

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 FRIDAY, 13 JULY 2018 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
- A Whitehead

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 (67%)

Mr J Austen in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Mr G Brown (Flood and Water Manager), Mr G Howe (Project Manager), Miss S Jeffrey (Finance (Officer), Ms C Laburn (Environmental Manager), Mrs C Cocks and Mrs M Creasy (minutes)

ID	King's Lynn IDB, Minute	Action
78/18	APOLOGIES FOR ABSENCE	
78/18/01	Apologies for absence were received on behalf of Messrs B Long, S A R Markillie, D Oliver, A Whitehead, T Wing-Pentelow, Lord Howard of Rising and Miss S C Keene.	
79/18	WELCOME AND INTRODUCTIONS	
79/18/01	The Chairman welcomed Mrs Cheryl Cocks, Assistant to the PA to the CEO, to her first Board meeting.	
79/18/02	The Chairman announced his resignation both as Chairman and from the Board due to his leaving the area when his current employment ceased at the end of July.	
79/18/03	The Vice-Chairman, Mr B Long would assume the role of Chairman for the next Board meeting on 14 September 2018 until the Board's	

ID King's Lynn IDB, Minute	Action
election and appointment of new roles of office effective 1 November 2018.	
79/18/04 In response to Mr K Banham's enquiry about what the procedure was in the event of an emergency meeting being required prior to November, the Chief Executive explained that should such a situation arise, the Vice-Chairman would be called upon to Chair the meeting and if he could not attend, the Board Members would then need to nominate a chairman from those in attendance at the meeting.	
80/18 DECLARATIONS OF INTEREST	
80/18/01 Mr K Banham declared an interest in all matters relating to the Wolferton Catchment Flood Risk Management Scheme due to his employment with the Sandringham Estate. RESOLVED that this be noted.	
80/18/02 Mr T Matkin declared an interest as the applicant on behalf of his employer in items 2.1 and 2.2 of the Planning Report. RESOLVED that this be noted.	
81/18 MINUTES OF THE LAST MEETING	
81/18/01 The minutes of the last Board meeting held on 18 May 2018 were approved and signed as a true record.	
82/18 MATTERS ARISING	
82/18/01 Marsh Lane Development, King's Lynn (51/18/05)	
The Flood and Water Manager reported that negotiations are ongoing with the Borough Council of King's Lynn and West Norfolk, (BCKLWN), regarding Heads of Terms for the proposed partnered Innovation Fund which would be presented to the Board for consideration in due course. RESOLVED that this be noted.	GBr
82/18/02 Gravel Bank Site (54/18/01)	
The Flood and Water Manager informed members that the cost appraisal for the removal of apparatus from the site that would be required for residential planning consent compared to selling the site as is with equipment in situ was still ongoing. RESOLVED that this be noted.	GBr
82/18/03 17_00163_1_C: Appeal against refusal determined under delegated authority of application to pipe riparian watercourse to the rear of property at Orchard Drive, West Walton (2.1) (57/18/02)	

ID King's Lynn IDB, Minute	Action
<p>Members were informed that following the Board's consideration of a second appeal and its decision to uphold the original refusal, the applicant had accepted the position of the Board and did not wish to pursue the application. RESOLVED that this be noted.</p>	<p>GBr</p>
<p>82/18/04 Surface Water Development Contribution (SWDC) Rate (3.2) (57/18/10)</p>	
<p>Members were advised that legal opinion had been received on the review of SWDC charges and calculation for these, which would see a rise in the current rate of £77,800 to £117,131 per impermeable hectare. The reviewed methodology for banding and charging of SWDC would be brought to the next Board meeting for consideration.</p>	
<p>82/18/05 Financial Report Year Ending 31 March 2018 (61/18/03)</p>	
<p>The Finance Officer confirmed that larger cash investments over longer terms were now in place in order to attract a higher interest return. RESOLVED that this be noted.</p>	
<p>83/18 ENGINEERING REPORT</p>	
<p>83/18/01 The Engineering Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>83/18/02 Wolferton Catchment Flood Risk Management Scheme (1.1)</p>	
<p>The Project Manager reported that work had progressed since the report, as the Board would ascertain at their site visit later in the afternoon. Initial problems with piling had been resolved and these are now down to the set depth. Due to the site being noisy, ear defenders and safety goggles would need to be worn on the inspection in accordance with Health and Safety Regulations.</p>	
<p>83/18/03 Health and Safety (2.1)</p>	
<p>There were no incidents to report during this reporting period. RESOLVED that this be noted.</p>	
<p>84/18 ENVIRONMENTAL REPORT</p>	
<p>84/18/01 The Environmental Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>84/18/02 Wolferton Pumping Station Delivery – Ecological Input (1.1)</p>	
<p>The Environmental Manager informed members that in her role as the Ecological Clerk of Works for the Wolferton scheme she has been working with the Ecological Contractor, Ward Associates, to undertake all environmental mitigation works. The Chairman asked</p>	

for clarification on the role of the Ecological Clerk of Works. The Environmental Manager explained the role, informing members that any perceived/potential environmental issues are resolved prior to any works commencing in order to avoid any delays in the future and to ensure the scheme is compliant with environmental law. Everything is proceeding to plan. RESOLVED that this be noted.

84/18/03 Islington Pumping Station – Ecological Input (1.2.2)

The Environmental Manager informed members that she had met with the Principal Ecologist from RHDHV. A bat survey of the bungalow attic had been undertaken due to evidence of use by bats and two further bat surveys had been scheduled. The application for a low impact bat licence by the contractor prior to demolition of the bungalow is not expected to impact on the project schedule. RESOLVED that this be noted.

84/18/04 Biosecurity Policy (1.3)

Members considered and approved the Biosecurity Policy that had been produced by ADA and modified by the Environmental Manager to meet the requirements of the King's Lynn IDB, (a copy of which is filed in the Report Book). Arising therefrom:

84/18/05 It was agreed and thereby RESOLVED to adopt the biosecurity procedures as set out in the Board's Biosecurity Policy.

84/18/06 Herbicide Application Training (1.4)

Operational staff training in the safe use of pesticides and the application of herbicides in or near water was noted.

85/18 PLANNING REPORT

85/18/01 The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

85/18/02 18_00372_C: Application to infill a drainage channel as part of a new land drainage scheme at Land West of A149, Paperhall Farm, Snettisham, King's Lynn (2.1)

- (i) Members considered the application to infill an approximate 350m of riparian watercourse as part of a new land drainage scheme at Land West of A149, Paperhall Farm, Snettisham, King's Lynn and replace the role of the existing drainage channel by field drains. This application is required to be determined by the Board, as opposed to officers under their delegated authority, as the applicant is a current Board member. The Officer recommendation is to approve the application.
- (ii) It was agreed and thereby RESOLVED to approve the application subject to the applicant's written acceptance of the following

conditions to be included in the Board's standard Deed of Indemnity:

- The proposed length of drain to be infilled should be subject to an environmental survey at the applicant's cost to ensure no protected species or habitat are impacted by the proposed works.
- Responsibility for future maintenance of all elements of the works will remain with the riparian owner.

85/18/03 18_00373_C: Application for a field drainage scheme requiring 54 outfalls, 12 of which drain into a Board maintained watercourse at Land West of A149, Paperhall Farm, Snettisham, King's Lynn (2.2)

- (i) Members considered the application to install 12 land tile outfalls into the Board-maintained Dersingham Main Drain (DRN128P0101) as part of a new land drainage scheme at Land West of A149, Paperhall Farm, Snettisham, King's Lynn. The scheme consists of 54 outfalls in total with the remaining outfalls being located in privately owned adjacent ditches. This application is required to be determined by the Board, as opposed to officers under their delegated authority, as the applicant is a current Board member. The Officer recommendation is for the application to be approved.
- (ii) It was agreed and thereby RESOLVED to approve the application subject to the applicant's written acceptance of the following conditions to be included in the Board's standard Deed of Indemnity:
- The outfalls should be fitted with JKH recessed Glass Reinforced Concrete (GRC) headwall units.
 - A hardened outfall pipe (a minimum of 3.0 metres in length) should be installed to connect the land drain to the outfall headwall.
 - The drain sides are to be properly restored and all waste materials and deposited subsoil shall be removed from the Board's watercourse.
 - Responsibility for future maintenance of all elements of the works will remain with the riparian owner.

