

A MEETING OF THE KING’S LYNN INTERNAL DRAINAGE BOARD WAS HELD AT PIERPOINT HOUSE, 28 HORSLEY’S FIELDS, KING’S LYNN, PE30 5DD AND VIA MICROSOFT TEAMS ON THURSDAY, 16 JANUARY 2025 AT 9:30 AM

Elected Members		Appointed Members	
	J Askew		King’s Lynn & W N B C
	J Caley	*	S Bearshaw
*	S Markillie	*v	R Colwell
	S E Markillie	*v	M Dye
*v	T Matkin	*	B Jones
	M Riddington	*	M Little
*	B Sigurdsson	*	B Long
*	J Symington		J Rust
*	A Whitehead	*v	A Ware
	Vacancy	*	M de Whalley
			Vacancy
			Jointly Appointed
			D Oliver
*	Present		
*v	Present via MS Teams	*/v	Total Present (62%)

B Long in the Chair

In attendance:

Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Olivia Follen (Business Support Officer), Tom Hunter (Area Manager), Sallyanne Jeffrey (Chief Financial Officer), Caroline Laburn (Environmental Manager), Kari Nash (Project Delivery Manager), Matthew Philpot (Chief Operating Officer), and Rob Taylor (Operations Manager)

ID	King’s Lynn IDB, Minute	Action
01/25	WELCOME AND APOLOGIES FOR ABSENCE	
01/25/01	The Chairman welcomed everyone to the meeting. Apologies for absence were received on behalf of Mark Riddington and Jo Rust. RESOLVED that this be noted	
01/25/02	The Chairman informed Board members that Deborah Heneghan was no longer an appointed member of the Board and that the Business Support Team would be informed of her replacement in due course. RESOLVED that this be noted.	
01/25/03	The Chairman reminded members that the Board meeting which was originally scheduled to take place on Friday 07 November 2025, had been rescheduled to Friday 17 October 2025. All Board members had received an updated meeting invitation. RESOVLED that this be noted.	

ID	King's Lynn IDB, Minute	Action
	02/25 DECLARATIONS OF INTEREST	
02/25/01	Brian Long declared an interest in the Financial Report, specifically regarding the Highland Water Claim, due to his position on the Environment Agency's Regional Flood and Coastal Committee (RFCC). RESOLVED that this be noted.	
	03/25 MINUTES OF THE BOARD MEETING HELD ON 08 NOVEMBER 2024	
03/25/01	The minutes of the last Board meeting held on 08 November 2024 were approved, signed and confirmed as a true record. There were no matters arising.	
	04/25 MINUTES OF THE LAST SPECIAL BOARD MEETING	
04/25/01	The minutes of the Special meeting held on 12 December 2024 were approved, signed and confirmed as a true record. Arising therefrom:	
04/25/02	The Chief Financial Officer thanked the members for attending the Special meeting at such short notice. RESOLVED that this be noted.	
	05/25 HEALTH, SAFETY AND WELFARE REPORT	
05/25/01	The Health, Safety and Welfare Report (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
	06/25 CAPITAL WORKS PROGRAMME OVERVIEW AND PROJECT DEVELOPMENT REPORT	
06/25/01	The Capital Works Programme Overview and Project Development Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
06/25/02	It was proposed by Sam Markillie, seconded by Brian Long, unanimously agreed and thereby RESOLVED to award Breheny Civil Engineering with the contract to complete the Culvert Lining Project, which would be financed by the Tranche 2 IDB Recovery Fund.	KN
	07/25 PROJECT DELIVERY REPORT	
07/25/01	The Project Delivery Report (a copy of which is filed in the Report Book), was considered in detail, and approved. There were no matters arising.	

ID	King's Lynn IDB, Minute	Action
	08/25 OPERATIONS REPORT	
08/25/01	The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
08/25/02	The report noted the removal of a culvert blockage caused by the drift of fools watercress from the upper reaches of the Gaywood River. Officers were asked to consider posting work such as this on social media to show the importance of the work that the King's Lynn IDB carried out. RESOLVED that this be actioned.	TH
	09/25 ENVIRONMENTAL REPORT	
09/25/01	The Environmental Report (a copy of which is filed in the Report book), was considered in detail and approved. There were no matters arising.	
	10/25 SUSTAINABLE DEVELOPMENT REPORT	
10/25/01	The Sustainable Development Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
10/25/02	24_29787_C: Byelaw 10 application at Park Crescent, Wiggenhall It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and entering into the Board's standard Deed of Indemnity.	
10/25/03	24_29839_C: Byelaw 10 application at Church Road, Clenchwarton It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions.	
10/25/04	24_30224_Q: Redesignation of 500m Catchwater Creek It was agreed and thereby RESOLVED to remove the section of watercourse shown in red within the report from the Board's map / network of arterial watercourses.	TH/FB
	11/25 SCHEDULE OF PAID ACCOUNTS	
11/25/01	The Schedule of Paid Accounts for the period 01 October 2024 to 31 December 2024 totalling £1,630,433.10 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	

ID King's Lynn IDB, Minute	Action
<p>12/25 FINANCIAL REPORT</p> <p>12/25/01 The Financial Report for the period 01 April 2024 to 31 December 2024 (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p> <p>12/25/02 It was agreed and thereby RESOLVED to appeal the EA RFCC's decision not to pay the Board's Highland Water Claim for 2024/25 in full. It was noted that the Chairman had declared an interest in this item and therefore abstained from the vote.</p>	
<p>13/25 CAPITAL AND MAINTENANCE WORKS PROGRAMME FOR 2025/26</p> <p>13/25/01 The Capital 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.</p> <p>13/25/02 The Maintenance Works Programme for 2025/26 (a copy of which is filed in the Report Book), was considered in detail an approved. Arising therefrom:</p> <p>13/25/03 Sam Markillie suggested that the Plant and Works Committee review the Maintenance Works Programme in detail at their next meeting and consider any amendments that may be required. RESOLVED that this be actioned.</p>	<p>Plant and Works Committee</p>
<p>14/25 RATE ESTIMATES FOR 2025/26</p> <p>14/25/01 The detailed Rate Estimates for 2025/26 (a copy of which is filed in the Report Book) were considered in detail and approved.</p>	
<p>15/25 FINANCIAL YEAR 2025/26 LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES</p> <p>15/25/01 Annual Values as at 31 December 2024</p> <p>It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2024, used for the purposes of raising and apportioning expenses from drainage rates and special levies for 2025/26 (a copy of which is filed in the Report Book).</p> <p>15/25/02 Main Area</p> <p>It was agreed and thereby RESOLVED to approve the net rate requirement of £3,788,690 for 2025/26 as presented in Option 3, which equated to a drainage rate increase of 6.00% at 10.494p in the pound and a 6.15% increase in the special levies due from the Borough</p>	

Council of King's Lynn and West Norfolk. All members voted in favour of this motion and no members voted against it, but two abstentions were noted from Rob Colwell and Mark Dye:

Agricultural Drainage Rates	£538,947
Borough Council of King's Lynn and West Norfolk	£2,428,924
Fenland District Council	£103,411
South Holland District Council	£31,016
Reserves	<u>£686,392</u>
	£3,788,690

15/25/03 Differentially Rated Area

It was agreed and thereby RESOLVED to approve the net rate requirement of £24,735 for 2025/26, as presented in Option 3, which equated to a drainage rate increase of 6.00% at 1.651p in the pound and a 5.98% increase in the special levies due from the Borough Council of King's Lynn and West Norfolk and a 5.96% increase in special levies due from Fenland District Council:

Agricultural Drainage Rates	£2,294
Borough Council of King's Lynn and West Norfolk	£7,393
Fenland District Council	£11,352
Reserves	<u>£3,696</u>
	£24,735

16/25 BOARD'S PERFORMANCE FOR 2024/25

- 16/25/01** 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.

17/25 BOARD'S OBJECTIVES FOR 2025/26

- 17/25/01** It was agreed and thereby RESOLVED to approve the following objectives for 2025/26:
- i) Promote the Board's activities, engaging with partners and working with the other Boards of the WMA to implement best practice.
 - ii) 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.
 - 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

ID	King's Lynn IDB, Minute	Action
	<p>operations, always ensuring works are undertaken in accordance with environmental standards.</p> <p>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 boards area</p> <p>v) Continue to work towards a balanced budget by the end of 2027-28, through implementing a sustainably affordable business model.</p>	
	18/25 RISK REGISTER	
18/25/01	Members considered and approved the Risk Register for those risks with a risk assessment matrix score of ≥ 6 . There were no matters arising.	
	19/25 COMPLAINTS AND OTHER FEEDBACK REVIEW	
19/25/01	The Complaints and Feedback Review (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
	20/25 DATE AND TIME OF NEXT MEETING	
20/25/01	The next Board meeting would take place at 9.30 am on Friday, 09 May 2025 at Pierpoint House and via Microsoft Teams. RESOLVED that this be noted.	
	21/25 ANY OTHER BUSINESS	
21/25/01	There was no other business to discuss.	
	Steven Bearshaw left the meeting	
	22/25 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
22/25/01	There were no members of the public present at the meeting.	

ID King's Lynn IDB, Minute	Action
<p>23/25 CONSORTIUM MATTERS</p> <p>23/25/01 Unconfirmed Minutes and Report Extracts</p> <p>The unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 06 December 2024 were considered in detail and approved. There were no matters arising.</p> <p>23/25/02 Administration and Technical Support Budgets Projected Out-turns for 2024/25 and the Estimates for 2025/26</p> <p>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.</p> <p>23/25/02 WMA Data Protection Policy</p> <p>The updated WMA Data Protection Policy was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p> <p>23/25/03 Items for discussion at next CMC meeting</p> <p>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 representatives: the Chairman and John Askew, or the Chief Executive directly.</p>	
<p>24/25 CONFIDENTIAL BUSINESS</p> <p>24/25/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.</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

KING'S LYNN IDB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT
FOR THE PERIOD 25 OCTOBER 2024 TO 06 JANUARY 2025

6 Year Actual Spend

10.0M

2024/25 Forecast

3.0M

Variance

+0.6M

6 Year Forecast

16.2M

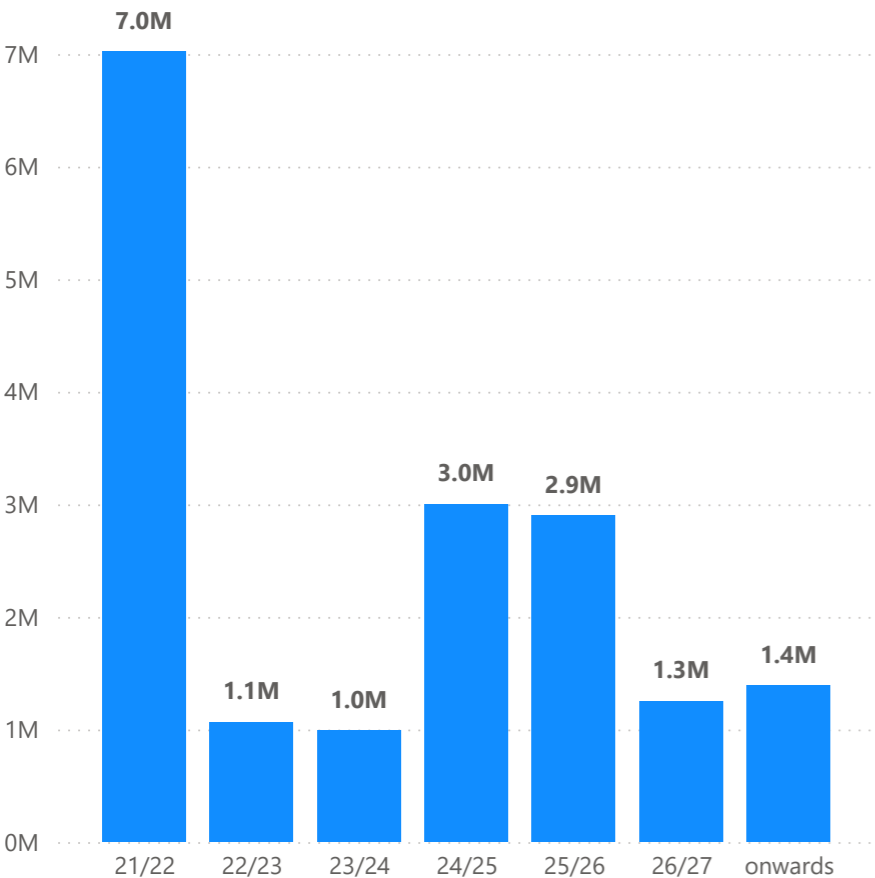
Variance

+0.6M

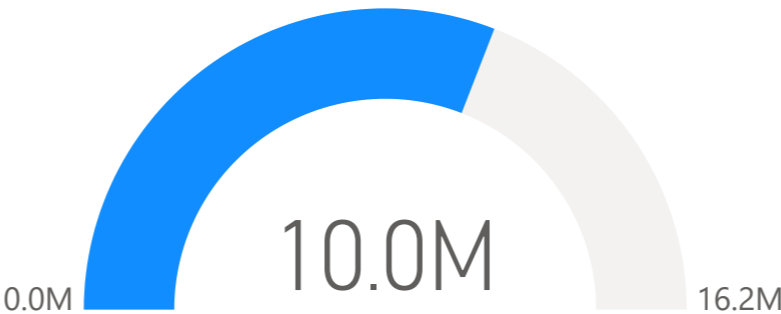
Forecast beyond 2027

1.4M

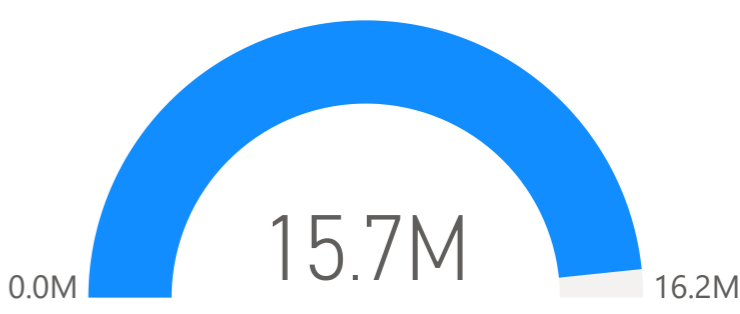
Expenditure Profile by Year



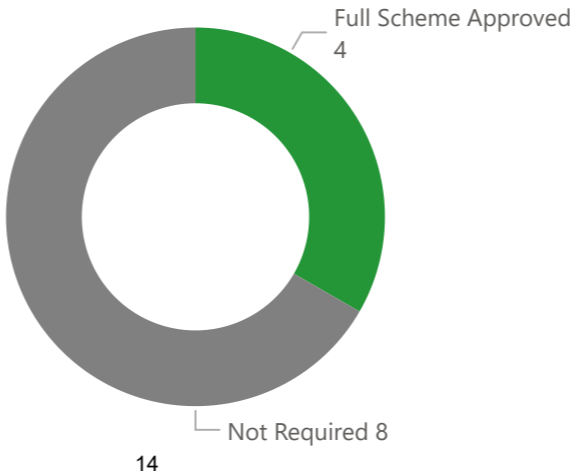
6 Year Forecast & Actual Spend



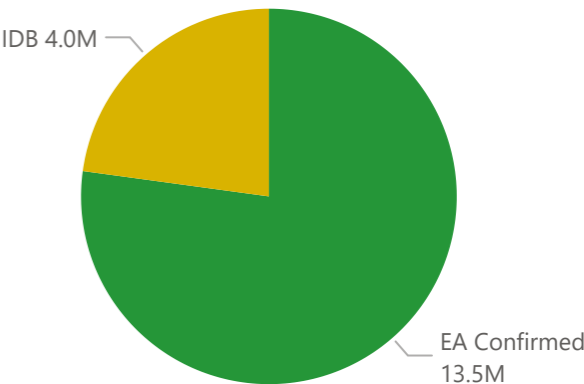
6 Year Forecast & Approvals



EA Approval Level Received (No)



Funding Sources



Ongoing Projects

SCH No	Project Name	Description	Project Manager	Project Stage	OBC Approval	Start Construction	Complete Construction
56	Culvert Lining (Tranche 2)	Culvert Replacement / relining	Gary Howe	Pipeline	N/A	01/01/2025	31/03/2025
53	Eau Brink Pump Replacement	Pump Replacement	Mel Neale	Pipeline	N/A	01/04/2027	01/09/2027
50	North Wootton Pump Replacement	Pump Replacement	Mel Neale	Pipeline	N/A	01/04/2027	01/09/2028
44	Minor Capital Works Programme		Mel Neale	Ongoing	N/A	01/04/2022	01/03/2028
49	Crabbs Abbey / Magdalen Pump Replacement	Refurbishment and Pump Replacement	Mel Neale	Detail Design	01/03/2024	01/04/2025	01/10/2025
52	Greenbank Pump Replacement (Tranche 2)	Pump Replacement	Mel Neale	Detail Design	N/A	01/04/2025	01/10/2025

Update

West Drove North Culvert, Crabbs Abbey / Magdalen and Greenbank are detailed in the Delivery Report.

Risks

N/A

Change

There is a small increase of £0.6m to costs to both the in year forecast and 6 year forecast primarily reflecting the approval of funding (£430,906) for Culvert Lining as part of the IDB Recovery Fund Tranche 2. There has also been an increase to the West Drove North Culvert (c£80k) but this is fully covered by Tranche 1 funding.

Approvals

N/A

Recommendations for Board

To note progress since last paper.

Briefing Note – January 2025

Contact: Matthew Philpot, matthew@wlma.org.uk, 07884327849, www.wlma.org.uk

Executive summary

A replacement/continuation of the current Environmental Statutory Allowance (ESA) funding is of upmost importance and must be sustained beyond April 2026, as part of the upcoming 2025 Defra Partnership funding review. The size of this funding allocation is required to be increased, in order to meet the industry investment programme for the protection of designated habitats.

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 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.

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 designations in the hinterland will decline or be completely lost and the Government will fail to protect and improve the environment and in particular those most important areas, protected by environmental designations.

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 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.
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.

