

**A MEETING OF THE BROADS (2006) INTERNAL DRAINAGE BOARD WAS HELD AT THE HICKLING BARN COMMUNITY CENTRE, TATE LOKE, MALLARD WAY, NORWICH, NR12 0YU ON THURSDAY, 24 OCTOBER 2024 AT 10:00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
H Alston	<b>Broadland D C</b>
* L Baugh	N Brennan
* J Blackburn	* S Catchpole
* J Burton	* J Coplestone
* R Buxton	J Davis
* T Cator	* G Nurden
* J Chapman	<b>North Norfolk DC</b>
* S Daniels	* K Bayes
* I Deane	* H Blathwayt
* G Gay	A Fitch-Tillett
* M Harris	L Paterson
I Robinson	* P Porter
* D Roll	C Ringer
F Sharman	A Varley
T Strudwick	Vacancy
* J Tallowin	Vacancy
* E Wharton	<b>Great Yarmouth B C</b>
* S Wright	* M Bird
Vacancy	* G Freeman
	* N Galer
	L Mogford
	<b>Jointly Appointed</b>
	* B Lawn

\*Present (62%)

Robin Buxton in the Chair

In attendance:

Grace Burton (Senior Business Support Officer), Tom Hunter (Area Manager (East Anglia), Sallyanne Jeffrey (Chief Financial Officer), Caroline Laburn (Environmental Manager), Kari Nash (Project Delivery Manager), Matthew Philpot (Chief Operating Officer/Deputy Chief Executive)

<b>ID</b>	<b>Broads (2006) IDB, Minute</b>	<b>Action</b>
<b>58/24</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	
<b>58/24/01</b>	Apologies for absence were received on behalf of Henry Alston, Giles Bloomfield, Cathryn Brady, Phil Camamile, Jan Davis, Angie Fitch-Tillett, Leslie Mogford, Luke Paterson, Phil Semmence and Tim Strudwick. RESOLVED that this be noted.	
	<i>Post Meeting Note: The Senior Business Support Officer received Luke</i>	

*Paterson's apology after the meeting*

#### **59/24 DECLARATION OF INTERESTS**

**59/24/01** The Chairman reported that there were 6 members who had not yet completed a Declaration of Interests form. He requested for the forms to be completed before the end of the meeting or submitted to [grace.burton@wlma.org.uk](mailto:grace.burton@wlma.org.uk) at the earliest opportunity. RESOLVED that this be actioned.

*Post Meeting Note: GLB has sent a reminder email with a Declaration of Interests form to, Nigel Brennan and Leslie Mogford. A physical copy was completed by Jon Burton, Geoffrey Freeman, Brian Lawn and Pauline Porter at the end of the meeting.*

**59/24/02** The Chairman declared an interest in item 1.5 of the Project Delivery Report as the owner of Horsey Estate (pages 15-17 of the Report Book). RESOLVED that this be noted.

**59/24/03** Derek Roll declared an interest in the pump attendant payment that had been paid to him, shown in the Schedule of Paid Accounts (pages 64-66 of the Report Book) RESOLVED that this be noted.

#### **60/24 MINUTES OF THE LAST BOARD MEETING**

**60/24/01** The minutes of the last Board meeting held on 13 June 2024 were approved, signed and confirmed as a true record. There were no matters arising.

#### **61/24 HEALTH, SAFETY AND WELFARE PERFORMANCE REPORT**

**61/24/01** The Health, Safety and Welfare Performance Report, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

#### **62/24 CAPITAL WORKS PROGRAMME OVERVIEW AND PROJECT DEVELOPMENT UPDATE**

**62/24/01** The Capital Works Programme Overview and Project Development Update Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:

**62/24/02** The Project Delivery Manager's request for approval from the Board to award the NEC 4 ECC Option C construction contract for Package 1 sites to BAM Nuttall was discussed in detail and approved (proposed by Louis Baugh and seconded by Brian Lawn, and unanimously agreed).

**62/24/03** James Chapman requested a breakdown of capital costs for the individual pumping stations (Horsey, Martham, St Benets, and Potter Heigham) to be included in the next set of Board meeting reports. The Chairman agreed with this request and suggested that it would be beneficial for a

**KN**

ID	Broads (2006) IDB, Minute	Action
	Board-specific report to be included. RESOLVED that this be actioned.	
	<b>63/24 PROJECT DELIVERY REPORT</b>	
<b>63/24/01</b>	The Project Delivery Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
<b>63/24/02</b>	John Tallowin requested that a site tour be arranged in 2025 to give the opportunity for Board members to visit project locations and witness firsthand the work that was being carried out. The Project Delivery Manager agreed with this request and assured members that site tours would be arranged in 2025. RESOLVED that this be actioned.	<b>KN</b>
<b>63/24/03</b>	Stephen Wright expressed his concern about the condition of the Breydon Pumping Station and that a delay in its replacement due to the postponement of the River Yare Water Level Management Improvements (WLMI) could undermine the money already spent on carrying out improvements in the Halvergate catchment. He continued to explain that the Breydon Pumping Station was vital in maintaining the water levels at Halvergate, so it would be a big problem if funding for its replacement was not secured. RESOLVED that this be noted.	
<b>63/24/04</b>	The Deputy Chief Executive informed Stephen Wright and the Board that a meeting had taken place with the Environment Agency (EA) on 25 October 2024 to discuss funding issues. RESOLVED that this be noted.	
	<b>64/24 OPERATIONS REPORT</b>	
<b>64/24/01</b>	The Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
<b>64/24/02</b>	The Area Manager referred to item 5 in the report and agreed to present the options for plant replacement and costings within the report ahead of the next Board meeting in January 2025. RESOLVED that this be actioned.	<b>TH</b>
<b>64/24/03</b>	The Chairman requested that a physical copy of the Mobile Plant Operations Account also be included in the report pack for the next Board meeting. RESOLVED that this be actioned.	<b>TH</b>
<b>64/24/04</b>	Geoffrey Freeman queried the extent of the main drain work completed in the Caister Industrial area and asked if the Area Manager could provide more detail on where the operations team had carried out maintenance work.	
<b>64/24/05</b>	The Chairman informed the Board that a map of the main drains was available for viewing/downloading from the 'Board's Area' webpage on our <a href="#">website</a> or could be provided upon request by emailing <a href="mailto:grace.burton@wlma.org.uk">grace.burton@wlma.org.uk</a> . RESOLVED that this be noted.	

ID	Broads (2006) IDB, Minute	Action
<b>65/24</b>	<b>ENVIRONMENTAL REPORT</b>	
<b>65/24/01</b>	The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
<b>66/24</b>	<b>SUSTAINABLE DEVELOPMENT REPORT</b>	
<b>66/24/01</b>	The Sustainable Development Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
<b>67/24</b>	<b>AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2023/24</b>	
<b>67/24/01</b>	The audited Annual Governance and Accountability Return for the financial year ending 31 March 2024 was considered in detail and received. There were no arising matters raised by the External Auditor to report.	
<b>68/24</b>	<b>SCHEDULE OF PAID ACCOUNTS</b>	
<b>68/24/01</b>	The Schedule of Paid Accounts for the period 01 April 2024 to 30 September 2024 totalling £3,415,010 (a copy of which is filed in the Report Book) was considered in detail and approved for publication on the WMA Group's website. There were no matters arising.	
<b>69/24</b>	<b>FINANCIAL REPORT</b>	
<b>69/24/01</b>	The Financial Report for the period 01 April 2024 to 30 September 2024, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
<b>70/24</b>	<b>INTERNAL AUDIT PLAN FOR 2024-25</b>	
<b>70/24/01</b>	The Internal Audit Plan for 2024-25, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
<b>71/24</b>	<b>FULL RISK REGISTER</b>	
<b>71/24/01</b>	Members considered and approved the full risk register (a copy of which is filed in the Report Book). Arising therefrom:	
<b>71/24/02</b>	Grant Nurden requested that ongoing changes to the Risk Register be highlighted to help track progression.	
<b>71/24/03</b>	The Deputy Chief Executive agreed with the request to update the format of the Risk Register to show highlighted changes as and when they arose. RESOLVED that this be actioned.	<b>MP</b>

**72/24 POLICY REVIEW 2024**

**72/24/01** The Board's policies due for review, were considered in detail and approved by the Board (copies of which are filed in the Report Book). There were no matters arising.

**73/24 COMPLAINTS AND FEEDBACK**

**73/24/01** There were no complaints or other feedback to report to the Board during this reporting period. RESOLVED that this be noted.

**74/24 CO-OPTION OF MEMBER**

**74/24/01** It was agreed and thereby RESOLVED to co-opt Mark Watson (of the National Trust) as a Board member to fill the casual vacancy in the Stalham Electoral Division for the remainder of the current 3-year term to the period 31 October 2025 with immediate effect, (proposed by The Chairman, seconded by Tom Cator, and unanimously agreed).

**75/24 CALENDAR OF MEETINGS FOR 2025**

**75/24/01** The calendar of meetings for 2025 was considered in detail and approved, with the meetings for the Broads (2006) IDB set out below, all of which were to be held face-to-face on Thursdays at Hickling Barn:

Thursday, 30 January 2025 at 10 am

Thursday, 05 June 2025 at 10 am

Thursday, 13 November 2025 at 10 am

**75/24/02** The Chief Financial Officer recommended that the site visit be scheduled on the same date as the June 2025 Board meeting. RESOLVED that this be actioned.

**KN****76/24 DATE OF NEXT MEETING**

**76/24/01** The next Board meeting would take place as a face-to-face meeting at Hickling Community Barn on Thursday, 30 January 2025 at 10 am. RESOLVED that this be noted.

**77/24 ANY OTHER BUSINESS**

**77/24/01** James Chapman informed the members that an Environment Agency report had been released and a small review group would be meeting on 29 October 2024. RESOLVED that this be noted.

**77/24/02** Harry Blathwayt added that there was an invitation-only meeting, for Hickling Broad residents, to be held at Hickling Barn on 01 November 2024 being led by the local MP. RESOLVED that this be noted.

**78/24 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN**

**78/24/01** There were no members of the public present.

**79/24 CONSORTIUM MATTERS****79/24/01 Unconfirmed Minutes and Report Extracts**

The confirmed minutes and the report extracts from the last Consortium Management Committee (CMC) meeting held on 26 July 2024 were considered in detail and noted. There were no matters arising.

**79/24/02** The unconfirmed minutes and the report extracts from the last Consortium Management Committee (CMC) meeting held on 27 September 2024 were considered in detail and noted. There were no matters arising.

**79/24/03 WMA Policy Review**

The WMA policies due for review, as approved at the CMC meeting on 27 September 2024 were considered in detail and adopted by the Board (copies of which are filed in the Report Book). There were no matters arising.

**79/24/04 Interim Review of the WMA's objectives 2024/25**

The Interim Review of the WMA's Objectives for 2024/25 were considered in detail and noted. There were no matters arising.

**79/24/05 Items for discussion at next CMC meeting**

There were no issues raised by members for discussion at the next CMC meeting on 06 December 2024. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: the Chairman (Robin Buxton), the Vice-Chairmen (Louis Baugh and Simon Daniels), or the Chief Executive directly.

**80/24 CONFIDENTIAL BUSINESS**

**80/24/01** It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.

# HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

## For the period May 2024 to October 2024

### 1. LEARNING EVENTS

#### **Broads IDB near miss:**

- 1.1 During flood defence maintenance work being delivered for the Environment Agency, a cable warning tape was exposed during excavation. This was treated as a near miss.
- 1.2 The activity being undertaken was topsoil stripping and benching of the landward slope of an embankment to restore level and repair leaks and defects. The work was being undertaken using a 5t excavator. See photo below.



- 1.3 Services were known to be in the vicinity of the works. These were mapped and our permit to dig procedure was followed including identifying and marking the service routes on the ground.
- 1.4 Initial vegetation scrape disturbed some of the markings. This was not flagged up by the operator or re-marked and consequently a deviation in the cable route was missed and the excavator exposed the cable warning tape at this location. The warning tape did serve as an effective early warning, enabling the work to be stopped and adjusted.
- 1.5 In this project the excavations were not planned to coincide with any services. Excavations should have been a minimum of 500mm away in accordance with the permit to dig procedure. Whilst the correct measures had been taken prior to commencing excavation, the following learning points have been taken:
  - Markings of services must be maintained through-out the works period.

- Markings of services must not be disturbed or covered; or if this is unavoidable services routes should be re-marked in an adequate manner, so they remain clearly visible to operators.

1.6 In response to a pattern of incidents involving services, training is planned for all operations teams on underground services and permit to dig.

## **2. ACCIDENTS**

2.1. No accidents during this period

## **3. TOOLBOX TALKS & TRAINING**

- Winter Start: Ops staff, October 2024
- Working near underground services – Permit to dig: Ops staff, October 2024
- SMO Workshop – Waveney, Lower Yare and Lothingland IDB – September 2024
- SMO review: Kings Lynn IDB, September 2024
- First Aid training – various operations staff

## **4. UPDATES TO GENERIC RISK ASSESSMENTS (GRA) & SAFE SYSTEMS OF WORK**

4.1. No changes.

## **5. HEALTH & SAFETY INSPECTIONS**

5.1. Alliance lifting checks – 6 monthly

5.2. Copes H&S visits to WLYLIDB, KLIDB/Pierpoint House, Broads IDB

5.3. Annual occupational health assessments

**Tom Hunter**  
**AREA MANAGER**

# BROADS IDB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT

## FOR THE PERIOD 23 MAY 2024 TO 10 OCTOBER 2024

6 Year Actual Spend

**4.4M**

2024/25 Forecast

**8.3M**

Variance

**0.7M**

6 Year Forecast

**63.8M**

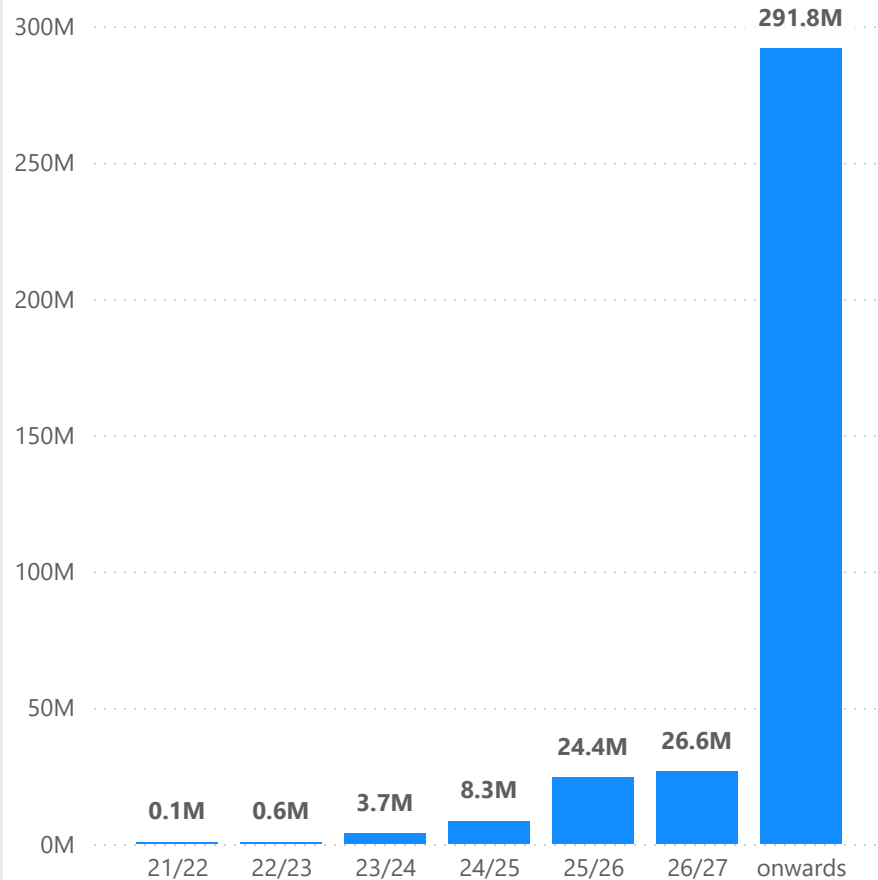
Variance

**-17.5M**

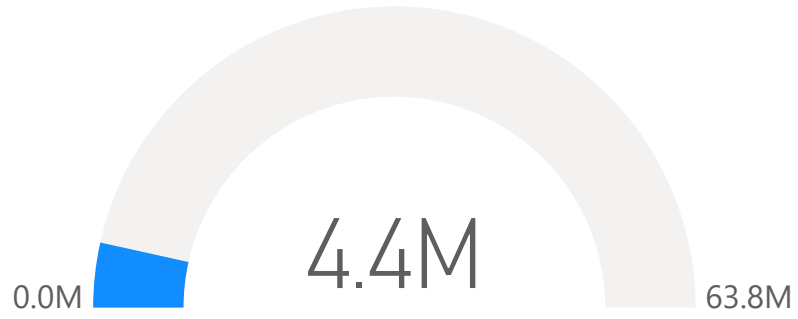
Forecast beyond 2027

**291.8M**

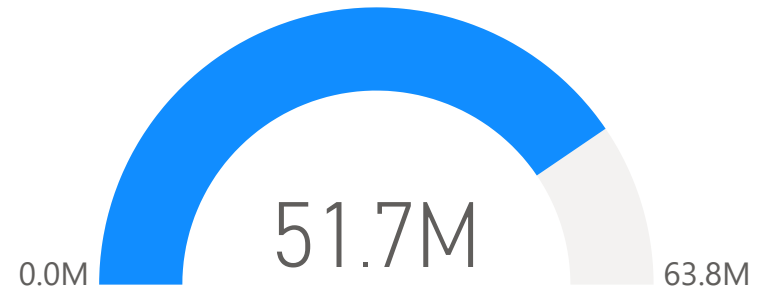
Expenditure Profile by Year



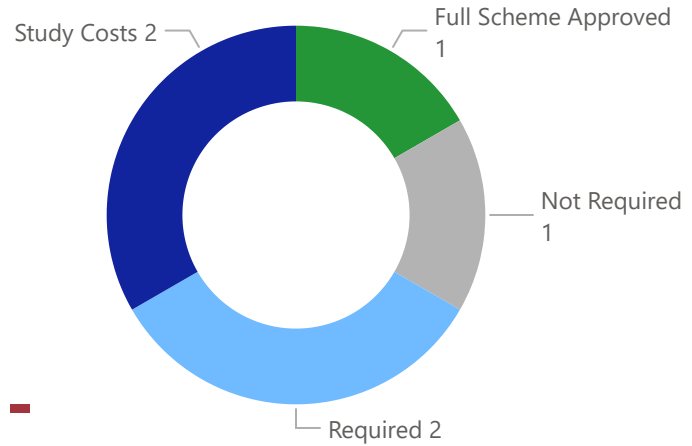
6 Year Forecast & Actual Spend



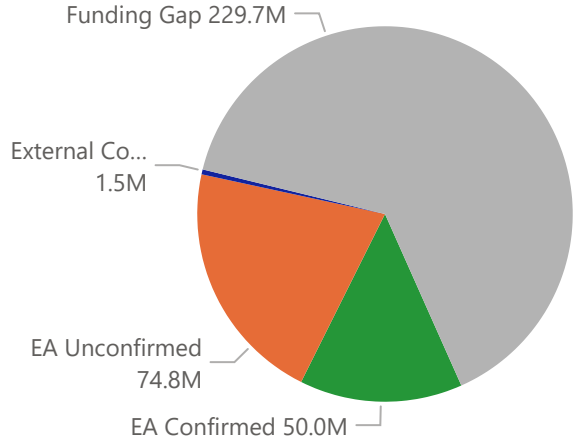
6 Year Forecast & Approvals



EA Approval Level Received (No)



Funding Sources



## Ongoing Projects

SCH No	Project Name	Description	Project Manager	Framework	Project Stage	OBC Approval	Start Construction	Complete Construction
76 & 80	Upper Thurne Integrated Drainage Improvements	13 Pumping station and 2 Culvert Replacements	Tom Jones	NGSA	Detail Design	01/12/2021	31/10/2024	31/06/2028
77	River Yare Water Level Management Improvements Priority 1 sites	6 Pumping station Replacements & Refurbishments	Adam Thurtle	NGSA	Study	01/06/2025	01/02/2027	01/03/2030

## Future Projects

SCH No	Project Name	Description	Project Manager	Framework	Project Stage	OBC Approval	Start Construction	Complete Construction
79	River Bure Water Level Management Improvements Priority 1 sites	7 Pumping station Replacements & Refurbishments			Pipeline	01/03/2027	01/04/2028	01/03/2031
tbcb	River Bure Water Level Management Improvements Priority 2 sites	6 Pumping station Replacements & Refurbishments			Pipeline	01/03/2029	01/04/2030	01/03/2033
tbcb	River Yare Water Level Management Improvements Priority 2 sites	6 Pumping station Replacements & Refurbishments			Pipeline	01/03/2029	01/04/2030	01/03/2033

## Update

Upper Thurne IDI and River Yare WLMI detailed project updates are in the Delivery Report.

## Risks

High Risk – We will not be able to gain full approval on River Yare until the funding gap (~£55m) is closed.

High Risk – There is no clear mechanism to fund legal obligations to designated habitats. Until this is clarified, it is uncertain how we can fund capital works arising from the River Yare project and the other pipeline projects. We have a meeting on this matter with Environment Agency Directors later in October.

## Change

We have received the Indicative Allocation for 2025/26 and 2026/27 from the Environment Agency. The Refresh submission nationally was £400m over the budget available. The prioritisation of Grant in Aid focused on funding schemes delivering flood risk reduction to properties (OM2s) in the next 2 years and all other projects deferred beyond March 2027. This included the River Bure study and the anticipated costs of works arising from the River Yare study, for which we are due to submit the business case in Summer 2025. The deferral of funds coupled with the ongoing issue of no clear route to fund legal obligations is resulting in delays and uncertainty to our Pipeline projects.

## Approvals

N/A

## Recommendations for Board

Upper Thurne - officers are seeking approval from the Board to award the NEC 4 ECC Option C construction contract for Package 1 sites to BAM Nuttall. We aim to be in contract with BAM by the end of October (following the board meeting) to begin construction of four pumping stations (Horsey, Martham, St Benets, Potter Heigham) in 2025/26. The contract is anticipated to be between £17m - £18m which is fully funded by Grant in Aid.