85/18/04 Delegated Consents (3.1)

The delegated consents determined by the Chief Executive's Management Committee using its delegated authority were considered in detail and approved. There were no matters arising.

85/18/05 Surface Water Development Contribution (SWDC) Rate (3.2 / 3.3)

The members were apprised that four SWDC fees associated with consents granted had been invoiced and/or paid during the reporting period totalling a sum of £29,782.54. The Flood and

GBr

ID King's Lynn IDB, Minute	Action
<p>Water Manager reported that the work associated with standardising the application forms into one single application form and the technical guidance across all Boards is ongoing. This will be incorporated into the Planning Policy and brought to the Board for consideration in due course.</p>	
86/18 FINANCIAL REPORT	
<p>86/18/01 The Financial Report for the period 1 April 2018 to 31 May 2018, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p>86/18/02 The Finance Officer highlighted that the debtor profile exceeding 90 days was in respect of the Marsh Lane development commuted maintenance sum due from the BCKLWN which would be removed from the debtors list once the partnered Innovation Fund Heads of Terms were agreed. RESOLVED that this noted.</p>	
<p>86/18/03 The Chief Executive apprised members that work to the online portal for paying agricultural drainage rates / management of ratepayers accounts is in progress and requested that the elected members register, view their accounts and give feedback prior to the site going live online.</p>	Elected Members
<p>86/18/04 It was agreed that the Finance Officer would look into the possibilities of the empty premises at Kettlewell House being exempted from business rates following Mr C Crofts' suggestion that those premises are sub-standard for letting purposes.</p>	SJ
<p>86/18/05 The Chief Executive responded to Mr R W Groom's request for an update on the new office build, stating that ground investigations were currently ongoing on site at Nar Ouse Way and providing the final report on these were satisfactory, he was hopeful that the Board and BCKLWN would be in a position to sign the conveyance providing BCKLWN keeps the pressure on their solicitors, M P Law, to deliver. Heads of Terms have been agreed but the restrictive covenant regarding the Millennium Communities Agency needs to be either removed or BCKLWN needs to indemnify the Board against this covenant being discharged against the Board, to enable the contract for purchase of the land to be finalised. Members were reminded that proceeds from any sale of Kettlewell House would be apportioned 80% to King's Lynn IDB, 10% each to Norfolk Rivers IDB and Broads IDB. The new build will be 100% owned by King's Lynn IDB and rented to WMA Board.</p>	
87/18 SCHEDULE OF PAID ACCOUNTS	
<p>87/18/01 The Schedule of Paid Accounts for the period 1 April 2018 to 31 May 2018 totalling £875,247.30, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	

ID King's Lynn IDB, Minute	Action
88/18 MATERIAL CHANGES TO RISK REGISTER	
88/18/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:	
88/18/02 Members considered that the Rivers Authority and Land Drainage (RALD) Bill 2018, which is supported by DEFRA, and is due to have its second reading in Parliament on 26 October 2018 would if enacted, resolve and therefore negate the reduction in the Board's finances currently identified in risks 1a and 1b. It was therefore agreed to update the risk register to reflect this. RESOLVED that this be noted.	MEC
88/18/03 It was agreed to mitigate the risk of the Board not receiving maximum FDGiA for Islington or other capital schemes by liaising very closely with the EA to ensure the Board's capital programme is captured within the EA's next six years' comprehensive spending review and to therefore update the risk register to reflect this. RESOLVED that this be noted.	MEC
88/18/04 References to 'Planning/Enforcement' within the risk register will be amended to 'Flood and Water' in line with the recent name change across all the WMA Member Boards.	MEC
89/18 REGISTER OF ELECTORS	
89/18/01 The Register of Electors had been prepared in accordance with Rule 3 (11) of the Land Drainage (Election of Drainage Boards) Regulations 1938 (as amended) with notice of the availability of the Register published on the Board's website and displayed at the Board's office at Kettlewell House. Since no objections to the Register had been received it was agreed and thereby RESOLVED to approve the Register of Electors in accordance with the above Regulations.	
90/18 CORRESPONDENCE	
90/18/01 The Board was apprised that an expression of interest had been received from Mr N Padwick, an employee of Ken Hill Farms and Estate to take up the elected member vacancy on the Board, arising from Mr J Austen's resignation, for the remainder of the current three year term to 31 October 2018. The Chief Executive reminded members that if the vacancy was to be filled it must be advertised on the Board's website inviting other applications, in line with the Board's Election of Members Policy. It was agreed that all applicants should be interviewed in accordance with the policy but in the event of no other applications being received, Mr Padwick would be co-opted on to the Board until 31 October 2018 pending the election of members for the next three year term. RESOLVED	PJC

that this be noted.

91/18 NEXT MEETING

91/18/01 The next meeting would take place on 14 September 2018 at 9.30am here at Kettlewell House.

92/18 ANY OTHER BUSINESS

92/18/01 There was no other business requiring the Board's consideration during this reporting period.

93/18 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

93/18/01 There were no members of the public present at today's meeting.

94/18 CONSORTIUM MATTERS

94/18/01 The unconfirmed minutes of the Consortium Management Committee meeting held on the 29 June 2018 were considered in detail and approved. Arising therefrom:

94/18/02 Mr R W Groom expressed his disappointment with the low member attendance recorded at the Consortium Management Committee meeting held on 29 June 2018 and recorded that in his opinion there will be no need for the Water Management Alliance, which he referred to as 'just another layer of administration', when the new office building, owned solely by King's Lynn IDB was completed. The Board's Chairman explained that the WMA was about much more than just sharing an office. He then advised Mr Groom that if he wished to make a proposal for the disbanding of the WMA he should do so and that such a proposal would need to be seconded. Mr Groom recorded that he did not wish to make a proposal at this stage and with no seconder forthcoming, the Chairman declared there was no proposal to take forward.

94/18/03 The Chairman then suggested that Mr Groom creates a list detailing the reasons why he thinks the WMA should be disbanded and pass this to the King's Lynn IDB's new Chairman if he wished to progress this at the next Board meeting but Mr Groom reiterated that he did not wish to make any proposal but he would be interested to know what the King's Lynn IDB financial situation would be should the WMA be disbanded.

94/18/04 The Chief Executive explained that as the Lead Board, (King's Lynn IDB t/a WMA), it would have to immediately take on the whole cost of all the shared administration and technical support staff upon dissolution of the WMA, until redundancies/arrangements could be

made with the other member boards etc. in the group. This would mean that the Board's administration, technical support and establishment charges would increase from £271k pa to c£1.2m/year (as shown in the WMA Financial Report for Period 12, 2017/18, within the meeting paperwork). However members may consider that this short/medium term pain would be worthwhile, if the future administration, technical support and establishment costs could be procured for significantly less than the current level of expenditure of c£271k pa. Members did not think this would be possible at this time.

94/18/05 Mr R Markillie asked it to be recorded that Mr Groom stood alone in his suggestion that the WMA should be disbanded. This was unanimously agreed.

94/18/06 Schedule of Paid Accounts

The WMA Schedule of Paid Accounts for the period 1 March 2018 to 31 March 2018, totalling £76,175.57 as approved at the Consortium Management Committee meeting on 29 June 2018, was considered in detail and adopted. There were no matters arising.

94/18/07 Financial Report

The WMA Financial Report for the period 1 April 2017 to 31 March 2018, as approved at the Consortium Management Committee meeting on 29 June 2018 was considered in detail and adopted by the Board. There were no matters arising.

