

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, 15 MARCH 2019 AT 9.30 AM.

Elected Members

- J R Askew
- * K Banham
- Ms S Keene
- R S Markillie
- * S A R Markillie
- * T Matkin
- * Mr N Padwick
- * 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
- T Smith
- * D Whitby
- * Mrs S Young

Fenland District Council

D Oliver

Present (67%)

Mr B Long in the Chair

In attendance:

Mr C Beaumont (Project Engineer), Mr G Brown (Flood and Water Manager), Mr P Camamile (Chief Executive), Mr G Howe (Project Manager), Miss S Jeffrey (Rating and Finance Manager), Ms C Laburn (Environmental Manager), Mr R Taylor (Operations Manager), Mrs M Creasy (Chief Executive's PA) and Mrs C Cocks (Minutes)

ID	King's Lynn IDB, Minute	Action
25/19	APOLOGIES FOR ABSENCE	
25/19/01	Apologies for absence were received on behalf of Messrs J R Askew, R W Groom, Lord Howard, R S Markillie, D Oliver, T Smith and Ms S Keene.	
26/19	INTRODUCTIONS	
26/19/01	The Chairman apprised the Board that Mrs Carol Coleman, a member of the public, was in attendance and with their leave would like to deal with her agenda item first. This is minuted under the Public Forum section of the Report.	

ID King's Lynn IDB, Minute	Action
<p>27/19 DECLARATIONS OF INTEREST</p>	
<p>27/19/01 Mr K Banham declared an interest in respect to all references to the Wolferton Catchment Flood Risk Management Scheme, due to his employment with Sandringham Estate. RESOLVED that this be noted.</p>	
<p>28/19 MINUTES OF THE LAST MEETING</p>	
<p>28/19/01 The minutes of the last Board meeting held on 18 January 2018 were approved and signed as a true record pending an amendment to 14/19/02 that Mr S A R Markillie had proposed an increase of 3% but there was no seconder.</p>	
<p>29/19 MATTERS ARISING</p>	
<p>29/19/01 Gravel Bank Site (05/19/03)</p> <p>The cost appraisal work to determine the best option for the sale of this site was still ongoing. RESOLVED that this be noted.</p>	<p>GBr</p>
<p>29/19/02 Kettlewell House – Business Rates (05/19/04)</p> <p>The Rating and Finance Manager apprised the Board that there was no rebate that can be claimed. RESOLVED that this be noted.</p>	
<p>29/19/03 Water Control Structure (05/19/05)</p> <p>The Project Manager reported that discussions regarding the removal of the Boathouse Creek water control structures from the Visual Asset Inspection Plan was still ongoing.</p>	<p>GH/HB</p>
<p>29/19/04 Defra's Online Survey: the role of the appointed members on IDBs (05/19/06)</p> <p>The Chief Executive advised members that he had included the issue of Water Resources Abstraction Licencing (17/19/02) in his response to Defra's consultation. Mr S A R Markillie recorded his thanks to the Chief Executive on the response to this consultation paper.</p>	
<p>29/19/05 18_0966_C: Application to raise land adjacent to Board-maintained drain by approx. 1.5m at Hardwick Industrial Estate, Queen Elizabeth Way, King's Lynn (08/19/02)</p> <p>The Flood and Water Manager reported that this application was slightly more complicated than had first appeared. The Board had an agreement with a developer and it appeared that there were a number of clauses in the agreement about mitigation of the surface water discharge from the development and the additional volume that the Board's system would receive post land raising.</p>	<p>GBr</p>