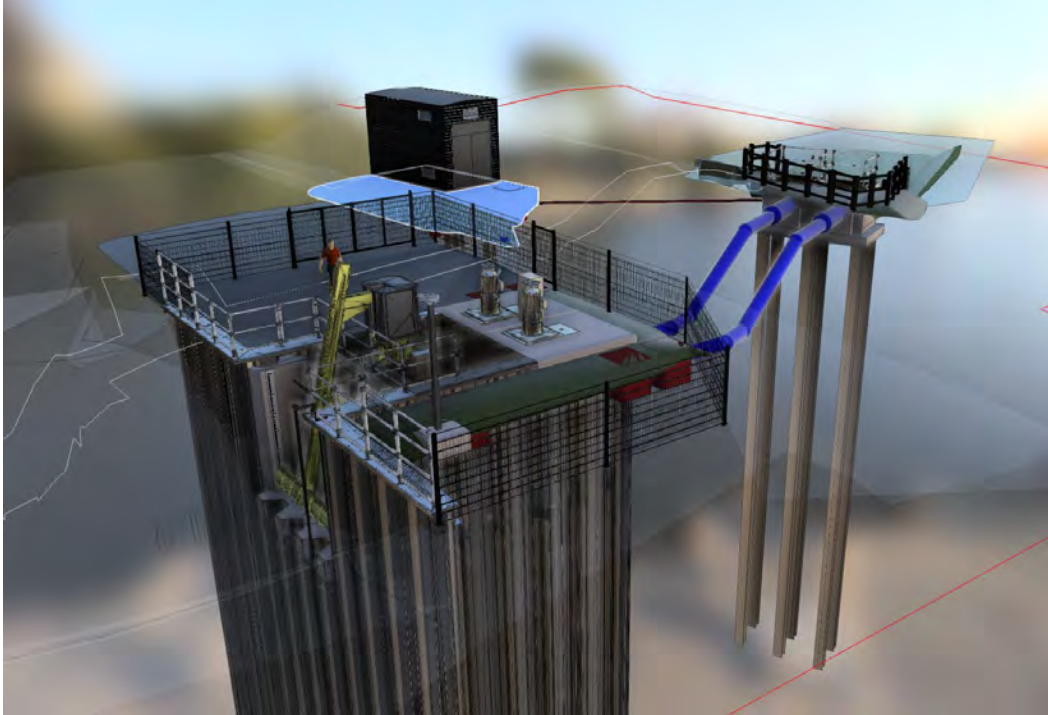
**KARI NASH - PROJECT DELIVERY MANAGER** [Interactive Google Map Link](#)

# PROJECT DELIVERY REPORT

## For the period 23 May to 10 October 2024

### 1. UPPER THURNE INTEGRATED DRAINAGE IMPROVEMENTS

- 1.1 Detailed design of Package 1 sites comprising St Benets, Martham, Horsey and Potter Heigham is complete with the remaining design packages comprising 9 sites programmed for completion in January 2025.



*St Benets pumping station detailed design model showing below ground structures*

- 1.2 Under Regulation 10 of the Environmental Impact Assessment (Land Drainage Improvement Works) Regulations 1999 the Board have undertaken statutory advertisement and consultation of the Environment Statement for the Package 1 sites. Representations have been sought from the Environment Agency, Natural England and the Broads Authority on the proposals. The Environment Statement and associated documents have been updated to address any comments.
- 1.3 The Flood Risk Activity Permit and Marine Management Organisation License applications have been submitted. Certificate of Planned Lawful Use or Development have been obtained for the Package 1 sites. Remaining working consents and licenses will be obtained under the main construction contract.
- 1.4 UK Power Networks, Anglian Water and BT Openreach diversion and upgrade design and construction costs have been paid.
- 1.5 Heads of terms have been agreed for the Package 1 sites with Board and landowner solicitors instructed to proceed as follows; Freehold – Martham / Potter Heigham, Leasehold – St Benets / Horsey. Compound licenses are currently being finalised and are subject to confirmation of site access dates following construction contract award.
- 1.6 Following an exhaustive review of the benchmark construction price produced by BAM, WMA officers are working with external Cost Managers to finalise the Package 1 Client Set Target (construction price) based on the accepted design and scope of works. Construction contract terms have been agreed and it is envisaged the Client Set Target

(construction price) will be offered and the main construction contract awarded following the Board meeting (end October 2024).

- 1.7 The Package 1 construction price (to be finalised) is anticipated to be between £17-18m **(fully funded by Grant in Aid)** and WMA officers are seeking approval from the Board to award the NEC 4 ECC Option C construction contract for Package 1 sites to BAM following completion of the Client Set Target process. It is proposed that subsequent sites will be added to this contract under the compensation event mechanism. These will be subject to the same Client Set Target process and cost review ensuring value for money prior to instruction.
- 1.8 Due to increased demand in pumps from the supplier Pentair, the order of the Package 1 pumps will be instructed under the current Early Supplier Engagement contract to secure the Factory Acceptance Testing slot and prevent delays to the construction programme.
- 1.9 Construction of the Package 1 sites is programmed to commence February 2025. The Broads IDB are currently undertaking advanced enabling works including the construction of 700+m of 4m wide permanent access track to St Benets pumping station and improvement works to Martham Depot to facilitate its use by the principal contractor as a site office / compound, offering savings to the project and reducing the impact on landowners by minimising site set up on the meadows at Martham pumping station.



*St Benets access track under construction*

- 1.10 Whilst the Environment Agency have previously stated their commitment to the project and its objectives, delivery of all pumping station replacements is reliant on securing additional funding. Further prioritisation of the programme based on asset risk and residual life may be required to ensure the highest risk / priority pumping stations are delivered in the event of a funding shortfall. This approach has been agreed with the Project Board to be taken forward if required.
- 1.11 The Business Case Update Report and FCERM4 Project Variation submission to secure the additional funding will be submitted in Quarter 3.
- 1.12 Key project dates –  
Detailed design contract award: 26 September 2022  
Detailed design packs issues: Package 1 October 2024. Package 2 & 3 January 2025.  
Anticipated construction start (enabling works): Autumn 2024  
Anticipated construction start (main works – Package 1): February 2025  
Construction finish (all Packages): March 2028

## **2. RIVER YARE WATER LEVEL MANAGEMENT IMPROVEMENTS**

2.1 The Outline Business Case for the River Yare Water Level Management Improvements (WLMI) is progressing well.

2.2 Cantley Pumping Station has been added to the study to enable combining Buckenham and Cantley drainage districts to be considered. The following sites are included in the study:

- Berney Arms Pumping Station (Broads IDB).
- Breydon Pumping Station (Broads IDB).
- Cantley Pumping Station (Broads IDB).
- Stracey Inlet and Tunstall water transfer (Broads IDB).
- Buckenham Pumping Station (Broads IDB).
- Burgh Castle Pumping Station (Waveney, Lower Yare IDB).
- Langley Double Pumping Station (Waveney, Lower Yare IDB).
- Langley Monks Pumping Station (Waveney, Lower Yare IDB).

2.3 The following tasks have been completed:

- Structural assessments have been completed on all assets and Structural Inspections Report prepared. This confirms that replacement is the only option and that refurbishment is not viable.
- A Flood Resilience Technical Note has been prepared which assesses the risk associated with flooding at each site and identifies an appropriate flood resilience level.
- The Geotechnical and Geoenvironmental Desk Study has been completed.
- A Flow and Levels Technical Note has been prepared and it has been agreed that the information obtained as part of the procurement of the pumps for the Upper Thurne project will be used to determine the number of pumps. The size of the wet well will be suitable to accommodate a range of supplier's pumps.
- A Basis of Design report has been prepared which sets out the project specific design principles and standards that will be adopted when developing the design.
- Topographical surveys at each sites has been completed to inform the outline design.
- Concept design plans completed.
- Ecological and Landscape walkover surveys.
- UK Power Network applications for upgraded transformers and cable diversion works has been submitted to obtain quotations.
- Feasibility study to transfer water from Breydon Pumping Station into designated habitat.
- Feasibility study to transfer water from Tunstall drainage district to high level carrier.

2.4 The OBC is scheduled to be completed in May 2025.

**THOMAS JONES, PROJECT DELIVERY ENGINEER**  
**ADAM THURTLÉ, PROJECT DELIVERY ENGINEER**

# BROADS IDB OPERATIONS REPORT

For the period Jun 2024 – Oct 2024

## 1. MAINTENANCE WORK

1.1. Board machines have carried out maintenance in the following catchments:

Halvergate Breydon	Chapelfield
Tunstall	Martham
Mautby	Caister Industrial
New Somerton	West Somerton
Stokesby	Hempstead Waxham North

1.2. Board M&E staff have undertaken the full mechanical servicing of the main pumping infrastructure at the following pumping stations:

Tunstall	Horse Fen
Potter Heigham	Dilham/Tonnage Bridge
Horsey	Chapelfield
Doles	Horning
Brograve	Stubb
Catfield	Martham Cess
Hermitage	Ludham Bridge N
Ludham Bridge S	Somerton Aux

1.3. Screen cleaner servicing has been undertaken at the following pumping stations:

Brograve	Breydon
Tunstall	7 mile
Stokesby	Mautby

1.4. Board M&E staff have undertaken the full electrical servicing of the main pumping infrastructure at the following pumping stations:

Chapelfield	Hermitage
Potter Heigham	St Benets
Somerton South	Somerton Aux
Dilham/Tonnage Bridge	Breydon
Horse Fen	Tracey Arms
Buckenham	Mautby
7 Mile	Martham Cess
Berney Arms	

1.5 In addition, the following M&E works have been required to fix faults and breakdowns at:

- Stokesby bearing Replacement
- Tunstall Pump Repair
- Potter weed cleaner Repair
- Doles weed cleaner Repair
- Breydon weed cleaner Repair
- Brograve weed cleaner Repair

## 2. RECHARGEABLE WORKS

2.1 The following works have been undertaken through our PSCA with the EA:

- Embankment Grass Cutting along Thurne, Ant, Bure & Yare riverbanks.



- Floodbank crest maintenance works from Decoy Road to Middle Wall, Potter Heigham



- Bank strengthening works at Horse Fen bank, Potter Heigham

2.2 Other rechargeable works include enabling works for the Thurne pumping station replacement programme. The following have been undertaken to provide a saving over contractor works and recharged to the capital project

- St Benets pumping station access track to provide suitable access for construction plant
- Martham depot improvement works including clearance and surfacing build up to accommodate a contractor compound and site offices

### 3. MAIN RIVER FLOODING

3.1 Since widespread flooding occurred in the Upper Thurne and Ant catchments last winter, officers have surveyed main river banks and looked to undertake work wherever possible to address damage and low spots, and so reduce the risk of prolonged overtopping or breach going into this winter. This has been in addition to works done in conjunction with the EA, as some banks and raised defences are not maintained by the EA due to the low risk of flooding to residential properties.

3.2 In the Chapelfield catchment a bank breach has been found and temporary pump set up in order to control water levels. Consultation has been done with the EA and Natural England enabling the Broads IDB to mobilise & carry out repairs. This will greatly reduce the volume of water inputting into the catchment during high river levels and being recirculated by the Boards pumping station.



3.3 Works have been carried out to strengthen & raise the Brograve bank to try & prevent flooding within the Brograve catchment. At the start of the work in July water was already spilling over very low sections. Following no maintenance for at least 25 years, this work has restored the bank to a level of 0.8mAOD. Although this may still overtop during extremely high river levels this restored level is a massive improvement to levels last winter which were as low as 0.4mAOD in places.



- 3.4 Marshes near East Ruston we flooded for an extended period over the winter with the Dilham pumping station recirculating water for much of the winter. A survey has been undertaken of the banks along the main river (North Walsham & Dilham Canal). This identified some potentially defective water control structures that have been rectified and some very low sections of bank. Officers have agreed an approach with the EA to restore the crest levels and discussions with landowners to get this done is ongoing.

#### **4. DRAIN ADOPTIONS / MAP UPDATES**

None

#### **5. PLANT**

- 5.1. The Board has two Doosan DX140 excavators purchased in January 2021 with 48 months warranty. The machines are therefore reaching the end of their warranty period, which presents an increased financial risk in terms of potential maintenance and repair costs.
- 5.2. The current Mobile Plant Replacement Policy states that the proposed point at which replacement for long reach excavators should be considered is 5 years / 7000 hours, and every 7 years / 7000 hours for short reach excavators. The Board's Doosan DX140 excavators are both short reach excavators, one is at approximately 4500hrs and the other is at approximately 5800hrs. Whilst within the period for replacement they will reach 7000hrs in the next 12-24months and we are already seeing increased mechanical issues and therefore risk of downtime.
- 5.3. The time to tender for and order new excavators is likely to take 6-12 months. Therefore, now is a good time to start to evaluate options for upgrading or replacing the current excavator to ensure operational efficiency and minimise future risks. Officers will obtain prices and for suitable replacements for the Board's consideration at the next Board meeting, but at this stage members' initial views are welcomed.

#### **6. EA FLOOD DEFENCE UPDATE**

- 6.1 We continue to work with the EA Broadlands team, particularly to ensure there is an efficient and effective plan for embankment maintenance.
- 6.2 We are keen to undertake works that benefit the IDBs and currently we have a programme of embankment grass cutting along the river Bure, Ant and Thurne banks, channel

maintenance of small EA watercourses, and we are working with the EA on their crest level maintenance programme with a view to delivering work on their behalf over the next 3 years.

- 6.4 Despite wet weather and vigorous growth the grass cutting programme has gone well and the EA have asked we extend the programme through to November to cover embankments in the Waveney area which they were unable to cover with their in-house team. We are now in discussion about the programme over the next two years with a view to building on the good work this year with a more extensive programme.
- 6.5 The work on crest level maintenance has gone well with works completed to restore level to low spots along the South Hickling Wall (Potter Heigham catchment) and at Horse Fen. We have kept to time a budget and provided the EA with savings over their framework contractors.
- 6.6 The EA is keen to continue to work with the Broads IDB to deliver further crest level work over at least the next two years. We are working with them to plan the work, which in turn gives us the opportunity to highlight areas of priority for the Board. Currently sites within the BIDB district which are being looked at for inclusion in the programme over the next two years are as follows:
- NWT Hickling Reserve – Whiteslea Lodge bank
  - River Ant – Horning Hall
  - River Thurne – Thurne Boat Dyke (south side)
  - River Bure – Boundary Farm setback bank
  - River Thurne – Potter Heigham, Horse Fen
  - River Thurne – Repps end of Shallam Dyke Marshes (localised spot)

## 7. OTHER MATTERS

- 7.1 During the summer a DEFRA fund was announced for IDBs to bid for funding for the recovery from impacts of the winter storms (Tranche 1) and for improvements to assets (Tranche 2). The funds key condition is that it covers costs already incurred or works that can be completed within this financial year.
- 7.2 The following bid were made to Tranche 1 and have since been approved for the Broads IDB

Claim	Approved amount	Status
Pumping station electricity	£ 405,465	Approved and paid
Repairs and flood water management	£ 139,808	Approved and paid
Dilham and East Ruston - Bank repair	£ 58,500	Approved – payment on completion

- 7.3 The following bids were made to Tranche 2. The processing of Tranche 2 however has stalled. The release of the tranche 2 funding is still with government ministers for sign off and no announcement is expected before the Autumn budget. Confidence of this funding being released is now low.

Claim	Bid amount	Status
Brograve embankment crest level maintenance	£ 40,000	Pending approval
Improvements to Chapelfield PS track	£ 68,388	Pending approval
Telemetry upgrades – WMA wide	£ 1,107,313	Pending approval
Back up and temporary pumps – WMA wide	£ 990,916	Pending approval

- 7.4 The BFI's Elected Members Forum (EMF) currently comprises the following members and supporting officers. This is a most important project and one which the board and its members

should stay informed of. Any formal representations can be made through the members mentioned below.

Authority	Member	Officer
Broadland District Council	Jan Davis	Nathan Harris
Broads Authority	Matthew Shardlow	Marie-Pierre Tighe
East Suffolk Council	Vacant	Charles Krolik-Root
Great Yarmouth Borough Council	Paul Wells	Charles Krolik-Root
Norfolk County Council	Eric Vardy	John Jones
North Norfolk District Council	Harry Blathwayt	Charles Krolik-Root
Norwich City Council	Emma Hampton	Charlotte Hounsell
South Norfolk Council	Richard Elliott	Nathan Harris
Suffolk County Council	Melanie Vigo di Gallidoro	Matt Williams

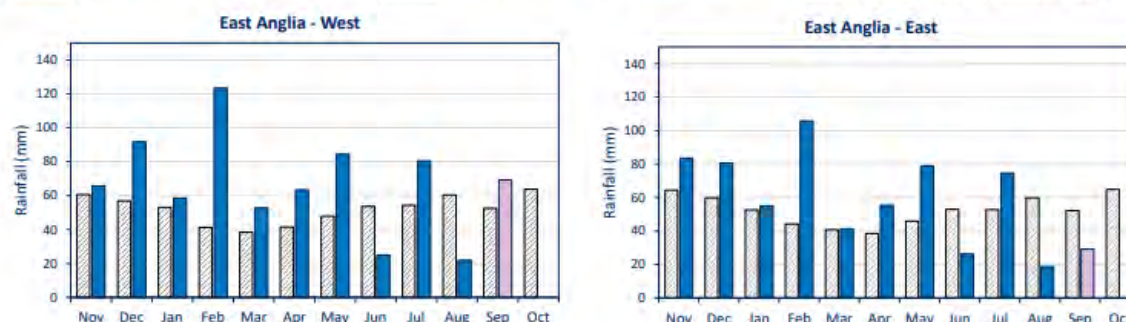
7.5 Rainfall statistics provided below for information as published on 24<sup>th</sup> September using MET office data.

### East Anglia Rainfall Update (24/09/2024)

Rainfall	Aug-2024 Rainfall (mm)	Rainfall as a % of LTA for month	Sep-2024 Rainfall (mm) 1st to 24th	Rainfall as a % of LTA for month	7 Day Rainfall Total 18/09/2024 to 24/09/2024 (mm)
<b>East Anglia - West</b>	22	36	69	132	46
Upper Bedford Ouse	31	51	151	275	128
Lower Bedford Ouse	21	36	99	191	75
Central Area Fenland	20	34	46	91	20
Cam	18	31	51	104	24
Little Ouse and Lark	19	30	33	63	12
NW Norfolk and Wissey	22	34	27	46	7
<b>East Anglia - East</b>	19	31	29	56	12
North Norfolk	21	33	21	36	4
Broadland Rivers	19	30	19	35	5
East Suffolk	18	32	31	61	12
North Essex	18	32	39	80	17
South Essex	17	34	33	70	23

### Areal Average Rainfall Month Totals:

Month Total Rainfall (mm)
  Long-Term Average Rainfall (mm)
  Rainfall (mm) from 1st to 24th September 2024



**PHIL SEMMENCE**  
**OPERATIONS MANAGER**  
 October 2024

**TOM HUNTER**  
**AREA MANAGER**

# ENVIRONMENTAL REPORT

## For the period 31 May 2024 to 10 October 2024

### 1. INFORMATION FOR THE BOARD

#### 1.1 FLOATING PENNYWORT IN THE NORTH WALSHAM AND DILHAM CANAL / RIVER ANT – UPDATE

IDB Environment Officers have been continuing to work closely with the NNNSI, Environment Agency, Broads Authority and Natural England to implement a plan and a solution to eradicating the plant in the Broads and Norfolk Rivers Internal Drainage Districts. Monthly virtual meetings continue to be held to coordinate the efforts of all parties and keep up the momentum needed to tackle this aggressive non-native invasive problem.

The NNNSI Officer continues to undertake spraying and volunteers continue hand work for the group.

#### 1.2. WATER LEVEL MANAGEMENT PLANS: UPDATE

The Broads IDB WLMP Working Group met for a meeting on the 07<sup>th</sup> June. This meeting provided the group with an update on the progress of the WLMP review and development.

The meeting was useful to gather Board member thoughts on the WLMP process. The notes of the meeting and PowerPoint presentation are presented within Appendix 1 and Appendix 2 of the Board Pack.

The actions from this group were as follows:

1. **Giles** – To inform WLMP meeting attendees on the time scales of the Thurne pump progress i.e. what pumps are being done at each stage

**Post meeting note: Construction 2025-2026- Priority 1**

1. *Martham*
2. *Potter Heigham*
3. *St Benets*
4. *Horsey*

**Subject to funding-**

*Priority 2 Sites 2026- 2027 Somerton South, Brograve, Repps & Thurne including Culverts*  
*Priority 3 sites 2027- 2028 Stub, Horse Fen, Catfield, Somerton North, Heigham Holmes*

2. **Giles, Caroline** – Arrange a stakeholder meeting with NE, EA etc. – need to bring them into the picture to get them committed to getting the plans through and find out what they want from the plans
3. **Giles , Caroline** - Consider the order that we undertake the WLMP's i.e. undertaken the plans as we replace the pumping stations but do the easier ones first (leave Halvergate for now because it is too complex) – have a meeting for the interested parties for each plan (relevant landowners etc).

### 2. BIODIVERSITY ACTION PLAN INFORMATION

#### 2.1 FLOATING PENNYWORT REMOVAL FROM THE HUNDRED STREAM

IDB Environment Officers have been working closely with NNNSI, Environment Agency, Broads Authority and Natural England to implement a plan and a solution to eradicating the plant in the

Broads and Norfolk Rivers Internal Drainage Districts. During August 2024 Environment Officers surveyed the Hundred Stream, East Ruston to monitor for Floating Pennywort prior to the proposed autumn maintenance. During the survey, floating pennywort was observed at two sites downstream of the Weaver's Way. The Environment Team worked alongside the Operations Team and the NNNSI to deliver a management plan to remove the invasive, aiming to eradicate it. An archaeological search was undertaken for the site as the material was buried to prevent further spread.

In September 2024, the team undertook removal of the plant from the watercourse by machine. Additional sporadic growths of the invasive downstream will be sprayed by NNNSI Officer and hand pulled by volunteers. Immediate follow up surveys and spray treatment will be conducted by the NNNSI to target any individual plants that remain. The Environment Team will undertake a further survey in early 2025 to determine any new growth and this will be treated in spring 2025.

This extra non-native species removal was funded by the NRIDB and BIDB IDB BAPs.



*Photo 1 – Machine removal of floating pennywort from Hundred Stream*

## **2.2. MINK**

### **2.2.1 WATER LIFE RECOVERY TRUST (WLRT) - UPDATE**

The WRT is a charity, registered in 2022, with origins in the Waterlife Recovery East (WRE) project. The aim of this group is to eradicate mink throughout Great Britain via a partnership approach from many organisations. The WRT today sees partner organisations and volunteers trapping mink and seeing native wildlife rebound from Yorkshire through to Sussex, with more counties to likely sign up. The Environmental Manager continues to sit on this steering group to represent WMA interests.

The latest WRT steering group meeting was held on the 23 September 2024. The seventh edition of the WRT newsletter produced for July 2024 provides some interesting information, updates on the project and its progress and can be found [here](#).

## **2.3. WATER VOLE LICENCE (CL24) – MONITORING SURVEYS**

Environment Officers have undertaken water vole surveys on drains at Halvergate following on from water vole mitigation required for IDB project and maintenance works under the CL24 Water Vole Displacement Class Licence. The information collected from these follow-up surveys is reported to Natural England, informing them of presence or absence of water voles in locations previously mitigated under this licence.

Water vole signs were found on eight of the mitigated sections at Halvergate. No signs were observed at twenty one of the monitored sections at Halvergate, therefore these sites will need to be monitored again in 2025.

#### **2.4. DISSOLVED OXYGEN (DO) MONITORING**

The Environment Team have completed the 2024 Dissolved Oxygen Monitoring surveys around the Broads Pumping Stations. All survey results are reported to the Environment Agency after each survey day as well as any significant DO lows recorded. A Dissolved Oxygen Monitoring Report is being prepared for the 2024 monitoring season.

#### **2.5. GRASS- WRACK PONDWEED (POTAMOGETON COMPRESSUS) –BROADLAND SURVEY**

Grass-wrack pondweed (*Potamogeton compressus*) is a threatened aquatic macrophyte species of the pondweed family. It is nationally scarce in Britain and appears to be declining both in Britain and throughout its range. The IDB are one of the last custodians of this plant in the UK and we continue to monitor and ensure maintenance is undertaken sensitively. Turions will continue to be collected and returned to the watercourses in December.

