

**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, 14 SEPTEMBER 2018 AT 9.30AM.**

**Elected Members**

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

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
- T Smith
- \* D Whitby
- \* Mrs S Young

**Fenland District Council**

D Oliver

Present (76%)

Mr B Long in the Chair

In attendance:

Mr G Brown (Flood and Water Manager), Mr G Howe (Project Manager),  
Ms C Laburn (Environmental Manager), Mrs M Neale (Project Manager),  
Mrs C Cocks and Mrs M Creasy (minutes)

ID King's Lynn IDB, Minute	Action
<b>98/18 APOLOGIES FOR ABSENCE</b>	
<b>98/18/01</b> Apologies for absence were received on behalf of Messrs K Banham, D Oliver, M Riddington, T Smith, Mr P J Camamile, Chief Executive and Miss S Jeffrey, Finance Officer.	
<b>98/18/02</b> The Chairman reported that Mr Thomas Smith had been appointed by the Borough Council of King's Lynn and West Norfolk as the replacement for Mr Toby Wing-Pentelow.	
<b>99/18 DECLARATIONS OF INTEREST</b>	
<b>99/18/01</b> Mr B Long declared an interest in respect of all references within the meeting papers to the Anglia Central Regional Flood and Coastal Committee due to his membership on that Committee. RESOLVED that this be noted.	

ID	King's Lynn IDB, Minute	Action
99/18/02	Mr J Askew declared an interest in respect of the payment to Account ID AS0120 recorded in the Schedule of Paid Accounts, due to his family relationship with the account holder. RESOLVED that this be noted.	
100/18	<b>MINUTES OF THE LAST MEETING</b>	
100/18/01	The minutes of the last Board meeting held on 13 July 2018 were approved and signed as a true record.	
101/18	<b>MATTERS ARISING</b>	
101/18/01	<b>Gravel Bank Site (82/18/02)</b>	
	The cost appraisal to determine the most cost efficient options for the sale of the Gravel Bank site is ongoing to enable the Board to consider the viability of removing the plant equipment currently in situ.	GBr
101/18/02	<b>Kettlewell House – Business Rates (86/18/04)</b>	
	The Finance Officer is still pursuing the possibilities of the empty premises at Kettlewell House being exempted from business rates. RESOLVED that this be noted.	SJ
102/18	<b>ENGINEERING REPORT</b>	
102/18/01	The Engineering Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:	
102/18/02	<b>Wolferton Catchment Flood Risk Management Scheme (1.2)</b>	
	The Project Manager reported that work had progressed significantly since the report had been written. The project remains on schedule and on budget. Mrs S Young recorded that she found the site visit very useful and helpful in understanding the works.	
102/18/03	<b>Health and Safety (2.1)</b>	
	There were no incidents to report during this reporting period. RESOLVED that this be noted.	
103/18	<b>ENVIRONMENTAL REPORT</b>	
103/18/01	The Environmental Report was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.	

ID King's Lynn IDB, Minute	Action
<p><b>104/18 PLANNING REPORT</b></p> <p><b>104/18/01</b> The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p> <p><b>104/18/02 Delegated Consents (2.1)</b></p> <p>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.</p> <p><b>104/18/03 17_00227_1_Q: Enquiry regarding blocked private ditches at Lynn Road, Wiggshall St Mary Magdalen (3.2)</b></p> <ul style="list-style-type: none"> <li>(i) Members considered the enquiry the Flood and Water Manager had received concerning flooding of land upstream of Lynn Road, Wiggshall St Mary Magdalen during the winter of 2017-18, allegedly due to unmaintained riparian watercourses downstream and blocked culverts, one being located under Lynn Road. IDB officers had subsequently visited onsite and met with the riparian owners and principle landowner to reinforce their riparian responsibility to maintain the watercourse, although at the time of today's meeting, there had been no works undertaken on the watercourse.</li> <li>(ii) IDB officers had also been in contact with NCC Highways and the Land Registry in respect of the blocked culvert and subsequently understood that as the culvert is on unregistered land, under Common Law it becomes the responsibility of the adjacent landowners to maintain. Officers had advised the landowners of this and were awaiting their response in order to determine how the IDB may proceed with enforcement action.</li> <li>(iii) Members considered that given that any works on the culvert would require road closure/diversion, which would clearly have an associated cost in addition to the cost of actual works, and the question over where responsibility actually lies, it would be better to discuss the required works with the various parties involved. It was therefore agreed that the Flood and Water Manager would meet with all parties involved to discuss potential contribution to cost of works from all parties and to also establish a clear understanding of how the IDB should respond in such cases before a decision could be made on enforcement.</li> </ul> <p><b>104/18/04 18_00232_1_Q: Enquiry regarding lack of drainage connection at Rands Terrace, Dades Lane, Marshland St James (3.3)</b></p> <ul style="list-style-type: none"> <li>(i) Mr B Long declared an interest at this point due to his remunerated position with Freebridge Community Housing. RESOLVED that this be noted.</li> </ul>	

**GBr**

ID King's Lynn IDB, Minute	Action
<p>(ii) Members considered the enquiry from Freebridge Community Housing to the IDB for assistance to resolve the foul and surface water flooding issues at Rands Terrace, Dades Lane, Marshland St James, by reinstating a drainage connection to watercourses that would be required due to the historic infilling of watercourses between Freebridge properties and other third party land. It was agreed and thereby RESOLVED that the Board should help to resolve the issue if a solution can be found and to this end the Flood and Water Manager should continue to assist Freebridge Community Housing to help determine the best option available to improve the drainage in Dades Lane, including the consideration of:</p> <ul style="list-style-type: none"> <li>• Possible contributions from the relevant landowners involved;</li> <li>• Consider the feasibility of using an existing culvert from Smeeth Road to the Caravan Park;</li> <li>• The presence of services that could constrict any future scheme;</li> <li>• Due to the number of parties involved, the possibility of works to be regulated by the Board if implemented, having first been considered and approved by the Board.</li> </ul>	GBr
<p><b>104/18/05 18_00377_Q: Enquiry regarding ownership and condition of watercourse at Warren's Road, Clenchwarton (3.4)</b></p>	
<p>(i) Mr B Long declared an interest at this point due to his remunerated position with Freebridge Community Housing. RESOLVED that this be noted.</p>	
<p>(ii) Members considered the enquiry from Freebridge Community Housing to the IDB concerning the condition of a riparian watercourse that runs from Warren Road and Clapper Lane, Clenchwarton, which, following investigation appears unclear as to which way the riparian drainage system should flow and a number of obstructions had been identified along the network although the location of these was not currently known. The drainage network is clearly poorly maintained with residents complaining of standing water. It was agreed that the Flood and Water Manager should work with Freebridge Community Housing to endeavour to resolve the situation and if this requires any expenditure to the Board beyond officer time, it should be presented to the Board for consideration.</p> <p>(iii) Members considered this highlighted the problems that can arise when developers do not effectively manage the surface water drainage arising from developments and reiterated the need for the adequate management of surface water drainage to be included in planning consents.</p>	GBr
<p><b>104/18/06 Surface Water Development Contributions (SWDC) Charges and Banding (4.4)</b></p>	
<p>The WMA review of surface water development charges and banding that had been discussed with ADA, (who are keen to encourage all IDBs to adopt a similar rationale) and subjected to</p>	

ID King's Lynn IDB, Minute	Action
<p>additional independent and legal review (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p><b>104/18/07</b> It was proposed by Mr J Askew, seconded by Mr B Ayres and carried unanimously to adopt the revised banding and surface water development contribution charges structure as set out in the 2018 review and to increase the rates charge in line with inflation annually thereafter, with a detailed review to be undertaken every five years.</p>	
<p><b>104/18/08</b> It was agreed to implement the revised unattenuated surface water development contribution rate of £117,131 per impermeable hectare and the variable rate depending on the impermeable area concerned with effect from 1 October 2018. RESOLVED that this be noted.</p>	
<p><b>105/18 FINANCIAL REPORT</b></p>	
<p><b>105/18/01</b> The Financial Report for the period 1 April 2018 to 31 July 2018, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p><b>105/18/02</b> 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><b>106/18 SCHEDULE OF PAID ACCOUNTS</b></p>	
<p><b>106/18/01</b> The Schedule of Paid Accounts for the period 1 June 2018 to 31 July 2018 totalling £1,152,774.79, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
<p><b>107/18 MATERIAL CHANGES TO RISK REGISTER</b></p>	
<p><b>107/18/01</b> Members considered the risk register for those risks with a risk assessment matrix score of ≥6. Arising therefrom:</p>	
<p><b>107/18/02</b> Members considered that the risk score and trend in respect of the receipt of surface water development contributions and management of SUDs should remain as currently presented but should be monitored following the approval at today's meeting of the revised surface water development contribution rate / banding charges. RESOLVED that this be noted.</p>	
<p><b>108/18 CO-OPTION OF ELECTED MEMBER</b></p>	

ID	King's Lynn IDB, Minute	Action
108/18/01	Following the advertisement on the Board's website and the sole applicant, (Mr N Padwick's), interview with the Chief Executive, it was agreed and thereby RESOLVED to ratify the co-option of Mr N Padwick to serve as an elected member on the Board pending the election of members for the three-year term commencing 1 November 2018.	
	<b>CORRESPONDENCE</b>	
109/18/01	There was no correspondence requiring the Board's consideration during this reporting period.	
	<b>PLANT AND WORKS COMMITTEE</b>	
110/18/01	A meeting of the Plant and Works Committee was scheduled to take place on 9 October 2018 at Kettlewell House at 8:30am.	
	<b>NEXT MEETING</b>	
111/18/01	The next meeting would take place on 16 November 2018 at 9.30am here at Kettlewell House.	
	<b>ANY OTHER BUSINESS</b>	
112/18/01	Members were advised of the ADA Annual Conference and Annual General Meeting taking place on 14 November 2018. An email would be circulated in the next few days inviting members to confirm if they wished to attend.	
	<b>OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</b>	
113/18/01	There were no members of the public present at today's meeting.	
	<b>CONSORTIUM MATTERS</b>	
114/18/01	<b>Issues for discussion at next CMC meeting</b>	
	There were no specific issues raised by Members that would require discussion at the next Consortium Management Committee meeting on 28 September 2018.	
114/18/02	Mr R W Groom raised the point that following Mr J Austen's retirement from the Board, there were only two King's Lynn IDB representatives on the Consortium Management Committee and that a third representative should be appointed to attend the	

