

A MEETING OF THE KING'S LYNN INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM, KETTLEWELL HOUSE, AUSTIN FIELDS INDUSTRIAL ESTATE, KING'S LYNN, NORFOLK ON THURSDAY 13 JULY 2017 AT 9.30 AM.

Elected Members

- * J R Askew
- * J S Austen
- * K Banham
- * Ms S Keene
- R S Markillie
- * S A R Markillie
- T Matkin
- * M Riddington
- * J Symington

Vacancy

Appointed Members

King's Lynn & W N B C

- * B Ayres
- * M Chenery of Horsbrugh
- * C Crofts
- R W Groom
- Lord Howard of Rising
- B Long
- * Mrs E Nockolds
- * D Whitby
- T Wing-Pentelow
- Mrs S Young

Fenland District Council

- * D Oliver

Present (62%)

Mr J Austen in the Chair

In attendance:

Mr P J Camamile (Chief Executive),
 Mr G Dann (Planning/Enforcement Officer),
 Mr G Howe, (Operations Manager/Health & Safety Officer),
 Miss S Jeffrey (Finance (Officer) and Mrs M Creasy (minutes)

ID	King's Lynn IDB, Minute	Action
	67/17 APOLOGIES FOR ABSENCE	
67/17/01	Apologies for absence were received on behalf of Messrs R W Groom, B Long, R S Markillie, T Matkin, T Wing-Pentelow, Lord Howard of Rising and Mrs S Young.	
	68/17 DECLARATIONS OF INTEREST	
68/17/01	Mr J Askew declared an interest in the payment recorded in the Schedule of Paid Accounts to Account ASO120, due to his family connection to the account holder. RESOLVED that this be noted.	
	69/17 MINUTES OF THE LAST MEETING	
69/17/01	The minutes of the last Board meeting held on 19 May 2017 were	

ID King's Lynn IDB, Minute	Action
approved and signed as a true record.	
70/17 MATTERS ARISING	
70/17/01 King's Lynn & West Norfolk Borough Council	
Development proposals Marsh Lane/Lynnsport – New Road Scheme (46/17/03)	
The Planning/Enforcement Officer reported that at the time of this meeting no letter had been received from the King's Lynn and West Norfolk Borough Council confirming its liability arising from its breach of the Agreement with the Board in respect of the New Road Scheme. RESOLVED that this be noted.	
70/17/02 Kettlewell House Relocation/Redevelopment (46/17/02)	
The Chief Executive reported that since the last Board meeting there had been no further progress on finalising the purchase of land at Nar Ouse Way from King's Lynn and West Norfolk Borough Council, other than an email received from the solicitor acting for the Borough Council apologising for the delay due to 'pressure of work'.	
70/17/03 Gravel Bank Site (46/17/04)	
The Planning/Enforcement Officer had been in discussion with King's Lynn and West Norfolk Borough Council Planning concerning an outline planning application for residential dwelling(s) for the former museum site but at the time of this meeting an application had not been submitted for consideration. RESOLVED that this be noted.	GRD
70/17/04 Gravel Bank Site (46/17/05)	
Officers were liaising with Mr B Howling in response to his request for the return of papers concerning the old Gravel Bank pumping station/museum. RESOLVED that this be noted.	GH
70/17/05 Board Member Vacancy (46/17/06)	
Following the advertisement of the elected member vacancy on the Board's website an expression of interest had been received from Mr Adrian Whitehead. It was agreed and thereby RESOLVED to arrange a meeting for Mr Whitehead with the Board Chairman and Chief Executive.	MEC
70/17/06 Miss S Jeffrey, Finance Officer joined the meeting and was introduced by the Chairman to members.	
70/17/07 National Audit Office (NAO) Report on IDBs and ADA Response (58/17/01)	

The Chief Executive reported that following the WMA Consortium Management Committee's decision at its meeting on 30 June 2017 to send the WMA response to the NAO Report without waiting for ADA to send a response, the WMA response had been circulated to all WMA Board's representatives on the Consortium Management Committee for comment prior to sending it to Defra and the Boards' key partners. RESOLVED that this be noted.

71/17 ENGINEERING REPORT

71/17/01 The Engineering Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

71/17/02 North Lynn Link Scheme (1.3)

The Planning/Enforcement Officer reported that whilst working on the construction of the new water control structure linking Gaywood River to the Bawsey Drain, Breheny Contractors had reported issues concerning children entering the site despite health and safety warning signs and fencing to prevent access. However, the number of these incidents occurring appear at the present time to have abated. RESOLVED that this be noted.

71/17/03 Wolferton Catchment Flood Risk Management Scheme (1.5)

(i) The Planning/Enforcement Officer reported that his eel screening exemption paper had been considered by the EA who had subsequently confirmed in writing that the Wolferton Catchment Flood Risk Management Scheme would be exempt from any requirement to install an eel screen with any new pumping station. It was anticipated that the EA would therefore, now be able to reconsider the Wolferton Scheme grant aid application. RESOLVED that this be noted.

(ii) The Lawful Development Certificate issued by the Local Authority and required to support a planning application, had not been received at the time of this meeting. The Planning/Enforcement Officer intended to advertise the Board's intentions (and reason why), it would not need to prepare an environmental statement for the Scheme works and providing no objections were received, it should be possible to negate the requirement to submit a planning application for the works. RESOLVED that this be noted.

GRD

71/17/04 Health and Safety (2.1)

There were no incidents to report during this reporting period. RESOLVED that this be noted.