A survey of Grass-wrack pondweed within drains on South Walsham and Upton drainage dyke system was undertaken by environment officers in June 2024. A Report which shows the survey results and future recommendations has been produced and can be made available to members upon request.



*Grass-wrack pondweed at the South Walsham and Upton Marshes*

#### **2.6. BIDB BAP ACTION – IN-SITU BAT DETECTOR MONITORING AND SURVEYS**

As a part of our commitments to the Broads Biodiversity Action Plan, the Environment Team borrowed an in-situ bat detector from the British Trust for Ornithology (BTO) in order to survey and monitor bat presence within the BIDB district area. The bat detector was set up at five Broads IDB asset locations across the catchment. The survey results showed that overall a total of 8 different species of bat across the BIDB district area were detected which include; Common Noctule,

Common Pipistrelle, Soprano Pipistrelle, Daubenton's Bat, Serotine Bat, Nathusius Pipistrelle, Natterer's Bat and Brown Long-eared Bats.

The acoustic survey information recorded by the detector has not been quality assured by an expert ecologist, however the bat detector confidence limits for these species identified were high. Experts have not listened to the acoustic recordings so therefore could be room for error within the results.

### 3. PRE-WORKS SITE VISITS DURING THE PERIOD:

Date	Officer	Project / Maintenance/ BAP	Site	Comments
29/05/24	EB, CH	BAP / Maintenance	Catfield, Somerton North, Somerton South, Repps, Brograve	Annual Dissolved Oxygen monitoring survey around pumping stations.
12/06/24	EB, CH, DP	BAP	Upton Broad and Marshes	Summer survey of the SAC and surrounding marsh dykes drains to assess the drains from the presence of Grass Wrack Pondweed, and to record drain characteristics.
17/06/24	CH, DP	BAP / Maintenance	Catfield, Somerton North, Somerton South, Repps, Brograve	Annual Dissolved Oxygen monitoring survey around pumping stations.
11/07/24	EB, DP	BAP / Maintenance	Catfield, Somerton North, Somerton South, Repps, Brograve	Annual Dissolved Oxygen monitoring survey around pumping stations.
16/07/24	EB	BAP	Stokesby	Visit to Stokesby pumping station to set up a static bat detector to record bat species at the site.
22/07/24	EB	BAP	Stokesby	Visit to Stokesby pumping station to take down a static bat detector to record bat species at the site and return it to the BTO.
30/07/24	CH, DP	BAP / Maintenance	Catfield, Somerton North, Somerton South, Repps, Brograve	Annual Dissolved Oxygen monitoring survey around pumping stations.
07/08/24	CH, EB, DP	Project	Halvergate	Site visit to undertake post water vole mitigation monitoring surveys.
15/08/24	EB, CL	Project	St Benets	Visit to St Benets to undertake a water vole survey to instruct mitigation requirements for the pump replacement project
21/08/24	EB, DP	BAP / Maintenance	Catfield, Somerton North, Somerton South, Repps, Brograve	Annual Dissolved Oxygen monitoring survey around pumping stations.
21/08/24	EB, DP	BAP	Eastfield	Visit to Eastfield pumping station to set up a static bat detector to record bat species at the site.
23/08/24	EB, DP	BAP	Eastfield, Mautby	Visit to Eastfield pumping station to collect the static bat detector and then to Mautby pump to set it up to record bat species at the site.
23/08/24	EB, DP	Maintenance	Martham Damgate	Scoping of the Martham Damgate drain prior to maintenance.
27/08/24	EB	BAP	Mautby	Visit to Mautby pumping station to collect the static bat detector and return it to the BTO.
17/09?24	EB	Project	Halvergate	Loughlin's Marsh Open Event
24/09/24	CL, OP, CH, DP, EB, WR	BAP	East Ruston - Hundred Stream	Floating Pennywort removal along a section of the Hundred Stream.

Date	Officer	Project / Maintenance/ BAP	Site	Comments
25/09/24	CL, TP, CH, DP, EB, WR	BAP	East Ruston - Hundred Stream	Floating Pennywort removal along a section of the Hundred Stream.
30/09/24	EB, DP	Project	St Benets	Site visit to undertake the water vole sign check after the initial mitigation flail.
30/09/24	EB, DP	BAP / Maintenance	Catfield, Somerton North, Somerton South, Repps, Brograve	Annual Dissolved Oxygen monitoring survey around pumping stations.
02/10/24	CL, TH, PS	Maintenance	Chapelfield River wall	Site visit to assess the need for urgent repairs to the main river bank and impacts to IDB infrastructure near Chapelfield.
08/10/24	EB, DP	Project	St Benets	Site visit to St Benets to undertake a water vole destructive search as part of the mitigation on site.
10/10/24	EB, PS	Maintenance	Potter Heigham	Scoping of the Potter Heigham drains prior to maintenance works.

#### 4. ASSENTS/LICENCES GRANTED AND/OR APPLIED FOR DURING THE PERIOD:

Licence / Assent / Habitat Regulations Assessment	Applied	Granted
Brograve Level HRA- Wall maintenance for EA	26/06/2024	N/A
Brograve Level FRAP- Wall maintenance for EA	26/06/2024	20/08/2024
Martham Damgate HRA – Weedcut and Flail	29/07/2024	N/A
Martham Depot – Japanese Knotweed Herbicide Licence	06/08/2024	21/08/2024
Sutton – Japanese Knotweed Herbicide Licence	16/08/2024	21/08/2024
Chapelfield- Urgent Bank Repair	09/10/2024	N/A

#### 5. MEETINGS OR TRAINING ATTENDED BY ENVIRONMENT TEAM

Date Applied	Meeting / Training Attended	Brief Description
07/06/24	WLMP Steering Group meeting Meeting Review	Meeting to discuss progress, actions, arrangements and date for next BIDB WLMP Steering Group meeting.
16/07/24	CIEEM 2024 Summer Conference	CIEEM annual summer conference delivered by a number of speakers (via a webinar platform) discussing the use of various Green Finance options to deliver nature recovery.
17/06/24	ISO 14001/9001 Internal Audit Team Meeting	Meeting to discuss progress of the internal audit.
09/07/24	BIDB 5 Year Assent meeting – check date	Meeting between IDB Officers and NE to discuss the BIDB 5 Year Assent Review
09/07/24	Floating Pennywort Meeting	Monthly update meeting with partners to discuss progress and updates on Floating pennywort in the North Walsham Dilham Canal and River Ant.
10/07/2024	LNRS- Themed working group feedback	Feedback from LNRS on Water and Coast Topic as well topics from other groups
18/07/24	First Aid Training	Environment Officers undertook the Emergency First Aid at Work Training Course provided by Norvic Training
23/07/24	Broads Biodiversity Partnership Meeting	Regular meeting between partners to discuss updates and future works within the partnership.
23/07/24	Methodology for Assessing Water Vole Habitat Meeting	Meeting between Environment Officers and Millhouse Ecology Ltd to discuss Water Vole Survey and Habitat Assessment Methodology
25/07/24	CIEEM Badger Impacts and Mitigation training course	A CIEEM one day course providing training on Badger Impacts and Mitigation. The course covered the relevant legislation and how this applies to various scenarios, appropriate mitigation options, the licensing process and how to implement mitigation.

<b>Date Applied</b>	<b>Meeting / Training Attended</b>	<b>Brief Description</b>
05/08/24	Broads Biodiversity Partnership Priority Species List Meeting	Meeting with partners of the Broads Biodiversity Partnership to discuss the groups list of priority species.
13/08/24	Upper Thurne Water Vole Discussion	Meeting between IDB Officers and Jacobs Ecologists to discuss the water vole mitigation requirement for sites around the Upper Thurne Pumping Station Improvement works.
13/08/24	Floating Pennywort Meeting	Monthly update meeting with partners to discuss progress and updates on Floating pennywort in the North Walsham Dilham Canal and River Ant.
14/08/24	Beaver Ecology and Conservation (online) Workshop	Online workshop providing training on Beaver ecology and conservation. The workshop covered Beaver history, reintroduction, biology and behaviours, survey field signs, monitoring methods, legal status and legislation, and mitigation measures.
14/08/24	ISO 14001/9001 Internal Audit Team Meeting	Meeting to discuss progress of the internal audit.
20/08/24	CIEEM Aquatic Plants Identification Training Course	A CIEEM one day training course providing training on Aquatic Plants Identification. The course covered an Introduction to a range of different groups of Aquatic plants (submerged, emergent, floaters etc.) and the key features that can help to accurately identify them to genus and species. The course also touched on the tools required for making an accurate identification.
03/09/24	Women in FCERM and IDB's	A virtual meet-up between employees of various IDB's to discuss ideas and initiatives to support and celebrate women within the IDB industry.
03/09/24	Hundred Stream Floating Pennywort Meeting	Meeting between IDB Officers and the NNNIS officer to discuss the management plan for the Floating Pennywort of the Hundred Stream.
05/09/24	CIEEM Barn Owl: Ecology, Survey and Mitigation	A CIEEM one day training course providing training on Barn Owl ecology, surveying and mitigation. The course covered Barn Owl ecology and habitat requirements, threats, conservation methods, legislation and guidance, and survey methods, followed by an in field session to observe various barn owl boxes.
09/09/24	ADA IDB Ecologists Forum	Virtual meeting with other IDB ecologists to share information and knowledge.
09/09/24	CIEEM Water Vole live-trapping (Day 1)	Day 1 of a CIEEM training course providing training on Water Vole live-trapping. Day 1 provided training on how to legally and safely set up water vole traps for in field mitigation.
10/09/24	CIEEM Water Vole live-trapping (Day 2)	Day 2 of a CIEEM training course providing training on Water Vole live-trapping. Day 2 provided training on checking traps in the field, and correct methods of handling live water voles.
17/09/24	Floating Pennywort Meeting	Monthly update meeting with partners to discuss progress and updates on Floating pennywort in the North Walsham Dilham Canal and River Ant.
17/09/24	Loughlin's Marsh Opening Event	Environment Officer attended the Loughlin's Marsh Opening Event hosted by the Broads IDB
23/09/24	Environment Bank and IDB Meeting	Meeting to discuss BNG with the Environment Bank.
30/09/24	Peatland restoration in the Broads Webinar	The Fens East Peat Partnership held the most recent webinar as a part of their series of monthly lunchtime webinars on lowland peat restoration. This month's webinar was presented by Andrea Kelly (Environment Policy Adviser, Broads Authority) on Peatland restoration in the Broads. The webinar highlighted the likelihood of the Broads landscape to alter as a result of climate change and sea level rise, leading to more saline habitats and changes in land use, agricultural practices and cropping. An estimated 13 million tonnes of carbon are stored in the Broads' peat soils. Crucially, we can expect fewer greenhouse gas emissions from peatlands with water at or close to the soil surface and carbon rich alluvial soils than from intensively drained peatlands. The course provided an insight to the Horsey peatland case study site.

<b>Date Applied</b>	<b>Meeting / Training Attended</b>	<b>Brief Description</b>
01/10/24	ISO 9001 WMA External Audit 20244	An external audit was undertaken of the WMA Quality Management System for ISO 9001.
02/10/24	CIBT – Health, Safety and Environment Test for Operatives	Environment Officers undertook the CIBT – Health, Safety and Environment Test for Operatives
02/10/24	Damselflies of the UK (Part 1)	Biological Recording Company webinar delivered by Dave Smallshire of the British Dragonfly Society, discussing the ecology and ID of 10 species of Damselfly in the UK.
03/10/24	ISO 14001 WMA External Audit 2024	An external audit was undertaken of the WMA Quality Management System for ISO 14001.
07/10/24	First Aid Training	Environmental Manager undertook the Emergency First Aid at Work Training Course.
09/10/24	Broads Biodiversity Partnership Meeting	Regular meeting between partners to discuss updates and future works within the partnership.

## **6. NON-COMPLIANCE**

Nothing to report within this period.

## **7. COMPLAINTS**

Nothing to report within this period.

**CAROLINE LABURN  
ENVIRONMENTAL MANAGER  
OCTOBER 2024**

**Water Level Management Plan (WLMP) Working Group Meeting**  
**Hickling Barn Community Centre, Tate Loke, Mallard Way, Norwich NR12 0YU**  
**07 June 2024, 2.00 - 4.00pm**

**AGENDA**

1. Welcome and note of attendance
2. Powerpoint Presentation:  
  
**“WLMP’s: A Strategic Review”** – Giles Bloomfield
3. Open Forum – Discussion for all members to participate
4. Next Steps:
  - Stakeholder Engagement – Technical Workshop event with Regulators?
  - Funding of new WLMP production?
  - Learn from others ie. North Kent Marshes work (Wise Use of Water Project).
5. Any other business
6. Date of next meeting

## List of Attendees

Caroline Laburn (Environmental Manager)  
Giles Bloomfield (Professional Development Manager)  
Erin Barber (Environmental Officer)

Robin Buxton (Chair)  
John Blackburn  
Ian Robinson  
Angie Fitch-Tillet  
George Gay  
Tim Strudwick  
Harry Blathwayt  
Stephen Wright  
Jan Davis

### 3. Open Forum – Discussion for all members to participate

**RB.** Queried about the timescale of Licensing IDBs for water resources as mentioned in the presentation.

**GB.** Licencing IDBs will come into play by 2028 regarding water resources. IDBs will begin to be asked about water resources including how much water, where the water is going etc. Currently we do not have to supply this information and this could create obstacles when obtaining licences.

**IR.** Raised the point of Broadland Futures Initiative (BFI) and how this could impact the current pump replacements, however the funding for this is too far in the future so it cannot be achieved.

**GB.** This point will be raised directly with the EA.

**SW.** Posed the question, who is responsible for the Water Resources East (WRE) strategic plan?

**GB Response.** The national water resource plan came from the EA trends catchment abstraction modelling data. Government action was taken approx. 10 years ago to set up Five regional frameworks and WRE co-created with water companies, other water-using sector partners and environmental interests. Strategic water resource plan was developed from the modelling datasets and the need to improve environmental destination (Business as usual, Business as usual plus or Enhance) (see <https://wre.org.uk/the-regional-plan/> for more details)

We are some of the first to think about the WLMPs review so we need to construct an enabling landscape that everyone can get behind. This will involve lots of stakeholder & partnership working and will provide great opportunities for sustainable local resource options.

**SW.** Raised the query, if we pumped water levels to 50cm below freeboard water level, we wouldn't have the pump capacity to handle this. The infrastructure is a problem and would need consideration.

**GB Response.** This (legacy infrastructure) was raised with DEFRA at the Peatland taskforce workshop, primarily that funding needs to be given for the appropriate infrastructure for the site. Funding grants should recognise required strategic upgrades (tilting gates, automation by way of examples) . The Peat programme is ambitious but the rules are not yet clear, so we need to be mindful and stay up to date with its progress. Our planned FCERM pumping station updates fully account for Intergovernmental Panel on Climate Change (IPCC) forecasts - intensity rain forecasts generally see 50% uplift in existing capacity, double in some locations.

**IR.** Raised the point, some of the areas in the BIDB are very discrete and singular, and therefore might require less consultation to create a plan that other more complex areas. We should be mindful of this.

**RB.** This could provide us with some easy wins if we start with the less complex areas to begin developing the WLMP's.

**GB.** The route in which we approach the WLMP's has been considered, including the approach of undertaking larger catchment scale plans with chapters e.g. the Thurne catchment as a whole with individual pumping areas as chapters. It was decided that this would be too big and would entail too much within a single plan and that the smaller plans would be more effective.

**IR.** There has been good progress made on the Buckenham WLMP review but there is still lots to consider questions that need solving.

**JD.** Buckenham is a discrete catchment but is still connected so a good starting point to trial the WLMP

review.

**RB.** An area like Buckenham where the water is captured in its own system doesn't go to other compartments, the banks an element that stop the water from escaping the closed system

**GB.** Gravity sourced water can get into these closed systems but the only way for it to get back out is through the pump. Our legal duty is to the environment and ensuring that water is available to designated sites, the other factors are permissive powers.

**JD.** Raised a query on the future of saline intrusion into the freshwater systems. The distance for surface level saline intrusion is currently long but it is also coming through as ground water

**GB Response.** In the Thurne catchment, the saline water is coming under ground through the coastal zone and once it surfaces, will always end up in the IDB watercourses. It then exit these watercourses through the pumps transferring saline flows downstream. This is an issue for the designated freshwater sites and their features because they are sensitive to this. We have a duty to try manage potential impacts and retain the freshwater when moving the saline water, , there is a risk that some of the more sensitive features could be lost. A changing climate is likely to make this more challenging.

**JD.** Queried if this loss of features due to a change in water quality is simply adaptation and do we need to look at an adaptation plan in the first instance.

**GB.** If we accept now an adaptation plan then we might be saying that we cannot protect the designated features. but currently, we have a statutory duty to protect these sites (under the Conservation of Habitats and Species Regulations 2017 (as amended) (the Habitat Regulations)). However with sea level rise the introduction of more brackish water into freshwater systems long term is something to consider, but has 'big ticket' financial considerations that could prove very expensive to mitigate compensate for elsewhere. This is not currently something we(the Board) can do due to current legal duties and therefore would require Environmental Regulator direction / a change in legislation

**IR.** Suggested that it would be beneficial to build reservoirs that serve a purpose to both the environment and agricultural practices.

**GB.** Agreed that looking to provide benefits to both the environment and agriculture would be the most ideal scenario. The benefits to the environment also serves a wider purpose both economically and to human mental health (green and blue spaces etc).

**RB.** The multi-million pound pump replacement funding has come off the back of delivering environmental benefits

**IR.** Raised the point that some designations are going to have to change with the changing times

**RB.** Agreed that it is not feasible be able to keep everything as it is

**GB.** Posed the question, do we open the box ourselves or do we wait and let others make these realisations?

**HB.** Agreed that that is an important question to consider.

**GB.** Stated that if we are looking at the sustainable management our district then we need to know what these areas actually do. The Water Resource BFI data can be used to set the tone for this. The EA is in control of a lot of water resources through licensing, funding etc. but there are now EA funded studies - local resource options (through farm cluster groups to unlock this funding). This research can help us achieve Smart goals.

**GB.** Raised the point that at some point there will be someone who require X amount of water but there will not be the water available for this. We do not want this to become an issue with rate payers, landowners etc. we need to be storing the water when it is available to cover these period of water shortage i.e. using shares/multi-use reservoirs.

**RB.** The general consensus is that lots of interested parties are in agreeance (e.g. landowners, farmers local councils). We do not want to create a plan that sets out the rules and constrain ourselves, but we could instead consider outlining our support for things like reservoirs.

**GB.** Raised the point, we face the issue that we do not know how much water is required to retain/improve the condition of the designated sites.

**AFT.** Agreed that reservoirs seem to be the sensible solution, especially with the excess water that we have experienced over the winter due to high rain fall. However, there has been experience where reservoirs have been refused at the planning stage.

**GB.** Agreed that there is evidence of reservoir refusal into Suffolk also. As part the Felixstowe Hydrocycle Project, an Aquifer Recharge system using shingle surrounded perforated pipe (French drain) was proposed but was initially rejected by the EA because of concerns that surface water was dirtier than ground water and therefore this shouldn't be pumped around. However, it was proven that the ground

water was dirtier than the surface water, except the chlorine levels were higher in the surface water and only in the winter when the A14/A12 were salted for ice. A chlorine sensor was installed which prevents pumping if Chlorine levels were above a certain point and the EA trial licence was granted. Bio-crops (Paludiculture) can also be used to filtrate the water. There are lots of options to consider that could unlock multiple credits.

**HB.** A reservoir at How Hill was granted planning permission approximately 4 months ago but the issue now has arisen regarding no longer having the funding to complete the project.

**RB.** Posed the question, is it possible to corner water that has overtopped the watercourse onto a section of land and retain it.

**GB.** Yes in principle, but this depends on the habitat and would need to ensure that it is not damaging, however this concept is being tested at Chapelfield (feasibility stage). For this to be replicated, consideration needs to be given to protected species, priority and designated habitat, as well as the land use.

**IR.** Suggested that we could express business as usual within the WLMP's but this might not be sustainable in the future. It is important that we do not commit ourselves to a strategy at this early stage that could fail in the future.

**GB.** Provided an example from Boyton Marshes, East Suffolk where bird scrapes that have been created will not be drained down during the summer back into a low-level watercourse as per usual, instead it will be pumped transferred to the existing farm reservoir and therefore can be used later in the year, this concept has been supported, and expectation is to grant a licence to trial this process. We need the right collaborative solution in the right place

**RB.** Suggested that we need to say that we will be supportive to things like reservoirs but we do not want to say that we will definitely implement them as this could constrict us in the future.

**GB.** Agreed and stated that legislation changes are required before we can involve ourselves in Water resource management, this was determined through the Lowland Peat Task force investigations/reporting (more <https://www.gov.uk/government/publications/lowland-agricultural-peat-task-force-chairs-report> )

**JD.** Raised the point that we need to consider raising the awareness of others as there are many parties that need to be involved in the decision making and this requires everyone having a level of understanding.

**RB.** DEFRA can often take time to realise and acknowledge these points, for example landowners were previously penalised for retaining water on their land but now get rewarded for it.

**GB.** The value of water has massive economic growth opportunities, and if landowners face losing EA licences due to water resource change they individually could suffer huge losses as it stands. Working at catchment scale and collaboratively there could be alternative funding model/avenues for revenue that could be considered (fibreboard, paludiculture, cleaning water for drinking, carbon capture etc).

**HB.** Raised the point that local authorities pay a large fee towards preventing and dealing with flooding but often themselves do not actually benefit and this has been evident with the flooding experience in late 2023/early 2024

**GB Response.** Whilst the boards pumps worked hard the majority of residential residents within LA districts did benefit although may not have felt like it at the time. Defra through EA have opened a £75m grant only open to IDBs, to give some of this money back to authorities that can prove the extra resources that were required in the recent flooding but this needs to be bid for. The WMA IDBs have put in the maximum bid appeals as possible to try and recover some of the money spent (e.g. electricity costs, failed infrastructure due to the storms (Tranche 1 deadline 7 June 2024), and resilience enhancements (Tranche 2 - 28<sup>th</sup> June 2024)).

**RB.** Suggested that the leaky banks were a main contributing factor to the flooding issues experienced and that the pumps would have coped better with the rain influx if these had been repaired

**GB.** Stated that we have also placed a bid for the works that were undertaken by the board on the EA assets. However, any money that we receive needs to be spent and the work completed by 31<sup>st</sup> March 2025 and this is a one off grant. This is a good example why it is important to have projects on the shelf ready to bid for grants as they come. Local EA teams were looking to fund additional works by use of PSCA, Tom Hunter Leading on this.

**IR.** Stated that this is a good example of why the WLMP's are important, but it is important to remember that we can only do what is in our gift to do which often falls on education.

**RB.** Agreed that there is a lot of aspects that are out of the scope of the WLMP's but that there is many

more achievable aspects that could be tackled initially.

**GB.** It would be more beneficial to take longer to write a good report rather than rush and produce a report that is not fit for purpose.

**GB.** It was agreed that we need a stakeholder meeting with the likes of NE, EA, local councils etc. to find out what they want from the WLMP's and to get them committed to the review.

**RB.** Posed the question, do we have to do a WLMP each time we replace a pumping station?

**GB Response.** Stated that we are legally obliged to undertake Habitats Regs. & WFD assessment as change will occur (albeit very likely improvement). The new WLMP is the sensible document to capture parameters for each pump replacement.