ID	King's Lynn IDB, Minute	Action
	<p>upcoming Consortium Management Committee meeting on 28 September 2018.</p>	
<b>114/18/03</b>	<p>Members were reminded that whilst all the WMA Member Boards have three representatives on the Consortium Management Committee, each Member Board has only one vote so providing each Member Board has at least one representative in attendance, it is able to vote.</p>	
<b>114/18/04</b>	<p>However, in response to Mr R W Groom's request, it was proposed by Mr B Long, seconded by Mr J Askew and unanimously agreed that Mr T Matkin attends the next Consortium Management Committee meeting on 28 September 2018 together with King's Lynn IDB existing representatives Mr B Long and Lord Howard of Rising, pending the election of all committees' King's Lynn IDB membership at the 16 November 2018 Board meeting. RESOLVED that this be noted.</p>	
<b>115/18</b>	<b>CONFIDENTIAL BUSINESS</b>	
<b>115/18/01</b>	<p>It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.</p>	

# ENGINEERING & OPERATIONS REPORT

## 1 CAPITAL WORKS

### 1.1 ISLINGTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

Please refer to confidential business section for the RHDHV progress report on Islington Catchment FRMS.

### 1.2 WOLFERTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

The main focus on site during the period of this report has been the completion of the piling works to all structures, this was completed on 23<sup>rd</sup> of August and Sheet Piling UK have de-mobilised from site, by the time of the Board meeting this should be complete.

Work has been continuing on each of the structures as the piling was completed, the list below will bring the Board up to date with progress on each structure.

#### Ingol Intake

The base was blinded with concrete and steel reinforcing installed ready for the floor slab. The concrete floor slab was poured on the 7<sup>th</sup> August.

The steel fixers are now installing the reinforcing for the walls, this is in preparation for the shuttering to be installed ready for concreting, the first of which should be on the 6<sup>th</sup> September.

The old River Ingol Outfall Culvert that runs through the sea bank, has been jetted and cleaned and filled with foam concrete, this process which has been agreed with the Environment Agency and allows the structure to remain in-situ so saving time/cost of removal.

The piling for the installation of the 2 outfall culverts will take place on the 1<sup>st</sup> September ready for excavation on the 3<sup>rd</sup>, this will allow installation of the culverts to the centre of the Sea Bank.

#### Pump Intake

The pump intake piling works including excavation were complete by the 6<sup>th</sup> August.

The steel was then installed and concreting of the floor slab was complete by the 29<sup>th</sup> August, a period of approximately 5 days was required to reach full strength. The steel fixers were then able to prepare the walls ready for shuttering and concreting.

#### Outfall Structure

The Outfall structure has probably seen the most progress since the last report. As reported at the last Board meeting no work was allowed beyond the Sea Bank until the 1<sup>st</sup> July; these works commenced on the 2<sup>nd</sup> July. This included damming up of the old Outfall Channel, removal of the seaward end of the old Outfall Structure, including redundant EA equipment, and preparing the piling platform ready for the heavy piling equipment to deploy over the Sea Bank.

Once all the preparation works were complete, piling works commenced on the 7<sup>th</sup> August and was complete by the 20<sup>th</sup> August. Digging out of the structure then began, and by this meeting will have been completed ready for the blinding and reinforcing steel to be installed for the concrete base.



Below are some pictures of the works to date starting with some aerial shots provided by our consultants Peter Brett Associates (PBA)



All three structures can be seen from this aerial shot with the Outfall Structure (left), Pump Intake (right) and the Ingot Intake, partly obscured by the piling equipment. The current Pumping Station can be seen to the right of all the structures and is operating normally throughout the construction phase. This photograph gives a good indication of the scale of the project.



A closer view of the Pump Intake structure.





A closer view of the Outfall Structure, piling is complete and it is excavated around the outside ready for the Walings and tie rods to be installed. In the foreground you can see the Piling Rig augering ready to install the last of the piles to the Thrust Block. This view is looking over the Sea Bank.

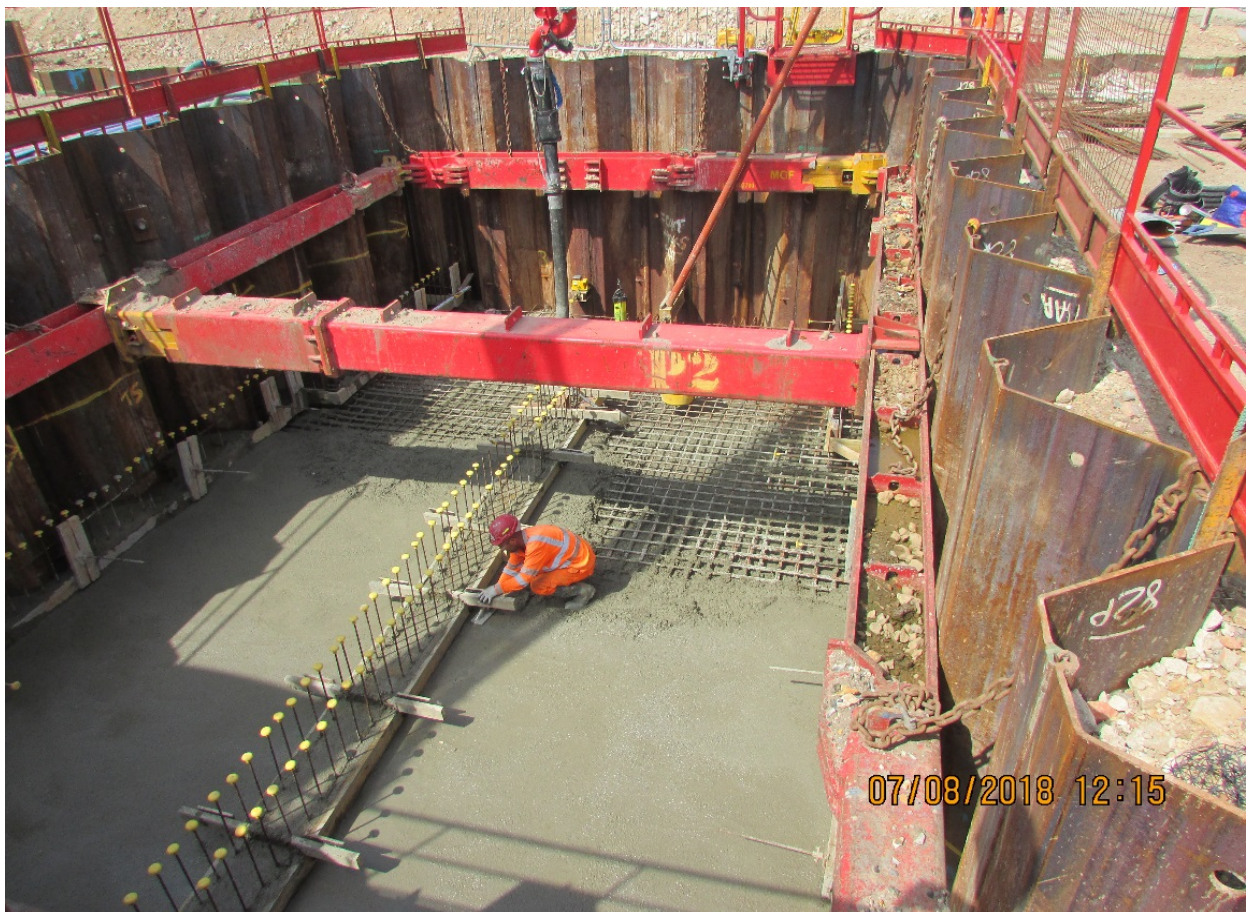


A closer view of the Ingot Intake Structure, the River can be seen in the background and is currently being over pumped.





Reinforcing complete and shuttering being installed for the Ingol Intake Structure base.

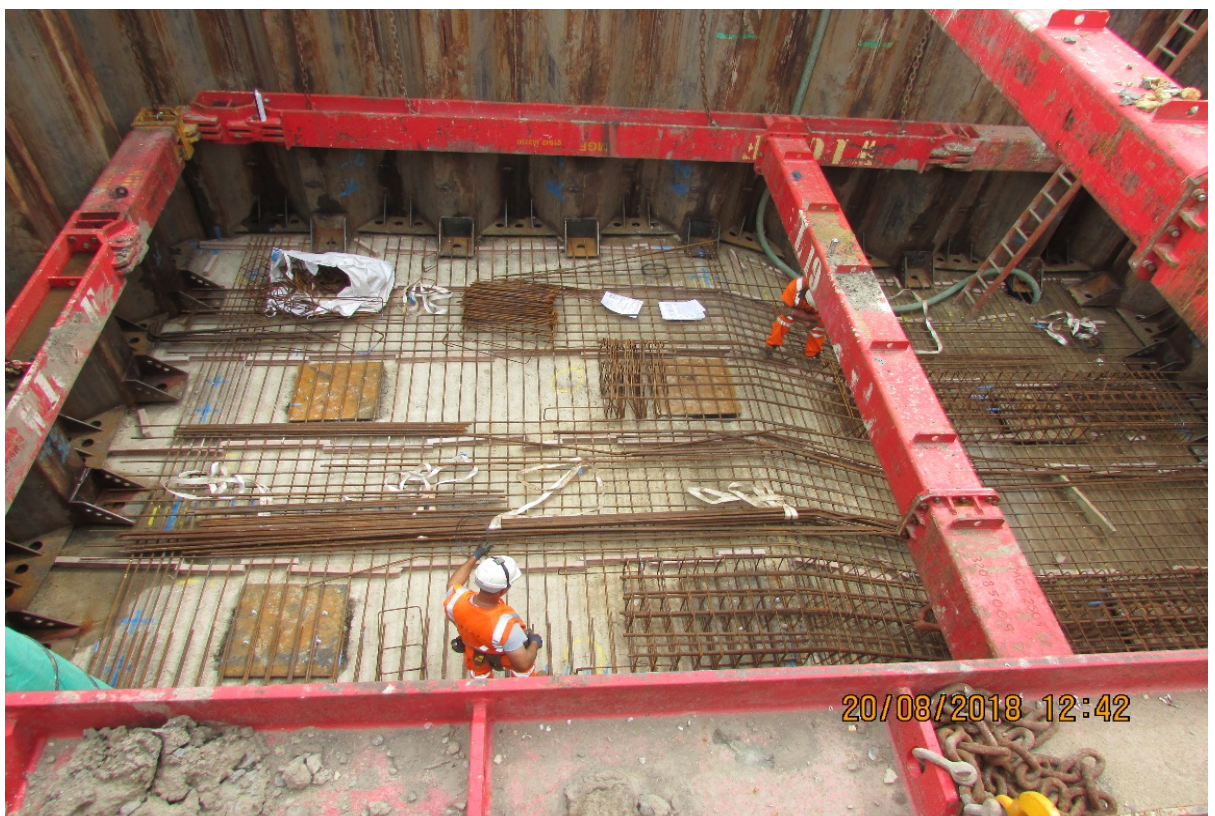


Concreting of the Ingol Intake base.





