

**A MEETING OF THE BROADS (2006) INTERNAL DRAINAGE BOARD WAS HELD AT HICKLING BARN COMMUNITY CENTRE, TATE LOKE, HICKLING, NORWICH, NORFOLK NR12 0YU ON THURSDAY, 30 JANUARY 2025 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 Copplestone
* 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 (54%)

Robin Buxton in the Chair

In attendance:

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

Members of the Public  
Danny Hercock (RSPB)

<b>ID</b>	<b>Broads (2006) IDB, Minute</b>	<b>Action</b>
<b>01/25</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	
<b>01/25/01</b>	The Chairman welcomed everyone to the meeting, including Daniel Hercock of the RSPB, who was acknowledged as a member of the public	

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	with plans for his co-option onto the Board at the next meeting on 05 June 2025. RESOLVED that this be noted.	
01/25/02	Apologies for absence were received on behalf of Malcolm Bird, Cathryn Brady, John Burton, Sue Catchpole, Phil Camamile, James Chapman, Angie Fitch-Tillett, Caroline Laburn, Luke Paterson, Ian Robinson, Fred Sharman and John Tallowin. RESOLVED that this be noted.	
02/25	<b>DECLARATION OF INTERESTS</b>	
02/25/01	The Chairman reported that there were 2 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 <a href="mailto:grace.burton@wlma.org.uk">grace.burton@wlma.org.uk</a> at the earliest opportunity. RESOLVED that this be actioned.	Nigel Brennan/ Lesley Mogford
	<i>Post Meeting Note: A physical copy was completed by Nigel Brennan at the end of the meeting.</i>	
03/25	<b>MINUTES OF THE LAST BOARD MEETING</b>	
03/25/01	The minutes of the last Board meeting held on 24 October 2024 were confirmed as a true record and signed by the Chairman. Arising therefrom:	
03/25/02	<b>Plant Replacement and Costings Report (64/24/02)</b>	
	The Area Manager informed the Board that he planned to present a Plant Replacement and Costings report at the next meeting on 05 June 2025. RESOLVED that this be actioned.	TH
04/25	<b>HEALTH, SAFETY AND WELFARE PERFORMANCE REPORT</b>	
04/25/01	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.	
05/25	<b>CAPITAL WORKS PROGRAMME OVERVIEW AND PROJECT DEVELOPMENT UPDATE</b>	
05/25/01	The Capital Works Programme Overview and Project Development Update, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
05/25/02	The Project Delivery Manager informed the Board that she and the Deputy Chief Executive have had a meeting with EA Directors regarding the current situation with ESA funding. Further to this the WMA were advised to take legal advice, an initial meeting to obtain a quote for which has been undertaken.	

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05/25/03	Henry Alston expressed concerns regarding the initiation of projects without confirmed funding. The Deputy Chief Executive clarified to Henry Alston and the members that the EA would not allow the commencement of projects unless funding was fully secured – the problem with this however was that even design work (to enable work to start on site if/when funding does come available) was being blocked. RESOLVED that this be noted.	
05/25/04	The Deputy Chief Executive informed the members about the ESA briefing paper he had written (a copy of which was filed in the Report Book). He reported that the paper had been adapted by ADA and subsequently sent to DEFRA, with an acknowledgment received. Additionally, the Deputy Chief Executive shared that he had communicated with Natural England (NE) and Tony Juniper, as well as MPs covering the Board's area. RESOLVED that this be noted.	
05/25/05	Jo Copplestone suggested that the Board target local MPs. The Deputy Chief Executive informed the Board that a letter had been drafted for the attention of local MPs. He intended to circulate the correspondence in the coming weeks. Additionally, the Deputy Chief Executive informed the members that he planned to attend the Flooding and Drought Summit at County Hall on 31 January 2025, where he would also approach MPs. RESOLVED that this be noted.	
	<i>Post Meeting Note: Letter sent and MP had a meeting with Steff Aquarone who has written to Emma Hardy directly regarding this matter.</i>	
05/25/06	The Board agreed that a site visit be organised to Horsey Pumping Station after the Board meeting on 05 June 2025. RESOLVED this be actioned.	KN/GLB
06/25	<b>PROJECT DELIVERY REPORT</b>	
06/25/01	The Project Delivery Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
06/25/02	<b>River Bure Water Level Management Improvements (3.5)</b>  The Project Delivery Manager's recommendation for the Board to award the contract for detailed design to Jacobs and Bam Nuttall to aid progression of the River Bure Water Level Management Improvements (WLMI) project was considered in detail and approved. RESOLVED that this be actioned.	KN
07/25	<b>OPERATIONS REPORT</b>	
07/25/01	The Operations Report (a copy of which is filed in the Report Book), was considered in detail, and approved. Arising therefrom:	
07/25/02	Stephen Wright expressed concern regarding the frequency of work carried out at the Acle Land Spring. The Area Manager acknowledged these concerns and informed the Board that Acle Land Spring is an EA-main river. However, the EA had approached the Board to carry out the	TH

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	work on their behalf, according to their specifications. The Area Manager assured the Board that he would raise Stephen Wright's concerns with the EA. RESOLVED that this be actioned.	
07/25/03	The Deputy Chief Executive informed the Board that he planned to present his briefing paper on de-maining to local MPs and address the matter at the Flood & Drought Summit on 31 January 2025. He also agreed to send the briefing paper to all councillors. RESOLVED that this be actioned.	MP
07/25/04	Ian Deane asked the Area Manager whether the inputting of data for operational machinery relied on the operative manually entering the data, rather than it being tracked directly from the machine. The Area Manager informed Ian Deane and the Board that all data was supported by GPS. Additionally, it was planned for all 38 pumping stations to have their telemetry replaced under the Tranche 2 funding. RESOLVED that this be noted.	
07/25/05	Harry Blathwayt informed the Board that the BFI's Elected Members Forum (EMF) officer, Charles Krolik-Root, had recently changed jobs, and a replacement would be appointed in due course. RESOLVED that this be noted.	
08/25	<b>ENVIRONMENTAL REPORT</b>	
08/25/01	The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
09/25	<b>SUSTAINABLE DEVELOPMENT REPORT</b>	
09/25/01	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.	
10/25	<b>SCHEDULE OF PAID ACCOUNTS</b>	
10/25/01	The Schedule of Paid Accounts for the period 01 October 2024 to 31 December 2024 totalling £2,322,281.86 (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.	
11/25	<b>FINANCIAL REPORT</b>	
11/25/01	The Financial Report for the period 01 April 2024 to 31 December 2024, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	

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12/25	<b>CAPITAL AND MAINTENANCE WORKS PROGRAMME FOR 2025/26</b>	
12/25/01	The Capital and Maintenance Works Programme for 2025/26 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
13/25	<b>RATE ESTIMATES FOR 2025/26</b>	
13/25/01	The detailed Estimates for 2025/26 were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
13/25/02	<b>Capital Programme</b>	
	The Capital Works Estimate for 2025/26, totalling £23,323,340 was considered in detail and approved, subject to receiving 100% Flood Defence Grant-in-Aid to fund the capital projects.	
13/25/03	<b>Maintenance Programme</b>	
	The Maintenance Works Estimate for 2025/26, totalling £1,227,863 was considered in detail and approved.	
13/25/04	<b>EA's Precept Charge</b>	
	It was agreed and thereby RESOLVED to note the EA's Precept Charge of £195,253 for 2025/26.	
13/25/05	<b>Consortium Charges</b>	
	It was agreed and thereby RESOLVED to approve the Consortium Charge for Technical Support of £536,420 for 2025/26, as recommended by the Consortium Management Committee (CMC) (included in the Maintenance Works Estimate).	
13/25/06	It was agreed and thereby RESOLVED to approve the Consortium Charge for Administrative Support of £192,460 for 2025/26, as recommended by the CMC.	
13/25/07	<b>Other Expenses</b>	
	It was agreed and thereby RESOLVED to approve all Other Expenses for 2025/26, as presented.	
13/25/08	<b>Income</b>	
	It was agreed and thereby RESOLVED to approve all Income of £23,996,864 which together with the Consortium Income of £334,420 reduced the expenditure budget for 2025/26 by 94% and therefore the amount that needed to be funded from drainage rates and special levies.	

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14/25	<b>FINANCIAL YEAR 2025/26 LAY AND SEAL DRAINAGE RATE AND SPECIAL LEVIES</b>	
14/25/01	It was agreed and thereby RESOLVED to approve the net requirement of £1,495,389 for 2025/26 as presented (a copy of which is filed in the Report Book). Arising therefrom:	
14/25/02	<b>Annual Values as at 31 December 2024</b>	
	It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2024 as presented, used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2025/26 (a copy of which is filed in the Report Book).	
14/25/03	<b>Drainage Rates and Special Levies for 2025/26</b>	
	It was agreed and thereby RESOLVED to approve the net rate requirement of £824,637 for 2025/26, which equated to an increase in drainage rates and special levies of 9.95% at 38.820p in the pound:	
14/25/04	<b>Option 3</b>	
	Drainage Rate in the Pound: 38.820p	
	<b>Financed by:</b>	
	Agricultural Drainage Rates £428,830	
	Broadland District Council £252,114	
	Great Yarmouth Borough Council £285,123	
	North Norfolk District Council £444,416	
	South Norfolk District Council £3,931	
	Reserves <u>£80,975</u>	
	<b>£1,495,389</b>	
14/25/05	<b>Indicative Five-Year Forecast</b>	
	The indicative five-year forecast was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.	
14/25/06	<b>Earmarked Balances and Reserves</b>	
	The adequacy and appropriateness of the Earmarked Balances and Reserves was considered in detail and noted (a copy of which is filed in the Report Book).	
15/25	<b>BOARD'S PERFORMANCE FOR 2024/25</b>	
15/25/01	The Performance Review of objectives for 2024/25 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	

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16/25	<b>BOARD'S OBJECTIVES FOR 2025/26</b>	
16/25/01	<p>It was agreed and thereby RESOLVED to approve the following objectives for 2025/26:</p> <ul style="list-style-type: none"> <li>(i) Promote the Board's activities, engaging with partners and working with the other Boards of the WMA to implement best practice.</li> <li>(ii) Work with Risk Management Authorities (RMAs) in and around our districts to solve local water management issues. This will include design and/or delivery of solutions, proactively finding solutions to problems in the district and prioritising work amongst RMAs.</li> <li>(iii) Deliver routine maintenance operations on time and to budget, in line with the programme of works. Ensure the Board's Byelaws are upheld and utilise data systems to drive efficiencies in our maintenance operations, always ensuring works are undertaken in accordance with environmental standards.</li> <li>(iv) Regularly inspect the Board's assets to inform and update capital and revenue replacement and repair programmes and monitor and react to all development that could compromise our Board's area.</li> <li>(v) Continue to work towards a balanced budget by the end of 2027-28, through implementing a sustainably affordable business model.</li> </ul>	
17/25	<b>RISK REGISTER</b>	
17/25/01	Members considered and approved the risk register for those risks with a risk assessment matrix score of $\geq 6$ (a copy of which is filed in the Report Book). Arising therefrom:	
17/25/02	Grant Nurden requested that a defined record of changes be included within the Risk Register, and that it be highlighted when no amendments had been made, as mentioned in the previous minute 71/24/03. RESOLVED that this be actioned.	<b>MP</b>
18/25	<b>COMPLAINTS AND FEEDBACK</b>	
18/25/01	Extracts taken from the Complaints and Feedback Registers received since the last Board meeting were considered in detail and noted. There were no matters arising.	
19/25	<b>CO-OPTION OF MEMBER</b>	
19/25/01	The Chairman informed the members that Mark Watson had since left the National Trust, and that recruitment was underway for his replacement, who would be considered as a future candidate for co-option to the Board as a member. RESOLVED that this be noted.	

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19/25/02	The Chairman informed the Board that Tim Strudwick would be retiring from his position at the RSPB and proposed that Dean Hercock be co-opted onto the Board as Tim Strudwick's replacement. The co-option would be placed on the agenda for the next meeting. RESOLVED that this be actioned.	GLB
	<b>20/25 DATE OF NEXT MEETING</b>	
20/25/01	The next Board meeting would take place as a face-to-face meeting at Hickling Barn Community Centre on the amended date of Thursday, 05 June 2025 at 10.00 am, with a site visit at Horsey Pump to be held after the meeting. RESOLVED that this be actioned.	KN/GLB
	<b>21/25 ANY OTHER BUSINESS</b>	
21/25/01	There were no other items of business to discuss.	
	<b>22/25 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</b>	
22/25/01	Daniel Hercock attended the meeting as a member of the public and had no further matters that he would like to be discussed.	
	<b>23/25 CONSORTIUM MATTERS</b>	
23/25/01	<b>Unconfirmed Minutes and Report Extracts</b>	
	The unconfirmed minutes and report extracts taken from the last Consortium Management Committee (CMC) meeting held on 06 December 2024 were considered in detail and noted. There were no matters arising.	
23/25/02	<b>WMA Projected Out-turns for 2024/25 and the Estimates for 2025/26</b>	
	The Projected Out-turns for 2024/25 and the Estimates for 2025/26, as recommended at the CMC meeting held on 06 December 2024 (a copy of which is filed in the Report Book) were considered in detail and approved. There were no matters arising.	
23/25/03	<b>WMA Data Protection Policy</b>	
	The proposed changes to the WMA Data Protection Policy were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
23/25/04	<b>Items for discussion at next CMC meeting</b>	
	There were no issues raised by members for discussion at the next CMC meeting on 25 April 2025. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's	

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	<p>representatives: the Chairman (Robin Buxton), the Vice-Chairmen (Louis Baugh and Simon Daniels), or the Chief Executive directly.</p>	
<b>24/25</b>	<b>CONFIDENTIAL BUSINESS</b>	
<b>24/25/01</b>	<p>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.</p>	

# **HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW**

## **For the period October 2024 to December 2024**

### **1. LEARNING EVENTS**

- 1.1 No learning events during this period
- 1.2 Near miss reporting was noted in the last Board meeting and has been discussed with KLIDB operatives. To better facilitate and encourage reporting of near misses and H&S concerns, near miss reporting cards will be made available at depots in the new year.

### **2. ACCIDENTS**

- 2.1. No accidents during this period

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

- Loader quick hitch: Ops staff, Martham Depot, November 2024
- Martham Depot fire procedures – Ops Staff, Martham Depot - November 2024
- Martham Depot security and sign in – Ops Staff, Martham Depot - November 2024
- Site Managers Safety Training Scheme – Operations Managers, BIDB, NRIDB, ESWMB – December 2024

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

- 4.1. No changes.

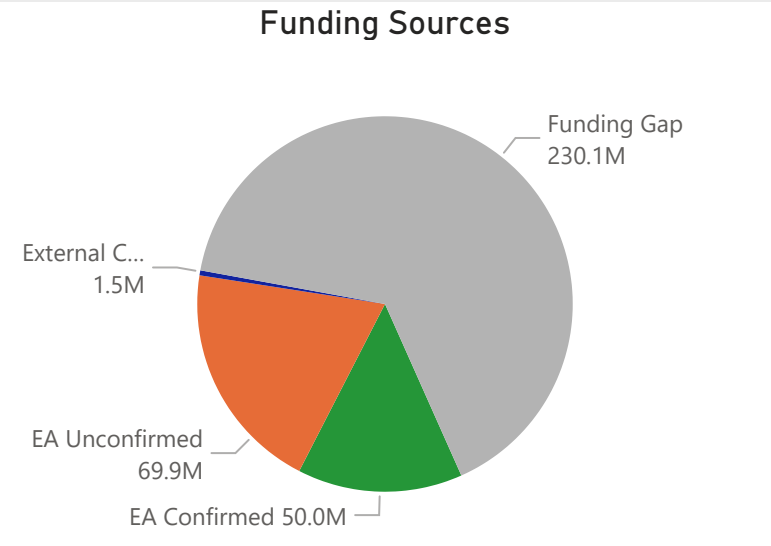
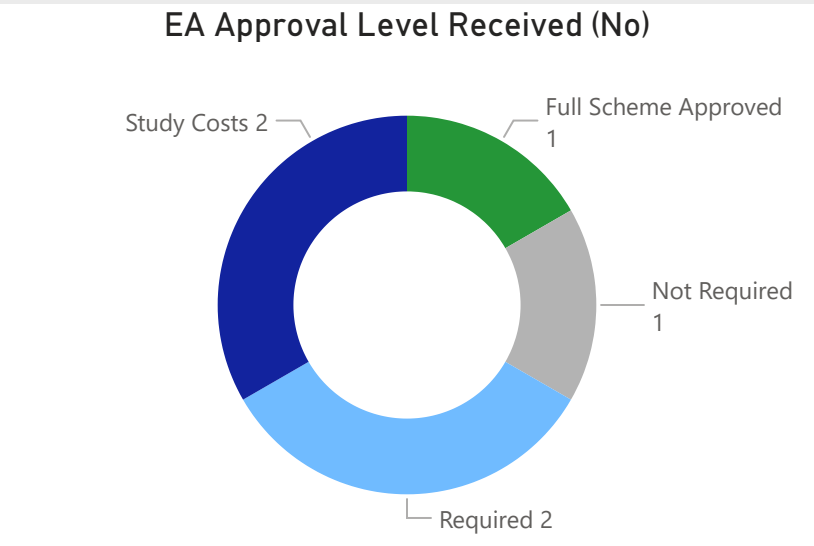
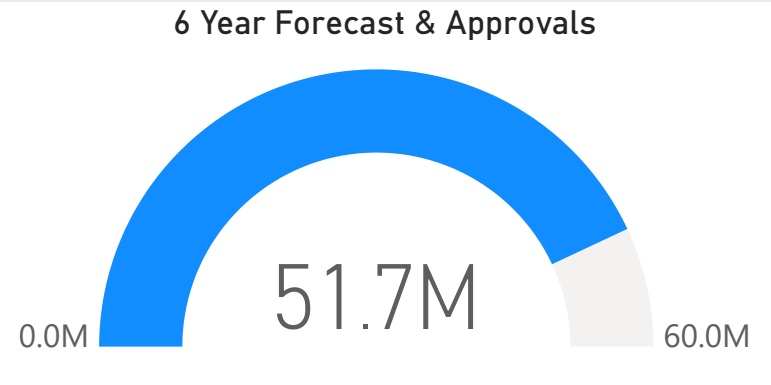
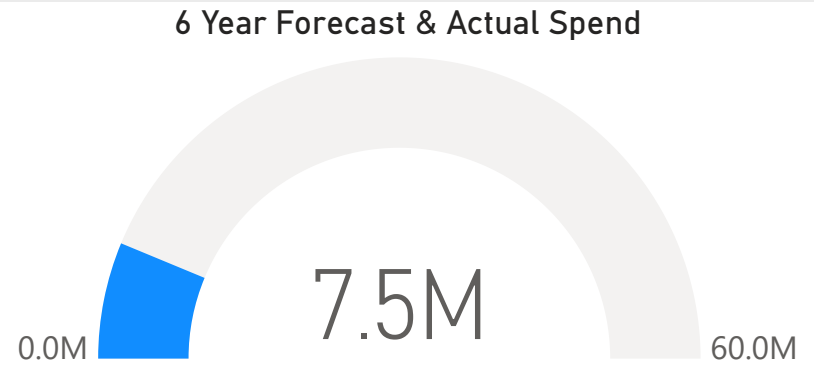
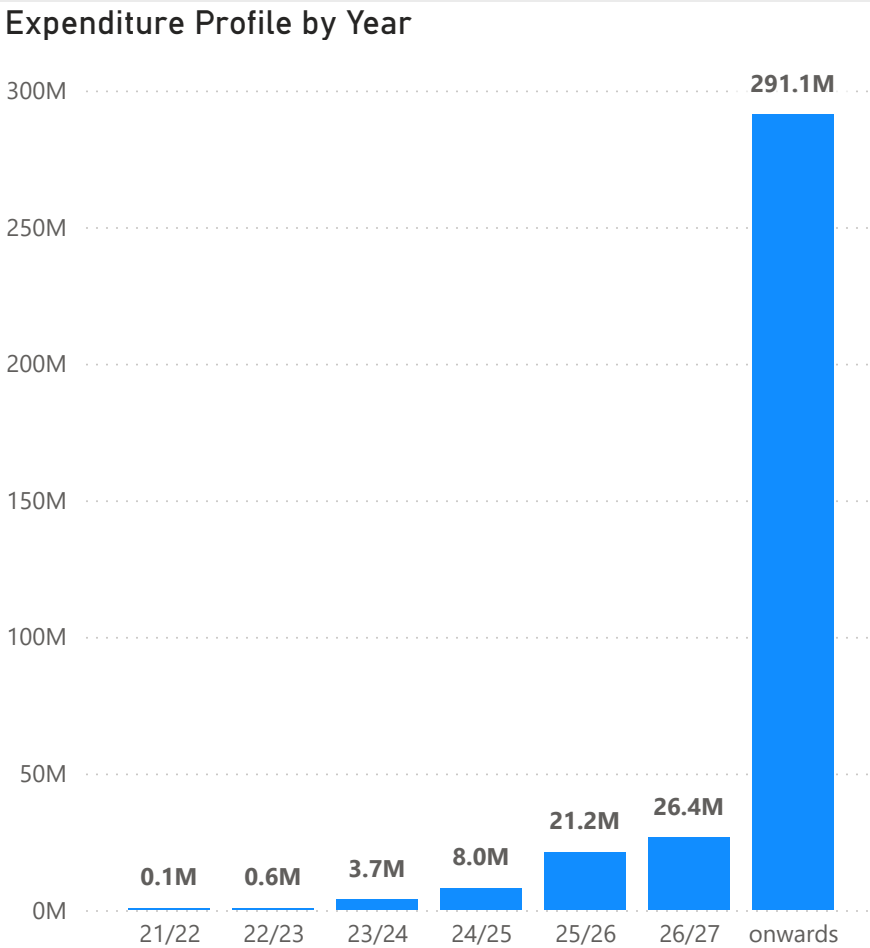
### **5. HEALTH & SAFETY INSPECTIONS**

- 5.1. Alliance lifting checks – 6 monthly
- 5.2. Copes H&S visits to KLIDB

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

**BROADS IDB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT**  
**FOR THE PERIOD 10 OCTOBER 2024 TO 16 JANUARY 2025**

6 Year Actual Spend	2024/25 Forecast	Variance	6 Year Forecast	Variance	Forecast beyond 2027
7.5M	8.0M	-0.3M	60.0M	-3.8M	291.1M



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	In Construction	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
79	River Bure Water Level Management Improvements Priority 1 sites	7 Pumping station Replacements & Refurbishments	Adam Thurtle	NGSA	Study	01/03/2027	01/04/2028	01/03/2031

Future Projects

SCH No	Project Name	Description	Project Manager	Framework	Project Stage	OBC Approval	Start Construction	Complete Construction
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, River Yare WLMI and River Bure WLMI detailed project updates are in the Delivery Report.

Risks

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 any works arising from the River Yare or River Bure projects. We met with Environment Agency Directors at the end of October who confirmed that all ESA was fully allocated and we should;

- Seek independent legal advice on potential legal proceedings and prosecution risks if our assets fail and cause harm to designated areas.
- Engage with NE to discuss their perspective on potential harm and future site management.
- Discuss the situation with Defra, as Environment Agency informed us it was not their place to do so directly.

Change

There is a small reduction to both in-year and 6 year forecasts due to a reduction in the overall Upper Thurne project costs due to reduction of some risk elements.

Approvals

N/A

Recommendations for Board

There is a recommendations relating to the River Bure project within the Delivery Report

## Briefing Note – January 2025

Contact: Matthew Philpot, [matthew@wlma.org.uk](mailto:matthew@wlma.org.uk), 07884327849, [www.wlma.org.uk](http://www.wlma.org.uk)

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### Executive summary

It is crucial that the upcoming 2025 Defra Partnership funding review ensures the replacement or continuation of a funding mechanism similar to the current Environmental Statutory Allowance (ESA). The size of this funding allocation also needs to be increased, in order to meet the collective industry investment programme need, for the protection of designated habitats. This funding is vital to fill the funding gaps for projects that, while cost beneficial, do not secure a full funding package under the current Partnership Funding (PF) Calculator rules which govern Grant-in-Aid (GiA) eligibility. Without this funding there is a real risk that assets protecting the Norfolk Broads, the Suffolk Coast, the Pevensey Levels and hundreds of other SSSIs nationally will fail and that the conditions of the designations will decline.

### Introduction

Environmental Statutory Allowance (ESA) funding, administered by the Environment Agency on behalf of Defra, is the current funding stream to enable the UK Government to fund projects to meet its statutory obligations to the environment. These projects do not attract full funding under the existing Partnership Funding Calculator rules but are funded by a combination of FCERM Grant in Aid, Partnership Funding and ESA. The addition of ESA was acknowledged as a way to enable Risk Management Authorities (RMAs) to receive funding to do the minimal amount to meet their environmental statutory obligations in the funding period of 2021-2027.

Of the £5.2bn 2021-2027 capital investment programme, £160m was 'ringfenced' as ESA funding. Of this, £140m was for statutory protected habitat projects to comply with the Conservation of Habitats and Species Regulations 2017 and the Wildlife and Countryside Act 1981. This includes work to maintain or improve existing assets (such as pumping stations and sluice gates) that are required to manage water levels so that SSSI habitats (such as various wetlands, the Broads National Park, the Suffolk Estuary's) can be sustained or improved.

Within the previous capital investment programme 2015 – 2021 the partnership funding calculator had payment rates for Outcome Measure 4s, that meant statutory environmental outcomes would

be funded. However, changes implemented from 2021 to simplify OM4s meant that obligations to deliver environment outcomes would now be funded by ESA.

The IDBs of the Water Management Alliance (including the Broads IDB, East Suffolk WMB, Waveney, Lower Yare & Lothingland IDB and the Pevensey & Cuckmere WLMB) all manage lowland environments which are highly designated under UK & EU Law and include many water dependent habitats that require special water management via Water Level Management Plans (WLMP's) and pumping/water control infrastructure. The legal obligation for the IDB to maintain these water levels via their assets puts projects relating to their improvement or replacement into the category for ESA funding, as described above.

For certain IDBs, in most instances, pumping stations are the only option to manage water levels in their areas where land is well below sea level. The perched river systems adjacent to them, mean a gravity drained catchment is rarely possible and without the ability to pump water these catchments would be subject to permanent, deep, widespread flooding and a complete loss of the species for which they are designated (as well as agricultural land, properties, road and railway lines, abstraction points and other infrastructure). In addition, climate change will see higher intensity rain events, delivering more water more quickly to the pumps from upstream and more overtopping from main rivers – pumping will become more critical to sustain the landscape and its designations over time.

### **What's the problem?**

The £140m that is available for schemes with legal obligations is insufficient. The value was based on a needs-based assessment of the forward programme by the EA and was set prior to the start of the current 6-year programme (pre-April 2021) and has not been adjusted to match the current requirements, despite the April 2022 EA Policy Note acknowledging that '*Funding requirements may change during the course of the programme as projects are developed*'. Since August 2022 the national ESA pot has been fully allocated, so no more schemes can access this funding.

