

A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD AT BRECKLAND DISTRICT COUNCIL OFFICES, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM NR19 1EE AND VIRTUALLY VIA TEAMS ON WEDNESDAY, 22 JANUARY 2025 AT 10.00 AM.

Elected Members		Appointed Members	
*	J Carrick		Breckland DC
*v	H Cator	*	G Bambridge
	T Cator		Broadland DC
*	N Foster		N Brennan
*	C Joice	*v	K Kelly
*	J Keith		North Norfolk DC
*	N Legg	*	H Blathwayt
*v	M Sayer		A Brown
*	S Williams		N Housden
	Vacancy		South Norfolk DC
		*	D Sacks
		*v	R Savage
			Jointly Appointed
		*	B Borrett
		*	T Parish
			Vacancy
*	Present		
*v	Present via Teams	*	Total Present (71%)

John Carrick in the Chair

In attendance:

Olivia Follen (Business Support Officer), Matt Gooch (Operations Manager), Tom Hunter (Area Manager), Sallyanne Jeffrey (Chief Financial Officer) and Matthew Philpot (Chief Operating Officer)

Mark Little (Member of the public)

ID Norfolk Rivers 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 Cathryn Brady, Andrew Brown, Phil Camamile, Tom Cator and Caroline Laburn. RESOLVED that this be noted.	
01/25/02	The Chairman welcomed Matt Gooch, Norfolk Rivers IDB Operations Manager who was attending his first meeting. In addition, the Chairman welcomed Mark Little to the meeting who was attending as a member of the public, with a view to being co-opted onto the Board during the meeting. RESOLVED that this be noted.	

ID	Norfolk Rivers IDB, Minute	Action
	02/25 DECLARATIONS OF INTEREST	
02/25/01	The Chairman declared an interest in the Operations Report, specifically the Billingford River Wensum Breach Repair in item 3.6 and the repair of a culvert at Elsing. RESOLVED that this be noted	
02/25/02	Neil Foster declared an interest in item 3.5 of the Operations Report, due to the Lexham Hall Erosion Repairs. RESOLVED that this be noted.	
	03/25 MINUTES OF THE LAST BOARD MEETING	
03/25/01	The minutes of the last Board meeting held on 23 October 2024 were approved, signed and confirmed as a true record. There were no matters arising.	
	04/25 HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW	
04/25/01	The Health, Safety and Welfare Performance Review (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
04/25/02	Ken Kelly requested an update from the Area Manager with regards to bump caps being introduced in the workshops to prevent minor head injuries occurring. The Area Manager confirmed that bump caps had been purchased and were available for Operatives to use. The Vice-Chairman queried if there were specific rules on when Operatives must wear the caps. The Area Manager confirmed that a review would need to be undertaken to assess where the usage of bump caps should be enforced in the workshops and a toolbox talk for staff should be undertaken RESOLVED that this be actioned.	TH
	05/25 OPERATIONS REPORT	
05/25/01	The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
05/25/02	The Vice-Chairman raised concern regarding the blockage of a culvert at the B1145 at Billingford. The Chief Operating Officer advised members that he would speak to Graham Bygrave, Director of Highways at Norfolk County Council and see if the duration of the closures from flooding on the road would warrant the replacement of the culvert. The culvert is an NCC Highways asset, not an IDB one. RESOLVED that this be actioned.	MP
05/25/03	Michael Sayer requested that a list of river breaches within the Norfolk Rivers IDB catchment be compiled and investigated. RESOLVED that this be actioned.	TH/MG

ID	Norfolk Rivers IDB, Minute	Action
	06/25 ENVIRONMENTAL REPORT	
06/25/01	The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
06/25/02	James Keith requested that the Environment team look into what policies have been put into place regarding the management of beavers to protect the Board's watercourses. RESOLVED that this be actioned.	CL
	07/25 SUSTAINABLE DEVELOPMENT REPORT	
07/25/01	The Sustainable Development Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
07/25/02	24_29825_C: Application to discharge treated foul water at Dobbs Beck, Beeston St Andrew The Board required further information regarding this application and requested that a reasonable development contribution should be written into the consent. It was agreed to grant delegated authority to the Chief Executive's Management Committee to further examine the application to discharge treated foul water into Dobbs Beck. It was agreed that this application should be brought back to the Board at the next meeting. RESOLVED that this be actioned.	CB
	08/25 SCHEDULE OF PAID ACCOUNTS	
08/25/01	The Schedule of Paid Accounts for the period 01 October 2024 to 31 December 2024, totalling £288,883.68 (a copy of which is filed in the Report Book) was considered in detail and approved for publication on the WMA Group's website. There were no matters arising.	
	09/25 FINANCIAL REPORT	
09/25/01	The Financial Report for the period 01 April 2024 to 31 December 2024, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
	10/25 CAPITAL AND MAINTENANCE WORKS PROGRAMME FOR 2025/26	
10/25/01	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.	

ID	Norfolk Rivers IDB, Minute	Action
10/25/02	The Maintenance Works Programme for 2025/26 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
	11/25 RATE ESTIMATES FOR 2025/26	
11/25/01	The detailed Rate Estimates for 2025/26 (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:	
11/25/02	It was agreed and thereby RESOLVED to approve the Direct Maintenance Work programme of £303,152 and Biodiversity Action Plan programme of £6,500 for 2025/26 as presented.	
11/25/03	It was agreed and thereby RESOLVED to note the EA Precept Charge of £83,446 for 2025/26 (an increase of 3% on last year's charge).	
11/25/04	It was agreed and thereby RESOLVED to approve the Consortium Administration & Establishment charge of £188,134 for 2025/26, as recommended by the Consortium Management Committee.	
11/25/05	It was agreed and thereby RESOLVED to approve all Other Expenses for 2025/26, as presented.	
11/24/06	It was agreed and thereby RESOLVED to approve the Consortium Technical Support charge of £370,184 for 2025/26, as recommended by the Consortium Management Committee.	
11/25/07	It was agreed and thereby RESOLVED to approve all Other Income of £119,871 which together with the Consortium Income of £299,251 reduced the expenditure budget for 2025/26 by 44% and therefore the amount of expenditure that needed to be funded from drainage rates and special levies.	
12/25	FINANCIAL YEAR 2025/26 LAY AND SEAL DRAINAGE RATE AND SPECIAL LEVIES	
12/25/01	Annual Values as at 31 December 2024 It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2024 as presented, used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2025/26 (a copy of which is filed in the Report Book).	
12/25/02	It was unanimously agreed and thereby RESOLVED to increase drainage rates by 6.50% and special levies by 6.57% for 2025/26 (as detailed in Option 3):	

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	<table><tr><td>Drainage Rate in the Pound</td><td>14.752p</td></tr><tr><td>Agricultural Drainage Rates</td><td>£107,605</td></tr><tr><td>Breckland District Council</td><td>£66,416</td></tr><tr><td>Broadland District Council</td><td>£99,082</td></tr><tr><td>King's Lynn & West Norfolk Borough Council</td><td>£25,152</td></tr><tr><td>North Norfolk District Council</td><td>£132,256</td></tr><tr><td>Norwich City Council</td><td>£7,384</td></tr><tr><td>South Norfolk District Council</td><td>£83,997</td></tr><tr><td>Reserves</td><td><u>£12,153</u></td></tr><tr><td></td><td>£534,045</td></tr></table>	Drainage Rate in the Pound	14.752p	Agricultural Drainage Rates	£107,605	Breckland District Council	£66,416	Broadland District Council	£99,082	King's Lynn & West Norfolk Borough Council	£25,152	North Norfolk District Council	£132,256	Norwich City Council	£7,384	South Norfolk District Council	£83,997	Reserves	<u>£12,153</u>		£534,045	Appointed Members
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12/25/03	Harry Blathwayt encouraged Appointed Members to take an active role in the IDB Funding Special Interest Group. Gordon Bambridge seconded this and also advised Councillors to inform their Councils of the vote made at the meeting. RESOLVED that this be actioned.																					
13/25	BOARD'S PERFORMANCE FOR 2024/25																					
13/25/01	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.																					
14/25	BOARD'S OBJECTIVES FOR 2025/26																					
14/25/01	<p>It was agreed and thereby RESOLVED to approve the following strategic aims for 2025/26:</p> <ul style="list-style-type: none">(i) Promote the Board' activities, engaging with partners and working with the other Boards of the WMA to implement best practice.(ii) Work with RMAs in and around the district 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 operations, always ensuring works are undertaken in accordance with environmental standards.(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 the Board's area.(v) Continue to work towards a balanced budget by the end of 2027-28, through implementing a sustainably affordable business model.																					

ID	Norfolk Rivers IDB, Minute	Action
	15/25 RISK REGISTER	
15/25/01	Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book). There were no matters arising.	
	16/25 OFFICIAL COMPLAINTS AND OTHER FEEDBACK	
16/25/01	The Official Complaints and Other Feedback Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
	17/25 CO-OPTION OF NEW BOARD MEMBER	
17/25/01	It was agreed and thereby RESOLVED to co-opt Mark Little to fill the casual vacancy in the Aylsham & Coltishall Electoral Division for the remainder of the current 3-year term to 31 October 2026 with immediate effect.	
	18/25 DATE OF NEXT MEETING	
18/25/01	The next Board meeting would be held in the Norfolk Room at Breckland District Council's offices in Dereham on Wednesday, 14 May 2025 at 10.00 am. The Chairman advised Board Members that there would be a site visit following the next meeting and therefore requested that all Board Members attend this meeting face to face. RESOLVED that this be noted.	MG/OF
	19/25 ANY OTHER BUSINESS	
19/25/01	The Chief Operating Officer provided an update on demaining and the expansion of the Board's boundaries. The Environment Agency had confirmed that this was not a priority for them at this time due to lack of resources. However, the Chief Operating Officer confirmed that he would speak to the various local interest groups who objected to the plans last time, to bring this back on the agenda and hoped to gain support for this; it was agreed that he would make contact with Phillip Duffy, Chief Executive of the Environment Agency. RESOLVED that this be actioned.	MP
	20/25 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
20/25/01	There were no members of the public present at the meeting.	

ID	Norfolk Rivers IDB, Minute	Action
	21/25 CONSORTIUM MATTERS	
21/25/01	Unconfirmed Minutes and Report Extracts	
	<p>The unconfirmed minutes and report extracts of the last Consortium Management Committee (CMC) meeting held on 06 December 2024 were considered in detail and approved.</p>	
21/25/02	Administration and Technical Support Budgets	
	Projected Out-turns for 2024/25 and Estimates for 2025/26	
	<p>The Projected Out-turns for 2024/25 and the Estimates for 2025/26, as approved at the CMC meeting on 06 December 2024 were considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
21/25/03	WMA Data Protection Policy	
	<p>The 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>	
21/25/04	Items for discussion at the next CMC meeting	
	<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: John Carrick and Gordon Bambridge, or the Chief Executive directly.</p>	
22/25	CONFIDENTIAL BUSINESS	
22/25/01	It was agreed and thereby RESOLVED to exclude the public from	
	<p>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

OPERATIONS REPORT

For the period 24 October 2024 to 22 January 2025

1. INTRODUCTION

- 1.1. The Norfolk Rivers team continue to plan and manage maintenance and capital projects throughout Norfolk. The following information pertains to operations and schemes carried out for the Norfolk Rivers IDB for this period.

2. REVENUE MAINTENANCE WORKS

- 2.1. Routine maintenance works were carried out on main drains in the following districts:

- **Norfolk Rivers Machine and Operative(s):**
Wensum: Honingham & Berry Hall, Billingford
- **Machine Contractors (GDR Sales):**
Upper Bure: King's Beck, Buxton - Hevingham (Dudwick Park)
Smallburgh: Hundred Stream
North Norfolk: Burnham Deepdale

3. RECHARGE WORKS

- 3.1. Scheme Development & Delivery

The Norfolk Rivers Trust recently tendered for survey and design work associated with the North Norfolk Landscape Recovery Project. The work is focussed on river restoration works in the catchments of the rivers Burn, Stiffkey and Glaven. The WMA have been successful in winning the work for the Burn catchment and one part of the Stiffkey catchment. These are both areas within the Norfolk Rivers IDB district.

The Board continues to provide Norfolk County Council Highways with grip clearance and vegetation management works throughout Norfolk. This work has been largely focussed on highways drainage in West Norfolk. However, this year the programme has been extended to include work in North Norfolk and will continue through January and February. We are providing a good service to Highways and expect to receive a new programme of sites in the new financial year.

The Board's Engineers continue to actively participate in meetings and site visits related to the collaborative initiatives established by the Norfolk Strategic Flooding Alliance (NSFA). This targeted approach enhances efficiency by promoting collaboration between the Board and key stakeholders, including the Environment Agency, Norfolk County Council Highways, Anglian Water, and Norfolk County Council Flood & Water Teams. Together, these parties continue to address selected flooding and water management issues across the County.

With the changes to Paul George's role, we are now better positioned to resource, develop, and deliver projects across Norfolk, particularly within the Board's district. Many of these projects include Natural Flood Management initiatives, biodiversity enhancements, habitat creation, and river restoration work, a continuation of the efforts Paul has delivered over the last 7 years in post.