Excavation of the Pump Intake Structure. The piles protruding are required to support the weight of the dividing walls, these were hammered down to the finished dig level once excavation was complete. Due to the depth and width of the structure a mini excavator was required in the bottom to get the last of the spoil to the main excavator.



Installation of the reinforcing steel begins on the Pump Intake, the complexity and amount of steel required was extensive.





The pump Intake floor slab after concreting, as can be seen in this photograph the steel work required for this structure was very complicated, the shape of the pump chambers can be clearly seen by following the yellow dots, anyone got a pen!

The project continues to remain on time and on budget.

### Upgraded Power Supply

As reported at the last Board Meeting an application has been made to UKPN for an upgraded power supply and we were awaiting a quotation. This has now been received and the application along with payment in the amount of £68,979.85 + VAT has been sent. Once the funds have cleared UKPN will appoint an Engineer to the project to finalise details for the new supply.

Regular progress meetings take place with all Contractors involved with this project and include representation from Peter Brett Associates, Breheny, Stainless Metalcraft, Bedford Pumps, Environment Agency and the Board's Ecological Clerk of Works, Caroline Laburn.

## 1.3 PIERREPOINT PUMPING STATION

FenFlow Ltd (formerly Shoebridge Engineering) lifted pump 1 as promised on the 16<sup>th</sup> July. Following removal of the pump and inspection back at their factory some serious damage was discovered to the impellor, it appears that the pump shaft had dropped in the bearings and the tips had struck the volute guide vanes bending the tips, also cavitation to the pump ring and volute is extensive both requiring repair. The pump is still with them awaiting a new impellor and a stainless steel volute lining.

We have received an estimate of £13,773 + vat for the repairs, this includes lifting and replacing, re-commissioning and transport.

## 2 HEALTH & SAFETY

### 2.1 ACCIDENTS AND NEAR-MISSES

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

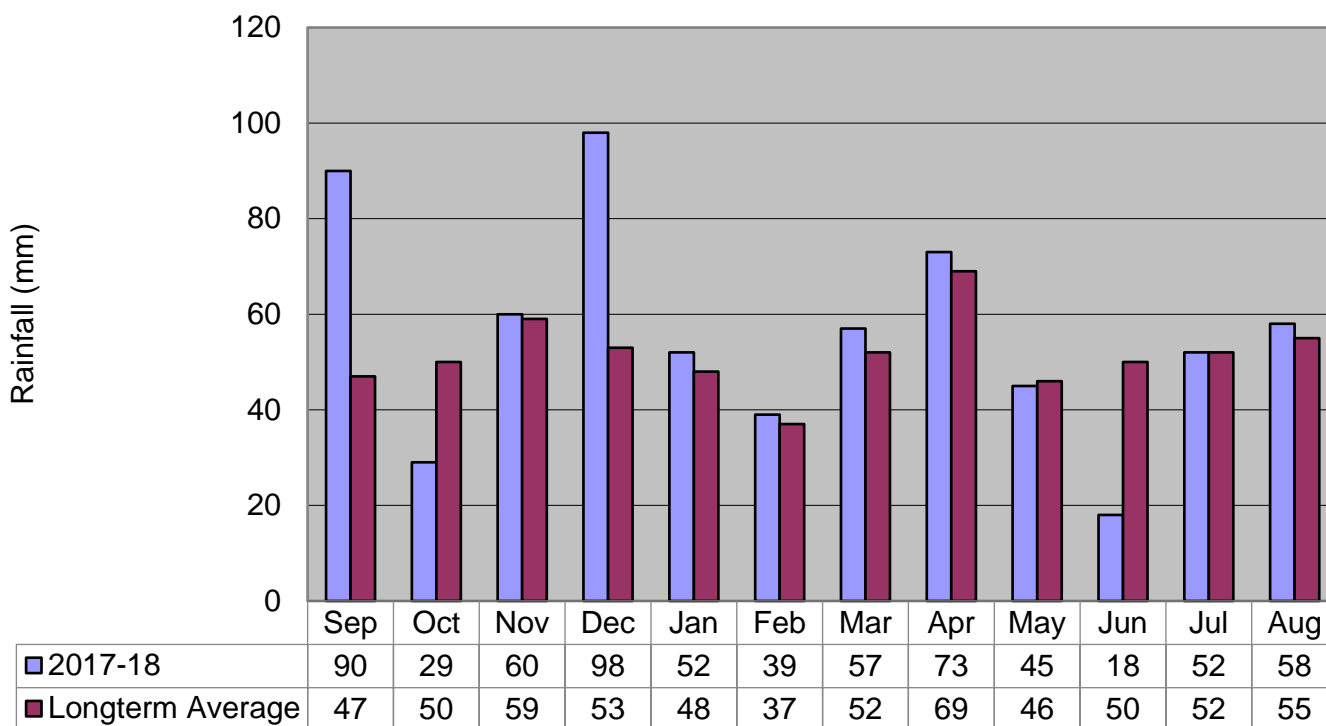
We are planning a Manual Handling course for all operatives before the next reporting period.

## 3 RAINFALL

Rainfall statistics relating to the Board's gauges for the months of July and August are as follows (recordings in mm):

LOCATION	JULY		AUGUST		CUMULATIVE	
	2018	2009-17 Average	2018	2009-17 Average	2018	2009-17 Average
Islington Pumping Station	33	66	54	51	347	328
Pierrepont Pumping Station	52	70	58	64	394	412
Wolferton Pumping Station	50	69	55	70	385	422

### ACTUAL AND LONG-TERM AVERAGE MONTHLY RAINFALL READINGS KING'S LYNN: SEPTEMBER 2017 – AUGUST 2018



The following information pertains to environmental work carried out for the Kings Lynn IDB involving the Environmental Team from 06 July 2018- 07 September 2018

**1. Information for the Board**

**1.1 Wolferton Pumping Station Delivery– Ecological Input**

The Environmental Manager, (EM), and the ecological contractor, Ward Associates, continue to have an ecological overview of the Wolferton Project. The EM and Diana Ward have shared the role of Ecological Clerk of Works for the site over the summer and regular site visits have been undertaken to check on the ongoing mitigation work for the project carried out by the Kings Lynn IDB Operational team. The site continues to tick along. We are currently debating the best solution to ensure swallows nesting in the spring under the weed screen cleaner do not hinder project progress moving forward.

**1.2 Derby Fen Maintenance**

The current 5 year assent for maintenance on Derby Fen has been amended and sent to Natural England to allow a more rigorous maintenance programme to be undertaken along the Derby Fen access track to allow a sustainable access route to be established through the gorse bushes and birch saplings to allow for watercourse maintenance during 2018 and 2019.



*Gorse encroaching onto the access strip at Derby Fen SSSI*

**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:**

<b>License / Assent / Habitat Regulations Assessment</b>	<b>Applied</b>	<b>Granted</b>
Leziate Sugar and Derby Fen SSSI amendment to current 5 Year Assent for maintenance	30/08/18	

## **5. Training / Meetings Attended**

10 July and 14 August 2018  
Wolferton Project Team meetings

17 July 2018  
ISO 14001 and 9001 Quality Management Systems External Audit

18 July 2018  
Fish and Eel Meeting, London

25 July 2018  
Physical Habitat Assessment for watercourses. Training Course, Norwich

31 July 2018  
The EM attended the Norfolk Crayfish Group (NCG) meeting, Holt, where there was some debate with an angler as to the merits or folly of undertaking Signal Crayfish Trapping. Much of the group were of the opinion that trapping is likely to cause more harm than good, which is a theory now being backed by academic research into the problem. What was evident from all present at the meeting was the feeling of wanting to do something positive for the White Clawed Crayfish (WCC) population and the ecology of rivers in Norfolk although all present were frustrated and down heartened by the seemingly unstoppable spread of the signal crayfish.  
The NCG continue to look for Ark sites in Norfolk, at which to try to maintain vestiges of the Norfolk population of WCC to prevent extinction of the Norfolk population.

## **6. Site Visits**

06 July-2018 and 09 August 2018  
Wolferton site visits

31 July 2018  
Ecological Assessment for planning consent at Gayton with Graham Brown

28 August 2018  
Derby Fen SSSI visit with Rob Taylor

**Caroline Laburn - Environmental Manager WMA**



## PLANNING REPORT

### 1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 6 July 2018 and 5 September 2018. There are currently 21 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):	5
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	11
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	5
Total:	21

- 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	2	2	2	6
Awaiting applicants acceptance of conditions:	0	2	3	0	5
Being processed by officers:	0	1	6	3	10
To be determined by the Board in this report:	0	0	0	0	0
Total:	0	5	11	5	21

- 1.3 As highlighted by the table immediately above there are no consent applications requiring consideration by the Board in this report.