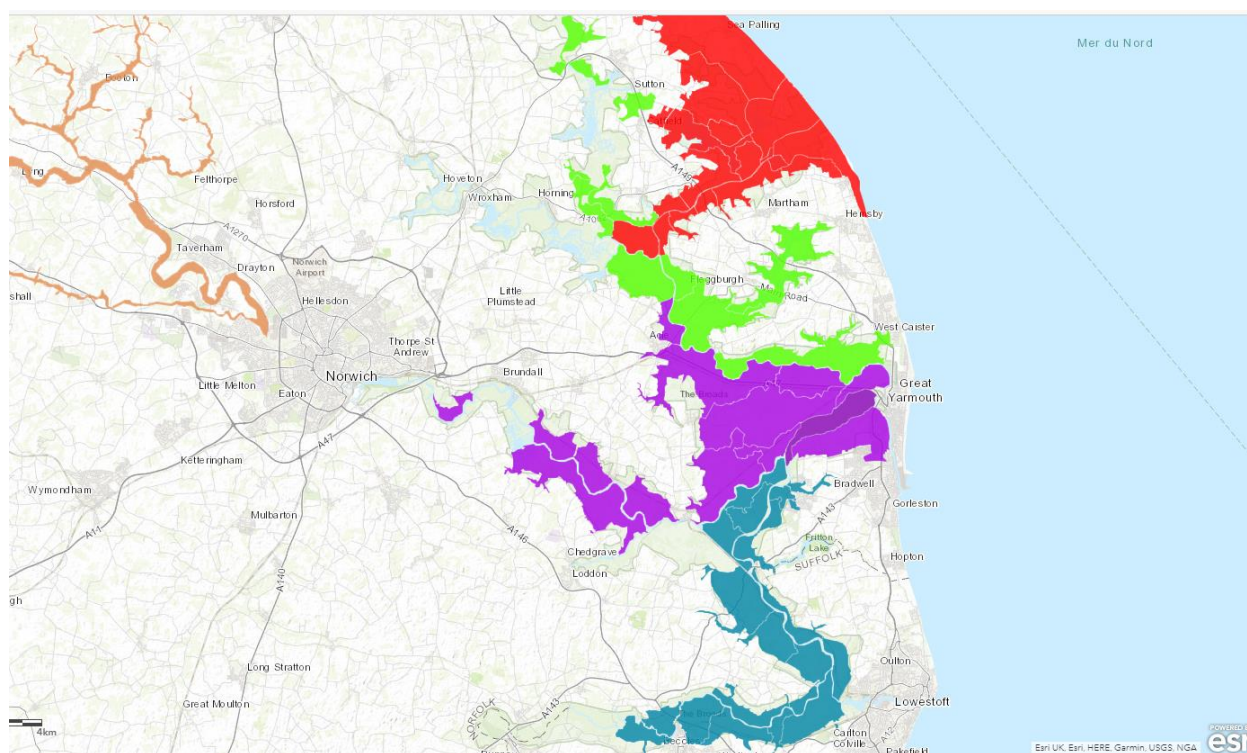


Figure 2: WMA Project Areas: Red - River Thurne, Green - River Bure, Purple - River Yare, Blue - River Waveney,

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.

PROJECT DELIVERY REPORT

For the period November to December 2024

1. CAPITAL WORKS

1.1 WEST DROVE NORTH CULVERT

All works were completed on the 6th December, funded by Tranche 1 funding. We are happy to report that the job came in on time and within budget. The Board will hold a 2.5% retention figure on the contract for 1 year from the finish date, to allow for any snagging items that may arise.

1.2 ISLINGTON PUMPING STATION

Pump 3 has now been commissioned after re-installation, we have elected not to run it in auto mode on the current control philosophy as this is muted as causing the problem. We can however use the pump in manual mode if required until we have the new control philosophy installed in early 2025.

1.3 MAGDALEN FEN STRATEGY

Crabbs Abbey PS – Pump Replacement

Bedford Pumps are continuing to develop the project alongside their sub-contractors Paktronic and Smiths Electrical. The final claim of GiA for the current financial year has been made, claims made to date total £1,130,000. We are currently on track to meet the Planning, starting works in Summer 2025.

Waltham Farm PS

The tender analysis of pump replacement project at Waltham Farm is currently taking place and will be reported at the next meeting.

Magdalen Bridge Outfall

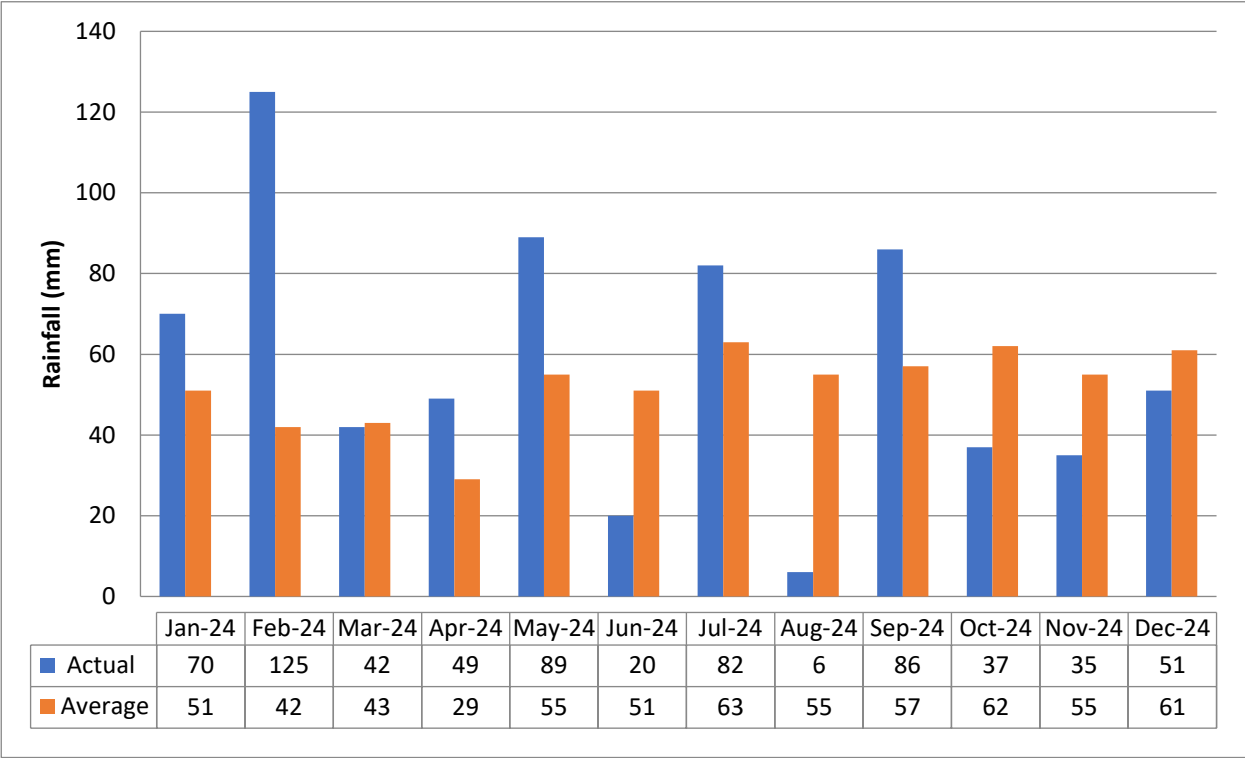
The Magdalen Bridge Outfall culvert has been tendered to 6 Civil Engineering Contractors and the tender return date is the 16th February 2025. It is hoped that these works will start in April 2025.

1.4 GREENBANK PUMPING STATION

We successfully secured the £970k from the IDB Storm Recovery Fund (Tranche 2) which is a significant contribution towards the project.

Bedford Pumps are continuing to develop the project alongside their sub-contractors Paktronic and Smiths Electrical. We are currently on track to meet the programme of start of works in the Summer.

1.5 RAINFALL FIGURES



GARY HOWE, PROJECT MANAGER
MEL NEALE, PROJECT MANAGER

OPERATIONS REPORT

For the period October 2024 to December 2024

1. MAINTENANCE WORK

1.1 General maintenance

The programme of drain maintenance has gone to plan and has been completed on schedule.

Over the next few weeks, works will be undertaken on bushing where growth is impeding access. The network will also be closely monitored with regular work carried out to check structures and keep grids and culverts clear.

1.2 Maintenance – Gaywood River catchment

This year maintenance downstream of the old rail line has been completed as usual.

Upstream of the old rail line, we usually undertake maintenance to remove in-stream growth such as foals water cress as a preventative measure to avoid blockages in the winter as it breaks down and moves. With growing interest and opinions on our management, we chose this year to leave the vegetation in place. The purpose being practically test our concerns and those of others that have been shared on social media.

Following heavy rainfall during storm Darragh, the Operations Manager received calls reporting three blocked culverts. Large amounts of foals watercress at the top end of the river had broken away and accumulated at the culverts. We were prepared to respond, so were able catch these early and remove the blockages before they had a chance to compact tight. Our experience is foals watercress blockages if left can become a large very compact mass which is difficult to remove.

Below are a few pictures showing the cress and its removal.





This is a reminder that our balance between managing flood risk and in-stream vegetation and habitats is not straightforward. Some vegetation such as foals watercress does not breakdown quickly and its mass movement is a risk we need to consider.

2. Gaywood River Catchment Study

The blockages and reactive maintenance outlined in 1.2 illustrates the need for changes in our approach and management of the Gaywood River to be carefully considered and evidence based.

The Gaywood River Catchment Study, as previously reported, will provide a technical base for identifying options for enhancing habitats in balance with managing flood risk. With the contributions now confirmed we have been working with Atkins on the contract and programme of delivery. The work is due to start in mid-January with completion and final reporting in early June. The key tasks are outlined below.

Task 1 – Information gathering	Compilation of data and information on current maintenance, flooding patterns and mechanisms, stakeholder context and interests.
Task 2 – Review and test of flood model	Assessment of hydraulic performance and function of network and production of technical note. To continue through tasks 3 & 4.
Task 3 – Environmental Audit	Includes walkover and production of catchment characterisation maps.
Task 4 – Conceptual understanding	Concludes our understanding of the project drivers, key flooding issues and catchment hydrological units to support our options development phase.
Task 5 – Option identification	Development of long list of measures that manage flood risk and act to enhance and restore habitats at a range of catchment scales.
Task 6 – Issue of project report (Storybook format)	Synthesis of Phase 1 outputs leading to short list of options with specific risks and next steps identified.

3. PSCA WORK

Works carried out this calendar year for the Agency have all been completed and plans are ongoing preparing the schedule of work for next year.

ROB TAYLOR
OPERATIONS MANAGER
DECEMBER 2024

TOM HUNTER
AREA MANAGER

ENVIRONMENTAL REPORT

For the period 26 October 2024 to 20 December 2024

1. INFORMATION FOR THE BOARD

1.1. 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 19th – 20th 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 beavers 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. KLIDB STANDARD MAINTENANCE OPERATIONS AUDITS

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

The drains audited include the Wingland Sluice (Arterial) drain (DRN038G0101) which was surveyed on 29 November 2024 and the Heacham Main drain (DRN127G0101), surveyed on the 05 December 2024. Audit reports were completed for each drain, including an overall maintenance score and recommendations, and issued to the KLIDB Operations Manager.

2. BIODIVERSITY ACTION PLAN - UPDATE

2.1. MINK

2.1.1 KINGS LYNN TRAPPING EFFORT

No mink were caught during this period. 8 traps continue to work in the KLIDB area, managed by landowners or WMA staff. No mink were caught during this period.

2.2. KLIDB BIODIVERSITY ACTION PLAN (BAP) – PROGRESS REVIEW 2024-2025

The Biodiversity Action Plan for the KLIDB 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
29/11/24	EB, DP	Maintenance	Wingland Sluice	Site visit to undertake an SMO audit on the Wingland Sluice (Arterial) drain to assess the maintenance against the standards set out in the SMO.
05/12/24	CH, DP	Maintenance	Heacham Main	Site visit to undertake an SMO audit on the Heacham Main drain to assess the maintenance against the standards set out in the SMO.

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

Nothing to report within this period.

5. TRAINING AND MEETINGS ATTENDED:

Date Applied	Meeting / Training Attended	Brief Description
19/11/24 - 20/11/24	Natural England Beaver Training Course	As above.
03/12/24	NBIS Steering Group Meeting	Meeting to discuss Norfolk Biodiversity Information Service updates or changes to agreement members and general questions to NBIS/future planning.

Date Applied	Meeting / Training Attended	Brief Description
11/12/24	ISO 14001/9001 Internal Audit Team Meeting	Meeting to discuss progress of the internal audit.

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: KLIDB BAP Progress 2024-25

ACTION		PARTNERS	DATE	2024-25 STATUS	2024-25 PROGRESS
REEDBED					
1a	Create a reed management policy.	LNRS	2026	Complete	A meeting / site visit was undertaken on the 18th January 2024 to discuss the future management of Smeeth Lode Reedbed for 2024/2025.
1b	Determine the extent and distribution of the existing reedbeds within the KLIDB district using ESRI maps and create an inventory list.	NBIS	Ongoing	Completed in 2023	In 2023, locations of existing reedbed records within the KLIDB district have been recorded in a table and map. The records were obtained from the NBIS data displayed on the KLIDB ESRI map and from area knowledge.
1c	Maintain reedbed fringe habitat on the Boards drains where applicable to do so.	LNRS	Ongoing	Ongoing Complete	SMO seeks to maintain reed fringes wherever possible and this is audited as part of the SMO. Maintenance is undertaken to the standard set out in the SMO and helps to prevent succession from reedbed. A meeting / site visit was undertaken on the 18th January 2024 to discuss the future management of Smeeth Lode Reedbed for 2024/2025.
RIVERS, CANALS AND DRAINS					
2a	Work with the planning department to review the boards culverting policy.	Planning department	2026	Completed in 2023	A meeting between the planning department and environment team was held during March 2023 to review the boards culverting policy.
2b	Identify opportunities to record species present in the 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.
3a	Work in partnership with the EA to report pollution incidents within the IDD.	EA	Ongoing	Ongoing	The Operations Manager works in partnership with the EA on reporting pollution incidents and Operations Manager reports pollution incidents within the IDD to the EA when they have arisen and vice versa.
4a	The SMO will be reviewed on a 5-year basis.		2024	Complete	The SMO was reviewed and accepted by the Board in November 2024.
4b	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	The aim is to undertake SMO audits four times a year within the KLIDB area to assess the maintenance practices against the SMO manual. The Environment Team have completed three SMO audits so far, and aim to undertake another in January/February 2025.

					SMO Audit 1: Straight Mile was audited in March 2024 SMO Audit 2: Wingland Sluice (Arterial) was audited in December 2024 SMO Audit 3: Heacham Main drain was audited in December 2024.
4c	Review maintenance plan for the Gaywood River.	EA, NRT	2024/25	Ongoing	The model of the Gaywood River with a view to reviewing future maintenance is currently being undertaken by AtkinsRéalis. The KLIDB SMO document will be updated in line with the findings of the consultant's report.

BARN OWL AND KESTREL

5a	Continue to monitor nest boxes within the KLIDB area.	WCP	Ongoing	Complete	The WCP undertook the nest box monitoring surveys in 2024.
5c	Adhere to SMO guidelines regarding Barn Owl and Kestrel.		Ongoing	Complete	Consistent with SMO and reviewed through regular SMO auditing. See Action 4b for details of audits undertaken.

HOUSE MARTINS, SWALLOWS AND SWIFTS

6a	Determine the extent and distribution of the existing populations at the Board's pumping stations and on key drains using ESRI maps and create an inventory list.	NBIS	Ongoing	Completed in 2023	In 2023, locations of existing House Martin, Swallow and Swift records within the KLIDB district have been recorded. The KLIDB ESRI maps do not display NBIS data of House Martin, Swallow and Swift records and therefore the recorded information was taken from the NBN Atlas.
6b	Create a number of artificial nesting habitats where opportunities arise for House martins, Swallows and Swifts at pumping stations.		2028	Complete Complete	The team has liaised with a local House martins, Swallows and Swifts expert on the types of artificial nesting habitats we could create and install. A site visit at Middleton Stop was undertaken with Environment Officers and the local expert in February 2024. Environment Officers contacted Peak Boxes, a specialist bird box company based in the Peak District. An initial site visit to Middleton Stop was undertaken on 8th March 2024 with Peak Boxes to determine the ideal size and location for a House Martin tower and the tower was subsequently installed in May 2024.

TREE SPARROW

7a	Determine the extent and distribution of the existing populations at the Board's pumping stations and on key drains using ESRI maps and create an inventory list.	NBIS	Ongoing	Completed in 2023	In 2023, locations of existing populations of Tree Sparrow records within the KLIDB district have been recorded in a table and map. The records were obtained from the NBIS data displayed on the KLIDB ESRI map and from area knowledge.
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EUROPEAN EEL					
8a	Work in Partnership with the Environment Agency to assess the current status of eel populations at pumping stations within the Board's area.	EA	Ongoing	Completed in 2023	In 2023, Eel eDNA testing was undertaken by the KLIDB as part of the Crabbs Abbey Pumping Station Review. Five tests were undertaken on drains around the Crabbs Abbey catchment.
9a	Undertake eDNA water sampling at pumping stations for fish, including Eel (As part of pumping station replacement).	EA	Ongoing	Completed in 2023	In 2023, Eel eDNA testing was undertaken by the KLIDB as part of the Crabbs Abbey Pumping Station Review. Five tests were undertaken on drains around the Crabbs Abbey catchment.
BATS					
10a	Determine the extent and distribution of the existing populations at the Board's pumping stations and on key drains using ESRI maps and create an inventory list.	NBIS	Ongoing	Completed in 2023	In 2023, locations of existing populations of Bat records within the KLIDB district have been recorded in a table and map. The records were obtained from the NBIS data displayed on the KLIDB ESRI map.
10c	Survey and monitor bat presence around IDD as part of the BTO Norfolk Bat Survey.	BTO	Ongoing	Complete	A survey of the 4 existing bat boxes located around the KLIDD was undertaken in 2024 to monitor the use of the boxes. Boxes were cleaned of cobwebs and dust to encourage future use.
10d	Ensure 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 apart of the CIEEM Early Careers Training Programme.
EUROPEAN OTTER					
12a	Investigate the potential to undertake bridge surveys at sites within the KLIDB district.		Ongoing	Complete	The first Annual Otter Survey was undertaken across the KLIDD across 3 days in 2024: 6 th March, 5 th June, 26 th June. The purpose of this initial survey was to identify suitable survey sites for future surveys. A full report of the 2024 survey findings has been produced with recommendations for the 2025 surveys.
EUROPEAN WATER VOLE					
13a	Maintain 10 remoti traps within the IDB district.	WLRT	Yearly	Complete	The KLIDB have 8 mink rafts with remotis deployed across the catchment.
13b	Continue to contribute funding to the Water Life Recovery Trust (WLRT).	WLRT	Yearly	Complete	KLIDB contributed £2500 toward the WLRT 2024 -2025: https://www.waterliferecoverytrust.org.uk/

					The KLIDB have 8 mink rafts deployed across the catchment.
13c	Continue to work with the WLRT project on mink eradication.	WLRT	Yearly	Ongoing	Water Life Recovery Trust steering group meeting attended 3 times per year by Environmental Manager. The KLIDB have 8 mink rafts deployed across the catchment. No mink have been caught by the KLIDB for the WLRE project so far since 1st January 2024 by the KLIDB.
15a	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.		Yearly	Complete	The aim is to undertake SMO audits four times a year within the KLIDB area to assess the maintenance practices against the SMO manual. The Environment Team have completed three SMO audits so far, and aim to undertake another in January/February 2025. SMO Audit 1: Straight Mile was audited in March 2024 SMO Audit 2: Wingland Sluice (Arterial) was audited in December 2024 SMO Audit 3: Heacham Main drain was audited in December 2024.
ADDER, COMMON LIZARD AND GRASS SNAKE					
17a	Determine the extent and distribution of the existing populations at the Board's pumping stations and on key drains using ESRI maps and create an inventory list.	NBIS	Ongoing	Completed in 2023	In 2023, locations of existing populations of Adder, Common Lizard and Grass Snake records within the KLIDB district have been recorded in a table and map. The records were obtained from the NBIS data displayed on the KLIDB ESRI.
17b	Find potential sites / drains in the IDB area where reptile mats can be laid as a surveying exercise.		Ongoing	Ongoing	A total of 20 reptile mats were deployed in May 2024 along the Middleton Stop Reservoir bank and surveyed between May to July. Evidence of grass snake was found during the surveys. Surveys will continue in 2025.
17c	Grass snakes - 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 Middleton Stop in 2025.
NON-NATIVE INVASIVE SPECIES					
18a	Continue partnership with the NBIS to receive up to date records of Invasives within the local area.	NBIS	Ongoing	Ongoing	Partnership established and regular updated records received.