- 3.2. Low Street Phase 2 (Minor Works Recharge)

Phase 2 of the river restoration work at Low Street has been successfully completed since the last reporting period. This phase involved excavating additional ponds and scrapes, as well as

reconnecting the river to the newly created meanders, interventions designed to enhance the floodplain's ecological value and improve the overall health of the river system. With the completion of these efforts, the Board now looks forward to seeing the benefits of this work, including the development of vegetation on the site and the creation of flourishing habitats for aquatic species, birds, and mammals.

3.3. Ringland Bank Lowering (PSCA)

Norfolk Rivers recently carried out bank-lowering works at Ringland to help reduce the amount of time that Ringland Road was flooded due to the River Wensum overtopping. This project was funded by Norfolk County Council Highways at a cost of £5,950 and was completed following surveys and site visits organised with the Norfolk Strategic Flooding Alliance (NSFA).

During these visits, the Board's Engineer identified a historic spoil bank that was restricting the river's connectivity to the floodplain. While this solution, developed in consultation with the NSFA and other stakeholders, will not completely prevent flooding on the highway, it is a cost-effective measure to help reduce the time the road remains submerged.

In the New Year, it is expected that work will continue in collaboration with the NSFA and stakeholders to explore more comprehensive measures, including managing the natural low spot in the road and raising the roadside verges. Further to this, Norfolk Rivers IDB and the stakeholders are supportive of a scheme for Norfolk County Council Highways to install better signage along Ringland Road, to better inform motorists of the hazards during overtopping.



3.4. Buxton Footpath Repairs (PSCA)

After being approached by Norfolk County Council regarding an eroding footpath beneath the Bure Valley Railway bridge in Buxton, the Norfolk Rivers IDB Engineers conducted a topographical survey to collect vital ground and structure levels. This information allowed the Engineers to design the project, calculate the quantities of materials to be removed or imported, and, more importantly, estimate the cost of the work more accurately.



The photograph above, taken before the work commenced, shows the angled and uneven footpath beneath the railway bridge. Numerous areas of erosion were evident where dogs accessed and exited the River Bure, causing the footpath to narrow and become unsafe.



Designs were developed to incorporate cut-and-fill ground levelling, using the excavated spoil to backfill the riverbank. Erosion protection and a designated area for dogs to access and exit the river were also included. Rock rolls were used to create step-like access for dogs, while pre-vegetated coir rolls were staked into the riverbed to provide added stability. Coir matting and a layer of light aggregate were used to top the footpath, creating a more suitable and less muddy alternative.

3.5. Lexham Hall Erosion Repairs (IDB Storm Recovery & Asset Improvement Fund)

Work has been completed at Lexham Hall after Norfolk Rivers IDB successfully secured funding from the Environment Agency's IDB Storm Recovery & Asset Improvement Fund.

This section of the River Nar had experienced severe erosion during last year's exceptionally wet winter. The previous 1300mm culvert was replaced with a larger 1800mm culvert, reducing flow restrictions and limiting the concentrated flows that caused significant bankside erosion. This upgrade was complemented by the installation of rock mattresses on the riverbed and banks immediately downstream, providing additional erosion protection.

Further channel enhancement and erosion protection measures included re-profiling the banks to slacken their angles and creating two-stage channels to improve flow management.



Culvert and bank erosion prior to works



Completed works

3.6 Billingford River Wensum Breach Repair

A breach of the bank of the River Wensum at Billingford had been a problem for several years with ongoing localised overtopping erosion causing increased frequency and periods of flooding. Whilst the flood plain needs to be functional, there was a risk at this site that the ongoing erosion would divert increasing flows from the Wensum through our drainage system effecting our ability to manage water levels and potentially causing damage to culverts further downstream.

In December, work was undertaken to import clay, repairing the breach and restoring the typical bank level. Ground conditions were not ideal at this time of year, but the team was

able to gain access and complete the works in a week when the river level on the Wensum was reducing.



4. PLANT

4.1. Plant Upgrades

It was previously reported to the Board that the 14t Doosan excavator is 4-year-old and will soon be out of warranty. Whilst the Mobile Plant Replacement Policy states that short reach excavators should be considered for replacement at 7 years / 7000hrs, we have had increasing need for repairs and risk of downtime. Therefore, officers have been looking at options and costs for replacement which will be presented to the Board at the next meeting.

5. CAPITAL SCHEMES

5.1. High-Risk Culvert Project

Towards the end of 2024, some culvert inspection plans were paused due to challenges related to water vole mitigation windows. With the February mitigation window approaching, plans are being prepared to resume the high-risk culvert inspections during this period.

The next culvert scheduled for inspection is at Horstead Hautbois, where our watercourse DRN084G0301 Horstead Mill to Church Farm, Hautbois (3) passes beneath the Horstead Hautbois Activity Centre's water sports lake.

While there is moderately good access to the upstream face from the Activity Centre, the presence of a non-native invasive species, Azolla, in the channel poses challenges for overpumping, damming, and working within the channel. The Board's Engineers are continuing to discuss a suitable method of work with the Water Management Alliance Ecologists, who will provide guidance and support during the surveying process.

6. OPERATIONAL MATTERS

6.1. Nothing to report for this period.

7. FLOOD EVENTS/INCIDENTS

7.1. There have been no flood reports during this reporting period.

7.2. The Norfolk Rivers Engineers and Operations team continue to monitor the CCTV camera at Fakenham Mill, DRN092G0101 MN 51 – Fakenham, to ensure that the trash screen remain clear.

These remote CCTV cameras are inexpensive and provide 24/7 visual assistance at sites with increased risk. The Board's Engineers have been in contact with other member of staff at the Water Management Alliance to discuss the feasibility of getting more of these self-sufficient CCTV units at other high-risk structures across the district.



A screenshot capture from the CCTV monitoring camera at Fakenham Mill showing a small build up of leaf litter and woody debris.

8. COMPLAINTS/ENFORCEMENT

8.1. Nothing to report for this period.

MATT GOOCH
OPERATIONS MANGER

OWEN PHILLIPS
FLOOD RISK ENGINEER

TOM HUNTER
AREA MANAGER

JANUARY 2025

ENVIRONMENTAL REPORT

For the period 10 October 2024 to 08 January 2025

1. INFORMATION FOR THE BOARD

1.1. NATURAL ENGLAND BEAVER MANAGEMENT – CL51 CLASS LICENCE TRAINING

The WMA Environment Team attended the Natural England training session for the CL51 beaver class licence '*Beavers: Licence to modify or remove dams, burrows and lodges (CL51)*' from the 19th to the 20th of November 2024 in the River Stour catchment, 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 associated with introducing beavers, whilst aiming to deliver practical considerations for beaver management. This training was organised by ADA and delivered by beaver experts from Natural England, the Environment Agency, Kent Wildlife Trust and the River Stour IDB. Participants visited sites occupied by beavers to look at field signs and discuss how the licence is most appropriately used.



Photo 1 - Beaver dam (upstream), Kent

Persons registered under the CL51 licence can modify or remove beaver dams, burrows and lodges; they are able to possess dead beavers or their body parts. These activities can be carried out at any time. Natural England issues the CL51 licence to public bodies, water managers and named others to allow for 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.

To ensure conflict between beaver activity and people is minimised, whilst maximising the benefits of having beavers, a 5-step approach to beaver management should be implemented – considering options for management and recording the reason(s) behind this.

The first day of training was held at the Sandwich Bay Bird Observatory Trust (SBBO) in Kent where lectures were delivered by Natural England and the Environment Agency. These 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 of beavers within an IDB drainage system.

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

Since, a CL51 licence has been applied for to ensure that the IDB is able to effectively manage beaver activity in the future.



Photo 2 – Beaver canal



Photo 3 – Collapsed burrow



Photos 4 & 5 – Various tree or sapling cutting for feeding and/or damming activities

1.2. NRIDB STANDARD MAINTENANCE OPERATIONS AUDITS

The Environment Team have undertaken audits on two drains during this period within the NRIDB 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 NRIDB's Standard Maintenance Operations document and ensure compliance.

The drains audited include the Elmham A – MN39 drain (DRN099G0103) which was surveyed on 01 December 2024, the Bradfield Beck – AG1221 drain (DRN013G1221), surveyed on 31 January 2024, the King's Beck – Suffield Beck to Ruggs Hall (19) drain (DRN083G1901), surveyed on 10 December 2024 and the. Audit reports were completed for each drain, including an overall maintenance score and recommendations, and issued to the NRIDB Operations Manager.

2. BIODIVERSITY ACTION PLAN – UPDATE

2.1. NRIDB BIODIVERSITY ACTION PLAN (BAP) – PROGRESS REVIEW 2024-2025

The Biodiversity Action Plan for the NRIDB 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 Board's 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
15/10/24	CH, PG	Project	Buxton	Buxton drain had a water vole survey undertake prior to bank protection works taking place.
22/10/24	EB, DP	Project	Lexham Hall	Water vole survey undertaken.
31/10/24	EB, PG	Project	Billingford	Site visit to instruct water vole mitigation
06/11/24	DP, OP	Maintenance	Hautbois/ Horstead Village	To assess condition of drains at Horstead Village and check for Azolla. Water vole checks prior to proposed culvert replacement at Hautbois.
06/11/24	DP, OP	Maintenance	North Walsham	Scoping of North Walsham drains prior to maintenance.
13/11/24	DP, OP	Maintenance	Hoveton	Scoping of Hoveton drains prior to maintenance.
14/11/24	EB, OP	Maintenance	Flordon to Caister	Scoping of the Flordon to Caister drains to instruct maintenance requirements.
15/11/24	DP, OP	Maintenance	Horstead / Hautbois WV post mitigation check, Hundred Stream	Post mitigation WV survey at hautbois activity centre following fresh signs found in previous week. Water vole survey at Hundred stream to inform new culvert installation
21 - 22/11/24	EB, AP, WR	Project	Lexham Hall	Water vole survey in the location of works.
22/11/24	CH, OP	Maintenance	Fakenham Golf course & Gt Ryburgh-Stibbard	Scoping of the Fakenham Golf course & Great Ryburgh-Stibbard drains.
26/11/24	DP, OP, MG	Maintenance	North Walsham	Further scoping of North Walsham drains.
28/11/24	EB, PG, PPW	Project	Hoe (Wendling Beck)	Wendling Beck at Hoe for tree survey that could to instruct further protected species surveys.
09/12/24	CH, CL, MG, TP	Maintenance	Sculthorpe	Scoping of drain within beaver enclosure to inform maintenance

Date	Officer	Project / Maintenance/ BAP	Site	Comments
10/12/24	EB, CH	Maintenance	Kings Beck	Audit to assess the maintenance undertaken against the standards set out in the NRIDB SMO.
12/12/24	EB, CL	Project	Billingford	Site visit to assess the bank breach of the River Wensum into the Billingford drain prior to repair works.
16/12/24	CH, DP	Project	Billingford	To undertake an SMO audit on the IDB Billingford drain.

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

Licence / Assent / Habitat Regulations Assessment	Applied	Granted
Billingford Culvert Replacement (Partnership Project) Extension – HRA, WFD	10/10/2024	21/10/2024
Hundred Stream, 5-year Assent (Broads) – WFD	01/11/2024	N/A
Wensum Culvert Survey – WFD	14/10/2024	N/A
Lexham Hall – WFD	30/10/2024	N/A
West Lexham – HRA, WFD	01/11/2024	19/11/2024
Raynham Hand Work – HRA, WFD	07/11/2024	25/11/2024
Billingford Breach Repair – HRA	05/11/2024	N/A
Burnham Deepdale – HRA, WFD	12/11/2024	N/A
Aylsham North – WFD	05/12/2024	N/A
Lenwade – HRA, WFD	05/11/2024	25/11/2024
Costessey Mill – HRA, WFD	18/10/2024	18/11/2024
Beetley – HRA, WFD	11/10/2024	N/A
Sculthorpe – HRA, WFD	31/10/2024	19/11/2024
CL51 Beaver Licence Application	10/12/2024	N/A

5. TRAINING AND MEETINGS ATTENDED:

Date	Meeting / Training Attended	Brief Description
15/10/2024	Floating Pennywort Steering Group	Meeting to discuss Floating Pennywort sightings/removals
19/11/2024 20/11/2024	ADA Beaver Training for IDBs	As above
26/11/2024	Floating Pennywort Steering Group	Meeting to discuss Floating Pennywort sightings/removals
3/12/2024	NBIS Steering Group Meeting	Meeting to discuss Norfolk Biodiversity Information Service updates or changes to agreement members and general questions to NBIS/future planning.
20/12/2024	West Norfolk Nature Network (WNNN): Habitat creation discussion	Meeting to discuss landscape recovery projects (Wash landscape Partnership and West Norfolk Nature Network), significant within the Norfolk Rivers and Kings Lynn catchment areas.

6. NON-COMPLIANCE

None within this period.

7. COMPLAINTS

None within this period.

