Biosecurity Policy

PURPOSE

This document sets out the Biosecurity Policy of Broads IDB. It covers activities undertaken by the IDB on a daily basis to reduce the spread and damage from invasive non-native species.

It is intended that the Board's staff and contractors will follow procedures commensurate with this Policy.

POLICY STATEMENT

Invasive non-native species are wide spread nationally and if left uncontrolled present a threat to our aquatic and riparian systems. It is imperative that our field operations to manage flood risk and water levels do not exacerbate the risks to the environment and economy that are posed by these species. Failure to minimise the spread of invasive non-native species, where these are known to be present, can risk prosecution under the Wildlife & Countryside Act 1981.

Vigilance is required if we are to stop the spread of invasive non-native species, and it is imperative that we integrate basic biosecurity in our operations to prevent this spread. Much to do with biosecurity involves awareness, common sense and agreed procedures.

RESPONSIBILITIES

The Board is responsible for reviewing and approving the content and implementation of this Policy.

The Board will ensure any new contracts let will include reference to the Policy where a risk is considered to exist arising from the works involved.

All Board Members, staff and contractors are required to comply with the Policy's requirements and share responsibility for performance in implementing the Policy in regard to the health, safety and welfare of the environment.

IMPLEMENTATION

This Policy is implemented through supporting guidance documentation covering biosecurity procedures.

Where biosecurity risks have been identified operational Staff will be provided with training and information on identification of INNS likely to be found within the Drainage District.

All operational machinery, tools and personal protection equipment (PPE) identified as at risk of cross-contamination will be subject to 'check, clean, dry' decontamination procedures before moving between operations on watercourses and sites.

All Operational Staff will report sightings of INNS to (either the Board's Environment Officer or the GB NNS Secretariat directly)

APPROVAL

This Policy will be approved by the Board on 23 July 2018. This Policy will be reviewed, at a minimum, every five years.

Biosecurity Procedures

PURPOSE

These procedures aim to help Board members, staff, and operators working for the IDB to identify key biosecurity risks pertinent to the internal drainage district and the Board's activities, and identify measures to address these risks.

OBJECTIVES

Unless you know and have inspected a site it is best to assume that it may have invasive non-native species and diseases that can be spread by contaminated clothes and equipment, so biosecurity is an important issues that should be planned for. Operators should take care to avoid transporting water and material between water bodies where a risk has been identified, hence it is essential that the IDB takes appropriate actions.

Operators visiting a site where an invasive non-native species is known to be present, should take measures to ensure they do not spread it. Failure to do so can risk prosecution under the Wildlife & Countryside Act 1981.

While most operators will be vigilant about the risk of spreading invasive non-native species and diseases, there is a real risk that those that are not could accidentally spread these organisms, harming the environment and potentially damaging the reputation of the Board, compromising its ability to operate, or work with partners.

RESPONSIBILITIES

Awareness

The Operations Manager and contractors will have oversight of biosecurity, disseminate information, and report on these matters.

The Board's staff will be encouraged to seek information on invasive non-native species and biosecurity practices. The Environment Agency and Non-native Species Secretariat have relevant useful information.

If a risk is identified then the operator concerned or contractor should be made aware of the priority invasive non-native species, with specific attention to aquatic and riparian species of concern and those known to be present in the surrounding area. Training for staff and operatives as shall be provided as appropriate, and information will be disseminated through toolbox talks, workshops, leaflets, emails etc. Contractors should be asked to confirm that they have similar arrangements in place.

Signage, species alerts/information sheets, or guidance should be in place, making operators aware of the risks, and providing advice on how to prevent spread.

Monitoring

Operators should be vigilant in the field for invasive non-native species and have an appropriate mechanism for recording and reporting sightings of suspected species, location, and relevant details.

New sightings should be reported to the Operations Manager and Environment Officer, and other authorities and/or land managers as appropriate. The PlantTracker app (www.plantracker.org.uk/), available free for Apple and Android devices, shows you how to identify invasive non-native plant species and enables you to easily submit geo-located photos whenever you find one.

Planning works

Biosecurity should be taken into consideration alongside other factors, such as health and safety, when planning operations and standard working procedures.

The risk of spreading invasive non-native species can be reduced by reducing the contact time in which equipment is exposed to the water. This is particularly important for items such as trailers, which have cavities that may retain water and be hard to inspect.

Propagules are small bits of plant that become detached and give rise to a new plant. Working practices that either reduce, or contain and remove, propagules should be encouraged where practicable, especially in regards to mechanical vegetation control.

Cleaning

Remember: Check, Clean, Dry - www.nonnativespecies.org/checkcleandry/

Decontamination is an essential process to be carried out prior to leaving a site where invasive species are present. This ensures that any foreign matter remains on the land/watercourse of origin, rather than taking it to another location.

Where it is not possible to conduct the decontamination prior to leaving the land/watercourse where the work was conducted (e.g. steam cleaning larger equipment), the operation should be carried out immediately afterwards at the depot or another secure site before the next operation.

Where a cross contamination risk has been identified any field team moving from a contaminated site should carry a 'disinfection box'. This should contain an appropriate commercial disinfectant, a spray bottle, cloths or sponges, a scrubbing brush and protective gloves.