ID King's Lynn IDB, Minute	Action
<p>72/17 ENVIRONMENTAL REPORT</p> <p>72/17/01 The Environmental Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p> <p>72/17/02 Biodiversity Action Plan (1)</p> <p>The Planning/Enforcement Officer was liaising with the WMA (Eastern) Technical and Environmental Officer to review and update the Board's Biodiversity Action Plan, which had not been reviewed since 2010. An updated version of the BAP would be provided for consideration at a future Board meeting. RESOLVED that this be noted.</p>	GRD
<p>73/17 PLANNING REPORT</p> <p>73/17/01 The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p> <p>73/17/02 Application for permissive footpath and signage from Reffley Wood to Earsham Drive, King's Lynn (1.1)</p> <p>Further to the Board's consideration of, and, agreement in principle to this application at its 17 March 2017 meeting, members were asked to consider the ongoing discussion as set out in the Planning/Enforcement Officer's report, between Board Officers and the applicant's offer concerning compliance with all the original conditions required for the Board's original in-principle agreement.</p> <p>73/17/03 In response to Mrs E Nockolds concerns about the prolonged amount of time being taken to establish the permissive footpath, despite the land already being used as a footpath by the general public, the Chief Executive and Officers reiterated the importance of the Board's responsibility as the landowner to ensure all appropriate health and safety issues were addressed, not least because of the proximity of the Board's Reffley Reservoir to the footpath. Members were reminded that any of the general public walking this area were, until it was actually designated a permissive footpath, trespassing illegally on private land.</p> <p>73/17/04 It was agreed and thereby RESOLVED to agree the permissive footpath on the basis of the applicant's offer, as set out in the Planning/Enforcement Officer's report, together with the erection of appropriate signage. Fencing off the reservoir completely was considered but not approved due in part to the incentive fencing often provides to those who feel compelled to climb it, and also because of the estimated minimum £80k cost.</p> <p>73/17/05 Delegated Consents (2.2)</p> <p>The delegated consents granted by the Chief Executive's Management Committee using its delegated authority were</p>	

considered in detail and approved.

74/17 FINANCIAL REPORT

74/17/01 The Financial Report for the period 1 April 2017 to 31 May 2017, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

74/17/02 The Chief Executive reported that of the outstanding debtors Persimmon Homes is being chased for payment of £11,085 outstanding from March 2017, with two EA outstanding invoices currently under query. RESOLVED that this be noted.

74/17/03 Term deposits with Progressive Barclays and Coventry Building Society had been reinvested on mid and end June 2017 respectively with interest returns of 0.45% and 0.29%. RESOLVED that this be noted.

74/17/04 Members considered the Chief Executive's proposal to seek ministerial consent to borrow up to £10m to part fund the estimated cost of delivering the major capital schemes during the next 5 years (Islington, Wolferton, Green Bank and Eau Brink), with the remainder of the costs being funded by flood defence grant in aid. This had previously been discussed informally at the January 2017 meeting and it was agreed that the Board should seek ministerial consent to borrow the money before interest rates begin to rise. There would be no impact on drainage rates and special levies, in terms of servicing the loan. RESOLVED that this be noted.

75/17 SCHEDULE OF PAID ACCOUNTS

75/17/01 The Schedule of Paid Accounts for the period 1 April 2017 to 31 May 2017 totalling £432,611.93, was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.

76/17 MATERIAL CHANGES TO RISK REGISTER

76/17/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:

76/17/02 It was agreed there were no material changes to be made to the risk register during this reporting period. RESOLVED that this be noted.

77/17 CORRESPONDENCE

77/17/01 Correspondence received during this reporting period for the Board's consideration was considered under the Confidential

Business Section of the meeting.

78/17 NEXT MEETING

78/17/01 The next meeting is scheduled for 22 September 2017.

Post meeting note: The meeting date has been changed from 22 September to 25 September 2017 at 9.30 am.

79/17 ANY OTHER BUSINESS

79/17/01 Sluice Bungalow

Members were advised that the current tenants had given notice and were due to vacate the property on 22 August 2017. It was agreed to market the property with the current Letting Agent to find a suitable new tenant. RESOLVED that this be noted.

79/17/02 In response to Mr C Crofts' enquiry about the status of the currently empty commercial property at Kettlewell House, the Chief Executive confirmed that this was still on the rental market with Cruso and Wilkin. The whole of the Kettlewell House site was also the subject of pre-planning application advice for future redevelopment of the site, subject to the successful relocation of the office to Nar Ouse Way.

80/17 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

80/17/01 There were no members of the public present at the meeting.

81/17 CONSORTIUM MATTERS

81/17/01 The unconfirmed minutes of the Consortium Management Committee meeting held on the 30 June 2017 were considered in detail and approved. There were no matters arising.

81/17/02 Schedule of Paid Accounts

The WMA Schedule of Paid Accounts for the period 1 March 2017 to 31 March 2017, totalling £132,036.31 as approved at the Consortium Management Committee meeting on 30 June 2017, was considered in detail and adopted. There were no matters arising.

81/17/03 Financial Report

The WMA Financial Report for the period 1 April 2016 to 31 March 2017, as approved at the Consortium Management Committee

meeting on 30 June 2017 was considered in detail and adopted by the Board. Arising therefrom:

81/17/04 The Chief Executive highlighted that all of the WMA Member Boards had come in under budget on Administration and Technical Support costs for the year ended 31 March 2017, with this financial year being the best performance since the inception of the WMA in 2007. RESOLVED that this be noted.

81/17/05 Issues for discussion at next CMC meeting

There were no specific issues raised by Members that would require discussion at the next Consortium Management Committee meeting on 29 September 2017.