**RB.** Suggested that we might be able to attach the WLMP review to the pumping station replacement to solve the solution regarding WLMP funding.

**GB Response.** Stated that this is a possibility but cannot be guaranteed and should not be relied upon. The funding for the pump replacements is minimal and whilst business case recognises the WLMP reviews, they can be costly but this depends on the context of the review and what is required to formulate this information.

**IR.** Stated that the plans can cost more where complex modelling etc is required.

**GB.** Suggested that the structure of the original WLMP's is still quite relevant and large amounts of it can be used in the new WLMP's.

**IR.** Suggested that some sections of the old plans are no longer relevant and could be removed all together.

**RB.** Suggested that we should consider an order in which the WLMP's are undertaken and that it would be sensible to undertake a plan as the pumping station replacement is undertaken, and to consider undertaking the more simple and discrete plans first, leaving the more complex plans like Halvergate until a later date when we have a clearer understanding of what we are looking to achieve. This was agreed by the room. It was also raised that there should surely be some funding available to undertake the WLMP's because of the legal requirements bound to the,

**GB Response.** The issue is that the EA capital environmental funding is issued on grounds minimal cost to sustain, and as a result not everything can be achieved. Some schemes to replace pumping stations are also now costing more than what was initially granted due to the inflation resulting from the Ukrainian War and wider consequential impacts,

**RB.** Stated that we are cooperative organisation and as such already have a lot of the required knowledge which could help minimise the cost of the report if we use the knowledge that we already have. However, we cannot move on actions until everyone who could be effected (e.g. landowners) are consulted first.

**GB.** Agreed and stated that it is not just our report, and that it requires input from various stakeholders.

**RB.** Suggested that instead of having one big meeting involving everyone, individual localised meetings could be held for the relevant parties for the particular WLMP.

**GB.** Agreed that this is a good solution as data from landowners is important.

**TS.** Stated that the original WLMP's are historical documents that keep the status quo and that it might be with a new pumping station that triggers the update of the plans.

**CL.** Stated that these documents came about in the late 90's but there has been much updated legislation since then. Previously the documents have been left too long before being reviewed and this has made it a bigger task to undertake the reviews now. We should consider reviewing the documents more frequently to keep them up-to-date with any changes. We do not want to step on the toes of other organisations but it is important that we remain in the loop without trying to reinvent the wheel.

**RB.** Suggested that in the future, changes to the WLMP's could be agreed during the board meetings. –

**GB.** Suggested that it could be beneficial to have the WLMP's to relate back due when applying for planning to construct things like reservoirs.

**RB.** Suggested that it would be good to consider the timings of undertaking the WLMP's, regarding considering undertaking a plan at the same time as new water infrastructure including reservoirs.

**JD.** Stated that it seems that lots of stakeholders are considering the same things but that this is not coordinated and that there is a risk of duplication. It is important to ensure that everyone is on the same page and training could be provided to planning committees etc to help inform the discussion.

**IR.** Stated that we need to be careful not to try and fix everyone else's problems when undertaking the WLMP's.

**HB.** Stated that we need to make a start on the WLMP reviews and get the different stakeholders involved.

**GG.** Queried that we might have started this process backwards, and that the plans should have been considered before the pump replacements, however agrees with the process agreed in this meeting.

**AFT.** Stated that there are issues with the cliffs at Trimingham, in that the ground water saturation is at capacity which is increasing the rate of destabilization within the sandy/craig soils along Trimingham cliffs causing them to collapse, and that more abstraction in this part of coastal zone would be beneficial. Conversely MAR should be discouraged where resulting coastal cliff erosion could be the outcome.

**JB.** Raised that the Hickling WLMP is in the process of being reviewed and queried the timescale regarding the Thurne pump replacement.

**RB.** Stated that the Hickling and Brograve plans would be linked.

**GB.** Action to email the attendees of the meeting with the current progress and timescales of the Thurne pumping station replacement (see below).

**CL.** Raised the importance of considering the LNRS's when undertaking the WLMP's and that it could provide useful to deliver a presentation to the Norfolk LNRS team to update them on our progress.

It was agreed that the next meeting would be called when the officers have further information to deliver.

#### **ACTIONS FROM MEETING:**

1. GB – To inform the WLMP meeting attendees with on the time scales of the Thurne pump progress i.e. what pumps are being done at each stage

##### ***Post meeting note: Construction 2025-2026- Priority 1***

1. *Martham*
2. *Potter Heigham*
3. *St Benets*
4. *Horsey*

##### ***Subject to funding-***

*Priority 2 Sites 2026- 2027 Somerton South, Brograve, Repps & Thurne including Culverts*

*Priority 3 sites 2027- 2028 Stub, Horse Fen, Catfield, Somerton North, Heigham Holmes*

2. GB, CL – Arrange a stakeholder meeting with NE, EA etc. – need to bring them into the picture to get them committed to getting the plans through and find out what they want from the plans
3. GB, CL - Consider the order that we undertake the WLMP's i.e. undertaken the plans as we replace the pumping stations but do the easier ones first (leave Halvergate for now because it is too complex) – have a meeting for the interested parties for each plan (relevant landowners etc)

# WLMPs: A Strategic Review



Photo credit Evelyn Simak



Water  
Management  
Alliance

Giles Bloomfield,  
Project Development Manager

07<sup>th</sup> June 2024

# Introduction

- Actions from previous meeting 28 Sept 2023
  - Review Thurne Water Level Management Plans (WLMPs)
  - Functional Habitats (Magic)
  - Peat Soil Map
  - What other IDBs are doing
- How are existing WLMPs structured?
  - Themes
  - Tone – Section 8
  - Missing datasets
- Regional/National Water Resource Programme
- Examples of new WLMP Structures
- What do new WLMP look like, information do we need?
- Stakeholder Engagement?
- Questions
- Next Steps



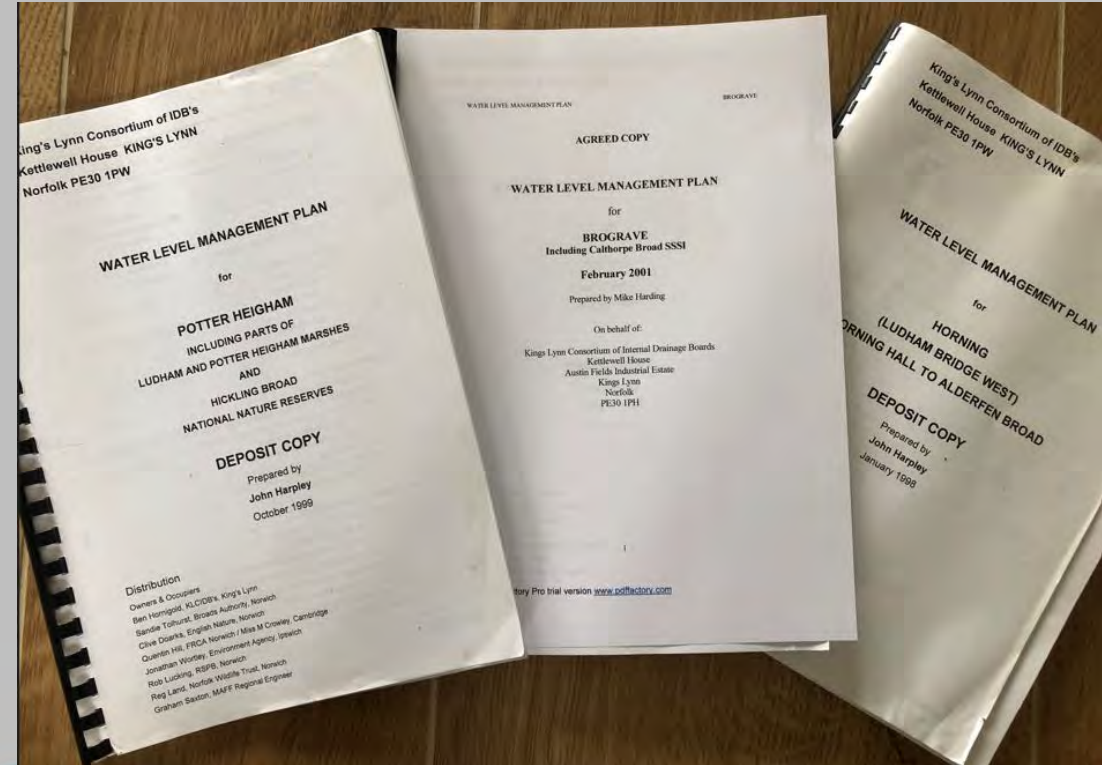
# Review of Thurne WLMPs

WLMP and Pump	Dated	Related SSSIs
Brograve	January 2001	Calthorpe Broad, Upper Thurne Broads and Marshes
Catfield	May 2001	Upper Thurne Broads and Marshes
Hickling	February 2001	Priory Meadows, Upper Thurne Broads and Marshes
Heigham Holmes	November 1994	Upper Thurne Broads and Marshes
Horsefen	October 1999	Ludham-Potter Heigham Marsh
Horsey	November 2000	Upper Thurne Broads and Marshes
Martham	September 2002	Upper Thurne Broads and Marshes
Potter Heigham	October 1999	Ludham-Potter Heigham Marsh, Upper Thurne Broads and Marshes
Repps	June 2002	Shallam Dyke Marshes
Somerton (Somerton North and South)	2018, 2013, 2001	Upper Thurne Broads and Marshes
Thurne	March 2000	Shallam Dyke Marshes

Other Pumps without specific WLMPs		Related SSSIs
St Benets	No WLMP	
Stubb		
Eastfield		
Somerton Auxiliary (May impact Somerton South)	No WLMP currently as this did not exist before c.2012	Upper Thurne Broads and Marshes

# Review of Thurne WLMPs

- Most were undertaken by either Mike Harding or John Harpley
- Content structure followed similar template
- Water Levels not really mentioned
- No Climate Change
- Environmental outcomes not well defined - favourable condition
- Farming verses Environment
- They not used as an operational manual



# Basic Structure of WLMP within Thurne Catchment

- Front cover – Board Name , Address, Name of WLMP, Version Control and Copy Status, Distribution list.
- Table of Contents
- 1.Introduction – summary
- 2.Purpose of The Plan – purpose of the plan, policy, WLMP Review, Objectives
- 3.Site Details
- 4.Nature Conservation – nature conservation interest (inc CWS) conservation aims, conservation management, archaeology
- 5.Farming and Other Land Uses – within the SSSI, land adjacent to the SSSI
- 6.Physical Features – background, topography, geology, soils, climate, hydrology of Site, abstraction, IDB's surrounding SSSI, uncertainties, current site conditions
- 7.Water Quality – introduction, water quality
- 8.Water Level Management Objectives
- 9.Site Constraints and Impact on Adjacent Ground – introduction, practical and financial constraints, and opportunities
- 10. Alterations to Infrastructure and Procedures – Introduction
- 11. Proposed Action- proposed data collection and research, key tasks in the project, stakeholder group, summary, and costs
- 12. Contingency Measures – flood, drought, pollution, dispute
  - Operational Management
  - Normal Scenario
  - Excess Rainfall Scenario
  - River Flood Scenario
  - Drought Scenario
  - Pollution or INNS Incident
- 13.Unresolved Issues
- 14.Other Matters – introduction, purpose of review, review
- 15.References
- Appendices

# Section 8

- 8.0 MONITORING PROCEDURES

This catchment is a dynamic one and as such responds to changes in the surrounding area. The IDB will monitor the catchment and collate information and prepare reports as required.

Private occupiers will be encouraged to monitor their own land. The

Environment Agency, will monitor the flood defence risks affecting the plan area. English Nature, ADAS and other conservation organisations will continue to monitor the botanical and ornithological elements.

## 8.1 OPERATING AUTHORITY

The aim of monitoring for the operating authority is;

- 1) To provide information at both drainage district and sub-district level on changes in water levels and to detect any trends which may affect the status or usability of the grazing marshes and arable land.
- 2) To monitor changes in water level at individual water control structures and partly by comparison with results obtained elsewhere assess the impact of local factors such as habitat change.

The operating authority will record for the catchment;

- 1) Target water levels and any changes;
- 2) Maintenance schedules, for plant, equipment and drainage system;
- 3) Hydrological and other information;
- 4) Occupier's comments;
- 5) Alterations made by occupiers and consequential outcomes (when informed);
- 6) Arbitration issues.
- 7) Conservation Issues.

# What's changed since last review?

- Investment in tidal defences - BESL
  - reduced leakage improved water chemistry-salinity
- Habitats Directive 2017
- CROW Act 2000
- NERC 2006
- WFD 2017
- Climate Act 2008
  - Protection of Peat Soils
  - Net Zero 2050
- Environment Act 2021
  - Duty to consider enhancement
  - Local Nature Recovery Strategies
  - Biodiversity net gain
  - Nutrient Neutrality
- Agriculture Act 2020
  - ELMS
- Sea Level Rise-saline inputs
- Water Resources
  - Licencing IDBs 2018
  - Population growth
  - Changing climate

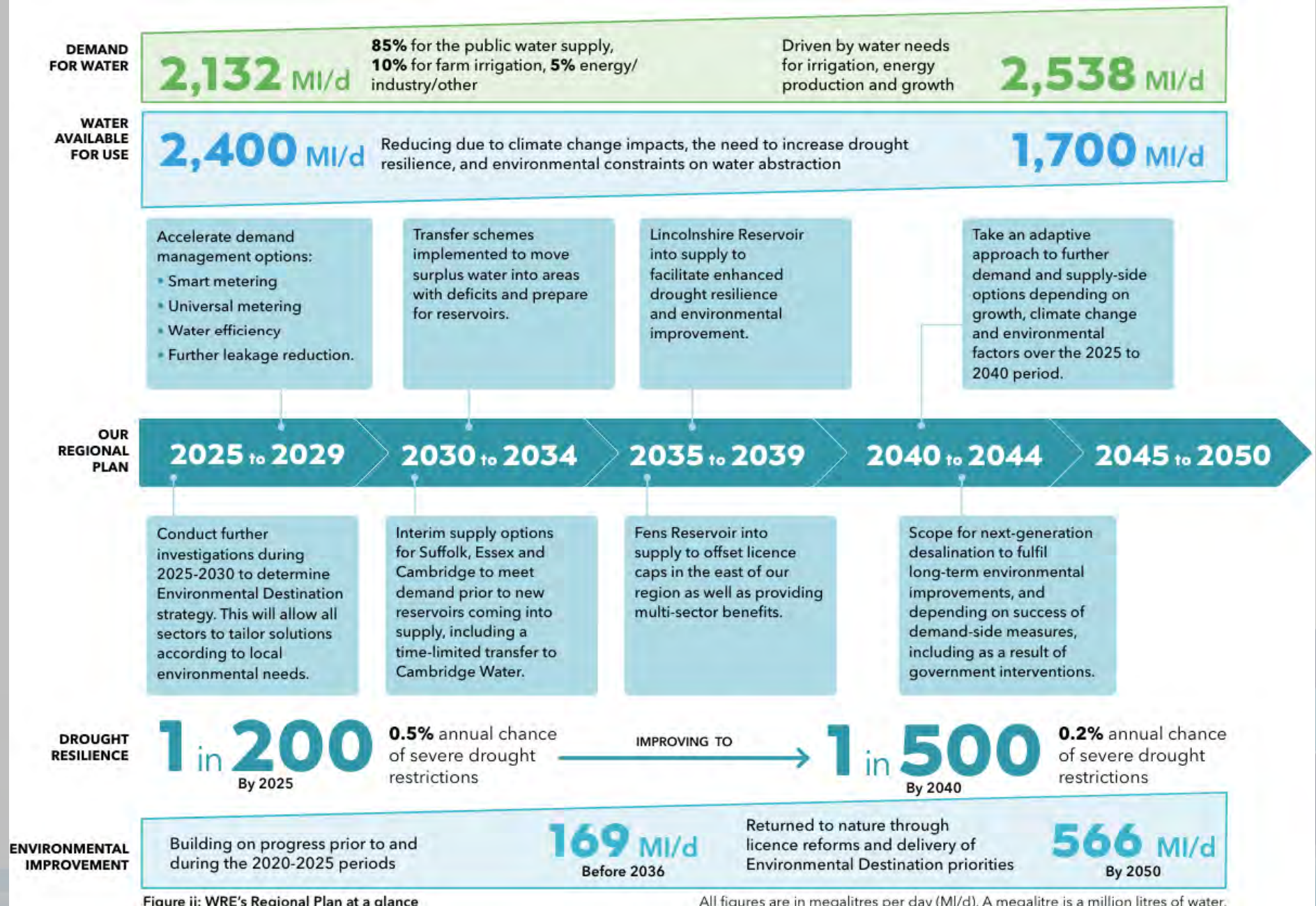


Figure ii: WRE's Regional Plan at a glance

All figures are in megalitres per day (MI/d). A megalitre is a million litres of water.

Figure 3.1: Reduction in water availability - meeting environmental targets, climate change and increasing drought resilience

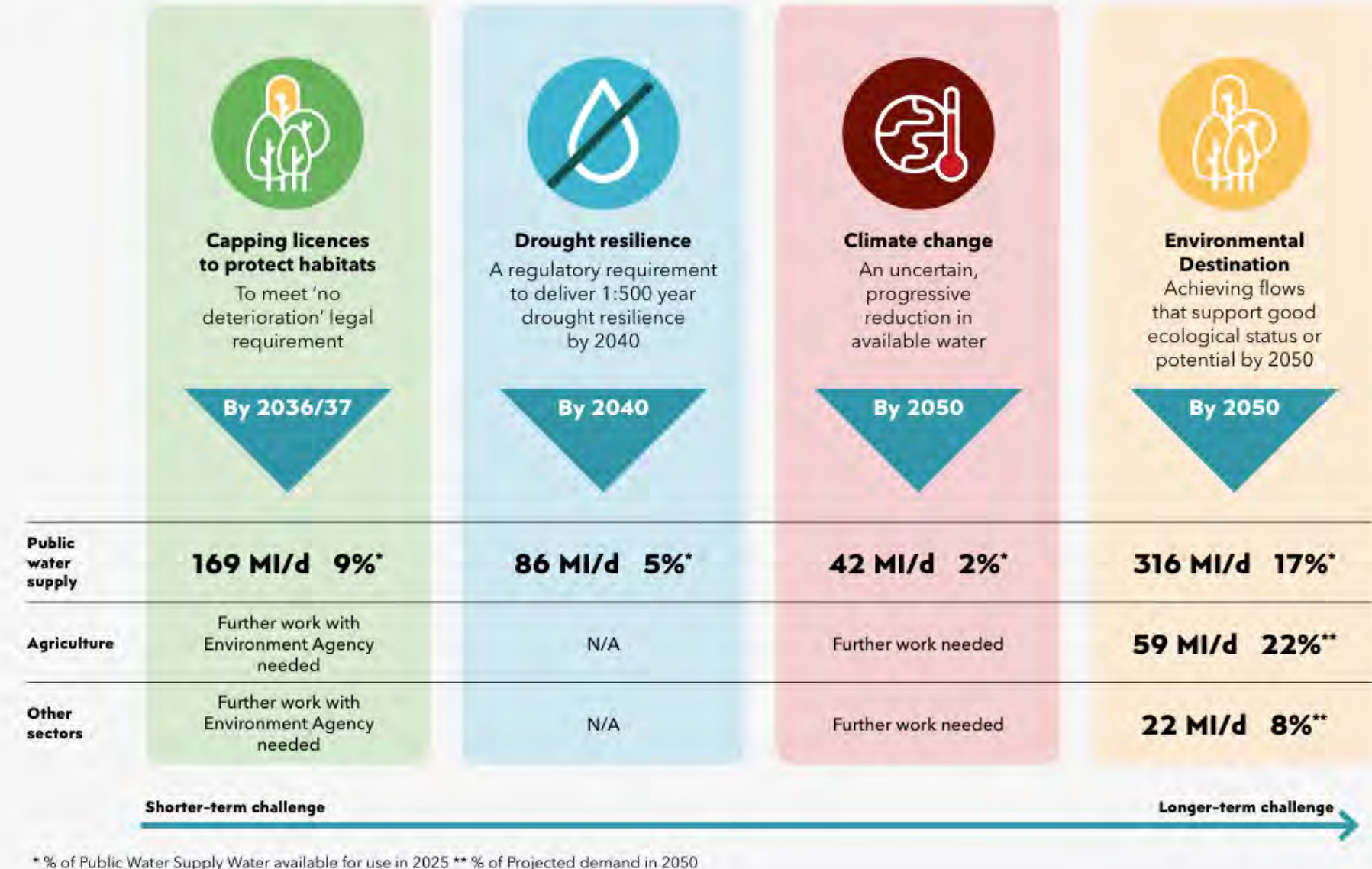
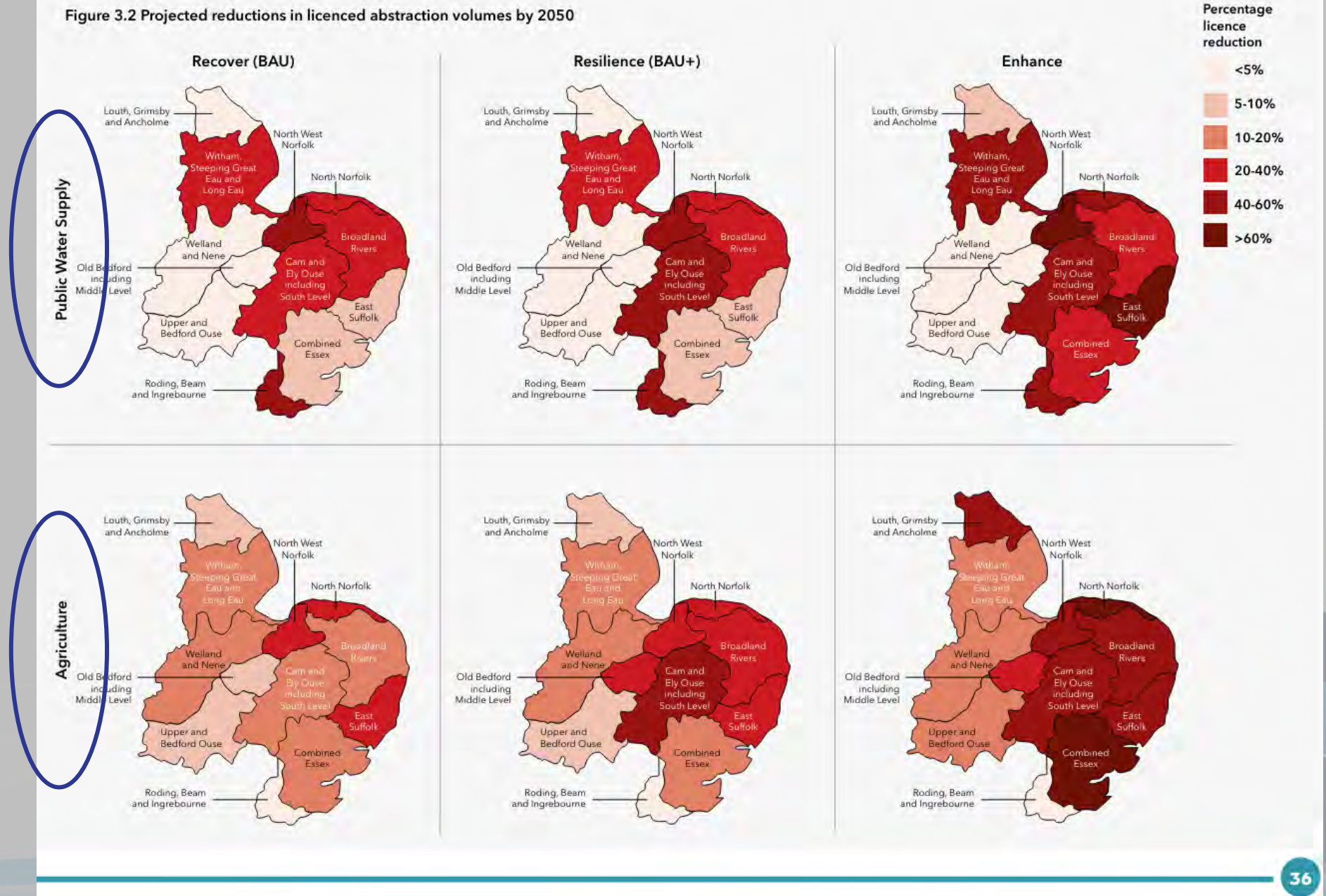