On completion of a field operation, for situations where cross contamination is identified as a risk, the following principles apply:

1. Visually inspect all tools, equipment and machinery that has come into contact with the water for evidence of attached plant or animal material, or adherent mud or debris.
2. Remove any attached or adherent material before leaving the site of operation.
3. Washing/hosing with water will be sufficient to remove debris from most tools, equipment and machinery. Use hot water where possible.
4. Ensure that all water is drained from any water retaining compartments, outboard motors, tanks and other equipment before transportation elsewhere.
5. A high pressure washer preferably steam cleaner will be essential for more difficult stains or soil, paying particular attention to the tyres, tracks and undercarriage of vehicles and buckets, hulls, outboard motors and submerged parts of machinery. High-pressure steam cleaning, with water >40°C, is recommended for larger equipment, excavators, boats, trailers, and outboard motors that are being moved from one watercourse to another.
6. Clothing and PPE should be visually inspected and any attached vegetation or debris removed. Soiled clothing and PPE should be removed for laundering and boots scrubbed clean; hands and other body parts may also need cleaning.
7. Finally, decontamination by spraying on a commercial disinfectant such as Virkon at the recommended strength to the cleaned boots, tools, equipment or machinery will ensure any remaining disease agents or pests are destroyed.

Every effort should be made to ensure that the decontamination process is a public exercise and where appropriate tactfully brought to the attention of the land owner or manager at the appropriate time. It is not just a question of doing the right thing but also being seen to be doing it. In this way, public confidence will be maintained in flood and water level management operations.

APPROVAL

These procedures were adopted on 23 July 2018.

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 14 May 2018 to 12 July 2018. There were no consents received during the reporting period and therefore currently no applications being processed or requiring consideration by the Board in this report.
- 1.2 There is only 1 item requiring the Board's attenuation and this is detailed below in section 2 below along with an officer recommendation for determination.

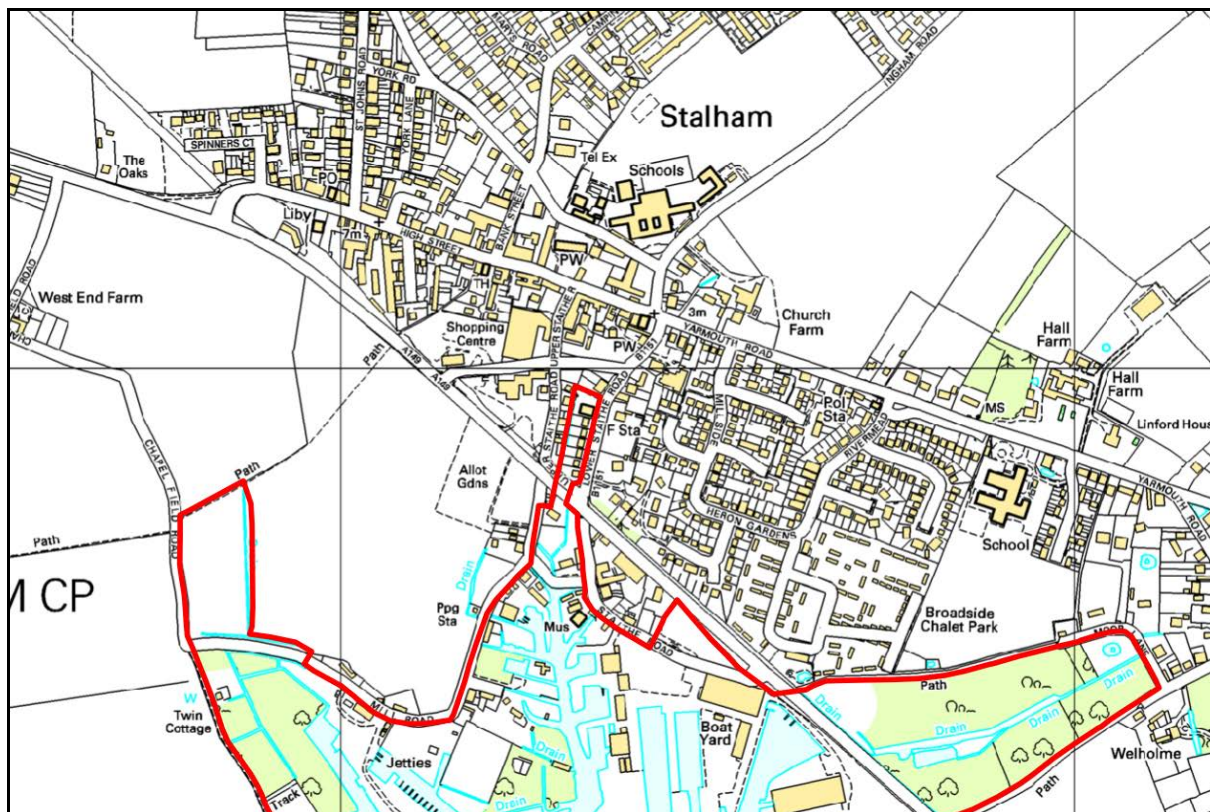
2. ITEMS REQUIRING THE BOARD'S CONSIDERATION