### 2. DELEGATED CONSENTS DETERMINED

- 2.1. During this reporting period, the following 17 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	4
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	3
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	9
Total:	17

<b>Case Ref.</b>	<b>Case Sub-type</b>	<b>Parish</b>	<b>Location / site name</b>	<b>Description of Proposal</b>	<b>Determination</b>
17_00524_1_C	Byelaw 10	Snettisham	Beach Road	Proposed drainage works as part of marsh enhancement scheme	Granted
18_00272_1_C	Section 23, LDA 1991	West Walton	Salts Road	Renewal of historic consent to infill private watercourse for 12m	Granted
18_00382_C	Byelaw 3 Surface Water	Clenchwarton	Fosters Sports Ground, Main Road	Discharge surface run-off from 4,360 m <sup>2</sup> (40 dwellings) at 5 l/s	Granted
18_00383_C	Byelaw 10	Clenchwarton	Fosters Sports Ground, Main Road	Headwall infrastructure within 9m of Boards Fosters Drain (DRN140G0502)	Granted
18_00396_C	Byelaw 3 Surface Water	Kings Lynn	Scania Way Hardwick Industrial Estate	Discharge of surface water from 3016 m <sup>2</sup> of industrial units at rate of 4.2 l/s	Granted
18_00398_C	Byelaw 10	Kings Lynn	Scania Way Hardwick Industrial Estate	Headwall infrastructure within 9m of Boards Pierpoint Drain	Granted
18_00460_C	Byelaw 10	Wiggenhall St Mary Magdalen	Field north of Crab Abbey Farm, off West Head Road	Land tile outfall infrastructure within 9m of Boards Main Pump Drain	Granted
18_00461_C	Byelaw 10	Marshland St James	Field south of Gravel Bank, Black Drove, St John's Fen End	Land tile outfall infrastructure within 9m of Boards Chancellors Drain	Granted
18_00462_C	Byelaw 10	Tilney St Lawrence	Field north of Gravel Bank, Black Drove, St John's Fen End	Land tile outfall infrastructure within 9m of Boards Black Ditch Level Drain	Granted
18_00474_C	Byelaw 3 Surface Water	Tilney St Lawrence	St Johns Road	Surface water discharge into private watercourse	Granted
18_00489_C	Byelaw 3 Surface Water	Walpole Cross Keys	Land West of Station Road and Little Holme Road	Surface water discharge of 26.3 l/s via 3 connections to private watercourse	Granted
18_00569_C	Byelaw 3 Treated Foul Water	Walpole Cross Keys	Land West of Station Road and Little Holme Road	Treated foul water discharge from 5 properties to private watercourse	Granted
18_00577_C	Byelaw 10	Wiggenhall St Germans	Fitton Road	Land tile outfall infrastructure within 9m of Boards No.1 Drain	Granted
18_00578_C	Byelaw 10	Terrington St Clement	Field GA122, Ongar Hill	Land tile outfall infrastructure within 9m of Boards Ongar Hill Drain	Granted
18_00584_C	Byelaw 10	Tilney All Saints	Church Road	Proposal to install new underground cable under Boards Glebe Drain	Granted
18_00487_C	Section 23, LDA 1991	South Wootton	Nursery Lane	Proposal to culvert a private watercourse for drive and turning area	Granted
18_00663_C	Section 23, LDA 1991	West Walton	Salts Road	Proposal to culvert a private watercourse	Granted

### 3. ENQUIRIES

- 3.1. There have been 5 enquiries received during the reporting period with another 5 enquiries ongoing as outlined below.

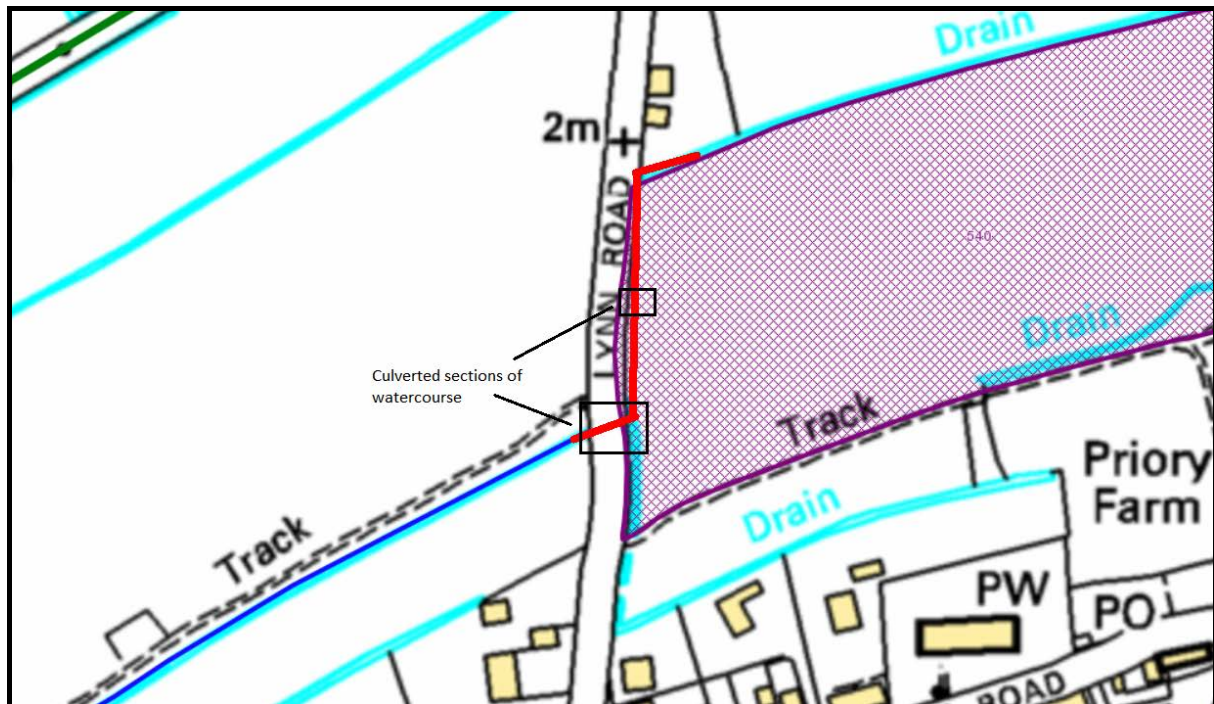
Case. Ref.	Case File Sub-type	Parish	Location	Description
17_00227_1_Q	About Regulation	Wiggenhall St Mary Magdalen	Lynn Road	Enquiry regarding blocked private ditches
18_00232_1_Q	About Regulation	Marshland St James	Rands Terrace, Dades Lane	Enquiry regarding lack of drainage connection
18_00331_1_Q	About Regulation	Marshland St James	Dades Lane	Enquiry regarding infilling of watercourses
18_00377_Q	About Regulation	Clenchwarton	Warren's Road	Enquiry regarding ownership and condition of watercourse
18_00384_Q	About Regulation	Terrington St Clement	Land Drain between Wanton Lane and Vicarage Close	Enquiry regarding infilling of watercourse
18_00638_Q	About Regulation	Walpole St Peter	Dunces Lane	Report of unconsented works
18_00644_Q	About Regulation	Marshland St James	Black Drove	Enquiry regarding maintenance to service crossing (Gas Pipe) within adopted watercourse
18_00669_Q	About Works	Kings Lynn	Near Rollesby Road	Enquiry regarding footpath adjacent to riparian watercourse
18_00670_Q	About Planning	Heacham	South Beach Road	Flood Risk Assessment Information Request
18_00676_Q	About Planning	Kings Lynn	Oldmeadow Road	Flood Risk Assessment Information Request

#### 3.2 17\_00227\_1\_Q: Enquiry regarding blocked private ditches at Lynn Road, Wiggenhall St Mary Magdalen

- a. This enquiry relates to flooding of land upstream of Lynn Road that occurred during the winter of 2017-18. It was reported at the time that watercourses downstream were unmaintained and blocked by unmaintained culverts at at least 2 points. The most significant of these blockages is under Lynn Road.
- b. The watercourse in question is riparian owned and maintained. Previously officers visited site and also have contacted the riparian owners to remind them of their riparian responsibilities and to seek the maintenance of their respective watercourses. Our operations staff also spoke directly with the principle landowner involved to reinforce this position. Subsequent to this communication no work has been undertaken.
- c. Officers also contacted Norfolk County Council Highways who have confirmed to us that the culvert under Lynn Road is not an adopted structure and that it is therefore privately owned. We subsequently undertook Land Registry searches that have confirmed the land under Lynn Road is unregistered.

- d. The Common Law interpretation of the ownership of this land is that adjacent landowners own the sub-soil on which the adopted highway is located. This would make the culvert under Lynn Road the responsibility of the two adjacent landowners. This general interpretation obviously needs corroboration with the adjacent landowners and as such we have asked for their views on this matter. The landowner's response will determine how we proceed with formal enforcement action to seek the remediation of the watercourse and the culverts on its length