The IDBs of the Water Management Alliance have a large programme of work necessitated by IDB pump infrastructure which has exceeded its design life and is no longer fit for purpose. Over the next 6-year programme the WMA alone is forecasting that its member IDBs will require circa £60m.

At present a number of our projects have ground to a halt because of this funding shortfall.

In November 2024 Defra have announced that the current 6-year programme, due to finish in April 2027, will now finish in April 2026 and that there will be a review of the funding formula within the Partnership Funding Calculator. The current funding formula was established in 2011 and the new government will launch a consultation early in 2025.

We will obviously feed into this consultation however we have written this paper, in order to highlight the crucial point, that Defra must be ready to sufficiently fund work to assets which are essential for the protection of environmentally designated habitats, such as SSSI's, SACs, SPAs, RAMSAR sites or to change the law itself, in order to protect the UK and RMA's (as defined under the Flood & Water Management Act 2010) from being prosecuted, for potentially failing in their obligation to protect designated habitats and species due to a lack of available funding.

### **Conclusions and next steps**

- We believe that (subject to best practice procedures being implemented in the design and procurement of solutions) a clear mechanism for the funding of projects, that are essential for the protection of designated habitats, must be supported by government and provision made for this through the new partnership funding calculator.
- This fundamental starting point should be made from the highest levels of parliament as a matter of principle and also by affected MPs, county councillors, RFCCs, Natural England (local and national), national park authorities and Rivers Trusts.
- We request therefore that all people who can comment on the EA Partnership Funding consultation do so, making clear that funding for designated habitat protection is essential.
- For those that cannot comment on the aforementioned EA Partnership Funding consultation we request that you write to the Flooding Minister and the CEO of Defra stating the importance of this funding being available. We would welcome discussions to facilitate this.
- If there is no continuation of a funding mechanism for assets protecting designated habitats then IDBs will be unable to replace or refurbish our existing asset stock. Therefore we seek confirmation from Defra that a continuation and increase of funding for projects that are essential for the protection of designated habitats is to be guaranteed from April 2026 onwards.

If no change to the funding rules are made, then as discussed ultimately discussions need to be had on how we intend to collectively manage the deterioration of the Broads, Suffolk and Pevensey Levels landscape and designations. We also need to be clear to the local communities and to the nation on the changes to the environment which are likely to be seen.

## **Appendix A – WMA Actions and Timeline**

### **What have we done to date?**

1. We worked with our Environment Agency Area Flood & Coastal Risk Manager and Regional Flood and Coastal Committee (RFCC) to escalate this issue since August 2021.
2. In May 2023 we prioritised our asset replacement programme to only the most critical assets in the immediate projects (Phase 1) and deferred lower priority assets to Phase 2 to improve affordability. We have made this decision based on residual life.
3. We will further split our Phase 1 projects into even smaller packages to improve affordability.
4. We have used the EA framework to design our solutions as the most cost-effective, offering the least cost option to conserve and sustain the natural environment.
5. We have gained full Natural England support for our projects in writing, whose position is that the complete delivery of the water level management plan programme is necessary for the favourable condition of the designated sites, species and surrounding landscape, with full flexible and adaptable pumps, along with updating Water Level Management Plans. This will ensure the system is effective and fit for the immediate and medium-term future at least.
6. In late October 2024, we met with EA directors (Julie Foley and John Russon), who informed us that not only was there to be no change to the ESA funding situation within the current programme, but that given the significant oversubscription of Grant-in -Aid funding for the remainder of the programme they would not support the funding of pre-construction work on our projects (ground investigations, detailed designs, etc to become 'shovel ready') because there is currently no funding to fund the eventual build. Instead the EA are focussing on achieving their target of houses better protected by April 2027. Pre-construction work does not contribute to this target.

*Note: We have also approached the RFCC to fund some of the design work to keep the projects progressing, but they have also declined based on the oversubscribed nature of their local levy pot.*

7. At the same meeting EA directors made clear, that they are only an arm's length organisation whos' job it is to implement government policy only and that they are unable to work with us to approach Defra in any way for discussions on these challenges or any required changes to the funding needed for these environmentally based schemes. Instead they advised that we as IDBs should approach Defra directly. We will therefore be

undertaking this exercise as soon as possible and we hope to do this with the support of the [Office for Environmental Protection](#).

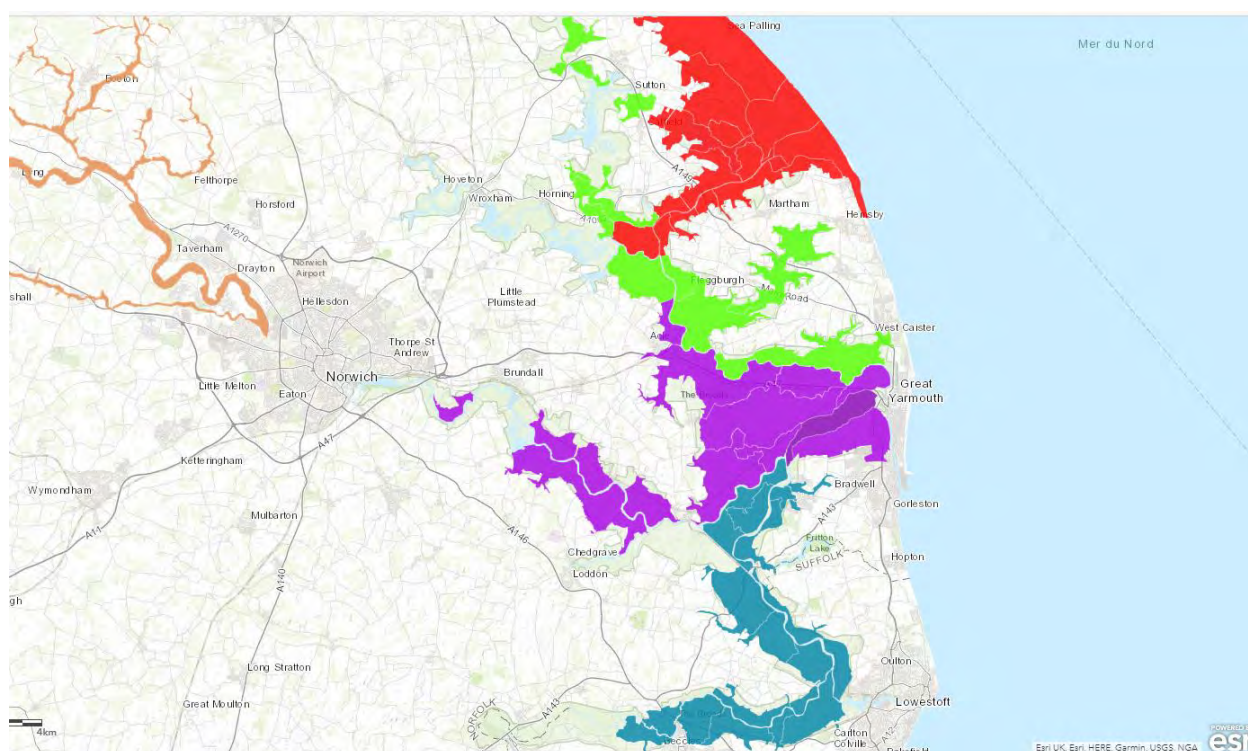
Make no mistake, there could be a wholesale landscape change if IDB assets fail and a complete loss of some of the most highly designated habitats in the country.

It is important to also recognise that our IDBs are currently in a state of limbo, not knowing how these projects are going to be funded, not able to get the upfront design and preparatory work completed and not able to get any meaningful support or guidance on a way forward. Our assets meanwhile continue to deteriorate, and the risks of failure become ever more real.

## Appendix B

### **Project Specific Example: Broadland Rivers Investment Requirements - Catchment Scale Investment**

The map below (Figure 2) shows four areas forming part of the Broads National Park. These sites are all filled with designated habitats and environmental legal obligations. We have packaged the priority assets within these catchments into the four catchment scale projects below.



**Figure 2: WMA Project Areas: Red - River Thurne, Green - River Bure, Purple - River Yare, Blue - River Waveney,**

The Broads Internal Drainage Board (BIDB) and the Waveney, Lower Yare & Lothingland Internal Drainage Board (WLYLIDB) are Risk Management Authorities operating and maintaining [36](#) and [19](#) pumping stations respectively within the Norfolk and Suffolk Broads. These pumping stations manage water levels within 22,000 hectares of low-lying land, preventing permanent inundation. Excess water from the catchments are pumped over Environment Agency maintained flood embankments into the main river system. The main rivers are perched above the surrounding floodplain and pumping is the only method to manage water levels within these catchments.

The pumping stations work in combination with the Environment Agency Flood Defences (earth embankments) managing flood risk. The Environment Agency flood defence prevents water from the perched main river systems entering the catchments and the pumping stations remove excess water from the low-lying catchments returning it to the main rivers. The Environment Agency, through the Broadland Flood Alleviation Project, invested £140 million between 2001 and 2021 to improve the flood defence embankments.

The pumping stations were mainly constructed during the mid-twentieth century and the design life has been significantly exceeded, resulting in a high risk of failure. The pumps operate at an efficiency as low as 36%.

The BIDB and WLYLIDB have produced, and are currently developing, Outline Business Cases (OBC) to identify the preferred solution for these failing assets. The works have also been packaged in order to offer efficiencies in delivery and the preferred solution represents the least cost option to fulfil the statutory obligation.

### **Statutory obligations to undertake the works**

The management of water levels within the catchments are defined by various Water Level Management Plans (WLMPs) which provide a means of balancing and integrating the water level requirements of a range of activities within the various sub-catchments, including agriculture, flood risk management and conservation.

Notably, the WLMPs set out policies to manage water levels across the following internationally designated nature conservation sites present within the catchment:

- The Broads Special Area of Conservation (SAC).
- Broadland Special Protection Area (SPA).
- Broadland Ramsar.

These designations are legally underpinned by the following component Sites of Special Scientific Interest (SSSI's) located within the pumped catchments and which support wetland habitats and species of national and international importance:

- Halvergate Marshes SSSI,
- Cantley Marshes SSSI,
- Limpenhoe Meadows SSSI,

- Yare Broads and Marshes SSSI,
- Poplar Farm Meadows, Langley SSSI,
- Duncan's Marsh, Claxton SSSI,
- Broad Fen, Dilham SSSI,
- Shallam Dyke Marshes, Thurne SSSI,
- Ludham – Potter Heigham Marshes SSSI,
- Upper Thurne Broads and Marshes SSSI,
- Winterton-Horsey Dunes SSSI,
- Burgh Common and Muckfleet Marshes SSSI,
- Upton Road & Marshes SSSI,
- Decoy Carr, Acle SSSI,
- Damgate Marshes, Acle SSSI,
- Sprat's Water and Marshes, Carlton Colville SSSI,
- Barnby Broad & Marshes SSSI.

The remainder of the catchments predominantly comprise of agricultural arable and grazing marshland, which, despite being undesignated, provides important habitats for the populations of qualifying species associated with the aforementioned internationally and nationally designated sites. These areas outside of the designated site boundaries are termed functional habitats or functionally linked land, which is considered to be critical to, or necessary for, the ecological or behavioural functions in a relevant season of a qualifying feature for which a SAC/SPA/Ramsar site has been designated. For example, non-breeding Bewick's swans are often dependent on agricultural fields outside of the SPA and Ramsar site boundaries within the catchment for foraging.

The principal function of the existing pumping stations and ancillary assets is therefore to maintain prescribed water levels across the multiple internationally and nationally designated nature conservation sites within the catchments in accordance with the existing WLMPs. In short, the pumping stations and ancillary assets are critical to the maintenance of the designated sites and adjoining functional habitats, which together cover the majority of the catchments.

The BIDB and WLYLIDB are required to have regard for the requirements of The Conservation of Habitat and Species Regulations 2017 (as amended) in the exercise of their statutory functions (regulation 9(3)).

These requirements are to achieve Favourable Conservation Status (FCS) of the habitats and species of The Broads SAC and Broadland SPA/Ramsar site, specifically by achieving the conservation objectives to ensure that the integrity of the sites is maintained or restored as appropriate, and to ensure that the sites contribute to achieving the FCS of its qualifying features, by maintaining or restoring:

- The extent and distribution of qualifying natural habitats and habitats of qualifying species.
- The structure and function (including typical species) of qualifying natural habitats.
- The structure and function of the habitats of qualifying species.
- The supporting processes on which qualifying natural habitats and the habitats of qualifying species rely.

The BIDB and WLYLIDB therefore have a statutory obligation to maintain the current pumping system to manage water levels within the internationally designated nature conservation sites and adjoining functional habitats, in accordance with the existing WLMPs.

The BIDB and WLYLIDB has a duty under Section 28G of the Wildlife and Countryside Act 1981 (as amended) and Countryside and Rights of Way Act 2000 to take reasonable steps, consistent with the proper exercise of the authority's functions, to achieve Favourable Condition of the associated underpinning SSSIs and to further the conservation and enhancement of the flora, fauna or geological or physiographical features by reason of which the sites are of special scientific interest. The BIDB and WLYLIDB therefore has a statutory duty to maintain the current pumping system, to manage water levels in the various SSSIs within the catchment, in accordance with the existing WLMPs. These designations contain wetland habitats of international and national importance, including alder carr woodland, open fen, reedbed and grazing marshes which support assemblages of rare plants and invertebrates.

As a Risk Management Authority, the BIDB and WLYLIDB also has a statutory role in managing flood risk for people, homes and businesses in accordance with the Flood and Water Management Act 2010. The existing pumping stations play a critical role in the BIDB's and WLYLIDB's management of flood risk by removing excess flood water from the catchment, thereby protecting local people, homes and businesses.

Under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006, as amended by Section 102 of the Environment Act 2021, the BIDB and WLYLIDB, as a public body, has a duty to conserve and enhance biodiversity when undertaking its statutory functions. The BIDB and WLYLIDB therefore has a statutory duty to maintain the current pumping system which helps to conserve a wide range of terrestrial and freshwater habitats and species of principal importance within the catchment, including coastal floodplain grazing marsh, lowland fens, water voles *Arvicola amphibius* and widespread reptiles including adder *Vipera berus*, common lizard *Zootoca vivipara* and grass snake *Natrix helvetica*.

Without future funding commitments the BIDB and WLYLIDB will not be able to meet its statutory duty to manage water levels within designated, functionally linked and priority habitat and achieve Favourable Conservation Status of the habitats and species of The Broads SAC and Broadland SPA/Ramsar.

### **Project approach and rational**

The BIDB and WLYLIDB are developing Outline Business Case's (OBC) in line with Environment Agency Appraisal Guidance. The OBC has identified the preferred solution which represents the least cost option to fulfil the statutory obligation to manage water levels and flood risk.

The Broadland Futures Initiative (BFI) is a partnership looking at how flood risk management in the Broadlands area will be managed in the future. The BFI is looking to agree a framework for future flood risk management that can better cope with climate change and rising sea levels. The project objectives have been developed to comply with adaptive pathway principles considering climate change, future changes in land management and providing resilience to flood risk. Using the latest technology the replacement pumping stations will have the ability to provide the following benefits;

- enhanced water level management through the use of *Variable Frequency Drives*, allowing the pump to operate over a broad range of flows and achieving a steady upstream water level. This will lead to water quality and biodiversity benefits.
- meet the water management needs of the catchments into the future as climate change occurs by including a 50% increase in duty capacity (based on current predictions on climate change for intense rainfall events).

- Climate adaption and mitigation is achieved through potential to accommodate larger capacity pumps and increased power requirements to adapt to increased frequency overtopping events.
- The control and instrumentation has the capability to adjust water levels providing adaptability for any future changes in WLMPs. This will enable changes in land use such as paludiculture and wetland habitat creation (sustainable agriculture).

All adaptive options being developed by the BFI will require functioning pumping stations to remove excess water from the catchments.

The BFI leadership support the proposed approach that we have taken developing our projects and provide a statement of support which is appended to the OBC submission.

### **Funding position**

The Environment Agency introduced Environmental Statutory Allowance (ESA) funding as part of the current £5.2billion 6-year FCRM capital programme (2021-27).

A guidance document prepared by the Environment Agency (Environmental Statutory Allowance (ESA) Programme Refresh 25/26 Guidance) provides an overview and confirms that funding from the ESA programme is available to Risk Management Authorities (RMAs) to implement schemes:

- to meet statutory requirements under specified environmental legislation to address impacts arising out of previous FCRM assets or actions.
- which are otherwise unaffordable under the partnership funding policy (coupled with available external contributions).
- sustain asset that support protected environmental features.
- to deliver outcomes required under the Habitats Regulations, Sites of Special Scientific Interest (SSSIs), and Water Environment Regulations – (River Basin Management Plan (RBMP) objectives).
- that deliver legal requirements in a sustainable way, taking account of climate change scenario.

To date two projects have received partial funding from ESA, Norton and Raveningham Pumping Station Replacement (total project value £8.6m) and Upper Thurne Integrated

Drainage Improvement project (total project value c. £48.3m, to replace 13 pumping stations and water control structures).

A subsequent OBC for the Lower Waveney achieved assurance, but failed to secure funding approval. The reason given is that the £160m National ESA funding is fully allocated and oversubscribed for the current six-year programme.

The projects are eligible for Flood and Coastal Erosion Risk Management Grant in Aid (FCERM GiA) funding but, in order to mitigate the unavailability of ESA funding our most recent project, submission sought funding for only the design phase. This approach of splitting the design and construction phases of the project allowed FCERM GiA to be used to fund detail design, in order to get designs on the shelf and ready, so that we could progress into construction swiftly at the start of the next programme - when we hope there is a renewed ESA funding pot or other funding mechanism. However due to the uncertainties around future ESA programme funding the Environment Agency did not support this approach and have blocked our projects.

Moderation is a process whereby high priority legally required projects can be assessed and funded before prioritising the main capital programme. The moderation must include evidence and justification as to why the project is a statutory obligation.

We submitted moderation evidence as part of the 2024/25 'programme refresh' and following review by the Environment Agency they determined that the scale of the project exceeded what can be accommodated through moderation and that moderation cannot be used to access ESA funding.

In summary therefore we have now reached a position where the EA have informed us that there is insufficient funding for our pumping station replacement projects and that they will not fund up-front design work because of the uncertainty around future funding for the projects. We are therefore in a position of complete stalemate and are unable to progress our pumping station replacement programme.

Meetings have been held with EA Directors (including Julie Foley) who have informed us that the EA will not support us in speaking to Defra regarding this, because as an arm's length body their job is simply to implement Defra policy, not raise issues with it.

Our Ref: AEC501E/000A/119A

Date: 14/01/2025

Mr Phil Camamile  
Chief Executive,  
Water Management Alliance,  
Pierpoint House,  
28 Horsley's Fields  
Kings Lynn,  
PE30 5DD

Dear Phil,

**The Flood & Water Management Act 2010**

**Acknowledgement of Application: Waveney, Lower Yare and Lothingland Internal Drainage Board.**

**Lower Waveney Water Level Management Improvements**

I refer to your application for funds contributing to the above scheme, totalling £61,325,000, as detailed in:

1. Lower Waveney Water Level Management Improvements Outline Business Case
2. Lower Waveney Water Level Management Improvements FCERM4 (an extension to the previously approved FCERM7)

The assurance process is now complete, and both the Outline Business Case and FCERM4 have been awarded a red assessment rating, meaning they have not been recommended for financial approval.

While I understand that the Outline Business Case submission is seeking 'technical approval' only, this cannot be provided. There is no identified route for securing funds for the completion of the project. Therefore, the project does not satisfy the Accounting Officer test on value for money, affordability, and regularity.

Regarding the FCERM4 submission, which seeks approval for the use of FDGiA to commence design development of the replacement pumping stations, the principal finding from the LPRG assurance review is that it would not be cost-effective to use FDGiA for this purpose, because of the wider funding shortfall.

Additionally, we have consulted with Philip Duffy on the aspects mentioned above, and he has confirmed that we are unable to support the progression of this scheme as presented at the current time.

I appreciate the efforts that have been invested in submitting these documents for approval, and clearly, this is not the outcome that you hoped for. I will contact you again to explore viable next steps and implications should an emergency arise.

Please feel free to contact me if you have any questions.

Yours sincerely.

A handwritten signature in black ink, appearing to read 'Aaron Dixey', with a stylized flourish at the end.

Aaron Dixey  
**Area Flood Risk Manager**  
**East Anglia (East) Essex, Norfolk and Suffolk**

Cc Graham Verrier; Kari Nash; Matthew Philpot

# **PROJECT DELIVERY REPORT**

## **For the period 10 October 2024 to 16 January 2025**

### **1. UPPER THURNE INTEGRATED DRAINAGE IMPROVEMENTS**

- 1.1 The construction contract for Package 1 sites comprising Horsey, St Benets, Martham and Potter Heigham was awarded to BAM under the Collaborative Delivery Framework on 25/11/2024. The contract is an NEC ECC Option C.

The Client Set Target price is £15,994,108 and is fully funded by Grant in Aid, broken down as follows –

- Martham – £3,965,961.75
- Horsey – £3,694,984.38
- Potter Heigham – £4,135,223.34
- St Benet's – £4,197,939.15

The Client Set Target excludes advanced procurement of the 8 no. pumps under the Early Supplier Engagement contract –

- Martham – 2 no. Pentair VDX450 - £227,733.71
- Horsey – 2 no. Pentair VDX450 - £226,173.13
- Potter Heigham – Pentair 2 no. VDX500 - £271,462.92
- St Benet's – Pentair 2 no. VDX450 - £230,195.47

The Contract Incentivisation arrangements are 50% Contractor, and 50% Client split between 80% to 120% of the price of work done to date (PWDD) against the target cost.

Works will commence on site late Feb / early March 2025 (site specific). Sectional completion for the four sites are as follows –

- Martham – 29 April 2026
- Horsey – 19 May 2026
- Potter Heigham – 26 May 2026
- St Benet's – 01 April 2026

Completion for the whole of the works is 26/05/2026.

- 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 2 sites. Representations have been sought from the Environment Agency, Natural England, Historic England, and the Broads Authority on the proposals.
- 1.3 The Package 1 Flood Risk Activity Permit, Abstraction transfer licence and Marine Management Organisation License applications have been submitted and under review. Remaining working consents and licenses will be obtained under the main construction contract.
- 1.4 Detailed design of Package 2 sites is largely complete and in the final update stage following review by WMA officers and BAM. This will be finalised in Q4 with a view to agreeing the Client Set Target and instructing the Package 2 works via the compensation event mechanism under the current ECC early summer 2025, subject to funding.
- 1.5 Construction of the 700m x 4m wide St Benets access track was completed by the BIDB in October 2024 providing access for construction and future maintenance of the replacement station.



*New access track at St Benets*

- 1.6 Provision of a power supply and site set up for BAM to utilise the BIDD depot for the Martham pumping station site compound is complete. Use of the BIDD power supply and depot presents an efficiency to the project which will be submitted in due course.
- 1.7 Compound licences have been signed for all Package 1 sites and conditions of contracts for the lease / purchase of land required for the works are agreed and in the final stages with Board and landowner solicitors ahead of signing imminently.
- 1.8 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.
- 1.9 The Business Case Update Report and FCERM4 Project Variation submission to secure the additional funding will be submitted in Quarter 4

**THOMAS JONES, PROJECT DELIVERY ENGINEER**

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

- 2.1 The Outline Business Case (OBC) for the River Yare Water Level Management Improvements (WLMI) is progressing well.
- 2.2 The OBC identifies the following preferred options to manage water levels and flood risk are:
  - Replacement pumping stations at Burgh Castle (Waveney, Lower Yare IDB), Breydon (Broads IDB), Langley Double (Waveney, Lower Yare IDB), Langley Monks (Waveney, Lower Yare IDB), and replacement inlet structure at Stracey Arms (Broads IDB). The existing pumping stations at Burgh Castle, Breydon, Langley Double and Langley Monks, along with the existing inlet at Stracey Arms will be decommissioned.
  - Consolidation of Buckenham and Cantley (both Broads IDB) catchments with a replacement pumping station at Cantley and a connecting culvert beneath Haddingham Beck. Existing Buckenham and Cantley pumping station to be decommissioned.

2.3 The following tasks have been completed:

- Feasibility study on connecting Berney Arms to Seven Mile catchment completed. Berney Arms will be decommissioned as part of a future project when the preferred option for Seven Mile is considered (both Broads IDB).
- Outline designs finalised and issued to BAM to commence benchmark pricing exercise.
- MEICA specifications finalised.
- Ground Investigation requirements finalised.
- Outline design plans issued to pump attendants and landowners for comment.

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

### 3. RIVER BURE WATER LEVEL MANAGEMENT IMPROVEMENTS

3.1 The River Bure Water Level Management Improvements (WLMI) project received approval in 2021 to develop an Outline Business Case (OBC) for 12 pumping stations. Following award, a number of comments were raised during the Large Project Review Group (LPRG) assurance of the Upper Thurne IDI OBC. These have been noted in the lessons log and taken forward developing future studies. The lessons relate to the lack of site investigation, ecological surveys, and design. The learning point is to adopt the principles outlined within the FCERM appraisal guidance document and complete an assessment of proportionality to ensure that there is sufficient detail to robustly justify the preferred option.

3.2 Due to the above lessons learnt and the uncertainties surrounding funding the construction phase the scope of this study will be reduced to match the funding secured. The study will consider two pumping stations, namely Stokesby and Mautby. These are considered the highest priority due to condition and consequence of failure.

3.3 The contract will be awarded using the Collaborative Delivery Framework and the Client Set Target costs are currently being finalised. The study contract will be awarded to Jacobs (NEC4 PSC estimated value £300k) and the Early Supplier Engagement (ESE) contract to BAM Nuttall (NEC4 ECC estimated value £25k) in March 2025.

3.4 The project will be grant funded.

3.5 **Recommendation:** WMA officers are seeking approval from the Board to award this contract for detailed design .

**ADAM THURTLIE, PROJECT DELIVERY ENGINEER**

# **BROADS IDB OPERATIONS REPORT**

## **For the period Oct 2024 – Jan 2025**

### **1. MAINTENANCE WORK**

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

Stokesby	Hempstead Waxham South
Potter Heigham	East Ruston
Horsefen Ludham	Hickling
St Benets	Stubb
Ludham Bridge	Hempstead Waxham North
Halvergate Breydon	Caister Village
Wayford Bridge (Contractor)	Upton/South Walsham
Thurne (Contractor)	Barton Broad (Contractor)

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

Somerton Aux	Cantley
Five Mile	Breydon
Sutton	Loughlins Marsh Windpump

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

Potter Heigham	Dilham Tonnage Bridge
Martham	Brograve
Breydon	Tunstall
Seven Mile	Stokesby
Mautby	Upton Doles

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

Ludham North	Stokesby
Eastfield	Upton Doles
Somerton North	Ludham South

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

Sutton Flap Door Repair & installation of handrail  
Martham pump panel  
Repps panel replacement  
Chapelfield temporary pump installation  
Repair to Stokesby Eel pump

### **2. RECHARGEABLE WORKS**

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

- Acle Landspring Channel Maintenance (Downstream section)

2.2 Other rechargeable works include

Ranworth Pump  
Wharton's Farms  
Billockby Farms  
Upper Thurne Project

### **3. MAIN RIVER FLOODING**

- 3.1 In the Chapelfield catchment, despite a repair to a bank breach in the autumn, a further stretch of low embankment has been overtopping through the SSSI woodland. A temporary pump has been set up to control water levels. This situation remains with water levels remaining high within the catchment. Surveys are to be undertaken when water levels drop to determine the best way forward.