94/18/08 Issues for discussion at next CMC meeting

It was agreed to raise Mr R W Groom's criticism of CMC Members' low levels of attendance at CMC meetings for discussion at the next Consortium Management Committee meeting on 28 September 2018:

95/18 CONFIDENTIAL BUSINESS

95/18/01 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 ISLINGTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

Please refer to Confidential Business for the Islington Catchment FRMS Progress Report from RHDHV.

1.2 WOLFERTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

The main focus on site during the period of the report has been the commencement of the piling works by Sheet Piling (UK) Ltd. Weather conditions have been perfect!

The underground works on the River Ingol structure are nearly complete following some early problems with driving the piles. Whilst driving the piles, refusal was met early; at the level of courseable sand that sits above the clay, therefore the method of driving the piles was changed to include pre-augering to loosen this dense material. This enabled drilling and finally hammering to reach the desired toe level. There was a two day delay on this activity, this will have no impact on key dates.



New River Ingol Inlet Structure



New River Ingot Inlet Structure

Waling beams and tie rods are currently being fitted to the piles insitu.



Piling works have now commenced on the Pumping Station Inlet Structure, again the method of pre-augering was used. This is ongoing whilst the works are taking place on the seaward side.



New Pumping Station Inlet Structure

The ramp over the seabank is currently being formed, so far 3334 tonnes of 6F2 (crushed stone/concrete) has been used, this is to take the weight of the piling rig at 71 Tonne.



Ramp Over the Seabank

As you are aware, we have constraints in place for any work carried out on the seaward side of the sea bank as the site is adjacent to The Wash SPA Ramsar site, SSSI and National Nature Reserve and the Wash and North Norfolk Coast SAC. This constraint means we have a working window of the 1st July until the 31st October to complete works on this side. On Monday 2nd July these works commenced on the outfall side and as can be seen the dam is already in place ready to fill this section of open channel so that a piling platform can be formed.



Existing River Ingol Outfall

An application has been made to UKPN for the upgraded power supply needed at the new station and we are currently waiting on a quotation and also a decision on where the new substation will be located.

Progress meetings take place once a month currently and include representation from Peter Brett Associates, Breheny, Stainless Metalcraft, Bedford Pumps, Environment Agency and the Ecological Clerk of Works, Caroline Laburn.

1.3 Pierrepoint Pumping Station

An order has been placed with FenFlow Ltd (formerly Shoebridge Engineering) for the refurbishment of Pump 1 and we have had confirmation that the pump will be lifted on the 16th July 2018.

2 HEALTH & SAFETY

2.1 ACCIDENTS AND NEAR-MISSES

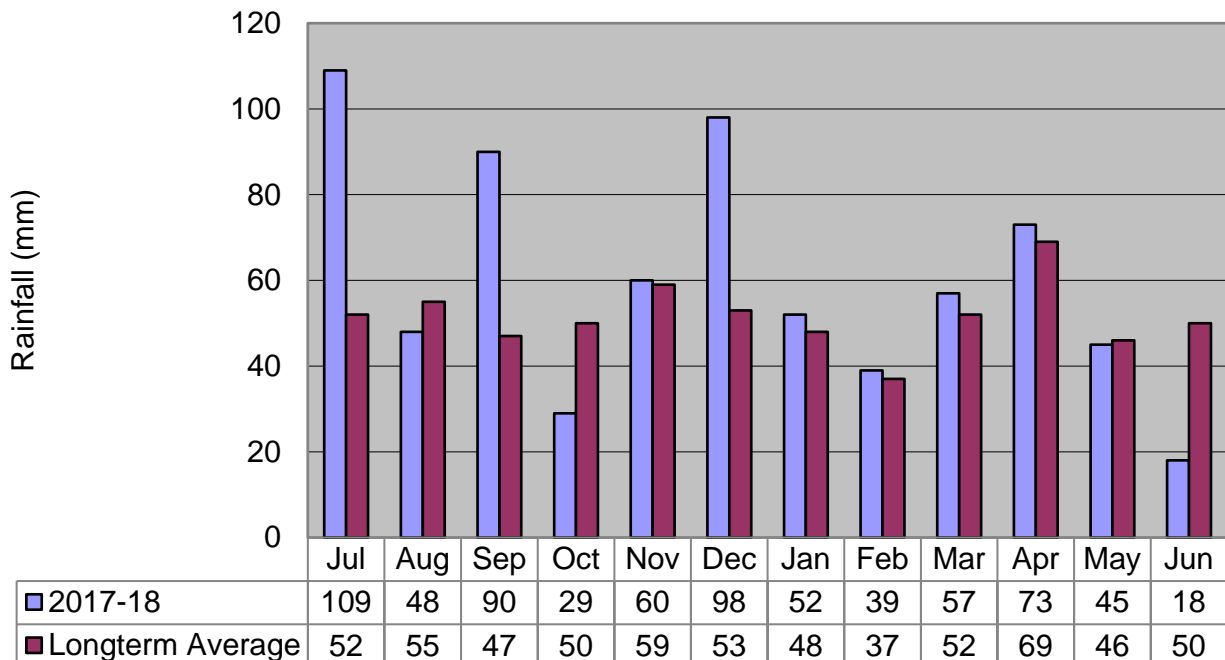
There have been no accidents or near misses during this reporting period.

3 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	
	2018	2009-17 Average	2018	2009-17 Average	2018	2009-17 Average
Islington Pumping Station	37	44	4	57	260	260
Pierrepoint Pumping Station	45	53	18	59	284	278
Wolferton Pumping Station	48	50	42	66	280	283

**ACTUAL AND LONG-TERM AVERAGE MONTHLY RAINFALL READINGS
KING'S LYNN: JULY 2017 – JUNE 2018**



**Kings Lynn IDB
Environmental Report
July 2018**

The following information pertains to environmental work carried out for the Kings Lynn IDB involving the Environmental Team from 10 May 2018- 06 July 2018

1. Information for the Board

1.1 Wolferton Pumping Station Delivery– Ecological Input

1.1.1 The Environmental Manager, (EM), and the ecological contractor, Ward Associates, continue to have an ecological overview of the Wolferton Project. The EM continues to act as the Ecological Clerk of Works for the site and is undertaking weekly site visits to check on the ongoing mitigation work for the project carried out by the Kings Lynn IDB Operational team.



Vegetation management on the seaward side of the EA bank



Vegetation management of the River Ingol on the landward side of the EA bank

1.2 Islington Pumping Station – Ecological Input

1.2.1 The EM met with Claire Smith the Principal Ecologist with Royal Haskoning to walk over the proposed pumping station site and straight mile channel and discuss the survey requirements. Surveys for and reptile, water vole will begin at the site, forthwith.

1.2.2 A bat survey within the bungalow attic has been conducted and evidence of use by bats has been found. Two further bat surveys have been programmed in to assess use of the attic as a potential roosting site. A low impact bat licence will be applied for by the contractor, prior to the demolition of the bungalow.

1.3 Biosecurity Policy

1.3.1 Biosecurity is a hugely important process which needs addressing within the UK as a whole, to prevent the spread of Non-Native Invasive (NNI) species. These plants and animals are seriously impacting on native wildlife and costing landowners, ratepayers, public bodies and the UK government vast amounts of money in control/eradication programmes. In order to stem the flow of these NNI species at the local level, some basic biosecurity measures have been documented and recommended to be adopted by the IDB and contractors, if they are not already being done so.

1.3.2 In order to speed this process and help IDBs, ADA have recently pulled together a template for biosecurity measures. This template has been edited to suit the needs of the KLIDB. A draft of the proposed document for adoption and ratification by the Board can be viewed in **Appendix 1**.