**Map 1:** The general drainage network around Warren's Road

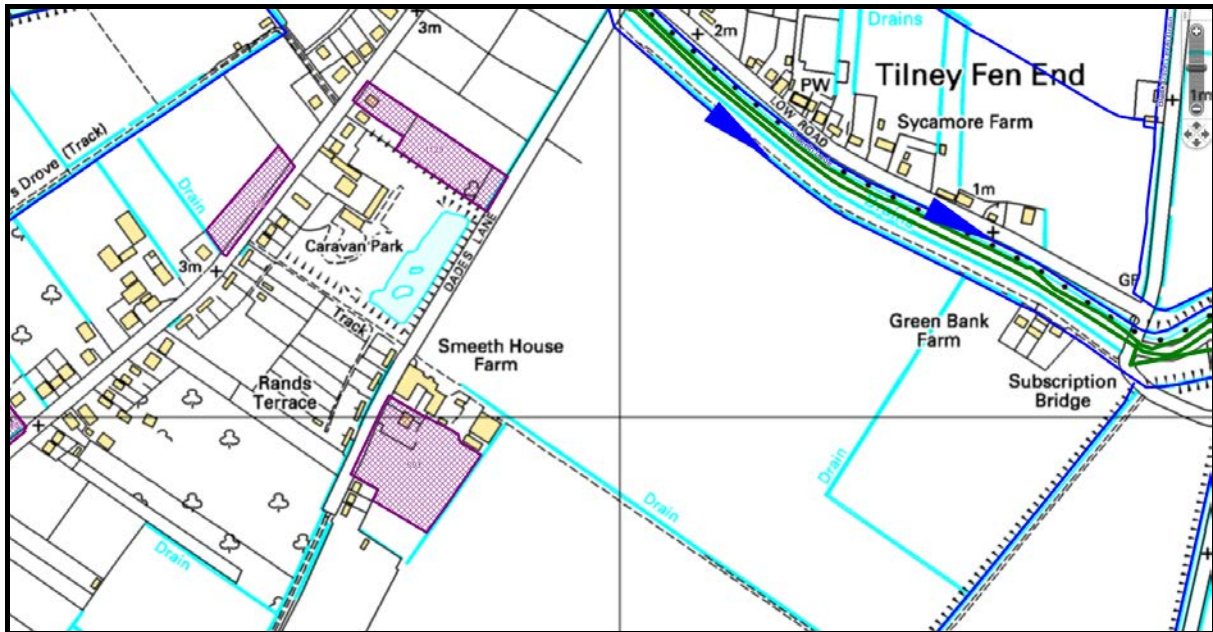


### **3.3 18\_00232\_1\_Q: Enquiry regarding lack of drainage connection at Rands Terrace, Dades Lane, Marshland St James**

- a. This enquiry relates to drainage problems associated with the historic infilling of a private watercourse adjacent to Dades Lane. Freebridge Community Housing have been responding to reports of treated foul water and surface water backing up in a blind ditch that causes significant external flooding of one of their properties on a regular basis. To date Freebridge have paid for a CCTV survey to confirm the lack of connection to a wider network and have been paying for the pumping out of flood water that is unable to drain away due to the lack of a wider conveyance network.
- b. Following both a site meeting with Freebridge as well as a more recent meeting at Freebridge's offices in King's Lynn it is clear that Freebridge need to find a more sustainable solution to the drainage issue at this site. As such they have asked if the Board can assist as it involves the reinstatement of a drainage connection to watercourses that are required due to the historic infilling of watercourses between their property and other third party land.
- c. The Board's officers believe that the Board could assist with the identification of the relevant landowners involved, the presence of services that could constrict any future scheme and by providing advice on the best possible option available to Freebridge. As this matter involves a number of parties and would be regulated by the Board if

implemented the officer recommendation is for the Board's officers to assist in the manner set out above. Once a preferred option for the improvement of drainage in this area is known it is likely that the scheme will come back to the Board for consideration.

**Map 1:** The general drainage network around Dades Lane

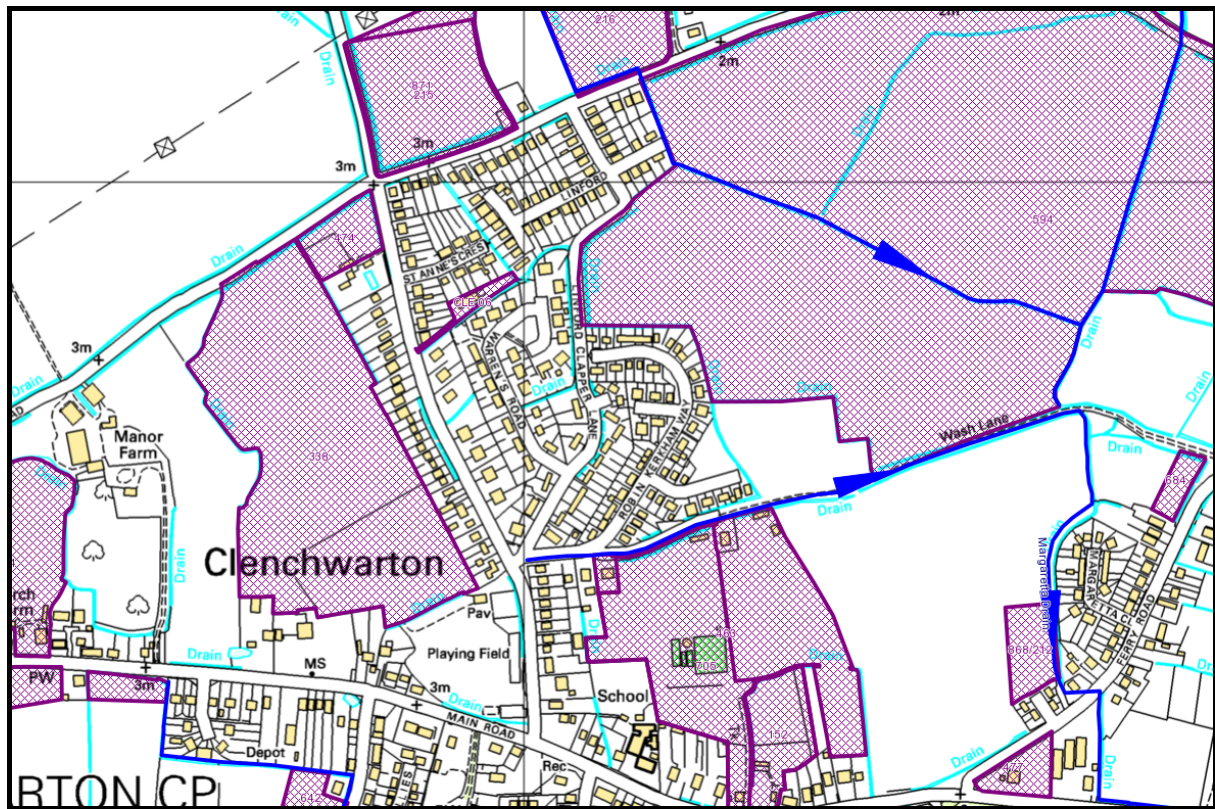


**3.4 17\_00377\_Q: Enquiry regarding ownership and condition of watercourse at Warren's Road, Clenchwarton**

- a. This enquiry also involves Freebridge Community Housing and was discussed at a recent meeting between Internal Drainage Board officers and Freebridge officers. Complaints have been received by Freebridge and the Drainage Board regarding the condition of a watercourse that runs from Warren's Road and Clapper Lane, Clenchwarton. Following site visits it is clear there is ambiguity as to which way the riparian drainage system should flow and that multiple obstructions exist at various points along the network.
- b. At present the location of these obstructions need confirmation as does the connection to a wider network. Some of this network will require surveys to be undertaken to determine the appropriate regulatory response. Should the preferred option for resolving the current drainage issues at this location require any expenditure by the Board outside of officer time a proposal will be submitted to the Board for consideration.



**Map 1:** The general drainage network around Warren's Road



#### 4. FEES ASSOCIATED WITH CONSENTS GRANTED

4.1. There have been 7 fees invoiced during the reporting period. All but one of these represent either 50% or 100% of a Surface Water Development Contribution, as 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	17_00119_1_C	Dene Homes Ltd	Churchgate Way, Terrington St Clement	£ 792.75	17/07/2018	No	2 <sup>nd</sup> 50% payment associated with consent for 1,050 m <sup>2</sup> of impermeable area discharging into Church Bank Drain at an 18.3 l/s flow rate
Surface Water Development Contribution	18_00382_C	Elm Park Holdings Ltd	Fosters Sports Ground, Clenchwarton	£ 6,784.16	14/08/2018	Yes	100% payment following granting of consent for 4,360 m <sup>2</sup> of impermeable area discharging via 2 outfalls at a maximum combined rate of 5 l/s into Boards Fosters Drain and a private watercourse.
Surface Water Development Contribution	18_00396_C	Garnham Management Services Ltd	Scania Way Hardwick Industrial Estate, Kings Lynn	£ 4,692.90	17/07/2018	Yes	100% payment following granting of consent for discharge of surface water from 3,016 m <sup>2</sup> of industrial units at rate of 4.2 l/s
Surface Water Development Contribution	17_00131_1_C	Hopkins & Moore (Developments) Ltd	Land Between 102 and 116 Nursery Lane, South Wootton, Norfolk	£ 4,552.65	17/07/2018	Yes	2 <sup>nd</sup> 50% payment associated with consent for 6,030 m <sup>2</sup> of impermeable area discharging into a riparian watercourse at a flow rate of 3 l/s
Surface Water Development Contribution	17_00121_1_C	Hopkins Homes Ltd	Land at Heacham Manor Golf Course, Hunstanton	£ 21,940.30	17/07/2018	No	2 <sup>nd</sup> 50% payment associated with consent for 29,060 m <sup>2</sup> of impermeable area discharging into a riparian watercourse at a rate of 12.5 l/s.
Surface Water Development Contribution	17_00130_1_C	Mr Peter Humphrey	Land West of Cedars Lodge, Church Road, Walpole St Peter	£ 5,043.40	17/07/2018	No	2 <sup>nd</sup> 50% payment associated with consent for 3,340 m <sup>2</sup> of impermeable area discharging into Chase Drain at a restricted rate of 9.3 l/s.
Surface Water Development Contribution	17_00135_1_C	Race Bank Wind Farm Ltd	Land east of Walpole Marsh substation, Walpole Bank, Walpole St Andrew	£ 2,453.75	17/08/2018	No	2 <sup>nd</sup> 50% payment associated with consent for discharge of surface water run-off to a watercourse at 5.2 l/s

## 4.2 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.

## 4.3 OTHER FINANCIAL MATTERS

Please note that it was previously discussed at the July Board meeting that the outstanding commuted maintenance fee pertaining to the Borough Council of King's Lynn and West Norfolk's Marsh Lane development in King's Lynn (case reference 15\_00132\_1\_C) would be credited on the understanding that 50% of the value was invoiced as part of a contribution to a partnership fund that aims to deal with "problem sites" across the Board's district. The Board also agreed to match fund this amount. The "problem sites" often require multi-agency input and can take significant effort and time in identifying the parties responsible for rectifying the drainage issues, by which time the impact has usually worsened. The fund seeks to find pragmatic "quick wins" that rectify drainage issues as soon as they occur. In doing so it is important that any follow up with the appropriate drainage body or third party responsible is not prejudiced. As such heads of terms are being drafted for consideration by the contributing authorities, at this stage the Borough Council and King's Lynn Internal Drainage Board. The Borough Council have tabled a paper to this effect at their Management Team meeting and the principle of this approach has been agreed subject to the heads of terms for the management and use of this fund being agreed by both their Management Team and by The King's Lynn Internal Drainage Board at our meeting in November. Additionally, it should be noted that Norfolk County Council have been approached to seek their views on joining the fund.