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

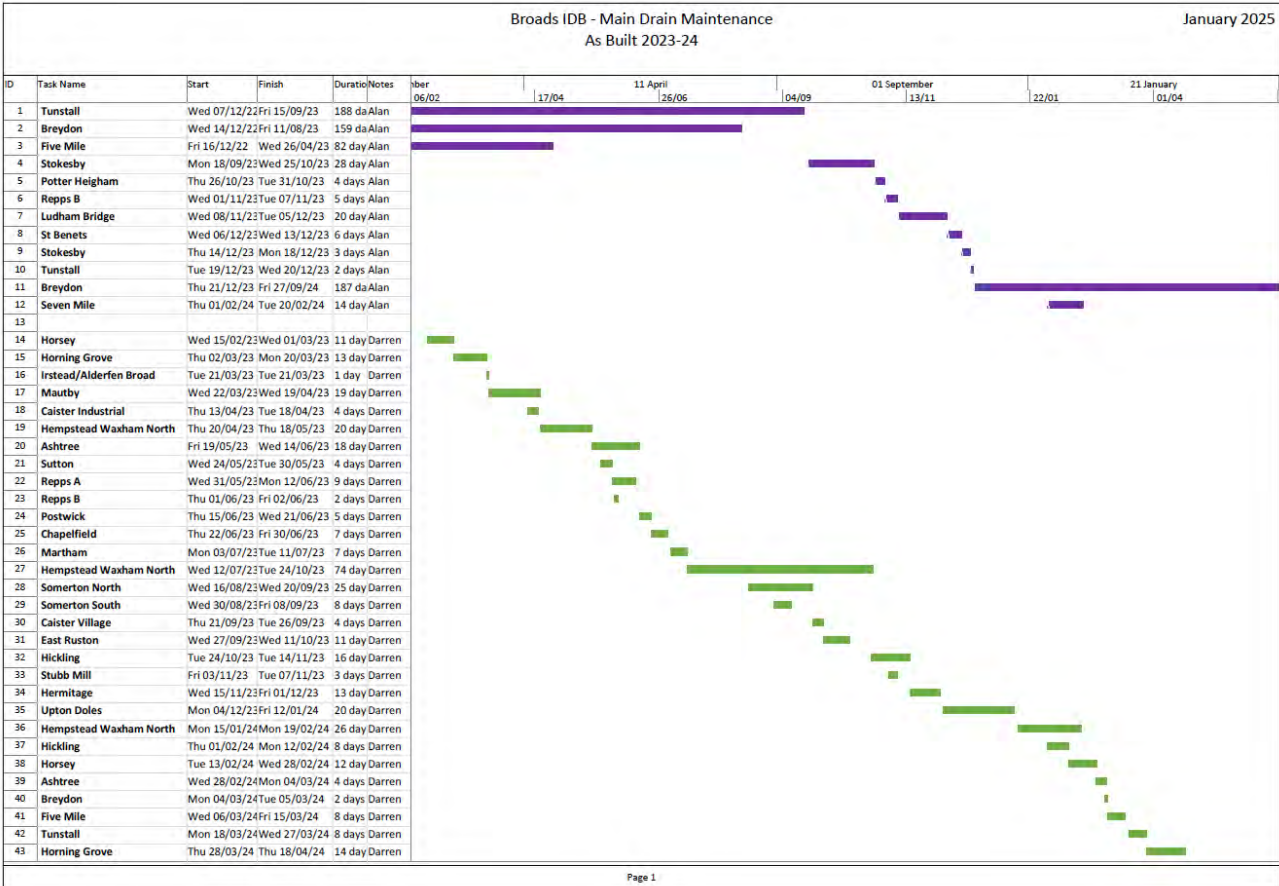
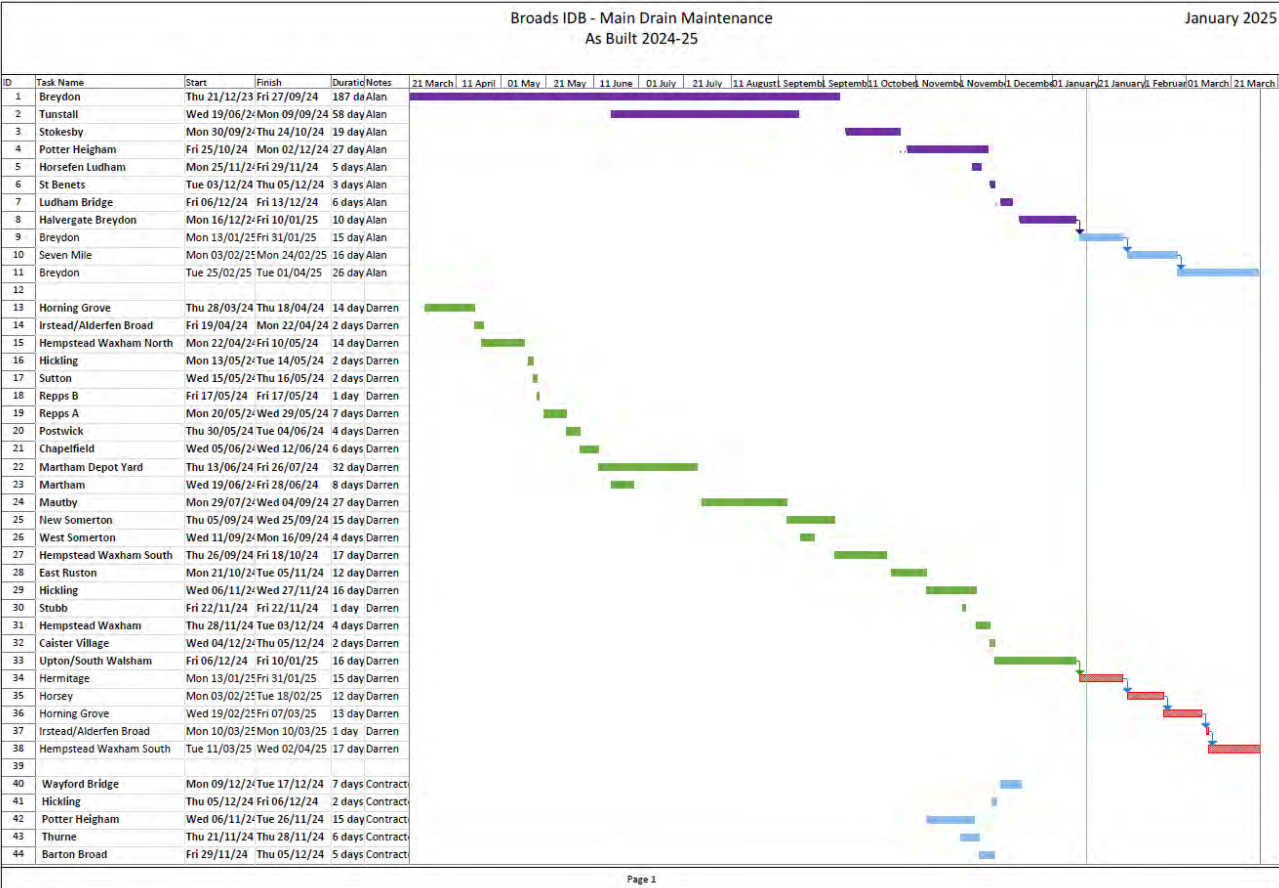
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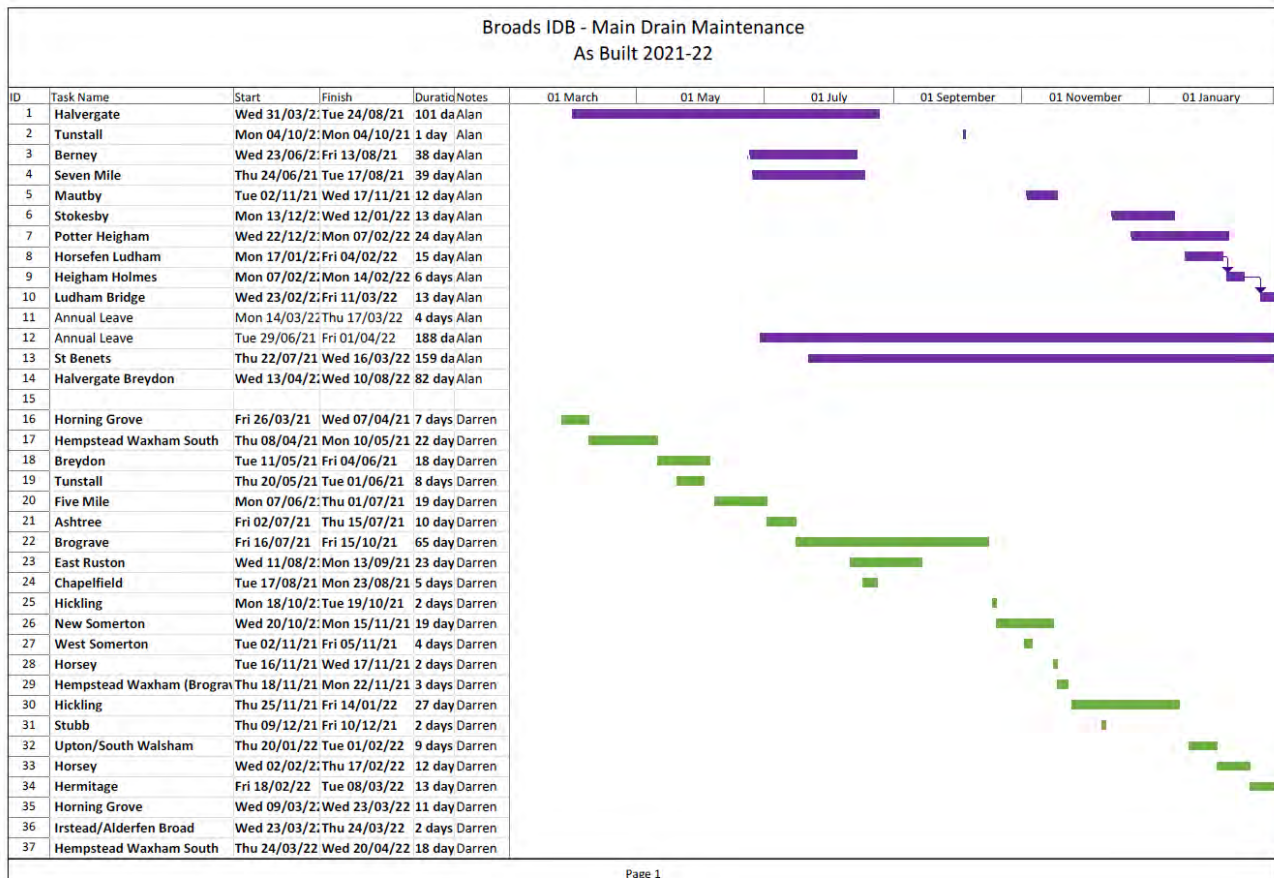
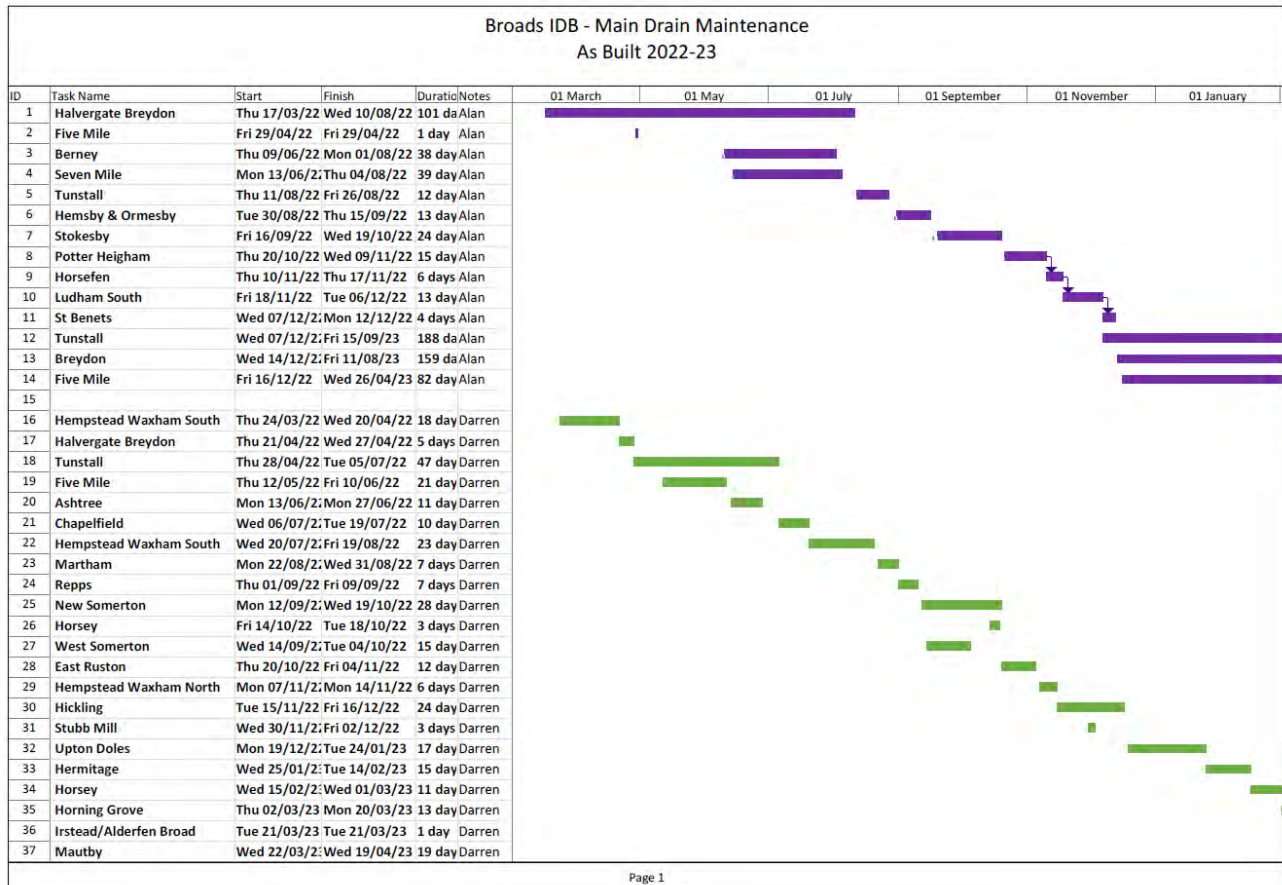
### **5. PLANT**

- 5.1. It was reported at the meeting in October that the two Board owned excavators have reached the end of their warranty period and approaching a point when the Board should consider replacement.
- 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 with engine hours now at 4800hrs and 6200hrs. Whilst within the period for replacement they will reach or surpass 7000hrs in the next 12 months and we are already seeing increased mechanical issues and therefore risk of downtime.
- 5.3. Officers are currently seeking options and costs for replacement and will present options to the Board at the next meeting.

### **6. Drain Maintenance Programme and Utilisation**

- 6.1 At the previous Board meeting in October, consideration of upcoming plant replacement led to discussion about the Board's maintenance programme and hours worked by operatives.
- 6.2 Each year the Board carries out a full programme of maintenance. The programme has not substantially changed but is continually reviewed with respect to need and potential improvements. Whilst there will always be challenging sites and difficult balances between working within environmental constraints and most effective drainage, the programme has been fully covered and it has been possible to extend the programme to improve lengths of arterial drains that had little or no maintenance in the past, for example at Fishley Marshes.
- 6.3 Over the last few years the programmed and actual delivered maintenance has been tracked. This is done drain by drain, for information the figures that follow give an overview of this by catchment. This shows that although the timing of the work in each catchment may alter from the programme in response to weather or landowner constraints, the full programme is covered in line with that approved by the Board each year.





- 6.4 The delivery of the programme fully utilises three Broads employed operatives with Broads owned plant. This includes two 14t excavators for weed removal and de-silting and a tractor and flail. In addition, contractors are used as required to support delivery. The general use of our own operatives and plant provides the Board with maximum control over delivery and cost. The mix of contractor and in-house operations is varied across other IDB's. Those with extensive programmes of maintenance (like the Broads) delivery work predominantly using in-house plant and staff.
- 6.5 The working arrangements and actual worked hours of the Boards operatives and plant were reviewed and reported on in January 2023. Managers have access to lived linked data from the excavators and this was used to compare total worked hours (active machine hours + lunch break + re-fuelling/greasing & walking to/from machine time) to operatives booked hours. This found that booked and total worked hours were consistent, with all machines having a slight net positive balance (i.e. total worked hours were slightly higher than booked hours).
- 6.5 Although some overtime is allowed for and longer days are completed in summer, budgets do not allow for longer days to be completed as standard. Our operators work to a basic 38hr working week.
- 6.6 Officers are satisfied that the current operating arrangement using in-house plant provides best value to the Board. Knowledge sharing and learning across the WMA in ongoing and new tools piloted in the South Holland area are now being brought into Broads IDB operations to help monitor and improve efficiency and effectiveness. This includes the use of electronic mapping and tracking of maintenance works and the ability for operators to input and update mapped information on site. In South Holland this has been very useful in providing data on rates of delivery by individual operators and items of plant at drain level. This helps with detailed budget setting and monitoring and clearly flags up issues with delivery or site constraints.

## **7. EA FLOOD DEFENCE UPDATE**

- 7.1 We continue to work with the EA Broadlands team, particularly to ensure there is an efficient and effective plan for embankment maintenance, which help protect the IDB district. The Broads IDB currently has a programme of embankment grass cutting, channel maintenance of small EA watercourses, and embankment crest level maintenance works.
- 7.2 The grass cutting last year was successfully delivered and the programme for this year is being extended to include cuts from March onward.
- 7.3 The channel maintenance programme for this winter has commenced with Acle Landspring and we have a programme in the Broads and Waveney areas that is now in place for at least the next two years.
- 7.3 The embankment crest level work went well last summer, and we are now working with the EA on the programme for this summer. The sites identified for this summer are largely focussed on low spots on the Yare and Waveney, however some work will be undertaken to repair a low embankment on the NWT Hickling Reserve near Whiteslea Lodge.
- 7.5 In addition to embankment maintenance, officers have been working with the EA to progress repair work to the quayheading which forms part of the flood defence at Thurne Staithe. This is expected to go ahead in the spring,

## 8. OTHER MATTERS

8.1 Since the Board meeting in October DEFRA approved the release of the second tranche of the IDB Fund. The status of our successful bids to Tranche 1 and 2 is as below.

### 8.2 Tranche 1

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

### 8.3 Tranche 2

Claim	Bid amount	Status
Brograve embankment crest level maintenance	£ 40,000	Approved and paid
Improvements to Chapelfield PS track	£ 68,388	Approved – 50% payment received
Telemetry upgrades – WMA wide	£ 1,107,313	Approved – 50% payment received and hardware ordered
Back up and temporary pumps – WMA wide	£ 990,916	Approved – 50% payment received and pumps on order

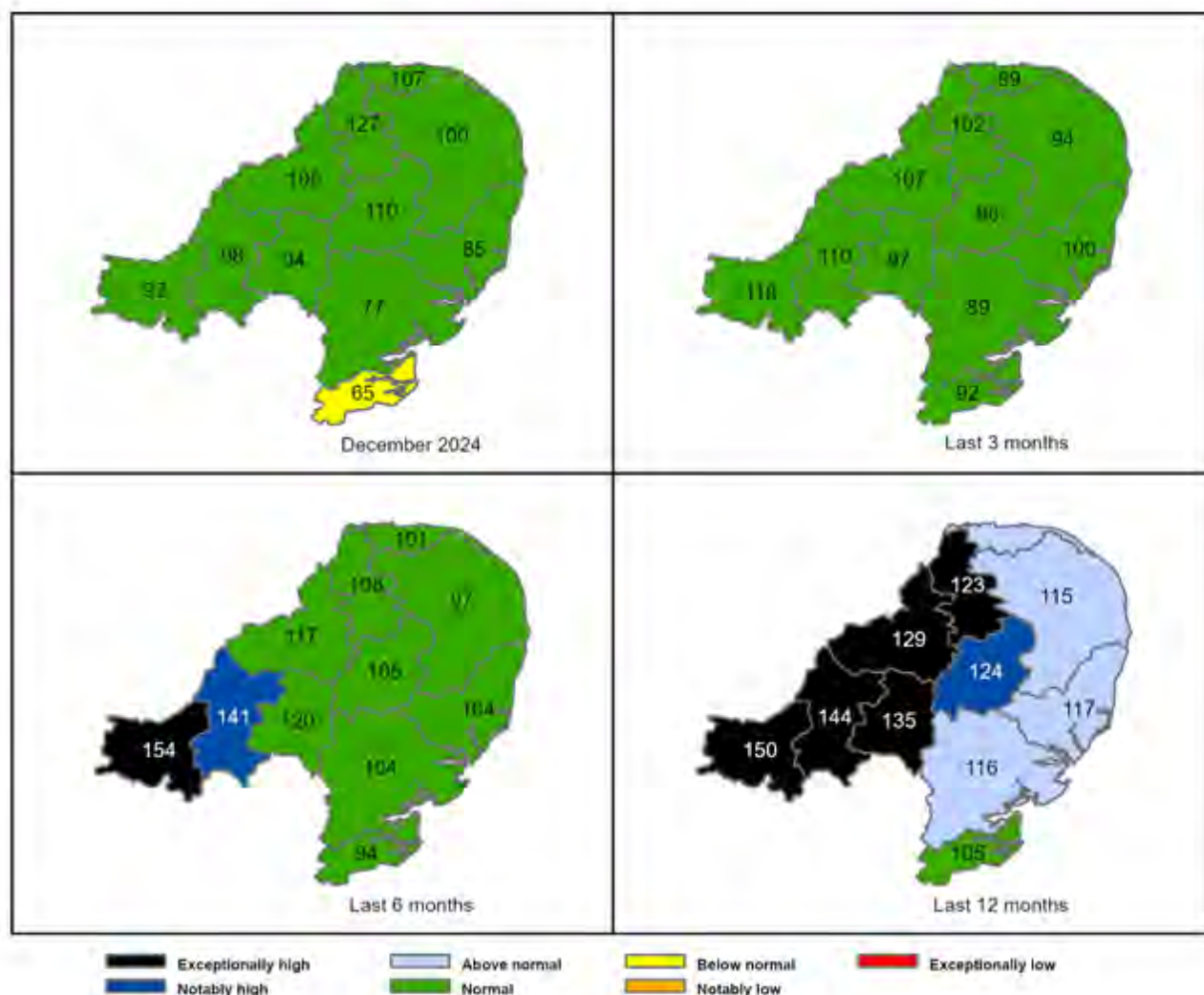
Tranche 2 funding remains only for work delivered in this financial year. The late release of this funding therefore presents a significant challenge, but officers are working hard to complete as much of the work and procurement as possible. A further Tranche (Tranche 2B) has been announced for capital asset improvement schemes deliverable in the next financial year. Officers are now working on applications to take advantage of this.

8.4 The BFI modelling is almost complete and the project will be looking at scenarios to be simulated and considered. This is a good time for the Board, stakeholders and landowners to be engaged when there is opportunity. Please note that any formal representations can be made through the BFI's Elected Members Forum (EMF) currently comprises the following members and supporting officers.

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

8.5 Rainfall statistics provided below for information. This is an extract from the EA's water situation report up to the 31<sup>st</sup> December 2024 using MET office data. The full report can be seen at: [https://assets.publishing.service.gov.uk/media/6785507c3a9388161c5d234e/East\\_Anglia\\_Water\\_Situation\\_Report\\_December\\_2024.pdf](https://assets.publishing.service.gov.uk/media/6785507c3a9388161c5d234e/East_Anglia_Water_Situation_Report_December_2024.pdf)

Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 December 2024), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.



HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2025). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

**PHIL SEMMENCE**  
**OPERATIONS MANAGER**  
 January 2025

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

# ENVIRONMENTAL REPORT

## For the period 10 October 2024 to 16 January 2025

### 1. INFORMATION FOR THE BOARD

#### 1.2. NATURAL ENGLAND BEAVER MANAGEMENT – CL51 CLASS LICENSE TRAINING

The WMA Environment Team and P&C WLMB officer Gareth Oliver attended the Natural England training session for the CL51 beaver class licence '**Beavers: licence to modify or remove dams, burrows and lodges (CL51)**' on the 19<sup>th</sup> – 20<sup>th</sup> November 2024 in the River Stour catchment in Kent. The River Stour IDB have been managing wild beavers in their catchment for the last 20 years. The course discussed some of the challenges of introduction whilst aiming to deliver some practical considerations for beaver management.

The training was organised by ADA and delivered by beaver experts from Natural England, the Environment Agency, Kent Wildlife Trust as well as the River Stour IDB. Participants were able to visit sites occupied by beaver to look at field signs and discuss where the licence should be used.



*Upstream of a beaver dam.*

A person registered under the CL51 licence can, modify or remove beaver dams, burrows and lodges and possess dead beavers or their body parts. These activities can be carried out at any time of year. Natural England issues the CL51 licence to public bodies, water managers and named others to allow licensable activities to take place to:

- prevent serious damage to livestock, animal feed, crops, growing timber, fisheries or any other property
- preserve public health or safety
- conserve wild animals or plants of conservation concern
- allow you to carry out scientific or educational work

However, to ensure conflict between beaver activity and people is minimised whilst maximising the benefits that beaver can bring to an area, a 5 step approach to beaver management should be implemented whilst considering options for management and the reasoning behind the management option recorded.

Day 1 of the training was held at the Sandwich Bay Bird Observatory Trust (SBBO) in Kent where lecture style sessions were delivered by Natural England and the Environment Agency. These sessions covered;

- Beaver biology, ecology and management
- Identification and interpretation of beaver field signs and management techniques
- CL51 licence information and other legislative requirements
- EA permitting and other legislation

In the afternoon, the Engineer to River Stour IDB provided a talk on beavers within the River Stour IDB catchment area, which included a site visit to have a look at the impacts beavers have and can have on the IDB drainage system.

Day two of the training involved site visits to beaver territories at Stodmarsh National Nature Reserve to see beaver field signs, discuss management techniques and the CL51 licence and at Ham Fen beaver enclosure (one of the few locations in Kent with beaver dams) to discuss dam management and CL51 licence.