82/17 CONFIDENTIAL BUSINESS

82/17/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

ENGINEERING & OPERATIONS REPORT

1 CAPITAL WORKS

1.1 CRABBS ABBEY PUMPING STATION

Northern Divers are scheduled to attend site on 12 and 13 July to carry out the underwater inspections and testing on both the old station and the current one, including measuring the residual thickness of the steel sheet piles.

1.2 ISLINGTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

An updated baseline modelling report has now been produced and will be issued to the Board for comment shortly, along with a technical note about the modelling changes that were made to assess various options. The outline economic appraisal works are said to be nearing completion, and drafting of the Business Case has commenced.

Royal Haskoning has suggested that all documentation should be sent out for review before the end of July. While it's not currently known how long the initial review on behalf of the Environment Agency will take, it's hoped to be able to make required changes and formally submit the project to LPRG in time for its October meeting.

1.3 NORTH LYNN LINK SCHEME

Following completion of the electricity cable diversion last month, work has commenced on the new control structure at Riverside. Sheet piles have been installed (some temporary, some permanent) and the culvert units are due to be delivered imminently, with partial demolition of the existing concrete headwall and initial concreting works for the intake structure expected to be undertaken next week.



Photograph showing parts of the piling works and excavations for the new water control structure linking Gaywood River to Bawsey Drain. The scaffolding bridges are supporting various services which cross this area.

1.4 WEST LYNN OUTFALL

Unfortunately Martin Childs Limited were unable to agree the traffic management measures required here with Norfolk County Council in time to commence work on 19 June. Because that week was missed, the works have been deferred until week commencing 17 July in order to have the most-advantageous tide times and levels throughout the works period.

1.5 WOLFERTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

Further to my previous report, the eel screening exemption document was finalised and submitted to the EA's Area Manager. It has recently been confirmed in writing that the Board will be granted an exemption from the requirement to install an eel screen as part of any new pumping station here (the actual exemption certificate is still awaited), which will hopefully be sufficient to allow consideration of our grant aid application to restart.

Detailed design work is continuing apace, and it's expected that invitations to tender for the civil engineering and weedscreen contracts will be issued around the end of this month, with the tender period being about eight weeks.

The application to the Borough Council for a lawful development certificate has yet to be determined. Peter Brett Associates are continuing to chase the Case Officer to try and ensure this is concluded as quickly as possible, so that if a planning application does need to be submitted this can be done in parallel with the tender period discussed earlier.

2 HEALTH & SAFETY

2.1 ACCIDENTS AND NEAR-MISSES

There have been no accidents or near misses during this reporting period.

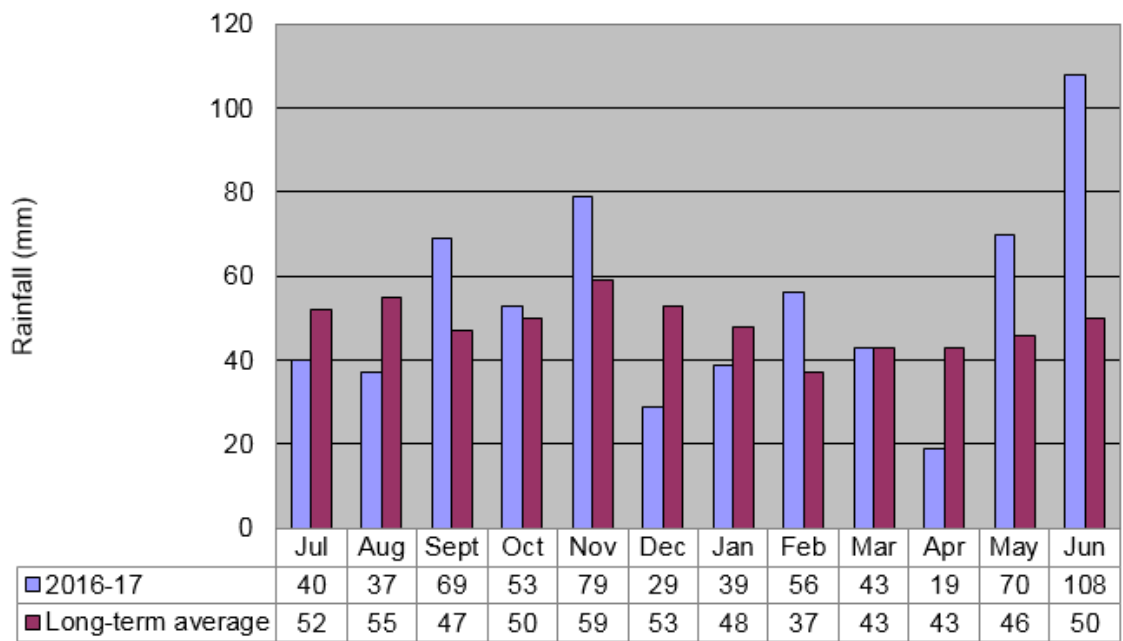
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RAINFALL

Rainfall statistics relating to the Board’s gauges for the months of May and June are as follows (recordings in mm):

LOCATION	MAY		JUNE		CUMULATIVE	
	2017	2009-16 Average	2017	2009-16 Average	2017	2009-16 Average
Islington Pumping Station	53	43	88	53	279	265
Pierrepont Pumping Station	70	51	108	53	335	280
Wolferton Pumping Station	59	49	107	61	318	287

**ACTUAL AND LONG-TERM AVERAGE MONTHLY RAINFALL READINGS
KING’S LYNN: JULY 2016 – JUNE 2017**



ENVIRONMENTAL REPORT

1

BIODIVERSITY ACTION PLAN

Work has commenced on reviewing the Board’s Biodiversity Action Plan. It’s anticipated that an updated version will be available for discussion at the next Board meeting.