2.1 Report of Flooding – Upper Staithe Road, Stalham

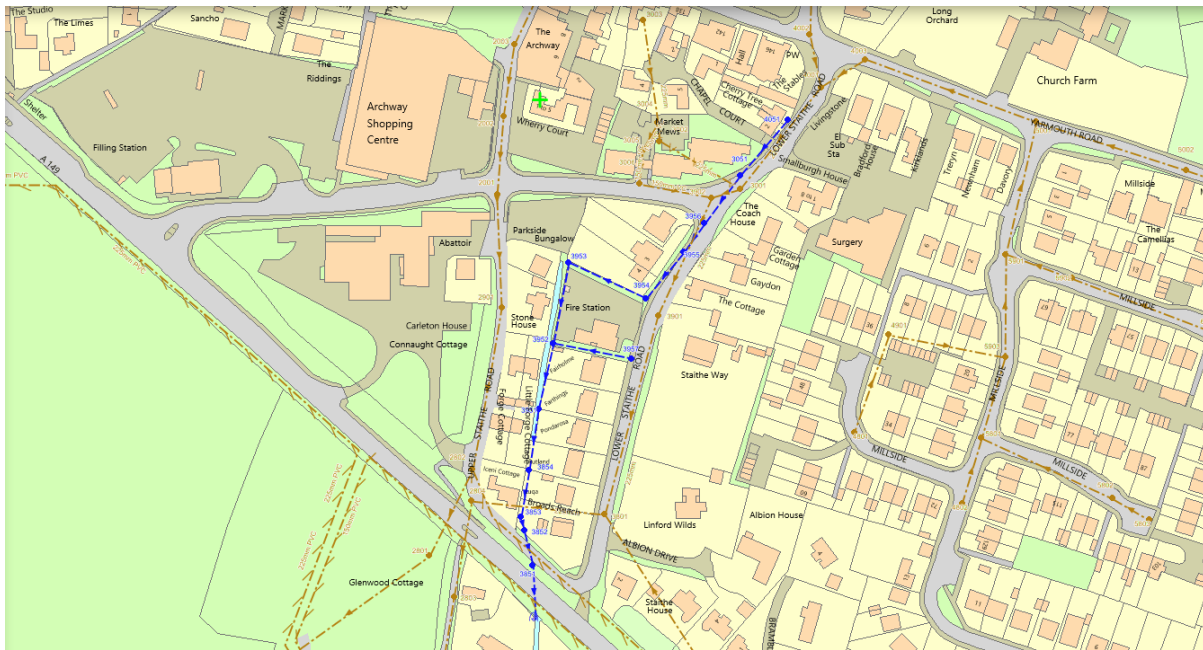
- a. A resident, whose home borders a watercourse within the Broads Internal Drainage District (IDD) contacted the Boards Officers to seek advice regarding repeated internal flooding of their property. While the dwelling is not within the Broads IDD, officers attended the dwelling to make a preliminary assessment of the cause of the flooding, to ensure that factors within the Board's District or regulatory control were not causing or exacerbating the flooding. It should be noted the resident affected reported a number of other properties having been impacted by the flooding although this has yet to be corroborated.
- b. The watercourse (not adopted) has no clear outfall however located in the watercourse bed were a number of inspection chambers suggesting that works to culvert the watercourse in an unconventional manner had previously been undertaken. A search of the Anglian Water database shows that (if correct) an Anglian Water surface water sewer runs beneath the watercourse, before running beneath the A149 and discharging to a larger watercourse south of the A149, again within the IDD (but also not adopted), and ultimately into Stalham Staithe (adjacent to Simpsons Boatyard).
- c. A search of the Planning Authority's database also unearthed a utility survey for the area (undertaken to support a planning application) which suggested that the aforementioned Anglian Water system was blocked, and also provided details of a secondary (likely private) surface water sewer system, again discharging to the watercourse South of the A149.
- d. It is currently assumed (not evidenced) that the culverted Anglian Water system was intended to replace the open watercourse, however as the watercourse is still the low point for surface water unable to access the culverted system, water collects within the blind ditch. This possibly coincides with surcharging of the culverted system (possibly due to blockage) and results in the internal flooding of the property adjacent to the watercourse. It should be noted that this surface water may have a relation to groundwater flooding, as the resident has reported high groundwater around her property, and flooding entering the property through the floorboards in addition to via overland flows.
- e. Actions arising from the preliminary investigation:
 - WMA Planning officers have engaged with Anglian Water to confirm the status of the Anglian Water system. This is ongoing.

- Officers have advised the resident to report the flooding to Norfolk County Council (Lead Local Flood Authority) who have a legal duty to investigate internal flooding of properties under Section 19, Flood and Water Management Act 2010.
- f. Following a more detailed investigation as to the cause of the flooding, it is likely that a scheme is required to improve the drainage arrangements in this area. This may take the form of a partnership project with Anglian Water and Norfolk County Council but would likely include involvement from the Parish Council (who are riparian owners of part of the watercourse south of the A149).
- g. **Recommendation:** The officer recommendation is that Board members agree to further officer involvement aimed at developing a partnership project for a scheme to rehabilitate the drainage system serving the affected properties. The result of this work would be to bring back a proposal to the Board if any works to the watercourses were required and to discuss the benefits of adopting the receiving watercourse, (likely the section between Stalham Staithe and the A149).
- h. **Supporting maps and photos:**

Map 1: Area of the Broads IDB Internal Drainage District adjacent to the location of flooding



Map 2: Assumed route of the Anglian Water surface water sewer network



3. OTHER PLANNING MATTERS

3.1 ENQUIRIES

A number of enquiries were received during the reporting period, these are outlined below.