A CL51 licence has now been applied for to ensure the IDB team are ready to deal with beaver activity in the future.



*Beaver Canal.*



*Collapsed burrow.*



*Various tree or sapling cutting for feeding and/or damming activities.*

## 1.2 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.

## 1.3. BIDB STANDARD MAINTENANCE OPERATIONS AUDITS

The Environment Team have undertaken audits on two drains in the BIDB catchment during this period, following the completion of maintenance works. This is to ensure that maintenance on the drains is done to the standard set out by the BIDB's Standard Maintenance Operations Document and ensure compliance.

The two areas audited include the East Ruston Drains (DRN011P1103, DRN011P1105, DRN011P0107) which was surveyed on 25 October 2024, and the Potter Heigham drains (DRN003P0401, DRN003P0407, DRN003P0409, DRN003P0411) which was surveyed on 27 November 2024. Audit reports were completed for each drain, including an overall maintenance score and recommendations, and issued to the BIDB Engineer Operations Manager.

## 2. BIODIVERSITY ACTION PLAN INFORMATION

### 2.1. 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 for the 2024 monitoring season is available on request.

### 2.2. GRASS- WRACK PONDWEED (*POTAMOGETON COMPRESSUS*) TURION COLLECTION

Grass-wrack pondweed *Potamogeton compressus* is a threatened aquatic macrophyte species of the pondweed family, 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.

The Environment Team undertook a survey on 17<sup>th</sup> and 18<sup>th</sup> December to collect and return Turions directly after maintenance works had been done. During the survey, 148 turions were found in the material which were removed during maintenance and were returned to the drain.



*Grass-Wrack Pondweed turions returned to the drain.*

The Broads IDB BAP includes the action ‘*Work in partnership with landowners to carry out clearance works of the soke dyke and new dyke system, whilst standard maintenance is taking place in the area, to maintain the current habitat*’. During the 2024 maintenance operations across the Upton Doles and South Walsham Marshes, an additional weed cut was undertaken on a riparian drain that is situated between, and connects two IDB watercourses. The aim of this operation is to open up the riparian channel by removing the instream vegetation, enhancing the habitat conditions to encourage the Grass-Wrack Pondweed to establish in this drain. The results of this will be monitored in the 2025 summer survey.

### 2.3. BIDB BIODIVERSITY ACTION PLAN (BAP) – PROGRESS REVIEW 2023-2024

The Biodiversity Action Plan for the BIDB has been subject to an annual review of progress. Various actions have been undertaken during 2024 by the Board, mostly via the day to day running of the Boards Maintenance and Capital Scheme Delivery programmes. Some actions, however, are delivered via other organisations on behalf of the Board, where they receive funding from the Board to facilitate projects. A summary of the progress made thus far in 2024-25 can be found in: **Appendix A**.

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

Date	Officer	Project / Maintenance/ BAP	Site	Comments
10/10/24	EB, PS	Maintenance	Potter Heigham	Scoping drains prior to maintenance works.
25/10/24	EB, DP	Maintenance	East Ruston	Scoping drains prior to maintenance works.
28/10/24	EB, DP	Maintenance	Caister	Scoping drains prior to maintenance works.
27/11/24	EB, CH	Maintenance	Potter Heigham	SMO audit of the maintenance undertaken
13/01/25	EB, PS	Project	Acle Land Springs	Scoping of drain prior to maintenance operations undertaken on behalf of the EA.

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

Licence / Assent / Habitat Regulations Assessment	Applied	Granted
Potter Heigham WFD – Desilt and Flail	14/10/2024	N/A
Caister WFD – Desilt and Flail	29/10/2024	N/A
Mautby WFD – Desilt and Flail	30/10/2024	N/A
Acle Land Springs HRA – Weedcure, Flail and Woody Debris Management	13/01/2025	N/A

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

Date Applied	Meeting / Training Attended	Brief Description
03/12/24	Broads Biodiversity Partnership	Regular meeting between partners to discuss updates and future works within the partnership.
13/01/25	Water life Recovery Trust (East)	Updates on the East Anglian Mink Eradication project.

### 6. NON-COMPLIANCE

Nothing to report within this period.

### 7. COMPLAINTS

Nothing to report within this period.

**CAROLINE LABURN**  
**ENVIRONMENTAL MANAGER**  
**JANUARY 2025**

## Appendix A: BIDB BAP Progress 2024-25

ACTION		PARTNERS	DATE	2024-25 STATUS	2024-25 PROGRESS
<b>COASTAL AND FLOODPLAIN GRAZING MARSH</b>					
<b>1b</b>	Work in partnership via the Local Nature Recovery Strategy partnerships to look for opportunities to enhance grazing marshes through involvement in projects.	NCC, SCC	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDB's.
<b>REEDBED</b>					
<b>2a</b>	Continue to work in partnership with stakeholders and the Broads Plan Partnership to look for opportunities, to enhance reedbeds by appropriate water level management practice.	RSPB, NWT, NE, BPP	Ongoing	Ongoing	Environmental Officer attends the Broads Partnership meeting with Broads Authority and partner organisations working in Broadland and provide reports to the BA on IDB projects.
<b>2b</b>	Identify potential sites for habitat restoration and expansion within the IDB area during Capital Scheme delivery and consider future management planning on these sites during this process.	NRT, NE, EA, Landowners	Ongoing	Completed 2023	A table was created in 2023 of recorded reedbed locations and extent within the IDD has been created to highlight areas that could be considered if appropriate Capital Schemes are to be delivered.
<b>2c</b>	Enhance and maintain reedbed fringe habitat on the Boards main drains.		Ongoing	Ongoing	Maintenance is undertaken to the standard set out in the SMO.
<b>2e</b>	Explore opportunities to work with partners and have involvement in Paludiculture projects.	NRT, NE, EA, NCC, Landowners	Ongoing		<p>Horsey Paludiculture project – IDB working in Partnership with Broads Authority, delivered 1.5 Hectares reedbed plots as part of the BA trial in 2021. The BIDB assisted the Broads Authority in controlling the water levels on the project site by altering the location of the pipes connecting the plots, allowing for water levels to be lowered to better the conditions for reedbed growth.</p> <p>The operations team surveyed the water levels for the Horsey Paludiculture project to monitor the current levels and progress on the site.</p>
<b>2f</b>	Work in partnership via the Local Nature Recovery Strategy partnerships to look for	NCC, SCC	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDB's.

	opportunities to enhance reedbeds through involvement in projects.				
<b>FENS</b>					
<b>3a</b>	Continue to work in partnership with stakeholders and the Broads Plan Partnership to look for opportunities, to enhance fen habitat by appropriate water level management practice.	RSPB, NE, NWT, BPP, Landowners	Ongoing	Ongoing	Environmental Officer attends the Broads Partnership meeting with Broads Authority and partner organisations working in Broadland and provide reports to the BA on IDB projects.
<b>3c</b>	Explore opportunities to work with partners to undertake Peatland restoration.	BA, NCC, Landowners	Ongoing	Ongoing	Members of the environment team attended the Fens East Peat Partnership (FEPP) & Natural England series of monthly webinars on lowland peat restoration topics in September and November 2024.
<b>3d</b>	Work in partnership via the Local Nature Recovery Strategy partnerships to look for opportunities to enhance fens through involvement in projects.	NCC, SCC	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDB's.
<b>RIVERS, CANALS AND DRAINS</b>					
<b>4a</b>	Work with the planning department to review the boards culverting policy.	Planning Department	2024	Complete	A meeting between the planning department and environment team was held during March 2023 to review the boards culverting policy.
<b>5a</b>	Record species present in watercourses managed by the board.	NBIS	Ongoing	Ongoing	The Environment Team purchased two tables to be used in the field to record surveys and species. Additionally, staff can download and use the iRecord app and use it in the field.
<b>5b</b>	Report pollution incidents within the IDD, working with the EA.	EA	Ongoing	Ongoing	Any low DO occurrences discovered during DO monitoring activities reported to Environment Agency on the date of survey.
<b>5c</b>	Monitor and report Dissolved Oxygen levels around the Broads pumping stations during the summer period.	EA	Annually	Ongoing	A 2024 Dissolved Oxygen monitoring survey was undertaken across 5 pumping stations in the BIDD during May – September 2024. A report has been completed for the 2024 survey.
<b>5d</b>	Protect fish populations within the IDD, working with the EA Fisheries team.	EA	Ongoing	Ongoing	A meeting was held between environment officers and Lisa Turner from the EA in January 2024 to discuss the results of the 2023 Dissolved Oxygen Survey and the recommendations to be taken forward in 2024 with the aim to prevent fish kills.

<b>6a</b>	Regularly update the Boards Standard Maintenance Document.		2023	Complete	The SMO was reviewed and updated in October 2023.
<b>6b</b>	Ensure compliance with the IDB SMO by auditing on identified number of maintenance works jobs annually, to ensure they are being carried out to an agreed standard across the whole board.		Annually	Ongoing	An SMO audit is completed four times a year within the BIDB area to assess the maintenance practices against the SMO document.  SMO Audit 1: Sutton was audited in January 2024  SMO Audit 2: Brograve was audited in February 2024  SMO Audit 3: East Ruston was audited in Oct 2024  SMO Audit 4 : Potter Heigham was audited in December 2024
<b>7a</b>	Work in partnership via the Local Nature Recovery Strategy partnerships to look for opportunities to undertake watercourse restoration through involvement in projects.	NCC, SCC	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDB's.
<b>WET WOODLAND</b>					
<b>8b</b>	Work in partnership via the Local Nature Recovery Strategy partnerships to look for opportunities to enhance wet woodland through involvement in projects.	NCC, SCC	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDB's.
<b>BARN OWL AND KESTREL</b>					
<b>9b</b>	Continue to maintain, repair or replace nest boxes appropriately in the IDB area working in partnership with the Wildlife Conservation Partnership.	WCP	Ongoing		One new nestbox was provided for the BIDB.
<b>9c</b>	Continue to maintain sward height during IDB bankside maintenance mowing of 150mm.	Staff, Contractors	Ongoing		Consistent with SMO and reviewed through regular SMO auditing. See Action 6b for details of audits undertaken.
<b>EUROPEAN EEL</b>					
<b>12b</b>	Report eDNA results to the NBIS	NBIS	Ongoing		The results of the 2023 Eel eDNA surveys were collated and reported to NBIS at the beginning of 2024.

GRASS SNAKE					
13a	Determine the extent and distribution of the existing populations at the Board's pumping stations and on key drains using ESRI maps and working in partnership with ARG UK.	NBIS, ARG UK	Ongoing	Complete	A table of locations of grass snakes around BIDB pumping stations has been created in 2023, using the records displayed on ESRI maps.
13b	Using the distribution data, develop Hibernacula and egg laying sites at pumping stations or key locations where appropriate.		Ongoing	Ongoing	A meeting about Grass snake feasibility was undertaken between the Environment Team and WMA Eastern Area Manager in June 2024. The Environment team will look to develop Hibernacula and egg laying sites at pumping stations or key locations where appropriate (with landowner permission where required).
WATER VOLE					
14a	Continue to contribute funding to the Water Life Recovery Trust.	Water Life Recovery Trust	Annually	Ongoing	BIDB contributing £2500 toward the Water Life Recovery Trust during 2024-2025: <a href="https://www.waterliferecoverytrust.org.uk/">https://www.waterliferecoverytrust.org.uk/</a>
14b	Continue to work with the Water Life Recovery Trust on mink eradication.	Water Life Recovery Trust	Annually	Ongoing	Water Life Recovery Trust steering group meeting attended 3 times per year by Environmental Manager.
16a	Ensure compliance with the IDB SMO by auditing 4 jobs per year jobs, to ensure they are being carried out sensitively and to an agreed standard across the Board.		Annually	Ongoing	An SMO audit is completed four times a year within the BIDB area to assess the maintenance practices against the SMO document.  SMO Audit 1: Sutton was audited in January 2024 SMO Audit 2: Brograve was audited in February 2024 SMO Audit 3: East Ruston was audited in Oct 2024 SMO Audit 4 : Potter Heigham was audited in December 2024

BATS (ALL SPECIES)					
18a	Survey and monitor bat presence around IDD as part of the BTO Norfolk Bat Survey.	BTO	Ongoing	Complete	A static bat detector was borrowed from the BTO and set up at 5 pumping stations within the BIDD (Eastfields, Martham Depot, Mautby, Potter Heigham, Stokesby The data was analysed through the BTO Acoustic Pipeline. Bat species and presence were recorded at each pumping station.
18b	Ensure survey training is delivered to all environment officers.		Ongoing	Ongoing	Two Environment Officers have booked onto the CIEEM Introduction to Bat Ecology and Bat Surveys Course in January 2025 as a part of the CIEEM Early Careers Training Programme.
GRASSWRACK PONDWEED					
20a	Continue annual monitoring of the species in South Walsham and Upton Marshes.	NWT, RSPB, Consultants, Landowners	Annually	Ongoing	A survey of the South Walsham and Upton drainage system was undertaken by environment officers in June 2024 to assess the current status of Grasswrack Pondweed within the drains, as well as drain characteristics and water quality features. A report was written following this survey.
20b	Continue to manage the timings and practices for the species in an appropriate manner for the species.	NWT, RSPB, Landowners, Contractors	Annually	Ongoing	Maintenance of P. compressus continues in Winter as is beneficial to the lifecycle of the plant.
20c	Continue to undertake annual turion returns activity (return of turions that are removed from the drain during weed removal) directly after drain maintenance.		Annually	Ongoing	Turions (small vegetatively produced plants) are collected by hand from the weed cutting arisings within the South Walsham marshes. This occurs following the machine maintenance, when the small plants are counted and returned to the watercourse. 148 Turions were found during the 2024 December survey.
20d	Work in partnership with landowners to carry out clearance works of the soke dyke and new dyke system, whilst standard maintenance is taking place in the area, to maintain the current habitat.	NWT, RSPB, Landowners	Annually		A riparian drain that connects two IDB drains has undergone a weedcut to clear vegetation and open up the channel for Grass-wrack Pondweed enhancement. The drain will be included in the 2025 summer monitoring survey.

NON NATIVE INVASIVE SPECIES					
<b>23a</b>	Establish a partnership with the NBIS to receive up to date records of Invasives within the local area.	Ongoing	NBIS	Ongoing	Partnership established and regular updated records received.
<b>23b</b>	Continue to contribute to and work in partnership with the Norfolk Non-Native Species Initiative (E.g. Floating pennywort).	Ongoing	NNNSI	Ongoing	<p>BIDB contributed £2000 to the NNSI during 2024/25 to tackle Floating Pennywort in the North Walsham and Dilham Canal and the River Ant.</p> <p>Ongoing work with the Floating Pennywort partnership. Officers attend monthly meetings with the partnership.</p> <p>The Environment Manager and Area Manager produced a paper in February 2024 for the EA to ask for more funding to ensure a coordinated approach to Floating Pennywort Eradication. The Environment Agency are aware of the IDB's requirements for Floating Pennywort eradication.</p>
<b>23c</b>	Maintain records for all species of concern using the 'iRecord' app.	Ongoing	NNNSI, Staff, Contactors	Ongoing	A shared IDB iRecord app is active and used by IDB officers to record and report INNS.
<b>24a</b>	To continue to work in partnership with Mink control/eradication groups	Ongoing	WLRT		The Environment team continue to have ongoing work with the Water Life Recovery Trust steering group partnership, attending meetings with the partnership.

## SUSTAINABLE DEVELOPMENT REPORT

### 1. REPORTING PERIOD

This planning report covers the reporting 10 October 2024 to 14 January 2025.

### 2. CONSENT APPLICATIONS

There are currently 4 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:	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	2
Total:	4

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

### 3. CONSENTS DETERMINED

During this reporting period, 6 consents 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>
23_24321_C	Section 23, LDA 1991	Johnson Street, Ludham	Broadland Peat Restoration Scheme (Amended Details)	Granted
23_25457_C	Section 23, LDA 1991	Horseley Road, East Somerton	Installation of 2no. Sluice structures	Granted
24_26717_C	Byelaw 3 Surface Water	Broad Road, Fleggburgh	Discharge of surface water from 400m2	Granted
24_29514_C	Section 23, LDA 1991	Mill Road, Stalham	Bank Restoration	Granted

24_29998_C	Section 23, LDA 1991	Acle Old Road, Acle	6m access culvert	Granted
24_29999_C	Section 23, LDA 1991	Acle Old Road, Acle	6m access culvert	Granted

#### 4. PLANNING COMMENTS

Officers have provided comments on 8 applications that are either in or could impact on the Boards Internal Drainage District. 3 of these applications are for major developments, summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
2023/3021	Brundall	Links Avenue	Residential Development (147 Dwellings)
06/24/0737/PAE	Martham	Sycamore Avenue	Residential Development (57 Dwellings)
2024/3141	Postwick	Old Chapel Way	Commercial Development

#### 5. FEES

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

Case ref(s)	Date invoiced	Amount (no VAT)	Date Paid
24_26717_C	21.11.2024	£442.40	02.12.2024

#### 6. ESTATE MANAGEMENT

The two applications still awaiting completion by the Land Registry are:

- Horning Grove Pumping Station
- 7 Mile Pumping Station

**CATHRYN BRADY**  
**SUSTAINABLE DEVELOPMENT MANAGER**  
**JANUARY 2025**

## BROADS (2006) IDB

### SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/10/2024

Payment Date To : 31/12/2024

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
4X0001	4X4 Accessories and Tyres	Rear Bumper for Truck	252.00
AC0007	Ace Fire	Service of Fire Extinguishers	405.00
AL0005	Allstar Business Solutions Ltd	Fuel	15,375.59
AN0003	Anglia Spareline Ltd	Maintenance Works	72.00
AN0005	Anglian Plant Ltd	Capital Works	1,384.80
AN0120	The AF Group Limited	Materials	26,418.56
AR0003	S G Archer & Sons	Rechargeable Works	1,423.20
BAM001	BAM Nuttall Ltd	Capital Works	505,358.00
BE0003	Bear Terrain Ltd	Rechargeable Works	21,483.60
BR0002	Broads Authority	Capital Works	1,426.61
BT0001	BT Payment Services	Telephone/Broadband	651.34
CA0002	Cavell & Lind Ltd	Occupational Health	1,360.26
CH0001	Chapman Farms Ltd	Capital/Maintenance Works	2,746.18
CI0001	City Electrical Factors	Recharge/Maintenance Works	1,729.89
CR0002	Cranfield University	Capital Works	6,000.00
DI0006	Direct Cleaning Services	Cleaning of Depot	691.20
DO0001	Dolphin Autos (Nch) Ltd	Rechargeable Works	550.00
DV0001	DVLA	Vehicle Tax	1,675.00
DX0001	DXB Integrate Ltd	Capital Works	181,082.30
EA0002	East Suffolk Water Management	PPE	402.00
EA0003	East Coast Insulations Ltd	Capital Works	330.00
ED0001	EDF Energy Customers Ltd	Electricity	5.13
EE0001	EE	SIMO CCTV Camera's	731.25
EN0501	Environment Agency	Flood & Coastal Erosion Levy	94,783.19
EN0520	Engineering & Hire Ltd	Mobile Plant Expenditure	593.27
EO0550	E.On UK PLC	Electricity	2,141.24
FA0601	Mr M Falcon Property Solutions	Capital Works	855.38
FR0002	Fram Farmers Ltd	Electricity	108,818.33
FU0004	Funnells Ltd	Rechargeable Works	477.50
GI0002	Gisleham Industries Limited	Small Tools/Consumables	693.00
GS0001	G & S Stores Ltd	Maintenance Works/Mobile Plant	130.64
GYBC01	Great Yarmouth Borough Council	Rates	2,284.00
HA0009	Hayley Group Ltd	Small Tools/Consumables	80.92
HU0001	Hubble	Mobile Plant Expenditure	134.39
HU0002	Hugh Crane	Maintenance Works	289.32
IN0950	Inland Revenue	PAYE & NIC	40,562.09
IR0001	Irstead Hall Farms	Capital Works	2,040.00
IT0001	I Track Direct Ltd	Mobile Plant Expenditure	59.97
JA0002	Jacobs U.K. Ltd	Capital Works	854,688.63
JE0001	Jewson Civils Frazer	Capital Works	2,867.50
LA0002	Mervyn Lambert	Recharge/Capital Works	7,575.00
MA0009	Mastenbroek Environmental Ltd	Mobile Plant Expenditure	7.76

## BROADS (2006) IDB

### SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/10/2024

Payment Date To : 31/12/2024

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
MI0002	MIG Anglia Ltd	Small Tools/Consumables	341.10
MI0004	Middleton Aggregates Ltd	Maintenance Works	4,244.45
MS0001	MSM Safety Management Services	SMSTS Training course	750.00
MT0001	M.T.Plant Services	Maintenance/Mobile Plant Exp	3,591.51
NA0001	Natural England	Capital Works	3,828.00
NA0002	National Tracked Dumpers Ltd	Rechargeable Works	1,722.00
NA0003	J Huggins & Son Ltd	Windscreen Repairs Excess	367.84
NE0002	Network Rail Infrastructure Ltd	Rechargeable Works	6,914.01
NE0003	Newsquest Media Group Ltd	Capital Works	1,064.32
NI1450	Nicholsons	Tyre Repairs	165.24
NO0009	Norwich Instrument Services Ltd	Small Tools/Consumables	240.79
NO0012	Norfolk Hose Services Ltd	Mobile Plant Expenditure	131.40
NO1470	Norfolk Pension Fund	Pension Contributions	37,758.98
NO1475	Norfolk Rivers IDB	Rechargeable Works	11,510.08
NOR001	Norse Waste Solutions	Refuse Collection	193.44
PA0003	Parker Hydraulics and Pneumatics	Mobile Plant Expenditure	764.55
PA0005	Pattisons(Anglia)Ltd	Capital/Rechargeable Works	82,469.70
PI0002	Pioneer Plant Ltd	Mobile Plant Expenditure	1,078.72
RA0002	Ray Britland Contractors Ltd	Rechargeable Works	111,444.00
RE0004	Rexel UK Ltd	Capital Works	4,693.03
RH0001	Rhino Building & DIY Supplies Ltd	Capital Works	91.20
RS0002	RS Components Ltd	Maintenance/Rechargeable Works	257.51
SO0002	Hoben International Ltd	Capital Works	8,188.80
SSAF01	SSAF Window Films Ltd	Rechargeable Works	44.70
TH0003	Robert Thain	Rechargeable/Capital Works	7,840.80
TO0005	SLM Toyota	Servicing/MOT - Trucks	2,502.91
TU0002	C R Turner	Maintenance Works	5,380.50
TU0004	Turner & Townsend	Capital Works	6,466.32
VO0001	Vodafone	Mobile Phones	1,378.68
WA0001	Water Management Alliance	Rechargeable/Capital Works	103,775.32
WA0006	AP Wakeham Hire Ltd	Rechargeable Works	6,102.00
WA0009	Waterlife Recovery Trust	BAP Direct Costs	2,500.00
WI0004	Wilkin Chapman LLP	Capital Works	10,977.00
WO0001	Wolseley UK Ltd	Maintenance/Capital Works	2,292.85
WO0003	Workwear (East Anglia) Ltd	PPE	574.07

Please note that the amounts shown above include Vat **£2,322,281.86**

From: 01 April 2024

To: 31 December 2024

Period To: 09

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	5,237,973	3,353,411	-1,884,562	6,983,964	8,203,287	1,219,323
	Tranche 1 + 2 Grant Applied	0	637,174	637,174	0	1,703,079	1,703,079
	Rental Income	188	5,230	5,042	250	5,230	4,980
2	Highland Water Contributions	287,061	304,916	17,855	287,061	304,916	17,855
3	Income from Rechargeable Works	1,000	683,364	682,364	1,000	683,364	682,364
	Development Contributions	0	0	0	0	2,778	2,778
	Investment Interest	15,000	69,394	54,394	20,000	20,693	693
4	Other Income	263,519	231,112	-32,406	351,358	335,923	-15,435
	<b>Total Income</b>	<b>£7,090,500</b>	<b>£6,570,362</b>	<b>-£520,139</b>	<b>£8,929,393</b>	<b>£12,545,030</b>	<b>£3,615,637</b>
	<b><u>Less Expenditure:</u></b>						
6	Capital Works	5,237,973	3,353,411	1,884,562	6,983,964	8,203,287	-1,219,323
	Tranche 1 + 2 Expenditure	0	231,708	-231,708	0	1,157,805	-1,157,805
7	Environment Agency Precept	191,425	189,566	1,858	191,425	189,566	1,858
8	Maintenance Works	1,126,581	1,016,906	109,675	1,640,988	1,663,692	-22,704
9	Administration Charges	142,173	135,918	6,255	196,448	191,192	5,256
3	Cost of Rechargeable Works	0	602,740	-602,740	0	678,364	-678,364
5	Net Deficit/(Surplus) on Operating Accounts	0	-72,414	72,414	0	0	0
	<b>Total Expenditure</b>	<b>£6,698,152</b>	<b>£5,457,836</b>	<b>£1,240,316</b>	<b>£9,012,825</b>	<b>£12,083,907</b>	<b>-£3,071,082</b>
	Profit/(Loss) on disposal of Fixed Assets	0	0	0	0	0	0
10	<b>Net Surplus/(Deficit)</b>	<b>£392,348</b>	<b>£1,112,525</b>	<b>£720,177</b>	<b>-£83,432</b>	<b>£461,123</b>	<b>£544,555</b>

From: 01 April 2024

To: 31 December 2024

Period To: 09

Year Ended: 31 March 2025

Notes	Balance Sheet as at 31-12-2024	Opening Balance £	Movement This Year £	Closing Balance £
11	<b>Fixed Assets:</b>			
	Land and Buildings	234,202	-21,175	213,027
	Plant and Equipment	360,769	-75,870	284,898
	Pumping Stations	0	0	0
	Shared Consortium Assets	0	0	0
		<b>594,970</b>	<b>-97,045</b>	<b>497,925</b>
	<b>Current Assets:</b>			
12	Bank Account	684,177	-231,413	452,764
	Stock	3,949	-3,267	681
13	Trade Debtors	74,490	-30,553	43,937
19	Grant Due	0	0	0
14	Work in Progress	900	53,140	54,040
15	Term Deposits	2,900,000	5,850,000	8,750,000
16,17	Drainage Rates and Special Levies Due	640	257	897
18	Prepayments	0	0	0
	Prepayments to WMA	37,159	-88,925	-51,766
	Accrued Interest	0	0	0
	VAT Due	161,633	144,228	305,861
		<b>3,862,948</b>	<b>5,693,467</b>	<b>9,556,414</b>
	<b>Less Current Liabilities:</b>			
	Trade Creditors	57,284	125,869	183,152
	Accruals	346,154	-269,702	76,452
	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>-161,219</b>	<b>263,086</b>
	<b>Net Current Assets</b>	<b>3,438,642</b>	<b>5,854,686</b>	<b>9,293,328</b>
	<b>Less Long Term Liabilities:</b>			
28	Net Pension Liability/(Asset)	-469,000	5,000	-464,000
20	Loans due in more than one year	0	0	0
		<b>-469,000</b>	<b>5,000</b>	<b>-464,000</b>
	<b>Net Assets</b>	<b>£4,502,612</b>	<b>£5,752,641</b>	<b>£10,255,253</b>
21	<b>Reserves:</b>			
	<b>Earmarked</b>			
19.	Grants Reserve	3,087,938	4,171,363	7,259,301
	Grant Reserve - Tranche 1 + 2	0	473,752	473,752
22	General Reserve	325,072	1,112,525	1,437,598
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>5,757,641</b>	<b>9,749,064</b>
	<b>Non-Distributable</b>			
25	Revaluation Reserve	42,189	0	42,189
26	Pension Reserve	469,000	-5,000	464,000
		<b>511,189</b>	<b>-5,000</b>	<b>506,189</b>
	<b>Total Reserves</b>	<b>£4,502,612</b>	<b>£5,752,641</b>	<b>£10,255,253</b>

S JEFFREY BSc (Hons) FCCA CPFA  
CHIEF FINANCIAL OFFICER

**From: 01 April 2024**  
**To: 31 December 2024**

**Period To: 09**  
**Year Ended: 31 March 2025**

**Note Notes to the Accounts**

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Broadland District Council	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 £80,625 has been made on Rechargeable Works.