CAROLINE LABURN
ENVIRONMENTAL MANAGER
JANUARY 2025

Appendix A: NRIDB BAP Progress 2024-25

ACTION		PARTNERS	DATE	2024-25 STATUS	2024-25 PROGRESS
COASTAL AND FLOODPLAIN GRAZING MARSH					
1a	Continue to work in partnership with stakeholders to look for opportunities, to enhance grazing marshes by appropriate water level management practice.	RSPB, NRT, NE, EA, Landowners	Ongoing	Ongoing Completed Completed	Reephams enhancement Project Phase 2 (PSCA) – Installation of a variety of enhancement features including the installation of a sediment trap, culvert removal / replacement, floodplain reconnection, installation of gravels to restore channel gradients, and creation of new meandering channel. Skeyton Beck Floodplain Reconnection Project – A small project in which a series of bank lowering was undertaken to improve the watercourse connection to its natural floodplain. Ringland Sediment and Flood Risk Management Scheme – A small project including a desilt and silt trap creation, as well as a section of floodplain reconnection by bank lowering to the main river Wensum.
1b	Deliver one Natural Flood Management Project per year.	NE, EA, BCP and Landowners	Ongoing	Ongoing	See 1a, three natural flood management projects delivered in 2024.
1c	Work in partnership via the Local Nature Recovery Strategy partnerships to look for opportunities to enhance grazing marshes and be involved in projects.	LNRS	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDBs.
REEDBED					
2a	Enhance and maintain reedbed fringe habitat on the Boards main drains.		Ongoing	Ongoing	Maintenance is undertaken to the standard set out in the SMO.
2b	Work in partnership via the Local Nature Recovery Strategy partnerships to look for opportunities to enhance reedbeds and have involvement in projects.	LNRS	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDB's.

FENS					
3a	Work in partnership via the Local Nature Recovery Strategy partnerships to look for opportunities to enhance fens and have involvement in projects.	LNRS	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDBs.
RIVERS, CANALS AND DRAINS					
4a	Work with the planning department to review the boards culverting policy.	Planning Department	2024	Completed in 2023	A meeting between the planning department and environment team was held during March 2023 to review the boards culverting policy.
4b	Consult with Natural England with the aim to map important Spring fed wetland headwaters within the IDD.	NE	2024	Ongoing	The Environment Team purchased two tablets 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.
5a	Identify opportunities to record species present in watercourses managed by the board.	NBIS	Ongoing	Ongoing	The Environment Team purchased two tablets 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.
5b	Work in partnership with the EA to report pollution incidents within the IDD.	EA	Ongoing	Ongoing	NRIDB reported to the EA a foul water leak into a drain at Reepham because of hitting a pipe during the Reepham Phase 2 project. The incident was reported to the EA immediately and the NRIDB worked with Anglian Water to resolve the situation.
6a	Regularly update the Boards Standard Maintenance Document.		2023	Completed	The SMO was reviewed and accepted by the Board in 2023.
6b	Ensure compliance with the IDB SMO by auditing an identified number of maintenance works jobs annually, to ensure they are being carried out to an agreed standard across the whole board.		Annually	Ongoing	SMO audits are completed four times a year within the NRIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Elmham A was audited in March 2024 SMO Audit 2: Bradfield Beck was audited in March 2024 SMO Audit 3: Kings Beck was audited in December 2024 SMO Audit 4: Billingford was audited in December 2024
7a	Continue to work in partnership with stakeholders to deliver river restoration schemes throughout the IDD.	NRT, EA, NE, Landowners	Annually	Ongoing	Himalayan Balsam pulling undertaken at Narborough in July 2024 as part of a partnership approach with the EA.

7b	Work with partners to deliver one Natural Flood Management Project per year as a means to minimise sediment and diffuse pollution into chalk river systems and manage downstream flood risk.	NRT, NWNCP, NE, EA, BCP and Landowners	Ongoing	Ongoing	Himalayan Balsam pulling undertaken at Narborough in July 2024 as part of a partnership approach with the EA. Broadland Catchment partnership and Wensum Catchment partnership meetings attended quarterly by WMA Officers. See 1a
7c	Work in partnership via the Local Nature Recovery Strategy partnerships to look for opportunities to undertake river restoration and have involvement in projects.	LNRS	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDB's.
WET WOODLAND					
8a	Consult Norfolk Wildlife Trust prior to work through or near County Wildlife Sites that are outside of the SMO.	NWT	Ongoing	Ongoing	This is undertaken as a matter of course.
8b	Include wet woodland conservation in all aspects of IDB maintenance, capital scheme and river restoration delivery.	NE, NWT, NRT, EA and LA's	Ongoing	Ongoing	Reephams enhancement Project Phase 2 (PSCA) – Installation of a variety of enhancement features including the installation of a sediment trap, culvert removal / replacement, floodplain reconnection, installation of gravels to restore channel gradients, and creation of new meandering channel.
8c	Work in partnership via the Local Nature Recovery Strategy partnerships to look for opportunities to enhance wet woodland and have involvement in projects.	LNRS	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDB's.
PONDS					
9d	Work in partnership via the Local Nature Recovery Strategy partnerships to look for opportunities to enhance ponds and have involvement in projects.	LNRS	Ongoing	Ongoing	A meeting was held between Environment Officers and NCC LNRS Officer in October to discuss the current progress on the LNRS mapping system and how this could be used by the IDBs.
BARN OWL AND KESTREL					
10a	Continue to monitor nest boxes within the IDB area working in partnership with the Wildlife Conservation Partnership.	WCP	Ongoing	Ongoing	WMA Officers continue to liaise with Wildlife Conservation Partnership with regards to the regular checks and maintenance of nest boxes.

10b	Continue to maintain, repair or replace nest boxes in the IDB area working in partnership with the Wildlife Conservation Partnership.	WCP	Ongoing	Ongoing	Burnham Deepdale, East Lexham and West Acre boxes checked by Wildlife Conservation Partnership.
10c	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff, Contractors	Ongoing	Ongoing	Consistent with SMO and reviewed through regular SMO auditing. See Action 6b for details of audits undertaken.
WATER VOLE					
13a	Continue to contribute funding to the Water Life Recovery Trust.	Water Life Recovery Trust	Annually	Ongoing	NRIDB contributed £2500 toward the WLRT 2024 -2025: https://www.waterliferecoverytrust.org.uk/
13b	Continue to work with the Water Life Recovery Trust on mink eradication.	Water Life Recovery Trust	Annually	Ongoing	Water Life Recovery Trust steering group meetings attended three times per year by Environmental Manager.
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.		Annually	Ongoing	SMO audits are completed four times a year within the NRIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Elmham A was audited in March 2024 SMO Audit 2: Bradfield Beck was audited in March 2024 SMO Audit 3: Kings Beck was audited in December 2024 SMO Audit 4: Billingford was audited in December 2024
16a	Take opportunities to enhance water vole habitat where appropriate during Capital or river/wetland restoration schemes.	NE, EA, NWT and Landowners	Ongoing	Ongoing	WMA working with Water vole Species Conservation scheme providing data and contributions to their Species Conservation Strategies: Strategic Licencing Water Vole Pilot Stakeholder consultation steering group.
BROWN TROUT					
17a	Ensure compliance with the IDB SMO by auditing 4 jobs per year jobs, to ensure they are being carried out sensitively and to an agreed standard across the Board.		Annually	Ongoing	SMO audits are completed four times a year within the NRIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Elmham A was audited in March 2024 SMO Audit 2: Bradfield Beck was audited in March 2024 SMO Audit 3: Kings Beck was audited in December 2024 SMO Audit 4: Billingford was audited in December 2024

17b	Ensure the life stages, habitat requirements and migration routes for the brown trout are taken into consideration when developing river restoration projects.	NE, EA and Landowners	Ongoing	Ongoing	North Elmham Mill restoration project – This project involved some channel gradient enhancement and channel gradient improvement works using imported mixed gravels on approximately 255m of drain in North Elmham. The works will encourage the natural formations of pools and riffles in the gravel-bedded channel and will help oxygenate the water and provide a spawning habitat for various fish species.
18a	Continue to establish the feasibility and delivery of other river restoration projects on IDB stretch of chalk stream reaches within Norfolk Rivers IDD. Where appropriate, work in partnership with other Stakeholders to achieve this.	NE, NRT, EA and Landowners	Ongoing	Ongoing	See 1a & 17b (Reepham Enhancement Project & North Elmham Mill restoration).
18b	Work with partners to deliver one Natural Flood Management Project per year as a means to minimise sediment and diffuse pollution into chalk river systems and manage downstream flood risk.	NE, EA, BCP and Landowners	Ongoing	Ongoing	See 1a & 17b.

WHITE CLAWED CRAYFISH

19b	Ensure compliance with the IDB SMO by auditing an identified number of maintenance works jobs annually, to ensure they are being carried out to an agreed standard across the whole board.		Annually	Ongoing	SMO audits are completed four times a year within the NRIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Elmham A was audited in March 2024 SMO Audit 2: Bradfield Beck was audited in March 2024 SMO Audit 3: Kings Beck was audited in December 2024 SMO Audit 4: Billingford was audited in December 2024
19c	Ensure all environment officers are licenced to undertake surveys (CL11 or CL24).	NRT, NE	Ongoing	Ongoing	CL23 LICENCE Tatterford – Raynham IDB drain required a large fallen tree to be removed from the watercourse as it was blocking the outfall of a culvert and holding the flow of water, flooding neighbouring land. This was completed under the CL23 to enable an Environmental Officer to put back any WCC that were found during the works. No WCC identified.
19d	Review and ensure biosecurity measures are being maintained across the Board.	Contractors and Staff	Ongoing	Ongoing	NRIDB utilise a pressure washer which is used after machinery or equipment has been to a site with a known non-native invasive species. Also, non-native invasives training is scheduled for February, in which Environment Officers provide training to operatives on the related precautions/actions, reviewed annually during SMO audits; this is supplemented by training cards given out to operatives by Environment team.

20a	Liaise and work closely with the Norfolk Crayfish Group.	NRT, EA, NE and NWT	2024	Ongoing	White Clawed Crayfish Group meeting in January attended by Environment Officer, attended annually.
20b	Continue to establish the feasibility and delivery of river restoration projects on IDB stretches of chalk stream reaches within Norfolk Rivers Area. Where achievable, work in partnership with other stakeholders to achieve this.	NRT, EA, NE and Landowners	Ongoing	Ongoing	See 1a & 17b.
BATS (ALL SPECIES)					
21b	Ensure training is delivered to all environment officers.	CIEEM	Ongoing	Ongoing	Two Environment Officers have booked onto the CIEEM Introduction to Bat Ecology and Bat Surveys Course in January 2025 as a part of the CIEEM Early Careers Training Programme.
NON-NATIVE INVASIVE SPECIES					
23a	Establish a 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.
23b	Continue to contribute to and work in partnership with the Norfolk Non-Native Species Initiative (E.g. Floating pennywort).	NNNSI	Ongoing	Ongoing / Complete	<p>NRIDB contributed £2000 to the NNNSI during 2024-25. This funding was used by the NNNSI to tackle Floating Pennywort in the North Walsham and Dilham Canal which has been undertaken and removed.</p> <p>Ongoing work with the Floating Pennywort partnership. Officers attend monthly meetings with the partnership.</p> <p>Himalayan Balsam removal through the method of pulling along sections at Narborough during summer 2024, enabling works for channel restoration.</p> <p>Ongoing Giant Hogweed treatment at Emmanuel's Common – Emmanuel's common survey undertaken in June 2024, no Giant Hogweed was found at that time.</p> <p>Continue to work and fund WLRT.</p>
23c	Maintain records for all species of concern using the 'iRecord' app.	NNNSI, Staff, Contactors	Ongoing	Complete	Two tablets have been purchased for the Environment Team to be used on site to record surveys and species. A shared IDB iRecord app is active and used by IDB officers to record and report INNS.
23d	Train staff regularly in key non-native species identification.	NNNSI, Staff, Contactors	Ongoing	Ongoing	See 19d; Training cards incl. identification key and relevant information on non-native invasives found throughout Norfolk provided by Environment Team to NRIDB

					Operatives, Contractors and Engineers. Annual non-native invasives training scheduled for February 2025 in which Environment officers will provide training to NRIDB Operatives, Contractors and Engineers on relevant INNS in-person.
23e	Ensure availability and regular review of identification guides developed for key non-native species to be used by officers, staff and contractors on site.	NNNSI, Staff and Contractors	Ongoing	Ongoing	See 19d & 23d; The Environment team have reviewed and issued new NNIS identification guides for the NRIDB Operatives, Contractors and Engineers. Environment Officer distributed these to the NRIDB team on 09/12/2024.
23f	Regularly review and ensure robust biosecurity measures are being maintained across the Board.	Staff, Contractors	Ongoing	Ongoing	NRIDB utilise a pressure washer which is used after machinery or equipment has been to a site with a known non-native invasive species. Also, non-native invasives training is scheduled for February, in which Environment Officers provide training to operatives on the related precautions/actions, reviewed annually during SMO audits; this is supplemented by training cards given out to operatives by Environment team.
24a	To 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.
24b	Maintain 10 IDB traps within the catchment.	WLRT	Ongoing	Ongoing	Contribute money to WLRT to aid trap maintenance.
24c	Report catches to the WLRT.	WLRT	Ongoing	Ongoing	All catches continue to be recorded and reported back to the WLRT.