18c	Continue to contribute to and work in partnership with the Norfolk Non-Native Species Initiative.	NNNSI	Ongoing	Ongoing	Ongoing work with the partnership, attending meetings with the partnership. KLIDB continue contributing £2000 to the NNNSI annually and during 2024-2025.
18e	Maintain records for all species of concern using the 'iRecord' / ESRI app.	NNNSI, Staff, Contractors	Ongoing	Ongoing	Two tablets were purchased for the Environment Team to be used in the field to record surveys and species. A shared IDB iRecord app is active and used by IDB officers to record and report INNS.
18f	Prevent the spread of Non-Native Invasive Species by regularly reviewing and ensuring robust biosecurity measures are being maintained across the Board.	Staff, Contractors	Ongoing	Ongoing	The KLIDB bought a pressure washer which is used after machinery or equipment has been to a site with a known non-native invasive species.
19a	Continue to work in partnership with Mink control/eradication groups.	WLRT	Ongoing	Ongoing	The Environment team continue to have ongoing work with the Water Life Recovery Trust steering group partnership, attending meetings with the partnership.
19b	Maintain 10 IDB traps within the catchment.	WLRT	Ongoing	Ongoing	The KLIDB have 8 mink rafts with remotis deployed across the catchment.

Sustainable Development Report

1. REPORTING PERIOD

This planning report covers the reporting period 24 October to 18 December 2024.

2. CONSENT APPLICATIONS

There are currently 38 consent applications being processed by the Board's officers. The current breakdown of cases is shown in tables below, showing the most common types of application received by the Board and their status at the time of writing.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	14
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	12
Byelaw 6 (B6) – Diversion of flows	1
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	10
Total:	38

<i>Application Status</i>	<i>Total</i>
Awaiting further information from the applicant:	13
Awaiting applicant's acceptance of conditions:	3
Being processed by officers:	20
To be determined by the Board in this report:	2
Total:	38

As is highlighted by the table above there are 2 applications requiring consideration by the Board in this report. These are presented in section 3 overleaf.

- 24_29787_C: Byelaw 10 application at Park Crescent, Wiggshall
- 24_29839_C: Byelaw 10 application at Church Road, Clenchwarton

3. ITEMS REQUIRING THE BOARD'S CONSIDERATION

3.1. 24_29787_C: Byelaw 10 application at Park Crescent, Wigganham

An application has been received to retain an outbuilding set upon a solid concrete raft foundation, 2 metres from the brink of Cemetery Drain (DRN018P0102). The application is required to be determined by the Board as per the Board's Scheme of Delegation.

The Board's Operations Manager has confirmed that the proposed works would not negatively impact the Board's ability to carry out its operations. Due to the existing restriction posed on the Board's access by the long standing residential dwellings and gardens, the Board's Operations Team maintain the watercourse from the opposite bank of the watercourse.

Officer Recommendation: Officers recommend approving the works, subject to the applicant agreeing to the Board's standard conditions and entering into the Board's standard Deed of Indemnity.



Figure 1: Location plan (top) and photo of the outbuilding taken by officers (bottom).

3.2. 24_29839_C: Byelaw 10 application at Church Road, Clenchwarton

An application has been received to retain a replacement garden room (outbuilding) approximately 8 metres from the brink of Willow Farm Drain (DRN140G0701). The application is required to be determined by the Board as per the Board's Scheme of Delegation.

The replacement building has been built further from the watercourse than the previous building and the Board's Operations Manager has confirmed that the proposed works would not negatively impact the Board's ability to carry out its operations.

Officer Recommendation: Officers recommend approving the works, subject to the applicant agreeing to the Board's standard conditions.



Figure 2: Location plan (left) and site plan (right) showing replacement building.

3.3. 24_30225_Q: Re-designation of 500m of Catchwater Creek

Officers have been engaging with potential plans adjacent to Catchwater Creek, Wolferton. Throughout these discussions it became evident that the Board has not historically maintained the uppermost section (500m) of catchwater creek as shown in figure 4. Officers are therefore recommending that this section of watercourse is removed from the Board's arterial watercourse map.

Officer Recommendation: Officers recommend that the section of watercourse highlighted in red in figure 3 is removed from the Board's arterial watercourse map.

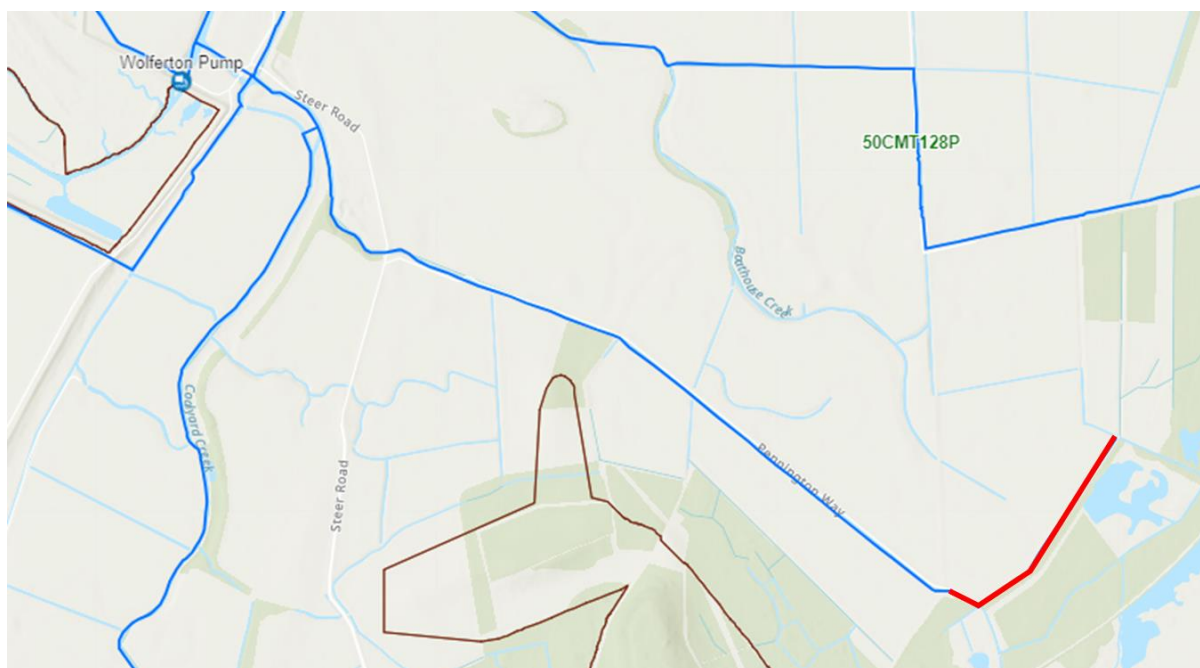


Figure 3: Watercourse proposed to be removed from the arterial watercourse map shown highlighted red. Remaining arterial watercourse network highlighted blue.

4. CONSENTS DETERMINED

During this short reporting period, the following 6 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority. These determined consents are listed in more detail in the table below.

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
23_24310_C	Byelaw 3 Surface Water	Station Road, Terrington St John	Discharge of surface water from 1650m ²	Amendment Granted
24_27272_C	Byelaw 3 Surface Water	Edward Benefer Way, South Wootton	Temporary discharge to enable construction	Granted
24_27617_C	Byelaw 10	St Martin's Road, Wisbech	Bank reinforcement and tree planting	Granted
24_29594_C 24_29595_C	Section 23, LDA 1991	Walpole Bank, Walpole	Service Crossings (Open Cut Installations)	Granted
24_29910_C	Byelaw 10	Oldmedow Road. King's Lynn	Service Crossing (Open Cut Installation)	Granted

5. PLANNING COMMENTS

Officers have provided comments on 38 applications that are either in or could impact on the Boards Internal Drainage District. 6 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
22/01357/DISC_D	Walpole	Walpole Bank	Solar Development
23/02164/DISC_A	King's Lynn	Lynn Road	Commercial Development
24/02000/F	King's Lynn	Bergen Way	Commercial Development
24/01815/RMM	Walsoken	Grassgate Lane	Commercial Development
16/02231/DISC_G	South Wootton	Grimston Road	Residential Development (600 Dwellings)
23/01775/RMM	Terrington St. Clement	Northgate Way	Residential Development (76 Dwellings)

6. FEES

There have been 2 surface water development contribution fees paid during the reporting period. These fees are detailed below;

Case ref(s)	Date invoiced	Amount (no VAT)	Date Paid
24_27916_C	22.10.2024	£415.80	18.11.2024
24_27856_C	23.10.2024	£244.57	21.11.2024

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CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
DECEMBER 2024

KING'S LYNN 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</u> <u>This Period</u>
AC0001	ACE Ltd	Repairs	5,304.00
AD0102	ADC (East Anglia) Ltd	Hire of Machinery	1,800.00
AI0001	AIM Electrical Services Ltd	Weedscreen Repairs	1,329.68
AN0101	Anglian Water DD	Water Charges	155.30
AR0001	Allstar Arval	Fuel	3,876.63
AS0120	Richard Askew Agricultural Supplies	Small Tools/Consumables	947.87
BE0001	Bedford Pumps Ltd	Capital Works	575,369.22
BE0003	Ben Burgess King's Lynn	Parts/Services	2,325.98
BO0001	Borough Council of King's Lynn & West Nor	Pierrepoint Depot Rates	990.00
BO0240	BOC Ltd	Cylinder Rental	531.86
BR0002	Broads IDB	Labour	720.00
BR0007	Breheny Civil Engineering Ltd	Capital Works	352,938.76
BU0285	Burley Fluid & Air Ltd	Hydraulic Hose & Oil	415.70
CA0002	Cavell & Lind Ltd	Medical Assessment	1,076.00
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	5,040.00
CR0380	King's Lynn Auto Electrical Ltd	Electrical Parts	291.46
CR0398	Cruso & Wilkin	Professional Fees	600.00
DI0002	Diverse Contracting Services Ltd	PS Repairs	798.00
DJ0001	DJL Electrical and Air Conditioning	Repairs	108.00
DO0005	Ernest Doe & Sons Ltd	Repairs/Parts	1,645.87
DV0001	DVLA	Vehicle Tax	670.00
EN0001	Environment Agency Precept	Precept	93,539.92
EON001	E.ON	PS Electricity	94.16
FI0620	Finning (UK) Ltd	Repairs/Service Management Agreeemer	4,400.40
FR0001	Franklin Industrial Supplies Ltd	Small Tools/Consumables	717.72
FR0004	Fram Farmers Ltd	PS Electricity	124,672.78
GO0002	Golden Tree Surgeons Ltd	Tree Works	600.00
HA0810	Hayley Group plc	Engineering Supplies	1,270.62
HM0001	Hitachi Construction Machinery Ltd	Parts/Services	2,208.00
IN0001	Inland Revenue	PAYE & NIC	42,811.87
IR0001	Ireland's Farm Machinery Ltd	Plant Parts	661.12
JO1060	A T Johnson	Parts	381.03
KL0001	King's Lynn Engine Centre	MOT	40.00
LA0002	Lawn Boy Farm Services	Service/Repairs	714.53
LE0001	HSBC Invoice Finance (UK) Ltd	Telemetry Add Ons	2,241.60
MA0001	Marshall Ford DD	Ford Lease	2,108.58
MA0003	Magpie Security Services Ltd	Key Safe	61.20

KING'S LYNN 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>
MA0006	Marshall Motor Group Ltd KL	Services	1,290.39
MA0008	B W Mack (Machinery) Ltd	Plant Parts/Services	22,685.30
MA1310	Mastenbroek Ltd	Parts/Repairs	1,320.00
NO0001	Norfolk Pension Fund	Pension Contributions	43,707.02
NO0004	Norfolk County Council	BAP Charges	5,615.23
NO0014	Norfolk Rivers IDB	BAP Costs - SLA Data Agreement	2,309.08
PBA001	Stantec UK Limited	Capital Works	73,856.45
RW0001	R W Engineering Norfolk Ltd	Weedscreen Repair	1,094.40
SA1905	Sandringham Estate	Rent	1.00
SM0003	Smiths Electrical (Boston) Ltd	Emergency Cover/Repairs	1,872.00
ST0007	Stuart Group Ltd	Recharge (Pump) Tranche Funding	92,443.80
SU0001	Survey Solutions	Topographical Survey	2,700.00
TH0002	T H White Ltd	Service Contract	1,411.20
TH2030	Thurlow Nunn Standen Ltd	Services	2,878.34
TI2050	Timber Services Ltd	Materials	21.61
TY0001	Tyres (King's Lynn) Ltd	Tyre Repairs	18.00
VJ2250	V & J Knitwear Ltd	PPE	1,279.77
VO0001	Vodafone Ltd DD	Mobile Phone	1,658.77
WA0001	Watson Petroleum	Gas Oil	34,621.56
WA2310	Water Management Alliance	Rechargeable Works	105,765.32
WE0001	Weeting Tyres Ltd	Tyres/Fittings	426.00

Please note that the amounts shown above include Vat

£1,630,433.10

From: 01 April 2024
 To: 31 December 2024

Period: 09
 Year Ending: 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 £
<u>Income:</u>							
	Occupiers Drainage Rates	529,278	529,278	0	529,278	529,278	0
1	Special Levies issued by the Board	2,432,680	2,432,680	0	2,432,680	2,432,680	0
	Grants Applied	1,125,000	561,399	-563,601	1,500,000	1,200,000	-300,000
	Tranche Funding Income Applied	0	820,150	820,150	0	2,311,497	2,311,497
	Rental Income	5,801	7,649	1,847	7,735	7,735	0
2	Highland Water Contributions	90,547	89,069	-1,478	90,547	67,759	-22,788
	Income from Rechargeable Works	2,250	318,894	316,644	3,000	318,894	315,894
	Investment Interest	183,750	177,189	-6,561	245,000	393,575	148,575
4	Other Income	401,616	634,579	232,963	498,219	763,816	265,598
	Total Income	£4,770,923	£5,570,887	£799,964	£5,306,459	£8,025,235	£2,718,776
<u>Less Expenditure:</u>							
5	Capital Works	1,820,892	436,550	1,384,342	2,427,856	1,309,198	1,118,657
	Tranche Funding Expenditure	0	820,150	-820,150	0	1,852,142	-1,852,142
6	Environment Agency Precept	187,661	187,080	581	187,661	187,080	581
7	Maintenance Works	1,724,686	1,752,882	-28,196	2,456,071	2,540,331	-84,260
	Interest Payments	272,235	272,235	0	272,235	272,235	0
8	Administration Charges	337,510	330,273	7,237	423,069	422,756	313
	Cost of Rechargeable Works	0	192,747	-192,747	0	315,894	-315,894
3	Net Deficit/(Surplus) on Operating Accounts	0	-114,459	114,459	0	0	0
	Total Expenditure	£4,342,983	£3,877,458	£465,526	£5,766,892	£6,899,637	-£1,132,745
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
9	Net Surplus/(Deficit)	£427,939	£1,693,429	£1,265,490	-£460,433	£1,125,598	£1,586,031

From: 01 April 2024
To: 31 December 2024

Period: 09
Year Ending: 31 March 2025

Notes	Balance Sheet as at 31-12-2024	Opening Balance £	Movement This Year £	Closing Balance £
10	Fixed Assets:			
	Land and Buildings	632,238	-5,979	626,259
	Plant and Equipment	1,193,388	-121,441	1,071,947
	Pumping Stations	6,248,800	-98,549	6,150,251
		8,074,426	-225,968	7,848,458
	Current Assets:			
11	Bank Account	10,651	258,030	268,681
	Stock	3,911	-1,707	2,204
12	Trade Debtors	930	114,021	114,952
13	Work in Progress	0	7,669	7,669
14	Term Deposits	6,750,000	3,000,000	9,750,000
15,16	Drainage Rates and Special Levies Due	278	21,101	21,378
17	Prepayments	0	0	0
	Prepayments to WMA	2,755	57,199	59,954
	Accrued Interest	0	0	0
	VAT Due	163,043	47,439	210,481
18	Grants Due	0	0	0
		6,931,568	3,503,752	10,435,320
	Less Current Liabilities:			
	Trade Creditors	140,012	-113,722	26,290
	Accruals	69,139	-32,618	36,521
	Payroll Controls	0	0	0
	Retentions Held	0	0	0
	Payments Received in Advance	4,095	16,015	20,111
	Loans due in less than one year	107,856	-107,856	0
		321,103	-238,181	82,922
	Net Current Assets	6,610,465	3,741,932	10,352,398
	Less Long Term Liabilities:			
26	Pension Liability/(Asset)	652,000	21,000	673,000
	Loans due in more than one year	9,306,334	0	9,306,334
		9,958,334	21,000	9,979,334
	Net Assets	£4,726,557	£3,494,964	£8,221,521
19	Reserves:			
	Earmarked			
20	General Reserve	675,980	1,693,429	2,369,409
21	Development Reserve	1,504,577	0	1,504,577
22	Capital Works Reserve	0	0	0
23	Plant Reserve	2,821,148	0	2,821,148
25	West Norfolk Inter Agency Flood Water Mgmt Reserve	50,000	0	50,000
18	Grant Reserve	0	568,601	568,601
	Grant Reserve Tranche 1 + 2	0	1,253,933	1,253,933
		5,051,705	3,515,964	8,567,669
	Non-Distributable			
24	Revaluation Reserve	326,852	0	326,852
26	Pension Reserve	-652,000	-21,000	-673,000
		-325,148	-21,000	-346,148
	Total Reserves	£4,726,557	£3,494,964	£8,221,521

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

From: 01 April 2024
To: 31 December 2024

Period: 09
Year Ending: 31 March 2025

Note Notes to the Accounts

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

	Y-T-D Budget	Y-T-D Actual
Borough of King's Lynn & West Norfolk	2,295,150	2,295,150
Fenland District Council	108,270	108,270
South Holland District Council	29,260	29,260
	2,432,680	2,432,680

- 2 The Highland Water Claim for 2024/25 is due to be paid by the Environment Agency (EA) to the Board each September, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December).

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

	Y-T-D Budget	Y-T-D Actual
Labour Operations Account	0	10,026
Mobile Plant Operations Account	0	-124,485
	0	-114,459

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. These Reports are scrutinised by the Board's Plant and Works Committee every year.

Other Income for this year is made up as follows:

	Y-T-D Budget	Y-T-D Actual
Shared Income from WMA	401,616	634,334
Summons Costs	0	0
East Wash Coastal Management CIC Administration Fee	0	0
Sundry Income	0	245
	401,616	634,579

- 5 The cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works, as managed by the Project Delivery Manager, which can be made available to members on request. This Report is also scrutinised by the Board's Plant and Works Committee every year.