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
4803 Shared Income from WMA	263,672	230,193
4800 Sundry Income	0	919
4802 Summons Costs	0	0
	<b>263,672</b>	<b>231,112</b>

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

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
Labour Operations Account	0	-74,771
Mobile Plant Operations Account	0	2,357
	<b>0</b>	<b>-72,414</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:

	<b>Y-T-D Budget</b>	<b>Y-T-D</b>
Labour Charges	236,951	250,914
Pump Attendance	1,875	-3,173
Plant Charges	104,934	99,512
Insurance	39,510	38,405
Out-sourced repairs and maintenance	26,065	33,839
Materials	7,700	4,957
Plant Hire	0	0
Electricity	299,999	208,175
Telemetry	2,850	1,971
Professional Fees	0	0
Depreciation	0	0
<b>Direct Works</b>	<b>719,884</b>	<b>634,600</b>
5400 Technical Support Staff Costs	336,906	321,753
5450 Other Technical Support Costs	60,417	55,918
5500 Biodiversity Action Plan Costs	9,375	4,635
5600 Development Expenditure	0	0
<b>Maintenance Works</b>	<b>1,126,581</b>	<b>1,016,906</b>

**From: 01 April 2024**  
**To: 31 December 2024**

**Period To: 09**  
**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:

	<b>Y-T-D Budget</b>	<b>Y-T-D Actual</b>
6000 Administration Staff Costs	94,092	86,953
6001 Other Administration Costs	43,332	44,112
6200 Drainage Rates AV Increases/(Decreases)	0	-608
6100 Kettlewell House Depreciation	1,500	772
6400 Sundry Expenses	0	1,070
6500 Settlement Discount	3,250	3,619
	<b>142,173</b>	<b>135,918</b>

9(ii). **Consortium Charges**

Expenses

Technical Support Staff (note 8)	336,906	321,753
Other Technical Support (note 8)	60,417	55,918
Administration Staff Costs (note 9i)	94,092	86,953
Other Administration Costs (Note 9i)	43,332	44,112

Shared Income from the WMA (note 4)	-263,672	-230,193
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**Net Consortium Charge**

<b>271,074</b>	<b>278,543</b>
----------------	----------------

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

	<b>Budget</b>
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 31-12-2024	<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	21,175	107,870	0	129,045
(-) Accumulated depreciation written out on disposal	0	-15,700	0	-15,700
Closing Balance as at 31-12-2024	<b>209,672</b>	<b>774,779</b>	<b>412,722</b>	<b>1,397,174</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 31-12-2024	<b>213,027</b>	<b>284,898</b>	<b>0</b>	<b>497,925</b>

**From: 01 April 2024**  
**To: 31 December 2024**

**Period To: 09**  
**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:

	<b>2023/24</b>	<b>2024/25</b>
Opening Balance as at 1-4-2024 b/fwd	443,806	684,177
(+) Receipts	9,139,034	12,624,424
(-) Payments	-8,898,662	-12,855,836
(=) Closing Balance as at 31-12-2024 c/fwd	<b>684,177</b>	<b>452,764</b>
Balance on Statement as at 31-12-2024	684,143	452,764
Less: Unpresented Payments	0	0
Add: Unpresented Receipts	34	0
Closing Balance as at 31-12-2024 c/fwd	<b>684,177</b>	<b>452,764</b>

- 13 Aged Debtor profile is currently as follows:

<b>Debt period</b>	<b>Amount</b>	<b>Number of Debtors</b>
<=30 days	40,476	7
>30 days and <=60 days	3,461	3
>60 days and <=90 days	0	1
>90 days	0	0
<b>Total Trade Debtors</b>	<b>43,937</b>	<b>11</b>
<b>&gt;90 days</b>	<b>Amount</b>	<b>Inv.Date Originator</b>
	0	
	<b>0</b>	

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

		<b>Estimated Completion</b>	<b>Originator</b>
RBR006	120	31/01/2025	Operations Manager
REA016	1,575	31/01/2025	Area Manager
REA018	240	31/01/2025	Area Manager
REA019	6,206	31/01/2025	Area Manager
REA020	17,420	31/01/2025	Area Manager
REA021	19,759	31/01/2025	Area Manager
REA022	684	31/01/2025	Area Manager
RKI002	120	31/01/2025	Finance
Adjustment	900	31/01/2025	Finance
Anglia Farmers	7,015	31/01/2025	Finance
	<b>54,040</b>		

**From: 01 April 2024**  
**To: 31 December 2024**

**Period To: 09**  
**Year Ended: 31 March 2025**

**Note Notes to the Accounts**

15 Term Deposits are currently as follows:

<b>Financial Institution</b>	<b>Capital</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>
West Bromwich Building Society	250,000	03/09/2024	03/01/2025	4.87%
West Bromwich Building Society	250,000	12/12/2024	13/01/2025	4.57%
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%
National Counties Building Society	250,000	08/10/2024	10/02/2025	4.83%
National Counties Building Society	250,000	25/10/2024	25/02/2025	4.81%
West Bromwich Building Society	250,000	25/10/2024	25/02/2025	4.72%
Melton Mowbray Building Society	500,000	15/11/2024	17/03/2025	4.80%
Progressive Building Society	500,000	18/12/2024	18/03/2025	4.80%
Vernon Building Society	500,000	18/12/2024	18/03/2025	4.60%
National Counties Building Society	500,000	18/12/2024	18/03/2025	4.68%
Melton Mowbray Building Society	250,000	18/12/2024	18/03/2025	4.68%
Furness Building Society	500,000	27/09/2024	27/03/2025	4.90%
Vernon Building Society	250,000	16/12/2024	16/04/2025	4.70%
Saffron Building Society	500,000	18/11/2024	19/05/2025	4.65%
Furness Building Society	500,000	18/12/2024	18/06/2025	4.70%
Saffron Building Society	500,000	18/12/2024	18/06/2025	4.65%
Nottingham Building Society	350,000	20/12/2024	20/06/2025	4.70%
	<b>8,750,000</b>			

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

17 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 18 Ratepayers that have not paid their drainage rates for 2024/25, as compared to 40 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	<b>2023/24</b>	<b>2024/25</b>
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	-1,284,252
Annual Value Decrease	-2,290	-2,871
Annual Value Increase	1,503	888
New Assessments	788	1,983
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	<b>640</b>	<b>897</b>

18 These have been no prepayments.

From: 01 April 2024  
To: 31 December 2024

Period To: 09  
Year Ended: 31 March 2025

**Note Notes to the Accounts**

**19 Grants Reserve**

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

	2023/24	2024/25
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	230,389
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	6,352,237
SCH81: LAPSIP Broadland Peatcams	-418	-5,060
	<b>3,087,938</b>	<b>7,259,301</b>

	<b>£</b>
Grant Reserve as at 1-4-2024 b/fwd	3,087,938
Add Grants Received	7,524,775
Less Grant Applied	-3,353,411
<b>Grant Reserve as at 31-12-2024</b>	<b>7,259,301</b>

**From: 01 April 2024**  
**To: 31 December 2024**

**Period To: 09**  
**Year Ended: 31 March 2025**

**Note Notes to the Accounts**

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:

	<b>2023/24</b>	<b>2024/25</b>
Opening Balance, as at 1-4-2024 b/fwd	479,710	325,072
Net Surplus/(Deficit) for the year	-52,574	1,112,525
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 31-12-2024 c/fwd	<b>325,072</b>	<b>1,437,598</b>

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

	<b>2023/24</b>	<b>Tfr from Gen. Reserve</b>	<b>Tfr to Gen. Reserve</b>	<b>2024/25</b>
Muckfleet and South Flegg (Former Sub District)	72,702	0	0	72,702
Middle Bure (Former Sub District)	4,458	0	0	4,458
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:

	<b>2023/24</b>	<b>Tfr from Gen. Reserve</b>	<b>Tfr to Gen. Reserve</b>	<b>2024/25</b>
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>

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

	<b>2024/25</b>
Opening Balance, as at 1-4-2024 b/fwd	42,189
Less:	
Pumping Station Depreciation	0
Closing Balance, as at 31-12-2024 c/fwd	<b>42,189</b>

**From: 01 April 2024**  
**To: 31 December 2024**

**Period To: 09**  
**Year Ended: 31 March 2025**

**Note Notes to the Accounts**

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- 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 £720,000 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 £59,549.55 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 £1408.25 (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 31-12-2024.

S JEFFREY BSc (Hons) FCCA CPFA  
CHIEF FINANCIAL OFFICER

**BROADS INTERNAL DRAINAGE BOARD**  
**ROLLING 5-YEAR INDICATIVE CAPITAL PROGRAMME**

[Interactive Google Map Link](#)

<b>SCH NO</b>	<b>PROJECT TITLE</b>	<b>PROBABLE 2024/25</b>	<b>ESTIMATE 2024/25</b>	<b>ESTIMATE 2025/26</b>	<b>ESTIMATE 2026/27</b>	<b>ESTIMATE 2027/28</b>	<b>ESTIMATE 2028/29</b>	<b>ESTIMATE 2029/30</b>
		£	£	£	£	£	£	£
80	Upper Thurne Integrated Drainage Improvements (*Note 1)	7,326,364	5,485,832	23,236,737	26,153,231	15,295,932	507,858	0
77	River Yare Water Level Management Improvements Phase 1 (*Note 2)	872,923	745,318	86,603	0	2,114,132	5,433,882	29,688,389
79	River Bure Water Level Management Improvements Phase 1 (*Note 3)	4,000	752,814	0	0	996,635	3,267,070	4,988,582
tbc	River Yare Water Level Management Improvements Phase 2	0	0	0	0	0	0	822,172
tbc	River Bure Water Level Management Improvements Phase 2	0	0	0	0	0	0	822,172
tbc	Brograve embankment crest level maintenance (*Note 4)	40,000	0	0	0	0	0	0
tbc	Track improvement works to ensure safe access to Chapelfield pumping station (*Note 4)	68,389	0	0	0	0	0	0
<b>GROSS COST OF CAPITAL PROGRAMME</b>		<b>8,311,676</b>	<b>6,983,964</b>	<b>23,323,340</b>	<b>26,153,231</b>	<b>18,406,698</b>	<b>9,208,809</b>	<b>36,321,315</b>
<b>(-) CAPITAL FINANCING (Flood Defence Grant in Aid)</b>								
80	Upper Thurne Integrated Drainage Improvements	7,326,364	5,485,832	23,236,737	26,153,231	15,295,932	507,858	0
77	River Yare Water Level Management Improvements	872,923	745,318	86,603	0	2,114,132	5,433,882	29,688,389
79	River Bure Water Level Management Improvements	4,000	752,814	0	0	996,635	3,267,070	4,988,582
tbc	River Yare Water Level Management Improvements Phase 2	0	0	0	0	0	0	822,172
tbc	River Bure Water Level Management Improvements Phase 2	0	0	0	0	0	0	822,172
<b>(-) CAPITAL FINANCING (Tranche 2)</b>								
tbc	Brograve embankment crest level maintenance	40,000	0	0	0	0	0	0
tbc	Track improvement works to ensure safe access to Chapelfield pumping station	68,389	0	0	0	0	0	0
<b>(-) CAPITAL FINANCING</b>		<b>8,311,676</b>	<b>6,983,964</b>	<b>23,323,340</b>	<b>26,153,231</b>	<b>18,406,698</b>	<b>9,208,809</b>	<b>36,321,315</b>
<b>(=) NET REVENUE CONTRIBUTION TO CAPITAL OUTLAY</b>		<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

(\*) Notes:

1) SCH80 is the fully approved project code for Upper Thurne, assessing 15 pumping station replacements & refurbishments and 2 Culvert Replacements. The scheme is 100% funded by the Environment Agency. We are in construction with BAM Nuttall to construct the first package of four pumping stations during 2025/26 (Horsey, Martham, St Benets, Potter Heigham).

2) SCH77 is the fully funded business case for The River Yare is assessing 6 pumping station replacements & refurbishments. This is underway and a Outline Business Case (OBC) is due for submission June 2025. We will only be able to progress the project post OBC when a full funding package is in place.

3) SCH79 is for The River Bure to assess 7 pumping station replacements & refurbishments. We have £450k approved to develop the OBC but we cannot continue until we receive approval of further funding. We will only be able to progress the project post OBC when a full funding package is in place.

4) We have secured £108,389 of funding within the £75m Tranche 2 allocation.

K NASH

PROJECT DELIVERY MANAGER

**BROADS INTERNAL DRAINAGE BOARD**  
**MAINTENANCE WORKS PROGRAMME FOR 2025/26**

DRAIN ID	DRAINS MAINTENANCE	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN	MACHINE OR HAND WORK	BUDGET (ALLOCATION)
						2025/26
Smallburgh						
CMT001P	Hickling Catchment	High	Annual	19,906	Machine	£20,663
CMT150P	Stubb Mill Catchment	Medium	Annual	2,597	Machine	£1,373
CMT002P	Heigham Holmes Catchment	Low	1 in 3 year	7,861	Machine	£3,751
CMT003P	Potter Heigham Catchment	High	Annual	8,676	Machine	£7,023
CMT004P	Horsefen Ludham Catchment	Medium	Annual	4,784	Machine	£4,964
CMT005P	Horning Catchment	Med	Annual	7,199	Machine	£5,810
CMT149P	Irstead Catchment	Medium	1 in 3 year	1,515	Machine	£1,373
CMT006P	Ludham Bridge Catchment	Medium	1 in 2 year	13,383	Machine	£6,496
CMT008P	Catfield Catchment	Low	1 in 3 year	1,617	Machine	£0
CMT009P	Sutton Catchment	High	1 in 2 year	1,847	Machine	£7,001
CMT010P	Chapelfield Catchment	Med	Annual	4,684	Machine	£5,124
CMT011P	East Ruston Catchment	Medium	Annual	5,639	Machine	£8,555
CMT012P	Wayford Bridge Catchment	High	1 in 3 year	1,391	Machine	£0
CMT151P	St Benets Catchment	Low	Annual	2,614	Machine	£2,905
CMT046G	Gravitational	High	Annual	329	Machine	£2,000
CMT051G	Barton Turf	High	Annual	1810	Machine	£0
						£77,036
Middle Bure						
CMT024P	Hermitage Catchment	Medium	Annual	6,270	Machine	£8,395
CMT025P	Upton Dole Catchment	High	Annual	13,433	Machine	£18,013
						£26,408
Repps						
CMT020P	Thurne Cachment	Low	1 in 3	3,176	Machine	£2,820
CMT021P	Repps Catchment	High	1 in 2 year	4,283	Machine	£14,496
CMT022P	Martham Catchment	High	Annual	5,798	Machine	£5,124
						£22,440
Happisburgh						
CMT027P	Brograve Catchment	High	Annual	25,389	Machine	£53,801
CMT028P	Horsey Catchment	Med	Annual	7,922	Machine	£9,928
CMT147P	Somerton North Catchment	Med	Annual	4,599	Machine	£12,513
CMT029P	Somerton South Catchment	Low	Annual	10,396	Machine	£6,091
						£82,333
Lower Bure						
CMT121P	Tunstall Catchment	Low	Annual	20,064	Machine	£18,689
CMT122P	Five Mile Catchment	Low	Annual	6,554	Machine	£7,183
CMT123P	Ashtree Catchment	Med	Annual	5,440	Machine	£4,438
CMT124P	Breydon Catchment	Medium	Annual	47,464	Machine	£34,754
CMT125P	Sevenmile Catchment	Low	Annual	15,187	Machine	£18,003
CMT148P	Berney Catchment	Low	Annual	3,487	Machine	£2,059
ESA	Halvergate ESA/WM	Medium	Annual	5,000	Machine	£8,235
						£93,359
Muckfleet						
CMT031P	Mautby Catchment	High	Annual	19,285	Machine	£13,923
CMT032P	Caister Village (new 2020/21)	High	Annual	1,000	Machine	£3,065
CMT034P	Stokesby Catchment	Medium	Annual	13,911	Machine	£19,413
DRN035	Hemesby and Ormesby Catchment	High	1 in 2 year	6,096	Machine	£0
						£36,400
Lower Yare First - Buckenham						
CMT153P	Buckenham Catchment	Low	1 in 5	1,268	Machine	£0
						£0
Lower Yare First - Postwick						
CMT152P	Postwick Catchment	Medium	1 in 3	2,486	Machine	£4,118
TOTAL						£4,118
Lower Yare Fourth						
CMT154P	Cantley Catchment	Low	1 in 5	4,211	Machine	£0
						£0
Drain Maintenance TOTAL						£342,093

BROADS INTERNAL DRAINAGE BOARD  
MAINTENANCE WORKS PROGRAMME FOR 2025/26

DRAIN ID	DRAINS MAINTENANCE	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN	MACHINE OR HAND WORK	BUDGET (ALLOCATION)
						2025/26
PUMPING STATION MAINTENANCE						
Smallburgh						
P001	Hickling Eastfield Pumping Station	N/A	N/A	N/A	N/A	£22,777
P150	Hickling Stubb Pumping Station	N/A	N/A	N/A	N/A	£11,959
P002	Heigham Holmes Pumping Station	N/A	N/A	N/A	N/A	£23,697
P003	Potter Heigham Pumping Station	N/A	N/A	N/A	N/A	£36,712
P004	Horsefen Pumping Station	N/A	N/A	N/A	N/A	£18,914
P005	Horning Pumping Station	N/A	N/A	N/A	N/A	£20,207
P149	Irstead Pumping Station	N/A	N/A	N/A	N/A	£10,333
P035	Ludham Bridge North Pumping Station	N/A	N/A	N/A	N/A	£16,997
P036	Ludham Bridge South Pumping Station	N/A	N/A	N/A	N/A	£15,033
P008	Catfield Pumping Station	N/A	N/A	N/A	N/A	£10,930
P009	Sutton Pumping Station	N/A	N/A	N/A	N/A	£17,768
P010	Chapelfield Pumping Station	N/A	N/A	N/A	N/A	£25,192
P011	Tonnage Bridge Pumping Station	N/A	N/A	N/A	N/A	£18,176
P012	Wayford Bridge Pumping Station	N/A	N/A	N/A	N/A	£11,557
CMT051G	Sutton Scheme	N/A	N/A	N/A	N/A	£5,000
P151	St Benets Pumping Station	N/A	N/A	N/A	N/A	£16,437
						£281,687
Middle Bure						
P024	Hermitage Pumping Station	N/A	N/A	N/A	N/A	£13,536
P025	Upton Dole Pumping Station	N/A	N/A	N/A	N/A	£30,166
						£43,703
Repps						
P020	Thurne Pumping Station	N/A	N/A	N/A	N/A	£15,872
P021	Repps Pumping Station	N/A	N/A	N/A	N/A	£21,872
P022	Martham Pumping Station	N/A	N/A	N/A	N/A	£31,447
						£69,191
Happisburgh						
P027	Brograve Pumping Station	N/A	N/A	N/A	N/A	£90,936
P028	Horsey Pumping Station	N/A	N/A	N/A	N/A	£25,900
P030	Somerton Auxilary	N/A	N/A	N/A	N/A	£9,402
P147	Somerton North Pumping Station	N/A	N/A	N/A	N/A	£27,244
P029	Somerton South Pumping Station	N/A	N/A	N/A	N/A	£16,463
						£169,945
Lower Bure						
P121	Tunstall Pumping Station	N/A	N/A	N/A	N/A	£39,204
P122	Five Mile Pumping Station	N/A	N/A	N/A	N/A	£17,011
P123	Ashtree Pumping Station	N/A	N/A	N/A	N/A	£11,099
P124	Breydon Pumping Station	N/A	N/A	N/A	N/A	£51,384
P125	Seven Mile Pumping Station	N/A	N/A	N/A	N/A	£24,010
P148	Berney Pumping Station	N/A	N/A	N/A	N/A	£8,202
P126	Stracey Arms Intake	N/A	N/A	N/A	N/A	£8,463
						£159,374
Muckfleet						
P031	Mautby Pumping Station	N/A	N/A	N/A	N/A	£40,107
P034	Stokesby Pumping Station	N/A	N/A	N/A	N/A	£56,783
						£96,890
Lower Yare First - Buckenham						
P153	Buckenham Pumping Station	N/A	N/A	N/A	N/A	£20,284
						£20,284
Lower Yare First - Postwick						
P152	Postwick Pumping Station	N/A	N/A	N/A	N/A	£26,354
						£26,354
Lower Yare Fourth						
P154	Cantley Pumping Station	N/A	N/A	N/A	N/A	£18,342
						£18,342
Pumping Stations TOTAL						£885,770
MAINTENANCE TOTAL						£1,227,863

**BROADS (2006) IDB**  
**RATE ESTIMATES FOR 2025-26**  
**EXECUTIVE SUMMARY**

1. Members are asked to approve an increase of 9.95% in drainage rates and special levies for 2025-26, as shown in Option 3 below, which is 2% less than the planned increase agreed by the Board last year. This reduced increase is recommended despite the prolonged periods of high rainfall, unplanned increases in employers national insurance contributions and the national living wage, and significant reduction in highland water contributions now being paid to the Board by the Environment Agency. This increase of 9.95% will continue to minimise flood risk in the district from failure of the Board's infrastructure and deliver a balanced budget within the next 2 years.
2. Over the last 16 years, the Board has been financing a significant and increasing proportion of its day to-day operating expenditure from reserves, which is not sustainable. Therefore, in order to place the Board's finances on a more sustainable footing, we need to increase drainage rates and special levies so that we can deliver a balanced budget within the next 2 years. This view has been echoed by the Board's Internal Auditor.
3. In addition to proposing a more realistic increase in drainage rates and special levies, we plan to evaluate and make efficiencies (where possible) within current processes, but still carryout the full maintenance programme on the high, medium and lower priority channels to minimise flood risk in the area, as shown in the preceding Works Programme. Consequently, a reducing part of the Board's day-to-day operating expenditure will continue to be financed from reserves, but only for the next 2 years. This is reflected in Option 3 below.
4. We also plan to continue to invest and deliver an ambitious Capital Programme, which is 100% financed by grant-in-aid and should reduce maintenance costs in the future.
5. If we were to finance all our day-to-day operating expenditure from drainage rates and special levies this year, we would need an increase of 16.24% in drainage rates and special levies (Option 1 below), which is likely to be unaffordable and why we are proposing to phase-in increases in drainage rates and special levies/reductions in net expenditure over the next 2 years.
6. If we were to make cuts in the programme and only carryout maintenance work on the high and medium priority channels shown in the Works Programme, we would require an increase of 5.17% in drainage rates and special levies, as is reflected in Option 2 below. However, flood risk would increase in the area because there would be parts of the district that we could no longer protect (the areas served by the lower priority watercourses, as shown in the preceding Works Programme).
7. The Environment Agency (EA) have also given us an early warning that there may be a shortfall in future payments for the Highland Water Contribution, for which the Board submit a claim annually. The Board has no statutory right to receive this payment. Any shortfall in funding would present financial implications, with a requirement to increase Agricultural Drainage Rates and Special Levies, in order to present a balanced budget.