SUSTAINABLE DEVELOPMENT REPORT

1. REPORTING PERIOD

This planning report covers the reporting period 4 October 2024 to 15 December 2024.

2. CONSENT APPLICATIONS

There are currently 18 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	3
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	6
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	7
Total:	18

In accordance with the scheme of delegation there is one matter for consideration by the Board in this report, this is detailed in section 2.1.

2.1. 24_29825_C: Application to discharge treated foul water at Dobbs Beck, Beeston St Andrew

An application has been received to discharge treated foul water from a new waste water treatment works (WwTW) associated with a major residential development of up to 1300 houses. The discharge will also be regulated by the Environment Agency under the Environmental Permitting Regulations. Eventually, the site is proposing to discharge treated effluent into the Board's maintained watercourse known as Dobbs Beck at a rate of approximately 5l/s. A wetland is also proposed to built alongside the WwTW as part of the nutrient neutrality measures required for the development.

For the avoidance of doubt, officers are seeking delegated authority to determine the application, including charging a bespoke but reasonable development contribution as a condition of consent.

Officer Recommendation: Officers request that the Board grants delegated authority to the Chief Executive's Management Committee to determine the application to discharge treated foul water into Dobbs Beck.

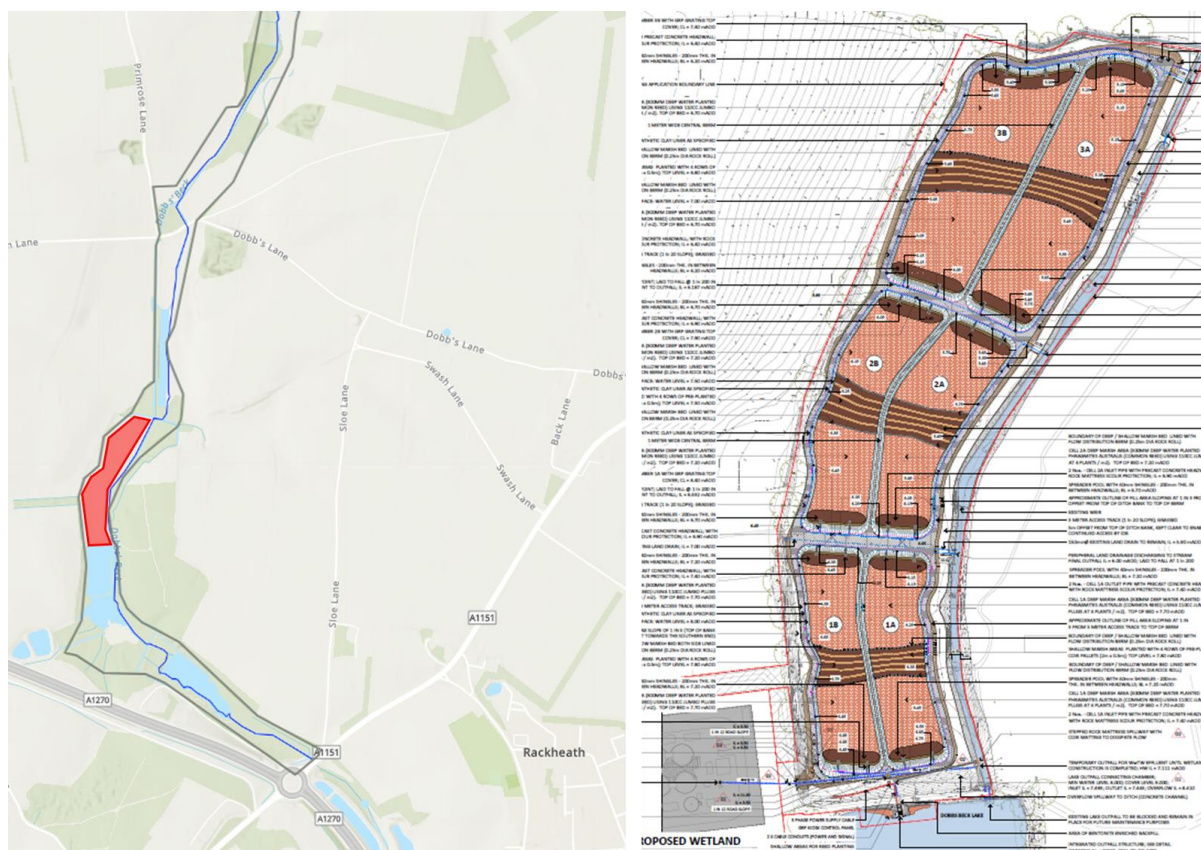


Figure 1: Location plan (left) and site plan (right) showing proposed new wetland. The proposed WwTW will discharge treated effluent from 1300 houses into the wetland, which will then discharge to Dobbs Beck (dark blue line within the location plan).

3. CONSENTS DETERMINED

During this reporting period, the following 16 applications for consent under the Land Drainage Act 1991 or the Board's Byelaws have been determined by Officers in accordance with their delegated authority.

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
24_26196_C	Byelaw 10	The Street, Ringland	Access bridge, track matting and sampling points within 9m of arterial watercourse.	Granted
24_28297_C	Byelaw 10	Mill Street, Buxton	Fencing within 9m of arterial watercourse	Granted
24_28956_C	Byelaw 10	Low Common, Deopham	Discharge apparatus within 9m of arterial watercourse	Granted

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
24_29429_C	Section 23, LDA 1991	Beck Lane, Tuttington	Bridge repairs	Granted
24_29546_C	Section 23, LDA 1991	Mill Street, Buxton	Fence within watercourse cross-section	Granted
24_29547_C	Section 23, LDA 1991	Mill Street, Buxton	Fence within watercourse cross-section	Granted
24_29548_C	Section 23, LDA 1991	Mill Street, Buxton	Fence within watercourse cross-section	Granted
24_29549_C	Section 23, LDA 1991	Mill Street, Buxton	Fence within watercourse cross-section	Granted
24_29551_C	Section 23, LDA 1991	Mill Street, Buxton	Fence within watercourse cross-section	Granted
24_29553_C	Section 23, LDA 1991	Mill Street, Buxton	Fence within watercourse cross-section	Granted
24_29557_C	Section 23, LDA 1991	Mill Street, Buxton	Fence within watercourse cross-section	Granted
24_29559_C	Section 23, LDA 1991	Mill Street, Buxton	Fence within watercourse cross-section	Granted
24_29606_C	Section 23, LDA 1991	Low Common, Deopham	Bank alterations	Granted
24_30064_C	Byelaw 10	Gunn Street Foulsham	Access track and car parking within 9m of arterial watercourse	Granted

Additionally officers have approved the details of several works associated with and authorised by the Norfolk Vanguard Offshore Wind Farm Order 2022, including 10 access culverts, 4 trenchless crossings and 3 trenched crossings.

4. FEES

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

Case ref(s)	Date invoiced	Amount (no VAT)	Date Paid
23_25328_C, 24_26354_C, 24_26360_C, 24_26361_C, 24_26711_C	04/10/2024	£141,851.81	28/10/2024

5. PLANNING COMMENTS

Officers have provided comments on 21 applications that are either in or could impact on the Boards Internal Drainage District. 2 of these applications are for major developments and are summarised below;

Planning Ref.	Location / Site Name	Description
2024/1236	Dobbs Beck, Beeston St Andrew	Wetland Creation
2024/3509	Hall Park, Haveringland	Commercial Development

Additionally, officers continue to engage with applications for Development Consent, and liaise with the Planning Inspectorate / applicants as required regarding the following projects:

- A47 North Tuddenham to Easton Dualling Scheme
- Hornsey 3 Offshore Windfarm
- Vanguard Offshore Windfarm
- Boreas Offshore Windfarm
- Sherringham and Dudgeon Offshore Windfarm

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CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
DECEMBER 2024

NORFOLK RIVERS 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>% Cost Recoverable</u>	<u>Amount Paid This Period</u>
4I0001	4i Pumping Services Ltd	Capital Works	100	11,874.00
AM0002	AM Ground Maintenance	Maintenance Works	0	960.00
AN0002	Anglian Plant Limited	Plant Hire	35	757.20
AN0100	Anglia Farmers Limited	Rechargeable Materials	49	7,645.58
AP0001	Applications in CADD Ltd	Cloud Licence	100	210.00
AQ0002	AquaSpira	Rechargeable Materials	100	3,708.84
AR0001	Allstar Business Solutions	Fuel	0	2,495.49
BR0001	Broadscape East Limited	Truxor Hire	95	21,600.00
BR0002	Britannia Safety & Training	Training	0	756.00
BR0275	Broads (2006) IDB	Rechargeable Work	82	9,269.73
CA0005	Cavell & Lind Ltd	Medical	0	247.32
CA0006	Carl Bird Limited	Skip Hire	100	458.40
CO0006	Core Recruiter Ltd	Contractors	100	1,291.68
EE0001	EE Ltd	SIMO for Security Cameras	0	27.18
EN0550	Environment Agency Precept	Precept	0	40,507.72
EX0002	Exo Environment Ltd	Rechargeable Works	100	4,502.40
FR0001	Frazer	Materials	0	1,582.97
GD0001	GDR Sales Ltd	Plant/Labour Hire	21	101,492.40
HO0001	Hoben International Ltd	Soluform	100	2,094.00
IN0920	Inland Revenue	PAYE	0	8,554.47
JE0002	Jewsons Limited	Materials	0	55.74
LA1201	Mervyn Lambert Plant Hire Ltd	Plant Hire	60	5,983.60
MA0002	Martyn J Green	Lorry Hire/Stump Removal	77	264.00
MA1305	M and H Ecology Ltd	Rechargeable Works	100	2,640.00
MH0001	MHE Consulting	Rechargeable Works	100	222.00
MI0001	Middleton Aggregates Ltd	Clay & Reject Stone	100	1,350.15
NO1450	Norfolk Pension Fund	Superannuation	0	8,023.31
NO1454	Norwich Instrument Services Ltd	Laser Level	0	86.52
NT0001	NTD National Tracked Dumper Hire	Tracked Dumper Hire	100	14,425.88
PA0003	Parker Hydraulics and Pneumatics	Hydraulic Parts	0	36.12
PA0004	Pattisons (Anglia) Ltd	Clay Haulage	100	360.00

NORFOLK RIVERS 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>% Cost Recoverable</u>	<u>Amount Paid This Period</u>
PL0001	PLG Country Store Ltd	Materials	69	435.99
RI0004	Rivers Ecology Limited	Capital Works	100	2,371.20
SA0001	Salix	Rock Mattresses/Bionet	100	8,703.86
SL0001	SLM Toyota Norwich	MOT	0	54.85
SP0002	Spirafix Limited	Materials	100	372.86
SS0001	SSAF Window Films Ltd	Small Tools/Consumables	0	16.68
TH0002	Robert P Thain	Machine Moves	61	1,692.00
TU0001	C R Turner	Machine Moves	0	1,305.00
TU0002	Joe Turner Equipment Ltd	Parts	0	520.52
TY0001	Tyre Contract Services	Tyres	0	432.00
VO2201	Vodafone Ltd	Mobile Phone Charges	0	224.76
WA0001	Water Management Alliance	Rechargeable Works/Materials	89	18,393.60
WA0002	Heather Wallis	Archaeological Research & Advice	0	592.00
WO0002	Workwear (East Anglia) Ltd	PPE	0	285.66
Please note that the amounts shown above include Vat				<u><u>£288,883.68</u></u>

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

NOTES	INCOME AND EXPENDITURE ACCOUNT	Y-T-D BUDGET £	Y-T-D ACTUAL £	Y-T-D VARIANCE £	ANNUAL BUDGET £	PROJECTED OUT-TURN £	PROJECTED VARIANCE £
	<u>Income</u>						
	Occupiers Drainage Rates	100,668	100,668	0	100,668	100,668	0
1	Special Levies issued by the Board	388,735	388,735	0	388,735	388,735	0
2	Highland Water Contributions from EA	87,390	109,358	21,968	87,390	109,358	21,968
	Grants Applied	61,214	25,955	-35,259	81,619	30,000	-51,619
	Tranche Funding Income Applied	0	27,941	27,941	0	30,000	30,000
3	Income from Rechargeable Works	2,250	292,664	290,414	3,000	292,664	289,664
	Investment Interest	13,125	15,100	1,975	17,500	27,593	10,093
5	Other Income	254,472	359,461	104,989	339,099	312,137	-26,962
	Total Income	£907,854	£1,319,882	£412,028	£1,018,011	£1,291,155	£273,144
	<u>Less Expenditure</u>						
6	Capital Works	61,214	25,955	35,259	81,619	30,000	51,619
	Tranche Funding Expenditure	0	27,941	-27,941	0	30,000	-30,000
7	Precept Contributions to EA	81,766	81,015	751	81,766	81,015	751
8	Maintenance Works	511,645	549,693	-38,048	680,122	690,346	-10,224
	Development Expenditure	0	0	0	0	0	0
9	Administration Charges	137,540	130,880	6,660	186,679	179,840	6,839
3	Cost of Rechargeable Works	0	272,807	-272,807	0	287,664	-289,664
4	Net Deficit/(Surplus) on Operating Accounts	0	-15,825	15,825	0	0	0
	Total Expenditure	£792,165	£1,072,466	-£280,301	£1,030,186	£1,300,865	-£270,679
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
	Net Surplus/(Deficit)	£115,689	£247,416	£131,727	-£12,175	-£7,711	£2,464