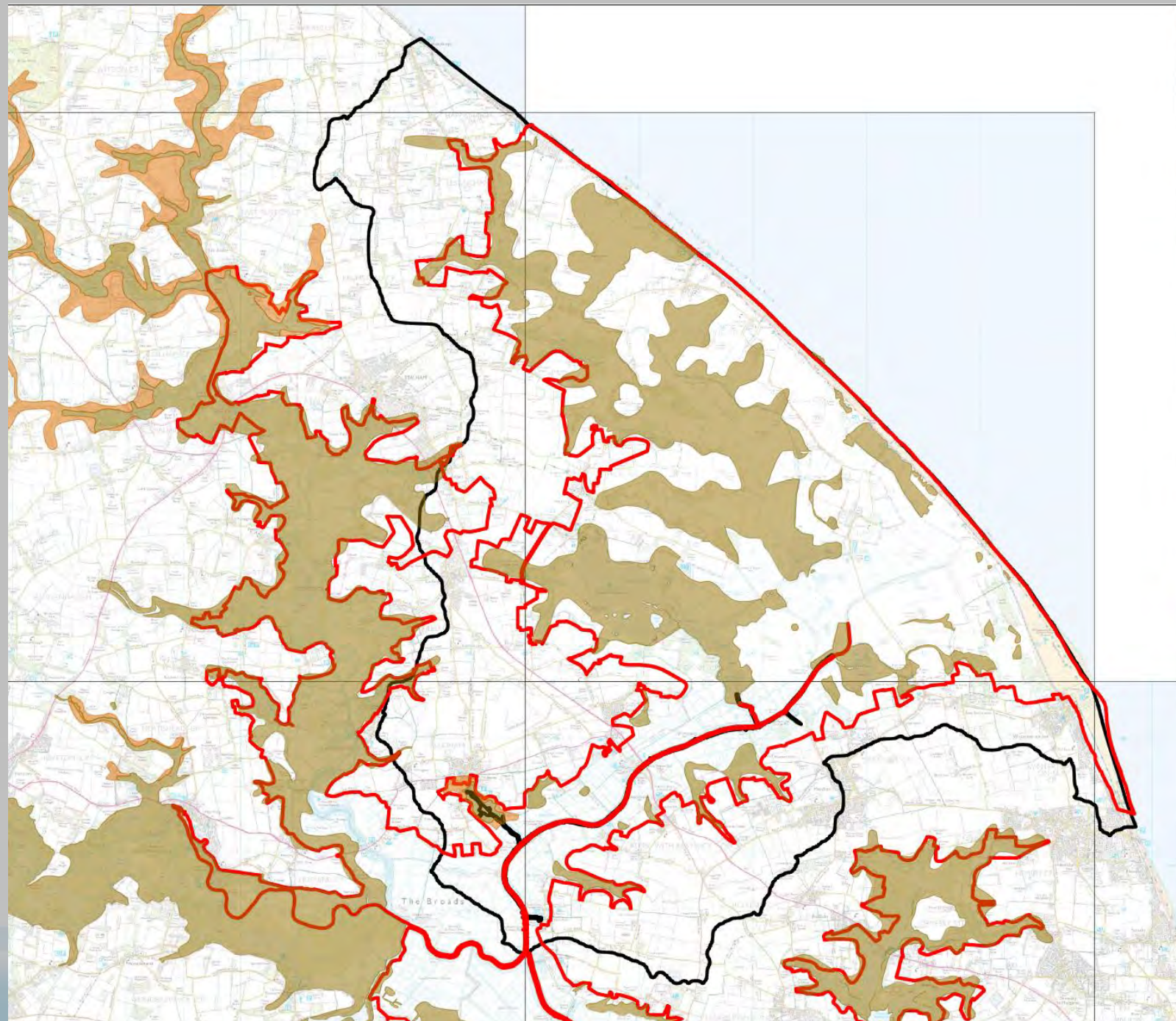
Figure 3.2 Projected reductions in licenced abstraction volumes by 2050



# Upper Thurne System –SSSI Functional Habitat inventory



# Peat Soil Locations



## LEGEND

- River Thurne Catchment
- IDB Boundary
- Deep Peaty Soil
- Shallow Peaty Soils
- Soils with Peaty Pockets

## KEY MAP



SCALE	SHEET NUMBER
Best fit	© Crown Copyright and database rights [2012]. All rights reserved OS licence number 100052704.
PLOT DATE	Peat
16 May 2024	
FILE NAME	ThurneWLMP.dwg



# What are other IDBs doing?

## Pevensy WLMP

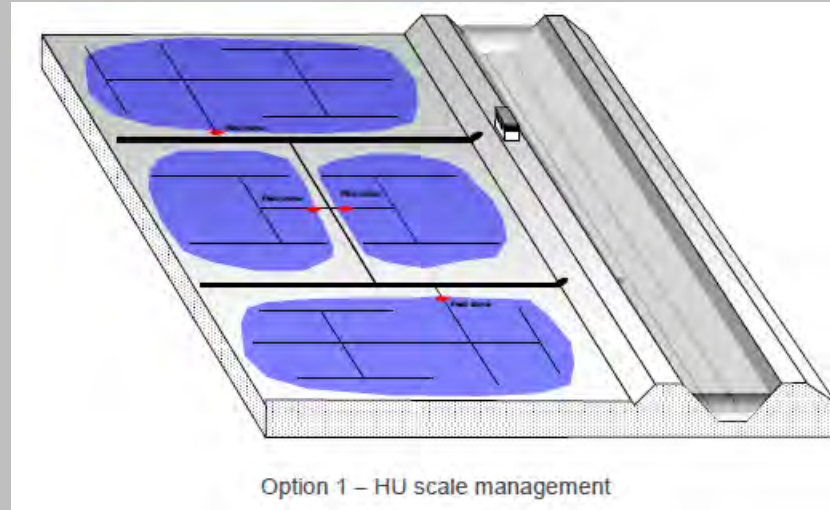
Pevensy Levels Water Level Management Plan review 2014

### Operating Manual: Section 1- 3

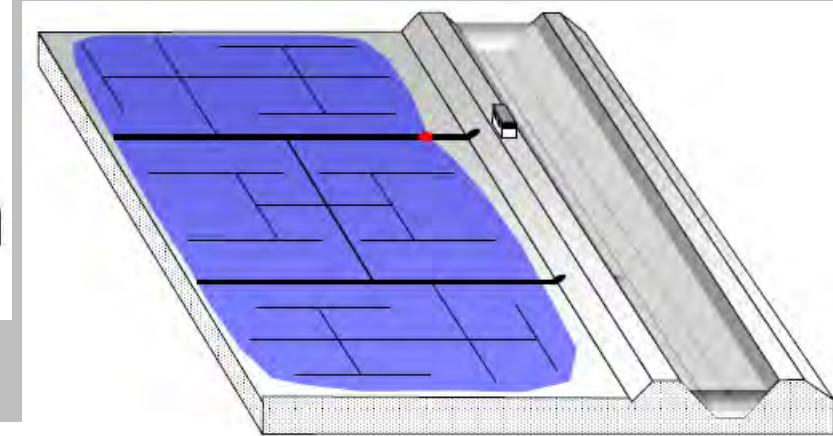
Environment Agency and Natural England

12/06/2015  
Final

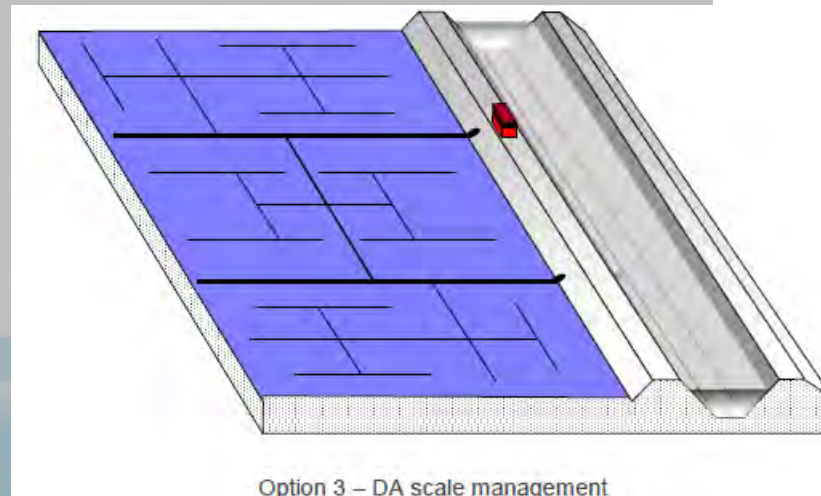
ATKINS



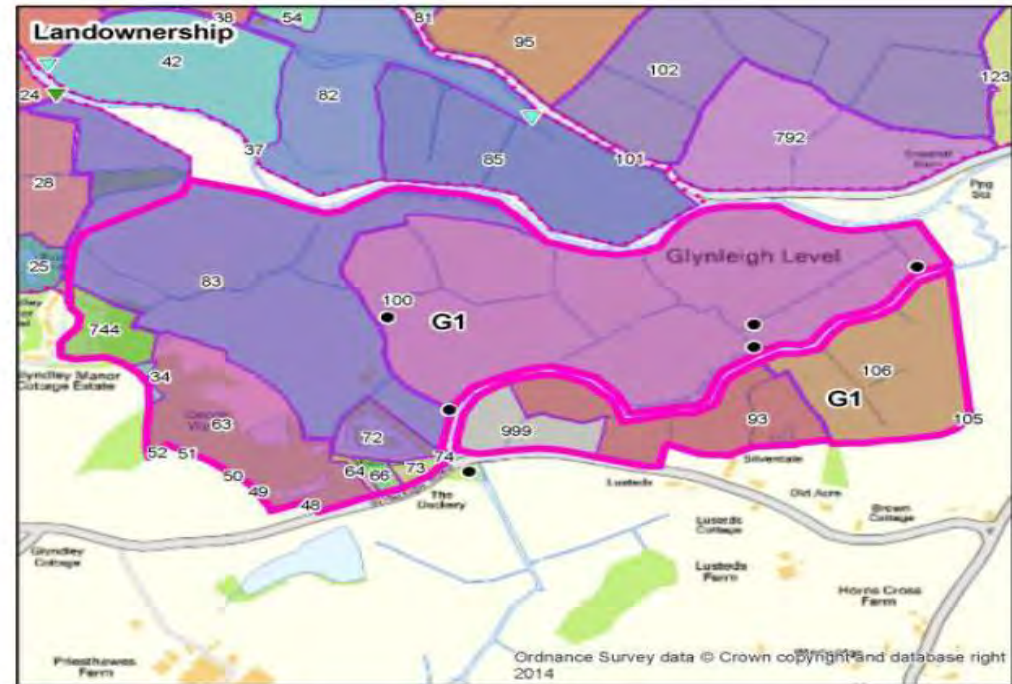
Option 1 - HU scale management



Option 2 - WLMU scale management



Option 3 - DA scale management



### Pevensey Levels SSSI Water Management Plan Review 2014

**G1**

**Key**

- Gates
- Structures
- ▼ Key Feed
- ▼ Key Retention
- ▲ Pumping Stations
- Main river
- IDB watercourse
- ▭ WLMU of Interest
- ▭ WLMU Units
- ▭ Landownership Polygon Outline
- ▭ SSSI
- ▭ Land below water level objectives

N

Structure ID	Type (key structure)	Operator	Water level target / Management action (mAOD / description)
CulA	Board	IDB	1.11
CulB	Board	IDB	1.30
CulC	Board	IDB	1.05
G18	Board	IDB	-
G19	Board	IDB	-
G27	Board	IDB	1.30
Drockmill	Pumping Station	✓ ⊗ EA	1.40



Ordnance Survey data © Crown copyright and database right 2014

Data sources: Environment Agency, Natural England, Ordnance Survey

0 0.25 0.5 Km

Scale (at A3): 1:8,800

Status: <b>0.1</b>	Drawn: JM 01/06/2015	Checked: AG 01/06/2015	Authorised: AG 01/06/2015
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Reference: **5133823/WLMU\_V3/G1** Version: **2.1**

Environment Agency

NATURAL ENGLAND

**ATKINS**

Sources: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNR/Airphoto DS, USDA, IGN, AeroGRID, IGN, IGF, swisstopo and the GIS User community



# Thorne Moors WLMP Structure

- 1. Introduction – summary, Thorne Moors IDB Partnership
- 2. Purpose of The Plan – purpose of the plan, policy, WLMP Review, Objectives
- 3. Site Details
- 4. Nature Conservation – nature conservation interest, conservation aims, conservation management
- 5. Farming and Other Land Uses – within the SSSI, land adjacent to the SSSI
- 6. Physical Features – background, topography, geology, soils, climate, hydrology of Thorne Moors, **IDB's** surrounding Thorne Moors, uncertainties, current site conditions
- 7. Water Quality – introduction, water quality
- 8. Water Level Management Objectives
- 9. Site Constraints and Impact on Adjacent Ground – introduction, practical and financial constraints, environmental constraints, and opportunities
- 10. Alterations to Infrastructure and Procedures – Introduction
- 11. Proposed Action- proposed data collection and research, key tasks in the project, stakeholder group, summary, and costs
- 12. Contingency Measures – flood, drought, pollution, dispute
- 13. Unresolved Issues
- 14. Other Matters – introduction, purpose of review, review
- 15. Consultees – unresolved issues
- 16. References
- Appendices – SSSI Citation

# “Wise Use of Water”

- Lower Medway IDB Priscilla Hazelhurst CEO
- North Kent Marshes Drainage Board Review of WLMPs–  
Undertaken by JBA
  - 60% Designated sites, 40% Arable
- Feasibility funded by Heritage Lottery Fund
  - Telemetry
  - Soil Moisture
  - Perching water table
  - Farmers need reservoirs
- Climate Resilience Themes
- Decision Making Framework

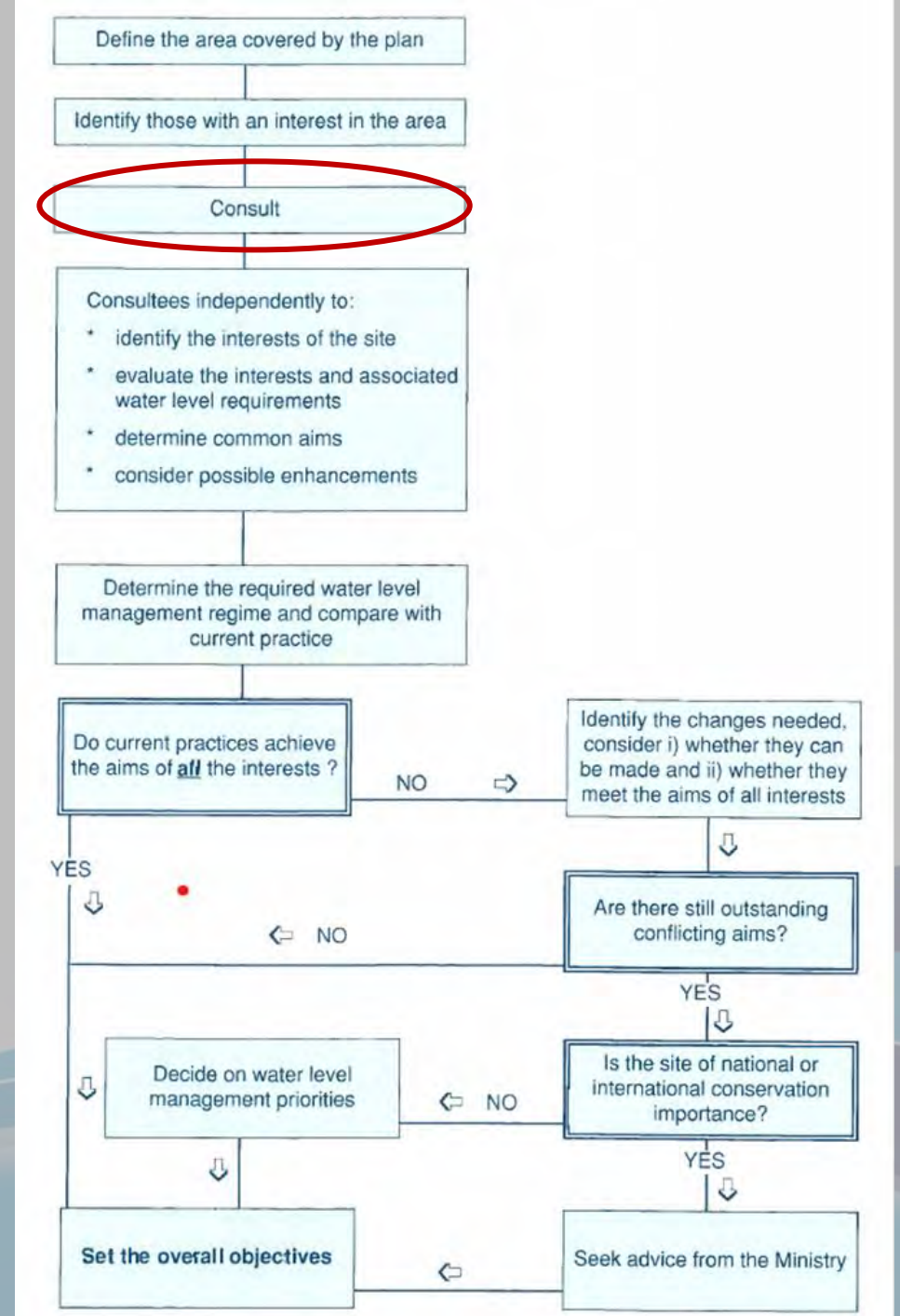


# “ Better Plan” Philip Brewin Ecologist



- Do have app to record WL changes linked to GIS
- Self-cleaning gauge boards Questions
- Nutrient Loading monitored
- Remote Level Telemetry – Aquarius Software
- What is it Natural England want revised WLMPs to achieve?
- A lot of “Operating Authority” actions not under our control.
- SSSI “favourable Condition”, if not NE need to give direction/guidance.
- Current WLMP – Delivery mechanisms
  - Action Plan → Funding → Designation Survey
- North Somerset “Adaptive Water Plan”- North Somerset Council lead as LLFA/ LNRS, GIS Mapping 2025, EA manage Pumping Stations

# What do new WLMPs look Like?

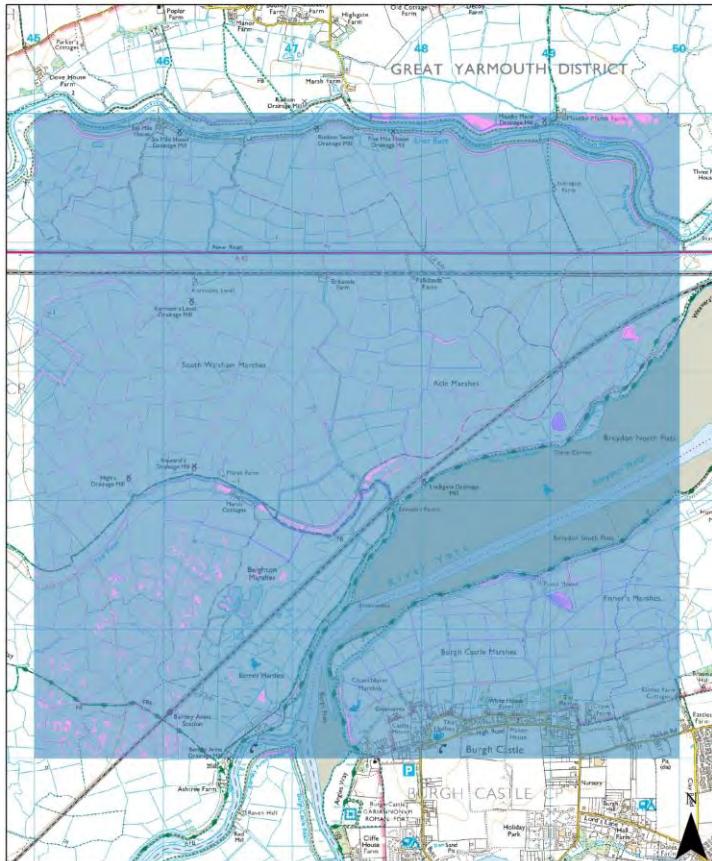


Questions?