## 4.4 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE: Summary of the 2018 review

- a. As previously reported at the Board meetings, a detailed review of the Surface Water Development Contribution ("SWDC") rate has been carried out over recent months. Below is a summary of its scope and key findings.
- b. **What are SWDCs?** A SWDC is a charge that an Internal Drainage Board can require developers to pay as a condition of consenting the discharge of surface water from new developments into the Boards drainage systems (whether occurring directly or indirectly).
- c. **What is the current rate and methodology?** The SWDC rate for the financial year 2018-19 is currently charged at a rate of £77,800.00 per impermeable hectare for un-attenuated direct discharge to the Internal Drainage District. This value was originally based on the cost (in 2009) of constructing a retention basin to cater for the run-off from an impermeable area of 1 hectare in the 1 in 100 year plus climate change event, where discharge was restricted to the Greenfield rate. Where discharge is restricted, 6 percentage bands are used to pro-rata the charge.
- d. **What is the aim of the review?** To ascertain if the rate currently being used is still valid, and to investigate if changes are needed to the current charging system. In developing the 2018 approach to SWDCs IDB officers have, in general, sought to update the 2009 methodology and to avoid the development of an entirely new untested concept.



- e. **Who has undertaken the review?** The review has been undertaken internally by IDB officers. The consultants Peter Brett Associates were commissioned to undertake an independent review of the proposed methodology of which they were positive. A further independent legal review by Jonathan Moffat, QC was also sought and this broadly supported both the legal justification of the charge and the updated methodology albeit with recommendations on the detail to be presented to the Board.
- f. **What are the changes between the 2009 methodology and the 2018 methodology?**
- Changes to reflect updates in Government policy: In seeking to update the SWDC methodology officers have sought to incentivise developers to comply with more recent government guidelines in respect of Sustainable Drainage Systems (“SuDS”), whilst still ensuring the Board has access to income from accepting surface water discharges into the drainage system.
  - The costs of constructing the retention basin have been updated to reflect changes to the design and build and to reflect the need for maintenance:
    - The side slopes of the basin have been steepened to be more economic in terms of site area. This has reduced the surface area of the basin and excavated volume.
    - The width of the access strips around the basin has been increased to 9m on all four sides.
    - The land purchase rate has been increased from £200,000/Ha to £234,750/Ha, based on figures recently obtained from a local valuer. The rate used is the average of the upper limit for land with development potential, and the lower limit of development land with outline planning consent.
    - The construction costs have been increased to reflect current rates.
    - An allowance for fencing around the basin and access strips has been made for Health and Safety reasons.
    - An allowance for design and consultancy fees has been included.
    - Maintenance costs have been included as this would be an on-going cost associated with the detention basin option. For the purposes of this calculation, the maintenance costs have been included for a 30 year period, discounted back to present value.
  - A new SWDC rate has been determined to reflect these changes in cost: The new un-attenuated rate is £117,131 per impermeable hectare, an increase of 50% on the current rate.
  - The 6 charging bands have been revised into 22 charging bands: IDB officers considered the current charging bands as too wide as they can be seen as unfair on those developments achieving greater restriction of the discharge rate. As such;
    - The percentage charging bands for partially restricted discharges have been narrowed so that the charge aligns more closely with the level of restriction, and a charging band below greenfield run off rate has been introduced to take account of the additional volume of water that the Board would have to deal with, even if the discharge rate can be restricted to greenfield or less.
    - The charging position with regard to high level overflows from soakaway systems has been addressed.
    - The issue of the current single rate not being appropriate for all sizes of development has been addressed by incorporating a variable rate depending on the size of the impermeable area being drained. Economies of scale can therefore be taken in to account and the

development contribution rate per hectare for larger developments reduces accordingly.

- g. **How will this impact the Board?** To identify the impact that the change in SWDC rate could have a comparison was undertaken using actual SWDC figures taken from the South Holland IDB over the last 2 years. It is clear from this comparison and from the wider review that the biggest factor influencing the SWDC rate is the calculation of the land value used. It should be noted that although the revised rate reflects up to date figures, the Board should be aware of the risk of opposition from developers over such a significant increase.
- h. **Recommendation:** Following consideration of this summary and the main report into the 2018 review of the SWDC (included as Appendix A), it is recommended that;
- The Board adopt the revised banding structures, in terms of variable contribution rate against impermeable area being discharged, and proportional contribution charges depending on level of discharge restriction in place. This change should come into force from 1 October 2018. Transitional arrangements would mean applications being determined during this change would be processed under the contribution rate applicable at the time the application was validated.
  - The rates be increased by inflation annually, and a more in-depth review to be undertaken on a 5 yearly basis.

**G.R. BROWN – FLOOD AND WATER MANAGER**

From: 01 April 2018  
 To: 31 July 2018

Period: 4  
 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 £
<b><u>Income:</u></b>							
	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	378,000	1,074,714	696,714	1,134,000	1,134,000	0
	Rental Income	1,067	216	-851	3,200	3,200	0
2	Highland Water Contributions	40,646	49,051	8,405	40,646	49,051	8,405
	Income from Rechargeable Works	0	52,783	52,783	0	52,783	52,783
	Investment Interest	16,667	5,882	-10,784	50,000	17,647	-32,353
	Development Contributions	0	67,419	67,419	0	67,419	67,419
4	Other Income	27,694	45,574	17,880	158,503	151,242	-7,261
	<b>Total Income</b>	<b>£2,698,382</b>	<b>£3,529,948</b>	<b>£831,566</b>	<b>£3,620,658</b>	<b>£3,709,652</b>	<b>£88,993</b>
<b><u>Less Expenditure:</u></b>							
5	Capital Works	2,725,364	1,210,938	1,514,426	8,176,091	6,661,665	1,514,426
6	Environment Agency Precept	165,284	163,371	1,913	165,284	163,371	1,913
7	Maintenance Works	392,586	315,064	77,522	1,202,760	1,116,904	85,856
	Development Expenditure	0	3,571	-3,571	0	3,571	-3,571
	Interest Payments	0	113,929	-113,929	0	256,623	-256,623
8	Administration Charges	108,382	150,682	-42,300	297,023	338,797	-41,774
	Cost of Rechargeable Works	0	43,716	-43,716	0	43,716	-43,716
3	Net Deficit/(Surplus) on Operating Accounts	0	22,507	-22,507	0	0	0
	<b>Total Expenditure</b>	<b>£3,391,616</b>	<b>£2,023,777</b>	<b>£1,367,838</b>	<b>£9,841,158</b>	<b>£8,584,646</b>	<b>£1,256,511</b>
	Profit/(Loss) on disposal of Fixed Assets	£0	£28,867	£28,867	£0	£28,867	£28,867
9	<b>Net Surplus/(Deficit)</b>	<b>-£693,233</b>	<b>£1,535,038</b>	<b>£2,228,271</b>	<b>-£6,220,500</b>	<b>-£4,846,128</b>	<b>£1,374,372</b>

From: 01 April 2018  
 To: 31 July 2018

Period: 4  
 Year Ending: 31 March 2019

Notes	Balance Sheet as at 31-7-2018	Opening Balance £	Movement This Year £	Closing Balance £
10	<b>Fixed Assets:</b>			
	Land and Buildings	913,818	-2,658	911,160
	Plant and Equipment	918,599	32,219	950,818
	Pumping Stations	177,696	-29,616	148,080
	Shared Consortium Assets	0	0	0
		<b>2,010,113</b>	<b>-55</b>	<b>2,010,058</b>
	<b>Current Assets:</b>			
11	Bank Account	9,463,622	-5,771,804	3,691,818
	Stock	7,229	1,832	9,061
12	Trade Debtors	116,066	36,082	152,148
13	Work in Progress	0	0	0
14	Term Deposits	5,400,000	5,600,000	11,000,000
15,16	Drainage Rates and Special Levies Due	28,148	982,427	1,010,575
17	Prepayments	0	0	0
	Prepayments to WMA	16,822	-20,141	-3,319
	Accrued Interest	0	0	0
	VAT Due	46,372	48,813	95,185
	Grants Due	0	-43,674	-43,674
		<b>15,078,259</b>	<b>833,535</b>	<b>15,911,794</b>
	<b>Less Current Liabilities:</b>			
	Trade Creditors	60,370	58,823	119,193
	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
		<b>284,555</b>	<b>34,445</b>	<b>319,000</b>
	<b>Net Current Assets</b>	<b>14,793,704</b>	<b>799,090</b>	<b>15,592,794</b>
	<b>Less Long Term Liabilities:</b>			
25	Pension Liability	3,360,000	0	3,360,000
	Loans due in more than one year	9,841,026	0	9,841,026
		<b>13,201,026</b>	<b>0</b>	<b>13,201,026</b>
	<b>Net Assets</b>	<b>£3,602,791</b>	<b>£799,035</b>	<b>£4,401,826</b>
19	<b>Reserves:</b>			
	<b>Earmarked</b>			
20	General Reserve	2,438,695	1,535,038	3,973,733
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	-706,388	-588,430
		<b>6,458,244</b>	<b>828,650</b>	<b>7,286,894</b>
	<b>Non-Distributable</b>			
24	Revaluation Reserve	504,548	-29,616	474,932
25	Pension Reserve	-3,360,000	0	-3,360,000
		<b>-2,855,452</b>	<b>-29,616</b>	<b>-2,885,068</b>
	<b>Total Reserves</b>	<b>£3,602,792</b>	<b>£799,034</b>	<b>£4,401,826</b>