PLANNING REPORT

1 ITEMS REQUIRING BOARD'S CONSIDERATION:

- 1.1 APPLICATION FOR A PERMISSIVE FOOTPATH AND SIGNAGE FROM REFFLEY WOOD TO EARSHAM DRIVE, KING'S LYNN
INFRASTRUCTURE AFFECTED – BLACK DRAIN, AN OPEN WATERCOURSE, AND REFFLEY RESERVOIR, AN OPEN SURFACE WATER STORAGE AREA, BOTH OWNED BY THE BOARD
APPLICANT – KING'S LYNN GROUP, THE RAMBLERS

Further to the Board's consideration of this matter at its meeting in March 2017 (see Minutes 23/17/01 to 23/17/04 inclusive), discussions have continued to be held with a representative of the applicant regarding the conditions set by the Board. The applicant is not able/willing to comply with all the original stipulations in full, so the matter is being brought back to the Board for reconsideration.

The original conditions are set out below, followed by the applicant's position (text supplied by them) and, where appropriate, a further statement from the Board's Officers:

- The applicant to provide site-specific risk assessments from a suitably qualified Health and Safety specialist in respect of the site and proposed path for the Board's consideration;

"The Ramblers have supplied a safety audit carried out by a member of the Norfolk County Council Trails Team. The Ramblers consider that this is sufficient for the limited use of the path. At a meeting with Board Staff it was agreed that the full survey requested by the Board, giving full indemnity to the Board, was outside the remit of the Ramblers and would be carried out by a specialist at the Board's expense."

The Board's Operations Manager, who is also our Health & Safety Officer, met with Copes (the Board's Health & Safety Advisers) and a representative from NCC's Trails Team (separately) about these proposals.

The Operations Manager has confirmed that if the majority of the route was on the high bank between Black Drain and Reffley Reservoir, then from an operational point of view the only area where there might be a clash of interests is the 50-60m closest to our existing gate and the link with the cycleway. The high bank would also offer something of a natural barrier (trees, bushes and hedges) to segregate the path from the drain and reservoir.

Although the above would appear to minimise the Health & Safety risks to people sticking to the path, there is currently no barrier to movement towards the drain or reservoir when people are near the gate and cycleway. This may mean that waymark posts are not entirely effective, as without a barrier many people are likely to go where they desire.

The Board may wish to consider whether some form of barrier is required for the area near the gate, although careful consideration would be needed to ensure any barrier would not unduly impact maintenance operations. The Board must also be mindful that there will still be various site-level risks which having a single permissive path would do nothing to address.

- The applicant to provide evidence of adequate insurance against all identified risks, to cover the entire period the permissive footpath is in force;

“The Ramblers are fully insured when carrying out work on any path or related structure. They do not carry insurance for persons using the path. This is part of the normal landowners liability and should be covered by their insurance.”

- The applicant will be responsible for all maintenance of the footpath and associated marker posts, steps and boardwalk in perpetuity;

“The Ramblers insurance does not cover maintenance of the path or structures. I have sent a letter to the Board indicating that we will do our best to maintain the structures we put in place.” (Letter included as Appendix 1 to this report).

- Construction and surfacing of the footpath, together with positioning of marker posts to be agreed with Board officers so as not to impede on the Board’s maintenance of its localised infrastructure;

“The offer from the Ramblers was to waymark the route and build steps and provide a short length of boardwalk at the East end of the route. There has never been any indication that they will be involved in surfacing. They are happy to discuss any proposals which will channel walkers along the selected route.”

During the Board’s original discussions it was also felt that surfacing the path should encourage people to remain on the waymarked route, rather than following ad hoc routes around the site. Just signing the path may not achieve the same effect, but if the Board cuts the pathway reasonably regularly, but for the majority of time leaves adjacent areas with longer vegetation, this may improve adherence to the permitted route.

- The applicant agrees to sign a Deed of Indemnity absolving the Board of all liability howsoever arising.

Although no draft document has been put to the Ramblers, given their statement above in relation to insurances, it seems unlikely that they would be prepared to sign anything to this effect.

It has been agreed that the positions of all structures would be confirmed with Officers on site prior to their erection/construction, so that they should not impede the Board’s maintenance works.

The applicant’s representative has also made the following statement:

“Over many years the Ramblers have carried out numerous activities on paths. They do this as part of the Charitable Aims of the organisation. The Ramblers may use such paths formally on several occasions a year during their walks programme. The rest of the time the paths are available for use by all members of the public. I hope that the Board will understand that in trying to open this permissive path we are trying to legitimise the existing Status Quo for the benefit of both the board and the public. To this end a number of local forms and organisations have offered materials and help in achieving this.”

Clearly this is a complex situation, where Officers feel there are pros and cons with whatever decision the Board takes. If the Board is minded to agree to the permissive path on the basis of the Ramblers’ offer, it’s recommended that further consideration is given by Officers, and selected works are then undertaken by the Board, to “channel” people between the existing gate and the high bank, with the path’s status and use being kept under regular review.