Case Ref.	Case File Sub-type	Parish	Date Responded	Description
18_00361_Q	QI - About Infrastructure	Halvergate	17/05/2018	Consultation on Public Right Of Way modification
18_00389_Q	QR - About Regulation	Hickling	07/06/2018	Enquiry regarding proposal to culvert ditch to the rear of property
18_00448_Q	QI - About Infrastructure	Hickling	Being followed up	Enquiry regarding drainage bounding property

3.2 PLANNING CONSULTATIONS

Officers have provided bespoke comments on the following applications which were either in or could impact on the Boards Internal Drainage District

<i>Case Ref.</i>	<i>Planning App Ref</i>	<i>Planning App Type</i>	<i>Parish</i>	<i>Description</i>
18_00429_P	06/18/0149/O	Outline, Major Development	Martham	Residential dwellings with new access points
18_00466_P	06/15/0441/O	Outline, Major Development	Hemsby	Redevelopment of the site up to 190 dwellings, retail development and holiday accommodation
18_00467_P	20180935	Variation Of Condition, Major Development	Brundall	Variation of Conditions 1, 31, 32 and 36 of Planning Permission 20161483
18_00475_P	BA/2018/0238 /FUL	Full, Minor Development	Thorpe St Andrew	Regularisation of existing uses and buildings for car wash, offices and garden centre for a temporary period of 2 years.

3.3 DELEGATED CONSENTS DETERMINED

During this reporting period, there were no consents under the Land Drainage Act 1991 and Board's Byelaws that have been determined by Officers in accordance with their delegated authority.

3.4 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

The Surface Water Development Contribution rate for the financial year 2018/19 is charged at a rate of £77,800.00 per impermeable hectare.

3.5 FEES ASSOCIATED WITH CONSENTS GRANTED

There have been no fees invoiced during the reporting period.

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

From: 01 April 2018
To: 30 June 2018

Period To: 3
Year Ended: 31 March 2019

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<u>Income:</u>							
	Occupiers Drainage Rates	277,986	277,986	0	277,986	277,986	0
1	Special Levies issued by the Board	640,425	640,426	1	640,425	640,425	0
	Grants Applied	670,292	292,663	-377,629	2,681,166	2,303,537	-377,629
	Rental Income	0	0	0	0	0	0
2	Highland Water Contributions	215,900	217,013	1,113	215,900	217,013	1,113
3	Income from Rechargeable Works	1,250	22,836	21,586	5,000	22,836	17,836
	Development Contributions	0	0	0	0	0	0
	Investment Interest	2,500	1,765	-735	10,000	7,061	-2,939
4	Other Income	59,995	45,247	-14,748	239,978	225,231	-14,748
	Total Income	£1,868,348	£1,497,935	-£370,412	£4,070,455	£3,694,088	-£376,367
<u>Less Expenditure:</u>							
6	Capital Works	670,292	271,508	398,784	2,681,166	2,282,383	398,783
7	Environment Agency Precept	165,093	165,093	0	165,093	165,093	0
8	Maintenance Works	291,659	321,549	-29,890	1,166,632	1,196,523	-29,891
	Development Expenditure	0	8,891	-8,891	0	8,891	-8,891
	Interest Payments	0	0	0	0	0	0
9	Administration Charges	43,321	44,992	-1,671	140,339	150,247	-9,908
3	Cost of Rechargeable Works	0	22,739	-22,739	0	22,739	-22,739
5	Net Deficit/(Surplus) on Operating Accounts	0	-325	325	0	0	0
	Total Expenditure	£1,170,365	£834,448	£335,918	£4,153,230	£3,825,876	£327,354
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
10	Net Surplus/(Deficit)	£697,983	£663,487	-£34,496	-£82,775	-£131,788	-£49,013

From: 01 April 2018
To: 30 June 2018

Period To: 3
Year Ended: 31 March 2019

Notes	Balance Sheet as at 30-6-2018	Opening Balance £	Movement This Year £	Closing Balance £
11	Fixed Assets:			
	Land and Buildings	245,079	-3,515	241,564
	Plant and Equipment	362,896	-21,052	341,843
	Pumping Stations	72,191	-9,024	63,167
	Shared Consortium Assets	0	0	0
		680,165	-33,591	646,575
	Current Assets:			
12	Bank Account	296,853	202,189	499,042
	Stock	1,470	5,055	6,525
13	Trade Debtors	23,884	241,360	265,244
14	Work in Progress	6,620	15,817	22,437
15	Term Deposits	1,550,000	250,000	1,800,000
16,17	Drainage Rates and Special Levies Due	201	356,869	357,070
18	Prepayments	0	0	0
	Prepayments to WMA	-28,099	37,118	9,019
	Accrued Interest	0	0	0
	VAT Due	38,272	22,161	60,433
		1,889,201	1,130,568	3,019,770
	Less Current Liabilities:			
	Trade Creditors	4,465	223,488	227,954
	Accruals	27,245	-3,325	23,920
	Payroll Controls	0	0	0
	Debtors paid in advance	180	13	193
20	Loans due in less than one year	0	0	0
		31,890	220,177	252,067
	Net Current Assets	1,857,312	910,392	2,767,703
	Less Long Term Liabilities:			
28	Net Pension Liability/(Asset)	218,000	0	218,000
20	Loans due in more than one year	0	0	0
		218,000	0	218,000
	Net Assets	£2,319,477	£876,801	£3,196,278
21	Reserves:			
	Earmarked			
19.	Grants Reserve	786,885	222,337	1,009,222
22	General Reserve	1,121,034	663,487	1,784,521
23	Development Reserve	100,751	0	100,751
	Plant Reserve	305,827	0	305,827
24	Capital Works Reserve	108,600	0	108,600
		2,423,097	885,825	3,308,922
	Non-Distributable			
25	Revaluation Reserve	114,380	-9,024	105,356
26	Pension Reserve	-218,000	0	-218,000
		-103,620	-9,024	-112,644
	Total Reserves	£2,319,477	£876,801	£3,196,278