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE OFFICER

**From:** 01 April 2018  
**To:** 31 July 2018

**Period:** 4  
**Year Ending:** 31 March 2019

Note	Notes to the Accounts																																																			
1	<p>Special Levies collected from constituent Billing Authorities were as follows:</p> <table><tr><th></th><th>Y-T-D Budget</th><th>Y-T-D Actual</th></tr><tr><td>Borough of King's Lynn &amp; West Norfolk</td><td>1,811,028</td><td>1,811,028</td></tr><tr><td>Fenland District Council</td><td>83,979</td><td>83,979</td></tr><tr><td>South Holland District Council</td><td>23,278</td><td>23,278</td></tr><tr><td></td><td><b>1,918,285</b></td><td><b>1,918,285</b></td></tr></table>		Y-T-D Budget	Y-T-D Actual	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		<b>1,918,285</b>	<b>1,918,285</b>																																				
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South Holland District Council	23,278	23,278																																																		
	<b>1,918,285</b>	<b>1,918,285</b>																																																		
2	<p>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).</p>																																																			
3	<p>The Net Operating Deficit/(Surplus) for this year is made up as follows:</p> <table><tr><th></th><th>Y-T-D Budget</th><th>Y-T-D Actual</th></tr><tr><td>Labour Operations Account</td><td>0</td><td>-7,618</td></tr><tr><td>Mobile Plant Operations Account</td><td>0</td><td>30,125</td></tr><tr><td></td><td><b>0</b></td><td><b>22,507</b></td></tr></table> <p>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.</p>		Y-T-D Budget	Y-T-D Actual	Labour Operations Account	0	-7,618	Mobile Plant Operations Account	0	30,125		<b>0</b>	<b>22,507</b>																																							
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	<b>0</b>	<b>22,507</b>																																																		
4	<p>Other Income for this year is made up as follows:</p> <table><tr><th></th><th>Y-T-D Budget</th><th>Y-T-D Actual</th></tr><tr><td>Shared Income from WMA</td><td>26,694</td><td>45,463</td></tr><tr><td>Summons Costs</td><td>333</td><td>0</td></tr><tr><td>East Wash Coastal Management CIC Administration Fee</td><td>167</td><td>0</td></tr><tr><td>Sundry Income</td><td>500</td><td>111</td></tr><tr><td></td><td><b>27,694</b></td><td><b>45,574</b></td></tr></table>		Y-T-D Budget	Y-T-D Actual	Shared Income from WMA	26,694	45,463	Summons Costs	333	0	East Wash Coastal Management CIC Administration Fee	167	0	Sundry Income	500	111		<b>27,694</b>	<b>45,574</b>																																	
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	<b>27,694</b>	<b>45,574</b>																																																		
5	<p>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.</p>																																																			
6	<p>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.</p>																																																			
7	<p>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:</p> <table><tr><th></th><th>Y-T-D Budget</th><th>Y-T-D Actual</th></tr><tr><td>Labour Charges</td><td>152,725</td><td>130,510</td></tr><tr><td>Plant Charges</td><td>61,114</td><td>52,225</td></tr><tr><td>Materials</td><td>1,758</td><td>1,502</td></tr><tr><td>Contractors</td><td>34,616</td><td>29,581</td></tr><tr><td>Electricity</td><td>55,817</td><td>47,698</td></tr><tr><td>Pumping Station Insurances</td><td>3,842</td><td>3,283</td></tr><tr><td>Telemetry</td><td>1,564</td><td>1,337</td></tr><tr><td>Heating Fuel</td><td>0</td><td>0</td></tr><tr><td>Pumping Station Depreciation</td><td>0</td><td>0</td></tr><tr><td><b>Direct Works</b></td><td><b>311,436</b></td><td><b>266,135</b></td></tr><tr><td>Technical Support Staff Costs</td><td>68,539</td><td>46,216</td></tr><tr><td>Other Technical Support Costs</td><td>10,000</td><td>781</td></tr><tr><td>Biodiversity Action Plan Costs</td><td>2,611</td><td>1,932</td></tr><tr><td>Contingency</td><td>0</td><td>0</td></tr><tr><td>Annual Asset Reinstatement Provision</td><td>0</td><td>0</td></tr><tr><td><b>Maintenance Works</b></td><td><b>392,586</b></td><td><b>315,064</b></td></tr></table>		Y-T-D Budget	Y-T-D Actual	Labour Charges	152,725	130,510	Plant Charges	61,114	52,225	Materials	1,758	1,502	Contractors	34,616	29,581	Electricity	55,817	47,698	Pumping Station Insurances	3,842	3,283	Telemetry	1,564	1,337	Heating Fuel	0	0	Pumping Station Depreciation	0	0	<b>Direct Works</b>	<b>311,436</b>	<b>266,135</b>	Technical Support Staff Costs	68,539	46,216	Other Technical Support Costs	10,000	781	Biodiversity Action Plan Costs	2,611	1,932	Contingency	0	0	Annual Asset Reinstatement Provision	0	0	<b>Maintenance Works</b>	<b>392,586</b>	<b>315,064</b>
	Y-T-D Budget	Y-T-D Actual																																																		
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8	<p>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:</p> <table><tr><th></th><th>Y-T-D Budget</th><th>Y-T-D Actual</th></tr><tr><td>Administration Staff Costs</td><td>31,806</td><td>33,033</td></tr><tr><td>Other Administration Costs</td><td>69,802</td><td>113,516</td></tr><tr><td>Sundry Expenses</td><td>0</td><td>0</td></tr></table>		Y-T-D Budget	Y-T-D Actual	Administration Staff Costs	31,806	33,033	Other Administration Costs	69,802	113,516	Sundry Expenses	0	0																																							
	Y-T-D Budget	Y-T-D Actual																																																		
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Sundry Expenses	0	0																																																		

**From:** 01 April 2018  
**To:** 31 July 2018

**Period:** 4  
**Year Ending:** 31 March 2019

Note	Notes to the Accounts	
	Pension Pay Strain 2016/17	0
	Drainage Rates AV Increases/(Decreases)	3,000
	Kettlewell House Depreciation	2,657
	Sundry Debtors written off	117
	Settlement Discount	1,000
		<b>108,382</b>
		<b>150,682</b>

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

	Budget
PWLB	-5,842,089
General Reserve	-378,411
	<b>-6,220,500</b>

- 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
<b>Cost</b>				
Opening Balance b/fwd	1,417,491	1,657,827	888,480	3,963,798
(+) Additions	0	88,930	0	88,930
(-) Disposals	0	-62,060	0	-62,060
Closing Balance c/fwd	<b>1,417,491</b>	<b>1,684,697</b>	<b>888,480</b>	<b>3,990,668</b>
<b>Depreciation</b>				
Opening Balance b/fwd	503,674	739,228	710,784	1,953,685
(+) Depreciation Charge for year	2,657	56,712	29,616	88,985
(-) Accumulated depreciation written out on disposal	0	-62,060	0	-62,060
Closing Balance c/fwd	<b>506,331</b>	<b>733,879</b>	<b>740,400</b>	<b>1,980,610</b>
Net Book Value as at 31-3-2018	<b>913,817</b>	<b>918,599</b>	<b>177,696</b>	<b>2,010,113</b>
Net Book Value as at 31-7-2018	<b>911,160</b>	<b>950,818</b>	<b>148,080</b>	<b>2,010,058</b>

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 2018. 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:

	2017/18	2018/19
Opening Balance as at 1-4-2018 b/fwd	113,338	9,463,622
(+) Receipts	15,279,413	2,076,882
(-) Payments	-5,929,129	-7,848,685
(=) Closing Balance as at 31-7-2018 c/fwd	<b>9,463,622</b>	<b>3,691,818</b>
Balance on Statement as at 31-7	9,480,196	3,691,818
Less: Unpresented Payments	-17,511	0
Add: Unpresented Receipts	937	0
Closing Balance as at 31-7-2018 c/fwd	<b>9,463,622</b>	<b>3,691,818</b>

- 12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	84,510	8
>30 days and <=60 days	2,995	2
>60 days and <=90 days	0	0
>90 days	64,643	1
	<b>152,148</b>	<b>11</b>
<b>&gt;90 days</b>	<b>Amount</b>	<b>Inv. Date Originator</b>
Lovell Partnerships Ltd	64,643	14/12/2017 Flood & Water Manager
	<b>64,643</b>	

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

From: 01 April 2018  
 To: 31 July 2018

Period: 4  
 Year Ending: 31 March 2019

**Note Notes to the Accounts**

Customer	Amount	Completion Date	Budget Holder
N/A	0		
	<u>0</u>		

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%
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%
Newcastle Building Society	1,000,000	15/06/2018	15/10/2018	0.60%
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%
Cambridge Building Society	1,000,000	26/07/2018	26/07/2019	1.00%
West Bromwich Building Society	1,000,000	31/07/2018	30/04/2019	0.80%
	<u>11,000,000</u>			

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 166 Ratepayers that have not paid their Drainage Rates for 2018/19, as compared to 216 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	-1,271,113
Settlement Discount	-1,186	-1,308
Returned/(Represented) amounts	0	0
Value /(Decreases)	-5,936	-10,417
Value Increases	3,910	9,991
New Assessments	2,091	425
Irrecoverables and write offs	-2,421	-158
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	<u>28,148</u>	<u>1,010,575</u>

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	-66,493
	<u>117,958</u>	<u>-15,535</u>
Grants Reserve b/fwd at 31.03.18		117,958
Add: Grants Received		412,000
Less: Grants Applied		-1,074,714
Grant Reserve c/fwd at 31.03.19		<u><u>-544,756</u></u>