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

NOTES	BALANCE SHEET AS AT 31-12-2024	OPENING BALANCE £	MOVEMENT THIS YEAR £	CLOSING BALANCE £
10	Fixed Assets			
	Land and Buildings	33,966	-749	33,217
	Plant and Equipment	74,280	-15,539	58,741
	Shared Consortium Assets	0	0	0
		108,246	-16,288	91,958
	Current Assets			
11	Bank Account	278,671	-57,494	221,176
12	Trade Debtors	151,699	-107,236	44,463
13	Work in Progress	34,309	16,318	50,627
	Staff Health Insurance	10	77	87
14	Term Deposits	500,000	300,000	800,000
15,16	Drainage Ratepayers and Special Levies Due	-1,799	1,666	-133
	Prepayments	0	0	0
17	Prepayments to WMA	9,130	-36,706	-27,576
	VAT Due	1,749	19,606	21,355
	Grants Due	0	12,941	12,941
		973,769	149,171	1,122,939
	Less Current Liabilities			
	Trade Creditors	49,255	-30,021	19,234
	Accruals	152,405	-46,430	105,975
	Payments Received In Advance	11,854	-11,854	0
	Finance Leases	0	0	0
	Payroll Controls	0	-274	-274
		213,514	-88,579	124,935
	Net Current Assets	760,255	237,749	998,004
	Less Long Term Liabilities			
19	Pension Liability/(Asset)	-213,000	2,000	-211,000
	Net Assets	£1,081,501	£219,461	£1,300,962
20	Reserves			
	Earmarked			
	General Reserve	462,478	247,416	709,894
18	Grants Reserve	90,029	-25,955	64,074
	Grant Reserve Tranche 1 + 2	0	0	0
21	Development Reserve	210,035	0	210,035
22	Plant Reserve	65,000	0	65,000
		827,542	221,461	1,049,003
	Non-Distributable			
23	Revaluation Reserve	40,959	0	40,959
19	Pension Reserve	213,000	-2,000	211,000
		253,959	-2,000	251,959
	Total Reserves	£1,081,501	£219,461	£1,300,962

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note **Notes to the Accounts**

- 1 Special Levies due from constituent Billing Authorities are as follows:

	Y-T-D BUDGET	Y-T-D 2024/25
Breckland District Council	62,364	62,364
Broadland District Council	93,037	93,037
King's Lynn and West Norfolk Borough Council	23,618	23,618
North Norfolk District Council	123,910	123,910
Norwich City Council	6,934	6,934
South Norfolk District Council	78,872	78,872
	388,735	388,735

- 2 The EA Highland Water Claim for 2024/25 has been submitted to the Environment Agency (EA) to the Board in 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). This has been paid in full.

- 3 Rechargeable work includes professional supervision and contracting services for various Risk Management Authorities.

- 4 Net Deficit/(Surplus) on Operating Accounts is made up as follows:

	Y-T-D BUDGET	Y-T-D 2024/25
Labour Operations Account	0	-13,831
Mobile Plant Operations Account	0	-1,995
	0	-15,825

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

- 5 Other income is made up as follows:

	Y-T-D BUDGET	Y-T-D 2024/25
Shared Income from WMA	254,472	359,461
Insurance Claims	0	0
Sundry Income	0	0
Summons Costs	0	0
	254,472	359,461

- 6 The gross cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works as managed by the Project Development Manager, which can be made available to members on request. The Grants Due/(Unapplied) also correspond with the figures shown on the Balance Sheet. The Executive Committee scrutinise this Report every year.

- 7 The EA Precept due for 2024/25 is payable to the EA on 31 May and the other half is payable to them on 30 November. The Board has no idea where or how this money is spent.

- 8 Detailed maintenance operations are approved by the Board annually and shown on the Operations map, together with the schedule of maintenance works for each catchment, which can be made available to members on request. Expenditure is analysed as follows:

	Y-T-D BUDGET	Y-T-D 2024/25
Labour Charges	24,206	30,315
Plant Charges	6,008	7,524
Materials	11,537	14,448
Contractors	157,528	197,286
Plant Hire & Transport	6,522	8,169
Direct Works	205,800	257,742
Technical Support Staff Costs	272,663	261,139
Other Technical Support Costs	26,808	23,698
Biodiversity Action Plan Costs	6,375	7,114
Maintenance Works	511,645	549,693

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note **Notes to the Accounts**

- 9(i) Administration charges reflect the Board's share of consortium expenditure (excluding technical support costs). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

	Y-T-D BUDGET	Y-T-D 2024/25
Administration Staff Costs	94,092	86,953
Other Administration Costs	41,573	42,491
Development Expenditure	0	0
Drainage Rates AV Increases/(Decreases)	375	21
Depreciation Kettlewell House	749	749
Sundry Debtors written off	0	0
Sundry Expenses	0	115
Settlement Discount	751	551
	137,540	130,880

9(ii). **Consortium Charges**

	Y-T-D Budget	Y-T-D Actual
<u>Expenses</u>		
Technical Support Staff (note 8)	272,663	261,139
Other Technical Support (note 8)	26,808	23,698
Administration Staff Costs (note 9i)	94,092	86,953
Other Administration Costs (Note 9i)	41,573	42,491
Shared Income from the WMA (note 5)	-254,472	-359,461
Net Consortium Charge	180,664	201,644

10 **Cost**

	Land and Buildings	Plant and Equipment	Total
Opening Balance as at 1-4-2024 b/fwd	2,929	26,833	29,762
(+) Additions	0	0	0
(-) Disposals	0	0	0
(=) Closing Balance as at 31-12-2024 c/fwd	2,929	26,833	29,762
Depreciation			
Opening Balance as at 1-4-2024 b/fwd	2,073	20,980	23,053
(+) Depreciation Charge for year	406	1,246	1,652
(-) Accumulated Depreciation written out on disposal	0	0	0
(=) Closing Balance as at 31-12-2024 c/fwd	2,478	22,226	24,704
Net Book Value as at 31-3-2024	856	5,853	6,710
Net Book Value as at 31-12-2024	451	4,607	5,058



From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note **Notes to the Accounts**

- 11 Additional sums are now being invested on the short term money market to maximise the return on the working balances, in accordance with the Board's Investment Policy. The Bank Account is reconciled as follows:

	2023/24	2024/25
Opening Balance as at 1-4-2024 b/fwd	205,306	278,671
(+) Receipts	1,492,659	1,231,667
(-) Payments	-1,419,295	-1,289,162
(=) Closing Balance as at 31-12-2024 c/fwd	278,671	221,176
Balance on Statement as at 31-12-2024	278,545	221,176
Less: Unpresented payments	0	0
Add: Unpresented receipts	126	0
Closing Balance as at 31-12-2024 c/fwd	278,671	221,176

- 12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	8,553	2
>30 days and <=60 days	6,339	1
>60 days and <=90 days (EA and NCC)	29,571	2
>90 days	0	0
	44,463	5

- 13 Work in Progress is currently made up of the following jobs:

Customer	Amount	Comp. Date	Originator
RBL0003 - Blofield Parish Council - Marty's Marsh Culvert Repairs	1,236	31/03/2025	Operations Manager PG
RBL0004 - Blofield Parish Council - Brundall & Blofield Footbridge	1,253	31/01/2025	Operations Manager PG
RBU0007 - Buxton Footpath Repairs PSCA 2024	4,985	31/01/2025	Operations Manager PG
REA0006 - EA Chalky Water River TAS	2,866	31/01/2025	Operations Manager PG
REA0009 - EA Starton Beck Watercourse Improvements PSCA	4,999	31/01/2025	Operations Manager PG
REA0011 - EA Bintree Restorative Desilt 2024	2,888	31/01/2025	Operations Manager PG
RNC0007 - NCC	15,688	31/01/2025	Operations Manager PG
RNC0013 - River Burn PSCA - 27.12.22 and will run to 23/24	525	31/01/2025	Operations Manager PG
RNC0014 - NCC Brockdish Phase 1 NFM	518	31/03/2025	Operations Manager PG
RNC0016 - NCC Ringland Bank Lowering	1,836	31/01/2025	Operations Manager PG
RNCC0015 - NCC Besthorpe and Morley FAS	13,834	31/01/2025	Operations Manager PG
	50,627		

- 14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
National Counties Building Society	100,000	13/12/2024	13/01/2025	4.60%
Vernon Building Society	250,000	16/09/2024	16/01/2025	4.80%
National Counties Building Society	200,000	20/12/2024	20/01/2025	4.60%
Vernon Building Society	250,000	11/11/2024	11/02/2025	4.85%
	800,000			

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



From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note **Notes to the Accounts**

- 16 There are currently 90 Ratepayers that have not paid their Drainage Rates for 2024/25 as compared to 128 Ratepayers this time last year. (23 of those outstanding are under £5). Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2023/24	2024/25
Arrears b/fwd	-1,470	-1,799
Drainage Rates for the year	95,314	100,687
Special Levies for the year	368,473	388,735
Payments Received	-463,721	-488,547
Settlement Discount	-511	-551
Returned/(Represented) amounts	0	163
Paid Refund	0	1,192
Annual Value Decreases	-1,494	-2,255
Annual Value Increases	1,161	1,356
New Assessments	333	899
Irrecoverables and write offs	-194	-38
Creditors Control Contra	0	0
Special Levy Adjustment	8	0
Drainage Rate Adjustment	0	24
Summons collection costs	300	0
Arrears c/fwd	-1,799	-133

- 17 Prepayments represent the amount that has been paid to the WMA in advance, which will be used by the WMA to pay the Board's share of consortium expenditure during the next reporting period.

18 **Grants Reserve**

Movements on the Grants Reserve are made up as follows:

	2024/25
Opening Balance at 1-4-2024	90,029
Add: Grant Received	0
Less: Grant Applied	-25,955
Closing Balance as at 31-12-2024	64,074

	2023/24	2024/25
SCH03 Giant Hogweed Project	3,792	3,792
SCH02 River Wensum Restoration Project WLMP	1,233	1,233
SCH07 River Nar Litcham to Lexham Hall Lakes	235	235
SCH25 WFD Maintenance Improvements PSCA	3,643	3,643
SCH27 River Wensum Culvert Inspections and Works	81,101	55,146
SCH28 Keswick Bank Repairs	26	26
	90,029	64,074

Grant Due

SCH29 Lexham Hall Bank Repairs (Tranche Funding)	31/03/2025	12,941
		12,941

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note Notes to the Accounts

- 19(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability/(asset), which has been calculated by the LGPS Fund Actuary as at 31 March 2024.
- 19(ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension asset of £720,000 as at 31 March 2024 that is shared by all 6 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 24th January 2024.
- 20 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 28 January 2021. This policy is available for viewing on the Board's website.
- 21 The purpose of the Development Reserve is to reduce the impact on drainage rates and special levies from development that takes place in the area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to fund in part improvement works that are necessary because of development.
- 22 The purpose of the Plant Reserve is to reduce the impact on drainage rates and special levies as and when equipment is bought and sold, in accordance with the plant renewals programme. Depreciation is its primary source of income, which largely comes from drainage rates/special levies in the form of plant charges included within the maintenance budget, together with any profits on disposal. Changes in hourly charge out rates are determined by the Operations Manager and the Chief Executive. Expenditure is determined by the Board, following recommendations made by the Chief Executive and Area and Operations Managers.
- 23 This Revaluation Reserve has arisen from the revaluation of the Board's share of Kettlewell House on 31 March 2009 (approx. 10%).

Related Party Transactions

- 24 Mr J F Carrick is the Chairman of the Norfolk Rivers IDB. He has been paid £3,500 Chairman's Allowance for the period of 01.11.23-31.10.24.