1.4 Training for Operational Staff on Herbicide Application

- 1.4.1 Five operational staff have been trained on the Safe Use of Pesticides (PA1) and the Application of Herbicides using a Hand Held Applicator (PA06) in or near water (PA06W) at Easton College, Norwich. This will ensure the KLIDB continues to be compliant in herbicide application. The NPTC certificate is critical when applying for an herbicide application licence from the EA but currently only one member of staff holds this qualification.

2. Non – Compliance

- 2.1 Nothing to report within this period.

3. Complaints

- 3.1 Nothing to report within this period.

4. Assents Granted and/or Applied for:

License / Assent / Habitat Regulations Assessment	Applied	Granted
EA application for the use of herbicide in or near water, using a hand held applicator	27/06/18	

5. Training / Meetings Attended

- 5.1 12 June 2018
Wolferton Project Team meeting
- 5.2 26 June 2018
Natural Flood Management Roadshow, Islam Cambs.
A workshop hosted by the EA discussing mechanisms, tools and application of Natural Flood Management within the East Anglian Region.
- 5.3 2 July 2018
Telecon to discuss ecological surveys with the Royal Haskoning team.

6. Site Visits

- 6.1 Wolferton site visit dates - 12 June 2018
15 June 2018
22 June 2018
29 June 2018
6 July 2018

Caroline Laburn - Environmental Manager WMA



Kings Lynn Internal Drainage Board

Biosecurity Policy

PURPOSE

This document sets out the Biosecurity Policy of Kings Lynn IDB. It covers activities undertaken by the IDB on a daily basis to reduce the spread and damage from invasive non-native species.

It is intended that the Board's staff and contractors will follow procedures commensurate with this Policy.

POLICY STATEMENT

Invasive non-native species are wide spread nationally and if left uncontrolled present a threat to our aquatic and riparian systems. It is imperative that our field operations to manage flood risk and water levels do not exacerbate the risks to the environment and economy that are posed by these species. Failure to minimise the spread of invasive non-native species, where these are known to be present, can risk prosecution under the Wildlife & Countryside Act 1981.

Vigilance is required if we are to stop the spread of invasive non-native species, and it is imperative that we integrate basic biosecurity in our operations to prevent this spread. Much to do with biosecurity involves awareness, common sense and agreed procedures.

RESPONSIBILITIES

The Board is responsible for reviewing and approving the content and implementation of this Policy.

The Board will ensure any new contracts let will include reference to the Policy where a risk is considered to exist arising from the works involved.

All Board Members, staff and contractors are required to comply with the Policy's requirements and share responsibility for performance in implementing the Policy in regard to the health, safety and welfare of the environment.

IMPLEMENTATION

This Policy is implemented through supporting guidance documentation covering biosecurity procedures.

Where biosecurity risks have been identified operational Staff will be provided with training and information on identification of INNS likely to be found within the Drainage District.

All operational machinery, tools and personal protection equipment (PPE) identified as at risk of cross-contamination will be subject to 'check, clean, dry' decontamination procedures before moving between operations on watercourses and sites.

All Operational Staff will report sightings of INNS to (either the Board's Environment Officer or the GB NNS Secretariat directly)

APPROVAL

This Policy will be approved by the Board on 13 July 2018. This Policy will be reviewed, at a minimum, every five years.

Kings Lynn Internal Drainage Board

Biosecurity Procedures

PURPOSE

These procedures aim to help Board members, staff, and operators working for the IDB to identify key biosecurity risks pertinent to the internal drainage district and the Board's activities, and identify measures to address these risks.

OBJECTIVES

Unless you know and have inspected a site it is best to assume that it may have invasive non-native species and diseases that can be spread by contaminated clothes and equipment, so biosecurity is an important issues that should be planned for. Operators should take care to avoid transporting water and material between water bodies where a risk has been identified, hence it is essential that the IDB takes appropriate actions.

Operators visiting a site where an invasive non-native species is known to be present, should take measures to ensure they do not spread it. Failure to do so can risk prosecution under the Wildlife & Countryside Act 1981.

While most operators will be vigilant about the risk of spreading invasive non-native species and diseases, there is a real risk that those that are not could accidentally spread these organisms, harming the environment and potentially damaging the reputation of the Board, compromising its ability to operate, or work with partners.

RESPONSIBILITIES

Awareness

The Operations Manager and contractors will have oversight of biosecurity, disseminate information, and report on these matters.

The Board's staff will be encouraged to seek information on invasive non-native species and biosecurity practices. The Environment Agency and Non-native Species Secretariat have relevant useful information.

If a risk is identified then the operator concerned or contractor should be made aware of the priority invasive non-native species, with specific attention to aquatic and riparian species of concern and those known to be present in the surrounding area. Training for staff and operatives as shall be provided as appropriate, and information will be disseminated through toolbox talks, workshops, leaflets, emails etc. Contractors should be asked to confirm that they have similar arrangements in place.

Signage, species alerts/information sheets, or guidance should be in place, making operators aware of the risks, and providing advice on how to prevent spread.

Monitoring

Operators should be vigilant in the field for invasive non-native species and have an appropriate mechanism for recording and reporting sightings of suspected species, location, and relevant details.

New sightings should be reported to the Operations Manager and Environment Officer, and other authorities and/or land managers as appropriate. The PlantTracker app (www.planttracker.org.uk/), available free for Apple and Android devices, shows you how to identify invasive non-native plant species and enables you to easily submit geo-located photos whenever you find one.

Planning works

Biosecurity should be taken into consideration alongside other factors, such as health and safety, when planning operations and standard working procedures.

The risk of spreading invasive non-native species can be reduced by reducing the contact time in which equipment is exposed to the water. This is particularly important for items such as trailers, which have cavities that may retain water and be hard to inspect.

Propagules are small bits of plant that become detached and give rise to a new plant. Working practices that either reduce, or contain and remove, propagules should be encouraged where practicable, especially in regards to mechanical vegetation control.

Cleaning

Remember: Check, Clean, Dry - www.nonnativespecies.org/checkcleandry/

Decontamination is an essential process to be carried out prior to leaving a site where invasive species are present. This ensures that any foreign matter remains on the land/watercourse of origin, rather than taking it to another location.

Where it is not possible to conduct the decontamination prior to leaving the land/watercourse where the work was conducted (e.g. steam cleaning larger equipment), the operation should be carried out immediately afterwards at the depot or another secure site before the next operation.

Where a cross contamination risk has been identified any field team moving from a contaminated site should carry a 'disinfection box'. This should contain an appropriate commercial disinfectant, a spray bottle, cloths or sponges, a scrubbing brush and protective gloves.

On completion of a field operation, for situations where cross contamination is identified as a risk, the following principles apply:

1. Visually inspect all tools, equipment and machinery that has come into contact with the water for evidence of attached plant or animal material, or adherent mud or debris.
2. Remove any attached or adherent material before leaving the site of operation.
3. Washing/hosing with water will be sufficient to remove debris from most tools, equipment and machinery. Use hot water where possible.
4. Ensure that all water is drained from any water retaining compartments, outboard motors, tanks and other equipment before transportation elsewhere.
5. A high pressure washer preferably steam cleaner will be essential for more difficult stains or soil, paying particular attention to the tyres, tracks and undercarriage of vehicles and buckets, hulls, outboard motors and submerged parts of machinery. High-pressure steam cleaning, with water >40°C, is recommended for larger equipment, excavators, boats, trailers, and outboard motors that are being moved from one watercourse to another.
6. Clothing and PPE should be visually inspected and any attached vegetation or debris removed. Soiled clothing and PPE should be removed for laundering and boots scrubbed clean; hands and other body parts may also need cleaning.
7. Finally, decontamination by spraying on a commercial disinfectant such as Virkon at the recommended strength to the cleaned boots, tools, equipment or machinery will ensure any remaining disease agents or pests are destroyed.

Every effort should be made to ensure that the decontamination process is a public exercise and where appropriate tactfully brought to the attention of the land owner or manager at the appropriate time. It is not just a question of doing the right thing but also being seen to be doing it. In this way, public confidence will be maintained in flood and water level management operations.