2 OTHER PLANNING MATTERS:

2.1 SURFACE WATER DEVELOPMENT CONTRIBUTION FEES

There have been four Surface Water Development Contribution Fees invoiced during the reporting period, as follows:

DATE INVOICED	AMOUNT (no VAT)	“TRIGGER” FOR PAYMENT	PAID?
13 June 2017	£1,574.93	Issuing of consent	No
13 June 2017	£1,069.08	Application made after start of works (full amount due)	Yes
13 June 2017	£45,866.25	Issuing of consent	Yes
13 June 2017	£92,676.25	Start of works	Yes
TOTAL	£141,186.51		

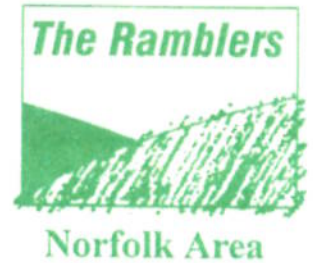
2.2 DELEGATED CONSENTS GRANTED

During this reporting period the following consents have been granted by the Chief Executive's Management Committee under its delegated authority:

APPLICANT/AGENT	LOCATION	DEVELOPMENT	WATERCOURSE(S)
Borough Council of King's Lynn & West Norfolk	Greenpark Avenue, King's Lynn	Discharge surface water run-off to a watercourse (housing development)	Private (CMT133G)
Mr Burt	Magdalen Road, Tilney St Lawrence	Install access culvert	Spice Hills Dyke (DRN145P0301)
Mr Carter	Stow Road, Wiggenhall St Mary Magdalen	Pipe and fill watercourse	Private (CMT018P)
Mr Cobb	Hall Road, Walpole Highway	Pipe and fill watercourse	Private (CMT145P)
Glanville Consultants Ltd	Clenchwarton Road, West Lynn	Discharge surface water run-off to a watercourse (extension to restaurant and car park)	Cut Bridge Drain (DRN141G0101)
Outwell Playing Field & Village Hall Committee	Adjacent to Playing Field, Wisbech Road, Outwell	Install access culvert	Sandy Field Drain (DRN138P0319)

G R DANN – PLANNING/ENFORCEMENT OFFICER

The Ramblers' Association
Working for walkers



VIMA	
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21 Appledore Close
South Wootton
King's Lynn
PE30 3HN
5 June 2017

Mr. P. Camamile, Chief Executive, Water Management Alliance,

Dear Sir,

I am writing on behalf of King's Lynn Group, The Ramblers. Members of the King's Lynn Drainage Board have agreed, subject to certain conditions, to open a Permissive Path across a parcel of land, owned by them, known locally as Black Drain. One condition relates to the long term maintenance of the path and structures.

The Ramblers have made it clear that they will erect waymarks, a set of steps and a length of boardwalk on the proposed path but, due to limitations imposed by the association's insurers, are unable to accept responsibility for the ongoing maintenance of them once they are in place which is seen as the landowner's responsibility.

However the Group is prepared to give the Board this written assurance that they would endeavor to respond to any reasonable request to repair or replace these structures. In the event that they were unwilling or unable to carry out this function the Board could exercise their right to close the path.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Chris Jones'.

For King's Lynn Group, The Ramblers.

From: 01 April 2017
 To: 31 May 2017

 Period: 2
 Year Ending: 31 March 2018

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	309,686	309,686	0	309,686	309,686	0
1	Special Levies issued by the Board	1,880,624	1,880,624	0	1,880,624	1,880,624	0
	Grants Applied	132,967	0	-132,967	797,800	664,833	-132,967
	Rental Income	533	208	-325	3,200	1,248	-1,952
2	Highland Water Contributions	0	0	0	39,278	39,278	0
	Income from Rechargeable Works	0	35,989	35,989	0	35,989	35,989
	Investment Interest	4,167	1,691	-2,476	25,000	10,145	-14,856
	Development Contributions	0	0	0	0	0	0
4	Other Income	13,847	2,746	-11,101	3,000	5,246	2,246
	Total Income	£2,341,824	£2,230,943	-£110,880	£3,058,588	£2,947,048	-£111,540
<u>Less Expenditure:</u>							
5	Capital Works	324,167	39,242	284,925	1,945,000	1,660,075	284,925
6	Environment Agency Precept	161,533	161,243	290	161,533	161,243	290
7	Maintenance Works	187,398	165,413	21,985	1,449,384	1,373,233	76,151
	Development Expenditure	0	0	0	0	0	0
	Interest Payments	0	0	0	0	0	0
8	Administration Charges	40,585	66,679	-26,094	170,426	208,700	-38,274
	Cost of Rechargeable Works	0	34,140	-34,140	0	34,140	-34,140
3	Net Deficit/(Surplus) on Operating Accounts	0	-1,540	1,540	0	0	0
	Total Expenditure	£713,683	£465,176	£248,506	£3,726,343	£3,437,392	£288,952
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
9	Net Surplus/(Deficit)	£1,628,141	£1,765,767	£137,626	-£667,755	-£490,343	£177,412