**S JEFFREY**  
**CHIEF FINANCIAL OFFICER/RFO**

**BROADS (2006) INTERNAL DRAINAGE BOARD  
MAINTENANCE WORKS PROGRAMME FOR 2025/26**

ID	DRAINS MAINTENANCE	Actual 2023/24	Estimate 2024/25	Probable 2024/25	Estimate 2025/26
<b>Smallburgh</b>					
CMT001P	Hickling Catchment	18,879	19,590	21,590	20,663
CMT150P	Stubb Mill Catchment	3,024	1,290	1,290	1,373
CMT002P	Heigham Holmes Catchment	383	3,545	3,545	3,751
CMT003P	Potter Heigham Catchment	5,532	6,610	6,610	7,023
CMT004P	Horsefen Ludham Catchment	0	4,675	4,675	4,964
CMT005P	Horning Catchment	748	5,480	7,922	5,810
CMT149P	Irstead Catchment	0	1,290	1,183	1,373
CMT006P	Ludham Bridge Catchment	7,887	6,125	6,125	6,496
CMT008P	Catfield Catchment	0	3,250	3,250	0
CMT009P	Sutton Catchment	3,995	6,795	2,333	7,001
CMT010P	Chapelfield Catchment	3,262	4,835	4,381	5,124
CMT011P	East Ruston Catchment	8,786	8,060	8,060	8,555
CMT012P	Wayford Bridge Catchment	0	2,400	2,400	0
CMT151P	St Benets Catchment	3,131	2,740	2,740	2,905
CMT046G	Gravitational	1,475	0	0	2,000
		<b>£57,101</b>	<b>£76,685</b>	<b>£76,105</b>	<b>£77,036</b>
<b>Middle Bure</b>					
CMT024P	Hermitage Catchment	13,520	10,400	10,400	8,395
CMT025P	Upton Dole Catchment	12,692	14,270	14,270	18,013
		<b>£26,212</b>	<b>£24,670</b>	<b>£24,670</b>	<b>£26,408</b>
<b>Repps</b>					
CMT020P	Thurne Catchment	70	5,400	5,400	2,820
CMT021P	Repps Catchment	11,575	11,125	4,804	14,496
CMT022P	Martham Catchment	6,810	7,335	5,037	5,124
		<b>£18,454</b>	<b>£23,860</b>	<b>£15,240</b>	<b>£22,440</b>
<b>Happisburgh</b>					
CMT027P	Brograve Catchment	43,443	50,625	50,625	53,801
CMT028P	Horsey Catchment	9,932	9,350	9,350	9,928
CMT147P	Somerton North Catchment	4,789	14,270	7,511	12,513
CMT029P	Somerton South Catchment	12,532	3,385	9,962	6,091
		<b>£70,696</b>	<b>£77,630</b>	<b>£77,448</b>	<b>£82,333</b>
<b>Lower Bure</b>					
CMT121P	Tunstall Catchment	23,524	19,510	19,510	18,689
CMT122P	Five Mile Catchment	7,341	6,770	6,770	7,183
CMT123P	Ashtree Catchment	8,555	4,190	3,137	4,438
CMT124P	Breydon Catchment	49,207	36,685	41,422	34,754
CMT125P	Sevenmile Catchment	5,200	16,930	6,930	18,003
CMT148P	Berney Catchment	0	1,935	1,935	2,059
ESA	Halvergate ESA/WM	1,979	7,740	7,741	8,235
		<b>£95,806</b>	<b>£93,760</b>	<b>£87,444</b>	<b>£93,359</b>
<b>Muckfleet</b>					
CMT031P	Mautby Catchment	15,248	13,180	25,704	13,923
CMT032P	Caister Village (new 2020/21)	0	2,900	2,900	3,065
CMT034P	Stokesby Catchment	32,777	18,340	18,340	19,413
DRN035	Hemesby and Ormesby Catchment	0	0	0	0
		<b>£48,025</b>	<b>£34,420</b>	<b>£46,944</b>	<b>£36,400</b>
<b>Lower Yare First - Buckenham</b>					
CMT153P	Buckenham Catchment	0	£0	£0	0
<b>Lower Yare First - Postwick</b>					
CMT152P	Postwick Catchment	4,512	3,870	3,607	4,118
<b>Lower Yare Fourth</b>					
CMT154P	Cantley Catchment	0	0	0	0
<b>DRAINS MAINTENANCE ESTIMATE</b>		<b>£320,806</b>	<b>£334,895</b>	<b>£331,457</b>	<b>£342,093</b>

**BROADS (2006) INTERNAL DRAINAGE BOARD  
MAINTENANCE WORKS PROGRAMME FOR 2025/26**

		<b>Actual 2023/24</b>	<b>Estimate 2024/25</b>	<b>Probable 2024/25</b>	<b>Estimate 2025/26</b>
<b>PUMPING STATION MAINTENANCE</b>					
<b>Smallburgh</b>					
P001	Hickling Eastfield Pumping Station	33,090	18,010	20,141	22,777
P150	Hickling Stubb Pumping Station	7,933	7,190	-3,609	11,959
P002	Heigham Holmes Pumping Station	20,869	25,944	21,628	23,697
P003	Potter Heigham Pumping Station	46,521	12,309	34,643	36,712
P004	Horsefen Pumping Station	14,510	10,633	16,845	18,914
P005	Horning Pumping Station	21,703	20,470	18,138	20,207
P149	Irstead Pumping Station	3,250	6,934	8,264	10,333
P035	Ludham Bridge North Pumping Station	32,988	5,641	16,312	16,997
P036	Ludham Bridge South Pumping Station	2,525	14,626	7,940	15,033
P008	Catfield Pumping Station	4,938	10,514	8,862	10,930
P009	Sutton Pumping Station	16,811	7,165	14,641	17,768
P010	Chapelfield Pumping Station	46,598	5,733	30,582	25,192
P011	Tonnage Bridge Pumping Station	16,783	6,194	23,797	18,176
P012	Wayford Bridge Pumping Station	6,295	12,939	9,488	11,557
CMT051G	Sutton Scheme	1,606	7,663	4,573	5,000
P151	St Benets Pumping Station	12,994	14,799	14,368	16,437
		<b>£289,415</b>	<b>£186,765</b>	<b>£246,612</b>	<b>£281,687</b>
<b>Middle Bure</b>					
P024	Hermitage Pumping Station	10,626	11,252	11,468	13,536
P025	Upton Dole Pumping Station	33,380	34,365	26,297	30,166
		<b>£44,006</b>	<b>£45,618</b>	<b>£37,765</b>	<b>£43,703</b>
<b>Repps</b>					
P020	Thurne Pumping Station	10,236	12,510	13,803	15,872
P021	Repps Pumping Station	22,669	11,444	19,803	21,872
P022	Martham Pumping Station	34,780	19,000	25,641	31,447
		<b>£67,685</b>	<b>£42,955</b>	<b>£59,247</b>	<b>£69,191</b>
<b>Happisburgh</b>					
P027	Brograve Pumping Station	173,904	77,998	88,868	90,936
P028	Horsey Pumping Station	27,473	19,113	23,831	25,900
P030	Somerton Auxiliary	4,297	6,181	7,333	9,402
P147	Somerton North Pumping Station	28,788	35,656	25,175	27,244
P029	Somerton South Pumping Station	14,832	12,741	14,394	16,463
		<b>£249,293</b>	<b>£151,688</b>	<b>£159,601</b>	<b>£169,945</b>
<b>Lower Bure</b>					
P121	Tunstall Pumping Station	62,416	41,740	37,135	39,204
P122	Five Mile Pumping Station	47,583	11,566	9,942	17,011
P123	Ashtree Pumping Station	12,269	11,433	9,030	11,099
P124	Breydon Pumping Station	33,558	63,179	62,516	51,384
P125	Seven Mile Pumping Station	474	16,567	21,942	24,010
P148	Berney Pumping Station	7,041	10,653	5,641	8,202
P126	Stracey Arms Intake	12,459	6,228	5,641	8,463
		<b>£175,799</b>	<b>£161,366</b>	<b>£151,847</b>	<b>£159,374</b>
<b>Muckfleet</b>					
P031	Mautby Pumping Station	42,187	45,191	39,238	40,107
P034	Stokesby Pumping Station	75,089	62,641	52,915	56,783
		<b>£117,276</b>	<b>£107,832</b>	<b>£92,153</b>	<b>£96,890</b>
<b>Lower Yare First - Buckenham</b>					
P153	Buckenham Pumping Station	17,615	19,364	18,215	20,284
<b>Lower Yare First - Postwick</b>					
P152	Postwick Pumping Station	27,691	30,266	24,285	26,354
<b>Lower Yare Fourth</b>					
P154	Cantley Pumping Station	17,077	18,677	16,273	18,342
<b>PUMPING STATIONS ESTIMATE</b>		<b>£1,005,856</b>	<b>£764,530</b>	<b>£805,999</b>	<b>£885,770</b>
<b>DIRECT WORKS ESTIMATE</b>		<b>£1,326,662</b>	<b>£1,099,425</b>	<b>£1,137,456</b>	<b>£1,227,863</b>
P SEMMENCE OPERATIONS MANAGER					

**BROADS (2006) INTERNAL DRAINAGE BOARD  
ESTIMATES FOR THE FINANCIAL YEAR 2025/26**

19 January 2025

**1. RATE REQUIREMENT**

	ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26	PROPORTION 2025/26
	£	£	£	£	%
<b>NEW WORKS AND IMPROVEMENT WORKS</b>					
Environmental Improvement Schemes	0	0	0	0	0%
Drainage and Flood Risk Management	2,562,901	6,983,964	8,203,287	23,323,340	91%
	2,562,901	6,983,964	8,203,287	23,323,340	91%
<b>TRANCHE 1 AND 2 WORKS</b>					
Tranche 1	0	0	58,500	0	0%
Tranche 2	0	0	108,389	0	0%
	0	0	166,889	0	0%
<b>CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY</b>	185,849	191,425	189,566	195,253	1%
<b>MAINTENANCE WORKS</b>					
Drain Maintenance	320,806	334,895	331,457	342,093	1%
Pumping Stations	1,005,856	764,530	805,999	885,770	3%
Biodiversity Actions/BAP (external costs)	7,576	12,500	12,500	10,667	0%
Net (Surplus)/Deficit on Absorption Accounts	-93,545	0	0	0	0%
Consortium Charges - Technical Support Costs	527,564	529,063	513,737	536,420	2%
Development Expenditure	0	0	0	0	0%
	1,768,257	1,640,989	1,663,692	1,774,950	7%
<b>ADMINISTRATION AND OTHER EXPENSES</b>					
Consortium Charges - Administration Costs	171,490	191,698	185,442	192,460	1%
Provision for Assessable Value Decreases and Bad Debts	3,181	3,250	3,250	3,250	0%
Other Expenses	3,164	1,500	2,500	3,000	0%
	177,835	196,448	191,192	198,710	1%
<b>TOTAL EXPENDITURE</b>	<b>£4,694,843</b>	<b>£9,012,825</b>	<b>£10,414,627</b>	<b>£25,492,254</b>	<b>100%</b>
<b>Less:</b>					
<b>GOVERNMENT GRANTS</b>					
Environmental Improvement Schemes	0	0	0	0	0%
Drainage and Flood Risk Management	2,562,901	6,983,964	8,203,287	23,323,340	91%
	2,562,901	6,983,964	8,203,287	23,323,340	91%
<b>TRANCHE 1 AND 2 WORKS</b>					
Tranche 1	0	0	603,774	0	0%
Tranche 2	0	0	108,389	0	0%
	0	0	712,163	0	0%
<b>CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY</b>	392,488	287,061	304,916	305,080	1%
<b>OTHER INCOME</b>					
Profit/(Loss) on Rechargeable Works	42,652	1,000	5,000	10,000	0%
Profit/(Loss) on Disposal of Plant & Equipment	2,338	0	0	0	0%
Development Contributions	0	0	2,778	0	0%
Consortium Income	351,437	351,358	335,004	334,420	1%
Other Income	142,603	20,250	26,843	24,025	0%
	539,030	372,608	369,624	368,445	1%
<b>TOTAL INCOME</b>	<b>£3,494,418</b>	<b>£7,643,633</b>	<b>£9,589,990</b>	<b>£23,996,864</b>	<b>94%</b>
<b>NET REQUIREMENT</b>	<b>£1,200,425</b>	<b>£1,369,192</b>	<b>£824,637</b>	<b>£1,495,389</b>	<b>6%</b>
<b>FINANCED BY:-</b>					
<b>RATE INCOME LEVIED BY THE BOARD:</b>					
Occupiers Drainage Rates	347,490	389,366	389,366		
Broadland District Council	204,731	229,299	229,299		
Great Yarmouth Borough Council	231,536	259,321	259,321		
North Norfolk District Council	360,902	404,199	404,199		
South Norfolk District Council	3,192	3,575	3,575		
	<b>£1,147,851</b>	<b>£1,285,760</b>	<b>£1,285,760</b>		
<b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>(52,574)</b>	<b>(83,432)</b>	<b>461,123</b>		
<b>NET REQUIREMENT</b>	<b>£1,200,425</b>	<b>£1,369,192</b>	<b>£824,637</b>		
<b>GENERAL RESERVE</b>					
Balance brought forward at 1 April	479,710	325,072	325,072		
ADD: Net Surplus/(Deficit) for the year	(52,574)	(83,432)	461,123		
Movement on Reserves:					
Transfer from/(to) Development Reserve	0	0	(2,778)		
Transfer from/(to) Plant Reserve	0	0	0		
Transfer from/(to) Capital Works Interest Reserve	(102,064)	0	0		
Transfer from/(to) Capital Works Reserve	0	0	0		
Balance carried forward at 31 March	<b>£325,072</b>	<b>£241,640</b>	<b>£783,417</b>		

On preparing the expenditure budget for the financial year 2024/25 it was estimated that the General Reserve would amount to £331,149 as at 31 March 2024. The actual Reserve as at 31 March 2024 was £325,072 and it is estimated that the General Reserve will be in the region of £783,417 as at 31 March 2025.

**BROADS (2006) INTERNAL DRAINAGE BOARD**
**SECTION 37, LAND DRAINAGE ACT 1991**
**2. DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2024**

The values at 31 December 2024 used for determining the proportion of expenses to be raised from drainage rates and special levies are as follows:-

PROPERTIES	RATED AREA HA	VALUES £	PROPORTION %	VALUE PER HECTARE £
Agricultural Land and/or Buildings	16,193.235	1,104,663	30.319	68.218
Other Land:-				
Broadland District Council	833.404	649,444	17.825	779.267
Great Yarmouth Borough Council	789.202	734,474	20.158	930.654
North Norfolk District Council	1,200.646	1,144,813	31.421	953.498
South Norfolk District Council	89.804	10,126	0.278	112.757
<b>Totals</b>	<b>19,106.291</b>	<b>£3,643,520</b>	<b>100.000</b>	

Agricultural Land and/or Buildings	16,193.235	1,104,663	30.319	68.218
District Councils	2,913.056	2,538,857	69.681	871.544
<b>Totals</b>	<b>19,106.291</b>	<b>£3,643,520</b>	<b>100.000</b>	

**SECTION 40, LAND DRAINAGE ACT 1991**
**3. DRAINAGE RATES/SPECIAL LEVIES FOR 2025/2026**

The following table shows the rate/levies for last year and 3 rate/levy options for this year based on estimated net expenditure. Option 1 shows the actual rate/levies requirement of 16.24%. Option 2 shows the rate increase of 5.17% with a reduction in the Maintenance Programme, where only High and Medium risk watercourses are maintained. Option 3 shows an increase of 9.95%. Option 3 is recommended to include the full Maintenance Programme as presented, and members attention is drawn to the 5 year Indicative forecast shown overleaf.

FINANCED BY:-	REQUIREMENT			
	2024-2025 ESTIMATED £	2025-2026 OPTION 1 £	2025-2026 OPTION 2 £	2025-2026 OPTION 3 £
Development Reserve	0	0	0	0
Plant Reserve	0	0	0	0
Capital Works Reserve	0	0	0	0
General Reserve	83,432	0	80,975	80,975
Balances Reduction/(Increase)	83,432	0	80,975	80,975
<b>RATES/LEVIES:</b>				
Occupiers Drainage Rates	389,366	453,380	410,183	428,830
Broadland District Council	229,299	266,548	241,152	252,114
Great Yarmouth Borough Council	259,321	301,446	272,725	285,123
North Norfolk District Council	404,199	469,859	425,092	444,416
South Norfolk District Council	3,575	4,156	3,760	3,931
<b>NET REQUIREMENT</b>	<b>£1,369,192</b>	<b>£1,495,389</b>	<b>£1,433,887</b>	<b>£1,495,389</b>
Penny Rate in the Pound	35.307p	41.042p	37.132p	38.820p
<b>INCREASES/(DECREASES):</b>				
Drainage Rate Increase/(Decrease)	12.00%	16.24%	5.17%	9.95%
Special Levy for District Councils' Increase/(Decrease)	12.00%	16.24%	5.17%	9.95%
<b>GENERAL RESERVE:</b>				
Probable Reserve at 31 March	£247,717	£783,417	£702,442	£702,442
Reserve expressed as a percentage of Net Requirement	18.09%	52.39%	48.99%	46.97%
<b>RATE PER ACRE:</b>				
Agricultural Land and/or Buildings	£9.73	£11.33	£10.25	£10.72
District Councils	£124.53	£144.76	£130.97	£136.92

The current headline rate of inflation (RPI) as indicated by the National Statistics Office in October 2024 is 3.4%.

**BROADS (2006) INTERNAL DRAINAGE BOARD**
**4. INDICATIVE FORECAST FOR FIVE YEARS, USING TODAY'S ANNUAL VALUES (ALLOWING FOR INFLATION AT 3.4%)**

	<b>OPTION 3 REQUIREMENT...</b>				
	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>	<b>2028/2029</b>	<b>2029/2030</b>
<b>RATE REQUIREMENT</b>	£	£	£	£	£
New Works and Improvement Works	23,323,340	27,042,441	19,679,632	10,180,406	41,518,697
Contributions Payable to the Environment Agency	195,253	201,111	207,144	213,358	219,759
Maintenance Works	1,774,950	1,835,299	1,897,699	1,962,221	2,028,937
Administration and Other Expenses	198,710	205,466	212,452	219,675	227,144
Government Grants	-23,323,340	-27,042,441	-19,679,632	-10,180,406	-41,518,697
Contributions from the Environment Agency	-305,080	-289,826	-275,335	-247,802	-210,632
Other Income	-368,445	-380,972	-393,925	-407,318	-421,167
<b>NET REQUIREMENT</b>	<b>£1,495,389</b>	<b>£1,571,078</b>	<b>£1,648,035</b>	<b>£1,740,134</b>	<b>£1,844,041</b>
<b>FINANCED BY:-</b>					
Development Reserve	0	0	0	0	0
Plant Reserve	0	0	0	0	0
Capital Works Reserve	0	0	0	0	0
General Reserve	80,975	15,914	(438)	(7,261)	(8,217)
Balances Reduction/(Increase)	80,975	15,914	(438)	(7,261)	(8,217)
<b>RATES/LEVIES:</b>					
Occupiers Drainage Rates	428,830	471,503	499,794	529,785	561,578
Broadland District Council	252,114	277,202	293,834	311,467	330,158
Great Yarmouth Borough Council	285,123	313,496	332,305	352,246	373,385
North Norfolk District Council	444,416	488,641	517,959	549,041	581,989
South Norfolk District Council	3,931	4,322	4,581	4,856	5,148
	<b>£1,495,389</b>	<b>£1,571,078</b>	<b>£1,648,035</b>	<b>£1,740,134</b>	<b>£1,844,041</b>
Penny Rate in the Pound	38.820p	42.683p	45.244p	47.959p	50.837p
Rate Increase/(Decrease)	9.95%	9.95%	6.00%	6.00%	6.00%
<b>GENERAL RESERVE:</b>					
Probable Reserve at 31 March	£702,442	£686,528	£686,966	£694,227	£702,444
Reserve expressed as a percentage of Net Requirement	46.97%	43.70%	41.68%	39.90%	38.09%
<b>RATE PER ACRE:</b>					
Agricultural Land and/or Buildings	£10.72	£11.78	£12.49	£13.24	£14.03
District Councils	£136.92	£150.54	£159.58	£169.15	£179.30

	<b>ACTUAL</b>	<b>ADEQUACY</b>	<b>PROJECTED</b>	<b>ESTIMATED</b>	<b>TREND</b>
<b>5. EARMARKED BALANCES AND RESERVES</b>	<b>31/03/2024</b>	<b>31/03/2025</b>	<b>31/03/2025</b>	<b>31/03/2026</b>	<b>23/24-25/26</b>
	£	✓ x	£	£	Inc/Dec
<b>Earmarked Reserves</b>					
Capital Works Reserve	77,600	N/A	77,600	77,600	Stable
Capital Works Interest Reserve	102,064	N/A	282,064	369,564	Increasing
Development Reserve	92,922	N/A	95,700	95,700	Stable
Grants Reserve	3,087,938	x	1,000,000	1,000,000	Decreasing
Plant Reserve	305,827	x	305,827	305,827	Stable
General Reserve	325,072	✓	783,417	702,442	Stable
	<b>£3,991,423</b>	<b>ADEQUATE</b>	<b>£2,544,608</b>	<b>£2,551,133</b>	
<b>Other Reserves</b>					
Revaluation Reserve	42,189	✓	42,189	0	Decreasing
Pensions Reserve	469,000	✓	453,000	453,000	Stable
	<b>£511,189</b>	<b>ADEQUATE</b>	<b>£495,189</b>	<b>£453,000</b>	
<b>Total Reserves</b>	<b>£4,502,612</b>	<b>ADEQUATE</b>	<b>£3,039,797</b>	<b>£3,004,133</b>	

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

**S JEFFREY**  
**CHIEF FINANCIAL OFFICER**  
**19 JANUARY 2025**

## **BROADS (2006) INTERNAL DRAINAGE BOARD OBJECTIVES FOR 2024/25**

### **Objective**

1. To ensure total expenditure does not exceed the expenditure budget for 2024/25 and present a balanced budget within the next 3 years.

### **Comment**

The Board budgeted for a deficit of (£83,432) in 2024/25 and is projected to achieve a surplus of £461,123 at year end. This surplus is due to the successful application for Tranche 1 + 2 funding. The Board received £545k as part of this funding as a one-off contribution towards the excess pumping costs, repairs and flood and water management incurred in 2023/24 due to Storm Babet. The Board would have seen a deficit of £84k in 2024/25 if this additional funding hadn't of been awarded.

The detailed projected income and expenditure for the financial year are shown within the 2025/26 estimates.

The estimates for 2025/26 indicate that we should have achieved a balanced budget by 2027/28, which is within the 5-year timescale set by the Board. This balanced budget will only be achieved by careful management of costs within the maintenance programme, and by utilising resources as efficiently as possible and increasing the rechargeable works undertaken for other Risk Management Authorities. This increases the contribution to fixed overheads from external third parties, subsequently reducing the Board's overheads and decreasing costs.

The Environment Agency (EA) have also advised that there is likely to be a shortfall in future Highland Water Contributions. At present, the value of the potential shortfall is unknown, but will significantly impact future increases for both Special Levy paying councils and Agricultural Drainage ratepayers.

### **Objective**

2. To ensure that the Board receives as much Capital FDGiA from the Environment Agency (EA) and financial contributions from third parties as possible and ensure that the capital programme is delivered as planned.

### **Comment**

Officers have worked hard to ensure this objective is achieved. Tangible evidence of this is the obtaining of £712k of Tranche funding for work previously due to come from board reserves.

£50m of Grant in Aid for capital works has been approved for the 6-year programme and is underway, in particular the Upper Thurne Pumping station projects.

As the board is aware there have been affordability issues with the pump replacement programme of works, however officers are lobbying DEFRA to try and enact changes to the funding rules to bring these back on track.

### **Objective**

3. Seek to ensure that the EA's annual precept charge on the Board is fair and is spent on work that benefits the Internal Drainage District.

### **Comment**

The annual precept charge remains a challenging area for the board to understand exactly where it is spent.

We continue to work with the EA on the precept charge but have received work in excess of the value of the precept across the district, through bank and grass cutting works.

We will however formally write to the new EA Area Manager, on their appointment, re-stating our requests to understand where this money is spent in Norfolk.

### **Objective**

4. Ensure that the height and structural integrity of the flood defences bordering the IDBs districts and any critical structures, are properly monitored and reported by the Environment Agency to the IDB. Put pressure on the EA to deliver any required topping up of floodbanks that is required or seek that they provide temporary measures in the interim. Offer support through the PSCA to undertake this work.

### **Comment**

Officers have delivered £356k of work across Broadland topping up defences and a further £130k undertaking grass cutting of defences, all under PSCA. A programme of work for 2025-2026 is also in development and a number of these locations are in the Broads Board Area.

All of these examples represent a closer working relationship with the EA'S Broadland team, which is allowing us to report issues and agree work to be carried out.

We will continue to build on this relationship such that we can ensure our concerns are acted on and that we can act as their delivery body of choice for works in the district.

### **Objective**

5. To start building support locally for extending the Board's Drainage District to the watershed catchment boundary, should Highland Water Contributions reduce or no longer be paid by the EA for managing surface water entering the Drainage District from the Upland Catchment.

### **Comment**

This year has seen the Chief Executive work with DEFRA and ADA on a draft statutory instrument which will allow rating of land to be undertaken through an agreed rating process and calculation, which is essential if IDBs can ever extend their districts and is what has stopped district expansion to date.

In April 2024 Defra sought views on the content of a draft statutory instrument, which will enable implementation in England of sections 94 to 97 of the [Environment Act 2021](#) that amend and insert various provisions in the [Land Drainage Act 1991](#). The draft SI was entitled: [The English Drainage Boards \(Alternative Valuation Calculation\) Regulations 2024](#). This ran to Friday 19th April 2024, with 40 responses being received, all bar one of which (from the Environment Agency) were positive and in support. We now expect the statutory instrument to be laid before parliament, although a date has not been confirmed for this at time of writing.

**Objective**

6. To ensure that the Board's Top 40 ratepayers are registered to use DRS Online and increase the value of drainage rates that are managed through DRS Online to 60%.

**Comment**

Achieved. 68% of the Board's Top 40 ratepayers have signed up to use DRS Online. 87% of the drainage rates are collected through BACS, Direct Debit and DRS Online.

**Objective**

7. To monitor the WMA group's performance in reducing carbon emissions to ensure that targets set out in the Carbon Management Plan are delivered and met.

**Comment**

The BIDB continue to work toward achieving their part of the annual reporting and carbon management plan. The objectives are reviewed quarterly, with a number of initiatives being investigated in more detail through the various teams.