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER



From: 01 April 2018
To: 30 June 2018

Period To: 3
Year Ended: 31 March 2019

Note Notes to the Accounts

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Broadland District Council	163,835	163,835
Great Yarmouth Borough Council	185,286	185,286
North Norfolk District Council	288,750	288,750
South Norfolk District Council	2,554	2,554
	640,425	640,426

2 The Highland Water Claim for 2018/19 is now due to be paid by the Environment Agency (EA) to the Board in September, following the changes made in 2015 to the timetable (previously the payment was made in two installments - one in May and one in December).

3 A modest surplus of £97 has been made on Rechargeable Works.

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
4803 Shared Income from WMA	59,995	45,247
4800 Sundry Income	2,375	0
4802 Summons Costs	125	0
	62,495	45,247

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	0	8,942
Mobile Plant Operations Account	0	-9,267
	0	-325

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

6 The gross cost and net cost of each capital scheme is detailed on the schedule of capital works and approved by the Board annually, which is managed by the Project Engineer and can be made available to Members on request.

7 The EA Precept due for 2018/19 is payable to the EA on 31 May and the other half is payable to them on 30 November.

8 The detailed maintenance operations in each sub catchment is approved by the Board annually and shown on the schedule of maintenance works, as managed by the Operations Manager, which can be made available to Members on request. Expenditure is analysed as follows:

	<u>Y-T-D Budget</u>	<u>Y-T-D</u>
Labour Charges	70,555	83,496
Pump Attendance	1,443	1,708
Plant Charges	16,932	20,038
Insurance	8,110	9,597
Out-sourced repairs and maintenance	46,741	55,314
Materials	11	13
Electricity	44,607	52,789
Telemetry	1,045	1,236
Plant Hire	928	1,099
Depreciation	0	0
Direct Works	190,372	225,290
5400 Technical Support Staff Costs	96,377	95,645
5450 Other Technical Support Costs	751	419
5500 Biodiversity Action Plan Costs	4,159	195
Maintenance Works	291,659	321,549

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
6000 Administration Staff Costs	2,454	25,175

From: 01 April 2018
To: 30 June 2018

Period To: 3
Year Ended: 31 March 2019

Note Notes to the Accounts

6001	Other Administration Costs	38,979	18,352
6200	Drainage Rates AV Increases/(Decreases)	250	0
6100	Kettlewell House Depreciation	1,150	257
6400	Sundry Expenses	300	0
6500	Settlement Discount	188	1,208
		43,321	44,992

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

	Budget
Development Reserve	0
Plant Reserve	0
General Reserve	-82,775
	-82,775

11 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2018/19, which can be made available to members on request. Summarised movements are as follows:

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
Cost				
Opening Balance as at 1-4-2018	280,940	576,867	412,722	1,270,529
(+) Additions	0	0	0	0
(-) Disposals	0	0	0	0
Closing Balance as at 30-6-2018	280,940	576,867	412,722	1,270,529
Depreciation				
Opening Balance as at 1-4-2018	35,862	213,971	340,531	590,364
(+) Depreciation Charge for year	3,514	21,052	9,024	33,591
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance as at 30-6-2018	39,376	235,024	349,555	623,955
Net Book Value as at 31-03-2018	245,079	362,896	72,191	680,165
Net Book Value as at 30-6-2018	241,564	341,843	63,167	646,575

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

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

	2017/18	2018/19
Opening Balance as at 1-4-2018 b/fwd	201,734	296,853
(+) Receipts	3,962,041	1,121,780
(-) Payments	-3,866,922	-919,591
(=) Closing Balance as at 30-6-2018 c/fwd	296,853	499,042
Balance on Statement as at 30-6-2018	315,115	499,042
Less: Unpresented Payments	-23,457	0
Add: Unpresented Receipts	5,196	0
Closing Balance as at 30-6-2018 c/fwd	296,853	499,042

13 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days (Incl 18/19 HWC - £217,013)	244,192	5
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days (See Below)	21,052	1
	265,244	6
>90 days	Amount	Inv.Date Originator
EA - 17/18 Highland Water Claim (Paid 04.07.18)	21,052	17/18 Remaining 10%
	21,052	