Recommended Actions:

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

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

NORFOLK RIVERS 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
		£	£	£	£	£	£	
27	River Wensum Culvert Inspections and Works (*Note 1)	30,000	81,619	46,000	0	250,000	500,000	1,400,000
tbc	Lexham Hall Culvert Replacement (*Note 2)	30,000	0	0	0	0	0	0
GROSS COST OF CAPITAL PROGRAMME		60,000	81,619	46,000	0	250,000	500,000	1,400,000
(-) CAPITAL FINANCING (Flood Defence Grant in Aid)								
27	River Wensum Culvert Inspections and Works	30,000	81,619	46,000	0	250,000	500,000	1,400,000
(-) CAPITAL FINANCING (Tranche 2)								
tbc	Lexham Hall Culvert Replacement	30,000	0	0	0	0	0	0
(-) CAPITAL FINANCING		60,000	81,619	46,000	0	250,000	500,000	1,400,000
(=) NET REVENUE CONTRIBUTION TO CAPITAL OUTLAY		£0	£0	£0	£0	£0	£0	£0

(*) Notes:

- 1) SCH27 River Wensum Culvert Inspections is assessing the need for repair / replacement of culverts under the River Wensum. The asset inspections started in Summer 2023, were ongoing through 2024 but will continue into 2025. Following the results we may need to develop a Capital FCERM project. With a current cost estimate at £2.2m, we would only progress the project when a full funding package is in place. We will know more about the work required and the associated costs once the inspections are complete.
- 2) Lexham Hall Culvert Replacement - We submitted a bid to the IDB £75m storm recovery Tranche 2 funding and this has been given the full approval of £30,000. The works involve removing the current undersized culvert and replacing with a footbridge. This will enable the River Nar to better cope with high-flow conditions, as a potential obstruction will be eliminated.

K NASH
PROJECT DELIVERY MANAGER

NORFOLK RIVERS INTERNAL DRAINAGE BOARD
MAINTENANCE WORKS PROGRAMME 2025/26

DRAIN ID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN (M)	Start Date	Operations Type	BUDGET (ALLOCATION)
							2025/26
CMT013G - North Walsham and Dilham Canal							
DRN013G1208	AG1208	MEDIUM	1:3 years	2,031	January	Weed Cutting / Flailing	£14,420.00
2,031							£14,420.00
CMT014G - Hundred Stream							
DRN014G1301	BG1301	MEDIUM	1:2 years	7,139	February	Culvert / Pipe Maintenance	£2,042.83
7,139							£2,042.83
CMT026G - Hoveton							
DRN026G0103	Dobbs Beck	MEDIUM	1:5 years	3,682	February	Silt Clearance	£3,605.00
3,682							£3,605.00
CMT042G - Holme next the Sea							
DRN042G0101	No. 1 drain	MEDIUM	1:3 years	993	March	Silt Clearance	£2,814.28
DRN042G0201	No. 2 drain	MEDIUM	1:3 years	699	March	Weed Cutting / Flailing	£1,981.05
DRN042G0401	No. 4 drain	MEDIUM	1:3 years	852	March	Weed Cutting / Flailing	£2,414.67
2,544							£7,210.00
CMT061G - Forncett to Tasburgh							
DRN061G0301	3 Tharston Drain	HIGH	1:3 years	2,245	December	Silt Clearance	£3,605.00
2,245							£3,605.00
CMT062G - Flordon to Caister St Edmunds							
DRN062G0201	2 Flordon to Hethel Bridge	MEDIUM	1:2 years	4,743	August	Weed Cutting / Flailing	£1,568.08
DRN062G0202	2A Ashwellthorpe to Wreningham	MEDIUM	1:2 years	1,436	August	Weed Cutting / Flailing	£474.75
6,179							£2,042.83
CMT063G - Trowse							
DRN063G0101	1 Trowse Common	HIGH	1:1 years	736	September	Weed Cutting / Flailing	£5,685.00
736							£5,685.00
CMT065G - Great Melton to Colney							
DRN065G0601	6 Bow Hill Drain	LOWER	1:5 years	1,156	September	Weed Cutting / Flailing	£7,210.00
1,156							£7,210.00
CMT066G - Barnham Broom							
DRN066G0701	7 Monks Drain	MEDIUM	1:3 years	681	January	Weed Cutting / Flailing	£3,605.00
681							£3,605.00
CMT067G - Thuxton							
DRN067G0801	8 Thuxton Drain	MEDIUM	1:1 years	2,797	August	Weed Cutting / Flailing	£5,685.00
2,797							£5,685.00
CMT068G - Deopham to Wramplingham							
DRN068G0901	9 Whitehall Drain	MEDIUM	1:1 years	1,117	July	Weed Cutting / Flailing	£1,057.31
DRN068G0902	9A Low Drain	LOWER	1:1 years	5,227	July	Weed Cutting / Flailing	£4,947.69
6,344							£6,005.00
CMT069G - Wymondham							
DRN069G1101	11 High Drain	HIGH	1:1 years	3,277	September	Weed Cutting / Flailing	£2,080.00
3,277							£2,080.00
CMT071G - Thurning							
DRN071G3701	Fulling Mill to Growle Abbey (37)	MEDIUM	1:2 years	4,185	November	Weed Cutting / Flailing	£5,571.76
DRN071G3801	Blackwater to Guestwick (38)	MEDIUM	1:2 years	2,728	November	Weed Cutting / Flailing	£3,631.96
DRN071G3802	Thurning Spar (38a)	MEDIUM	1:2 years	3,918	November	Weed Cutting / Flailing	£5,216.28
10,831							£14,420.00
CMT072G - Corpusty - Cropton Hall							
DRN072G3901	Cropton Hall Drain (39)	MEDIUM	1:1 years	2,439	October	Weed Cutting / Flailing	£1,040.00
2,439							£1,040.00
CMT073G - Mannington Hall							
DRN073G3601	Mannington Hall Drain (36)	HIGH	1:1 years	1,418	October	Weed Cutting / Flailing	£1,040.00
1,418							£1,040.00
CMT076G - Aldborough and Scurrow Beck							
DRN076G2901	Scurrow Beck to Aldborough (29)	HIGH	1:1 years	5,275	October	Weed Cutting / Flailing	£2,725.82
DRN076G3101	Aldborough to Bessingham (31)	HIGH	1:1 years	3,714	October	Culvert / Pipe Maintenance	£1,919.18
8,989							£4,645.00
CMT077G - Blickling							
DRN077G2801	Blickling to Silvergate (28)	HIGH	1:3 years	1,397	November	Weed Cutting / Flailing	£3,605.00
1,397							£3,605.00
CMT079G - Aylsham							
DRN079G2402	Lees Drain Aylsham (24a)	MEDIUM	1:3 years	697	November	Surveying	£794.82
DRN079G2403	Dunkirk Drain Aylsham (24b)	MEDIUM	1:1 years	215	November	Weed Cutting / Flailing	£245.18
912							£1,040.00
CMT080G - Burgh next Aylsham							
DRN080G1001	Lime Kiln Farm Drain (10)	MEDIUM	1:2 years	1,786	August	Surveying	£2,162.03
DRN080G4101	u/s Burgh Mill left bank (41)	MEDIUM	1:1 years	1,192	August	Weed Cutting / Flailing	£1,442.97
2,978							£3,605.00

NORFOLK RIVERS INTERNAL DRAINAGE BOARD
MAINTENANCE WORKS PROGRAMME 2025/26

DRAIN ID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN (M)	Start Date	Operations Type	BUDGET (ALLOCATION)
							2025/26
CMT081G - Marsham - Brampton							
DRN081G0901	Buxton to Lady's Bower (9)	MEDIUM	1:1 years	2,018	July	Weed Cutting / Flailing	£2,439.33
DRN081G1201	The Mermaid - Brampton to Marsham & Spa Farm (12)	HIGH	1:1 years	4,055	July	Weed Cutting / Flailing	£4,901.62
DRN081G1202	Spa Farm Spur (12a)	HIGH	1:1 years	1,084	July	Weed Cutting / Flailing	£1,310.32
DRN081G2301	Cromes Hole to Spratts Green (23)	MEDIUM	1:1 years	1,790	July	Weed Cutting / Flailing	£2,163.73
8,947							£10,815.00
CMT082G - Buxton - Hevingham							
DRN082G0401	Buxton to Camping Bridge, Hevingham (4)	HIGH	1:1 years	5,202	August	Weed Cutting / Flailing	£6,955.29
DRN082G0402	Buxton NFM Channel	MEDIUM	1:1 years	815	August	Weed Cutting / Flailing	£1,089.69
DRN082G0501	Camping Bridge to Park End Farm, Hevingham (5)	MEDIUM	1:1 years	1,537	September	Weed Cutting / Flailing	£2,055.03
DRN082G0602	Lodge Farm (6a)	LOWER	1:2 years	128	September	Surveying	£171.14
DRN082G0603	Hevingham Lake (6b)	MEDIUM	1:2 years	337	September	Surveying	£450.58
DRN082G0701	Camping Bridge to Dark Plantation, Hevingham (7)	MEDIUM	1:3 years	1,552	September	Surveying	£2,075.09
DRN082G0801	Larkeys Plantation to Greenland Farm, Hevingham(8)	MEDIUM	1:3 years	1,214	September	Surveying	£1,623.17
10,785							£14,420.00
CMT083G - Kings Beck							
DRN083G1501	King's Beck to Hanworth Great Water (15)	HIGH	1:1 years	3,981	November	Weed Cutting / Flailing	£7,503.55
DRN083G1502	Tuttington - Low Common Drain (15a)	MEDIUM	1:1 years	1,272	November	Weed Cutting / Flailing	£2,397.52
DRN083G1503	King's Beck to Hanworth Great Water (15)	HIGH	1:1 years	5,681	November	Weed Cutting / Flailing	£10,707.78
DRN083G1601	Skeyton Beck to North Walsham (16)	MEDIUM	1:1 years	5,346	November	Surveying	£10,076.35
DRN083G1701	Banningham - Mill Common (17) - Colby	MEDIUM	1:1 years	715	November	Weed Cutting / Flailing	£1,347.66
DRN083G1801	Low Level Drain - Colby to Suffield Hall (18)	MEDIUM	1:1 years	2,423	November	Weed Cutting / Flailing	£4,566.97
DRN083G1902	Boundary Farm Spur (19a)	MEDIUM	1:1 years	2,034	November	Weed Cutting / Flailing	£3,833.76
DRN083G2001	Banningham Mill Road (20)	MEDIUM	1:1 years	1,237	November	Weed Cutting / Flailing	£2,331.55
DRN083G2201	Great Water - Hanworth to Roughton (22)	MEDIUM	1:1 years	3,259	November	Weed Cutting / Flailing	£6,142.69
25,948							£48,907.83
CMT084G - Horstead - Hautbois							
DRN084G0301	Horstead Mill to Church Farm, Hautbois (3)	MEDIUM	1:1 years	2,126	November	Culvert / Pipe Maintenance	£2,042.83
2,126							£2,042.83
CMT085G - Horstead Village							
DRN085G0101	Horstead Mill to Recruiting Sergeant (1)	MEDIUM	1:3 years	471	November	Silt Clearance	£204.98
DRN085G0102	u/s Horstead Village (1a)	MEDIUM	1:3 years	494	November	Surveying	£214.99
DRN085G0201	Horstead Mill to Mayton Bridges (2)	MEDIUM	1: 3 years	3,729	November	Surveying	£1,622.86
4,694							£2,042.83
CMT087G Tatterset A							
DRN087G0101	MN 55 - Tatterset	MEDIUM	1:5 years	922	December	Silt Clearance	£3,605.00
922							£3,605.00
CMT088G Tatterset B							
DRN088G0101	MN 55 - Tatterset	MEDIUM	1:5 years	2,533	December	Silt Clearance	£3,605.00
2,533							£3,605.00
CMT090G - Dunton Patch							
DRN090G0101	MN 58 - Dunton Patch	MEDIUM	1:2 years	3,073	August	Weed Cutting / Flailing	£7,210.00
3,073							£7,210.00
CMT092G - Sculthorpe							
DRN092G0101	MN 51 - Fakenham	HIGH	1:1 years	1,437	October	Weed Cutting / Flailing	£3,268.51
DRN092G0102	MN 51 - Fakenham	MEDIUM	1:1 years	1,591	October	Weed Cutting / Flailing	£3,618.79
DRN092G0103	MN 51 - Sculthorpe Moor	MEDIUM	1:1 years	605	October	Weed Cutting / Flailing	£1,376.10
DRN092G0104	MN 51 - Hayes Lane	MEDIUM	1:1 years	435	October	Weed Cutting / Flailing	£989.43
4,068							£9,252.83
CMT096G - Great Ryburgh B							
DRN096G0101	MN 45 - Great Ryburgh	MEDIUM	1:3 years	1,103	July	Weed Cutting / Flailing	£3,605.00
1,103							£3,605.00
CMT097G - Guist							
DRN097G0102	MN 38 - Guist N.Elmham	MEDIUM	1:5 years	231	December	Silt Clearance	£3,605.00
231							£3,605.00
CMT099G - Elmham A							
DRN099G0101	MN 39 - Elmham	HIGH	1:1 years	1,445	January	Weed Cutting / Flailing	£2,411.12
DRN099G0102	MN 39 - Elmham	MEDIUM	1:1 years	2,876	January	Weed Cutting / Flailing	£4,798.88
4,321							£7,210.00