- 6 The EA Precept due for 2024/25 is slightly less than we originally estimated. It is payable in two halves on 31 May 2024 and 30 November 2024.

- 7 The detailed maintenance operations in each sub catchment are 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. The summarised analysis of expenditure is as follows:

	Y-T-D Budget	Y-T-D Actual
Labour Charges	444,829	499,085
Plant Charges	294,157	397,934
Materials	9,638	4,926
Contractors	53,471	43,187
Electricity	327,495	279,541
Pumping Station Insurances	50,599	50,599
Telemetry	6,578	2,065
Heating Fuel	6,176	0
Pumping Station Depreciation	102,300	98,549
Direct Works	1,295,243	1,375,886
Technical Support Staff Costs	383,268	342,188
Other Technical Support Costs	37,925	30,794
Biodiversity Action Plan Costs	8,250	4,014
Contingency	0	0
Maintenance Works	1,724,686	1,752,882

From: 01 April 2024
To: 31 December 2024

Period: 09
Year Ending: 31 March 2025

Note Notes to the Accounts

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

	Y-T-D Budget	Y-T-D Actual
Administration Staff Costs	94,092	86,953
Other Administration Costs	204,439	212,983
Sundry Expenses	0	450
Management of Rental Contracts	0	500
Drainage Rates AV Increases/(Decreases)	30,000	18,274
Kettlewell House Depreciation	5,979	5,979
Sundry Debtors written off	0	0
Settlement Discount	3,000	5,134
	337,510	330,273

8(ii). **Consortium Charges**

	Y-T-D Budget	Y-T-D Actual
<u>Expenses</u>		
Technical Support Staff (note 7)	383,268	342,188
Other Technical Support (note 7)	37,925	30,794
Administration Staff Costs (note 8i)	94,092	86,953
Other Administration Costs (Note 8i)	204,439	212,983
Shared Income from the WMA (note 4)	-401,616	-634,334
Net Consortium Charge	318,107	38,584

- 9 The Board has planned to increase/(reduce) balances by financing expenditure from the following reserves:

	Budget
Plant Reserve	-370,000
General Reserve	-90,433
	-460,433

- 10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2024/25, which can be made available to members on request.

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
Cost				
Opening Balance b/fwd	1,183,743	2,181,274	7,417,392	10,782,410
(+) Additions	0	86,708	0	86,708
(-) Disposals	0	0	0	0
Closing Balance c/fwd	1,183,743	2,267,982	7,417,392	10,869,117
Depreciation				
Opening Balance b/fwd	551,505	987,886	1,168,592	2,707,984
(+) Depreciation Charge for year	5,979	208,148	98,549	312,676
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance c/fwd	557,484	1,196,035	1,267,141	3,020,660
Net Book Value as at 31-3-2024	632,238	1,193,388	6,248,800	8,074,426
Net Book Value as at 31-12-2024	626,259	1,071,947	6,150,251	7,848,458

From: 01 April 2024
To: 31 December 2024

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Year Ending: 31 March 2025

Note Notes to the Accounts

- 11 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:

	2023/24	2024/25
Opening Balance as at 1-4-2024 b/fwd	66,159	10,651
(+) Receipts	5,595,800	8,542,287
(-) Payments	-5,651,309	-8,284,257
(=) Closing Balance as at 31-12-2024 c/fwd	10,651	268,681

Balance on Statement as at 31-12-2024	7,377	268,681
Less: Unpresented Payments	0	0
Add: Unpresented Receipts	3,274	0
Closing Balance as at 31-12-2024 c/fwd	10,651	268,681

- 12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	93,641	3
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days (Part Paid HWC)	21,310	1
	114,952	4

>90 days	Amount	Inv. Date	Originator
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- 13 Work In Progress (WIP) is currently made up of the following jobs, which will be capitalised when complete.

Customer	Amount	Estimated Completion Date	Budget Holder
Fram Farmers	7,669	31/01/2025	Finance Officer
	7,669		

- 14 Term Deposits are currently as follows:

	Investment	Maturity	
Newcastle Building Society	500,000	15/07/2025	5.25%
Vernon Building Society	250,000	18/07/2024	17/01/2025 5.25%
Newcastle Building Society	500,000	05/09/2024	05/02/2025 4.92%
Progressive Building Society	250,000	18/10/2024	18/02/2025 4.80%
Furness Building Society	500,000	03/09/2024	03/03/2025 4.80%
Vernon Building Society	500,000	05/06/2024	05/03/2025 5.10%
Progressive Building Society	750,000	06/12/2024	06/03/2025 4.80%
Melton Mowbray Building Society	1,000,000	17/09/2024	17/03/2025 4.90%
Furness Building Society	500,000	18/09/2024	18/03/2025 4.80%
Principality Building Society	500,000	07/10/2024	07/04/2025 4.65%
Cambridge Building Society	500,000	08/10/2024	08/04/2025 4.80%
Nottingham Building Society	1,000,000	04/11/2024	06/05/2025 4.68%
Vernon Building Society	250,000	14/10/2024	14/05/2025 4.90%
Saffron Building Society	500,000	20/11/2024	20/05/2025 4.65%
Principality Building Society	500,000	05/11/2024	05/06/2025 4.58%
National Counties Building Society	500,000	11/11/2024	11/06/2025 4.60%
Saffron Building Society	250,000	19/12/2024	19/06/2025 4.65%
Cambridge Building Society	500,000	20/12/2024	20/06/2025 4.60%
National Counties Building Society	500,000	28/11/2024	30/06/2025 4.60%
	9,750,000		

From: 01 April 2024
To: 31 December 2024

Period: 09
Year Ending: 31 March 2025

Note Notes to the Accounts

15 Special Levies are paid by Constituent Councils in two halves on 1 May and 1 November.

16 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 190 Ratepayers that have not paid their Drainage Rates for 2024/25, as compared to 172 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2023/24	2024/25
Arrears b/fwd	282	278
Drainage Rates for the year	497,764	510,974
Special Levies for the year	2,294,660	2,432,696
Payments Received	-2,792,235	-2,938,591
Settlement Discount	-4,820	-5,134
Returned/(Represented) amounts	0	574
Value /(Decreases)	-7,615	-3,851
Value Increases	4,857	1,369
New Assessments	2,745	2,482
Irrecoverables and write offs	-17,764	6
The East Coastal Management CIC	20,568	20,529
Summons collection costs	1,800	0
Special Levy Adjustment	0	-16
Drainage Rate Adjustment	-235	24
Paid Refunds	272	39
Rates tidy up after year end	0	0
Arrears c/fwd	278	21,378

17 There are no prepayments.

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

	2023/24	2024/25
	0	568,601
	0	568,601
Grants Reserve b/fwd at 01.04.2024		0
Add: Grants Received		1,130,000
Less: Grants Due		0
Less: Grants Applied		-561,399
Grant Reserve c/fwd at 31.12.2024		568,601

19 The Reserves are managed in accordance with the Balances and Earmarked Reserves Policy, as approved by the Board on 15 January 2021. This policy is available for viewing on the Board's website.

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

	2023/24	2024/25
Opening Balance, as at 1 April b/fwd	1,189,664	675,980
Net Surplus/(Deficit) for the year	-391,817	1,693,429
Net transfer (to)/from Development Reserve	-221,867	0
Net transfer (to)/from Capital Works Reserve	100,000	0
Net transfer (to)/from Plant Reserve	0	0
Revaluation Reserve adjustment	0	0
Closing Balance c/fwd	675,980	2,369,409

From: 01 April 2024
To: 31 December 2024

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Note Notes to the Accounts

- 21 Movements on the Development Reserve are made up as follows:

	2023/24	2024/25
Opening Balance, as at 1 April b/fwd	1,282,710	1,504,577
Net contributions transferred from General Reserve	221,867	0
Closing Balance c/fwd	1,504,577	1,504,577

- 22 Movements on the Capital Works Reserve are made up as follows:

The Capital Works Reserve largely represents the committed cost of capital schemes that the Board has approved in previous years, where suppliers have not actually invoiced for work, due to slippage in the programme or other issues with the contract:

	2023/24	Gen. Reserve	2024/25
	0	0	0
	0	0	0

- 23 The Fixed Plant Reserve and Mobile Plant Reserve have been merged into a single Plant Reserve, as at 31 March 2014:

	2024/25
Fixed Plant Reserve	2,021,148
Mobile Plant Reserve	800,000
Plant Reserve	2,821,148

- 24 Movements on the Revaluation Reserve are made up as follows:

	2024/25
Opening Balance, as at 1 April b/fwd	326,852
Less:	
Pumping Station & Kettlewell House Depreciation	0
Closing Balance c/fwd	326,852

- 25 The West Norfolk Inter Agency flood & Water Mgmt Group Reserve comprises of:

	2024/25
Opening Balance, as at 1 April b/fwd	50,000
BCKLWN Contribution - £25,000	
Kings Lynn IDB Contribution - £25,000	
Closing Balance c/fwd	50,000

From: 01 April 2024
To: 31 December 2024

Period: 09
Year Ending: 31 March 2025

Note Notes to the Accounts

26 Pension Liability

- (i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (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 notional pension liability/asset is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 19 January 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 paid Anglia Farmers Ltd £0.00 up to 31 December 2024
- (ii) Board member Mr J Askew is related to Mr R Askew, Director of Richard Askew Agricultural Supplies Ltd, which is one of the Board's suppliers. The Board paid Askew Agricultural Supplies Ltd £4,496.70 up to 31 December 2024
- (iii) Mr Harvey Howe is employed by the Board as Works Supervisor. The Board's Project Manager is related to Harvey Howe.
- (iv) 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 01 April 2024.
- (v) The Board is a member of the Water Management Alliance Consortium, who provide administrative and technical support services to the Board. The Board has 2 representatives and a substitute who serve on the Consortium Management Committee, that include the Chairman of the Board. The Chairman receives £3,500.00 Chairmans Allowance for his duties annually. This allowance is paid monthly via WMA payroll.

Recommended Actions:

1. To approve the Financial Report for the period ending 31-12-2024.

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

KING'S LYNN INTERNAL DRAINAGE BOARD
ROLLING 5-YEAR INDICATIVE CAPITAL PROGRAMME

[Interactive Google Map Link](#)

SCH NO	PROJECT TITLE	PROBABLE 2024/25 £	ESTIMATE 2024/25 £	ESTIMATE 2025/26 £	ESTIMATE 2026/27 £	ESTIMATE 2027/28 £	ESTIMATE 2028/29 £	ESTIMATE 2029/30 £
42	Islington FRMS	4,453	0	0	0	0	0	0
44	Minor Capital Works Programme (*Note 1)	100,000	120,000	0	100,000	50,000	100,000	100,000
46	New Offices (land purchase and build)	1,694	0	0	0	0	0	0
48	Pierrepoint PS - M&E upgrades	16,432	0	0	0	0	0	0
49	Magdalen Fen & Crabbs Abbey FRMS (*Note 2)	1,200,000	1,500,000	2,000,000	477,000	0	0	0
50	North Wootton Pump Replacement	0	0	0	100,000	450,000	50,000	0
52	Greenbank Pump Replacement (*Note 3)	850,000	500,000	900,000	75,000	0	0	0
53	Eau Brink Pump Replacement	0	0	0	500,000	600,000	40,000	0
55	West Drove North Culvert (*Note 4)	450,000	200,000	0	0	0	0	0
56	Culvert Lining (*Note 5)	430,906	0	0	0	0	0	0
	PWLB Loan Repayments	380,091	380,091	380,091	380,091	380,091	380,091	380,091
	GROSS COST OF CAPITAL PROGRAMME	3,433,576	2,700,091	3,280,091	1,632,091	1,480,091	570,091	480,091
	(-) CAPITAL FINANCING (Flood Defence Grant in Aid)							
49	Magdalen Fen & Crabbs Abbey FRMS	1,200,000	1,500,000	2,000,000	477,000	0	0	0
	(-) CAPITAL FINANCING (Tranche 1 + 2)							
52	Greenbank Pump Replacement	971,236	0	0	0	0	0	0
55	West Drove North Culvert	450,000	0	0	0	0	0	0
56	Culvert Lining	430,906	0	0	0	0	0	0
	(-) CAPITAL FINANCING	3,052,142	1,500,000	2,000,000	477,000	0	0	0
	(=) NET REVENUE CONTRIBUTION TO CAPITAL OUTLAY	£381,434	£1,200,091	£1,280,091	£1,155,091	£1,480,091	£570,091	£480,091

(*) Notes:

- 1) The Minor Works Programme has no budgeted spend for 2025/26 due to staff resource focussing on SCH49 and SCH52. The reduction in 2027/28 is to accommodate the additional spend within SCH53 combining all works at Eau Brink.
- 2) Magdalen Fen Strategy outline Business Case (OBC) has been approved at £3,677,000 GiA. This project includes a full M&E replacement to Crabbs Abbey and Waltham Farm PSs, and a new flap valve at Magdalen Bridge outfall.
- 3) Greenbank - We have secured £971,236 of funding within the £75m Tranche 2 allocation.
- 4) West Drove North - Work began on 30th September 2024 and is due for completion by December 2024. We have secured £450,000 of funding within the £75m Tranche 1 allocation.
- 5) Culvert Lining - We have secured £430,906 of funding within the £75m Tranche 2 allocation. This work is being scoped for completion prior to 31st March 2025.

K NASH
PROJECT DELIVERY MANAGER

KINGS LYNN INTERNAL DRAINAGE BOARD - MAINTENANCE WORKS COSTED PROGRAMME FOR 2025/26

DrainID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN	Start Date	MACHINE OR HAND WORK	BUDGET (ALLOCATION)
							2025/26
Wiggenhall St German Catchment							
DRN015G0101	Middle Level Soak dyke	HIGH	Annual	2,798	July-Nov	Machine	1,884.99
DRN015G0103	No. 2 Drain	MEDIUM	Annual	1,540	July-Nov	Machine	1,037.48
DRN015G0104	No. 3 Drain	MEDIUM	Annual	1,164	July-Nov	Machine	784.18
				5,502			£3,706.65
Fitton Road Area							
DRN016G0101	Laural Farm Delph	HIGH	Annual	2,422	July-Nov	Machine	1,866.48
DRN016G0103	Gulphers Stream (King's Fleet)	MEDIUM	Annual	761	July-Nov	Machine	586.45
DRN016G0104	Rosier Marsh (King's Fleet)	MEDIUM	Annual	1,454	July-Nov	Machine	1,120.50
DRN016G0105	Rosier Marsh (King's Fleet)	MEDIUM	Annual	799	July-Nov	Machine	615.74
DRN016G0106	Falkenham Delph 1	MEDIUM	Annual	383	July-Nov	Machine	295.15
DRN016G0107	Falkenham Delph 2 / Kirton Drain	MEDIUM	Annual	501	July-Nov	Machine	386.09
				6,320			£4,870.42
Waltham Farm							
DRN017P0101	Waltham Drain	MEDIUM	Annual	2,218	July-Nov	Machine	3,119.80
DRN017P0102	Short Fen Drain	MEDIUM	Annual	2,510	July-Nov	Machine	3,530.53
				4,728			£6,650.33
Mary Magdalen							
DRN018P0101	Mill Drain	HIGH	Annual	1,784	July-Nov	Machine	2,040.44
DRN018P0102	Cemetery Drain	HIGH	Annual	1,103	July-Nov	Machine	1,261.55
DRN018P0103	Church Meadow Drain	MEDIUM	Annual	1,042	July-Nov	Machine	1,191.78
DRN018P0104	Foldgate Lane	MEDIUM	Annual	526	July-Nov	Machine	601.61
				4,455			£5,095.38
Magdalen							
DRN019P0101	Main Pump Drain (Arterial)	HIGH	Annual	3,299	July-Nov	Machine	5,057.70
DRN019P0104	Chancellor Dyke	HIGH	Annual	793	July-Nov	Machine	1,215.75
DRN019P0201	New Drain	HIGH	Annual	2,093	July-Nov	Machine	3,208.78
DRN019P0202	North Hook Drain	MEDIUM	Annual	682	July-Nov	Machine	1,045.57
DRN019P0301	West Hook Drain (Arterial)	HIGH	Annual	3,376	July-Nov	Machine	5,175.75
DRN019P0401	New Common Drove Drain	MEDIUM	Annual	1,073	July-Nov	Machine	1,645.02
DRN019P0501	Bent Drain (Arterial)	HIGH	Annual	2,176	July-Nov	Machine	3,336.03
DRN019P0502	New Drove Drain (Arterial)	HIGH	Annual	2,447	July-Nov	Machine	3,751.50
DRN019P0504	Split of Common Drove Drain EP0503	MEDIUM	Annual	846	July-Nov	Machine	1,297.00
				16,785			£25,733.10
Lighthouse							
DRN037G0101	Lighthouse Drain (Arterial)	HIGH	Annual	6,390	July-Nov	Machine	5,637.87
DRN037G0107	1871 Bank	MEDIUM	Annual	1,319	July-Nov	Machine	1,163.75
DRN037G0108	Symington's Cross	MEDIUM	Annual	2,660	July-Nov	Machine	2,346.91
DRN037G0111	1925 Bank	MEDIUM	Annual	935	July-Nov	Machine	824.95
DRN037G0112	1869 Bank	MEDIUM	Annual	899	July-Nov	Machine	793.18
DRN037G0113	Fern House.	MEDIUM	Annual	315	July-Nov	Machine	277.92
DRN037G0201	1951 Bank (Arterial)	HIGH	Annual	10,137	July-Nov	Machine	8,943.84
DRN037G0206	1926 Soke Dike drain (Arterial)	HIGH	Annual	3,299	July-Nov	Machine	2,910.70
				25,954			£22,899.12
Main Sluice							
DRN038G0101	Wingland Sluice (Arterial)	HIGH	Annual	2,382	July-Nov	Machine	3,723.20
DRN038G0104	Pratts Cross	MEDIUM	Annual	2,254	July-Nov	Machine	3,523.13
DRN038G0105	Pratts Cross	MEDIUM	Annual	800	July-Nov	Machine	1,250.44
DRN038G0106	Bass's Cross	MEDIUM	Annual	796	July-Nov	Machine	1,244.19
DRN038G0109	1910 Bank (east)	MEDIUM	Annual	1,498	July-Nov	Machine	2,341.46
DRN038G0110	1910 Bank (west)	MEDIUM	Annual	1,004	July-Nov	Machine	1,569.31
DRN038G0111	Wingland Sluice offshoot	MEDIUM	Annual	605	July-Nov	Machine	945.65
DRN038G0201	Cocklehole (Arterial)	HIGH	Annual	1,574	July-Nov	Machine	2,460.25
DRN038G0202	Grooves Cross	MEDIUM	Annual	1,311	July-Nov	Machine	2,049.17
DRN038G0203	Sharpes Bank (Arterial)	HIGH	Annual	3,197	July-Nov	Machine	4,997.09
DRN038G0204	Long Road North (Arterial)	HIGH	Annual	1,121	July-Nov	Machine	1,752.18
DRN038G0206	New Common Marsh	MEDIUM	Annual	1,222	July-Nov	Machine	1,910.05
DRN038G0207	Foresters Road	MEDIUM	Annual	825	July-Nov	Machine	1,289.52
DRN038G0209	Sharpes Bank offshoot	MEDIUM	Annual	262	July-Nov	Machine	409.52
DRN038G0210	Anchors	MEDIUM	Annual	2,628	July-Nov	Machine	4,107.71
DRN038G0301	Cocklehole	HIGH	Annual	341	July-Nov	Machine	533.00
DRN038G0302	Bleak House (Arterial)	HIGH	Annual	3,242	July-Nov	Machine	5,067.42
DRN038G0303	Worth's Cross (Arterial)	HIGH	Annual	595	July-Nov	Machine	930.02
DRN038G0304	Long Road North (Arterial)	HIGH	Annual	926	July-Nov	Machine	1,447.39
DRN038G0305	Cobley's Cross	MEDIUM	Annual	869	July-Nov	Machine	1,358.29
DRN038G0306	Boundary Lane	MEDIUM	Annual	1,161	July-Nov	Machine	1,814.71
DRN038G0309	Long Road South (Arterial)	HIGH	Annual	2,402	July-Nov	Machine	3,754.46
DRN038G0310	Eyres Cross	MEDIUM	Annual	188	July-Nov	Machine	293.85
DRN038G0312	Shorts Cross	MEDIUM	Annual	488	July-Nov	Machine	762.77