APPROVAL

These procedures were adopted on 13 July 2018.

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 11 May 2018 to 5 July 2018. There are currently 16 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 alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	4
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	5
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	7
Total:	16

- 1.2 The current status of these applications are:

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	0	0	4	4
Awaiting applicants acceptance of conditions:	0	2	3	1	6
Being processed by officers:	0	2	1	1	4
To be determined by the Board in this report:	0	0	1	1	2
Total:	0	4	5	7	16

- 1.3 As is highlighted by the table immediately above there are 2 applications requiring consideration by the Board in this report. These are;

- 18_00372_C: Application to infill a drainage channel as part of a new land drainage scheme at Land West of A149, Paperhall Farm, Snettisham, King's Lynn.
- 18_00373_C: Application for a field drainage scheme requiring 54 outfalls, 12 of which drain into a Board maintained watercourse at Land West of A149, Paperhall Farm, Snettisham, King's Lynn

- 1.4 These are detailed in section 2 below along with officer recommendation for determination.

2. ITEMS REQUIRING THE BOARD'S CONSIDERATION

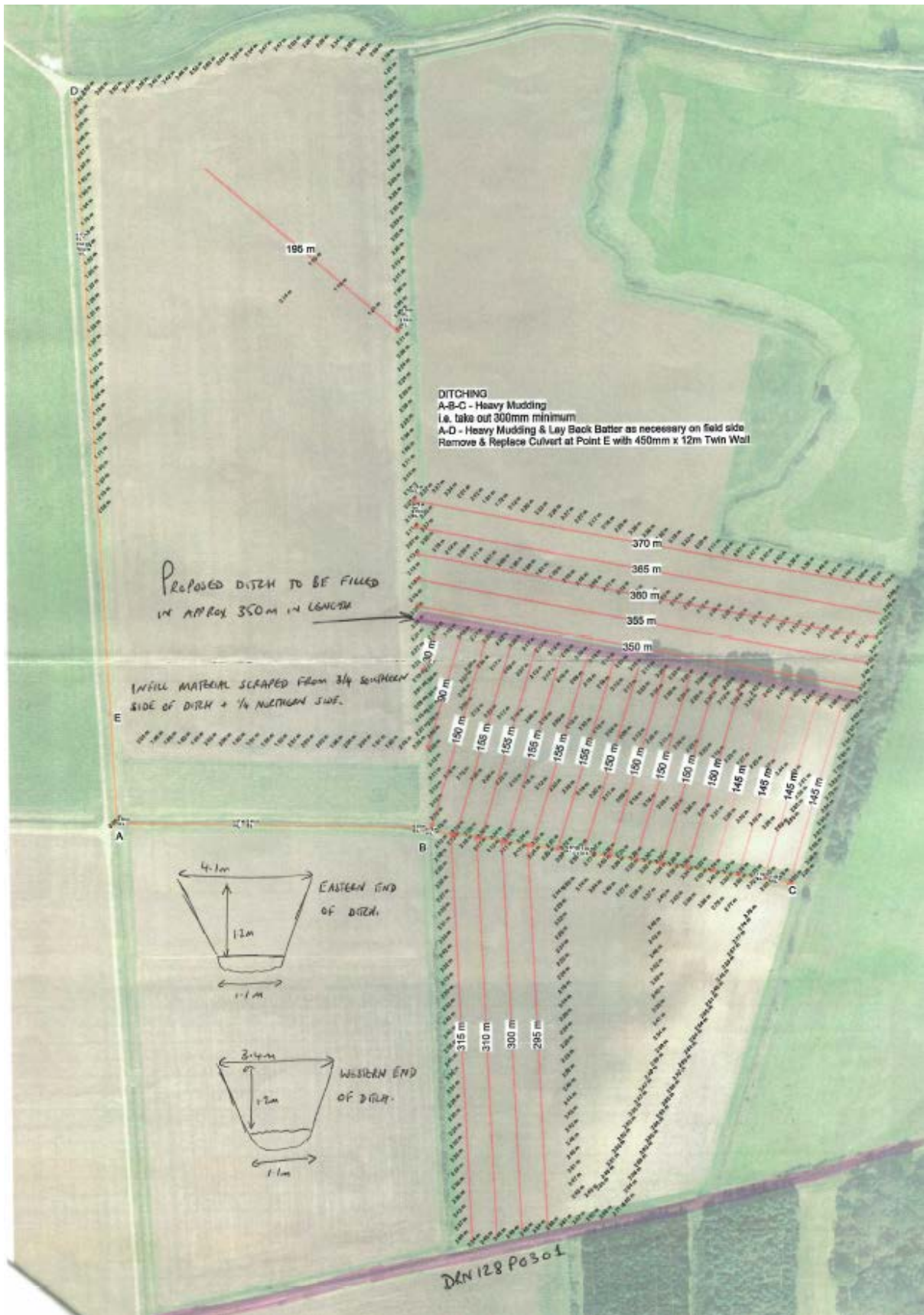
2.1 18_00372_C: Application to infill a drainage channel as part of a new land drainage scheme at Land West of A149, Paperhall Farm, Snettisham, King's Lynn.

- a. An application has been received to infill a riparian watercourse as part of a new land drainage scheme at Land West of A149, Paperhall Farm, Snettisham, King's Lynn. This application is required to be determined by the Board, as opposed to by officers under delegated authority, as the applicant is a current Board member.
- b. The applicant has stated that the role of the existing drainage channel is to be replaced by field drains as per Map 3 below. The infill material will be from the fields immediately adjacent to the drainage channel. The length proposed to be infilled is approximately 350m.
- c. Any approval would likely be conditional, with conditions including the following:
 - The proposed length of drain to be infilled should be the subject of an environmental survey to ensure no protected species or habitat are impacted by the proposed works.
 - Responsibility for future maintenance of all elements of the works will remain with the riparian owner.
- d. **Recommendation:** The officer recommendation is for the application to be approved
- e. **Supporting maps and photos:** Please see the maps provided below.

Map 1: Proposed infilling of drainage channel marked in blue and proximity to the Board's drain shown in red



Map 2: Proposed infilling of drainage channel



2.2 18_00373_C: Application for a field drainage scheme requiring 54 outfalls, 12 of which drain into a Board maintained watercourse at Land West of A149, Paperhall Farm, Snettisham, King's Lynn

- a. An application has been received to install 12 land tile outfalls into a Board maintained watercourse - Dersingham Main Drain (DRN128P0101) - as part of a new land drainage scheme at Land West of A149, Paperhall Farm, Snettisham, King's Lynn. The scheme consists of 54 outfalls in total with the remaining outfalls being located in privately owned adjacent ditches.
- b. This application is required to be determined by the Board, as opposed to by officers under delegated authority, as the applicant is a current Board member.
- c. Any approval would likely be conditional, with conditions including the following:
 - The outfalls should be fitted with JKH recessed Glass Reinforced Concrete (GRC) headwall units
 - A hardened outfall pipe (a minimum of 3.0 metres in length) should be installed to connect the land drain to the outfall headwall.
 - The drain sides are to be properly restored and all waste materials and deposited subsoil shall be removed from the Board's watercourse.
 - Responsibility for future maintenance of all elements of the works will remain with the riparian owner.
- d. **Recommendation:** The officer recommendation is for the application to be approved.
- e. **Supporting maps and photos:** Map 1: Approximate location of land drainage scheme in relation to length of Boards drain that will receive the proposed outfalls.