Next Steps

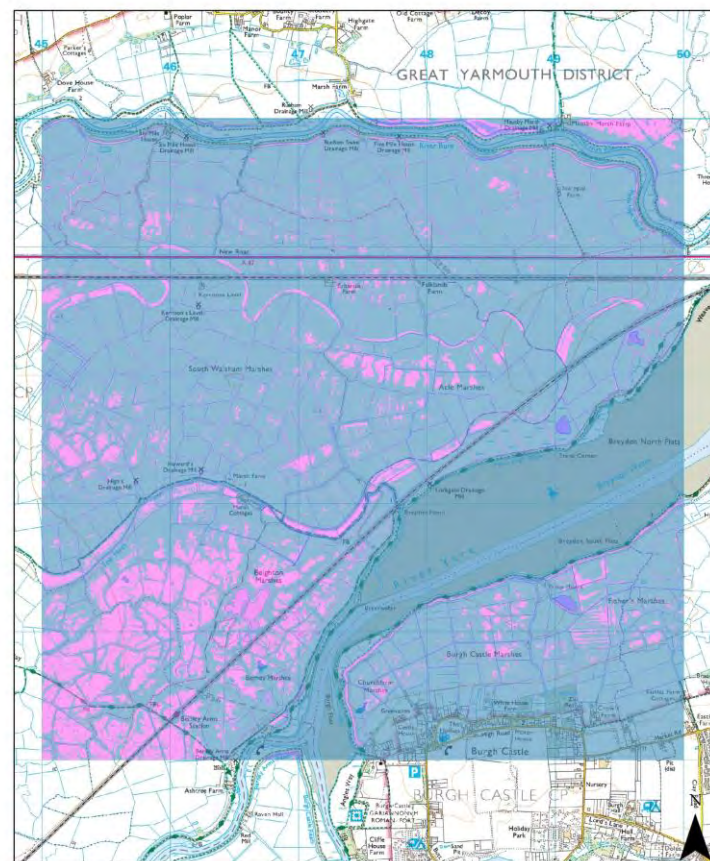
# Water Level Scenarios – Opportunity /Constraint Maps

Water level 110cm below Datum



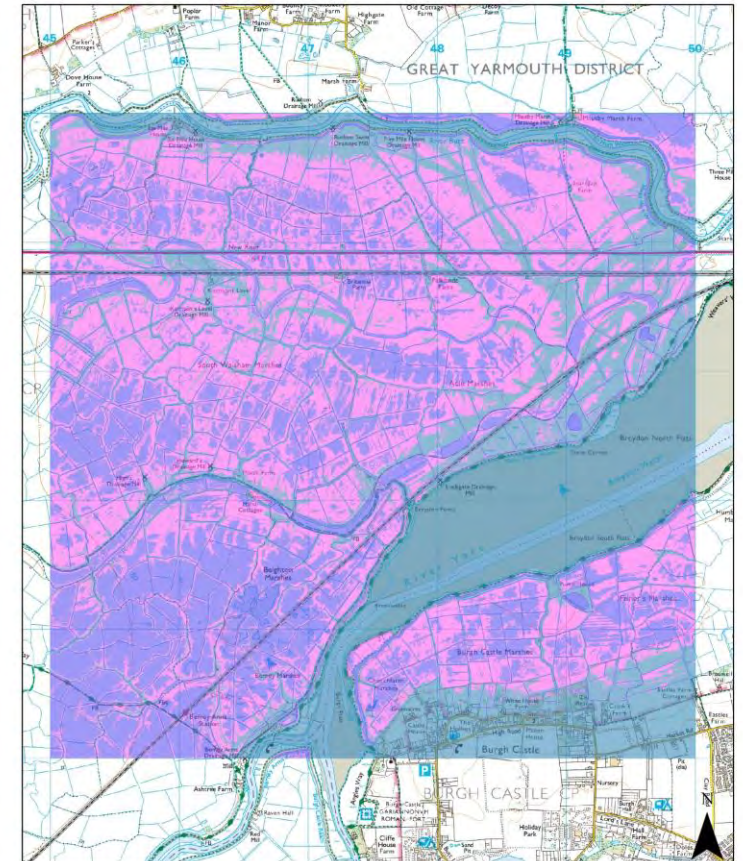
- NA
- Overspill
- Opportunity
- No opportunity

Water level 80 cm below Datum



- NA
- Overspill
- Opportunity
- No opportunity

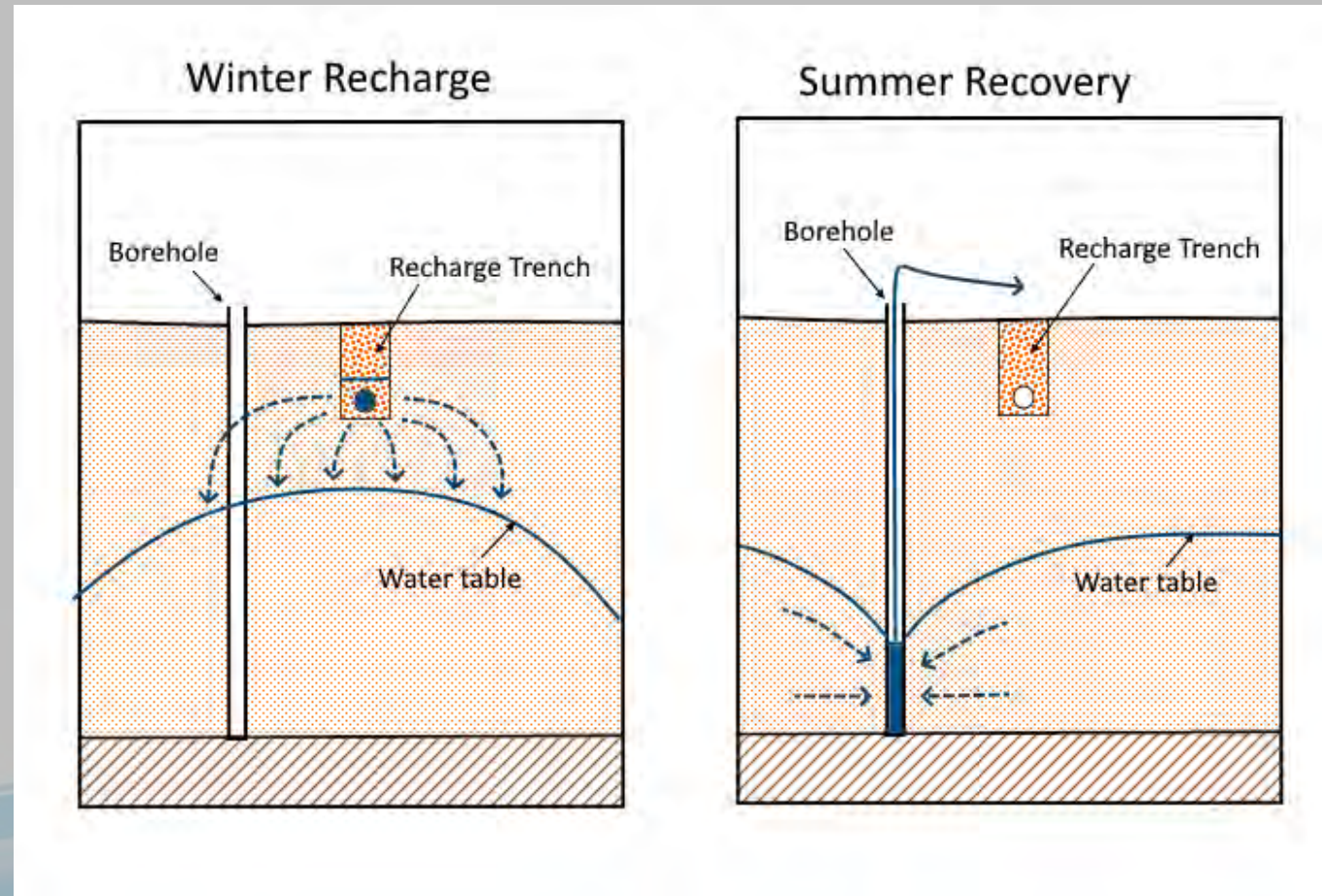
Water level 50 cm below Datum



- NA
- Overspill
- Opportunity
- No opportunity

# Managed Aquifer Recharge and Abstraction Trial

- Recharge 15,000m<sup>3</sup> April
- 500m of reverse land drainage
- Re-Abstraction 15,000 May  
July
- 2 boreholes
- Two Key Questions for the EA
  - Quantity
  - Quality (aquifer protection)





# The Norfolk Water Strategy Programme

Working since February 2021 to develop a strategy to scale up Nature-based Solutions for Norfolk's water resilience.



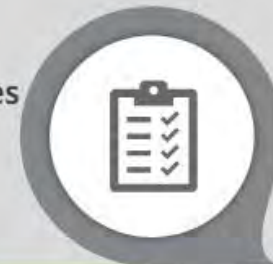
Ensure that **water is not a barrier to economic growth**



Deliver **wider benefits** in terms of **flooding and water quality**



Provide **opportunities for water-related businesses**



Provide **academically rigorous evidence to policy makers**



Increase **resilience of water resources management for all**



Identify **opportunities & mechanisms to restore and enhance the environment**



Deliver **water related climate change mitigation and adaptation strategies**

## SUSTAINABLE DEVELOPMENT REPORT

### 1. REPORTING PERIOD

This planning report covers the reporting 23 May to 9 October 2024.

### 2. CONSENT APPLICATIONS

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

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	1
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	1
<b>Total:</b>	<b>4</b>

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

### 3. CONSENTS DETERMINED

During this reporting period, 1 consent under the Land Drainage Act 1991 and Board's Byelaws has been determined by Officers in accordance with their delegated authority.

<b>Case. Ref.</b>	<b>Case File Sub-type</b>	<b>Location / Site Name</b>	<b>Description of Application or Proposal</b>	<b>Outcome</b>
24_27325_C	Byelaw 10	Bullocks Loke, Caister-on-Sea	Installation of concrete sandbags for bank stabilisation	Granted

#### 4. PLANNING COMMENTS

Officers have provided comments on 17 applications that are either in or could impact on the Boards Internal Drainage District. 4 of these applications are for major developments, summarised below;

<b>Planning App. Ref.</b>	<b>Parish</b>	<b>Location / Site Name</b>	<b>Description</b>
CD/24/1449	Sea Palling	Clink Lane	Holiday Site
2023/3021	Brundall	Links Avenue	Residential Development (147 dwellings)
06/23/0507/F	Martham	Staithe Road	Residential Development (65 dwellings)
20212061	Thorpe St Andrew	Griffin Lane	Residential Development (150 dwellings)

#### 5. FEES

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

<b>Case ref(s)</b>	<b>Date invoiced</b>	<b>Amount (no VAT)</b>	<b>Date Paid</b>
23_25317_C	07/05/2024	£2,777.64	31/05/2024

#### 6. ESTATE MANAGEMENT

Within the reporting period, no more of the Board's applications to register the Board's Landholdings have been completed. The two applications awaiting completion by the Land Registry are:

- Horning Grove Pumping Station
- 7 Mile Pumping Station

**CATHRYN BRADY**  
**SUSTAINABLE DEVELOPMENT MANAGER**  
**OCTOBER 2024**

## BROADS (2006) IDB

### SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/04/2024

Payment Date To : 30/09/2024

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AC0006	Aquatic Control Engineering Ltd	Rechargeable Works	219.60
AG0001	Agroco Trailers	Mobile Plant Expenditure	1,008.00
AL0005	Allstar Business Solutions Ltd	Fuel	28,787.09
AN0005	Anglian Plant Ltd	Rechargeable Works	1,497.60
AN0008	Anglian Water Services Ltd	Capital Works	5,824.80
AN0120	The AF Group Limited	Electricity/Materials	33,130.99
AR0003	S G Archer & Sons	Rechargeable Works	591.00
BA0201	Banham Farms Ltd	Maintenance Works	2,428.80
BAM001	BAM Nuttall Ltd	Capital Works	378,284.94
BE0003	Bear Terrain Ltd	Rechargeable Works	1,704.00
BI0005	BiOME Consulting Ltd	Rechargeable Works	78.48
BR0002	Broads Authority	Capital Works	11,064.22
BR0008	F H Brundle	Martham Depot Repairs	112.32
BR0009	British Telecommunications PLC	Capital Works	2,785.20
BR0272	Broads IDB	Drainage Rates	55.08
BT0001	BT Payment Services	Telephone/Broadband	1,245.44
BU0004	Built Intelligence Ltd	Capital Works	9,360.00
CE0001	Ceres Rural LLP	Capital Works	1,568.10
CI0001	City Electrical Factors	Recharge/Maintenance Works	8,781.33
CL0002	C & L Waste Oil Collection Ltd	Collection & disposal of waste	420.00
CO0007	Cooks Blinds and Shutters Ltd	Service Shutter Doors at Depot	332.40
CO0010	Construction Training Services	Training Course Fees	2,598.00
CR0002	Cranfield University	Capital Works	33,000.00
DI0005	DIY Tool Hire Ltd	Rechargeable Works	253.50
DI0006	Direct Cleaning Services	Cleaning of Depot	1,036.80
DU0002	Duffin Fabrication	Mobile Plant Expenditure	468.96
DV0001	DVLA	Vehicle Tax	655.00
EA0003	East Coast Insulations Ltd	Capital Works	5,940.00
EA0007	Eastern Safety Training Ltd	CITB Temporary Works	516.00
EE0001	EE	SIMO CCTV Camera's	1,308.18
EN0001	Enforcement Bailiffs Ltd	Bailiff Fee	62.00
EN0501	Environment Agency	Flood & Coastal Erosion Levy	95,229.19
EN0520	Engineering & Hire Ltd	Mobile Plant Expenditure	1,614.17
EO0550	E.On UK PLC	Electricity	3,219.57
ER0002	Eriks Industrial Services Ltd	Maintenance Works incl Pump	20,234.50
FA0601	Mr M Falcon Property Solutions	Capital Works	3,375.91
FR0002	Fram Farmers Ltd	Electricity	406,732.76
GI0001	Gibb Group Ltd	Mobile Plant Expenditure	23.89
GS0001	G & S Stores Ltd	Maintenance Works/Mobile Plant	472.65
GYBC01	Great Yarmouth Borough Council	Rates	3,421.82
HA0007	Hayward United Farmer Ltd	Recharge/Maintenance Works	232.80
HA0009	Hayley Group Ltd	Small Tools/Mobile Plant Exp	227.73

## BROADS (2006) IDB

### SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/04/2024

Payment Date To : 30/09/2024

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
HM0001	HM Revenue & Customs	NIC	4,953.92
HU0001	Hubble	Mobile Plant Expenditure	71.81
HU0002	Hugh Crane	Wax/Polish for Trucks/PPE	32.24
HU0850	D C Hunt Engineers Ltd	Maintenance Works	300.00
IN0002	Independent Lifting Services	Maintenance Works	586.61
IN0950	Inland Revenue	PAYE & NIC	70,969.86
IT0001	I Track Direct Ltd	Mobile Plant Expenditure	359.97
JA0002	Jacobs U.K. Ltd	Capital Works	1,714,423.00
JE0001	Jewson Civils Frazer	Maintenance/Capital Works	912.01
KO0001	Korec	Mobile Plant Expenditure	1,800.00
LA0002	Mervyn Lambert	Mobile Plant//Recharge/Capital	9,363.98
LA0005	Laser Civil Engineering & Plant	Rechargeable Works	77.83
LS0001	L&S Engineers Ltd	Mobile Plant Expenditure	218.03
MA0008	Maverick Engineering Ltd	Maintenance Works	66.00
MA0009	Mastenbroek Environmental Ltd	Mobile Plant Expenditure	325.03
MI0002	MIG Anglia Ltd	Small Tools/Consumables	71.99
MI0004	Middleton Aggregates Ltd	Rechargeable Works	33,667.52
MT0001	M.T.Plant Services	Mobile Plant Expenditure	2,110.51
NA0002	National Tracked Dumpers Ltd	Rechargeable Works	6,282.00
NA0006	Native Landscapes	Maintenance Works	395.00
NE0003	Newsquest Media Group Ltd	EAP Advert - Recharge Works	1,064.32
NI1450	Nicholsons	Tyre Repairs/Mobile Plant Exp	1,321.82
NI1451	J H & P E Nicholson Ltd	Maintenance Works	900.00
NO0004	Norse Eastern Ltd	Material Testing for Type 1	56.40
NO0008	Norvic Training (UK) Ltd	First Aid Training	384.00
NO0012	Norfolk Hose Services Ltd	Mobile Plant Exp/Capital Works	796.76
NO1470	Norfolk Pension Fund	Pension Contributions	67,664.68
NO1475	Norfolk Rivers IDB	Rechargeable Works	9,048.60
NOR001	Norse Waste Solutions	Refuse Collection	211.92
OTT001	OTT Hydromet Ltd	Maintenance Works	2,910.84
PA0003	Parker Hydraulics and Pneumatics	Mobile Plant/Maintenance Works	1,701.37
PA0005	Pattisons(Anglia)Ltd	Capital/Rechargeable Works	50,399.40
PE0005	Peoplesafe	Lone Worker	244.80
PI0002	Pioneer Plant Ltd	Mobile Plant Expenditure	3,959.29
PL0001	PLG Country Store Ltd	Maintenance/Recharge Works	521.95
PO0002	PortalPlanQuest Limited	Capital Works	5,254.50
PO0003	Richard Powley	Capital Works	21,593.40
PR0003	R J Pryce & Co Ltd	Mobile Plant Exp/PPE	280.67
RE0004	Rexel UK Ltd	Maintenance/Rechargeable Works	276.73
RE0005	Reactec Ltd	PPE-R-Link Safety annual	1,961.71
RH0001	Rhino Building & DIY Supplies Ltd	Maintenance/Rechargeable Works	864.43
RO0001	Mr D Roll	Pump Attendant	984.00

## BROADS (2006) IDB

### SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/04/2024

Payment Date To : 30/09/2024

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
RS0002	RS Components Ltd	Maintenance Works/PPE	501.00
RS1890	The RSPB	Pump Attendant	1,800.00
RU0001	Runham Garage Limited	Vehicle Repairs	21.00
SA0004	SAS Agri Ltd	Maintenance/Mobile Plant Exp	373.25
SE0001	Selwood Ltd	Mobile Plant Expenditure	54.46
SH0001	Fred Sharman	Pump Attendant	750.00
SSAF01	SSAF Window Films Ltd	Mobile Plant Expenditure	314.88
SU0003	RFD Beaufort Ltd	Life Jacket Services	285.63
TH0003	Robert Thain	Maintenance/Rechargeable Works	61,786.20
TO0005	SLM Toyota	Servicing/MOT - Trucks	3,887.72
TU0001	A D Tubby & Son	Pump Attendant	1,500.00
TU0002	C R Turner	Maintenance Works	5,634.00
TU0004	Turner & Townsend	Capital Works	274.58
VO0001	Vodafone	Mobile Phones	2,712.06
WA0001	Water Management Alliance	Recharge/Capital/Maintenance	193,522.50
WA0006	AP Wakeham Hire Ltd	Rechargeable Works	6,180.00
WI0003	Witham Oil and Paint (Soham) Ltd	Mobile Plant Expenditure	4,135.02
WI0004	Wilkin Chapman LLP	Capital Works	13,839.20
WO0001	Wolseley UK Ltd	Capital Works	22,920.02
WO0003	Workwear (East Anglia) Ltd	PPE/Capital Works	1,514.45
XY0002	Xylem Water Solutions UK Ltd	Maintenance Works	490.80
YA0001	Yarmouth Rewinds Ltd	Maintenance/Rechargeable Works	3,222.00

Please note that the amounts shown above include Vat **£3,415,010.49**

From: 01 April 2024  
To: 30 September 2024

Period To: 06  
Year Ended: 31 March 2025

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<b><u>Income:</u></b>							
	Occupiers Drainage Rates	389,366	389,366	0	389,366	389,366	0
1	Special Levies issued by the Board	896,394	896,394	0	896,394	896,394	0
	Grants Applied	3,491,982	1,980,325	-1,511,657	6,983,964	6,983,964	0
	Rental Income	125	5,000	4,875	250	5,000	4,750
2	Highland Water Contributions	287,061	304,916	17,855	287,061	207,190	-79,871
3	Income from Rechargeable Works	1,000	390,815	389,815	1,000	390,815	389,815
	Investment Interest	10,000	41,101	31,101	20,000	48,000	28,000
4	Other Income	175,679	157,610	-18,069	351,358	351,358	0
	<b>Total Income</b>	<b>£5,251,607</b>	<b>£4,165,527</b>	<b>-£1,086,080</b>	<b>£8,929,393</b>	<b>£9,272,088</b>	<b>£342,694</b>
<b><u>Less Expenditure:</u></b>							
6	Capital Works	3,491,982	1,980,325	1,511,657	6,983,964	6,983,964	0
7	Environment Agency Precept	191,425	189,566	1,858	191,425	191,425	0
8	Maintenance Works	712,740	688,111	24,629	1,640,988	1,640,988	0
9	Administration Charges	101,738	96,540	5,198	196,448	196,448	0
3	Cost of Rechargeable Works	0	387,429	-387,429	0	382,815	-382,815
5	Net Deficit/(Surplus) on Operating Accounts	0	-39,992	39,992	0	-39,992	39,992
	<b>Total Expenditure</b>	<b>£4,497,885</b>	<b>£3,301,979</b>	<b>£1,195,905</b>	<b>£9,012,825</b>	<b>£9,355,648</b>	<b>-£342,823</b>
	Profit/(Loss) on disposal of Fixed Assets	0	0	0	0	0	0
10	<b>Net Surplus/(Deficit)</b>	<b>£753,722</b>	<b>£863,549</b>	<b>£109,827</b>	<b>-£83,432</b>	<b>-£83,561</b>	<b>-£128</b>

From: 01 April 2024  
To: 30 September 2024

Period To: 06  
Year Ended: 31 March 2025

Notes	Balance Sheet as at 30-9-2024	Opening Balance £	Movement This Year £	Closing Balance £
<b>11</b>	<b>Fixed Assets:</b>			
	Land and Buildings	234,202	-14,117	220,085
	Plant and Equipment	360,769	-39,321	321,448
	Pumping Stations	0	0	0
	Shared Consortium Assets	0	0	0
		<b>594,970</b>	<b>-53,437</b>	<b>541,533</b>
	<b>Current Assets:</b>			
12	Bank Account	684,177	628,540	1,312,717
	Stock	3,949	445	4,393
13	Trade Debtors	74,490	285,702	360,192
19	Grant Due	0	0	0
14	Work in Progress	900	33,138	34,038
15	Term Deposits	2,900,000	2,500,000	5,400,000
16,17	Drainage Rates and Special Levies Due	640	454,895	455,535
18	Prepayments	0	0	0
	Prepayments to WMA	37,159	-49,883	-12,724
	Accrued Interest	0	0	0
	VAT Due	161,633	60,344	221,977
		<b>3,862,948</b>	<b>3,913,181</b>	<b>7,776,128</b>
	<b>Less Current Liabilities:</b>			
	Trade Creditors	57,284	90,824	148,107
	Accruals	346,154	-175,399	170,755
	Payroll Controls	0	0	0
	Debtors paid in advance	20,868	-17,387	3,482
20	Loans due in less than one year	0	0	0
		<b>424,306</b>	<b>-101,962</b>	<b>322,344</b>
	<b>Net Current Assets</b>	<b>3,438,642</b>	<b>4,015,143</b>	<b>7,453,785</b>
	<b>Less Long Term Liabilities:</b>			
28	Net Pension Liability/(Asset)	-469,000	16,000	-453,000
20	Loans due in more than one year	0	0	0
		<b>-469,000</b>	<b>16,000</b>	<b>-453,000</b>
	<b>Net Assets</b>	<b>£4,502,612</b>	<b>£3,945,705</b>	<b>£8,448,318</b>
<b>21</b>	<b>Reserves:</b>			
	<b>Earmarked</b>			
19.	Grants Reserve	3,087,938	2,536,883	5,624,820
	Grant Reserve - Tranche 1 + 2	0	561,274	561,274
22	General Reserve	325,072	863,549	1,188,621
23	Development Reserve	92,922	0	92,922
	Plant Reserve	305,827	0	305,827
	Capital Works Interest Reserve	102,064	0	102,064
24	Capital Works Reserve	77,600	0	77,600
		<b>3,991,423</b>	<b>3,961,705</b>	<b>7,953,129</b>
	<b>Non-Distributable</b>			
25	Revaluation Reserve	42,189	0	42,189
26	Pension Reserve	469,000	-16,000	453,000
		<b>511,189</b>	<b>-16,000</b>	<b>495,189</b>
	<b>Total Reserves</b>	<b>£4,502,612</b>	<b>£3,945,705</b>	<b>£8,448,318</b>

S JEFFREY BSc (Hons) FCCA CPFA  
CHIEF FINANCIAL OFFICER

**From: 01 April 2024**  
**To: 30 September 2024**

**Period To: 06**  
**Year Ended: 31 March 2025**

**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	229,299	229,299
Great Yarmouth Borough Council	259,321	259,321
North Norfolk District Council	404,199	404,199
South Norfolk District Council	3,575	3,575
	<b>896,394</b>	<b>896,394</b>

2 The Highland Water Claim for 2024/25 has been submitted to the Environment Agency (EA) in August 2024, net of the relevant Tranche 1 funding for electricity received. We have been advised there is a shortfall in funding, and we may not receive the full amount of the claim. This has been reflected in the forecast outturn.