KINGS LYNN INTERNAL DRAINAGE BOARD - MAINTENANCE WORKS COSTED PROGRAMME FOR 2025/26

KING LYNN INTERVAL DRAINAGE BOARD - MAINTENANCE WORKS COSTED PROGRAMME FOR 2025/26							
DrainID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN	Start Date	MACHINE OR HAND WORK	BUDGET (ALLOCATION)
							2025/26
DRN038G0313	Eastlands Bank	MEDIUM	Annual	2,395	July-Nov	Machine	3,743.52
DRN038G0315	Cross Stiles Bank	MEDIUM	Annual	770	July-Nov	Machine	1,203.55
DRN038G0316	Middle Bank	MEDIUM	Annual	1,138	July-Nov	Machine	1,778.76
DRN038G0402	Bleak House Road	MEDIUM	Annual	509	July-Nov	Machine	795.60
DRN038G0403	Moores Cross	MEDIUM	Annual	815	July-Nov	Machine	1,273.89
DRN038G0404	Todkills Lane	MEDIUM	Annual	500	July-Nov	Machine	781.53
DRN038G0405	Todkills Lane	MEDIUM	Annual	449	July-Nov	Machine	701.81
DRN038G0408	Kilbons Cross	MEDIUM	Annual	451	July-Nov	Machine	704.94
				38,718			£60,518.37
Chalk Lane							
DRN039G0101	Chalk Lane	HIGH	Annual	2,174	July-Nov	Machine	4,105.82
DRN039G0103	Air Ministry	HIGH	Annual	4,360	July-Nov	Machine	8,234.29
DRN039G0106	Wingland	MEDIUM	Annual	2,178	July-Nov	Machine	4,113.37
DRN039G0201	King John	HIGH	Annual	3,368	July-Nov	Machine	6,360.80
DRN039G0202	Hillards Cross	MEDIUM	Annual	1,388	July-Nov	Machine	2,621.38
DRN039G0207	Bliss' Cross	MEDIUM	Annual	1,147	July-Nov	Machine	2,166.22
				14,615			£27,601.88
Ingleborough							
DRN040P0101	Ingleborough drain	HIGH	Annual	2,123	July-Nov	Machine	3,312.41
DRN040P0103	Smallholdings drain	MEDIUM	Annual	1,230	July-Nov	Machine	1,919.11
DRN040P0105	Smallholdings drain	HIGH	Annual	741	July-Nov	Machine	1,156.15
DRN040P0106	Smallholdings drain	HIGH	Annual	402	July-Nov	Machine	627.22
				4,496			£7,014.89
Heacham							
DRN127G0101	Heacham main	MEDIUM	Annual	2,159	July	Machine	3,848.50
DRN127G0103	Heacham main	MEDIUM	Annual	510	May & Nov	Hand	909.09
DRN127G0401	Heacham River	HIGH	Bi-Annual	7,803	Sep-Nov	Machine	13,909.15
DRN127G0402	Heacham River	HIGH	Annual	990	Sep-Nov	Machine	1,764.71
DRN127G0403	RESERVOIR	HIGH	Annual	842	Sep-Nov	Machine	1,500.90
				12,304			£21,932.35
Wolferton							
DRN128P0101	Dersingham Main	HIGH	Annual	4,278	Sep-Nov	Machine	7,006.94
DRN128P0103	Decoy	MEDIUM	Annual	512	Sep-Nov	Machine	838.61
DRN128P0104	Wallaces	HIGH	Annual	3,003	Sep-Nov	Machine	4,918.62
DRN128P0105	Hipkins	MEDIUM	Annual	1,002	Sep-Nov	Machine	1,641.18
DRN128P0107	Chapmans drain	MEDIUM	Annual	397	Sep-Nov	Machine	650.25
DRN128P0201	Lock Hill	MEDIUM	Annual	2,786	Sep-Nov	Machine	4,563.19
DRN128P0301	Boathouse Creek	HIGH	Annual	3,711	Sep-Nov	Machine	6,078.25
DRN128P0401	Catchwater Creek	MEDIUM	Annual	2,686	Sep-Nov	Machine	4,399.40
DRN128P0501	Coalyard Creek (Arterial)	HIGH	Annual	6,705	Sep-Nov	Machine	10,982.12
DRN128P0701	Soakbank (Arterial)	HIGH	Annual	5,862	Sep-Nov	Machine	9,601.37
DRN128P0801	Ingol	HIGH	Annual	6,448	Sep-Nov	Machine	10,561.18
				37,390			£61,241.10
North Wootton							
DRN129P0301	Pinchcut U/Stream	HIGH	Annual	1,925	Sep-Nov	Machine	9,904.59
DRN129P0303	Cross' High Bank drain	MEDIUM	Annual	865	Sep-Nov	Machine	4,450.63
				2,790			£14,355.22
South Wootton							
DRN131G0101	North Wootton	HIGH	Annual	1,844	July-Nov	Machine	2,171.76
DRN131G0201	North Wootton	HIGH	Annual	1,605	July-Nov	Hand	1,890.28
DRN131G0202	Rainbow Drain	HIGH	Annual	931	July-Nov	Machine	1,096.48
				4,380			£5,158.51
North Lynn							
DRN132P0101	North Lynn	HIGH	Annual	914	June & Nov	Machine	4,019.29
DRN132P0103	North Lynn	HIGH	Annual	1,961	June & Nov	Machine	8,623.44
DRN132P0104	Baldock Drain	HIGH	Annual	578	June & Nov	Machine	2,541.74
DRN132P0106	North Lynn	HIGH	Annual	1,483	June & Nov	Machine	6,521.45
DRN132P0107	Riverside North Lynn	HIGH	Annual	273	June & Nov	Machine	1,200.51
				5,209			£22,906.41
Black Drain - Bawsey Drain							
DRN133G0101	Bawsey	HIGH	Annual	3,012	July-Nov	Hand	16,536.97
DRN133G0201	Black Drain	HIGH	Annual	2,982	July-Nov	Machine	16,372.26
DRN133G0301	Reffley Reservoir PR05	HIGH	Annual	241	July-Nov	Machine	1,323.18
DRN133G0401	Seabank Rising Main	HIGH	Annual	408	July-Nov	Machine	2,240.07
				6,643			£36,472.47
Gaywood							
DRN134G0101	Gaywood River	HIGH	Annual	13,255	July-Nov	Machine	41,133.39
DRN134G0201	Roydon Straight Drain	HIGH	Annual	4,351	Sep	Machine	13,502.18
DRN134G0301	Derby Fen	MEDIUM	Annual	697	Sep	Machine	2,162.96
DRN134G0401	Watery Lane	HIGH	Annual	1,300	Sep	Machine	4,034.21
DRN134G0501	Leziate Straight - Lemons Drain	MEDIUM	Annual	1,385	Sep	Machine	4,297.98
				20,988			£65,130.71

KINGS LYNN INTERNAL DRAINAGE BOARD - MAINTENANCE WORKS COSTED PROGRAMME FOR 2025/26

DrainID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN	Start Date	MACHINE OR HAND WORK	BUDGET (ALLOCATION)
							2025/26
Middleton Pierpoint							
DRN135P0101	Middleton Stop	HIGH	Annual	11,794	July-Nov	Machine	54,543.28
DRN135P0201	Pierrepoint	HIGH	Annual	4,158	July-Nov	Machine	19,229.35
DRN135P0301	Knights Drain	HIGH	Annual	374	July-Nov	Machine	1,729.62
DRN135P0302	Knights Drain	MEDIUM	Annual	1,010	July-Nov	Machine	4,670.91
DRN135P0401	Pilkingtons	HIGH	Annual	3,619	July-Nov	Machine	16,736.66
DRN135P0405	Pilkingtons	MEDIUM	Annual	284	July-Nov	Machine	1,313.40
				21,239			£98,223.23
Middleton Level							
DRN136P0101	Lawrences	MEDIUM	Annual	462	July-Nov	Machine	2,343.18
DRN136P0201	Lawrences	MEDIUM	Annual	1,034	July-Nov	Machine	5,244.25
DRN136P0301	Lawrences	MEDIUM	Annual	1,250	July-Nov	Machine	6,339.76
DRN136P0302	Lawrences	MEDIUM	Annual	814	July-Nov	Machine	4,128.45
DRN136P0303	Hardwick Pond FSA	MEDIUM	Annual	1,331	July-Nov	Machine	6,750.58
				4,891			£24,806.21
Mill Basin							
DRN137P0101	Mill Basin	HIGH	Annual	6,656	July-Nov	Machine	23,084.48
				6,656			£23,084.48
Green Bank							
DRN138P0101	Kimberly CUT	HIGH	Annual	5,812	July-Nov	Machine	9,271.54
DRN138P0201	Rands Drain	HIGH	Annual	6,532	July-Nov	Machine	10,420.11
DRN138P0204	Ped Medow	HIGH	Annual	454	July-Nov	Machine	724.24
DRN138P0205	Emneth Drain	HIGH	Annual	2,221	July-Nov	Machine	3,543.03
DRN138P0206	Edge Bank	MEDIUM	Annual	1,479	July-Nov	Machine	2,359.36
DRN138P0207	Great Fendyke	MEDIUM	Annual	2,036	July-Nov	Machine	3,247.91
DRN138P0208	Little Fendyke	MEDIUM	Annual	1,276	July-Nov	Machine	2,035.53
DRN138P0209	Little Fendyke	MEDIUM	Annual	637	July-Nov	Machine	1,016.17
DRN138P0211	Great Fendyke	MEDIUM	Annual	183	July-Nov	Machine	291.93
DRN138P0212	Rands Drain	MEDIUM	Annual	1,578	July-Nov	Machine	2,517.29
DRN138P0214	Podile Drain	MEDIUM	Annual	402	July-Nov	Machine	641.29
DRN138P0216	Ped Medow Moyes	MEDIUM	Annual	825	July-Nov	Machine	1,316.07
DRN138P0217	Little Racy	MEDIUM	Annual	1,639	July-Nov	Machine	2,614.60
DRN138P0301	Forty Foot	HIGH	Annual	5,111	July-Nov	Machine	8,153.27
DRN138P0302	620 West Drain	MEDIUM	Annual	936	July-Nov	Machine	1,493.15
DRN138P0303	Moyes Drain	MEDIUM	Annual	3,101	July-Nov	Machine	4,946.84
DRN138P0304	Forty Foot	MEDIUM	Annual	910	July-Nov	Machine	1,451.67
DRN138P0305	Big Racy	HIGH	Annual	713	July-Nov	Machine	1,137.41
DRN138P0306	Big Racy	MEDIUM	Annual	764	July-Nov	Machine	1,218.76
DRN138P0307	Outwell Drain	HIGH	Annual	750	July-Nov	Machine	1,196.43
DRN138P0308	Outwell Drain	HIGH	Annual	1,505	July-Nov	Machine	2,400.84
DRN138P0309	Little Racy	MEDIUM	Annual	686	July-Nov	Machine	1,094.34
DRN138P0310	Little Racy	MEDIUM	Annual	940	July-Nov	Machine	1,499.53
DRN138P0312	Stow Road	HIGH	Annual	1,379	July-Nov	Machine	2,199.84
DRN138P0313	Town Drove	HIGH	Annual	944	July-Nov	Machine	1,505.91
DRN138P0314	Stow Road	MEDIUM	Annual	599	July-Nov	Machine	955.55
DRN138P0316	Angle Bridge	MEDIUM	Annual	910	July-Nov	Machine	1,451.67
DRN138P0317	Sandy Field	HIGH	Annual	1,710	July-Nov	Machine	2,727.86
DRN138P0319	Sandy Field	HIGH	Annual	1,558	July-Nov	Machine	2,485.38
DRN138P0320	620 Drain	MEDIUM	Annual	1,693	July-Nov	Machine	2,700.74
DRN138P0321	Ell Drain	MEDIUM	Annual	1,554	July-Nov	Machine	2,479.00
DRN138P0323	Walpole Drain	MEDIUM	Annual	1,567	July-Nov	Machine	2,499.74
DRN138P0401	Chancellors Drain	MEDIUM	Annual	3,126	July-Nov	Machine	4,986.72
DRN138P0403	620 Drain East	MEDIUM	Annual	2,189	July-Nov	Machine	3,491.98
DRN138P0501	Sraight Drain	HIGH	Annual	4,136	July-Nov	Machine	6,597.92
DRN138P0505	St Marys	HIGH	Annual	891	July-Nov	Machine	1,421.36
DRN138P0506	St Marys	MEDIUM	Annual	800	July-Nov	Machine	1,276.19
DRN138P0507	St Marys	MEDIUM	Annual	394	July-Nov	Machine	628.52
DRN138P0508	St Marys	MEDIUM	Annual	1,146	July-Nov	Machine	1,828.15
DRN138P0510	Avenue	HIGH	Annual	649	July-Nov	Machine	1,035.31
				65,735			£104,863.14
Billy Kerkham							
DRN139G0100	Ongar Hill Drain	MEDIUM	Annual	3,042	July-Nov	Machine	3,284.59
DRN139G0101	Crooked & Bentineck Drain	HIGH	Annual	8,733	July-Nov	Machine	9,429.43
DRN139G0105	Race Course Drain	MEDIUM	Annual	1,850	July-Nov	Machine	1,997.53
DRN139G0106	Crooked & Bentineck Drain	HIGH	Annual	4,875	July-Nov	Machine	5,263.77
DRN139G0201	Needhams Drain	HIGH	Annual	2,812	July-Nov	Machine	3,036.25
DRN139G0202	Banklands Drain	MEDIUM	Annual	1,132	July-Nov	Machine	1,222.27
				22,444			£24,233.84

KINGS LYNN INTERNAL DRAINAGE BOARD - MAINTENANCE WORKS COSTED PROGRAMME FOR 2025/26

DrainID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN	Start Date	MACHINE OR HAND WORK	BUDGET (ALLOCATION)
							2025/26
West Lynn Catchment							
DRN140G0101	West Lynn Drain	HIGH	Annual	7,719	July-Nov	Machine	8,859.46
DRN140G0102	West Lynn Drain	MEDIUM	Annual	1,854	July-Nov	Machine	2,127.92
DRN140G0201	Freebridge Drains	HIGH	Annual	471	July-Nov	Machine	540.59
DRN140G0202	Warehouse Drain	HIGH	Annual	122	July-Nov	Machine	140.03
DRN140G0203	Marsh Farm Drain	MEDIUM	Annual	707	July-Nov	Machine	811.46
DRN140G0301	Jubilee Bank	HIGH	Annual	747	July-Nov	Machine	857.37
DRN140G0302	Jubilee Bank	HIGH	Annual	281	July-Nov	Machine	322.52
DRN140G0303	School Drain	HIGH	Annual	180	July-Nov	Machine	206.59
DRN140G0401	Ferry Road Drain	HIGH	Annual	272	July-Nov	Machine	312.19
DRN140G0501	Margaretta Drain.	HIGH	Annual	1,918	July-Nov	Machine	2,201.38
DRN140G0504	Bailey Lane dyke	MEDIUM	Annual	1,504	July-Nov	Machine	1,726.21
DRN140G0505	Linford Close Drain	MEDIUM	Annual	2,827	July-Nov	Machine	3,244.68
DRN140G0510	Hall Road Drain	MEDIUM	Annual	980	July-Nov	Machine	1,124.79
DRN140G0601	Lynnford Estate Drain	HIGH	Annual	593	July-Nov	Machine	680.61
DRN140G0701	Willow Farm Drain	HIGH	Annual	1,150	July-Nov	Machine	1,319.91
DRN140G0702	Wildfields Road Drain	HIGH	Annual	1,762	July-Nov	Machine	2,022.33
DRN140G0801	New Cut Drain	HIGH	Annual	5,091	July-Nov	Machine	5,843.18
DRN140G0802	War Bank Dyke	HIGH	Annual	653	July-Nov	Machine	749.48
DRN140G0803	African Violet Drain	MEDIUM	Annual	260	July-Nov	Machine	298.41
DRN140G0805	New All Saints Drain	HIGH	Annual	2,690	July-Nov	Machine	3,087.44
DRN140G0812	Playing Field Drain	HIGH	Annual	607	July-Nov	Machine	696.68
DRN140G0813	Church Bank Drain.	HIGH	Annual	739	July-Nov	Machine	848.18
DRN140G0901	Diddles Dam	HIGH	Annual	1,764	July-Nov	Machine	2,024.63
DRN140G0902	Glebe Drain	HIGH	Annual	239	July-Nov	Machine	274.31
				35,130			£40,320.35
Cut Bridge							
DRN141G0101	Cut Bridge Drain	MEDIUM	Annual	330	Oct	Hand & Machine	1,143.69
				330			£1,143.69
Merries Farm							
DRN142G0101	Merries Farm	MEDIUM	Annual	2,114	July-Nov	Machine	1,581.56
DRN142G0103	Merries Farm	MEDIUM	Annual	1,272	July-Nov	Machine	951.63
DRN142G0104	Clifton Farm	MEDIUM	Annual	719	July-Nov	Machine	537.91
				4,105			£3,071.09
Knowles Catchment							
DRN143G0101	North Sea Bank Drain	MEDIUM	Annual	1,460	July-Nov	Machine	1,231.59
DRN143G0103	Knowles Drain	MEDIUM	Annual	1,368	July-Nov	Machine	1,153.98
				2,828			£2,385.57
Eau Brink							
DRN144P0101	Smeeth Lode Outfall	HIGH	combine with DRN145P0104				
Islington							
DRN145P0101	Goodleys Allotment	MEDIUM	Annual	673	July-Nov	Machine	1,488.80
DRN145P0102	Smeeth Lode	HIGH	Annual	11,106	July-Nov	Machine	24,568.49
DRN145P0104	Goodley Islington School dyke	MEDIUM	Annual	940	July-Nov	Machine	2,079.45
DRN145P0105	Goodley Islington school dyke	MEDIUM	Annual	276	July-Nov	Machine	610.56
DRN145P0107	Quaker Drain	MEDIUM	Annual	1,335	July-Nov	Machine	2,953.26
DRN145P0117	Harps Hall Drain	MEDIUM	Annual	571	July-Nov	Machine	1,263.16
DRN145P0124	Hungate Road Drain	HIGH	Annual	2,404	July-Nov	Machine	5,318.08
DRN145P0125	Elm Drain	HIGH	Annual	1,240	July-Nov	Machine	2,743.11
DRN145P0130	House Dyke	MEDIUM	Annual	1,028	July-Nov	Machine	2,274.12
DRN145P0133	Lakes Dyke	MEDIUM	Annual	812	July-Nov	Machine	1,796.29
DRN145P0301	Spice Hills Dyke	MEDIUM	Annual	2,283	July-Nov	Machine	5,050.41
DRN145P0401	Black Ditch Level Drain	MEDIUM	Annual	3,734	July-Nov	Machine	8,260.29
DRN145P0402	Black Ditch Level Drain	MEDIUM	Annual	1,346	July-Nov	Machine	2,977.60
DRN145P0405	Little Mill Smeeth dyke	MEDIUM	Annual	788	July-Nov	Machine	1,743.20
DRN145P0501	Five Mile Drain	HIGH	Annual	2,817	July-Nov	Machine	6,231.72
DRN145P0502	Little Mill Dyke	MEDIUM	Annual	706	July-Nov	Machine	1,561.80
DRN145P0503	Mill Road	HIGH	Annual	283	July-Nov	Machine	626.05
DRN145P0504	Ely Road	HIGH	Annual	139	July-Nov	Machine	307.49
DRN145P0601	Mrs Green dyke (middle gate)	MEDIUM	Annual	3,484	July-Nov	Machine	7,707.24
DRN145P0701	Cobblers Lane Drain	MEDIUM	Annual	5,487	July-Nov	Machine	12,138.24
DRN145P0702	A47 New Cut	MEDIUM	Annual	524	July-Nov	Machine	1,159.18
DRN145P0801	Walpole Middle Drain	HIGH	Annual	4,132	July-Nov	Machine	9,140.74
DRN145P0802	Auger dyke	HIGH	Annual	2,068	July-Nov	Machine	4,574.79
DRN145P0808	March Lane Drain	MEDIUM	Annual	820	July-Nov	Machine	1,813.99
DRN145P0809	A47 New Cut	MEDIUM	Annual	560	July-Nov	Machine	1,238.82
DRN145P0810	A47 New Cut	MEDIUM	Annual	446	July-Nov	Machine	986.63
DRN145P0811	Ratten Row	HIGH	Annual	435	July-Nov	Machine	962.30
DRN145P0901	Walpole West Drove Drain	HIGH	Annual	5,295	July-Nov	Machine	11,713.50
DRN145P0906	Mill lane	MEDIUM	Annual	1,984	July-Nov	Machine	4,388.97
DRN145P0909	Green Dyke	MEDIUM	Annual	620	July-Nov	Machine	1,371.55
DRN145P0910	St Pauls Drain	MEDIUM	Annual	1,131	July-Nov	Machine	2,501.98