From: 01 April 2018
To: 30 June 2018

Period To: 3
Year Ended: 31 March 2019

Note Notes to the Accounts

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

		Estimated	Completion	Originator
Mr Kittle	505.00	31.07.18		Ops Manager
RMA003 - Martham Yard Year 3	15,252.92		On going	Ops Manager
RIMBR001 - EA Integrated Maintenance (Broads)	5,600.50		On going	T Jones
RIMWLY001 - EA Integrated Maintenance (Waveney, Lothingland & Lower Yare IDB)	1,078.50		On going	T Jones
	22,436.92			

15 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Natwest Bank plc	500,000	26/10/2017	26/10/2018	0.56%
West Brom Building Society	500,000	31/05/2018	31/08/2018	0.53%
National Counties Building Society	500,000	18/06/2018	18/10/2018	0.63%
Nottingham Building Society	300,000	29/06/2018	28/09/2018	0.56%
	1,800,000			

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

17 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 110 Ratepayers that have not paid their drainage rates for 2018/19, as compared to 185 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2017/18	2018/19
Arrears b/fwd	66	200
Drainage Ratepayers	269,884	277,986
Special Levies for the year	621,766	640,426
Payments Received	-890,436	-560,335
Annual Value Decrease	-1,669	-897
Annual Value Increase	1,238	679
New Assessments	430	219
Irrecoverables and write offs	-341	-1
Summons Collection Costs	375	0
Settlement Discount	-1,143	-1,206
Sundry adjustments	30	0
Arrears c/fwd	200	357,070

18 There are no current prepayments.

19 Grants Reserve

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

	2017/18	2018/19
SCH02: Hickling Broad - Stubb Road (100%)	77	77
SCH04: Upton WLMP (100%)	1	1
SCH05: Calthorpe Broad (100%)	403	403
SCH10: Halvergate Marshes WLMA (100%)	7,177	7,177
SCH11: Sutton Ochre Improvement (100%)	0	0
SCH19: Damgate Marshes (100%)	69	69
SCH65: Halvergate Marshes Water Level Management Plan	23,013	6,374
SCH23: Shallam Dyke	2,721	2,721
SCH50: Parrots Feather: Norfolk County Council (100%)	2,448	2,448
SCH57: South Walsham GWP (100%)	40	40
SCH31: Brograve Study (100%)	46,400	27,282
SCH45: Hickling (100%)	26,505	26,505
SCH06: Stubb Mill Pump Replacement (45%)	4,185	4,185
SCH12: Muckfleet Survey & Options Appraisal	0	0
SCH13: Five Mile Pump Replacement (45%)	787	787
SCH14: Hermitage Pump/Structure Replacement (45%)	800	800
SCH15: Thurne Pumping Station (45%)	394	394
SCH27: Ludham Bridge	2,350	2,350
SCH60: Tunstall Pumping Station Emergency Works (45%)	2,684	2,684
SCH07: Potter Heigham Automatic Weedscreen	4,632	4,632
SCH09: River Yare Pumping Station Improvement	2,477	2,477



From: 01 April 2018
To: 30 June 2018

Period To: 3
Year Ended: 31 March 2019

Note Notes to the Accounts

SCH32: Eastfield Pumping Station Auto Weedscreen	2,066	2,066
SCH33: Tonnage Bridge Pumping Station Auto Weedscreen	-1	-1
SCH34: Eel Monitoring at Halvergate and Somerton	0	0
SCH08: St Benet's Pumping Station	14,230	14,230
SCH66: Horsey Boat Dyke Culvert Emergency Works	0	0
SCH67: Horsey Boat Dyke Culvert Works FCERM7 Study	43,699	43,374
SCH69: Stokesby PS Bypass FCERM7 Study	60,725	60,670
SCH70: Tunstall PS Bypass FCERM7 Study	55,124	54,959
SCH71: Broads Culvert Surveys	18,055	18,055
SCH72: Horsey Boat Dyke Culvert	465,821	459,781
SCH73: Muckfleet Bank Improvements	0	204,411
SCH74: Martham Boat Dyke Culvert	0	60,269
	786,884	1,009,222

	£
Grant Reserve at 01.04.18	786,885.02
Add Grants Received	515,000.00
Less Grant Applied	-292,662.57
Grant Reserve at 30.06.18	<u>1,009,222.45</u>

20 There are currently no outstanding Public Works Loans:

<= 1 year

Loan Number 478101: Upton Dole Pumping Station (8.125%) 0.00 Last Payment Made: August 2016

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

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

	<u>2017/18</u>	<u>2018/19</u>
Opening Balance, as at 1-4-2018 b/fwd	1,103,690	1,121,034
Net Surplus/(Deficit) for the year	17,344	663,487
Net transfer (to)/from Development Reserve	0	0
Net transfer (to)/from Capital Works Reserve	0	0
Revaluation Reserve adjustment	0	0
Closing Balance, as at 30-6-2018 c/fwd	1,121,034	1,784,521

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

	<u>2017/18</u>	<u>Tfr from Gen. Reserve</u>	<u>Tfr to Gen. Reserve</u>	<u>2018/19</u>
Muckfleet and South Flegg (Former Sub District)	96,293	0	0	96,293
Middle Bure (Former Sub District)	4,458	0	0	4,458
	100,751	0	0	100,751

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

	<u>2017/18</u>	<u>Tfr from Gen. Reserve</u>	<u>Tfr to Gen. Reserve</u>	<u>2018/19</u>
--	----------------	----------------------------------	--------------------------------	----------------



From: 01 April 2018
To: 30 June 2018

Period To: 3
Year Ended: 31 March 2019

Note Notes to the Accounts

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

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

Opening Balance, as at 1-4-2018 b/fwd	<u>114,380</u>
Less:	
Pumping Station Depreciation	<u>-9,024</u>
Closing Balance, as at 30-6-2018 c/fwd	105,356

26(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability, which has been calculated by the LGPS Fund Actuary as at 31 March 2018.