3 A surplus of £3,387 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	175,985	156,942
4800 Sundry Income	0	668
4802 Summons Costs	0	0
	<b>175,985</b>	<b>157,610</b>

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	-44,008
Mobile Plant Operations Account	0	4,016
	<b>0</b>	<b>-39,992</b>

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

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

7 The EA Precept due for 2024/25 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	157,967	162,708
Pump Attendance	5,625	0
Plant Charges	69,956	66,843
Insurance	39,510	38,405
Out-sourced repairs and maintenance	20,710	19,701
Materials	800	605
Plant Hire	0	0
Electricity	145,000	145,223
Telemetry	400	375
Professional Fees	0	0
Depreciation	0	0
<b>Direct Works</b>	<b>439,968</b>	<b>433,861</b>
5400 Technical Support Staff Costs	187,073	216,242
5450 Other Technical Support Costs	79,450	37,797
5500 Biodiversity Action Plan Costs	6,250	211
5600 Development Expenditure	0	0
<b>Maintenance Works</b>	<b>712,740</b>	<b>688,111</b>

From: 01 April 2024  
To: 30 September 2024

Period To: 06  
Year Ended: 31 March 2025

**Note Notes to the Accounts**

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
6000 Administration Staff Costs	62,705	57,155
6001 Other Administration Costs	34,283	35,249
6200 Drainage Rates AV Increases/(Decreases)	0	-608
6100 Kettlewell House Depreciation	1,500	515
6400 Sundry Expenses	0	610
6500 Settlement Discount	3,250	3,619
	<b>101,738</b>	<b>96,540</b>

9(ii). **Consortium Charges**

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
<u>Expenses</u>		
Technical Support Staff (note 8)	187,073	216,242
Other Technical Support (note 8)	79,450	37,797
Administration Staff Costs (note 9i)	62,705	57,155
Other Administration Costs (Note 9i)	34,283	35,249
Shared Income from the WMA (note 4)	-175,985	-156,942
<b>Net Consortium Charge</b>	<b>187,525</b>	<b>189,501</b>

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

	<u>Budget</u>
Development Reserve	0
Plant Reserve	0
General Reserve	-83,432
	<b>-83,432</b>

11 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2024/25, which can be made available to members on request. Summarised movements are as follows:

	<b>Land and Buildings</b>	<b>Plant and Equipment</b>	<b>Pumping Stations</b>	<b>Total</b>
<b>Cost</b>				
Opening Balance as at 1-4-2024	422,699	1,043,378	412,722	1,878,799
(+) Additions	0	32,000	0	32,000
(-) Disposals	0	-15,700	0	-15,700
Closing Balance as at 30-9-2024	<b>422,699</b>	<b>1,059,678</b>	<b>412,722</b>	<b>1,895,099</b>
<b>Depreciation</b>				
Opening Balance as at 1-4-2024	188,497	682,609	412,722	1,283,829
(+) Depreciation Charge for year	14,117	71,321	0	85,438
(-) Accumulated depreciation written out on disposal	0	-15,700	0	-15,700
Closing Balance as at 30-9-2024	<b>202,614</b>	<b>738,230</b>	<b>412,722</b>	<b>1,353,566</b>
Net Book Value as at 31-3-2024	<b>234,202</b>	<b>360,769</b>	<b>0</b>	<b>594,970</b>
Net Book Value as at 30-9-2024	<b>220,085</b>	<b>321,448</b>	<b>0</b>	<b>541,533</b>

**From:** 01 April 2024  
**To:** 30 September 2024

**Period To:** 06  
**Year Ended:** 31 March 2025

**Note Notes to the Accounts**

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

	<u>2023/24</u>	<u>2024/25</u>
Opening Balance as at 1-4-2024 b/fwd	443,806	684,177
(+) Receipts	9,139,034	7,665,376
(-) Payments	-8,898,662	-7,036,837
(=) Closing Balance as at 30-9-2024 c/fwd	<u>684,177</u>	<u>1,312,717</u>
Balance on Statement as at 30-9-2024	684,143	1,312,717
Less: Unpresented Payments	0	0
Add: Unpresented Receipts	34	0
Closing Balance as at 30-9-2024 c/fwd	<u>684,177</u>	<u>1,312,717</u>

13 Aged Debtor profile is currently as follows:

Debt period	Number of	
	Amount	Debtors
<=30 days	360,192	9
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days	0	0
<b>Total Trade Debtors</b>	<u>360,192</u>	<u>9</u>
<b>&gt;90 days</b>	<b>Amount</b>	<b>Inv.Date Originator</b>
	<u>0</u>	
	0	

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

	Amount	Estimated Completion	Originator
RNCC006	4,240	31/10/2024	Operations Manager
REA016	1,260	31/10/2024	Area Manager
REA019	10,993	31/10/2024	Area Manager
REA020	16,312	31/10/2024	Area Manager
RM&E001	912	31/10/2024	MEICA Manager
RNRT002	320	31/10/2024	COO
	<u>34,038</u>		

15 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
National Counties Building Society	250,000	08/07/2024	08/10/2024	5.13%
National Counties Building Society	250,000	27/09/2024	25/10/2024	4.88%
West Bromwich Building Society	250,000	27/09/2024	25/10/2024	4.85%
Melton Mowbray Building Society	500,000	15/08/2024	15/11/2024	5.00%
Saffron Building Society	500,000	16/05/2024	18/11/2024	5.00%
Vernon Building Society	250,000	16/08/2024	16/12/2024	4.97%
West Bromwich Building Society	250,000	03/09/2024	03/01/2025	4.87%
Principality Building Society	400,000	13/09/2024	13/01/2025	5.00%
Vernon Building Society	250,000	24/09/2024	24/01/2025	4.80%
Progressive Building Society	500,000	27/09/2024	27/01/2025	4.85%
Newbury Building Society	500,000	27/09/2024	27/01/2025	4.80%
Cambridge Building Society	500,000	27/09/2024	27/01/2025	4.85%
Nottingham Building Society	500,000	27/09/2024	27/01/2025	4.80%
Furness Building Society	500,000	27/09/2024	27/03/2025	4.90%
	<u>5,400,000</u>			

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

**From: 01 April 2024**  
**To: 30 September 2024**

**Period To: 06**  
**Year Ended: 31 March 2025**

**Note Notes to the Accounts**

17 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 31 Ratepayers that have not paid their drainage rates for 2024/25, as compared to 42 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	<u>2023/24</u>	<u>2024/25</u>
Arrears b/fwd	-51	640
Drainage Ratepayers	347,490	389,984
Special Levies for the year	800,361	896,394
Payments Received	-1,144,278	-829,614
Annual Value Decrease	-2,290	-2,765
Annual Value Increase	1,503	824
New Assessments	788	1,941
Irrecoverables and write offs	-61	-1
Summons Collection Costs	375	0
Settlement Discount	-3,196	-3,619
Returned Amount	0	1,691
Paid Refund	0	68
Sundry adjustments	0	-8
Arrears c/fwd	<u>640</u>	<u>455,535</u>

18 These have been no prepayments.

19 **Grants Reserve**

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

	<u>2023/24</u>	<u>2024/25</u>
SCH02: Hickling Broad - Stubb Road (100%)	77	77
SCH05: Calthorpe Broad (100%)	403	403
SCH10: Halvergate Marshes WLMA (100%)	5,806	5,806
SCH19: Damgate Marshes (100%)	69	69
SCH65: Halvergate Phase 2 Delivery	0	0
SCH23: Shallam Dyke	2,721	2,721
SCH50: Parrots Feather: Norfolk County Council (100%)	2,448	2,448
SCH57: South Walsham GWP (100%)	40	40
SCH45: Hickling (100%)	26,505	26,505
SCH06: Stubb Mill Pump Replacement (45%)	4,185	4,185
SCH12: Muckfleet Survey & Options Appraisal	409	409
SCH13: Five Mile Pump Replacement (45%)	787	787
SCH14: Hermitage Pump/Structure Replacement (45%)	800	800
SCH15: Thurne Pumping Station (45%)	394	394
SCH27: Ludham Bridge	2,350	2,350
SCH60: Tunstall Pumping Station Emergency Works (45%)	2,684	2,684
SCH07: Potter Heigham Automatic Weedscreen	4,632	4,632
SCH09: River Yare Pumping Station Improvement	2,477	2,477
SCH32: Eastfield Pumping Station Auto Weedscreen	2,066	2,066
SCH33: Tonnage Bridge Pumping Station Auto Weedscreen	0	0
SCH08: St Benet's Pumping Station	14,230	14,230
SCH67: Horsey Boat Dyke Culvert Works FCERM7 Study	9,564	9,564
SCH69: Stokesby PS Bypass FCERM7 Study	11,686	11,686
SCH70: Tunstall PS Bypass FCERM7 Study	28,194	28,194
SCH71: Broads Culvert Surveys	18,055	18,055
SCH73: Muckfleet Bank Improvements	127,731	127,731
SCH74: Martham Boat Dyke Culvert Study	30,229	30,229
SCH77: River Yare Water Level Management Improvements	473,443	515,070
SCH78: River Restoration Officer	1,172	1,172
SCH79: River Bure FCERM7 Study	383,441	382,018
SCH80: Upper Thurne Integrated Improvement Works	1,931,755	4,428,791
SCH81: LAPSIP Broadland Peatcams	-418	-775
	<u>3,087,938</u>	<u>5,624,820</u>

From: 01 April 2024  
To: 30 September 2024

Period To: 06  
Year Ended: 31 March 2025

**Note Notes to the Accounts**

	£
Grant Reserve as at 1-4-2024 b/fwd	3,087,938
Add Grants Received	4,517,208
Less Grant Applied	-1,980,325
<b>Grant Reserve as at 30-9-2024</b>	<b><u>5,624,820</u></b>

20 There are currently no outstanding Public Works Loans.

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

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

	<u>2023/24</u>	<u>2024/25</u>
Opening Balance, as at 1-4-2024 b/fwd	479,710	325,072
Net Surplus/(Deficit) for the year	-52,574	863,549
Net transfer (to)/from Development Reserve	0	0
Net transfer (to)/from Capital Works Interest Reserve	-102,064	0
Net transfer (to)/from Capital Works Reserve	0	0
Revaluation Reserve adjustment	0	0
Closing Balance, as at 30-9-2024 c/fwd	<b>325,072</b>	<b>1,188,621</b>

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

	<u>2023/24</u>	<u>Tfr from Gen. Reserve</u>	<u>Tfr to Gen. Reserve</u>	<u>2024/25</u>
Muckfleet and South Flegg (Former Sub District)	72,702	0	0	72,702
Middle Bure (Former Sub District)	4,458	0	0	4,458
Chapelfield	427	0	0	427
Ashtree	12,474	0	0	12,474
Caister Village	2,861	0	0	2,861
	<b>92,922</b>	<b>0</b>	<b>0</b>	<b>92,922</b>

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

	<u>2023/24</u>	<u>Tfr from Gen. Reserve</u>	<u>Tfr to Gen. Reserve</u>	<u>2024/25</u>
SCH27: Ludham Bridge Pumping Station Refurbishment	5,100	0.00	0	5,100
SCH60: Tunstall Pump Replacement (Emergency Works)	6,000	0.00	0	6,000
SCH32: Eastfield Weedscreen	6,500	0.00	0	6,500
Pumping Station Works	30,000	0.00	0	30,000
Stokesby Main Drain Reprofiling	20,000	0.00	0	20,000
Wayford Mill Drain Bund	6,000	0.00	0	6,000
Ludham Bridge Boatyard - Making good old Pumping Station	4,000	0.00	0	4,000
	<b>77,600</b>	<b>0.00</b>	<b>0</b>	<b>77,600</b>

**From:** 01 April 2024  
**To:** 30 September 2024

**Period To:** 06  
**Year Ended:** 31 March 2025

**Note Notes to the Accounts**

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

	<u>2024/25</u>
Opening Balance, as at 1-4-2024 b/fwd	42,189
Less:	
Pumping Station Depreciation	<u>0</u>
Closing Balance, as at 30-9-2024 c/fwd	42,189

26(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability/(asset), which has been calculated by the LGPS Fund Actuary as at 31 March 2024.

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 asset of £675,000 as at 31 March 2024 that is shared by all 6 Member Boards. The Board's share of this pension asset is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 08 February 2024.

**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 £33,130.99 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 Wharton received £0.00 (net) 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 2024.
- (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 £3,500.00 Chairman's Allowance for the period of 01.11.23-31.10.24.
- (vi) The Board has paid £0.00 (net) to Chapman Farms Ltd during the reporting period for renting space to house telemetry equipment at Thunderhill and for renting the land to house Somerton Auxilliary Pumping Station Kiosk for the period of August 2024 to July 2025. The Board member Mr J Chapman is a Director in this company.
- (vii) The Board has paid £0.00 for renting land at Horsey Pumping Station. The Board member, Mr Buxton of Horsey Estates, owns this land.

**Recommended Actions:**

1. To approve the Financial Report for the period ending 30-9-2024.

S JEFFREY BSc (Hons) FCCA CPFA  
CHIEF FINANCIAL OFFICER

**Internal Drainage Boards – Remote auditing audit programme**  
**2024/25 Internal Audit Arrangements**

**Strategic Risks**

**Governance**

- 1) Review Constitution, Standing Orders, Financial Regulations, Award of Contracts and other procedures (I will obtain this data from your website)
- 2) Review Board agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 3) Review any Committee agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 4) The drainage board has published information on its website to comply with the Transparency Code for smaller authorities (I will obtain this data from your website)
- 5) The drainage board for the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (I will obtain this data from your website, and from sight of your Board minutes approving the dates set)
- 6) The drainage board has complied with the publication requirements as stated by the Accounts and Audit Regulations 2015 (Please provide evidence that these have been complied with)

**Risk Management**

- 1) Review risk management policy and procedures (These should be on the website, but please provide if not)
- 2) Review risk register (If not on the website please provide)
- 3) Review process and procedures for how risk is managed on a day by day basis (A brief note on this please)
- 4) Review key objectives for the IDB and the risks associated with achieving these objectives (This should flow from the risk register)
- 5) Review the controls in place to mitigate these risks and see how effective they are. (These should be contained within the risk register. I may select a sample for review to confirm working as expected)

**Operational Risks**

**Accounting Records**

- 1) Review the accounting records for the IDB
- 2) Are these up to date and in balance (A current trial balance please and a copy of the profit and loss account and balance sheet at the time of the audit)

**Expenditure**

- 1) Review accounts payable (creditors) (An aged creditors list please)
- 2) Test a sample of payments made to verify they have been correctly paid. Check if possible the receipt of the goods. Check accuracy, procedures (purchase order system) and approval process – was this in accordance with Financial Regulations. (I will select my sample from the expenditure items reported to the Board meetings) (Copies of the supporting documents for the sample selected will be required)
- 3) Check treatment of VAT (included above)

## Budget

- 1) Review the budgetary arrangements. (This should be available in the Board papers)
- 2) Review the precept of rates (Please provide the Board agenda and minute approving the penny rate for 24/25 if not already provided above)
- 3) Review how the budget is monitored (These should be included in the Board papers above)
- 4) Review reserves and the policy for these (Please provide latest reserves position and 5/10 year forecast that shows how general reserves are expected year on year in the future) **Income**
- 1) Review accounts receivable (debtors) (An aged debtors list please – both general and rates)
- 2) Review debt collection procedures (Please confirm debt collection arrangements and dates)
- 3) Review any write off arrangements (Please provide details of any write offs – approval/procedures)
- 4) Review recording and banking of income (Please confirm banking arrangements particularly cash or cheque)
- 5) Test a sample of payments received to verify they have been correctly dealt with. Check accuracy and procedures – was this in accordance with Financial Regulations. (Please provide a list of debts raised in the year and I will select a sample for a more detailed review)
- 6) Check treatment of VAT (included above)

## Petty Cash

- 1) Check the Petty Cash arrangements where held
- 2) Verify Petty cash is in balance, test a sample of transactions for relevance and accuracy and that a valid receipt is present. (Please provide a short note on petty cash and confirm VAT has been correctly treated)
- 3) Check treatment of VAT (included above)

## Payroll

- 1) Review the payroll system
- 2) Test a sample of employees for accuracy of pay and treatment of variations including Tax and NI. (Please provide a summary of payments made to staff which includes all deductions both employee and employer)
- 3) Verify PAYE and NI requirements have been met (Please confirm and evidence that PAYE, NI and pension payments have been made to HMIC and LCC)

## Asset Register

- 1) Verify the asset register is complete and up to date. (Please provide a copy of the asset register)
- 2) Verify where possible the asset and investment exists (I will not be confirming that any asset exists for this audit!!)

## Bank

- 1) Verify and confirm bank reconciliations have been regularly undertaken. (Please provide a latest bank reconciliation)
- 2) Confirm end of year bank reconciliation (Year end follow up audit)

## Accounting Statements

- 1) Verify accounting statements have been undertaken and reconciled to the cash book. (Please confirm and year end follow up audit)
- 2) Review and verify the audit trail of sums feeding into the accounting statements. (Year end follow up audit)

## Broads Internal Drainage Board Risk Register

As a Risk Management Authority the Broads Internal Drainage Board are required to have a risk register in order to systematically identify, assess and manage any potential risks to our business. It will also be used to ensure accountability, compliance with regulations, and the effective use of resources to safeguard public interests. The risk Register is a live document and should be reviewed regularly.

With regard to the Risk Register below;

- A Consequence of 3 relates to repercussions which would have a serious effect on the operation/service delivery, which 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.
- A Consequence of 2 relates to repercussions which would have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Would 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.
- A Consequence of 1 relates to repercussions which would 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.
- A Likelihood of 1 relates to an unlikely, outside risk of occurrence.
- A likelihood of 2 relates to this being a foreseeably realistic risk, which could happen infrequently.
- A likelihood of 3 relates to this being a high likelihood of occurrence.

Using the risk matrix shown below a risk rating score is determined, which enables risks to be prioritised using one or more of the “four T’s”

- **Tolerate - score 1-2 - Accept the risk**
- **Treat - score 3–4 - Take cost effective in-house actions to reduce the risk**
- **Transfer – score 6 - Dedicate major resources to managing the risk. If possible transfer the risk to someone else (e.g: by insurance or passing responsibility for the risk to another)**
- **Terminate – score 9 - Agree that the risk is too high and do not proceed with the project or activity**

Likelihood (1 – 3)	Consequence (1-3)		
	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

**Officers Responsible for actions:**

PC - Phil Camamile, Chief Executive: MP – Chief Operating Officer & Deputy CEO: SJ - Sallyanne Jeffrey, Finance and Rating Manager,  
 KN - Kari Nash, Project Delivery Manager: TH - Tom Hunter, Area Manager: PS - Phil Semmence, Operations Manager:  
 CL - Caroline Laburn, Environmental Manager: CB - Cathryn Brady, Sustainable Development Manager

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
(1) To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD).	(1a) Reduction in, or insufficient finance, grant and income.	Erosion of Board's capital and general reserves.  Unable to replace assets as scheduled in the Board's asset plan and EA MTP.	2	3	6	Transfer	Use knowledge and skills of the projects team to fully utilize all funding streams available to projects, thus transferring the risk across a more diverse funding landscape.  Undertake recharge works to build board reserves.  Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). The Environment Act 2021 has been enacted, and the Statutory Instrument to update rating calculations has also been consulted on. We now wait for the relevant procedure to be followed for the law to be updated, after which further processes can commence.	31.03.2025	MP

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	(1b) EA may cease to pay highland water contribution to IDBs	Reduction in FCREM service the Board is able to provide.	2	3	6	Transfer	<p>Ensure highland water claims are clear, transparent, discussed with the EA in good time and submitted on time.</p> <p>Ensure the importance of the HWC is recognized and supported by the EA, RFCC and constituent councils.</p> <p>Continue with the district expansion plans such that HWC would no longer be needed.</p>	31.03.2025	SJ/MP
	(1c) Possibility of IDBs having adhere to Water Abstraction licensing regulations introduced January 2018.	No financial impact anticipated as Broads IDB does not transfer water from main river to ordinary watercourses.	1	2	2	Tolerate	It is understood that the Water Abstraction licensing regulations apply only to the transfer of water from main river to ordinary watercourses, from outside the district into the district, therefore BIDB should not require licenses.	31.03.2025	TH
	(1d) The EA is no longer willing or able to carry out work on sea or river defences that protect the Internal Drainage District, or continues to maintain the sea defences but to a reduced specification.	<p>Potential overtopping into the IDD during severe weather events.</p> <p>Cost implication of managing tidal inundation the increase in water levels.</p>	1	3	3	Treat	<p>Work closely with the EA to understand the post BESL financing arrangements.</p> <p>Work with the EA to identify low spots and influence maintenance plans as much as possible, such that board priority areas are considered.</p> <p>Offer to undertake works whenever possible.</p>	31.03.2025	TH

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	(1e) IDB receive less PSCA work from the EA.	Potential loss of income and reputational damage to Board and WMA Group.	1	3	3	Treat	EA PSCA work to be a priority for the BIDB, given it ensures work is completed and is completed to a high standard.  Use of Public Sector Cooperation Agreement (PSCA) to facilitate partnership working with other risk management authorities (RMAs) should also be prioritised to ensure a diverse portfolio of clients are available should the EA reduce their work requirements.	31.03.2025	TH
	(1f) Potential for additional work being required on existing IDB infrastructure arising from implementation of Eel Regs 2009.	Huge cost implication if works are not grant funded.	1	3	3	Treat	Work with EA to obtain a derogation for the existing pumping stations.  ADA are pressing for this to become a permanent change.	31.03.2025	TH/CL
	(1g) Access to skills and core competencies is reduced.	Reduction in quality of service delivery.  Stakeholders potential loss of confidence in the Board's ability to deliver.	1	3	3	Treat	Board is an equal member of the WMA, which strengthens the organisation and assures access to appropriate skills/competencies. The Board is kept updated via member representation at CMC meetings.  Extensive staff training is recorded and documented.  Effective management and Employee handbook and compliant disciplinary and grievance procedures.	31.03.2025	ALL

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
							Key man insurance is in place for appropriate personnel.  Succession planning.		
	(1h) Operational failings lead to damage to the environment, third party property or individuals.	Compensation claims made against the Board.  Loss of confidence in the Board's capabilities.	1	3	3	Treat	Documented Staff training and Employee handbook in place to limit risk.  Internal systems to ensure safety and environmental standards are met, such as Health & Safety Policy, risk assessments and safe systems of work, Insurances, Financial Regulations, all in place.  Use of approved suppliers.  ISO9001 accredited with external audit of QA systems.  Complaints Register.	31.03.2025	ALL
	(1i) Unable to respond to a major incident, due to lack of resources.	Reputational damage from a loss of confidence in the Board's capabilities.	1	2	2	Tolerate	Resources are backed up by volunteers and equipment.  Board Emergency Plan integrates with County Emergency Plan.	31.03.2025	TH/PS
	(1j) Claims and/or bad publicity against IDB in the event of failure to provide a 24 hour/365 day emergency response for the community.	Reputational damage from a loss of public confidence in the IDB.  Potentially damaging to the	1	2	2	Tolerate	As a WMA member Board there is access to support from other member Boards and the WMA Staffing Plan and Duty Rota.  Emergency workforce and volunteers available.	31.03.2025	ALL