3. OTHER PLANNING MATTERS

3.1 DELEGATED CONSENTS DETERMINED

During this reporting period, the following 15 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
18_00098_1_C	23 - Section 23, LDA 1991	Walpole Cross Keys	Station Road North, Walpole Cross Keys, King's Lynn, PE34 4HB	Proposal to culvert watercourse adjacent to the road as part of Five 4-bedroom house development	Granted
17_00279_1_C	3S - Byelaw 3 Surface Water	Terrington St Clement	Plot 1, Land North of 29 Wanton Lane, Terrington St Clement, Norfolk	Proposal to discharge surface water from residential development of one dwelling to Board-maintained watercourse	Granted
18_00292_1_C	3S - Byelaw 3 Surface Water	Emneth	Land Off Ladys Drove, Ladys Drove, Emneth, Norfolk, PE14 8DG	Proposal to discharge to a riparian watercourse 415 m2 at 0.1 l/s	Granted
18_00295_1_C	23 - Section 23, LDA 1991	King's Lynn	Lynn Sports 4 & 5, Greenpark Avenue, Kings Lynn	Proposal for partial culverting of ditch adjacent to North East site boundary	Granted
18_00300_1_C	3S - Byelaw 3 Surface Water	Marshland St James	Land on the South West Side of School Road, Marshland St James, Norfolk	Proposal to discharge surface water from residential development (2660 m2) of 17 dwellings at 2.7 l/s	Granted
18_00301_1_C	23 - Section 23, LDA 1991	Marshland St James	Land on the South West Side of School Road, Marshland St James, Norfolk	Proposal to culvert existing watercourse with 900 mm diameter culvert	Granted
18_00323_1_C	3S - Byelaw 3 Surface Water	Tilney All Saints	Long Meadow Farm, Church Road, Tilney All Saints, Norfolk, PE34 4SW	Proposal to discharge surface water to riparian watercourse	Granted

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
18_00335_1_C	10 - Byelaw 10	Tilney All Saints	Long Meadow Farm, Church Road, Tilney All Saints, Norfolk, PE34 4SW	Erection of new 1.2 m high 3 strand wire fence along field side 1 m in front of top of drain	Granted
18_00336_1_C	23 - Section 23, LDA 1991	Tilney All Saints	Long Meadow Farm, Church Road, Tilney All Saints, Norfolk, PE34 4SW	To cross Boards drain with mains electricity cable	Granted
18_00362_C	23 - Section 23, LDA 1991	King's Lynn	Lynn Sports 4 & 5, Greenpark Avenue, Kings Lynn	Proposal for partial culverting of ditch adjacent to Southern site boundary	Granted
18_00368_C	3F - Byelaw 3 Treated Foul Water	Tilney St Lawrence	67 Church Road, Tilney St Lawrence, King's Lynn, Norfolk, PE34 4QQ	Proposal to install a drain from a sewage treatment plant via thrust boring under road into the Board's maintained watercourse Main Road Drain (DRN146P0222)	Granted
18_00371_C	23 - Section 23, LDA 1991	Terrington St Clement	Britch Lane, Terrington St Clement	Proposed culverting for improved field access	Granted
18_00381_C	3S - Byelaw 3 Surface Water	Clenchwarton	Fosters Sports Building Site, Ferry Road, Clenchwarton, Norfolk, PE34 4BP	Proposal to discharge surface water run-off from residential development of 4 dwellings	Granted
18_00407_C	10 - Byelaw 10	Wiggenhall St Germans	Outbuildings Opposite 44 47 Common Road Wiggenhall St Mary the Virgin Norfolk	Proposal to connect outfall pipe to exiting manhole in Board's drain	Granted
18_00408_C	3S - Byelaw 3 Surface Water	Wiggenhall St Germans	Outbuildings Opposite 44 47 Common Road Wiggenhall St Mary the Virgin Norfolk	Proposed restricted discharge from replacement agricultural buildings to culverted Board's drain via manhole	Granted

3.2 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

The current Surface Water Development Contribution rate for the financial year 2018/19 is charged at a rate of £77,800.00 per impermeable hectare.

3.3 FEES ASSOCIATED WITH CONSENTS GRANTED

There have been 4 fees invoiced and/or paid during the reporting period. These fees are detailed below;

Type of charge	Case ref.	Developer	Site	Amount (no VAT)	Date invoiced	Paid? Y/N	"Trigger" and reason for payment
Surface Water Development Contribution	18_00323_1_C	Mr I Doubleday-Collishaw	Long Meadow Farm, Church Road, Tilney All Saints, Norfolk, PE34 4SW	£ 3,407.64	30/05/2018	Yes	1 st 50% payment following granting of consent for 876 m2 of impermeable area discharging into a riparian watercourse at an unrestricted flow rate.
Surface Water Development Contribution	17_00279_1_C	Mr P Sumner	Plot 1, Land North of 29 Wanton Lane, Terrington St Clement, Norfolk	£ 295.64	30/05/2018	No	100% payment following granting of consent for restricted discharging into Experimental Drain (DRN146P0248).
Surface Water Development Contribution	17_00121_1_C	Hopkins Homes Ltd	Land at Heacham Manor Golf Course, Hunstanton, Norfolk	£ 21,940.30	13/06/2018	Yes	1 st 50% payment following granting of consent for 29,060 m2 of impermeable area discharging into a riparian watercourse at a rate of 12.5 l/s.
Surface Water Development Contribution	18_00300_1_C	Fountain Construction	Land on the South West Side of School Road, Marshland St James, Norfolk	£ 4,138.96	20/06/2018	No	100% payment following granting of consent for 2,660 m2 of impermeable area discharging into a riparian watercourse at a rate of 2.7 l/s

Total: £ 29,782.54

**G.R. BROWN – FLOOD AND WATER MANAGER
C.H. BRADY – FLOOD AND WATER OFFICER**

From: 01 April 2018
 To: 31 May 2018

 Period: 2
 Year Ending: 31 March 2019

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	316,024	316,024	0	316,024	316,024	0
1	Special Levies issued by the Board	1,918,285	1,918,285	0	1,918,285	1,918,285	0
	Grants Applied	189,000	120,578	-68,422	1,134,000	1,134,000	0
	Rental Income	533	208	-325	3,200	3,200	0
2	Highland Water Contributions	0	0	0	40,646	40,646	0
	Income from Rechargeable Works	0	51,852	51,852	0	51,852	51,852
	Investment Interest	8,333	3,838	-4,496	50,000	23,027	-26,973
	Development Contributions	0	23,804	23,804	0	23,804	23,804
4	Other Income	13,847	14,970	1,123	158,503	147,056	-11,447
	Total Income	£2,446,023	£2,449,558	£3,536	£3,620,658	£3,657,894	£37,236
<u>Less Expenditure:</u>							
5	Capital Works	1,362,682	326,682	1,036,000	8,176,091	7,140,091	1,036,000
6	Environment Agency Precept	165,284	163,371	1,913	165,284	163,371	1,913
7	Maintenance Works	196,293	139,335	56,958	1,202,760	1,141,635	61,125
	Development Expenditure	0	0	0	0	0	0
	Interest Payments	0	113,929	-113,929	0	683,571	-683,571
8	Administration Charges	66,325	122,241	-55,916	297,023	359,860	-62,837
	Cost of Rechargeable Works	0	23,615	-23,615	0	23,615	-23,615
3	Net Deficit/(Surplus) on Operating Accounts	0	37,852	-37,852	0	0	0
	Total Expenditure	£1,790,584	£927,025	£863,559	£9,841,158	£9,512,143	£329,015
	Profit/(Loss) on disposal of Fixed Assets	£0	£27,667	£27,667	£0	£27,667	£27,667
9	Net Surplus/(Deficit)	£655,439	£1,550,200	£894,761	-£6,220,500	-£5,826,583	£393,917