## BROADS INTERNAL DRAINAGE BOARD DRAFT OBJECTIVES FOR 2025/26

*A dashboard to monitor progress has been developed and will be brought to each board meeting as a standard agenda item.*

Aim 1	<b>Prove ourselves to be a progressive, environmentally aware, and delivery-based IDB, through having a strong identity as a highly competent water management organisation.</b>
Objective 1	<b><i>Promote the Boards activities, engaging with partners and working with the other boards of the WMA to implement best practice.</i></b>
Actions against objective (2025-26)	<ul style="list-style-type: none"> <li>• Area Manager and ops managers to work with the WMA Communications officer to publicise the boards work and project news on social media and through press releases. Ensure staff are on LinkedIn to also widen reach of posts.</li> <li>• When appropriate Area Manager, Projects Manager and Ops managers are to work with the WMA Communications officer to produce videos highlighting works undertaken in the boards area.</li> <li>• When appropriate Area Manager and ops managers are to work with the WMA Communications officer to write and submit papers to relevant technical journals on the work undertaken in the boards district</li> <li>• When appropriate Area Manager and ops managers are to work with the WMA Communications officer to enter awards from membership organisations on work undertaken in the boards district</li> <li>• Where appropriate increase projects being undertaken for a diverse range of partners across the boards area</li> <li>• Identify if Local Planning Authorities in the boards area have not received training events / talks regarding the Boards adopted Planning and Byelaw Strategy since April 2020. Write to the head of planning for all of these councils offering this training. Publicise this in the board reports.</li> <li>• Environment Team to review and publish an updated SMO document and to give training on this to all of the boards operational staff.</li> <li>• Work with the WMA Carbon Team to identify board related carbon management activities that will contribute to the WMAs group wide carbon management plan</li> <li>• Develop a spreadsheet showing electricity use, unit costs and standing charges, per pumping station.</li> </ul>

Aim 2	Ensure that the board is seen as an important partner organisation to other Risk Management Authorities.
Objective 2	<b><i>Work with RMAs in and around our districts to solve local water management issues. This will include design and/or delivery of solutions, proactively finding solutions to problems in the district and prioritising work amongst RMAs.</i></b>
Actions against objective (2025-26)	<ul style="list-style-type: none"> <li>Engage with relevant Section 19 reports produced within the Board's Internal Drainage District and design solutions where appropriate</li> </ul>
	<ul style="list-style-type: none"> <li>Undertake in house training for all senior SDO's and partnership project engineers to ensure they understand the Board's Powers and Permitted Development Rights, to assist WMA teams in scoping projects and winning contracts.</li> </ul>
	<ul style="list-style-type: none"> <li>Keep detailed records of all permitted development projects in the boards area, such that reasoned arguments can be had with planning authorities if required.</li> </ul>
	<ul style="list-style-type: none"> <li>Work with the process developed by the WMA compliance team, to design solutions to water management issues in the boards area</li> </ul>
	<ul style="list-style-type: none"> <li>Proactively maintain a list of any areas where future projects could be implemented that would benefit the boards area. Have a minimum of 5 (designed) solutions to local water management issues such that when the time comes, grants can be applied for.</li> </ul>
	<ul style="list-style-type: none"> <li>Maintain a list of a minimum of 5 (designed) solutions to local water management issues such that when the time comes, grants can be applied for.</li> </ul>
	<ul style="list-style-type: none"> <li>Deliver a 10% increase in recharge work for partner RMAs relative to the previous year.</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure PSCA agreements are in place with all other RMAs within the boards district.</li> </ul>

Aim 3	<b>Deliver safe effective, consistent, and efficient routine maintenance operations.</b>
Objective 3	<b><i>Deliver routine maintenance operations on time and to budget, in line with the programme of works. Ensure the boards bylaws are upheld and utilise data systems to drive efficiencies in our maintenance operations, always ensuring works are undertaken in accordance with environmental standards.</i></b>
Actions against Objective (2025-26)	<ul style="list-style-type: none"> <li>Develop a 3–5-year programme of work using the WMA agreed template, which accurately maps out resources, costs, and timings.</li> </ul>
	<ul style="list-style-type: none"> <li>Critically evaluate monthly financial figures to ensure effective time and plant recording is being achieved.</li> </ul>
	<ul style="list-style-type: none"> <li>Publish the annual maintenance programme by December of each year for the coming financial year.</li> </ul>
	<ul style="list-style-type: none"> <li>Review the plant held by the board and identify any pieces which have low utilisation.</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure any H&amp;S recommendations from across the WMA group are implemented. Ensure all SSOW are in place at all times.</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure all environmental surveys and permits for the board are completed on time.</li> </ul>
	<ul style="list-style-type: none"> <li>Training to be delivered to operations manager and key board staff on class licence interpretation for water vole, badgers, snails, and beavers</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure a minimum of 3 audits per year are undertaken on the boards maintenance activities, covering contractors and in house staff, to ensure compliance with the SMO and to gather learning. Ensure these are shared with the Ops manager and Area Manager and COO and reported to the board.</li> </ul>
	<ul style="list-style-type: none"> <li>Review arterial watercourse network maps for any watercourses that we do not undertake maintenance on or wish to regulate and look for de-mainment opportunities.</li> </ul>
	<ul style="list-style-type: none"> <li>Use enforcement flowchart and policy to act on unauthorised works adjacent to arterial watercourses within prescribed timescales. Report enforcement cases to each Board.</li> </ul>

Aim 4	Have a well-functioning drainage network, with reliable assets that collectively work together to provide effective drainage.
Objective 4	<b><i>Regularly inspect the boards assets to inform and update capital and revenue replacement and repair programmes and monitor and react to all development that could compromise our boards area</i></b>
Actions against objective (2025-26)	<ul style="list-style-type: none"> <li>• Have a 6-year capital replacement programme, linked to maintenance records, in place at all times</li> </ul>
	<ul style="list-style-type: none"> <li>• Have robust annual (minimum) service plans in place for all mechanical assets.</li> </ul>
	<ul style="list-style-type: none"> <li>• Review and where required develop redundancy plans for all mechanical assets in the boards area</li> </ul>
	<ul style="list-style-type: none"> <li>• Review mechanical and electrical assets in stock, or have plans for obtaining key elements, such that de-minims downtimes can be achieved.</li> </ul>
	<ul style="list-style-type: none"> <li>• Work with the Environment Agency to report any critical structures and flood defences bordering the IDBs districts where their condition is deemed inadequate. Continue to work with the EA to undertake this work on their behalf under PSCA.</li> </ul>
	<ul style="list-style-type: none"> <li>• Produce a register (including map layer) of land owned and registered to the Board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Produce a register (including map layer) of tenancy agreements for the Board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Produce an inspection programme of Board owned assets and landholdings.</li> </ul>
	<ul style="list-style-type: none"> <li>• Collate a collective list of projects which would improve the boards network and keep this up to date at all times.</li> </ul>

Aim 5	<b>Operate in a cost-effective way for rate payers, leveeing justifiable and proportionate drainage &amp; consortium rates.</b>
Objective 5	<b><i>Continue to work towards a balanced budget by the end of 27-28, through implementing a sustainably affordable business model.</i></b>
Actions against objective (2025-26)	<ul style="list-style-type: none"> <li>• Undertake an annual review of sub-contractor use, costs, and quality. Review this in detail to review where work could be brought in house or should continue to be subcontracted to get best value.</li> </ul>
	<ul style="list-style-type: none"> <li>• Utilise rechargeable elements of work to minimise consortium charges.</li> </ul>
	<ul style="list-style-type: none"> <li>• Undertake a review of the income and actions required to create a balanced budget by the end of 27-28</li> </ul>
	<ul style="list-style-type: none"> <li>• Utilise the existing charging policy to charge for additional water as result of development. Report to the Board with monies received.</li> </ul>
	<ul style="list-style-type: none"> <li>• Produce an annual report on recharge work carried out each year, reviewing surplus and diversity of work undertaken.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure all recharge works are completed without a deficit.</li> </ul>

### **Broads Internal Drainage Board Risk Register (Risks with score 6 and over)**

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
	(1p) The increasing number of water management initiatives being developed and promoted across the region could lead to a duplication of effort and emerging strategies which have conflicting objectives that could adversely impact on the Board's operations and/or increase flood risk.	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 other RMAs in the catchment, could adversely impact on the Board's operations and/or increase flood risk.</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
	(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 councils.	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 actively lobbying Central Government for funding support due to concerns of rising special levies.	31.03.2025	SJ/TH
	(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	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	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
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.		associated health and safety/ public liability concerns.					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.		
	(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	The Sustainable Development team work closely with Local Planning Authorities and Lead Local Flood Authorities while proactively engaging with the planning process as outlined with the WMA's Planning and Byelaw Strategy, thus fostering an increasingly strong relationship with these authorities. Furthermore, the WMA's charging policy was reviewed in 2024 to ensure charges were fair, reasonable and consistent.	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	The Sustainable Development team proactively promotes best practice when considering on-site drainage design as part of planning submissions and consent applications. This includes advocating for SuDS adoptions wherever feasible and are ensuring that SuDS design facilitates effective maintenance.	31.03.2025	CB

## FEEDBACK & COMPLAINTS REVIEW

### For the period October 2024 – December 2024

#### 1. OFFICIAL COMPLAINTS

Date of complaint	Location	Nature of complaint	Allocated to	Status	Action taken
21/11/2024	Potter Heigham	Depositing material from the maintenance operation in the owner's field	Tom Hunter	Closed	Emailed to explain the maintenance work and the SMO

#### 2. OTHER FEEDBACK

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

No feedback has been received or dealt with during the reporting period and there is no outstanding feedback to monitor brought forward from previous reporting periods.

**FRANCES BLIGH**  
ICT MANAGER

## **CONSORTIUM MATTERS**

To receive the unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 06 December 2024, to view [Click Here](#):

- Unconfirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 September 2024 to 31 October 2024
- Social Media Report for the period 01 September 2024 to 31 October 2024

From: 01 April 2025  
To: 31 March 2026

Administration and Technical Support Services  
Financial Year Ending: 31 March 2026

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26
<b>Income</b>					
	<b>Net Consortium Charges</b>				
	Broads IDB	347,617	369,402	366,953	394,461
	East Suffolk WMB	212,196	217,262	215,478	232,415
	King's Lynn IDB	421,583	442,446	441,055	471,938
	Norfolk Rivers IDB	235,290	242,302	241,235	259,067
	Pevensey and Cuckmere WLMB	0	0	0	331,201
	South Holland IDB	393,038	421,580	421,192	446,716
	Waveney Lower Yare and Lothingland IDB	139,542	144,297	141,686	156,344
1	<b>Net Consortium Charges</b>	<b>1,749,267</b>	<b>1,837,289</b>	<b>1,827,598</b>	<b>2,292,142</b>
	<b>(+) Other Income</b>				
	Services provided to third parties	1,551,078	1,785,893	1,669,670	1,491,325
	Surface Water Development Contributions	636,108	310,000	785,564	355,000
	Sales of Rating Software Licences	2,525	10,000	10,000	90,000
	Rating Software Support	22,275	10,500	14,535	45,000
	Rental/Sundry Income from Offices	47,584	22,000	32,806	18,000
	Sundry Income	30,850	26,000	40,142	29,000
	<b>(+) Other Income</b>	<b>2,290,420</b>	<b>2,164,393</b>	<b>2,552,716</b>	<b>2,028,325</b>
	<b>(=) Total Income</b>	<b>4,039,687</b>	<b>4,001,682</b>	<b>4,380,315</b>	<b>4,320,467</b>
<b>(-) Expenditure</b>					
	<b>Administration Costs</b>				
2	<b>Shared Administration Staff</b>	<b>673,731</b>	<b>748,730</b>	<b>697,160</b>	<b>791,661</b>
	<b>Establishment</b>				
	Kettlewell House (BR/KL/NR; 10/80/10)	29,399	25,000	34,311	0
	Marsh Reeves (South Holland IDB)	20,950	27,648	28,830	28,018
	Martham Office (Broads IDB and Norfolk Rivers IDB)	520	344	1,417	372
	Norwich Office (BR, ES, NR, WLYL)	2,170	6,000	6,000	6,000
	East Sussex County Council Office (PCWLMB)	0	0	0	5,500
	Pierpoint House (Shared)	126,500	122,239	121,361	125,354
	<b>Establishment</b>	<b>179,540</b>	<b>181,231</b>	<b>191,919</b>	<b>165,244</b>
	<b>Shared ICT</b>				
	Hardware Support and Maintenance	27,973	27,720	35,623	39,059
	Software Support and Maintenance	54,033	62,203	72,987	92,459
	Website Maintenance and Development	3,025	3,120	3,000	23,240
	Software and Upgrades	17,273	12,990	6,229	10,000
	ICT Infrastructure	31,240	31,000	40,395	31,429
	<b>Shared ICT</b>	<b>133,544</b>	<b>137,033</b>	<b>158,233</b>	<b>196,187</b>

From: 01 April 2025  
To: 31 March 2026

Administration and Technical Support Services  
Financial Year Ending: 31 March 2026

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26
	<b>Other Shared Administration</b>				
	Legal and Professional Charges	5,850	9,775	9,500	8,775
	Insurances	135,821	172,813	174,732	186,210
	Marketing and PR Expenses	2,449	1,520	990	1,520
	WMA Chairman's Allowance	1,500	1,500	1,500	1,500
	Annual Subscriptions	1,649	5,241	1,978	2,339
	Actuary Fees	-905	1,400	495	520
	Sundry Expenses	13,929	11,635	13,648	13,735
	<b>Other Shared Administration</b>	<b>160,293</b>	<b>203,884</b>	<b>202,843</b>	<b>214,600</b>
	<b>Other Administration</b>				
	Public Notices	0	0	0	0
	Former Staff Pension Charges	4,544	4,964	4,853	4,801
	Members Expenses	35	450	100	200
	Chairman's Allowances	20,522	21,483	21,000	24,500
	Meetings and Inspections	1,567	3,895	2,815	6,095
	Legal and Professional Charges	25,614	18,900	22,402	11,850
	Audit and Compliance Fees	34,196	29,541	31,452	35,105
	ADA Expenses	25,596	26,805	26,793	32,755
	<b>Other Administration</b>	<b>112,074</b>	<b>106,039</b>	<b>109,416</b>	<b>115,305</b>
	<b>Administration Costs</b>	<b>1,259,182</b>	<b>1,376,916</b>	<b>1,359,571</b>	<b>1,482,997</b>
	<b>Technical Support Costs</b>				
2	<b>Technical Support Staff Costs</b>	<b>2,379,415</b>	<b>2,601,343</b>	<b>2,506,833</b>	<b>2,806,153</b>
	<b>Other Technical Support</b>				
	Technical Consultants	8,303	8,640	9,287	11,340
	Land Registry Fees	6,537	8,508	9,113	13,692
	Sundry Expenses	7,545	6,275	4,285	6,285
	<b>Other Technical Support</b>	<b>22,385</b>	<b>23,423</b>	<b>22,685</b>	<b>31,317</b>
	<b>Technical Support Costs</b>	<b>2,401,800</b>	<b>2,624,766</b>	<b>2,529,518</b>	<b>2,837,470</b>
	<b>(-) Total Expenditure</b>	<b>£3,660,982</b>	<b>£4,001,682</b>	<b>£3,889,089</b>	<b>£4,320,467</b>
	<b>(+/-) Transfer of Surface Water Development Contributions</b>	<b>-378,705</b>	<b>0</b>	<b>-491,226</b>	<b>0</b>
	<b>(=) Net Surplus/(Deficit) for the Year</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
3	<b>Increases/(Decreases) in Net Consortium Charges</b>	<b>-2.20%</b>	<b>2.72%</b>	<b>-0.53%</b>	<b>6.74%</b>

From: 01 April 2025  
To: 31 March 2026

Administration and Technical Support Services  
Financial Year Ending: 31 March 2026

	WMA GROUP	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
NOTES	INCOME AND EXPENDITURE ACCOUNT	2023/24	2024/25	2024/25	2025/26

**Notes:**

- 1 The Capital Works programme with secured funding is still in progress and on course to be successfully delivered over the next few years. Given the reduction in funding available these costs are having to be very carefully managed to ensure they can be delivered within the agreed profile. These services are largely made up of Technical Support Staff time that will be charged to Grant Aided Schemes, in line with the programme of works. There are currently no vacant positions within these teams, and no plans for any further recruitment within the next financial year.

We have anticipated income from the sale of DRS 365 rating licences and from providing software support. We have had enquiries from a number of IDBs and demonstrated this software, however we have received no firm orders to date. Should we not receive this income, we will need to consider other options to reduce financial pressures for all Consortium Member Boards, otherwise the net consortium charges for 2025/26 would need to increase by a further 8%.

- 2 A provision has been made to increase staff salaries by an average of 3% with effect from 1 April 2025. Pension costs are to decrease by 0.5% to 22.5% of employees pensionable pay with effect from 1 April 2025. The CMC Pay and Conditions Committee had authorised a 5% pay increase to be used for budgetary purposes, however after the Government announced the change to National Insurance Contributions, a review showed this would have increased staff costs by £50,000 across the WMA, with consortium charge increases ranging from 3.7% to 5% on individual Board costs, not taking into account any salary increases. A 5% salary increase for budgetary purposes would amount to further Consortium increases averaging 3% more per Board than those detailed below.
- 3 (i) The rate of Inflation as at 31 October 2024 was 3.4% (Retail Price Index).
- (ii) It is important to note that we are still expecting 47% of the Group's Administration and Technical Support Costs to be paid for by others in 2025/26, reduced from 54% estimated for 2024/25. This is due to both the reduction in and uncertainty with future funding available for the Capital Works Programmes.

From: 01 April 2025  
To: 31 March 2026

Administration and Technical Support Services  
Financial Year Ending: 31 March 2026

WMA GROUP	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
NOTES INCOME AND EXPENDITURE ACCOUNT	2023/24	2024/25	2024/25	2025/26

**Recommendations:**

- 1 To approve the following increases in Net Consortium Charges for 2025/26:

Broads IDB	£25,059	6.78%
East Suffolk WMB	£15,153	6.97%
King's Lynn IDB	£29,492	6.67%
Norfolk Rivers IDB	£16,766	6.92%
Pevensey and Cuckmere WLMB	£16,816	5.35%
South Holland IDB	£25,136	5.96%
Waveney Lower Yare and Lothingland IDB	£12,047	8.35%

- 2 To approve the hourly charge out rates, as detailed below:

Chief Executive Officer:	£175/hour
Deputy Chief Executive/Chief Operating Officer:	£120/hour
Area Managers/Capital Works Manager/RFO:	£105/hour
Project Delivery Engineers/Technical Managers:	£90/hour
Project Managers/Operations Managers/MEICA Manager:	£88/hour
Senior Sustainable Development, Compliance and Estates Officers:	£70/hour
Flood Risk Engineers/Sustainable Development and Environmental Officers:	£66/hour
Assistant Technical Officers/Assistant Environmental Officers	£60/hour
Administration Team (Finance & Rating/ICT/GIS Technicians/BST/M&C Lead):	£50/hour

**S JEFFREY**  
**CHIEF FINANCIAL OFFICER/RFO**

From: 01 April 2025 Administration and Technical Support Services  
To: 31 March 2026 Financial Year Ending: 31 March 2026

ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESWMB (%)	KLIDB (%)	NRIDB (%)	PCWLMB (%)	SHIDB (%)	WLYLIDB (%)	TOTAL (%)							
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
Other Income																	
Contributions towards Staff Costs																	
	Contributions from BIDB to part fund staff costs	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from NRIDB to part fund staff costs	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from ESWMB to part fund staff costs	Credited to ESWMB	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from SHIDB to part fund staff costs	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
	Contributions from KLIDB to part fund staff costs	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from WLYLIDB to part fund staff costs	Credited to WLYLIDB	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%							
	Contributions from Bedford for CEO Services	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	0.00%	17.50%	12.50%	100.00%							
	Contributions from East Anglia Team to part fund staff costs	Credited to each WMA Board as per employment costs	36.67%	30.00%	18.75%	22.50%	5.83%	6.25%	22.50%	0.00%	0.00%	0.00%	16.25%	18.75%	100.00%		
	Contributions from SDT Team to part fund staff costs	Credited to each WMA Board as per employment costs	10.00%	6.00%	51.00%	6.00%	0.00%	26.00%	1.00%	100.00%							
	Contributions from Environment Team	Credited to each WMA Board as per employment costs	29.38%	13.00%	16.00%	23.38%	1.25%	6.00%	11.00%	100.00%							
	Contributions from P&C/PPW to part fund shared staff costs	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	0.00%	17.50%	12.50%	100.00%							
	Contributions from Project Teams to part fund staff costs	Credited to each WMA Board as per employment costs	20.00%	20.00%	20.00%	20.00%	0.00%	0.00%	20.00%	100.00%							
Contributions towards Staff Costs (FDGIA and Other Recharge Works)																	
Surface Water Development Contributions																	
	Broads IDB - SWDC	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	East Suffolk WMB - SWDC	Credited to ESWMB	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Kings Lynn IDB - SWDC	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Norfolk Rivers IDB - SWDC	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%							
	Pevensey and Cuckmere WLMB - SWDC	Credited to PCWLMB	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%							
	South Holland IDB - SWDC	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
	Waveney Lower Yare and Lothingland IDB - SWDC	Credited to WLYLIDB	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%							
Collection of Surface Water Development Contributions																	
Sales of Rating Software Licences																	
	Sales of DRS365	Split Equally BR/ES/KL/NR/SH/WLYL	16.67%	16.67%	16.67%	16.67%	0.00%	16.67%	16.67%	100.00%							
	Sales of DRS	South Holland IDB wholly owned asset (SHIDB)	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
Sales of Rating Software Licences																	
Rating Software Support																	
	DRS	Split Equally BR/ES/KL/NR/SH/WLYL	16.67%	16.67%	16.67%	16.67%	0.00%	16.67%	16.67%	100.00%							
Rating Software Support																	
Rental Income from Offices																	
	Marsh Reeves	Income credited to property owner	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
	Kettlewell House	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	100.00%							
	Nar Ouse Way: Kings Lynn IDB	Income credited to property owner	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Kettlewell House: Vodafone Mast	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	100.00%							
Rental Income from Offices																	
Sundry Income																	
	Bank Account Interest (WMA Only)	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Pierpoint House Sales of Electricity Back to the Grid	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Various - adhoc contributions	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
Sundry Income																	

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ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		PCWLMB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
Expenditure																	
Administration Costs																	
Shared Administration Staff																	
	ICT Manager	Assessment of Time Spent on each Member Board	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	2.00%	0.00%	17.10%	17.50%	12.50%		100.00%
	PA (CEO)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Chief Financial Officer	Assessment of Time Spent on each Member Board	16.50%	17.50%	16.50%	17.50%	16.50%	17.50%	16.50%	17.50%	5.00%	0.00%	16.50%	17.50%	12.50%		100.00%
	GIS Technician (SC)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Rating & Enforcement Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Business Support Officer (37)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	ICT Officer (16)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	GIS Technician (MB)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Senior Business Support Officer	Assessment of Time Spent on each Member Board	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	2.00%	0.00%	17.10%	17.50%	12.50%		100.00%
	Business Support Officer (22.5)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Accounting Apprentice ((KH)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Finance and Rating Officer (Vacant Position)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Accounting Apprentice (BA)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	ICT Officer (30)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
Shared Administration Staff																	
Establishment																	
	Landlord's obligations	Proportion of beneficial interest in Kettlewell House	10.00%		0.00%		80.00%		10.00%		0.00%		0.00%		0.00%		100.00%
	Office and Site Maintenance	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Rent, Rates and Metered Water	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Telecoms	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Heat and Light	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Office Cleaning and Supplies	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Refuse Collection and Waste Disposal	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Printing, Postages and Stationery	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Office Sundries	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
Pierpoint House (shared)																	
	Landlord obligations	Proportion of beneficial interest in Marsh Reeves	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Office and Site Maintenance	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Business Rates and Metered Water	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Telecoms	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Heat and Light	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Office Cleaning and Supplies	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Refuse Collection and Waste Disposal	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Printing, Postages and Stationery	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Office Sundries	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
Marsh Reeves (South Holland IDB)																	

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ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		PCWLMB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
	Office and Site Maintenance	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
	Rent, Light, Heat and Water	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
	Telecoms	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
	Office Sundries	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
Martham Office (Broads IDB and Norfolk Rivers IDB)																	
	Rent	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	25.00%		25.00%		0.00%		25.00%		0.00%		0.00%		25.00%		100.00%
	Printing & Stationary	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	0.00%		100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	Office Equipment/Small Purchases	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	0.00%		100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		100.00%
Norwich Office (BR, ES, NR and WLYL)																	
	Office Equipment/Small Purchases	Pevensey and Cuckmere WLMB	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
East Sussex CC Office (PCWLMB)																	
Shared ICT																	
	Hardware Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Software Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Website Maintenance and Development	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Software and Upgrades	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	ITC Infrastructure	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
Shared ICT																	
Other Shared Administration																	
	Legal and Professional Charges	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Insurances	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Marketing and PR Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	WMA Chairman's Allowance	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Annual Subscriptions	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Actuary Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Sundry Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
Other Shared Administration																	
Technical Support Costs																	
Shared Technical Support Staff																	
CEO Team																	
	Chief Executive	Assessment of Time Spent on each Member Board	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	2.00%	0.00%	17.10%	17.50%	12.50%		100.00%
	Chief Operating Officer/Deputy Chief Executive	Assessment of Time Spent on each Member Board	50.00%		10.00%		10.00%		10.00%		0.00%		0.00%		20.00%		100.00%
Environment Team																	
	Environmental Manager (CL)	Assessment of Time Spent on each Member Board	27.50%	30.00%	13.00%	19.00%	16.00%	3.00%	21.50%	27.50%	5.00%	0.00%	6.00%	3.00%	11.00%	17.50%	100.00%
	Assistant Environmental Officer (DP)	Assessment of Time Spent on each Member Board	30.00%		13.00%	19.00%	16.00%	3.00%	24.00%	27.50%	0.00%		6.00%	3.00%	11.00%	17.50%	100.00%
	Environmental Officer (CH)	Assessment of Time Spent on each Member Board	30.00%		13.00%	19.00%	16.00%	3.00%	24.00%	27.50%	0.00%		6.00%	3.00%	11.00%	17.50%	100.00%
	Environmental Officer (EB)	Assessment of Time Spent on each Member Board	30.00%		13.00%	19.00%	16.00%	3.00%	24.00%	27.50%	0.00%		6.00%	3.00%	11.00%	17.50%	100.00%

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ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		PCWLMB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
Sustainable Development Team																	
	Sustainable Development Manager (CB)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Senior Sustainable Development Officer (ER)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Compliance Manager (PN)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Assistant Compliance Officer (SCR)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (XX)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Assistant Sustainable Development Officer (PNA)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (EM)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (ET)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (RY)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (WC)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Compliance Officer (PSC)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	National Infrastructure Officer (JS - Sizewell C)	East Suffolk WMB Only (fully funded by Sizewell C)	0.00%		100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	Estates Officer (SF)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
Capital Projects Team																	
	Project Delivery Manager (KN)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (TJJ)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (TJ)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (PR)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (ATH)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Manager (GH)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Manager (MN)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
East Anglia Team																	
	Area Manager (East Anglia) (TH)	Assessment of Time Spent on each Member Board	50.00%	50.00%	10.00%	10.00%	20.00%	10.00%	10.00%	10.00%	0.00%		0.00%		10.00%	20.00%	100.00%
	MEICA Manager (RG)	Assessment of Time Spent on each Member Board	55.00%	27.50%	12.50%	32.50%	15.00%	7.50%	5.00%	5.00%	0.00%		0.00%		12.50%	27.50%	100.00%
	Partnership Project Engineer (PG)	Assessment of Time Spent on each Member Board	40.00%	40.00%	0.00%	0.00%	0.00%	0.00%	60.00%	60.00%	0.00%		0.00%		0.00%	0.00%	100.00%
	Operations Manager (East Anglia) (AB)	Assessment of Time Spent on each Member Board	0.00%	22.50%	55.00%	42.50%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%		45.00%	35.00%	100.00%
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	35.00%	10.00%	35.00%	20.00%	0.00%	10.00%	0.00%	40.00%	0.00%		0.00%		30.00%	20.00%	100.00%
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	40.00%	30.00%	0.00%	30.00%	0.00%	10.00%	60.00%	20.00%	0.00%		0.00%		0.00%	10.00%	100.00%
Shared Technical Support Staff																	
South Holland Team																	
	Area Manager (South Holland IDB) (KV)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Flood Risk Engineer (South Holland IDB) (LT)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
Other Technical Support Staff Costs																	
Pevensley & Cuckmere WLMB Team																	
	Area Manager (Pevensley & Cuckmere WLMB) (RK)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Flood Risk Officer (Pevensley & Cuckmere WLMB) (GO)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Operations Manager (Pevensley & Cuckmere WLMB) (RD)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
Other Technical Support Staff Costs																	

Approved by the Consortium Management Committee on 06 December 2024 and recommended to each of the Member Boards in January/February 2025.  
(As required by clause 4.2 of the Consortium Agreement, dated 29 March 2024).