NORFOLK RIVERS INTERNAL DRAINAGE BOARD
MAINTENANCE WORKS PROGRAMME 2025/26

DRAIN ID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN (M)	Start Date	Operations Type	BUDGET (ALLOCATION)
							2025/26
CMT0100G - Elmham B							
DRN100G0101	MN 39 - Elmham	LOWER	1:5 years	1,933	February	Silt Clearance	£3,605.00
1,933							£3,605.00
CMT0104G - Dereham Stream							
DRN104G0101	MN 30 - Dereham Stream	HIGH	1:1 years	1,070	August	Weed Cutting / Flailing	£4,539.06
DRN104G0102	MN 30 - Dereham Stream	HIGH	1:1 years	1,185	August	Weed Cutting / Flailing	£5,026.90
DRN104G0103	MN 30 - Dereham Stream	HIGH	1:1 years	776	August	Weed Cutting / Flailing	£3,291.88
3,031							£12,857.83
CMT0105G - Billingford							
DRN105G0101	MN 28 - Billingford	HIGH	1:1 years	2,982	August	Weed Cutting / Flailing	£3,742.42
DRN105G0102	MN 28 - Billingford	MEDIUM	1:3 Years	2,189	August	Weed Cutting / Flailing	£2,747.20
DRN105G0301	MN 28 - Billingford	MEDIUM	1:3 years	574	August	Weed Cutting / Flailing	£720.37
5,745							£7,210.00
CMT0106G - Bylaugh Meadows							
DRN106G0101	MN 25 - Bylaugh Meadows	MEDIUM	1:2 years	3,262	July	Weed Cutting / Flailing	£10,815.00
3,262							£10,815.00
CMT0107G - Swanton Morley							
DRN107G0101	MN 24 - Fish Pits	MEDIUM	1:2 years	2,603	July	Weed Cutting / Flailing	£4,465.65
DRN107G0102	MN 12 - Swanton Morley	MEDIUM	1:2 years	2,715	July	Weed Cutting / Flailing	£4,657.79
DRN107G0103	MN 26 - Pennyspot Farm	MEDIUM	1:2 years	986	July	Weed Cutting / Flailing	£1,691.56
6,304							£10,815.00
CMT0109G - Lenwade							
DRN109G0101	MN 23 - Walsis Farm	HIGH	1:2 years	1,734	October	Culvert / Pipe Maintenance	£3,605.00
1,734							£3,605.00
CMT0110G - Reepham - Booton							
DRN110G0101	MN 16 - Reepham	MEDIUM	1:3 years	832	July	Weed Cutting / Flailing	£1,100.68
DRN110G0106	MN 16 - Reepham	MEDIUM	1:3 years	808	July	Weed Cutting / Flailing	£1,068.93
DRN110G0201	MN 16 - Reepham	MEDIUM	1:3 years	2,562	July	Weed Cutting / Flailing	£3,389.36
DRN110G0202	MN 16 - Reepham	MEDIUM	1:3 years	2,035	July	Weed Cutting / Flailing	£2,692.17
DRN110G0203	MN 16 - Reepham	MEDIUM	1:3 years	2,076	July	Weed Cutting / Flailing	£2,746.41
DRN110G0301	MN 16 - Reepham	MEDIUM	1:3 years	670	July	Weed Cutting / Flailing	£886.37
DRN110G0302	MN 16 - Reepham	MEDIUM	1:3 years	895	July	Weed Cutting / Flailing	£1,184.03
DRN110G0403	MN 16 - Reepham	MEDIUM	1:3 years	1,022	July	Weed Cutting / Flailing	£1,352.04
10,900							£14,420.00
CMT111G - Swannington							
DRN111G0102	MN 15 - Swanington	MEDIUM	1:2 years	1,291	August	Surveying	£794.07
DRN111G0103	MN 15 - Swanington	MEDIUM	1:3 years	2,236	August	Surveying	£1,375.33
DRN111G0104	MN 15 - Swanington	MEDIUM	1:3 years	2,488	August	Surveying	£1,530.33
DRN111G0106	MN 15 - Swanington	MEDIUM	1:5 years	2,050	August	Surveying	£1,260.92
DRN111G0201	MN 15 - Swanington	MEDIUM	1:3 years	3,078	August	Surveying	£1,893.22
DRN111G0301	MN 15 - Swanington	LOWER	1:5 years	579	August	Surveying	£356.13
11,722							£7,210.00
CMT112G - Ringland - Morton Hall							
DRN112G0101	MN 20 - Ringland/Morton Hall	MEDIUM	1:2 years	1,942	September	Weed Cutting / Flailing	£3,605.00
1,942							£3,605.00
CMT113G - Taverham Hall							
DRN113G0101	MN 10 - Taverham Hall	MEDIUM	1:3 years	2,794	August	Surveying	£4,108.66
DRN113G0102	MN 10 - Taverham Hall	MEDIUM	1:5 years	736	August	Surveying	£1,082.31
DRN113G0103	MN 10 Ringland to Taverham	MEDIUM	1:3 years	1,373	August	Surveying	£2,019.04
4,903							£7,210.00
CMT114G - Drayton Low Road							
DRN114G0101	MN 08 - Drayton Low Rd	MEDIUM	1: 5 years	2,494	October	Weed Cutting / Flailing	£5,407.50
2,494							£5,407.50
CMT119G - Hellesdon Low Road B							
DRN119G0101	MN 04 - Hellesdon Low Rd	HIGH	1:2 years	1,156	October	Surveying	£7,210.00
1,156							£7,210.00
CMT120G - Upper Nar							
DRN120G0101	The Nar	MEDIUM	1:2 years	34,136	November	Weed Cutting / Flailing	£270.00
34,136							£270.00

Total Drains Maintenance £303,152.31

NORFOLK RIVERS IDB RATE ESTIMATES FOR 2025-26

EXECUTIVE SUMMARY

1. Members are asked to approve an increase of 6.50% in drainage rates and 6.57% special levies for 2025-26, as shown in Option 3 below, which will minimise flood risk and deliver a balanced budget by 2027-28, as requested by the Board.
2. The increase for special levies is higher than drainage rates this year (6.57%) 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.
3. Over the last 12 years, the Board has been financing a significant and increasing proportion of its day-to-day operating expenditure from reserves, which is not sustainable. Therefore, in order to place the Board's finances on a more sustainable footing, we need to increase drainage rates and special levies so that we can deliver a balanced budget. This view has been echoed by the Board's Internal Auditor.
4. In addition to proposing an increase in drainage rates and special levies, we plan to make efficiencies wherever possible within the maintenance budget, but still carry out the full maintenance programme on the high, medium and lower priority channels to minimise flood risk in the area, as shown in the preceding Works Programme. Consequently, part of the Board's day-to-day operating expenditure will continue to be financed from reserves, but only for the next 2 years. This is reflected in Option 3 below.
5. If we were to finance all our day-to-day operating expenditure from drainage rates and special levies this year, we would need an increase of 8.98% in drainage rates and 9.05% in special levies (Option 1 below), which is considered to be excessive, and why we are proposing to phase-in increases in drainage rates and levies/reductions in net expenditure.
6. If we were to make cuts in the programme and only carry out maintenance work on the high and medium priority channels shown in the Works Programme, we would require an increase of 4.29% in drainage rates and 4.36% in special levies, as is reflected in Option 2 below. However, flood risk would increase in the area because there would be parts of the district that we could no longer protect (the areas protected by the lower priority watercourses, as shown in the preceding Works Programme).
7. The Environment Agency (EA) have also given us an early warning that there may be a shortfall in future payments for the Highland Water Contribution, for which the Board submit a claim annually. The Board has no statutory right to receive this payment. Any shortfall in funding would present financial implications, with a requirement to increase Agricultural Drainage Rates and Special Levies, in order to present a balanced budget.

S JEFFREY

CHIEF FINANCIAL OFFICER/RFO

**NORFOLK RIVERS 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	PROPORTION 2025/26
<u>NEW WORKS AND IMPROVEMENT WORKS</u>	£	£	£	£	%
Non Grant Aided Works	0	0	0	0	0%
River Wensum WLMP and Restoration (100%)	10,518	81,619	30,000	46,000	5%
Keswick Bank Repairs	1,425	0	0	0	0%
	11,943	81,619	30,000	46,000	5%
<u>TRANCHE 1 AND 2 WORKS</u>					
Tranche 1	0	0	0	0	0%
Tranche 2	0	0	30,000	0	0%
	0	0	30,000	0	0%
<u>CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY</u>	79,384	81,766	81,015	83,446	8%
<u>MAINTENANCE WORKS</u>					
Drain Maintenance	308,868	274,400	306,064	303,152	30%
Biodiversity Actions/BAP (external costs)	5,192	8,500	8,500	6,500	1%
Net (Surplus)/Deficit on Absorption Accounts	-41,360	0	0	0	0%
Consortium Charges - Technical Support Costs	360,072	397,222	375,782	370,184	37%
Contingency	0	0	0	0	0%
	632,773	680,122	690,346	679,836	68%
<u>ADMINISTRATION AND OTHER EXPENSES</u>					
Consortium Charges - Administration Costs	169,049	184,179	177,590	188,134	19%
Provision for Annual Value Decreases and Bad Debts	-57	500	250	250	0%
Other Expenses	1,592	2,000	2,000	1,500	0%
	170,585	186,679	179,840	189,884	19%
TOTAL EXPENDITURE	£894,685	£1,030,186	£1,011,201	£999,167	100%
<u>Less:</u>					
<u>GOVERNMENT GRANTS</u>					
River Wensum WLMP and Restoration (100%)	10,518	81,619	30,000	46,000	5%
Keswick Bank Repairs	1,425	0	0	0	0%
	11,943	81,619	30,000	46,000	5%
<u>TRANCHE 1 AND 2 WORKS</u>					
Tranche 1	0	0	0	0	0%
Tranche 2	0	0	30,000	0	0%
	0	0	30,000	0	0%
<u>CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY</u>	102,710	87,390	109,358	88,746	9%
<u>OTHER INCOME</u>					
Consortium Income	293,832	339,099	312,137	299,251	30%
Other Income	28,907	17,500	27,593	22,125	0%
Profit/(Loss) on Rechargeable Works	30,822	3,000	5,000	9,000	1%
Profit/(Loss) on Disposal of Plant & Equipment	0	0	0	0	0%
	353,561	359,599	344,729	330,376	31%
TOTAL INCOME	£468,214	£528,608	£514,087	£465,122	44%
NET REQUIREMENT	£426,471	£501,578	£497,114	£534,045	53%
<u>FINANCED BY:-</u>					
<u>RATE INCOME LEVIED BY THE BOARD:</u>					
Occupiers Drainage Rates	95,297	100,668	100,668		
Breckland District Council	59,113	62,364	62,364		
Broadland District Council	88,188	93,037	93,037		
King's Lynn & West Norfolk Borough Council	22,387	23,618	23,618		
North Norfolk District Council	117,452	123,910	123,910		
Norwich City Council	6,572	6,934	6,934		
South Norfolk District Council	74,761	78,872	78,872		
	£463,770	£489,403	£489,403		
NET SURPLUS/(DEFICIT) FOR THE YEAR	37,299	(12,175)	(7,711)		
NET REQUIREMENT	£426,471	£501,578	£497,114		
<u>GENERAL RESERVE</u>					
Balance brought forward at 1 April	425,179	462,477	462,477		
ADD: Net Surplus/(Deficit) for the year	37,299	(12,175)	(7,711)		
Movement on Reserves:					
Transfer from/(to) Capital Works Reserves	0	0	0		
Transfer from/(to) Development Reserve	0	0	0		
Transfer from/(to) Plant Reserve	0	0	0		
Balance carried forward at 31 March	£462,477	£450,302	£454,766		

On preparing the expenditure budget for the financial year 2023/24 it was estimated that the General Reserve would amount to £403,559 as at 31 March 2024. The actual General Reserve as at 31 March 2024 was £462,477 and it is estimated that the General Reserve will be in the region of £454,766 as at 31 March 2025.

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

SECTION 37, LAND DRAINAGE ACT 1991

2. DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2024

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

PROPERTIES	RATED AREA HA	VALUES £	PROPORTION %	VALUE PER HECTARE £
Agricultural Land and/or Buildings	12,938.056	729,427	20.618	56.378
Other Land:-				
Breckland District Council	368.245	450,216	12.726	1,222.599
Broadland District Council	600.728	671,653	18.985	1,118.065
King's Lynn & West Norfolk Borough Council	109.428	170,501	4.819	1,558.111
North Norfolk District Council	449.592	896,530	25.342	1,994.097
Norwich City Council	80.663	50,055	1.415	620.545
South Norfolk District Council	564.777	569,392	16.095	1,008.171
Totals	15,111.489	£3,537,774	100.000	

Agricultural Land and/or Buildings	12,938.056	729,427	20.618	56.378
District Councils	2,173.433	2,808,347	79.382	1,292.125
Totals	15,111.489	£3,537,774	100.000	

SECTION 40, LAND DRAINAGE ACT 1991

3. DRAINAGE RATES/SPECIAL LEVIES FOR 2025/2026

The following table shows the rate/levies for last year, and 3 rate/levy options for this year based on estimated net expenditure. Option 1 shows the actual rate/levies requirement of 8.98%. Option 2 shows the rate increase of 4.29% with a reduction in the Maintenance Programme, where only High and Medium risk watercourses are maintained. Option 3 shows an increase of 6.50%. Option 3 is recommended to include the full Maintenance Programme as presented, and members attention is drawn to the 5 year indicative forecast shown overleaf.