From: 01 April 2017
 To: 31 May 2017

 Period: 2
 Year Ending: 31 March 2018

Notes	Balance Sheet as at 31-5-2017	Opening Balance £	Movement This Year £	Closing Balance £
10	Fixed Assets:			
	Land and Buildings	921,790	-1,329	920,461
	Plant and Equipment	861,495	138,417	999,912
	Pumping Stations	266,544	-14,808	251,736
	Shared Consortium Assets	0	0	0
		2,049,829	122,280	2,172,109
	Current Assets:			
11	Bank Account	113,338	75,949	189,287
	Stock	5,397	2,594	7,991
12	Trade Debtors	62,188	39,721	101,909
13	Work in Progress	0	0	0
14	Term Deposits	4,100,000	700,000	4,800,000
15,16	Drainage Rates and Special Levies Due	22,817	1,013,779	1,036,596
17	Prepayments	0	0	0
	Prepayments to WMA	138,320	-32,721	105,599
	Accrued Interest	0	0	0
	VAT Due	95,977	-47,942	48,035
	Grants Due	0	0	0
		4,538,037	1,751,381	6,289,418
	Less Current Liabilities:			
	Trade Creditors	1,135	102,022	103,157
18	Grants Unapplied	99,846	0	99,846
	Accruals	0	0	0
	Payroll Controls	0	0	0
	Finance Leases	0	0	0
	Receipts Paid in Advance	0	20,681	20,681
	Loans due in less than one year	0	0	0
		100,981	122,703	223,684
	Net Current Assets	4,437,056	1,628,678	6,065,734
	Less Long Term Liabilities:			
25	Pension Liability	3,360,000	0	3,360,000
	Loans due in more than one year	0	0	0
		3,360,000	0	3,360,000
	Net Assets	£3,126,885	£1,750,959	£4,877,844
19	Reserves:			
	Earmarked			
20	General Reserve	2,195,674	1,765,767	3,961,441
21	Development Reserve	876,667	0	876,667
22	Capital Works Reserve	0	0	0
23	Plant Reserve	2,821,148	0	2,821,148
		5,893,489	1,765,767	7,659,256
	Non-Distributable			
24	Revaluation Reserve	593,396	-14,808	578,588
25	Pension Reserve	-3,360,000	0	-3,360,000
		-2,766,604	-14,808	-2,781,412
	Total Reserves	£3,126,885	£1,750,959	£4,877,844

 P J CAMAMILE
 CHIEF EXECUTIVE

From: 01 April 2017
To: 31 May 2017

Period: 2
Year Ending: 31 March 2018

Note Notes to the Accounts

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Borough of King's Lynn & West Norfolk	1,775,463	1,775,463
Fenland District Council	82,338	82,338
South Holland District Council	22,823	22,823
	1,880,624	1,880,624

- 2 The Highland Water Claim for 2016/17 is due to be paid by the Environment Agency (EA) to the Board in September, following the recent changes made to the timetable (previously the payment was made in two installments - one in May and one in December).

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	0	-16,816
Mobile Plant Operations Account	0	15,276
	0	-1,540

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of Mobile Plant are shown in the Labour and Plant Operations Reports, which can be made available to members on request. These Reports are scrutinised by the Board's Plant and Works Committee every year.

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Shared Income from WMA	13,347	2,746
Summons Costs	167	0
East Wash Coastal Management CIC Administration Fee	83	0
Sundry Income	250	0
	13,847	2,746

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

- 6 The EA Precept due for 2017/18 is as estimated. Half of the EA Precept is payable to the EA on 31 May and the other half on 30 November.

- 7 The detailed maintenance operations in each sub catchment are approved by the Board annually and shown on the schedule of maintenance works, as managed by the Operations Manager, which can be made available to members on request. The summarised analysis of expenditure is as follows:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Charges	99,996	90,384
Plant Charges	21,913	19,806
Materials	1,829	1,653
Contractors	1,351	1,221
Electricity	29,607	26,761
Pumping Station Insurances	0	0
Telemetry	293	265
Heating Fuel	8	8
Pumping Station Depreciation	0	0
Direct Works	154,997	140,097
Technical Support Staff Costs	30,977	20,936
Other Technical Support Costs	452	213
Biodiversity Action Plan Costs	972	4,167
Contingency	0	0
Annual Plant Reinstatement Provision	0	0
Maintenance Works	187,398	165,413

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Administration Staff Costs	15,903	16,854
Other Administration Costs	22,795	47,464
Sundry Expenses	0	0

From: 01 April 2017
To: 31 May 2017

Period: 2
Year Ending: 31 March 2018

Note **Notes to the Accounts**

Drainage Rates AV Increases/(Decreases)	500	9
Kettlewell House Depreciation	1,329	1,329
Sundry Debtors written off	58	0
Settlement Discount	0	1,023
	40,585	66,679

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

	Budget
Capital Works Reserve	0
General Reserve	-667,755
	-667,755

10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2017/18, which can be made available to members on request.

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
Cost				
Opening Balance b/fwd	1,417,491	1,461,250	888,480	3,767,221
(+) Additions	0	164,415	0	164,415
(-) Disposals	0	0	0	0
Closing Balance c/fwd	1,417,491	1,625,665	888,480	3,931,636
Depreciation				
Opening Balance b/fwd	495,702	599,755	621,936	1,717,392
(+) Depreciation Charge for year	1,329	25,998	14,808	42,134
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance c/fwd	497,030	625,753	636,744	1,759,527
Net Book Value as at 31-3-2017	921,789	861,495	266,544	2,049,829
Net Book Value as at 31-5-2017	920,461	999,912	251,736	2,172,109

The Board also share ownership of a proportion of the WMAs Shared Fixed Assets, which were last valued by Cruso & Wilkin, Chartered Surveyors, as at 31 March 2012. Such assets have a Net Book Value of zero.

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

	2016/17	2017/18
Opening Balance as at 1-4-2017 b/fwd	79,308	113,338
(+) Receipts	7,126,651	2,120,315
(-) Payments	-7,092,621	-2,044,366
(=) Closing Balance as at 31-5-2017 c/fwd	113,338	189,287
Balance on Statement as at 31-5	169,193	190,181
Less: Unpresented Payments	-55,855	-893
Add: Unpresented Receipts	0	0
Closing Balance as at 31-5-2017 c/fwd	113,338	189,287

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors		
<=30 days	40,970	1		
>30 days and <=60 days	360	1		
>60 days and <=90 days	60,579	3		
>90 days	0	0		
	101,909	5		
>90 days	Amount	Inv. Date	Originator	
N/A	0	N/A	N/A	
	0			