26(ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £1,908,000 as at 31 March 2018 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 08 December 2017.

27 Related Party Disclosures

(i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board made payments of £96,556.08 to this company during the reporting period.

(ii) The following Board members have performed pump attendant and maintenance duties at the Board's pumping stations during the year, for which they have received an allowance. Mr Harris received £0.00 from the Board for pump attendant duties and £0.00 for general maintenance, Mr Wharton received £0.00 from the Board for improvement works to access track Mautby pump and Mr Wright received £0.00 from the Board for pump attendant duties.

(iii) All elected members of the Board pay drainage rates either as individuals, Partners in Partnerships, or as Directors of limited companies; the exact nature of which can be found in the Rate Book as at 1 April 2018.

(iv) The Board is a member of the Water Management Alliance Consortium, who provide administrative and technical support services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and the 2 Vice Chairmen of the Board. The Chairman received £0.00 Chairman's Allowance and £0.00 travelling expenses.

(v) The Board has paid B G Goose & Partners a sum of £0.00 for undertaking tractor & flail work during the reporting period. The Board's Operations Manager is a partner of this business.

(vi) The Board has paid Ben Goose (BJ Goose Digger Hire Ltd) £19,851.00 during the reporting period for undertaking excavation and basket cutting work. The Board's Operations Manager is related to Ben Goose.

(vii) The Board has paid £1,030.32 to Chapman Farms Ltd during the reporting period for renting space to house telemetry equipment at Thunderhill and for renting the land to house Somerton Auxilliary Pumping Station Kiosk. This amount is for rent August 2017 - July 2018. A further £206.04 has been paid for electricity. The Board member Mr J Chapman is a Director in this company.

(viii) The Board has paid £173.00 for renting land at Horsey Pumping Station. The Board member, Mr Buxton of Horsey Estates, owns this land.

(ix) The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB



From: 01 April 2018
To: 30 June 2018

Period To: 3
Year Ended: 31 March 2019

Note **Notes to the Accounts**

and was developed by Mr P J Camamile, the Chief Executive. The software is supported at no cost to the Board by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 30-6-2018.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

Broads (2006) IDB

Schedule of Paid Accounts

Payment Date From : 01/04/2018

Payment Date To : 30/06/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AC0002	Acle Garden Machinery Centre	Strimmer parts/Chainsaw Boots &	2,344.80
AC0004	Acle War Memorial Recreation	Room Hire	72.00
AN0002	Anglia IT Solutions Ltd	Server for Telemetry	1,788.94
AN0120	Anglia Farmers Ltd	Electricity/Materials	96,556.08
BI0003	Carl Bird Ltd	Plant Hire	3,422.52
BR0272	Broads IDB	Drainage Rates	17.91
BT0001	BT Payment Services	Telephone/Broadband	360.53
CH0001	Chapman Farms Ltd	Rent/Electric	1,277.57
CI0001	City Electrical Factors	Spares & Repairs	3,911.14
CJ0340	C J Spares Ltd	Spares/Parts/Oil	1,218.80
CL0350	Clarke Hydraulics	Hydraulic Pipes	379.29
CO0003	SJ Cobbold	Digger Operators	15,175.20
CO0006	David Cook	External Labour	3,847.00
CO0007	Cooks Blinds and Shutters Ltd	Roller Shutter Doors	6,390.00
CU0001	A & W Cushion Ltd	Materials	666.36
DI0002	G. B. Digger Hire	Plant Hire	3,366.00
DU0001	Peter Duffield	Pump Attendant	750.00
DV0001	DVLA	Vehicle Tax	250.00
EA0001	East Coast Waste Ltd	Waste Collection	894.34
EA0002	East Suffolk IDB	Rechargeable Works	180.00
EE0001	EE	Telephone	32.37
EN0001	Enforcement Bailiffs Ltd	Bailiff Fee	62.00
EN0501	Environment Agency	Precept	82,546.50
EO0550	E.On UK PLC	Electricity	207.46
ER0001	Ernest Doe & Sons Ltd	Quick Hitch for 2 x New Trailers	290.22
GEO001	Geocurve Limited	Surveys	4,320.00
GO0742	B J Goose Digger Hire Ltd	Drain Maintenance/Labour Capital	19,851.00
GS0001	G & S Stores Ltd	Small Tools	358.08
GYBC01	Great Yarmouth Borough Council	Rates	1,427.00
HO0001	Horsey Estate	Rent	173.00
HU0001	Hubble	Small Tools	997.25
IN0002	Independent Lifting Services	Hardware	171.07
IN0950	Inland Revenue	Paye & NIC	26,261.83
KI1105	Kings Lynn IDB	Rechargeable Work	53.08
LA0002	Mervyn Lambert	Plant Service/Small Plant Hire	1,036.21
LA0005	Laser Civil Engineering & Plant	Plant/Labour Hire	13,622.10
LO003	Longwater Construction Supplies	Ridgeidrain Pipe/R Storm	13,166.12
LU1290	Ludham Garage Ltd	Plant and Truck Repair & Service	1,369.10
MHE001	MHE Consulting Ltd	Surveys	6,448.80
MO0002	Mossop & Bowser	Solicitors/Martham Depot Purchase	390.00
NA0001	Natural England	Professional Advice Service	1,056.00
NA0002	National Tracked Dumpers Ltd	Plant Hire	30,300.00