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
		IDB relationship with other RMAs.					Procedures for managing the media are set out in the Board's Reserved Matters.		
	(1k) Public do not know who to contact in an emergency.	Delayed response.	1	2	2	Tolerate	Contact information available on the Board's website and on the Local Resilience Forum website.	31.03.2025	TH/PS
	(1l) Loss or damage to assets through pilferage, theft or neglect.	Reduced IDB capability of fulfilling its statutory function.  Cost implications for replacement, even with insurance.	1	2	2	Tolerate	Regular stock control checks and up-to-date inventory of assets.  Asset management plan and annual visual asset inspection feed into capital programme.  SLAs in place with approved suppliers.  Insurance, including annual engineering inspection.	31.03.2025	TH/PS
	(1m) Loss of income through error or fraud.	Cost implication for external assistance that may be required to recover monies.	1	3	3	Treat	Board approved Financial Regulations, Anti-Fraud/Corruption Policy, Whistleblowing Policy.  Internal controls and segregation of duties.  Internal and external audit.  Insurances.	31.03.2025	SJ

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	(1n) Failure to comply with all current UK and EU legislation/ regulation	IDB would incur penalties/fines	1	3	3	Treat	<p>Employ competent staff through WMA.</p> <p>Training for staff and Board members.</p> <p>Board approves Financial Accounts.</p> <p>Internal audit.</p> <p>Engage HR, Legal and Health and Safety specialists as and when required.</p>	31.03.2025	ALL
	(1o) Failure to comply with General Data Protection Regulations introduced May 2018.	IDB would incur penalties/fines.	1	3	3	Treat	<p>Employ competent staff through WMA. GDPR training has been given to all staff and Board members.</p> <p>Board approved Data Protection Officer role to be included within the Chief Executive's remit, effective May 2018. Board's Data Protection Policy updated to reflect new regulations.</p>	31.03.2025	ALL
	(1p) The increasing number of water management initiatives being developed and promoted across the region could lead to a duplication of	Increase pressure on management time as the Board attempts to keep a handle on the growing number of plans and initiatives in the catchment.	2	3	6	Transfer	<p>IDB consenting team to receive training on the possible impacts of water level management schemes.</p> <p>Management to carefully assess whether or not to directly engage with each water management initiative being developed by</p>	31.03.2025	CB

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	effort and emerging strategies which have conflicting objectives that could adversely impact on the Board's operations and/or increase flood risk.						other RMAs in the catchment, could adversely impact on the Board's operations and/or increase flood risk.		
	(1q) HMRC have confirmed via Excise Notice 75, that as of 1 April 2022, IDBs can continue to use red diesel for works benefitting agriculture. It is highly likely that this is a temporary decision and that at some point in the future, the use of rebated fuel will not be possible for IDB works.	An annual fuel increase in cost of approximately £30,000, meaning an increase of 3% in drainage rates and special levies.	2	3	6	Transfer	Continue to support lobbying through ADA for the law not to be widened out to IDBs.	31.03.2025	TH/MP
	(1r) Significant increases in wages, fuel and energy costs and difficulty of passing on the associated increases to drainage ratepayers and	Cuts to service delivery would have to be made which could significantly increase flood risk.	2	3	6	Transfer	Additional costs passed on in rates and special levies with effect from 1 April 2022.  Assess where cuts could be made without increasing flood risk to an unacceptable level.  Support the Council and ADA in	31.03.2025	SJ/TH

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	councils.						actively lobbying Central Government for funding support due to concerns of rising special levies.		
	(1s) Beavers could escape from enclosures and build dams within the IDB district affecting drainage.	Increased flooding, increased cost, difficulty to maintain water levels in designated areas, inability to undertake statutory function, damage to flood banks and watercourse infrastructure.	1	3	3	Treat	Environmental staff to undertake the necessary training and develop the required procedures to be able to remove any beavers/beaver dams from our drains, as required, under license.  Operational staff to remain vigilant and report suspected beaver activity to operations managers, especially around areas where they are being introduced.	31.03.2025	CL/TH
	(1t) The new obligation brought in by the Environment Act to enhance the natural environment, as opposed to maintain and conserve the natural environment.	Additional requirements around enhancing the natural environment could lead to an increased cost of operations.	1	3	3	Treat	Environment Team to review the SMO and any other relevant policies in the light of this new legislation.  Environment Team to facilitate any training required for the ops manager/field teams.	31.03.2025	CL

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
(2) To become the delivery partner of choice for the Lead Local Flood Authority (LLFA) and Environment	(1u) Winter power cuts enforced by National Grid if gas supplies run extremely low.	Pumping stations would not be operational during these power cuts. National Grid has confirmed it is an unlikely scenario that supply interruptions would happen.	1	3	3	Treat	Liaison with Environment Agency on how to get pumping stations on the critical infrastructure list.  MEICA Team to prepare for such a scenario.  Power cuts of up to three hours at a time could be managed, especially with advance notice of any planned power cuts.	31.03.2025	TH/PS
	(1v) Potential liability for certain bridges and culverts in the district.	If the Board is found to have some operational responsibility, this could have a significant financial impact as well as associated health and safety/ public liability concerns.	2	3	6	Transfer	The Board's position is that all bridges and culverts carrying public highways are the responsibility of the relevant Highway Authority. All bridges and culverts that carry unadopted highways/private access routes are the responsibility of the riparian landowner.  WMA staff to undertake a task & Finish activity search of archives to understand situations where the IDB may have explicitly taken responsibility for certain culverts/bridges in the district. This can then be used to ring fence funds for managing these assets as required.	31.03.2025	CB
	(2a) LLFA and EA take over the functions of the IDB.	If the LLFA/EA takes over the functions of the IDB, the IDB would cease to exist.	1	3	3	Treat	Build our reputation as an important, competent, progressive, delivery based organisation which adds value to solving local water management issues.	31.03.2025	ALL

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
Agency (EA) within the Board's hydraulic sub catchment.							Regular review of performance and governance arrangement to maintain strength and integrity.  ADA membership.  Promote IDB through the media.		
(3) To enable and facilitate land use for residential, commercial, recreational, and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk.	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.	Increased flood risk.  Potential for lost income for SWDCs and commuted sums.	2	3	6	Transfer	Planning/Enforcement to build close relationships with local planning officers, such that our role, input and comments are considered and valued.  Officers' comments on planning applications are available on Local Authority website.  The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA. New rates and banding introduced 1 October 2018.	31.03.2025	CB
	(3b) SUDs managed by private management companies who allow them to fall into disrepair through lack of long-term maintenance.	Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure & subsequently increase the risk of flooding.	2	3	6	Transfer	A SUDs adoption and charging policy has been approved by the Board.  Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 and by the Board in May 2019.	31.03.2025	CB

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
(4) To nurture, enhance and maintain the natural habitats and species, which exist in and alongside IDB watercourses, wherever practical to ensure there is no net loss of biodiversity.	(4a) Non-delivery/ non-compliance of Biodiversity Action Plan.	Board does not meet its environmental targets.	1	3	3	Treat	<p>BAP approved by the Board and submitted to DEFRA and EA.</p> <p>Work to WFD compliant SMO.</p> <p>Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure.</p> <p>Officers monitor and report environmental performance to the Board.</p> <p>Staff awareness training.</p> <p>ISO 14001 accreditation and external audit of QA systems.</p> <p>Complaints Register available.</p>	31.03.2025	CL/TH/PS
	(4b) Implementation of BAP leads to increased flood risk and increased maintenance costs.	Failure to balance environmental needs with management of flood risk.	1	3	3	Treat	<p>BAP to be developed in liaison with the Ops manager and reviewed at regular intervals.</p> <p>Watercourses prioritised according to flood risk based on criteria agreed by Board.</p>	31.03.2025	CL/TH/PS
	(4c) SMO not WFD compliant.	Potential for Board to incur penalties/fines if environmental/ habitat damage occurs as a result	1	3	3	Treat	<p>Update SMO to maintain WFD compliance.</p>	31.03.2025	CL/TH/PS

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
		of none WFD compliant works.							
	(4d) Increased levels of non-native species adversely affecting work & BAP delivery.	Increased costs of operations. Failure to meet environmental targets.	2	2	4	Treat	<p>Ensure biosecurity protocols are adhered to.</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present.</p> <p>Educate workforce and have clear communication line for the reporting of potential non-native sightings, such that these can be assessed by the environmental team.</p> <p>Continue to work with the EA and local authorities to obtain funding for works to manage any non-natives found, to minimize the financial burden on the board.</p>	31.03.2025	CL/TH

## BIDB Policy Review Summary – Full Board Meeting, October 2024

	<b>Policy</b>	<b>Owner</b>	<b>Comments</b>
1	Local Government Pension Scheme Employer Pension Policy <a href="#">Click here</a>	BST	

**FEEDBACK & COMPLAINTS REVIEW**  
**For the period June 2024 – September 2024**

**1. OFFICIAL COMPLAINTS**

Date of complaint	Location	Nature of complaint	Allocated to	Status	Action taken

No official complaints have been received or dealt with during the reporting period and there are no outstanding complaints to resolve brought forward from previous reporting periods.

**2. OTHER FEEDBACK**

Date of feedback	Location	Nature of feedback	Allocated to	Status	Action taken
13/09/2024		Positive Feedback: Complimented the planning team on how helpful, responsive and professional the team are to work with.	Ellen Moore	N/A	N/A

**FRANCES BLIGH**  
**ICT MANAGER**

# WMA Meeting Calendar 2025

	January	February	March	April	May	June	July	August	September	October	November	December										
Mo									1				1	Mo								
Tu				1			1	SHIDB Conservation	2				2	BG JMC								
We	1	Bk. Hol.		2			2		3	1			3	ES A&O & Deben								
Th	2			3	1		3		4	2			4									
Fr	3			4	2		4	1	5	WMA Pay	3		5	WMA CMC								
Sa	4	1	1	5	3		5	2	6	4	1		6	Sa								
Su	5	2	2	6	4	1	6	3	7	5	2		7	Su								
Mo	6	3	BG B&I	3	WMA Pay	7	5	Bk. Hol.	2	7	4		8	Mo								
Tu	7	4	BG A&E	4		8	6		3	BG B&O	8	5	SHIDB	9	SHIDB & BG B&O							
We	8	5	WLY&L	5		9	7	ES A&O & Deben	4		9	6		10								
Th	9	6		6		10	8		5	BIDB	10	7		11								
Fr	10	7		7		11	9	KLIDB	6	South of England Show	11	8		12	KLIDB							
Sa	11	8		8		12	10		7	South of England Show	12	9		13								
Su	12	9		9		13	11		8	South of England Show	13	10		14								
Mo		10		10		14	12		9	ESWMB	14	11		15								
Tu	14	SHIDB Perf & Chairman's	11	SHIDB	11	15	13	SHIDB	10	SHIDB Angling	15	12		16								
We	15		12		12	16	14	NRIDB	11		16	13		17								
Th	16		13		13	17	15		12		17	14		18								
Fr	17	KLIDB	14		14	18	Bk. Hol.	16	13		18	15		19	KLIDB P&W							
Sa	18		15		15	19		17	14		19	16		20								
Su	19		16		16	20		18	15		20	17		21								
Mo	20		17		17	21	Bk. Hol.	19	BG B&I	16		21	18	ESWMB	17	22						
Tu	21	Pevensey and BG B&O	18		18	22		20	BG A&E	17	PCWLMB	22		23	BG JMC	21	18	PCWLMB	23			
We	22	NRIDB	19		19	23		21	WLY&L	18	Lincs Show	23		24		22	NRIDB	19		24		
Th	23		20		20	24		22		19	Lincs Show	24		25		23		20		25	Bk. Hol.	
Fr	24		21		21	25	WMA CMC	23		20		25	22	26	WMA CMC	24		21	KLIDB BC Pre Budget	26	Bk. Hol.	
Sa	25		22		22	26		24	21		26	23		27		25		22		27		
Su	26		23		23	27		25	22		27	24		28		26		23		28		
Mo	27	ESWMB	24		24	28		26	Bk. Hol.	23		28	25	Bk. Hol.	29	SH Performance	27	BG B&I	24	SHIDB DC Pre budget	29	
Tu	28		25		25	29	BG JMC	27		24		29	26		30		28		25		30	
We	29		26		26	30		28	Suffolk Show	25	Norfolk Show	30					29		26		31	
Th	30	BIDB	27		27			29	Suffolk Show	26	Norfolk Show	31					30		27			
Fr	31		28		28			30		27	WMA CMC						31		28			
Sa			29		29			31		28								29				
Su			30		30					29								30				
Mo			31		31					30								31				

**WMA CMC** 9.30 am  
Water Management Alliance Consortium Management Committee

**NRIDB** 10.00 am  
Norfolk Rivers IDB

**BIDB** 10.00 am  
Broads IDB

**SHIDB** 10.30 am  
South Holland IDB

**ESWMB** 10.00 am  
East Suffolk WMB

**PCWLMB** 10.00 am  
Pevensey & Cuckmere WLMB

**WLY&L** 10.00 am  
Waveney, Lower Yare & Lothingland IDB

**KLIDB** 9.30 am  
King's Lynn IDB

**BG B&I** 2pm  
Bedford Group Bedfordshire & River Ivel

**BG B&O** 2pm  
Bedford Group Buckinghamshire & River Ouzel

**BG A&E** 9am  
Bedford Group Alconbury & Ellington

**BG JMC** 2pm  
Bedford Group Joint Management Committee

## CONSORTIUM MATTERS

To receive the confirmed minutes and report extracts from the Consortium Management Committee (CMC) meeting held on 26 July 2024, to view [Click here](#)

- Unconfirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 April 2024 to 30 June 2024
- WMA Financial Report for the period 01 April 2024 to 30 June 2024
- WMA Capital Works Portfolio Overview as at 10 July 2024
- Correspondence – Environment Statutory Allowance
- Social Media Report for the period 01 April 2024 to 30 June 2024

## **CONSORTIUM MATTERS**

To receive the unconfirmed minutes and report extracts from the Consortium Management Committee (CMC) meeting held on 27 September 2024, to view [click here](#):

- Unconfirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 July 2024 to 31 August 2024
- WMA Financial Report for the period 01 April 2024 to 31 August 2024
- Social Media Report for the period 01 July 2024 to 31 August 2024

## WMA Policy Review Summary – CMC Meeting, 27 September 2024

	<b>Policy</b>	<b>Owner</b>	<b>Comments</b>
1	Health and Safety Policy and Responsibilities <a href="#">Click here</a>	RK, MP, KV	Annual Review
2	Drought Policy <a href="#">Click here</a>	CL	3-year review
3	WMA Division of Responsibilities: Roles of Chairman and Chief Executive <a href="#">Click here</a>	PC	Format updated and evolved to a single WMA policy rather than having separate documents for each IDB.
4	WMA Schedule of Reserved Matters <a href="#">Click here</a>	PC	Format updated and evolved to a single WMA policy rather than having separate documents for each IDB.
5	WMA Financial Regulations <a href="#">Click Here</a>	SJ	Format updated and evolved to a single WMA policy rather than having separate documents for each IDB.
6	WMA Data Breach Procedures <a href="#">Click Here</a>	FB	Annual Review
7	WMA Information Security and Systems Acceptable Use Policy <a href="#">Click Here</a>	FB	Annual Review

<b>Objective</b>	<b>Responsible Officer</b>	<b>Status</b>
<p>1. Develop and agree a service level agreement for each WMA Member Board that clearly defines the individual service functions to be provided by the WMA. The agreement should include service delivery and performance expectations together with monitoring and reporting requirements, so that each Member Board can better appraise the effectiveness of the WMA and periodically benchmark its performance against other service providers.</p>	<p>COO</p>	<p>Work on the WMA strategy is now complete, which has highlighted member board priorities and strategic objective alignment.</p> <p>COO is now developing a dashboard relating to the strategic objectives, which will enable more detailed board objectives and benchmarking to be produced.</p>
<p>2. Encourage all Member Boards to set objectives and ensure that these objectives are met.</p>	<p>CEO</p>	<p>All member boards have set objectives and are progressing towards achieving them.</p> <p>These objectives can be found in the relevant meeting minutes and report extracts.</p>
<p>3. Ensure all shared personnel have the capacity, ability and training to perform within the agreed budget. Specifically, to:</p>		

Objective	Responsible Officer	Status
<p>3.1 Increase capacity within the Finance &amp; Rating team, so that the staff are able to consistently produce monthly Financial Reports by the 14th day of the following month and any other financial information that the business may reasonably require from time to time, as and when needed. Pressure on the team is only likely to increase, as more of the Member Boards move into full-code audit.</p>	<p>Finance &amp; Rating Manager</p>	<p>The Finance and Rating Team have been upskilling their apprentices and are consistently producing Financial Reports by the deadlines set.</p> <p>The annual leave system has now been modernised and is being successfully used by the office staff and external workforce.</p> <p>The new electronic PO and invoicing system is nearing completion and is about to undertake testing by the team. It is hoped this will be live by the end of October 2024. Both of these systems will aid in reducing time burden for both the Finance and Rating Team, and those that are Budget Holders, as well as aiding accuracy of procurement against our Financial Regulations.</p>
<p>3.2 Provide additional training for the new Business Support team, so that the staff are able to confidently fulfil all aspects of their role. For example, turning around draft minutes for Member Board/Committee Chairs within two weeks of a meeting.</p>	<p>Finance &amp; Rating Manager</p>	<p>BST have achieved their deadlines on minutes consistently.</p> <p>Training plan for each member of the BST is agreed as part of the annual appraisal process.</p>

<b>Objective</b>	<b>Responsible Officer</b>	<b>Status</b>
<p>3.3 Increase training within the Sustainable Development team, so that they can confidently give planning/consenting advice to the business and take enforcement action quickly, when necessary.</p>	<p>Sustainable Development Manager / Compliance manager</p>	<p>The team are on track to achieve their targets for SWDC.</p> <p>Training plan for each member of the team is agreed as part of the annual appraisal process.</p> <p>New in-house CPD on river restoration and backwater effects is being delivered within the next 3 months, given the noticeable increase in applications of this nature.</p> <p>Dedicated enforcement role is now focussed on enforcement action.</p>
<p>3.4 Increase GIS/mapping capacity within the ICT team, so that they can quickly create maps which are specified by the business, to the required standard.</p>	<p>ICT Manager</p>	<p>Two new recruits have been made to the ICT team, both with GIS skills.</p> <p>This has already seen the development of the electronic system for site work, monitoring work undertaken, etc.</p>
<p>3.5 Introduce a more streamlined approach of ensuring environmental compliance when carrying out unplanned emergency response/maintenance work to minimise cost and delays.</p>	<p>Environment Manager</p>	<p>SMO reviews are to be completed for each board which will review emergency work procedures, as well as the standard maintenance functions.</p> <p>Works following winter flooding of 2024 was streamlined, under close working relationship between engineering and environmental team.</p>
<p>3.6 Ensure the Area team for East Anglia is able to produce accurate maintenance work</p>	<p>Area Manager</p>	<p>Templates for work programmes are set which should enable work programmes to be completed before 30 November each year.</p>

	<b>Objective</b>	<b>Responsible Officer</b>	<b>Status</b>
	programmes before 30 November every year.		
4.	Ensure all communications on social media, in the press and through the staff are dealt with in accordance with the Communications Policy and are clearly credited to the relevant Member Board(s). Ensure that all Board owned equipment is appropriately labelled as such, and Board branding is correctly exhibited on all project work being undertaken.	ICT Manager	This has been communicated to all staff and will continue to be monitored.  All social media posts are checked before sending.
5.	Oversee and secure succession planning, especially regarding senior management. Specifically prioritising the following Managers:		
	5.1 Finance & Rating Manager	CEO	Professional development of the Finance and Rating Team continues with a view to produce capable successors to the role.
	5.2 ICT Manager	CEO	Professional development of the ICT Team continues with a view to producing capable successors to the role.
	5.3 Area Manager (East Anglia)	CEO	Professional development of the Team continues with a view to producing capable successors to the role.

	<b>Objective</b>	<b>Responsible Officer</b>	<b>Status</b>
	5.4 Project Delivery Manager	CEO	Professional development of the Project Delivery Team continues with a view to producing capable successors to the role.

	<b>Objective</b>	<b>Responsible Officer</b>	<b>Status</b>
6.	Start implementing the agreed 3-year strategy for the long-term success and sustainability of the WMA for the benefit of all Member Boards.	COO	Dashboard is under development and will be available for the next CMC meeting. Certain elements of the strategic objectives have already been completed and team briefings on the strategic objectives have been delivered, to ensure business alignment.
7.	Continue to monitor carbon usage at Pierpoint House and reduce carbon emissions, as per the agreed Carbon Management Plan. To commission the 6 EV charging stations and allow the staff and visitors to use them.	COO	Carbon monitoring continues as per the carbon reduction plan.  Charging stations at Pierpoint House are now working.
8.	To ensure that the WMA group's net expenditure does not exceed the net Administration and Technical Support Budget for 2024/25 and aim to increase the proportion of total expenditure financed by third	Finance & Rating Manager / COO	On track to meet the budget.  Third party work continues to grow in line with the target provided.

	parties from 55% to 70% within the next 3 years.		
9.	To ensure that the WMA Group has a robust DRS after the 31 <sup>st</sup> March 2025, for use by its Member Boards and consider licensing the system to third parties, should they also want to use the software.	CEO	Achieved

Distributed to: Broads (2006) IDB Members

	PAPER COPY PACK REQUESTED	ADA HEALTH, SAFETY & WELFARE MODULES
Henry Alston		YES 02/08/2021
Louis Baugh (Vice Chair)		YES 08/08/2021
Kevin Bayes		
Malcolm Bird		
John Blackburn		YES 01/11/2022
Harry Blathwayt		YES 18/10/2021
Nigel Brennan		YES 12/07/2021
Jon Burton		
Robin Buxton (Chair)	YES	YES 13/07/2021
Tom Cator		YES 25/01/2022
Sue Catchpole		YES 03/01/2024
James Chapman	YES	YES 11/05/2022
Jo Copplesstone		
Simon Daniels (Vice Chair)		YES 12/07/2021
Jan Davis		
Ian Deane		
Angie Fitch-Tillett		YES 08/03/2024
Geoffrey Freeman		YES 09/08/2021
Noel Galer		YES 05/08/2021
George Gay		YES 26/11/2021
Mark Harris	YES	YES 23/05/2022
Brian Lawn		
Leslie Mogford		
Grant Nurden		
Luke Paterson		
Pauline Porter		
Callum Ringer		
Ian Robinson		YES 08/03/2024
Derek Roll	YES	YES 27/07/2021
Fred Sharman	YES	YES 27/11/2021
Tim Strudwick		YES 08/08/2021
John Tallwin		YES 08/08/2021
Adam Varley		YES 11/10/2021
Ed Wharton		YES 06/12/2021
Stephen Wright		YES 10/08/2021

**Officers:**

Giles Bloomfield	Project Development Manager
Cathryn Brady	Sustainable Development Manager
Grace Burton	Senior Business Support Officer
Phil Camamile	Chief Executive
Tom Hunter	Area Manager (WMA East Anglia)
Sallyanne Jeffrey	Finance & Rating Manager
Caroline Laburn	Environmental Manager
Kari Nash	Project Delivery Manager
Matthew Philpot	Deputy Chief Executive
Phil Semmence	Operations Manager (BIDB)

Broads (2006) IDB  
**Meeting 24 October 2024**