KINGS LYNN INTERNAL DRAINAGE BOARD - MAINTENANCE WORKS COSTED PROGRAMME FOR 2025/26

DrainID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN	Start Date	MACHINE OR HAND WORK	BUDGET (ALLOCATION)
							2025/26
DRN145P0911	Common Road Drain	HIGH	Annual	752	July-Nov	Machine	1,663.56
DRN145P0912	Common Lane Drain	HIGH	Annual	1,359	July-Nov	Machine	3,006.36
DRN145P0913	Harfords Dyke	HIGH	Annual	3,170	July-Nov	Machine	7,012.62
DRN145P0914	Harfords Dyke	HIGH	Annual	710	July-Nov	Machine	1,570.65
DRN145P0915	A47	MEDIUM	Annual	993	July-Nov	Machine	2,196.70
DRN145P0916	Salts Road Drain	HIGH	Annual	160	July-Nov	Machine	353.95
DRN145P0921	Amis Farm Dyke	MEDIUM	Annual	1,936	July-Nov	Machine	4,282.78
DRN145P0924	Rackleys Dyke	HIGH	Annual	424	July-Nov	Machine	937.97
DRN145P0926	School Drain	HIGH	Annual	341	July-Nov	Machine	754.35
DRN145P0927	School Road Drain	HIGH	Annual	2,051	July-Nov	Machine	4,537.18
DRN145P0929	Playing Field Dyke	HIGH	Annual	262	July-Nov	Machine	579.59
DRN145P0931	School Road Drain Spur	HIGH	Annual	103	July-Nov	Machine	227.85
DRN145P0934	Rose & Crown Drain	MEDIUM	Annual	2,007	July-Nov	Machine	4,439.85
DRN145P0936	Rose & Crown Drain	MEDIUM	Annual	778	July-Nov	Machine	1,721.08
DRN145P1001	Cow Lake Drain (Long Lotts Drain)	HIGH	Annual	5,146	July-Nov	Machine	11,383.89
DRN145P1005	German Dyke	MEDIUM	Annual	432	July-Nov	Machine	955.66
DRN145P1006	Simpoles Dyke	HIGH	Annual	356	July-Nov	Machine	787.54
DRN145P1008	Knowles Drain	MEDIUM	Annual	134	July-Nov	Machine	296.43
DRN145P1009	Goodales Dyke	MEDIUM	Annual	777	July-Nov	Machine	1,718.87
DRN145P1010	Church Dyke	HIGH	Annual	325	July-Nov	Machine	718.96
DRN145P1013	Little East Field Drain	MEDIUM	Annual	1,084	July-Nov	Machine	2,398.01
DRN145P1015	Victoria Cafe Dyke	MEDIUM	Annual	553	July-Nov	Machine	1,223.34
DRN145P1017	Kooremans Drain	MEDIUM	Annual	1,267	July-Nov	Machine	2,802.83
DRN145P1019	Green Dyke	MEDIUM	Annual	2,286	July-Nov	Machine	5,057.05
DRN145P1020	Green Dyke	MEDIUM	Annual	372	July-Nov	Machine	822.93
DRN145P1024	Harps Hall Drain	MEDIUM	Annual	653	July-Nov	Machine	1,444.55
DRN145P1025	Green Dyke	MEDIUM	Annual	1,774	July-Nov	Machine	3,924.41
DRN145P1030	Kersons dyke	MEDIUM	Annual	1,015	July-Nov	Machine	2,245.36
DRN145P1101	College Drain	HIGH	Annual	4,446	July-Nov	Machine	9,835.36
DRN145P1102	Mill Drain	HIGH	Annual	2,087	July-Nov	Machine	4,616.82
DRN145P1106	Mill Drain	HIGH	Annual	525	July-Nov	Machine	1,161.40
DRN145P1109	Crofts Drain	MEDIUM	Annual	442	July-Nov	Machine	977.78
DRN145P1110	Ayres Drain	MEDIUM	Annual	469	July-Nov	Machine	1,037.51
DRN145P1112	Bottom Dyke	MEDIUM	Annual	392	July-Nov	Machine	867.18
DRN145P1116	Bypass Drain	HIGH	Annual	1,341	July-Nov	Machine	2,966.54
DRN145P1118	Chapel Drain	HIGH	Annual	822	July-Nov	Machine	1,818.41
DRN145P1122	Chapel Drain	HIGH	Annual	373	July-Nov	Machine	825.14
DRN145P1123	Green Lane Drain	HIGH	Annual	1,823	July-Nov	Machine	4,032.81
DRN145P1126	Green Lane Drain	HIGH	Annual	906	July-Nov	Machine	2,004.24
DRN145P1131	Baxters Dyke	HIGH	Annual	418	July-Nov	Machine	924.69
DRN145P1132	Baxters Dyke	HIGH	Annual	575	July-Nov	Machine	1,272.00
DRN145P1133	Red House Dyke	HIGH	Annual	942	July-Nov	Machine	2,083.88
DRN145P1135	Biggs Drain	HIGH	Annual	2,112	July-Nov	Machine	4,672.13
DRN145P1201	Sibley fields drain	MEDIUM	Annual	2,349	July-Nov	Machine	5,196.41
DRN145P1301	Station Road Drain	MEDIUM	Annual	1,875	July-Nov	Machine	4,147.84
DRN145P1401	Pumping Station dyke	MEDIUM	Annual	421	July-Nov	Machine	931.33
DRN145P1501	Knights Drain	MEDIUM	Annual	1,564	July-Nov	Machine	3,459.85
DRN145P1503	Moorditch Drain	MEDIUM	Annual	1,165	July-Nov	Machine	2,577.19
DRN145P1505	Moorditch Drain	MEDIUM	Annual	2,402	July-Nov	Machine	5,313.66
				118,136			£261,338.30
Reeds Drain catchment							
DRN146P0201	Reeds drain	HIGH	Annual	11,830	July-Nov	Machine	16,579.06
DRN146P0217	Mill Road Drain	MEDIUM	Annual	2,216	July-Nov	Machine	3,105.60
DRN146P0218	Chase Farm	HIGH	Annual	1,674	July-Nov	Machine	2,346.01
DRN146P0220	School Road	HIGH	Annual	1,293	July-Nov	Machine	1,812.06
DRN146P0221	Antioch Drain	MEDIUM	Annual	1,055	July-Nov	Machine	1,478.52
DRN146P0222	Main Road Drain	MEDIUM	Annual	3,141	July-Nov	Machine	4,401.93
DRN146P0225	Dawsons Dyke	HIGH	Annual	1,211	July-Nov	Machine	1,697.15
DRN146P0226	Dawsons Dyke	MEDIUM	Annual	1,059	July-Nov	Machine	1,484.13
DRN146P0227	Dawsons Dyke	HIGH	Annual	774	July-Nov	Machine	1,084.72
DRN146P0228	Meltons Dyke	MEDIUM	Annual	715	July-Nov	Machine	1,002.03
DRN146P0229	St Johns Drain	MEDIUM	Annual	1,054	July-Nov	Machine	1,477.12
DRN146P0230	St Johns Drain	MEDIUM	Annual	295	July-Nov	Machine	413.43
DRN146P0231	St Johns Drain	MEDIUM	Annual	819	July-Nov	Machine	1,147.78
DRN146P0233	Church Drain	MEDIUM	Annual	681	July-Nov	Machine	954.38
DRN146P0235	Five Mile Drain	MEDIUM	Annual	2,586	July-Nov	Machine	3,624.13
DRN146P0236	Burmans Dyke	MEDIUM	Annual	514	July-Nov	Machine	720.34
DRN146P0237	Eagles Cross Drain	MEDIUM	Annual	889	July-Nov	Machine	1,245.88
DRN146P0238	Waterlow Farm Drain	MEDIUM	Annual	715	July-Nov	Machine	1,002.03
DRN146P0239	Eagles Drain	MEDIUM	Annual	1,065	July-Nov	Machine	1,492.54
DRN146P0241	Experimental Drain	HIGH	Annual	2,610	July-Nov	Machine	3,657.76
DRN146P0243	Experimental Drain	MEDIUM	Annual	198	July-Nov	Machine	277.49

KINGS LYNN INTERNAL DRAINAGE BOARD - MAINTENANCE WORKS COSTED PROGRAMME FOR 2025/26

DrainID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN	Start Date	MACHINE OR HAND WORK	BUDGET (ALLOCATION)
							2025/26
DRN146P0248	Experimental Drain	HIGH	Annual	1,128	July-Nov	Machine	1,580.83
DRN146P0251	Pit Drain	MEDIUM	Annual	1,258	July-Nov	Machine	1,763.01
DRN146P0253	Chapple Dyke	HIGH	Annual	556	July-Nov	Machine	779.20
DRN146P0255	Elvers Lane	MEDIUM	Annual	1,138	July-Nov	Machine	1,594.84
DRN146P0258	Jankins Lane Dyke	HIGH	Annual	2,362	July-Nov	Machine	3,310.21
DRN146P0259	Jessops Old Drain	MEDIUM	Annual	811	July-Nov	Machine	1,136.57
DRN146P0260	Haygreen Drain	MEDIUM	Annual	4,385	July-Nov	Machine	6,145.32
DRN146P0269	Gadstons Drain	MEDIUM	Annual	2,078	July-Nov	Machine	2,912.20
DRN146P0272	Cross Keys Drain	MEDIUM	Annual	2,655	July-Nov	Machine	3,720.83
DRN146P0274	Cross Keys Drain	MEDIUM	Annual	1,378	July-Nov	Machine	1,931.19
DRN146P0275	Broken Cross Drain	HIGH	Annual	2,930	July-Nov	Machine	4,106.23
DRN146P0276	Fence Bank Drain	MEDIUM	Annual	1,050	July-Nov	Machine	1,471.51
DRN146P0278	Bustards Drain	HIGH	Annual	2,956	July-Nov	Machine	4,142.66
DRN146P0280	Little Holme Drain	MEDIUM	Annual	431	July-Nov	Machine	604.02
DRN146P0281	Wings Drain	MEDIUM	Annual	1,482	July-Nov	Machine	2,076.94
DRN146P0283	Shire Drain	HIGH	Annual	1,736	July-Nov	Machine	2,432.90
DRN146P0284	Pear Tree Cottage Drain	HIGH	Annual	193	July-Nov	Machine	270.48
DRN146P0287	Bustards Drain	MEDIUM	Annual	375	July-Nov	Machine	525.54
DRN146P0289	Worm Field Dyke	MEDIUM	Annual	228	July-Nov	Machine	319.53
DRN146P0290	Chase Drain	MEDIUM	Annual	990	July-Nov	Machine	1,387.43
DRN146P0291	Walpole West Drain	HIGH	Annual	2,051	July-Nov	Machine	2,874.36
DRN146P0295	Stickfast Lane Drain	MEDIUM	Annual	532	July-Nov	Machine	745.57
DRN146P0296	Folgate Drain	MEDIUM	Annual	1,499	July-Nov	Machine	2,100.76
				70,596			£98,936.21
Church Farm (Osier)							
DRN191P0101	Hospital Drain	MEDIUM	Annual	1,492	July-Nov	Machine	4,295.47
DRN191P0201	Soke Dyke	MEDIUM	Annual	421	July-Nov	Machine	1,212.06
DRN191P0301	Middle Drain	MEDIUM	Annual	837	July-Nov	Machine	2,409.72
DRN191P0401	Springwood Drain	MEDIUM	Annual	474	July-Nov	Machine	1,364.65
				3,224			£9,281.89
Babingley							
DRN211G0101	Babingley River	HIGH	Annual	18,750	Sep-Nov	Machine	29,184.28
DRN211G0201	Wootton Marsh	MEDIUM	Annual	2,639	Sep-Nov	Machine	4,107.59
DRN211G0301	Pinchcut D/Stream	HIGH	Annual	2,537	Sep-Nov	Machine	3,948.83
DRN211G0302	Ruanes	MEDIUM	Annual	1,011	Sep-Nov	Machine	1,573.62
DRN211G0401	Whalley Farm	MEDIUM	Annual	1,199	Sep-Nov	Machine	1,866.24
				26,136			£40,680.56
				592,727	592.727		
TOTAL DRAIN WORK							£1,123,655.46

KINGS LYNN INTERNAL DRAINAGE BOARD - MAINTENANCE WORKS COSTED PROGRAMME FOR 2025/26

DrainID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN	Start Date	MACHINE OR HAND WORK	BUDGET (ALLOCATION)
							2025/26

OUTFALL MAINTENANCE

Lighthouse Outfall	HIGH	Annual	n/a	ongoing	n/a		
							£1,939.21
Main Sluice Outfall	HIGH	Annual	n/a	ongoing	n/a		
							£2,030.25
Chalk Lane Outfall	HIGH	Annual	n/a	ongoing	n/a		
							£1,953.01
Searles Outfall							
							£0.00
Bawsey Drain Outfall	HIGH	Annual	n/a	ongoing	n/a		
							£1,147.75
Millfleet Sluice Outfall	HIGH	Annual	n/a	ongoing	n/a		
							£8,196.40
Billy Kerkham Sluice	HIGH	Annual	n/a	ongoing	n/a		
							£851.25
West Lynn Outfall							
							£136.85
Cut Bridge Outfall	HIGH	Annual	n/a	ongoing	n/a		
							£440.00
Merries Farm Outfall							
							£0.00
Knowles Outfall							
							£0.00
Straight Mile Outfall							
							£0.00
TOTAL OUTFALL MAINTENANCE							£16,694.71

PROPERTY MAINTENANCE

Islington House	HIGH	Annual	n/a	ongoing	n/a		
							£1,200.00
Reffley Reservoir	HIGH	Annual	n/a	ongoing	n/a		
							£1,837.86
Morrisons Culvert	HIGH	Annual	n/a	ongoing	n/a		
							£2,020.30
Gravel Bank (old station)							
							£0.00
Goulds Culvert	HIGH	Annual	n/a	ongoing	n/a		
							£1,614.56
Wootton Road Culvert	HIGH	Annual	n/a	ongoing	n/a		
							£292.60
Middleton Stop							
							£0.00
Straight Mile Reservoir							
							£0.00
King's Reach Flood Storage Area	HIGH	Annual	n/a	ongoing	n/a		
							£4,995.00
Smeeth Lode Storage Area East							
							£0.00
Smeeth Lode Storage Area West							
							£0.00
TOTAL PROPERTY MAINTENANCE							£11,960.32

KINGS LYNN INTERNAL DRAINAGE BOARD - MAINTENANCE WORKS COSTED PROGRAMME FOR 2025/26

DrainID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN	Start Date	MACHINE OR HAND WORK	BUDGET (ALLOCATION)
							2025/26
PUMPING STATION MAINTENANCE							
PMP017P001	Waltham Farm Pumping Station	HIGH					
							£6,910.89
PMP019P001	Crabbes Abbey Pumping Station	HIGH					
							£59,561.92
PMP040P001	Ingleborough Pumping Station	HIGH					
							£11,294.05
PMP128P001	Wolferton Pumping Station	HIGH					
							£150,301.99
PMP129P001	North Wootton Pumping Station	HIGH					
							£19,640.12
PMP132P001	North Lynn Pumping Station	HIGH					
							£14,434.22
PMP133P001	Seabank Pumping Station	HIGH					
							£18,228.60
PMP135P001	Pierrepont Pumping Station	HIGH					
							£64,950.98
PMP135BP001	King's Reach Pumping Station	HIGH					
							£12,070.36
PMP136P001&002	Middleton Fen Pumping Station	HIGH					
							£13,196.04
PMP137P001	Eau Brink Pumping Station	HIGH					
							£81,082.06
PMP138P001	Green Bank Pumping Station	HIGH					
							£72,727.54
PMP145P001	Islington Pumping Station	HIGH					
							£420,588.11
PMP191P001	Church Farm Pumping Station	HIGH					
							£15,645.15
TOTAL PUMPING STATIONS							£960,632.03
TOTAL MAINTENANCE PROGRAMME							£2,112,942.52



ESTIMATES 2025/26: EXECUTIVE SUMMARY

The Board is asked to approve the following recommendations:

1. Increase the rate in the Main Area by 6.00% to 10.494p in the pound for next year as shown in Option 3 below, which will minimise flood risk and deliver a balanced budget within the next 2 years by 2027/28, as requested by the Board last year. The effects of this have been shown in the 5-Year Indicative Forecast.
2. Increase the rate in the Differentially Rated Area by 6.00% to 1.651p in the pound for next year as shown in Option 3 below, which will minimise flood risk and deliver a balanced budget within the next 2 years by 2027/28, as requested by the Board last year. Again, the effects of this have been shown in the 5-Year Indicative Forecast.