Broads (2006) IDB

Schedule of Paid Accounts

Payment Date From : 01/04/2018

Payment Date To : 30/06/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
NI1450	Nicholsons	Hardware/Fuel	3,676.96
NI1451	J H & P E Nicholson Ltd	Pump Attendance	474.60
NO1470	Norfolk Pension Fund	Pension Contributions	22,943.17
NO1475	Norfolk Rivers IDB	Rechargeable Work	8,660.40
NOR001	Norse Waste Solutions	Refuse Collection	113.28
OTT001	OTT Hydromet Ltd	Capital Works	7,077.72
PAT001	PAT Training Services Ltd	Training	733.20
PU0001	Pulsar Process Measurement Ltd	Pulsar Unit/Repairs	181.20
RE0002	Reedman Services Ltd	Dipper Arm Extension	2,233.54
RE0004	Rexel UK Ltd	Telemetry Upgrade	2,207.72
RO0001	Mr D Roll	Pump Attendant	840.00
SC0001	Scott & Sargeant Woodworking	Roller Conveyor	474.00
SE0001	Selwood Ltd	Small Plant Hire/Purchase Fuel	801.37
TR2010	Mr P Travis	Pump Attendant	1,534.60
TU0001	A D Tubby & Son	All Pump Maintenance	1,500.00
TY0001	Tyre Contract Services	Tyres and Repairs	175.20
VO0001	Vodafone	Mobile Phones	2,221.07
WA0001	Water Management Alliance	Rechargeable Work	38,928.37
WA0003	Watson Fuels	Gas Oil	5,764.28
WA0004	Watson Fuelcards D/D	Fuel	3,336.00
YA0001	Yarmouth Rewinds Ltd	Breydon Pumping Control	24,130.12

Please note that the amounts shown above include Vat £ 475,014.47

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)</p>	<p>1a) Reduction in, or insufficient finance, grant and income</p> <p>EA may cease to pay highland water contributions to IDBs</p> <p>1b) Possibility of IDBs having to adhere to water abstraction licencing regulations introduced January 2018</p>	<p>Erosion of Board's capital and general reserves</p> <p>Reduction in FCERM service the Board is able to provide</p> <p>Unable to replace assets as scheduled in asset management plan</p> <p>Potential prohibitive financial impact.</p>	<p>3</p>	<p>3</p>	<p>High 9 →</p>	<p>Explore alternative funding streams</p> <p>It is understood that the requirement for licencing only applies to the transfer of water from main river to ordinary watercourses, therefore Broads (2006) IDB should not be required to obtain licencing</p>
	<p>1c) 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</p>	<p>Potential overtopping into IDD in severe weather events and cost implications of managing the increase in water</p>	<p>2</p>	<p>3</p>	<p>High 6 →</p>	<p>Develop Investment Plan with key stakeholders in each flood compartment</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)
	maintain these but to a reduced standard					
	1d) 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 →	<p>Need to formally identify, record and advise EA of works required. Develop protocol to undertake works on recharge basis</p> <p>Potential to implement PSCA to undertake works</p>
	<p>1n) Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments</p> <p>1o) Onus of proof sits with IDBs</p>	<p>IDB could incur penalties/fines</p> <p>IDB unable to fulfil its statutory function</p>	2	3	High 6 →	<p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>SMO regularly updated to remain WFD compliant</p> <p>Regular SMO update training for employees</p> <p>Ensure affected landowners are aware of agreed water levels.</p> <p>Pursue funding from all available sources.</p>

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk</p>	<p>3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>3b) Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>3c) Potential for developers to hand over management of SUDs to private management companies, who may fail in their responsibility to maintain them in the long term</p>	<p>Potential for increased flood risk</p> <p>Lost income from SWDCs and commuted sums</p> <p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>	<p>2</p>	<p>3</p>	<p>High 6 ↑</p>	<p>Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues</p> <p>Board comments made on planning applications are available on each Planning Authority's website</p> <p>Planning/Enforcement issues reported at Board and Committee meetings</p> <p>Lobby LPAs to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>SUDs adoption and charging policy approved by the Board on 23 January 2017.</p>

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

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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

LIKELIHOOD

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

Distributed to: Broads (2006) IDB Members

Alston H J
Baugh L E
Bird M
Burton J
Buxton R
Carpenter G P
Cator H G
Chapman J W
Coleman M Mrs
Coplestone J K Mrs
Daniels S G
Fairhead M Ms
Fitch-Tillett A M Mrs
Galer N
Gay G D
Grove-Jones P Mrs
Harris M
Hart K
Northam W
Nurden G
O'Neill F
Pearce N
Price R C
Rice P
Robinson I
Roll D
Sharman F
Smart M
Stevens R
Strudwick T P
Tallowin J G
Tapp V
Thirtle H
Walker L Mrs
Ward D C
Wharton E
Withers J W K
Wright S D

Officers

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