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**

**From:** 01 April 2018  
**To:** 31 July 2018

**Period:** 4  
**Year Ending:** 31 March 2019

Note	Notes to the Accounts																					
	<table><tr><td>Opening Balance, as at 1 April b/fwd</td><td>2,195,674</td><td>2,438,695</td></tr><tr><td>Net Surplus/(Deficit) for the year</td><td>446,797</td><td>1,535,038</td></tr><tr><td>Net transfer (to)/from Development Reserve</td><td>-203,776</td><td>0</td></tr><tr><td>Net transfer (to)/from Capital Works Reserve</td><td>0</td><td>0</td></tr><tr><td>Net transfer (to)/from Plant Reserve</td><td>0</td><td>0</td></tr><tr><td>Revaluation Reserve adjustment</td><td>0</td><td>0</td></tr><tr><td>Closing Balance c/fwd</td><td><b>2,438,695</b></td><td><b>3,973,733</b></td></tr></table>	Opening Balance, as at 1 April b/fwd	2,195,674	2,438,695	Net Surplus/(Deficit) for the year	446,797	1,535,038	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	<b>2,438,695</b>	<b>3,973,733</b>
Opening Balance, as at 1 April b/fwd	2,195,674	2,438,695																				
Net Surplus/(Deficit) for the year	446,797	1,535,038																				
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	<b>2,438,695</b>	<b>3,973,733</b>																				
21	Movements on the Development Reserve are made up as follows:  <table><tr><td></td><td><b>2017/18</b></td><td><b>2018/19</b></td></tr><tr><td>Opening Balance, as at 1 April b/fwd</td><td>876,667</td><td>1,080,443</td></tr><tr><td>Net contributions transferred from General Reserve</td><td>203,776</td><td>0</td></tr><tr><td>Closing Balance c/fwd</td><td><b>1,080,443</b></td><td><b>1,080,443</b></td></tr></table>		<b>2017/18</b>	<b>2018/19</b>	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	<b>1,080,443</b>	<b>1,080,443</b>									
	<b>2017/18</b>	<b>2018/19</b>																				
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	<b>1,080,443</b>	<b>1,080,443</b>																				
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:																					
SCH33	<table><tr><td></td><td><b>2017/18</b></td><td><b>Gen. Reserve</b></td><td><b>2018/19</b></td></tr><tr><td>Wolferton Pumping Station - Structural Investigation</td><td>0</td><td>0</td><td>0</td></tr><tr><td></td><td><b>0</b></td><td><b>0</b></td><td><b>0</b></td></tr></table>		<b>2017/18</b>	<b>Gen. Reserve</b>	<b>2018/19</b>	Wolferton Pumping Station - Structural Investigation	0	0	0		<b>0</b>	<b>0</b>	<b>0</b>									
	<b>2017/18</b>	<b>Gen. Reserve</b>	<b>2018/19</b>																			
Wolferton Pumping Station - Structural Investigation	0	0	0																			
	<b>0</b>	<b>0</b>	<b>0</b>																			
23	The Fixed Plant Reserve and Mobile Plant Reserve have been merged into a single Plant Reserve, as at 31 March 2014:  <table><tr><td></td><td><b>2018/19</b></td></tr><tr><td>Fixed Plant Reserve</td><td>2,021,148</td></tr><tr><td>Mobile Plant Reserve</td><td>800,000</td></tr><tr><td>Plant Reserve</td><td><b>2,821,148</b></td></tr></table>		<b>2018/19</b>	Fixed Plant Reserve	2,021,148	Mobile Plant Reserve	800,000	Plant Reserve	<b>2,821,148</b>													
	<b>2018/19</b>																					
Fixed Plant Reserve	2,021,148																					
Mobile Plant Reserve	800,000																					
Plant Reserve	<b>2,821,148</b>																					
24	Movements on the Revaluation Reserve are made up as follows:  <table><tr><td></td><td><b>2018/19</b></td></tr><tr><td>Opening Balance, as at 1 April b/fwd</td><td>504,548</td></tr><tr><td>Less:</td><td></td></tr><tr><td>Pumping Station &amp; Kettlewell House Depreciation</td><td>-29,616</td></tr><tr><td>Closing Balance c/fwd</td><td><b>474,932</b></td></tr></table>		<b>2018/19</b>	Opening Balance, as at 1 April b/fwd	504,548	Less:		Pumping Station & Kettlewell House Depreciation	-29,616	Closing Balance c/fwd	<b>474,932</b>											
	<b>2018/19</b>																					
Opening Balance, as at 1 April b/fwd	504,548																					
Less:																						
Pumping Station & Kettlewell House Depreciation	-29,616																					
Closing Balance c/fwd	<b>474,932</b>																					
25	<b>Pension Liability</b>  (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	<b>Related Party Disclosures</b>  (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 £74,372.06 upto 31/07/18.  (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 £1,047.34 upto 31/07/18.  (iii) Mr Harvey Howe is employed by the Board as a full time Operative. The Board's Project Manager is related to Harvey Howe.																					



**From:** 01 April 2018  
**To:** 31 July 2018

**Period:** 4  
**Year Ending:** 31 March 2019

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**Note    Notes to the Accounts**

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- (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 31-7-2018.

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 : 01/06/2018

Payment Date To : 31/07/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AB0001	Absolute Fisheries Management	Fish Rescue Services	600.00
AN0100	Anglia Farmers Ltd	Electricity	29,908.92
AN0101	Anglian Water	Water Charge	80.58
AQ0001	Aquatic Control Engineering	Capital Works	12,228.00
AR0001	Arval	Fuel	2,369.69
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	286.85
BO0001	Borough Council of King's Lynn &	Pierpoint Rates	442.00
BO0004	Borough Council of King's Lynn &	Council Tax	293.71
BO0240	BOC Ltd	Oxygen	98.40
BR0007	Breheny Civil Engineering Ltd	Capital Works	828,263.01
BT0270	BT	Phone/Broadband	575.32
BU0285	Burley Fluid & Air Ltd	Spares & Repairs	37.80
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	252.00
CR0380	King's Lynn Auto Electrical Ltd	Electrical Parts	194.44
DE0001	Dean Wilson LLP	Professional Charges	155.00
DO0004	John W Doubleday	Spares & Repairs	83.92
DV0001	DVLA	Vehicle Tax	665.00
EA0003	Easton & Otley College	PA1 & PA6 Training Courses	2,430.00
EM0001	EMG Anglia Ltd	Service/MOT	406.26
EON001	E.ON	Electricity	32.00
FI0620	Finning (UK) Ltd	Maintenance Works	6,900.44
HA0810	Hayley Group plc	Engineering Supplies	1,377.66
IN0001	Inland Revenue	Paye & Nic	17,686.31
IN0950	Industrial Maintenance Group Ltd	Small Tools/Light Plant	184.79
JE1010	Jewson Ltd	Materials	75.29
KL0001	King's Lynn Engine Centre	Vehicle Repairs & Service	30.00
LO0001	Longwater Construction Supplies	Twinwall Pipe	115.58
MA0001	Marshall Ford DD	Ford Lease	1,857.14
MR1390	Mr Signs	Signs & Notices	24.00
MU0001	Murley Agricultural Supplies Ltd	Spares/Repairs	872.00
NO0001	Norfolk Pension Fund	Pension Contributions	17,108.99
NO0010	Norfolk Proficiency Tests	PA1 Test Retake	77.00
OR1550	Oriel Systems Ltd	Telemetry Maintenance	1,941.28
PBA001	Peter Brett Associates LLP	Capital Works	32,622.29
RB0001	R & B Turf & Groundcare	Spares & Repairs	52.98
RO0003	Royal Haskoning DHV	Capital Works	130,070.40
RO0004	Robbins & Chapman Ltd	Anglian Water Improvement Works	216.00
RW0001	R W Engineering	Engineering Services	1,987.20
SH1955	Fenflow Ltd	Parts/Repairs	2,222.40
SP0002	Spearhead Machinery Ltd	Servicing/Parts	4,377.52
TH2030	Thurlow Nunn Standen Ltd	Plant Servicing/Parts	1,116.31
VJ2250	V & J Knitwear Ltd	Protective Clothing	616.00

# King's Lynn IDB

## Schedule of Paid Accounts

Payment Date From : 01/06/2018

Payment Date To : 31/07/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
VO0001	Vodafone Ltd	Mobile Phone	3,388.63
WA0001	Watson Petroleum	Gas Oil	11,232.00
WA0002	Ward Associates	Capital Works	1,240.27
WA2310	Water Management Alliance	Rechargeable Works	35,979.41

Please note that the amounts shown above include Vat £1,152,774.79

**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)	Reduction in, or insufficient finance, grant and income	<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>	2	3	High 6 →	<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. Defra supports the Rivers Authority and Land Drainage Private Members Bill, which, if enacted could facilitate these aims. The Bill is going through Parliament in 2018.</p>
	Possibility of IDBs having to adhere to Water Abstraction licencing regulations introduced January 2018	No financial impact as King's Lynn IDB does not transfer water from main river to ordinary watercourses				<p>Close liaison with EA to support its next 6 year compulsory spending programme to facilitate inclusion of IDB programmes/FDGiA where possible.</p> <p>It is understood that the Water Abstraction licencing regulations apply only to the transfer of water from main river to</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)
						ordinary watercourses, therefore King's Lynn IDB will not require licences.
	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	Planning Authorities ignore advice provided by Board, which leads to increased flood risk  Lack of staff resources	Increased flood risk  Potential for lost income from	2	3	High 6 ↑	Flood and Water Manager comments on planning applications are available on each Local Planning Authority website  Flood and Water Manager reports planning matters and issues at Board and Committee meetings

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

<b>STRATEGIC OBJECTIVES</b>	<b>RISK</b>	<b>IMPACT</b>	<b>LIKELIHOOD SCORE (1 – 3)</b>	<b>IMPACT SCORE (1 – 3)</b>	<b>RISK RATING (HIGH, MEDIUM, LOW)</b>	<b>RESPONSE (ACTIONS PLANNED/TAKEN)</b>
	<p>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 management companies who allow them to fall into disrepair through lack of long term maintenance</p>	<p>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>				<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  
Ayres B  
Banham K  
Baron M Chenery of Horsbrugh  
Crofts C  
Groom R W  
Keene S Ms  
Lord Howard of Rising  
Long B (Chairman)  
Markillie R S  
Markillie S A R  
Matkin T  
Nockolds E Mrs  
Oliver D  
Riddington M  
Smith T  
Symington J  
Whitby D  
Whitehead A  
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 14 September 2018