FINANCED BY:-	REQUIREMENT			
	2024-2025 ESTIMATED £	2025-2026 OPTION 1 £	2025-2026 OPTION 2 £	2025-2026 OPTION 3 £
Capital Works Reserve	0	0	0	0
Development Reserve	0	0	0	0
Plant Reserve	0	0	0	0
General Reserve	12,175	0	12,153	12,153
Reduction/(Increase) in Cash Reserves	12,175	0	12,153	12,153
RATES/LEVIES:				
Occupiers Drainage Rates	100,668	110,111	105,373	107,605
Breckland District Council	62,364	67,962	65,038	66,416
Broadland District Council	93,037	101,389	97,027	99,082
King's Lynn & West Norfolk Borough Council	23,618	25,738	24,631	25,152
North Norfolk District Council	123,910	135,336	129,513	132,256
Norwich City Council	6,934	7,556	7,231	7,384
South Norfolk District Council	78,872	85,953	82,254	83,997
NET REQUIREMENT	£501,578	£534,045	£523,220	£534,045
Penny Rate in the Pound	13.852p	15.096p	14.446p	14.752p
INCREASES/(DECREASES):				
Drainage Rate Increase/(Decrease)	5.50%	8.98%	4.29%	6.50%
Special Levy for District Councils' Increase/(Decrease)	5.50%	9.05%	4.36%	6.57%
GENERAL RESERVE:				
Probable Reserve at 31 March	£391,384	£454,766	£442,614	£442,614
Reserve expressed as a percentage of Net Requirement	78.03%	85.16%	84.59%	82.88%
AVERAGE RATE PER ACRE:				
Agricultural Land and/or Buildings	£3.15	£3.44	£3.30	£3.37
District Councils	£72.38	£78.94	£75.54	£77.14

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

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

4. INDICATIVE FORECAST FOR FIVE YEARS, USING TODAY'S ANNUAL VALUES (ALLOWING FOR INFLATION AT 3.4%)

<u>RATE REQUIREMENT</u>	OPTION 3 REQUIREMENT...				
	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
	£	£	£	£	£
New Works and Improvement Works	46,000	0	258,500	517,000	1,447,600
Contributions Payable to the Environment Agency	83,446	85,949	88,527	91,183	93,918
Maintenance Works	679,836	702,951	726,851	751,564	777,117
Administration and Other Expenses	189,884	196,340	203,016	209,919	217,056
Government Grants	-46,000	0	-258,500	-517,000	-1,447,600
Contributions from the Environment Agency	-88,746	-88,746	-84,752	-76,277	-64,835
Other Income	-330,376	-341,609	-353,224	-365,234	-377,652
NET REQUIREMENT	£534,045	£554,885	£580,418	£611,155	£645,604

FINANCED BY:-

Capital Works Reserve	0	0	0	0	0
Development Reserve	0	0	0	0	0
Plant Reserve	0	0	0	0	0
General Reserve	12,153	4,302	(450)	(1,658)	(925)
Reduction/(Increase) in Cash Reserves	12,153	4,302	(450)	(1,658)	(925)

RATES/LEVIES:

Occupiers Drainage Rates	107,605	113,521	119,765	126,351	133,303
Breckland District Council	66,416	70,067	73,921	77,986	82,277
Broadland District Council	99,082	104,529	110,279	116,344	122,745
King's Lynn & West Norfolk Borough Council	25,152	26,535	27,995	29,534	31,159
North Norfolk District Council	132,256	139,527	147,201	155,297	163,841
Norwich City Council	7,384	7,790	8,219	8,671	9,148
South Norfolk District Council	83,997	88,614	93,488	98,630	104,056
	£534,045	£554,885	£580,418	£611,155	£645,604

Penny Rate in the Pound	14.752p	15.563p	16.419p	17.322p	18.275p
Rate Increase/(Decrease)	6.50%	5.50%	5.50%	5.50%	5.50%

GENERAL RESERVE:

Probable Reserve at 31 March	£442,614	£438,312	£438,762	£440,420	£441,345
Reserve expressed as a percentage of Net Requirement	82.88%	78.99%	75.59%	72.06%	68.36%

AVERAGE RATE PER ACRE:

Agricultural Land and/or Buildings	£3.37	£3.55	£3.75	£3.95	£4.17
District Councils	£77.14	£81.38	£85.86	£90.58	£95.56

5. EARMARKED BALANCES AND RESERVES

	ACTUAL	ADEQUACY	PROJECTED	ESTIMATED	TREND
	31/03/2024	31/03/2025	31/03/2025	31/03/2026	23/24-25/26
	£	✓ x	£	£	Inc/Dec
Earmarked Cash Reserves					
Capital Works Reserve	£0	N/A	£0	£0	Stable
Development Reserve	£210,035	*	£210,035	£210,035	Stable
Grants Reserve	£90,029	N/A	£61,000	£0	Decreasing
Plant Reserve	£65,000	✓	£65,000	£65,000	Stable
General Reserve	£462,478	✓	£454,766	£442,614	Decreasing
	£827,542	ADEQUATE	£790,801	£717,648	
Other Reserves					
Revaluation Reserve	£40,959	✓	£40,959	£0	Decreasing
Pensions Reserve	£213,000	✓	£206,000	£206,000	Stable
	£253,959	ADEQUATE	£246,959	£206,000	
Total Reserves	£1,081,501	ADEQUATE	£1,037,760	£923,648	

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

NORFOLK RIVERS INTERNAL DRAINAGE BOARD OBJECTIVES FOR 2024/25

Objective

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

Comment

The Board budgeted for a deficit of (£12,175) in 2024/25, and is projected to have a deficit of (£7,711) at year end. 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 by increasing the rechargeable works undertaken for other Risk Management Authorities. This increases the contribution to fixed overheads from external third parties, subsequently reducing the Board's overheads and decreasing costs.

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

Objective

2. *To ensure that the Board receives as much Capital FDGiA from the Environment Agency (EA) and financial contributions from third parties as possible. 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 £30k of Tranche funding for work previously due to come from board reserves, such as the Lexham Lakes repair work.

The capital programme remains on track and we continue to work with partners to obtain funding from other sources.

Objective

3. *Continue to ensure that the Environment Agency's annual precept charge on the Board is fair and is spent on work that benefits the Internal Drainage District. Aim to get the EA to invest this money primarily in the extensive 'low consequence' main river network that the Board's watercourses discharge into.*

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 the precept value back in recharge work annually undertaking weed cutting work on rivers in our network (which is EA work that benefits the board area). We continue to work with the EA on the precept charge and will formally write to the new EA Area Manager on their appointment, re-stating our requests to understand where this money is spent in Norfolk

Objective

4. *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 Environment Agency 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

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

Comment

Achieved. 68% of the Board's Top 40 ratepayers are registered to use DRS Online. 92% of drainage rates are collected by BACS, Direct Debit and DRS Online.

Objective

6. *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 NRIDB 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.

NORFOLK RIVERS 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

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
	<ul style="list-style-type: none"> Have robust annual (minimum) service plans in place for all mechanical assets.
	<ul style="list-style-type: none"> Review and where required develop redundancy plans for all mechanical assets in the boards area
	<ul style="list-style-type: none"> Review mechanical and electrical assets in stock, or have plans for obtaining key elements, such that de-minims downtimes can be achieved.
	<ul style="list-style-type: none"> Produce an inspection programme of Board owned assets and landholdings.
	<ul style="list-style-type: none"> 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.

Norfolk Rivers Internal Drainage Board Risk Register

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

With regard to the Risk Register below;

- A Consequence of 3 relates to repercussions which would have a serious effect on the operation/service delivery, which may result in major financial loss (over £100,000) and/or major service disruption (+5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- A Consequence of 2 relates to repercussions which would have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Would cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- A Consequence of 1 relates to repercussions which would not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.
- A Likelihood of 1 relates to an unlikely, outside risk of occurrence.
- A likelihood of 2 relates to this being a foreseeably realistic risk, which could happen infrequently.
- A likelihood of 3 relates to this being a high likelihood of occurrence.

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

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, Chief Financial Officer
KN - Kari Nash, Project Delivery Manager: TH - Tom Hunter, Area Manager: OM - 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	31.03.2025	MP

							Environment Act 2021 has been enacted, and the Statutory Instrument to update rating calculations has also been consulted on. We now wait for the relevant procedure to be followed for the law to be updated, after which further processes can commence.		
	(1b) EA may cease to pay highland water contribution to IDBs	Reduction in FCREM service the Board is able to provide.	2	3	6	Transfer	<p>Ensure highland water claims are clear, transparent, discussed with the EA in good time and submitted on time.</p> <p>Ensure the importance of the HWC is recognized and supported by the EA, RFCC and constituent councils.</p> <p>Continue with the district expansion plans (1a) such that HWC would no longer be needed.</p>	31.03.2025	SJ/MP
	(1e) EA is no longer willing or able to carry out work on Main Rivers.	Will limit the Board's ability to fulfil its statutory function.	2	3	6	Transfer	PSCA in place between IDB/EA, to allow maintenance works to be undertaken on some sections of main river, if the opportunities arise.	31.03.2025	ALL

							<p>Continue to lobby at every available opportunity, and at the highest levels possible, the need for the EA to de-main lengths of 'low-consequence' main river for the IDB to adopt and maintain.</p> <p>As in (1a) push for the changes in legislation such that de-maining can happen as easily as possible.</p>		
	(1q) The increasing number of water management initiatives being developed and promoted across the region could lead to a duplication of effort and emerging strategies which have conflicting objectives that could adversely impact on the Board's operations and/or increase flood risk.	Increase pressure on management time as the Board attempts to keep a handle on the growing number of plans and initiatives in the catchment.	2	3	6	Transfer	<p>IDB consenting team to receive training on the possible impacts of water level management schemes.</p> <p>Management to carefully assess whether or not to directly engage with each water management initiative being developed by other RMAs in the catchment, could adversely impact on the Board's operations and/or increase flood risk.</p>	31.03.2025	CB
	(1r) HMRC have confirmed via Excise	An annual fuel							

	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.	increase in cost of approximately £30,000, meaning an increase of 3% in drainage rates and special levies.	2	3	6	Transfer	Continue to support lobbying through ADA for the law not to be widened out to IDBs.	31.03.2025	TH/MP
	(1s) 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	<p>Additional costs passed on in rates and special levies with effect from 1 April 2022.</p> <p>Assess where cuts could be made without increasing flood risk to an unacceptable level.</p> <p>Support the Council and ADA in actively lobbying Central Government for funding support due to concerns of rising special levies.</p>	31.03.2025	SJ/TH
	(1v) Potential liability for certain bridges and culverts in the district.	If the Board is found to have some operational responsibility, this could have	2	3	6	Transfer	The Board's position is that all bridges and culverts carrying public highways are the responsibility of the relevant Highway	31.03.2025	CB

		a significant financial impact as well as associated health and safety/ public liability concerns.					<p>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>		
(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</p>	31.03.2025	CB

							rate and banding arising from the 2018 review undertaken by the WMA. New rates & banding introduced 1 October 2018.		
	(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 October 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
15/11/2024	Ringland	Impressed with the skill and neatness of works	P. George	Resolved	N/A
14/11/2024	Buxton with Lamas	Wonderful job, fantastic work	P. George	Resolved	N/A
14/11/2024	Buxton with Lamas	Impressed with the works completed	P. George	Resolved	N/A

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, WLXL)	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
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
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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
To: 31 March 2026

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

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

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

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

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

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

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

WATER MANAGEMENT ALLIANCE

DATA PROTECTION POLICY

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.

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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.

DATA PROTECTION POLICY

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

13. REPORTING A PERSONAL DATA BREACH

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

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

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

14. TRANSFER LIMITATION

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

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

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

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

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

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

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

reasons of public interest;

to establish, exercise or defend legal claims;

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

DATA PROTECTION POLICY

in some limited cases, for our legitimate interest.

15. DATA SUBJECT'S RIGHTS AND REQUESTS

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

withdraw Consent to Processing at any time;

receive certain information about the Controller's Processing activities;

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

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

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

restrict Processing in specific circumstances;

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

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

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

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

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

make a complaint to the supervisory authority;

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

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

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

16. ACCOUNTABILITY

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

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

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

DATA PROTECTION POLICY

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

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

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

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

17. RECORD KEEPING

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

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

These records should include, at a minimum:

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

clear descriptions of:

the Personal Data types;

the Data Subject types;

the Processing activities;

the Processing purposes;

the third-party recipients of the Personal Data;

the Personal Data storage locations;

the Personal Data transfers;

the Personal Data's retention period; and

the security measures in place.

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

DATA PROTECTION POLICY

18. TRAINING AND AUDIT

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

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

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

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

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

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

The state of the art.

The cost of implementation.

The nature, scope, context and purposes of Processing.

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

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

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

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

Automated Processing including profiling and ADM.

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

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

A DPIA must include:

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

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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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Norfolk Rivers IDB
Meeting 16 January 2025