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

Customer	Amount	Estimated Completion Date	Budget Holder

From: 01 April 2017
To: 31 May 2017

Period: 2
Year Ending: 31 March 2018

Note	Notes to the Accounts				
	N/A		0		N/A N/A
			<u>0</u>		
14	Term Deposits are currently as follows:				
	Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
	Natwest Bank	500,000	05/08/2016	07/08/2017	0.42%
	Progressive Barclays	500,000	30/01/2017	15/06/2017	0.35%
	Coventry Building Society	500,000	15/02/2017	30/06/2017	0.30%
	Nottingham Building Society	500,000	28/02/2017	14/07/2017	0.44%
	National Counties Building Society	300,000	15/03/1017	31/07/2017	0.44%
	West Bromwich Building Society	200,000	31/03/2017	15/08/2017	0.37%
	Principality Building Society	500,000	18/04/2017	31/08/2017	0.35%
	Vernon Co-Op Bank	300,000	28/04/2017	15/09/2017	0.42%
	Newcastle Building Society	500,000	15/05/2017	29/09/2017	0.40%
	West Bromwich Building Society	300,000	15/05/2017	16/10/2017	0.41%
	National Counties Building Society	200,000	15/05/2017	16/10/2017	0.45%
	Skipton Building Society	500,000	31/05/2017	31/10/2017	0.35%
		4,800,000			
15	Special Levies are paid by Constituent Councils in two halves on 1 May and 1 November.				
16	Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 402 Ratepayers that have not paid their Drainage Rates for 2017/18, as compared to 482 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:				
		2016/17	2017/18		
	Arrears b/fwd	26,363	22,818		
	Drainage Rates for the year	305,736	309,686		
	Special Levies for the year	1,856,510	1,880,625		
	Payments Received	-2,180,556	-1,196,180		
	Settlement Discount	-984	-1,023		
	Returned/(Represented) amounts	377	0		
	Value /(Decreases)	-5,207	-1,757		
	Value Increases	3,391	1,708		
	New Assessments	1,816	48		
	Irrecoverables and write offs	-9,077	-10		
	The East Coastal Management CIC	20,681	20,681		
	Summons collection costs	3,750	0		
	Special Levy Adjustment	0	0		
	Drainage Rate Adjustment	18	0		
	Paid Refunds	0	0		
	Sundry adjustments/Summons	0	0		
	Arrears c/fwd	22,818	1,036,596		
17	There are currently no Prepayments.				
18	Grants Unapplied are those grants that we have received in advance of doing work on the following schemes:				
		2016/17	2017/18		
	SCH30: Islington Catchment Flood Risk Management Scheme	99,846	99,846		
		99,846	99,846		
19	The Reserves are managed in accordance with the Balances and Earmarked Reserves Policy for 2017/18, as approved by the Board on 16 January 2017. This policy is available for viewing on the Board's website.				
20	Movements on the General Reserve are made up as follows:				
		2016/17	2017/18		
	Opening Balance, as at 1 April b/fwd	3,069,224	2,195,674		
	Net Surplus/(Deficit) for the year	-767,378	1,765,767		
	Net transfer (to)/from Development Reserve	-256,745	0		
	Net transfer (to)/from Capital Works Reserve	127,000	0		
	Net transfer (to)/from Plant Reserve	0	0		
	Revaluation Reserve adjustment	23,573	0		
	Closing Balance c/fwd	2,195,674	3,961,441		

From: 01 April 2017
To: 31 May 2017

Period: 2
Year Ending: 31 March 2018

Note Notes to the Accounts

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

	<u>2016/17</u>	<u>2017/18</u>
Opening Balance, as at 1 April b/fwd	619,922	876,667
Net contributions transferred from General Reserve	256,745	0
Closing Balance c/fwd	876,667	876,667

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

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

	<u>2016/17</u>	<u>Gen. Reserve</u>	<u>2017/18</u>
SCH36 West Lynn Sluice - Structural Investigation	0	0	0
SCH33 Wolferton Pumping Station - Structural Investigation	0	0	0
SCH35 Control Panel Replacements & Weedscreen Cleaner Refurbishment	0	0	0
	0	0	0

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

	<u>2017/18</u>
Fixed Plant Reserve	2,021,148
Mobile Plant Reserve	800,000
Plant Reserve	2,821,148

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

	<u>2017/18</u>
Opening Balance, as at 1 April b/fwd	593,396
Less:	
Pumping Station & Kettlewell House Depreciation	-14,808
Closing Balance c/fwd	578,588

25 Pension Liability

- (i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £1,827,000 as at 31 March 2017 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 16 January 2017.

26 Related Party Disclosures

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board paid Anglia Farmers Ltd £31,989.59 upto 31/05/17.
- (ii) Board member Mr J Askew is related to Mr R Askew, Director of Richard Askew Agricultural Supplies Ltd, which is one of the Board's suppliers. The Board paid Askew Agricultural Supplies Ltd £171.01 upto 31/05/17.
- (iii) Mr Harvey Howe is employed by the Board as a full time Operative. The Board's Operations Manager is related to Harvey Howe.
- (iv) All elected members of the Board pay drainage rates either as individuals, Partners in Partnerships, or as Directors of limited companies; the exact nature of which can be found in the Rate Book as at 1 April 2017.
- (v) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board

From: 01 April 2017
To: 31 May 2017

Period: 2
Year Ending: 31 March 2018

Note **Notes to the Accounts**

has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and Vice Chairman of the Board. During the reporting period the Chairman received £4,200.00 Chairman's Allowance.

- (vi) The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB and was developed by Mr P J Camamile, the Chief Executive. The software is supported at no cost to the Board by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 31-5-2017.