S JEFFREY  
CHIEF FINANCIAL OFFICER/RFO

## **WATER MANAGEMENT ALLIANCE**

# **DATA PROTECTION POLICY**

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## **GOVERNANCE**

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**Last review date: October 2024**

**To be reviewed annually**

**Next review date: October 2025**

**Reviewed by: WMA Consortium Management Committee**

### **Adopted by:**

Broads Internal Drainage Board  
East Suffolk Water Management Board  
King's Lynn Internal Drainage Board  
Norfolk Rivers Internal Drainage Board  
Pevensey and Cuckmere Water Level Management Board  
South Holland Internal Drainage Board  
Waveney, Lower Yare and Lothingland Internal Drainage Board

The Data Protection Act 2018 and the UK General Data Protection Regulation are designed to cover the collecting, storing, processing and distribution of personal data. It gives rights to individuals about whom information is recorded and maintained. This applies to all individuals whether they are employees, Board members, ratepayers, customers, suppliers, partners, stakeholders, or members of the public. This policy sets out how the WMA Member Boards will ensure that your personal data is protected.

## DATA PROTECTION POLICY

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# DATA PROTECTION POLICY

## 1. INTERPRETATION

### Definitions:

**Automated Decision-Making (ADM):** when a decision is made which is based solely on Automated Processing (including profiling) which produces legal effects or significantly affects an individual. The UK GDPR prohibits Automated Decision-Making (unless certain conditions are met) but not Automated Processing.

**Automated Processing:** any form of automated processing of Personal Data consisting of the use of Personal Data to evaluate certain personal aspects relating to an individual, in particular to analyse or predict aspects concerning that individual's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements. Profiling is an example of Automated Processing, as are many uses of artificial intelligence (AI) where they involve the processing of Personal Data.

**Company name:** Water Management Alliance consisting of the following member boards:

Broads (2006) Internal Drainage Board

East Suffolk Water Management Board

King's Lynn Internal Drainage Board

Norfolk Rivers Internal Drainage Board

Pevensey & Cuckmere Water Level Management Board

South Holland Internal Drainage Board

Waveney, Lower Yare & Lothingland Internal Drainage Board.

**Company Personnel:** all employees, workers, contractors, agency workers, consultants, directors, board members, members and others.

**Consent:** agreement which must be freely given, specific, informed and be an unambiguous indication of the Data Subject's wishes by which they, by a statement or by a clear positive action, signify agreement to the Processing of Personal Data relating to them.

**Controller:** the person or organisation that determines when, why and how to process Personal Data. It is responsible for establishing practices and policies in line with the UK GDPR. We are the Controller of all Personal Data relating to our Company Personnel and Personal Data used in our business for our own commercial purposes.

**Criminal Convictions Data:** personal data relating to criminal convictions and offences, including personal data relating to criminal allegations and proceedings.

**Data Subject:** a living, identified or identifiable individual about whom we hold Personal Data. Data Subjects may be nationals or residents of any country and may have legal rights regarding their Personal Data.

**Data Privacy Impact Assessment (DPIA):** tools and assessments used to identify and reduce risks of a data processing activity. A DPIA can be carried out as part of Privacy by Design and should be

## DATA PROTECTION POLICY

conducted for all major system or business change programmes involving the Processing of Personal Data.

**Data Protection Officer (DPO):** either of the following:

the person required to be appointed in specific circumstances under the UK GDPR; or

where a mandatory DPO has not been appointed, a data privacy manager or other voluntary appointment of a DPO or the Company data privacy team with responsibility for data protection compliance.

**Explicit Consent:** consent which requires a very clear and specific statement (that is, not just action).

**UK GDPR:** the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) as defined in the Data Protection Act 2018. Personal Data is subject to the legal safeguards specified in the UK GDPR.

**Personal Data:** any information identifying a Data Subject or information relating to a Data Subject that we can identify (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. Personal Data includes Special Categories of Personal Data and Pseudonymised Personal Data but excludes anonymous data or data that has had the identity of an individual permanently removed. Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour. Personal Data specifically includes but is not limited to the details in the Personal Data Category spreadsheet, available here [WMA\IDBPolicies\](#) **OR** from your line manager **OR** from the DPO.

**Personal Data Breach:** any act or omission that compromises the security, confidentiality, integrity or availability of Personal Data or the physical, technical, administrative or organisational safeguards that we or our third-party service providers put in place to protect it. The loss, or unauthorised access, disclosure or acquisition, of Personal Data is a Personal Data Breach.

**Privacy by Design:** implementing appropriate technical and organisational measures in an effective manner to ensure compliance with the UK GDPR.

**Privacy Guidelines:** the Company privacy and UK GDPR-related guidelines provided to assist in interpreting and implementing this Data Protection Policy and Related Policies, available here <https://www.wlma.org.uk/kings-lynn-idb/policy/> **OR** from your line manager **OR** from the DPO.

**Privacy Notices (also referred to as Fair Processing Notices) or Privacy Policies:** separate notices setting out information that may be provided to Data Subjects when the Company collects information about them. These notices may take the form of:

general privacy statements applicable to a specific group of individuals (for example, employee privacy notices or the website privacy policy); or

stand-alone, one-time privacy statements covering Processing related to a specific purpose.

**Processing or Process:** any activity that involves the use of Personal Data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring Personal Data to third parties.

## DATA PROTECTION POLICY

**Pseudonymisation or Pseudonymised:** replacing information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms so that the person to whom the data relates cannot be identified without the use of additional information which is meant to be kept separately and secure.

**Related Policies:** the Company's policies, operating procedures or processes related to this Data Protection Policy and designed to protect Personal Data, available on the intranet, here: <https://www.wlma.org.uk/kings-lynn-idb/policy/> **OR** from your line manager **OR** from the DPO.

**Special Categories of Personal Data:** information revealing racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, biometric or genetic data.

## 2. INTRODUCTION

This Data Protection Policy sets out how the Water Management Alliance and its member boards ("we", "our", "us", "the Company") handle the Personal Data of our customers, prospective customers, suppliers, employees, workers, business contacts and other third parties.

This Data Protection Policy applies to all Personal Data we Process regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, clients or supplier contacts, shareholders, website users, or any other Data Subject.

This Data Protection Policy applies to all Company Personnel ("you", "your"). You must read, understand and comply with this Data Protection Policy when Processing Personal Data on our behalf and attend training on its requirements. Data protection is the responsibility of everyone within the Company and this Data Protection Policy sets out what we expect from you when handling Personal Data to enable the Company to comply with applicable law. Your compliance with this Data Protection Policy is mandatory. Related Policies and Privacy Guidelines are available to help you interpret and act in accordance with this Data Protection Policy. You must also comply with all those Related Policies and Privacy Guidelines. Any breach of this Data Protection Policy may result in disciplinary action.

Where you have a specific responsibility in connection with Processing, such as capturing Consent, reporting a Personal Data Breach or conducting a DPIA as referenced in this Data Protection Policy or otherwise, then you must comply with the Related Policies and Privacy Guidelines.

## 3. SCOPE OF POLICY AND WHEN TO SEEK ADVICE ON DATA PROTECTION COMPLIANCE

We recognise that the correct and lawful treatment of Personal Data will maintain trust and confidence in the organisation and will provide for successful business operations. Protecting the confidentiality and integrity of Personal Data is a critical responsibility that we take seriously at all times. The Company is exposed to potential fines of up to £17.5 million or 4% of total worldwide

## DATA PROTECTION POLICY

annual turnover, whichever is higher and depending on the breach, for failure to comply with the UK GDPR.

All CEOs, departments, line managers, and other responsible parties are responsible for ensuring all Company Personnel comply with this Data Protection Policy and need to implement appropriate practices, processes, controls and training to ensure that compliance.

The DPO is responsible for overseeing this Data Protection Policy and, as applicable, developing Related Policies and Privacy Guidelines. That post is held by the Chief Executive, and they can be reached at 07841 571251 and [DPO@wlma.org.uk](mailto:DPO@wlma.org.uk).

Please contact the DPO with any questions about the operation of this Data Protection Policy or the UK GDPR or if you have any concerns that this Data Protection Policy is not being or has not been followed. In particular, you must always contact the DPO in the following circumstances:

if you are unsure of the lawful basis on which you are relying to process Personal Data (including the legitimate interests used by the Company);

if you need to rely on Consent or need to capture Explicit Consent;

if you need to draft Privacy Notices;

if you are unsure about the retention period for the Personal Data being Processed;

if you are unsure what security or other measures you need to implement to protect Personal Data;

if there has been a Personal Data Breach;

if you are unsure on what basis to transfer Personal Data outside the UK;

if you need any assistance dealing with any rights invoked by a Data Subject;

whenever you are engaging in a significant new, or change in, Processing activity which is likely to require a DPIA or plan to use Personal Data for purposes other than for which it was collected;

if you plan to undertake any activities involving Automated Processing including profiling or Automated Decision-Making;

if you need help complying with applicable law when carrying out direct marketing activities; or

if you need help with any contracts or other areas in relation to sharing Personal Data with third parties (including our vendors).

## 4. PERSONAL DATA PROTECTION PRINCIPLES

We adhere to the principles relating to Processing of Personal Data set out in the UK GDPR which require Personal Data to be:

Processed lawfully, fairly and in a transparent manner (lawfulness, fairness and transparency);

collected only for specified, explicit and legitimate purposes (purpose limitation);

## DATA PROTECTION POLICY

adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed (data minimisation);

accurate and where necessary kept up to date (accuracy);

not kept in a form which permits identification of Data Subjects for longer than is necessary for the purposes for which the data is Processed (storage limitation);

Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction or damage (security, integrity and confidentiality);

not transferred to another country without appropriate safeguards in place (transfer limitation); and  
made available to Data Subjects and allow Data Subjects to exercise certain rights in relation to their Personal Data (data subject's rights and requests).

We are responsible for and must be able to demonstrate compliance with the data protection principles listed above (accountability).

### 5. LAWFULNESS, FAIRNESS AND TRANSPARENCY

Personal data must be Processed lawfully, fairly and in a transparent manner in relation to the Data Subject.

You may only collect, Process and share Personal Data fairly and lawfully and for specified purposes. The UK GDPR restricts our actions regarding Personal Data to specified lawful purposes. These restrictions are not intended to prevent Processing but ensure that we Process Personal Data fairly and without adversely affecting the Data Subject.

The UK GDPR allows Processing for specific purposes, some of which are set out below:

the Data Subject has given their Consent;

the Processing is necessary for the performance of a contract with the Data Subject;

to meet our legal compliance obligations;

to protect the Data Subject's vital interests;

to pursue our legitimate interests (or those of a third party) for purposes where they are not overridden because the Processing prejudices the interests or fundamental rights and freedoms of Data Subjects. The purposes for which we process Personal Data for legitimate interests need to be set out in applicable Privacy Notices; or

to pursue our public interest

You must identify and document the legal ground being relied on for each Processing activity.

## DATA PROTECTION POLICY

### 6. CONSENT

A Controller must only process Personal Data on one or more of the lawful bases set out in the UK GDPR, which include Consent.

A Data Subject consents to Processing of their Personal Data if they clearly indicate agreement to the Processing. Consent requires affirmative action, so silence, pre-ticked boxes or inactivity will not be sufficient to indicate consent. If Consent is given in a document which deals with other matters, then the Consent must be kept separate from those other matters.

A Data Subject must be easily able to withdraw Consent to Processing at any time and withdrawal must be promptly honoured. Consent may need to be refreshed if you intend to Process Personal Data for a different and incompatible purpose which was not disclosed when the Data Subject first consented.

When processing Special Category Data or Criminal Convictions Data, we will usually rely on a legal basis for processing other than Explicit Consent or Consent if possible. Where Explicit Consent is relied on, you must issue a Privacy Notice to the Data Subject to capture Explicit Consent.

You will need to evidence Consent captured and keep records of all Consents in accordance with Related Policies and Privacy Guidelines, so that the Company can demonstrate compliance with Consent requirements.

### 7. TRANSPARENCY (NOTIFYING DATA SUBJECTS)

The UK GDPR requires a Controller to provide detailed, specific information to a Data Subject depending on whether the information was collected directly from the Data Subject or from elsewhere. The information must be provided through an appropriate Privacy Notice which must be concise, transparent, intelligible, easily accessible, and in clear and plain language so that a Data Subject can easily understand them.

Whenever we collect Personal Data directly from a Data Subject, including for HR or employment purposes, we must provide the Data Subject with all the information required by the UK GDPR including the identity of the Controller and DPO, and how and why we will use, Process, disclose, protect and retain that Personal Data through a Privacy Notice which must be presented when the Data Subject first provides the Personal Data.

When Personal Data is collected indirectly (for example, from a third party or publicly available source), we must provide the Data Subject with all the information required by the UK GDPR as soon as possible after collecting or receiving the data. We must also check that the Personal Data was collected by the third party in accordance with the UK GDPR and on a basis which contemplates our proposed Processing of that Personal Data.

## DATA PROTECTION POLICY

If you are collecting Personal Data from a Data Subject, directly or indirectly, then you must provide the Data Subject with a Privacy Notice obtained from the DPO.

### 8. PURPOSE LIMITATION

Personal Data must be collected only for specified, explicit and legitimate purposes. It must not be further Processed in any manner incompatible with those purposes.

You cannot use Personal Data for new, different or incompatible purposes from that disclosed when it was first obtained unless you have informed the Data Subject of the new purposes and they have Consented where necessary.

If you want to use Personal Data for a new or different purpose from that for which it was obtained, you must first contact the DPO for advice on how to do this in compliance with both the law and this Data Protection Policy.

### 9. DATA MINIMISATION

Personal Data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed.

You may only Process Personal Data when performing your job duties requires it. You cannot Process Personal Data for any reason unrelated to your job duties.

You may only collect Personal Data that you require for your job duties: do not collect excessive data. Ensure any Personal Data collected is adequate and relevant for the intended purposes.

You must ensure that when Personal Data is no longer needed for specified purposes, it is deleted or anonymised in accordance with the Company's data retention guidelines.

### 10. ACCURACY

Personal Data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.

You must ensure that the Personal Data we use and hold is accurate, complete, kept up to date and relevant to the purpose for which we collected it. You must check the accuracy of any Personal Data at the point of collection and at regular intervals afterwards. You must take all reasonable steps to destroy or amend inaccurate or out-of-date Personal Data.

### 11. STORAGE LIMITATION

Personal Data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

## DATA PROTECTION POLICY

The Company will maintain retention policies and procedures to ensure Personal Data is deleted after an appropriate time, unless a law requires that data to be kept for a minimum time.

You must not keep Personal Data in a form which permits the identification of the Data Subject for longer than needed for the legitimate business purpose or purposes for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

You will take all reasonable steps to destroy or erase from our systems all Personal Data that we no longer require in accordance with all the Company's applicable records retention schedules and policies. This includes requiring third parties to delete that data where applicable.

You will ensure Data Subjects are provided with information about the period for which data is stored and how that period is determined in any applicable Privacy Notice.

### 12. SECURITY INTEGRITY AND CONFIDENTIALITY

Personal Data must be secured by appropriate technical and organisational measures against unauthorised or unlawful Processing, and against accidental loss, destruction or damage.

We will develop, implement and maintain safeguards appropriate to our size, scope and business, our available resources, the amount of Personal Data that we own or maintain on behalf of others, and identified risks (including use of encryption and Pseudonymisation where applicable). We will regularly evaluate and test the effectiveness of those safeguards to ensure security of our Processing of Personal Data. You are responsible for protecting the Personal Data we hold. You must implement reasonable and appropriate security measures against unlawful or unauthorised Processing of Personal Data and against the accidental loss of, or damage to, Personal Data. You must exercise particular care in protecting Special Categories of Personal Data and Criminal Convictions Data from loss and unauthorised access, use or disclosure.

You must follow all procedures and technologies we put in place to maintain the security of all Personal Data from the point of collection to the point of destruction. You may only transfer Personal Data to third-party service providers who agree to comply with the required policies and procedures and who agree to put adequate measures in place, as requested.

You must maintain data security by protecting the confidentiality, integrity and availability of the Personal Data, defined as follows:

**Confidentiality:** only people who have a need to know and are authorised to use the Personal Data can access it;

**Integrity:** Personal Data is accurate and suitable for the purpose for which it is processed; and

**Availability:** authorised users are able to access the Personal Data when they need it for authorised purposes.

## DATA PROTECTION POLICY

You must comply with all applicable aspects of our WMA Information Security and Systems Acceptable Use Policy **OR** comply with and not attempt to circumvent the administrative, physical and technical safeguards we implement and maintain in accordance with the UK GDPR and relevant standards to protect Personal Data.

### 13. REPORTING A PERSONAL DATA BREACH

The UK GDPR requires Controllers to notify any Personal Data Breach to the Information Commissioner and, in certain instances, the Data Subject.

We have put in place procedures to deal with any suspected Personal Data Breach and will notify the Data Subject or any applicable regulator where we are legally required to do so.

If you know or suspect that a Personal Data Breach has occurred, do not attempt to investigate the matter yourself. Immediately contact the person or team designated as the key point of contact for Personal Data Breaches your line manager **OR** the ICT department **OR** the DPO and follow the Company's WMA Data Breach Procedures. You should preserve all evidence relating to the potential Personal Data Breach.

### 14. TRANSFER LIMITATION

The UK GDPR restricts data transfers to countries outside the UK to ensure that the level of data protection afforded to individuals by the UK GDPR is not undermined. You transfer Personal Data originating in one country across borders when you transmit, send, view or access that data in or to a different country.

You may only transfer Personal Data outside the UK if one of the following conditions applies:

the UK has issued regulations confirming that the country to which we transfer the Personal Data ensures an adequate level of protection for the Data Subject's rights and freedoms;

appropriate safeguards are in place such as binding corporate rules, standard contractual clauses approved for use in the UK, an approved code of conduct or a certification mechanism, a copy of which can be obtained from the DPO;

the Data Subject has provided Explicit Consent to the proposed transfer after being informed of any potential risks; or

the transfer is necessary for one of the other reasons set out in the UK GDPR including:

the performance of a contract between us and the Data Subject;

reasons of public interest;

to establish, exercise or defend legal claims;

to protect the vital interests of the Data Subject where the Data Subject is physically or legally incapable of giving Consent; and

## DATA PROTECTION POLICY

in some limited cases, for our legitimate interest.

### 15. DATA SUBJECT'S RIGHTS AND REQUESTS

A Data Subject has rights when it comes to how we handle their Personal Data. These include rights to:

withdraw Consent to Processing at any time;

receive certain information about the Controller's Processing activities;

request access to their Personal Data that we hold (including receiving a copy of their Personal Data);

prevent our use of their Personal Data for direct marketing purposes;

ask us to erase Personal Data if it is no longer necessary in relation to the purposes for which it was collected or Processed or to rectify inaccurate data or to complete incomplete data;

restrict Processing in specific circumstances;

object to Processing which has been justified on the basis of our legitimate interests or in the public interest;

request a copy of an agreement under which Personal Data is transferred outside of the UK;

object to decisions based solely on Automated Processing, including profiling (ADM);

prevent Processing that is likely to cause damage or distress to the Data Subject or anyone else;

be notified of a Personal Data Breach which is likely to result in high risk to their rights and freedoms;

make a complaint to the supervisory authority;

in limited circumstances, receive or ask for their Personal Data to be transferred to a third party in a structured, commonly used and machine-readable format; and

You must verify the identity of an individual requesting data under any of the rights listed above (do not allow third parties to persuade you into disclosing Personal Data without proper authorisation).

You must immediately forward any Data Subject request you receive to your line manager **OR** the DPO and comply with the Company's Response procedures for data subject requests.

### 16. ACCOUNTABILITY

The Controller must implement appropriate technical and organisational measures in an effective manner to ensure compliance with data protection principles. The Controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

The Company must have adequate resources and controls in place to ensure and to document UK GDPR compliance including:

appointing a suitably qualified DPO (where necessary) and an executive accountable for data privacy;

## DATA PROTECTION POLICY

implementing Privacy by Design when Processing Personal Data and completing DPIAs where Processing presents a high risk to rights and freedoms of Data Subjects;

integrating data protection into internal documents including this Data Protection Policy, Related Policies, Privacy Guidelines or Privacy Notices;

regularly training Company Personnel on the UK GDPR, this Data Protection Policy, Related Policies and Privacy Guidelines, and data protection matters including, for example, a Data Subject's rights, Consent, legal basis, DPIA and Personal Data Breaches. The Company must maintain a record of training attendance by Company Personnel; and

regularly testing the privacy measures implemented and conducting periodic reviews and audits to assess compliance, including using results of testing to demonstrate compliance improvement effort.

### 17. RECORD KEEPING

The UK GDPR requires us to keep full and accurate records of all our data Processing activities.

You must keep and maintain accurate corporate records reflecting our Processing including records of Data Subjects' Consents and procedures for obtaining Consents.

These records should include, at a minimum:

the name and contact details of the Controller and the DPO; and

clear descriptions of:

the Personal Data types;

the Data Subject types;

the Processing activities;

the Processing purposes;

the third-party recipients of the Personal Data;

the Personal Data storage locations;

the Personal Data transfers;

the Personal Data's retention period; and

the security measures in place.

To create the records, data maps should be created which should include the detail set out above together with appropriate data flows.

## DATA PROTECTION POLICY

### 18. TRAINING AND AUDIT

We are required to ensure all Company Personnel have undergone adequate training to enable them to comply with data privacy laws. We must also regularly test our systems and processes to assess compliance.

You must undergo all mandatory data privacy-related training and ensure your team undergoes similar mandatory training.

You must regularly review all the systems and processes under your control to ensure they comply with this Data Protection Policy and check that adequate governance controls and resources are in place to ensure proper use and protection of Personal Data.

### 19. PRIVACY BY DESIGN AND DATA PROTECTION IMPACT ASSESSMENT (DPIA)

We are required to implement Privacy by Design measures when Processing Personal Data by implementing appropriate technical and organisational measures (like Pseudonymisation) in an effective manner, to ensure compliance with data privacy principles.

You must assess what Privacy by Design measures can be implemented on all programmes, systems or processes that Process Personal Data by taking into account the following:

The state of the art.

The cost of implementation.

The nature, scope, context and purposes of Processing.

The risks of varying likelihood and severity for rights and freedoms of the Data Subject posed by the Processing.

The Controller must also conduct a DPIA in respect to high-risk Processing.

You should conduct a DPIA (and discuss your findings with the DPO) when implementing major system or business change programs involving the Processing of Personal Data including:

Use of new technologies (programs, systems or processes, including the use of AI), or changing technologies (programs, systems or processes).

Automated Processing including profiling and ADM.

Large-scale Processing of Special Categories of Personal Data or Criminal Convictions Data.

Large-scale, systematic monitoring of a publicly accessible area.

A DPIA must include:

A description of the Processing, its purposes and the Controller's legitimate interests if appropriate.

## DATA PROTECTION POLICY

An assessment of the necessity and proportionality of the Processing in relation to its purpose.

An assessment of the risk to individuals.

The risk mitigation measures in place and demonstration of compliance.

You must comply with the Company's guidelines on DPIA and Privacy by Design.

### 20. AUTOMATED PROCESSING (INCLUDING PROFILING) AND AUTOMATED DECISION-MAKING

Generally, ADM is prohibited when a decision has a legal or similar significant effect on an individual unless:

a Data Subject has Explicitly Consented;

the Processing is authorised by law; or

the Processing is necessary for the performance of or entering into a contract.

If certain types of Special Categories of Personal Data or Criminal Convictions Data are being processed, then grounds (b) or (c) will not be allowed. However, the Special Categories of Personal Data and Criminal Convictions Data can be Processed where it is necessary (unless less intrusive means can be used) for substantial public interest like fraud prevention.

If a decision is to be based solely on Automated Processing (including profiling), then the Data Subject must be informed when you first communicate with them of their right to object. This right must be explicitly brought to their attention and presented clearly and separately from other information. Further, suitable measures must be put in place to safeguard the Data Subject's rights and freedoms and legitimate interests.

We must also inform the Data Subject of the logic involved in the decision making or profiling, the significance and the envisaged consequences, and give the Data Subject the right to request human intervention, express their point of view or challenge the decision.

A DPIA must be carried out before any Automated Processing (including profiling) or ADM activities are undertaken.

### 21. DIRECT MARKETING

We are subject to certain rules and privacy laws when engaging in direct marketing to our customers and prospective customers (for example when sending marketing emails or making telephone sales calls).

For example, in a business to consumer context, a Data Subject's prior consent is generally required for electronic direct marketing (for example, by email, text or automated calls). The limited exception

## DATA PROTECTION POLICY

for existing customers known as "soft opt-in" allows an organisation to send marketing texts or emails without consent if it:

Has obtained contact details in the course of a sale to that person.

Is marketing similar products or services.

Gave the person an opportunity to opt out of marketing when first collecting the details and in every subsequent marketing message.

The right to object to direct marketing must be explicitly offered to the Data Subject in an intelligible manner so that it is clearly distinguishable from other information.

A Data Subject's objection to direct marketing must always be promptly honoured. If a customer opts out of marketing at any time, their details should be suppressed as soon as possible. Suppression involves retaining just enough information to ensure that marketing preferences are respected in the future.

You must comply with the Company's guidelines on direct marketing to customers and you should consult your line manager **OR** the DPO if you are unsure regarding how to comply with either the Company's guidelines or the law.

## 22. SHARING PERSONAL DATA

Generally, we are not allowed to share Personal Data with third parties unless certain safeguards and contractual arrangements have been put in place.

You must comply with the Company's guidelines on sharing data with third parties.

You may only share the Personal Data we hold with another employee, agent or representative of our group (which includes our subsidiaries and our ultimate holding company along with its subsidiaries) if the recipient has a job-related need to know the information and the transfer complies with any applicable cross-border transfer restrictions.

You may only share the Personal Data we hold with third parties, such as our service providers, if:

they have a need to know the information for the purposes of providing the contracted services;

sharing the Personal Data complies with the Privacy Notice provided to the Data Subject and, if required, the Data Subject's Consent has been obtained;

the third party has agreed to comply with the required data security standards, policies and procedures, and put adequate security measures in place;

the transfer complies with any applicable cross-border transfer restrictions; and

a fully executed written contract that contains UK GDPR-approved third party clauses has been obtained.

## DATA PROTECTION POLICY

### 23. CHANGES TO THIS DATA PROTECTION POLICY

We keep this Data Protection Policy under regular review-

This Data Protection Policy does not override any applicable national data privacy laws and regulations in countries where the Company operates.

### 24. ACKNOWLEDGEMENT AND REVIEW

I, Phil Camamile acknowledge that on 23/10/2024, I received and approved the WMA's Data Protection Policy, October 2024

Signed .....  


Printed name ...CEO Phil Camamile.....

Date .....23/10/2024.....

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 Copplestone		
Simon Daniels (Vice Chair)		YES 12/07/2021
Jan Davis		
Ian Deane		YES 18/10/2024
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:**

Cathryn Brady	Sustainable Development Manager
Grace Burton	Senior Business Support Officer
Phil Camamile	Chief Executive
Tom Hunter	Area Manager (WMA East Anglia)
Sallyanne Jeffrey	Chief Financial Officer
Caroline Laburn	Environmental Manager
Kari Nash	Project Delivery Manager
Pippa Purser-Ward	Communications and Marketing Lead
Matthew Philpot	Deputy Chief Executive
Phil Semmence	Operations Manager (BIDB)

30 January 2025

Broads (2006) IDB