From: 01 April 2018
 To: 31 May 2018

 Period: 2
 Year Ending: 31 March 2019

Notes	Balance Sheet as at 31-5-2018	Opening Balance £	Movement This Year £	Closing Balance £
10	Fixed Assets:			
	Land and Buildings	913,818	-1,329	912,489
	Plant and Equipment	918,599	60,321	978,920
	Pumping Stations	177,696	-14,808	162,888
	Shared Consortium Assets	0	0	0
		2,010,113	44,184	2,054,297
	Current Assets:			
11	Bank Account	9,463,622	-3,631,829	5,831,793
	Stock	7,229	1,217	8,446
12	Trade Debtors	116,066	-490	115,576
13	Work in Progress	0	0	0
14	Term Deposits	5,400,000	4,100,000	9,500,000
15,16	Drainage Rates and Special Levies Due	28,148	1,018,483	1,046,631
17	Prepayments	0	0	0
	Prepayments to WMA	16,822	-47,570	-30,748
	Accrued Interest	0	0	0
	VAT Due	46,372	27,616	73,988
	Grants Due	0	-49,064	-49,064
		15,078,259	1,418,363	16,496,622
	Less Current Liabilities:			
	Trade Creditors	60,370	59,175	119,545
	Accruals	65,000	0	65,000
	Payroll Controls	0	0	0
	Finance Leases	0	0	0
	Receipts Paid in Advance	211	20,667	20,878
	Loans due in less than one year	158,974	-45,045	113,929
		284,555	34,797	319,352
	Net Current Assets	14,793,704	1,383,566	16,177,270
	Less Long Term Liabilities:			
25	Pension Liability	3,360,000	0	3,360,000
	Loans due in more than one year	9,841,026	0	9,841,026
		13,201,026	0	13,201,026
	Net Assets	£3,602,791	£1,427,751	£5,030,542
19	Reserves:			
	Earmarked			
20	General Reserve	2,438,695	1,550,200	3,988,895
21	Development Reserve	1,080,443	0	1,080,443
22	Capital Works Reserve	0	0	0
23	Plant Reserve	2,821,148	0	2,821,148
18	Grants Reserve	117,958	-107,642	10,316
		6,458,244	1,442,558	7,900,802
	Non-Distributable			
24	Revaluation Reserve	504,548	-14,808	489,740
25	Pension Reserve	-3,360,000	0	-3,360,000
		-2,855,452	-14,808	-2,870,260
	Total Reserves	£3,602,792	£1,427,750	£5,030,542

 P J CAMAMILE MA FCIS
 CHIEF EXECUTIVE

 S JEFFREY BSc (Hons) FCCA
 FINANCE OFFICER

From: 01 April 2018
To: 31 May 2018

Period: 2
Year Ending: 31 March 2019

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	1,811,028	1,811,028
Fenland District Council	83,979	83,979
South Holland District Council	23,278	23,278
	1,918,285	1,918,285

- 2 The Highland Water Claim for 2018/19 is due to be paid by 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).

- 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	14,580
Mobile Plant Operations Account	0	23,272
	0	37,852

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	14,970
Summons Costs	167	0
East Wash Coastal Management CIC Administration Fee	83	0
Sundry Income	250	0
	13,847	14,970

- 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 2018/19 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	83,145	60,759
Plant Charges	16,777	12,260
Materials	1,594	1,165
Contractors	18,331	13,395
Electricity	31,025	22,672
Pumping Station Insurances	4,493	3,283
Telemetry	353	258
Heating Fuel	0	0
Pumping Station Depreciation	0	0
Direct Works	155,718	113,793
Technical Support Staff Costs	34,269	23,524
Other Technical Support Costs	5,000	594
Biodiversity Action Plan Costs	1,306	1,424
Contingency	0	0
Annual Asset Reinstatement Provision	0	0
Maintenance Works	196,293	139,335

- 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	18,091
Other Administration Costs	46,535	101,550
Sundry Expenses	0	0

From: 01 April 2018
To: 31 May 2018

Period: 2
Year Ending: 31 March 2019

Note Notes to the Accounts

Pension Pay Strain 2016/17	0	0
Drainage Rates AV Increases/(Decreases)	1,500	10
Kettlewell House Depreciation	1,329	1,329
Sundry Debtors written off	58	0
Settlement Discount	1,000	1,262
	66,325	122,241

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

	<u>Budget</u>
Capital Works Reserve	0
General Reserve	-667,755
	-667,755

10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2018/19, 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	1,667,727	888,480	3,973,698
(+) Additions	0	79,030	0	79,030
(-) Disposals	0	-57,210	0	-57,210
Closing Balance c/fwd	1,417,491	1,689,547	888,480	3,995,518
Depreciation				
Opening Balance b/fwd	503,674	739,228	710,784	1,953,685
(+) Depreciation Charge for year	1,329	28,609	14,808	44,746
(-) Accumulated depreciation written out on disposal	0	-57,210	0	-57,210
Closing Balance c/fwd	505,002	710,627	725,592	1,941,221
Net Book Value as at 31-3-2018	913,817	928,499	177,696	2,020,013
Net Book Value as at 31-5-2018	912,489	978,920	162,888	2,054,297

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:

	<u>2017/18</u>	<u>2018/19</u>
Opening Balance as at 1-4-2018 b/fwd	113,338	9,463,622
(+) Receipts	15,279,413	1,467,378
(-) Payments	-5,929,129	-5,099,207
(=) Closing Balance as at 31-5-2018 c/fwd	9,463,622	5,831,793
Balance on Statement as at 31-5	9,480,196	5,831,793
Less: Unpresented Payments	-17,511	0
Add: Unpresented Receipts	937	0
Closing Balance as at 31-5-2018 c/fwd	9,463,622	5,831,793

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	8,887	7
>30 days and <=60 days	19,313	1
>60 days and <=90 days	22,733	2
>90 days	64,643	1
	115,576	11
>90 days	Amount	Inv. Date Originator
Lovell Partnerships Ltd	64,643	14/12/2017 Flood & Water Manager
	64,643	

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

**Estimated
Completion**

From: 01 April 2018
To: 31 May 2018

Period: 2
Year Ending: 31 March 2019

Note **Notes to the Accounts**

Customer	Amount	Date	Budget Holder
N/A	0		
	0		

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Natwest Bank	500,000	24/08/2017	23/08/2018	0.56%
Newcastle Building Society	500,000	15/02/2018	15/06/2018	0.50%
West Bromwich Building Society	1,000,000	28/02/2018	31/07/2018	0.48%
National Counties Building Society	1,000,000	28/02/2018	31/08/2018	0.70%
Skipton Building Society	1,000,000	15/03/2018	28/09/2018	0.61%
Principality Building Society	1,000,000	15/03/2018	31/10/2018	0.62%
Progressive Barclays	1,000,000	29/03/2018	30/11/2018	0.80%
Vernon Building Society	1,000,000	03/04/2018	14/12/2018	0.75%
Coventry Building Society	1,000,000	16/04/2018	15/02/2019	0.71%
Cumberland Building Society	500,000	30/04/2018	29/03/2019	0.85%
Nottingham Building Society	1,000,000	15/05/2018	15/04/2019	0.92%
	9,500,000			

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 361 Ratepayers that have not paid their Drainage Rates for 2018/19, as compared to 402 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2017/18	2018/19
Arrears b/fwd	22,818	28,148
Drainage Rates for the year	309,685	316,024
Special Levies for the year	1,880,625	1,918,285
Payments Received	-2,205,021	-1,235,261
Settlement Discount	-1,186	-1,262
Returned/(Represented) amounts	0	0
Value /(Decreases)	-5,936	-10,206
Value Increases	3,910	9,991
New Assessments	2,091	214
Irrecoverables and write offs	-2,421	0
The East Coastal Management CIC	20,681	20,667
Summons collection costs	2,925	0
Special Levy Adjustment	0	0
Drainage Rate Adjustment	-23	20
Paid Refunds	0	10
Sundry adjustments/Summons	0	0
Arrears c/fwd	28,148	1,046,631

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:

	2017/18	2018/19
SCH30: Islington Catchment Flood Risk Management Scheme	50,958	50,958
SCH42: Islington Catchment Flood Risk Management Scheme	67,000	8,422
	117,958	59,380
Grants Reserve b/fwd at 31.03.18		117,958
Add: Grants Received		62000
Less: Grants Applied		-120578
Grant Reserve c/fwd at 31.03.19		59,380

19 The Reserves are managed in accordance with the Balances and Earmarked Reserves Policy for 2018/19, as approved by the Board on 19 January 2018. This policy is available for viewing on the Board's website.