1. The increase for special levies is higher than drainage rates this year (6.15%) because of the increase in the proportion of aggregate annual value that has occurred as a result of development in the area. As land is developed and no longer farmed, the proportion of the Board's net expenditure that is financed from drainage rates reduces, and the proportion of the Board's net expenditure that is financed from special levies increases. The councils will now be collecting Council Tax and/or Business Rates on this land, which should help them to fund this increase in their proportion of our net expenditure.
2. Over the last 11 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 closer to the prevailing rate of inflation and reduce net expenditure, so that we can deliver a balanced budget. This view has been echoed by the Board's Internal Auditor. If we were to finance all of our day to day operating expenditure from drainage rates and special levies this year, we would need an increase of 29.45% in drainage rates and 29.62% in special levies.
3. In addition to proposing a more realistic increase in drainage rates and special levies, we plan to reduce our net expenditure where possible, but still carryout the full maintenance programme on the high, medium and lower priority channels to minimise flood risk in the area, as is shown in the preceding Works Programme. Expenditure can vary significantly depending on weather conditions, especially as 33.57% of the maintenance estimate is made up of electricity costs, which both fluctuate with the market costs for unit rate and standing charges, alongside variable pumping hours which are dictated by rainfall. Consequently, part of the Board's day-to-day operating expenditure is forecast to be financed from the general reserve for the next 2 years, and the capital works programme financed from the plant reserve, until Green Bank and Eau Brink pumping stations have been refurbished.



ESTIMATES 2025/26: EXECUTIVE SUMMARY

4. The Environment Agency (EA) have advised that they will be unlikely to fund 100% of future Highland Water Contributions, and we have no statutory right to receive a payment. The claim submitted for 2024/25, which consists of the balancing payment for 2023/24 actual costs and 80% of estimated costs for 2025/26, has only been partially paid. The EA are presenting a paper to the RFCC in February for discussion on this matter, and whether the shortfall in funding can be financed from elsewhere, which is deemed unlikely. It is prudent to assume we will not be receiving full payment of claims in the future, and we have estimated to receive only 50% of the predicted claim for 2025/26.
5. The recommended increases in Special Levies of 6.15% and the reasons for it have been discussed with the Leader and the S151 officer of the Borough Council of King's Lynn and West Norfolk and accepted.

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

KING'S LYNN INTERNAL DRAINAGE BOARD
MAINTENANCE WORK ESTIMATE FOR THE FINANCIAL YEAR 2025/2026

		Actual	Estimate	Probable	Estimate
		2023/24	2024/25	2024/25	2025/26
		£	£	£	£
NOTES	MAINTENANCE WORK				
1.	DRAIN MAINTENANCE				
	Wiggenhall St German Catchment	2,483	4,832	4,272	3,707
	Fitton Road Area Catchment	3,620	5,108	6,643	4,870
	Waltham Farm Catchment	4,972	6,019	5,980	6,650
	Mary Magdalen Catchment	4,263	4,744	4,220	5,095
	Magdalen Catchment	22,932	27,916	25,544	25,733
	Lighthouse Catchment	14,444	25,830	34,790	22,899
	Main Sluice Catchment	52,393	51,448	57,669	60,518
	Chalk Lane Catchment	23,830	26,223	26,066	27,602
	Ingleborough Catchment	7,769	12,664	10,412	7,015
	Heacham Catchment	19,007	22,907	19,700	21,932
	Wolferton Catchment	53,077	61,781	60,887	61,241
	North Wootton Catchment	13,560	16,988	13,490	14,355
	Wootton Marsh Catchment	0	0	0	0
	South Wootton Catchment	5,818	4,338	6,716	5,159
	North Lynn Catchment	13,927	25,594	21,320	22,906
	Black/Bawsey Drains Catchment	37,373	30,426	33,830	36,472
	Gaywood Catchment	60,952	71,081	64,165	65,131
	Middleton Pierpoint Catchment	94,308	80,726	79,090	98,223
	Middleton Level Catchment	27,783	22,817	23,090	24,806
	Eau Brink Catchment	21,334	17,722	22,443	23,084
	Green Bank Catchment	94,443	108,118	103,720	104,863
	Billy Kerkham Sluice Catchment	23,721	19,117	19,214	24,234
	West Lynn Sluice Catchment	39,152	32,261	35,600	40,320
	Cut Bridge Sluice Catchment	758	1,308	1,300	1,144
	Merries Sluice Catchment	2,507	3,599	3,291	3,071
	Knowles Sluice Catchment	1,679	2,543	1,932	2,386
	Smeeth Lode Outfall	0	0	0	0
	Islington Pump Catchment	215,385	208,520	219,420	261,338
	Reeds Drain Catchment	78,456	103,694	90,057	98,936
	Rainbow Drain	0	0	0	0
	River Babingley Catchment	29,619	33,987	39,987	40,681
	Church Farm Catchment	7,553	6,512	6,680	9,282
		977,117	1,038,823	1,041,528	1,123,655
2.	OUTFALL MAINTENANCE				
	Lighthouse Outfall	1,664	2,041	1,620	1,939
	Main Sluice Outfall	1,756	2,028	1,540	2,030
	Chalk Lane Outfall	1,664	1,941	1,360	1,953
	Searles Outfall	0	0	0	0
	Bawsey Drain Outfall	326	3,465	2,940	1,148
	Millfleet Sluice Outfall	2,052	7,850	3,140	8,196
	Billy Kerkham Sluice	1,047	923	2,010	851
	West Lynn Outfall	0	0	103	137
	Cut Bridge Outfall	375	440	379	440
	Merries Farm Outfall	0	0	0	0
	Knowles Outfall	0	0	0	0
	Straight Mile Outfall	0	0	0	0
		8,885	18,689	13,092	16,695

KING'S LYNN INTERNAL DRAINAGE BOARD
MAINTENANCE WORK ESTIMATE FOR THE FINANCIAL YEAR 2025/2026

NOTES	MAINTENANCE WORK	Actual 2023/24 £	Estimate 2024/25 £	Probable 2024/25 £	Estimate 2025/26 £
3.	PUMPING STATION MAINTENANCE				
	Waltham Farm Pumping Station	5,122	9,011	10,559	6,911
	Crabbes Abbey Pumping Station	65,560	29,339	34,855	59,562
	Ingleborough Pumping Station	10,728	13,822	11,687	11,294
	Wolferton Pumping Station	164,462	135,406	153,406	150,302
	North Wootton Pumping Station	20,741	22,326	20,137	19,640
	North Lynn Pumping Station	13,571	14,366	13,594	14,434
	Seabank Pumping Station	19,746	15,925	17,123	18,229
	Pierrepoint Pumping Station	77,094	90,053	76,140	64,951
	Middleton Fen Pumping Station	9,551	16,831	15,931	13,196
	Eau Brink Pumping Station	79,432	37,861	52,986	81,082
	Green Bank Pumping Station	101,888	32,879	67,392	72,728
	Islington Pumping Station	464,498	351,457	396,270	420,588
	Church Farm Pumping Station	16,027	12,315	14,002	15,645
	King's Reach Pumping Station	10,441	11,777	12,777	12,070
		1,058,860	793,369	896,859	960,632
4.	PROPERTY MAINTENANCE				
	Islington House	811	1,200	800	1,200
	Reffley Reservoir	1,550	2,011	1,860	1,838
	Morrisons Culvert	2,553	2,127	1,977	2,020
	Gravel Bank (old station)	0	0	0	0
	Goulds Culvert	505	1,065	10,629	1,615
	Straight Mile Reservoir - (On F Report)	0	0	0	0
	Bridges	0	0	0	0
	Banks	0	0	0	0
	Wootton Road Culvert	206	293	156	293
	Middleton Stop	0	0	0	0
	King's Reach Flood Storage Area	7,558	3,926	3,300	4,995
	Smeeth Lode Storage Area East	0	0	0	0
	Smeeth Lode Storage Area West	0	0	0	0
		13,182	10,622	18,722	11,960
	DIRECT WORKS	£2,058,044	£1,861,503	£1,970,202	£2,112,943
	COST ANALYSIS:				
	Plant Charges	327,021	392,209	406,969	421,403
	Labour Charges	616,563	593,105	617,505	645,183
	Materials	12,313	12,850	12,850	17,850
	Contractors	79,495	95,295	80,000	100,295
	Electricity	806,813	543,327	635,257	709,369
	Pumping Station Insurance	52,707	57,978	56,006	56,066
	Telemetry	24,803	22,104	20,217	19,274
	Heating Fuel	6,932	8,235	10,000	12,105
	Depreciation	131,398	136,400	131,398	131,398
		£2,058,044	£1,861,503	£1,970,202	£2,112,943

**KING'S LYNN INTERNAL DRAINAGE BOARD
MAINTENANCE WORK ESTIMATE FOR THE FINANCIAL YEAR 2025/2026**

	Actual 2023/24 £	Estimate 2024/25 £	Probable 2024/25 £	Estimate 2025/26 £
NOTES MAINTENANCE WORK				

NOTES

1. **Drain Maintenance**

The programme on drain maintenance is not expected to significantly change, however the estimate takes into account the agreed increase in plant and labour rates for 25/26.

A culvert collapse in the Islington catchment will incur a repair estimated at £10k, with costs within labour and materials.

2. **Outfall Maintenance**

The estimate is not expected to change for the 25/26 period.

3. **Pumping Station Maintenance**

The biggest variable for the upcoming year are potential electricity costs, which is fully weather dependant. Actuals for 2023/24 and forecast out-turn for 24/25 have been used as a baseline in preparing the 25/26 estimates, There are no plans for any pump removals for this period but please be aware that a failure may incur extra costs.

4. **Property Maintenance**

Property maintenance shows an overspend for the 24/25 period, this is due to a Programmable Logic Controller (PLC) failure at Goulds Culvert weedscreen cleaner, which has resulted in a total replacement at a cost of £10,000.

R TAYLOR
OPERATIONS MANAGER

T HUNTER
AREA MANAGER

**KING'S LYNN INTERNAL DRAINAGE BOARD
ESTIMATES FOR THE FINANCIAL YEAR 2025/26**

31 December 2024

1. RATE REQUIREMENT

	ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26
	£	£	£	£
<u>NEW WORKS AND IMPROVEMENT WORKS</u>				
Grant Aided Capital Work	621,506	1,500,000	1,200,000	2,000,000
Non-Grant Aided Capital Work	720,236	1,200,091	381,434	1,280,091
	<u>1,341,743</u>	<u>2,700,091</u>	<u>1,581,434</u>	<u>3,280,091</u>
 <u>CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY</u>				
Annual Precept Payable to the Environment Agency	182,195	187,661	187,080	192,692
	<u>182,195</u>	<u>187,661</u>	<u>187,080</u>	<u>192,692</u>
 <u>TRANCHE 1 AND 2 WORKS</u>				
Tranche 1	0	0	450,000	0
Tranche 2	0	0	1,402,142	0
	<u>0</u>	<u>0</u>	<u>1,852,142</u>	<u>0</u>
 <u>MAINTENANCE WORKS</u>				
Direct Works	2,058,044	1,861,503	1,970,202	2,112,943
Annual reinstatement provision (Asset Management Plan)	0	0	0	0
Net (Surplus)/Deficit on Absorption Accounts	125,870	0	0	0
Consortium Charges - Technical Support Costs	518,024	558,568	534,129	585,989
Biodiversity Actions/BAP	8,000	11,000	11,000	11,000
Contingency	0	25,000	25,000	25,000
	<u>2,709,938</u>	<u>2,456,071</u>	<u>2,540,331</u>	<u>2,734,932</u>
 <u>ADMINISTRATION AND OTHER EXPENSES</u>				
Consortium Charges - Administration Costs	349,677	382,097	391,784	377,882
Provision for Assessable Value Decreases and Bad Debts	20,824	30,000	20,000	25,000
Office Depreciation Charges	7,972	7,972	7,972	0
Development Expenditure	0	0	0	0
Sundry Expenses	1,592	3,000	3,000	3,000
	<u>380,066</u>	<u>423,069</u>	<u>422,756</u>	<u>405,882</u>
 TOTAL EXPENDITURE	£4,613,941	£5,766,892	£6,583,743	£6,613,597
 <u>LESS:</u>				
<u>GOVERNMENT GRANTS</u>				
Flood Risk Management Schemes	176,596	1,500,000	1,200,000	2,000,000
Environmental Improvement Schemes	0	0	0	0
	<u>176,596</u>	<u>1,500,000</u>	<u>1,200,000</u>	<u>2,000,000</u>
 <u>TRANCHE 1 AND 2 WORKS</u>				
Tranche 1	0	0	909,356	0
Tranche 2	0	0	1,402,142	0
	<u>0</u>	<u>0</u>	<u>2,311,498</u>	<u>0</u>
 <u>CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY</u>				
Highland Water Contributions	96,150	90,547	67,759	48,679
 <u>OTHER INCOME</u>				
Development Contributions	221,867	0	278,958	0
Rents and Acknowledgements	2,114	7,735	7,735	7,735
Investment Interest	414,248	245,000	393,575	248,825
Consortium Income	446,119	498,219	484,859	491,934
Sundry Income	2,350	0	0	0
Profit/(Loss) on Disposal of Plant & Equipment	34,030	0	0	0
Profit/(Loss) on Rechargeable Works	37,722	3,000	3,000	3,000
	<u>1,158,451</u>	<u>753,954</u>	<u>1,168,126</u>	<u>751,494</u>
 TOTAL INCOME	£1,431,197	£2,344,501	£4,747,383	£2,800,172
 NET REQUIREMENT	£3,182,744	£3,422,391	£1,836,360	£3,813,425

FINANCED BY:-

RATE INCOME LEVIED BY THE BOARD:

Occupiers Drainage Rates	496,267	529,278	529,278
King's Lynn & West Norfolk Borough Council	2,164,799	2,295,150	2,295,150
Fenland District Council	102,232	108,270	108,270
South Holland District Council	27,629	29,260	29,260
	<u>£2,790,927</u>	<u>£2,961,958</u>	<u>£2,961,958</u>

LESS NET SURPLUS/(DEFICIT) FOR THE YEAR

	(391,817)	(460,433)	1,125,598
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NET REQUIREMENT

GENERAL RESERVE

Balance brought forward at 1 April	1,189,664	675,980	675,980
ADD: Net Surplus/(Deficit) for the year	(391,817)	(90,433)	1,125,598
Movement on Balances/Reserves:			
Public Work Loan (Improvement Works, net of Grant Aid)	0	0	0
Transfer from/(to) Development Reserve	(221,867)	0	(278,958)
Transfer from/(to) WN Interagency Flood & Group Mgmt Reserve	0	0	0
Transfer from/(to) Plant Reserve	0	370,000	(670,000)
Transfer from/(to) Revaluation Reserve	0	0	0
Transfer from/(to) Capital Works Reserve	100,000	0	0
Balance carried forward at 31 March	<u>£675,980</u>	<u>£955,547</u>	<u>£852,620</u>

On preparing the estimates for the financial year 2024/25 it was estimated that the General Reserve would amount to £1,116,865 as at 31 March 2024. The actual balance of the General Reserve as at 31 March 2024 was £675,980. It is estimated that the General Reserve will be in the region of £852,620 as at 31 March 2025.

**KING'S LYNN 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:-

MAIN AREA: PROPERTIES	RATED AREA HA	ANNUAL VALUES £	PROPORTION %	VALUE PER HECTARE £
Agricultural Land and/or Buildings	30,771.261	5,135,764	17.373	166.901
Other Land:-				
King's Lynn & West Norfolk Borough Council	3,557.274	23,145,839	78.294	6,506.622
Fenland District Council	157.814	985,427	3.333	6,244.231
South Holland District Council	246.746	295,559	1.000	1,197.827
Totals	34,733.095	£29,562,589	100.000	

Agricultural Land and/or Buildings	30,771.261	5,135,764	17.373	166.901
Billing Authorities	3,961.834	24,426,825	82.627	6,165.535
Totals	34,733.095	£29,562,589	100.000	

DRO AREA: PROPERTIES	RATED AREA HA	ANNUAL VALUES £	PROPORTION %	VALUE PER HECTARE £
Agricultural Land and/or Buildings	949.227	138,919	10.902	146.350
Other Land:-				
King's Lynn & West Norfolk Borough Council	290.583	447,776	35.140	1,540.957
Fenland District Council	89.520	687,585	53.959	7,680.798
Totals	1,329.330	£1,274,280	100.000	

Agricultural Land and/or Buildings	949.227	138,919	10.902	146.350
Billing Authorities	380.103	1,135,361	89.098	2,986.982
Totals	1,329.330	£1,274,280	100.000	

TOTAL: PROPERTIES				
Agricultural Land and/or Buildings	31,720.488	5,274,683	17.105	166.286
Billing Authorities	4,341.937	25,562,186	82.895	5,887.277
Totals	36,062.425	£30,836,869	100.000	

SECTION 38, LAND DRAINAGE ACT 1991

**3. ORDERS SUB-DIVIDING THE DRAINAGE DISTRICT
FOR THE PURPOSES OF RAISING AND APPORTIONING EXPENSES**

PURPOSE OF RATE:	MAIN AREA 95.87% of RV £	DRO AREA 4.13% of RV £	ESTIMATE 2025/26 £	PROPORTION 2025/26 %
NEW WORKS AND IMPROVEMENT WORKS	3,280,091	0	£3,280,091	49.60%
A. CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY	184,729	7,963	£192,692	2.91%
MAINTENANCE WORKS	2,734,932	0	£2,734,932	41.35%
B. ADMINISTRATION AND OTHER EXPENSES	389,110	16,772	£405,882	6.14%
	6,588,862	24,735	6,613,597	100.00%
LESS:				
GOVERNMENT GRANTS	-2,000,000	0	-£2,000,000	30.24%
CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY	-48,679	0	-£48,679	0.74%
OTHER INCOME	-751,494	0	-£751,494	11.36%
	-2,800,172	0	-2,800,172	42.34%
NET REQUIRED FROM DRAINAGE RATES/SPECIAL LEVIES	£3,788,690	£24,735	£3,813,425	57.66%

A. The Board's area is split into 2 Rating Districts: the Main Area and the Differentially Rated area. The Differentially Rated area is not served by the Board's drainage system, which forms part of the former Wingland and Gaywood IDBs now served by the Environment Agency (EA). This is why part of the precept payable to the EA is charged to the Differentially Rated Rating District, which is calculated according to the proportion of aggregate Annual Value.

B. Administration and Other Expenses are also charged to both of the 2 Rating Districts according to the proportion of aggregate Annual Value.