P J CAMAMILE
CHIEF EXECUTIVE

P WALKER
FINANCE ASSISTANT

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/04/2017

Payment Date To : 31/05/2017

<u>Account Name</u>	<u>Details</u>	<u>Amount Paid</u> <u>This Period</u>
AD0102 ADC (East Anglia) Ltd	Maintenance Works	3336.00
AN0100 Anglia Farmers Ltd	Electricity	31,989.59
AN0101 Anglian Water	Water Charge	14.99
AR0001 Arval	Fuel	2,698.86
AR0004 Arbus Ltd	Site Clearance	33,928.78
AS0120 Richard Askew Agricultural Supplies	Spares & Repairs	171.01
BO0001 BCKLWN	Pierpoint Rates	788.82
BO0240 BOC Ltd	Oxygen	47.40
BT0270 BT	Phone/Broadband	435.37
CR0380 King's Lynn Auto Electrical Ltd	Electrical Parts	33.36
CR0399 C R Electrical	Electrical Repairs	405.00
DV0001 DVLA	Vehicle Tax	480.00
EF0001 East Fire Extinguishers & Alarms	Fire Extinguisher Maintenance	428.05
EN0001 Environment Agency	Precept	80,621.50
EN0002 Enforcement Bailiffs Ltd	Bailiffs Fees	124.00
EON001 E.ON	Electricity	46.20
FE0002 Fenton Insurance Solutions Ltd	Insurance	2,191.54
FR0650 Frimstone Ltd	Aggregates	1,077.48
IN0001 Inland Revenue	Paye & Nic	12,502.08
KI0001 King's Lynn IDB	Drainage Rates	235.60
KW1195 K & W Mechanical Services Ltd	Spares & Repairs	2,625.60
LA0001 Lawtronic Ltd	Plant Repairs	91.88
MA0001 Marshall Ford DD	Ford Lease	1,857.14
MA0003 Magpie Security Services Ltd	Padlocks	42.50
MO0002 Mossop & Bowser	Solicitors	2,373.00
MU0001 Murley Agricultural Supplies Ltd	Spares/Repairs	436.00
NO0001 Norfolk Pension Fund	Pension Contributions	13,585.14
NO0004 Norfolk County Council	BAP Charges	4,167.00
OP0001 Optima Stainless Ltd	Plant Repair	893.30
OR1550 Oriel Systems Ltd	Telemetry Maintenance	405.12
PBA001 Peter Brett Associates LLP	Capital Works	20,784.00
SP0002 Spearhead Machinery Ltd	New Tractor/Serviceing	198,329.03
ST0002 Stapleton's (Tyre Services) Ltd	New Tyres	338.40
TH2030 Thurlow Nunn Standen Ltd	Plant Service	2,531.47
TI2050 Timber Services Ltd	Materials	27.42
VJ2250 V & J Knitwear Ltd	Protective Clothing	27.00
VO0001 Vodafone Ltd	Mobile Phone	1,396.85
WA0001 Watson Petroleum	Gas Oil	6,095.66
WA2310 Water Management Alliance	Rechargeable Works	5,049.79

Please note that the amounts shown above include Vat

£432,611.93

**KING'S LYNN INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	<p>Reduction in, or insufficient finance, grant and income</p> <p>EA may cease to pay highland water contributions to IDBs</p>	<p>Erosion of Board's capital and general reserves.</p> <p>Reduction in FCERM service the Board is able to provide.</p> <p>Unable to replace assets as scheduled in the Board's asset plan.</p>	3	3	High 9 →	<p>Explore alternative funding streams</p> <p>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, to support the extension of the Board's area to its watershed, which would provide additional rates to the Board from the upland area.</p>
	The EA is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or continues to maintain the sea defences but to a reduced specification	<p>Potential overtopping into the IDD during severe weather events.</p> <p>Cost implication of managing the increase in water.</p>	2	3	High 6 ↓	<p>Formation of the East Coast Management Strategy with KL&WNBC and local business community and the East Coast Wash Community Interest Company is raising funds which will contribute to recycling and rechargeable works costs when EA activity is withdrawn</p> <p>IDB to work with key stakeholders to develop strategy for investment to reduce risk</p> <p>Use of Public Sector Cooperation Agreement (PSCA) to facilitate partnership working with</p>

**KING'S LYNN INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						other risk management authorities (RMAs)
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	<p>Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>SUDs managed by private companies who allow them to fall into disrepair through lack of long term maintenance</p>	<p>Increased flood risk</p> <p>Potential for lost income from SWDCs and commuted sums</p> <p>Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>	2	3	High 6 ↑	<p>Planning/Enforcement Officer comments on planning applications are available on each Local Planning Authority website</p> <p>Planning/Enforcement Officer reports planning matters and issues at Board and Committee meetings</p> <p>Liaise where possible with Local Planning Authorities to better integrate/coordinate planning and flood risk management issues</p> <p>Lobby Local Authority Planners to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs.</p> <p>A SUDs adoption and charging policy approved by the Board November 2016</p> <p>Promote IDB services for adoption of SUDs to ensure these are maintained in perpetuity</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 13 January 2017)

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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

LIKELIHOOD

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

Distributed to:

Members

Askew J R
Austen J S (Chairman)
Ayres B
Banham K
Baron M Cheney of Horsbrugh
Crofts C
Groom R W
Keene S Ms
Lord Howard of Rising
Long B
Markillie R S
Markillie S A R
Matkin T
Nockolds E Mrs
Oliver D
Riddington M
Symington J
Whitby D
Wing-Pentelow T
Young S Mrs

Officers

Camamile P J
Dann G R
Howe G
Jeffrey Miss S

King's Lynn IDB Meeting 13 July 2017