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

	2017/18	2018/19
Opening Balance, as at 1 April b/fwd	2,195,674	2,438,695

From: 01 April 2018
To: 31 May 2018

Period: 2
Year Ending: 31 March 2019

Note Notes to the Accounts

Net Surplus/(Deficit) for the year	446,797	1,550,200
Net transfer (to)/from Development Reserve	-203,776	0
Net transfer (to)/from Capital Works Reserve	0	0
Net transfer (to)/from Plant Reserve	0	0
Revaluation Reserve adjustment	0	0
Closing Balance c/fwd	2,438,695	3,988,895

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

	2017/18	2018/19
Opening Balance, as at 1 April b/fwd	876,667	1,080,443
Net contributions transferred from General Reserve	203,776	0
Closing Balance c/fwd	1,080,443	1,080,443

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:

	2018/19	Gen. Reserve	2019/20
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:

	2018/19
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:

	2018/19
Opening Balance, as at 1 April b/fwd	504,548
Less:	
Pumping Station & Kettlewell House Depreciation	-14,808
Closing Balance c/fwd	489,740

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 £1,908,000 as at 31 March 2018 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 £144,440.90 upto 31/05/18.
- (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 £2,382.75 upto 31/05/18.

From: 01 April 2018
To: 31 May 2018

Period: 2
Year Ending: 31 March 2019

Note **Notes to the Accounts**

- (iii) Mr Harvey Howe is employed by the Board as a full time Operative. The Board's Project Manager is related to Harvey Howe.
- (iv) All elected members of the Board pay drainage rates either as individuals, Partners in Partnerships, or as Directors of limited companies; the exact nature of which can be found in the Rate Book as at 1 April 2018.
- (v) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board 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 £3,500.00 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 31-5-2018.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/04/2018

Payment Date To : 31/05/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AD0102	ADC (East Anglia) Ltd	Maintenance Works	1,080.00
AN0100	Anglia Farmers Ltd	Electricity	44,463.14
AR0001	Arval	Fuel	2,671.08
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	760.49
BE0001	Bedford Pumps Ltd	Capital Works	114,529.03
BO0001	Borough Council of King's Lynn &	Pierrepoint Rates	440.00
BO0240	BOC Ltd	Oxygen	111.14
BR0007	Breheny Civil Engineering Ltd	Capital Works	127,276.28
BT0270	BT	Phone/Broadband	309.60
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	252.00
CR0398	Cruso & Wilkin	Professional Fees	6,874.18
CR0399	C R Electrical	Electricial Repairs	404.00
DE0001	Dean Wilson LLP	Professional Charges	500.00
DH0001	D & H Group	LED Floodlight	274.80
DI0002	Diverse Contracting Services	Repairs	360.00
DO0005	Ernest Doe & Sons Ltd	New Holland Tractor	84,636.00
DO0006	Dormar Products	Aluminium Cromes	617.34
EF0001	East Fire Extinguishers & Alarms	Fire Extinguisher Maintenance	825.60
EN0001	Environment Agency	Precept	81,685.50
EON001	E.ON	Electricity	33.40
FI0610	The Filling Station Cafe	Catering	67.00
FR0001	Franklin Industrial Supplies Ltd	Small Tools	274.80
FR0650	Frimstone Ltd	Reject stone	470.66
HA0810	Hayley Group plc	Engineering Supplies	355.01
IN0001	Inland Revenue	Paye & Nic	15,082.30
JE1010	Jewson Ltd	Materials	56.76
KI0001	King's Lynn IDB	Drainage Rates	269.76
KL0001	King's Lynn Engine Centre	Vehicle Repairs & Service	222.00
MA0001	Marshall Ford DD	Ford Lease	1,857.14
MA0006	Marshall Motor Group Ltd KL	Ford Ranger	10,450.00
MA0007	Marine Management Organisation	MM0410 Band 3 Licence	564.00
MA1310	Mastenbroek Ltd	Machine Parts	11,880.00
MI0001	Mickram Ltd	Crossbank Rd Repair Contribution	480.00
MO0002	Mossop & Bowser	Solicitors	6,866.00
MP0001	M P Alarms	Service Contract	600.00
MU0001	Murley Agricultural Supplies Ltd	Spares/Repairs	872.00
NO0001	Norfolk Pension Fund	Pension Contributions	15,564.82
OP0001	Optima Stainless Ltd	Steel	88.27
OR1550	Oriel Systems Ltd	Telemetry Maintenance	1,998.04
PA0001	Parker Hydraulics & Pneumatics Ltd	Spares & Repairs	63.43
PBA001	Peter Brett Associates LLP	Capital Works	28,547.40
PU1680	Public Works Loan Board	Loan Repayment	158,974.21

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/04/2018

Payment Date To : 31/05/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
RO0003	Royal Haskoning DHV	Capital Works	98,308.80
SH1955	Fenflow Ltd	Parts/Repairs	2,494.80
SP0002	Spearhead Machinery Ltd	Servicing/Parts	1,828.80
ST0002	Stapleton's (Tyre Services) Ltd	New Tyres	25.01
TH2030	Thurlow Nunn Standen Ltd	Plant Servicing/Parts	345.60
TO0001	Towergate	Insurances	748.72
WA0001	Watson Petroleum	Gas Oil	3,296.01
WA0002	Ward Associates	Capital Works	1,708.78
WA2310	Water Management Alliance	Rechargeable Works	42,783.60

Please note that the amounts shown above include Vat £ 875,247.30

**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)
<p>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>	<p>1a) Reduction in, or insufficient finance, grant and income</p> <p>1b) EA may cease to pay highland water contributions to IDBs</p> <p>1c) 2017/18 – EA may not award c£21.8m FDGiA for the Islington Catchment Flood Risk Management Scheme due to concern this scheme may not be delivered within its current CSR period ending April 2021</p> <p>1d) Possibility of IDBs having to adhere to Water Abstraction licencing regulations introduced January 2018</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> <p>No financial impact as King's Lynn IDB does not transfer water from main river to ordinary watercourses</p>	<p>2</p>	<p>3</p>	<p>High 6 →</p>	<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, as this would support the extension of the Board's area to its watershed, which in turn would provide additional rates to the Board from the upland area.</p> <p>Close liaison with RHDHV consultants and EA to produce outline business case for EA LPRG to approve for FDGiA by Dec 2017. FDGiA subsequently approved March 2018 in the sum of £21.8m</p> <p>It is understood that the Water Abstraction licencing regulations apply only to the transfer of water from main river to ordinary watercourses, therefore King's Lynn IDB will not require licences.</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)
	1e) 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	Potential overtopping into the IDD during severe weather events. Cost implication of managing the increase in water.	2	3	High 6 ↓	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 IDB to work with key stakeholders to develop strategy for investment to reduce risk Use of Public Sector Cooperation Agreement (PSCA) to facilitate partnership working with 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	3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk 3b) Lack of staff resources results in turning a blind eye to	Increased flood risk Potential for lost income from SWDCs and commuted sums	2	3	High 6 ↑	Planning/Enforcement Officer comments on planning applications are available on each Local Planning Authority website Planning/Enforcement Officer reports planning matters and issues at Board and Committee meetings Liaise where possible with Local Planning Authorities

**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)
	<p>Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>3c) SUDs managed by private management companies who allow them to fall into disrepair through lack of long term maintenance</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>				<p>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 Chenery 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
Whitehead A
Wing-Pentelow T
Young S Mrs

Officers

Brown G
Camamile P J
Howe G
Jeffrey Miss S
Laburn Ms C
Neale Mrs M

King's Lynn IDB Meeting 13 July 2018