KING'S LYNN INTERNAL DRAINAGE BOARD

SECTION 40, LAND DRAINAGE ACT 1991

4. DRAINAGE RATES/SPECIAL LEVIES FOR 2025/2026

MAIN AREA

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 requirement/(reduction) of 29.45%. Option 2 shows the planned increase of 5.50%, which equates to a 5.66% increase for KLBC - given any shift in their proportion of aggregate annual value arising from development during the course of the year. Option 3 shows an increase of 6.00%. Option 3 is recommended as this includes maintenance for all systems (high, medium and low risk), and members attention is drawn to the 5 year indicative forecast shown overleaf, which includes the capital schemes we plan to do during this period.

	2024-2025 ESTIMATED	REQUIREMENT 2025-2026 OPTION 1	2025-2026 OPTION 2	2025-2026 OPTION 3
	£	£	£	£
FINANCED BY:-				
(Add)/Deduct for adjustment of Balances	455,175	0	700,877	686,392
RATES/LEVIES:				
Occupiers Drainage Rates	527,114	658,190	536,431	538,947
King's Lynn & West Norfolk Borough Council (KLBC)	2,288,174	2,966,331	2,417,583	2,428,924
Fenland District Council (FDC)	97,557	126,291	102,928	103,411
South Holland District Council (SHDC)	29,260	37,878	30,871	31,016
NET REQUIREMENT	£3,397,280	£3,788,690	£3,788,690	£3,788,690
Penny Rate in the Pound	9.900p	12.816p	10.445p	10.494p
Drainage Rate Increase/(Decrease)	5.90%	29.45%	5.50%	6.00%
Special Levy for KLBC Increase/(Decrease)	6.02%	29.64%	5.66%	6.15%
Special Levy for FDC Increase/(Decrease)	5.90%	29.45%	5.51%	6.00%
Special Levy for SHDC Increase/(Decrease)	5.90%	29.45%	5.51%	6.00%

DIFFERENTIALLY RATED AREA

The following table shows the rate/levies for last year and 3 rate/levy options for this year based on the estimated EA Precept charges. Option 1 shows the actual rate requirement/(reduction) of 24.59%. Option 2 shows the planned increase of 5.50% and Option 3 shows a rate increase of 6.00%. Option 3 is recommended as this includes maintenance for all systems (high, medium and low risk).

	2024-2025 ESTIMATED	REQUIREMENT 2025-2026 OPTION 1	2025-2026 OPTION 2	2025-2026 OPTION 3
	£	£	£	£
FINANCED BY:-				
(Add)/Deduct for adjustment of Balances	5,258	0	3,786	3,696
RATES/LEVIES:				
Occupiers Drainage Rates	2,164	2,696	2,284	2,294
King's Lynn & West Norfolk Borough Council (KLBC)	6,976	8,692	7,361	7,393
Fenland District Council (FDC)	10,713	13,347	11,304	11,352
NET REQUIREMENT	£25,111	£24,735	£24,735	£24,735
Penny Rate in the Pound	1.558p	1.941p	1.644p	1.651p
Drainage Rate Increase/(Decrease)	5.90%	24.59%	5.50%	6.00%
Special Levy for KLBC Increase/(Decrease)	5.91%	24.60%	5.52%	5.98%
Special Levy for FDC Increase/(Decrease)	5.92%	24.59%	5.52%	5.96%

	2024-2025 ESTIMATED	REQUIREMENT 2025-2026 OPTION 1	2025-2026 OPTION 2	2025-2026 OPTION 3
	£	£	£	£
SUMMARY				
FINANCED BY:-				
Public Works Loan	0	0	0	0
Development Reserve	0	0	0	0
Plant Reserve	370,000	0	670,000	670,000
Capital Works Reserve	0	0	0	0
General Reserve	90,433	0	34,663	20,088
(Increase)/Decrease in Balances	460,433	0	704,663	690,088
RATES/LEVIES:				
Occupiers Drainage Rates	529,278	660,886	538,715	541,241
King's Lynn & West Norfolk Borough Council (KLBC)	2,295,150	2,975,023	2,424,944	2,436,317
Fenland District Council (FDC)	108,270	139,638	114,232	114,763
South Holland District Council (SHDC)	29,260	37,878	30,871	31,016
NET REQUIREMENT	£3,422,391	£3,813,425	£3,813,425	£3,813,425
Drainage Rate Increase/(Decrease) - Main Area	5.90%	29.45%	5.50%	6.00%
Drainage Rate Increase/(Decrease) - Differentially Rated Area	5.90%	24.59%	5.50%	6.00%
Special Levy for KLBC Increase/(Decrease)	5.66%	29.62%	5.66%	6.15%
Special Levy for FDC Increase/(Decrease)	5.61%	28.97%	5.51%	6.00%
Special Levy for SHDC Increase/(Decrease)	5.90%	29.45%	5.51%	6.00%
GENERAL RESERVE:				
Probable Reserve at 31 March	£1,116,865	£852,620	£817,957	£832,532
Reserve expressed as a percentage of Net Requirement	32.63%	22.36%	21.45%	21.83%

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

KING'S LYNN INTERNAL DRAINAGE BOARD
5. INDICATIVE FORECAST FOR FIVE YEARS, USING TODAY'S ANNUAL VALUES (ALLOWING FOR INFLATION AT 3.4%)

RATE REQUIREMENT	OPTION 3 REQUIREMENT...				
	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
	£	£	£	£	£
New Works and Improvement Works	3,280,091	1,632,091	1,480,091	570,091	480,091
Contributions Payable to the Environment Agency	192,692	198,473	204,427	210,560	216,877
Maintenance Works	2,734,932	2,827,919	2,924,068	3,023,487	3,126,285
Administration and Other Expenses	405,882	419,682	433,952	448,706	463,962
Government Grants and Local Levy	-2,000,000	-477,000	0	0	0
Contributions from the Environment Agency	-48,679	-50,139	-51,643	-53,192	-54,788
Other Income	-751,494	-768,584	-786,256	-804,529	-823,423
NET REQUIREMENT	£3,813,425	£3,782,442	£4,204,639	£3,395,123	£3,409,004
FINANCED BY:-					
Public Works Loan	0	0	0	0	0
Development Reserve	0	0	0	0	0
Plant Reserve	670,000	475,000	728,500	-255,000	-423,500
Capital Works Reserve	0	0	0	0	0
General Reserve	20,088	12,370	-192	-26	-99
(Add)/Deduct for adjustment of Balances	690,088	487,370	728,308	(255,026)	(423,599)
RATES/LEVIES:					
Occupiers Drainage Rates	541,241	571,000	602,410	632,531	664,148
King's Lynn & West Norfolk Borough Council (KLBC)	2,436,317	2,570,276	2,711,664	2,847,248	2,989,566
Fenland District Council (FDC)	114,763	121,075	127,736	134,123	140,830
South Holland District Council (SHDC)	31,016	32,721	34,521	36,247	38,059
	£3,813,425	£3,782,442	£4,204,639	£3,395,123	£3,409,004
INCREASES/(DECREASES):					
Penny Rate in the Pound (Main Area)	10.494p	11.071p	11.680p	12.264p	12.877p
Penny Rate in the Pound (Differentially Rated Area)	1.651p	1.742p	1.838p	1.930p	2.027p
Rate Increase/(Decrease)	6.00%	5.50%	5.50%	5.00%	5.00%
GENERAL RESERVE:					
Probable Reserve at 31 March	£832,532	£820,162	£820,354	£820,380	£820,479
Reserve expressed as a percentage of Net Requirement	21.83%	21.68%	19.51%	24.16%	24.07%
AVERAGE RATE PER ACRE:					
Agricultural Land and/or Buildings	£6.91	£7.28	£7.69	£8.07	£8.47
Billing Authorities	£240.66	£253.89	£267.86	£281.25	£295.31
RATE PER PERSON:					
Agricultural Drainage Ratepayers	£328.02	£346.06	£365.10	£383.35	£402.51
King's Lynn & West Norfolk Borough Council .	£12.18	£12.85	£13.56	£14.24	£14.95
Fenland District Council	£1.33	£1.40	£1.48	£1.55	£1.63
South Holland District Council	£0.41	£0.43	£0.45	£0.47	£0.50

6. EARMARKED BALANCES AND RESERVES

	ACTUAL	ADEQUACY	PROJECTED	ESTIMATED	TREND
	31/03/2024	31/03/2024	31/03/2025	31/03/2026	23/24-25/26
	£	✓ x	£	£	Inc/Dec
Earmarked Balances and Reserves					
Capital Works Reserve	0	N/A	0	0	Stable
Development Reserve	1,504,577	✓	1,783,535	1,783,535	Stable
West Norfolk Inter Agency Flood Water Mgmt Reserve	50,000	✓	50,000	50,000	Stable
Grants Reserve	0	✓	0	0	Stable
Plant Reserve	2,821,148	✓	3,491,148	2,821,148	Stable
General Reserve	675,980	✓	852,620	832,532	Stable
	£5,051,705	ADEQUATE	£6,177,303	£5,487,215	
Other Reserves					
Revaluation Reserve	326,852	✓	326,852	0	Decreasing
Pensions Reserve	-652,000	✓	-713,000	-713,000	Stable
	-£325,148	ADEQUATE	-£386,148	-£713,000	
Total Reserves	£4,726,557	ADEQUATE	£5,791,155	£4,774,215	

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 General Reserve should equal at least one year's net expenditure and as a maximum it should not exceed one year's net expenditure plus the value of the pensions reserve deficit.

S JEFFREY
CHIEF FINANCIAL OFFICER
31 DECEMBER 2024

KING'S LYNN INTERNAL DRAINAGE BOARD OBJECTIVES 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 (£460,433) in 2024/25 and is projected to achieve a surplus of £1,125,598 at year end. This surplus is due to the successful application for Tranche 1 + 2 funding. The Board received £392k as part of this funding as a one-off contribution towards the excess pumping costs incurred in 2023/24 due to Storm Babet. The Board were also successful in their bid for £1.3million towards the Green Bank Pump Replacement project, £500k had been allocated towards this project in the 2024/25 capital works programme, and was originally being funded directly from Board reserves. A further £450k was awarded for West Drove North culvert replacement, £200k was originally allocated within the capital works programme to be funded directly from reserves.

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 a balanced budget by 2027/28, which is within the 5 year timescale set by the Board to achieve. This balanced budget will only be achieved by careful management of costs within the maintenance programme, and by utilising resources as efficiently as possible.

The Environment Agency (EA) have also advised that there is likely to be shortfall in funding for Highland Water Contributions. The claim for 2024/25 has only been partially paid, and a paper is being presented to the East Anglian RFCC by the EA, with input from the IDBs, for discussion about how this shortfall in funding can be met, if at all. This will significantly impact future increases for both Special Levy paying Councils and Agricultural Drainage ratepayers.

Objective

2. *To create a register and digital map of all free-span bridges and culverts that the Board has some legal responsibility for and devise a risk-based inspection programme for them.*

Comment

A detailed review of archives at Kettlewell house has been undertaken and officers now have a comprehensive list of culverts which may be owned by the Board within Norfolk, which is based on NCC's records.

Preliminary legal advice has confirmed that each culvert will need to be researched individually to determine who is responsible for the structure, and even then a decisive answer may not be clear. Officers have informed NCC that they do not agree with their record of ownership (an unjustified list of culverts owned by KLIDB) but have created a filing system and a catalogue of evidence based on an extensive archive search.

Where officers believe sufficient evidence exists to prove the Board's ownership these will be added into the Board's existing asset register and inspected accordingly.

Objective

3. *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 circa £2,311,497 of Tranche funding for work previously due to come from Board reserves.

The capital programme is on target both financially and time wise and we continue to work with partners to obtain funding from other sources, another example being the Gaywood River Study where officers received the majority of the total from 3rd parties.

Objective

4. *Continue to ensure 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, however we continue to work closely with the EA and receive a significant portion of recharge work from the EA annually, undertaking grass cutting to embankments (which is EA work that benefits the board area). We continue to work with the EA on the precept charge.

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 complete the sale of Kettlewell House.*

Comment

The Sale of Kettlewell house is in the final stages and expected to complete before the end of the financial year. Officers have worked with the purchaser to provide information in good time. All IDB items have been removed from the premises and it is now fully vacant and ready for completion.

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 KL Board 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.

KING'S LYNN INTERNAL DRAINAGE BOARD DRAFT OBJECTIVES 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	Prove ourselves to be a progressive, environmentally aware and delivery-based IDB, through having a strong identity as a highly competent water management organisation.
Objective 1	<i>Promote the Boards activities, engaging with partners and working with the other boards of the WMA to implement best practice.</i>
Actions against objective (2025-26)	<ul style="list-style-type: none"> • 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. • 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. • 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 • 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 • Where appropriate increase projects being undertaken for a diverse range of partners across the boards area • 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. • Environment Team to review and publish an updated SMO document and to give training on this to all of the boards operational staff. • Work with the WMA Carbon Team to identify board related carbon management activities that will contribute to the WMAs group wide carbon management plan • Develop a spreadsheet showing electricity use, unit costs and standing charges, per pumping station.

Aim 2	Ensure that the board is seen as an important partner organisation to other Risk Management Authorities.
Objective 2	<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>
Actions against objective (2025-26)	<ul style="list-style-type: none"> • Engage with relevant Section 19 reports produced within the Board's Internal Drainage District and design solutions where appropriate • 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. • Keep detailed records of all permitted development projects in the boards area, such that reasoned arguments can be had with planning authorities if required. • Work with the process developed by the WMA compliance team, to design solutions to water management issues in the boards area • 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. • 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. • Deliver a 10% increase in recharge work for partner RMAs relative to the previous year. • Ensure PSCA agreements are in place with all other RMAs within the boards district.

Aim 3	Deliver safe effective, consistent and efficient routine maintenance operations.
Objective 3	<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>
Actions against Objective (2025-26)	<ul style="list-style-type: none"> • Develop a 3-5 year programme of work using the WMA agreed template, which accurately maps out resources, costs and timings. • Critically evaluate monthly financial figures to ensure effective time and plant recording is being achieved. • Publish the annual maintenance programme by December of each year for the coming financial year. • Review the plant held by the board and identify any pieces which have low utilisation. • Ensure any H&S recommendations from across the WMA group are implemented. Ensure all SSOW are in place at all times. • Ensure all environmental surveys and permits for the board are completed on time. • Training to be delivered to operations manager and key board staff on class licence interpretation for water vole, badgers, snails and beavers • 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. • 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. • Use enforcement flowchart and policy to act on unauthorised works adjacent to arterial watercourses within prescribed timescales. Report enforcement cases to each Board.

Aim 4	Have a well-functioning drainage network, with reliable assets that collectively work together to provide effective drainage.
Objective 4	<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>
Actions against objective (2025-26)	<ul style="list-style-type: none"> • Have a 6-year capital replacement programme, linked to maintenance records, in place at all times • Have robust annual (minimum) service plans in place for all mechanical assets. • Review and where required develop redundancy plans for all mechanical assets in the boards area • Review mechanical and electrical assets in stock, or have plans for obtaining key elements, such that de-minims downtimes can be achieved. • Produce a register (including map layer) of land owned and registered to the Board. • Produce a register (including map layer) of tenancy agreements for the Board. • Produce an inspection programme of Board owned assets and landholdings. • Collate a collective list of projects which would improve the boards network and keep this up to date at all times.

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

King's Lynn Internal Drainage Board Risk Register

As a Risk Management Authority the King's Lynn 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, based on the professional judgement of the completing officer 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”

THIS IS AN EXTRACT FROM THE FULL RISK REGISTER SHOWING RISKS WITH A SCORE OF 6 OR MORE. THE FULL RISK REGISTER IS BROUGHT TO THE BOARD AT THE FIRST MEETING OF THE FINANCIAL YEAR ONLY.

- **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: RT = Rob Taylor, 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	31.03.2025	PC/MP/KN

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
							updated, after which further processes can commence.		
	(1b) EA may cease to pay or drastically reduce the highland water contributions they make to IDB.	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
	(1r) 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	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
	objectives that could adversely impact on the Board's operations and/or increase flood risk.								
	(1s) 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 £70,000, 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
	(1t) 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

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
	(1x) Potential liability for certain bridges and culverts in the district.	If the Board is found to have some operational responsibility, this could have a significant financial impact as well as associated health and safety/ public liability concerns.	2	3	6	Transfer	<p>The Board's position is that all bridges and culverts carrying public highways are the responsibility of the relevant Highway Authority. All bridges and culverts that carry unadopted highways/private access routes are the responsibility of the riparian landowner.</p> <p>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.</p>	31.03.2025	CB
3) To enable and facilitate land use for residential, commercial, recreational, and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.	<p>Increased flood risk.</p> <p>Potential for lost income for SWDCs and commuted sums.</p>	2	3	6	Transfer	<p>Planning/Enforcement to build close relationships with local planning officers, such that our role, input and comments are considered and valued.</p> <p>Officers' comments on planning applications are available on Local Authority website.</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA. New rates and banding introduced 1 October 2018.</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
	(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	<p>A SUDs adoption and charging policy has been approved by the Board.</p> <p>Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 and by the Board in May 2019.</p>	31.03.2025	CB

FEEDBACK & COMPLAINTS REVIEW
For the period November 2024 – December 2024

1. OFFICIAL COMPLAINTS

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

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

2. OTHER FEEDBACK

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

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 Reports:

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
Income					
	Net Consortium Charges				
	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	Net Consortium Charges	1,749,267	1,837,289	1,827,598	2,292,142
	(+) Other Income				
	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
	(+) Other Income	2,290,420	2,164,393	2,552,716	2,028,325
	(=) Total Income	4,039,687	4,001,682	4,380,315	4,320,467
(-) Expenditure					
	Administration Costs				
2	Shared Administration Staff	673,731	748,730	697,160	791,661
	Establishment				
	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
	Establishment	179,540	181,231	191,919	165,244
	Shared ICT				
	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
	Shared ICT	133,544	137,033	158,233	196,187

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
	Other Shared Administration				
	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
	Other Shared Administration	160,293	203,884	202,843	214,600
	Other Administration				
	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
	Other Administration	112,074	106,039	109,416	115,305
	Administration Costs	1,259,182	1,376,916	1,359,571	1,482,997
	Technical Support Costs				
2	Technical Support Staff Costs	2,379,415	2,601,343	2,506,833	2,806,153
	Other Technical Support				
	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
	Other Technical Support	22,385	23,423	22,685	31,317
	Technical Support Costs	2,401,800	2,624,766	2,529,518	2,837,470
	(-) Total Expenditure	£3,660,982	£4,001,682	£3,889,089	£4,320,467
	(+/-) Transfer of Surface Water Development Contributions	-378,705	0	-491,226	0
	(=) Net Surplus/(Deficit) for the Year	£0	£0	£0	£0
3	Increases/(Decreases) in Net Consortium Charges	-2.20%	2.72%	-0.53%	6.74%

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
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Administration and Technical Support Services
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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																	

From: 01 April 2025 Administration and Technical Support Services
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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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Administration and Technical Support Services
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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%

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.																	
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

GOVERNANCE

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.

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.

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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

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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;

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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.

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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.

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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

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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.

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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.....

Date23/10/2024.....

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Meeting 16 January 2025