ID King's Lynn IDB, Minute	Action
<p>Discussions with the planners and the applicant were ongoing to clarify their proposals.</p>	
<p>29/19/06 Nar Ouse Way (15/19/03)</p> <p>The Chief Executive reported that there had been some further slippage to the timetable of the land purchase, but remained optimistic that exchange of contracts would take place before too much longer.</p>	
<p>30/19 PLANT AND WORKS COMMITTEE MEETING</p>	
<p>30/19/01 The unconfirmed minutes of the Plant and Works Committee meeting held on 26 February 2018, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:</p>	
<p>30/19/02 It was agreed and thereby RESOLVED to increase the membership of the Plant & Works Committee from 7 to 8 in order to accommodate Mr M Riddington who had expressed an interest to serve on the Committee.</p>	
<p>31/19 ENGINEERING REPORT</p>	
<p>31/19/01 The Engineering Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p>31/19/02 Islington Catchment Flood Risk Management Scheme (1.1)</p> <p>The Project Manager reported that a date had been agreed to start the demolition of the bungalow on 25 March 2019. The Environmental Manager had met with Middlemarch (Balfour Beatty's consultants) to discuss the environmental mitigation work required to deal with the bats, which would initially take 2 weeks. The roof tiles would be removed individually and where possible, materials will be reused.</p>	<p>GH/CL</p>
<p>31/19/03 Wolferton Catchment Flood Risk Management Scheme (1.2)</p> <p>The Project Manager advised members that work was progressing well with this project and gave a brief update.</p>	
<p>31/19/04 Health and Safety (2)</p> <p>The Project Manager reported that they were still waiting to hear from the Board's Health and Safety Consultants regarding the Risk Assessment paperwork which had been received from our telemetry consultants.</p>	

32/19 ENVIRONMENTAL REPORT

32/19/01 The Environmental Report was considered in detail and approved (a copy of which is filed in the Report book). Arising therefrom:

32/19/02 Wolverton Pumping Station Deliver – Ecological Input

The Environmental Manager advised members that she had met with the Board's ecological contractor, Ward Associates and continued to monitor water vole activity. The Board was also apprised that there was an issue with swallows using the site and PBA were using netting to keep them out of the sump area. This was monitored regularly to ensure that there are no holes or gaps in the netting.

32/19/03 Training

The Environmental team recently attended a training course on producing Habitats Regulation Assessments for all WMA Boards, in line with a recent court case where a new precedent had been set by the Court of Justice of the European Union.

33/19 PLANNING REPORT

33/19/01 The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

33/19/02 The Flood and Water Manager advised members that there were 17 applications where the team was awaiting information back or waiting for the applicants to accept conditions/consents.

33/19/03 Delegated Consents (2)

The delegated consents determined by Officers in accordance with their delegated authority were considered in detail and duly noted. Arising therefrom:

**33/19/04 Determined Consents (2.1)
18_01132_C Byelaw 3 Surface Water**

The Flood and Water Manager highlighted works at Walpole Cross Keys where a watching brief is being kept as complaints regarding the standard of work have been received. Officers are liaising with the developer to finalise the consented works.

33/19/05 Enquiries (3)

The planning team have dealt with a large number of enquiries. The Flood and Water Manager reported the recent success of Lynn Road, Magdalen. This case related to the cleaning out of three blocked culverts which has now been resolved with the support of the tenant working with the IDB. The Chairman thanked the Flood

and Water Manager for resolving this issue which had been a contentious subject for a number of years. RESOLVED that this be noted.

33/19/06 Planning Comments (4.1)

The planning team have provided comments on 28 applications that are either in or could impact on the Board's Internal Drainage District. The Flood and Water Manager apprised members that Emneth was receiving quite a large number of applications. Concerns were raised regarding the nature of discharges in the area and the IDB was asked to ensure future additions are mitigated. It was noted that the relevant applications would be referred to the Board for decision.

33/19/07 Fees Associated with Consents Granted (5)

The Flood and Water Manager reported that Hopkins Homes had paid their invoice of £21,940.30 which included the interest charged on the debt. RESOLVED that this be noted.

33/19/08 Planning Policy Document (6)

It was noted that the consultation on the Board's new Planning Policy Document would close on 22 March 2019. The Flood and Water Manager advised members that he had received a number of concerns from Local Planning Authorities around how the Board intended to resource its new approach to planning; however, it was confirmed that a summary of responses received together with a finalised draft of the document would be brought back to the next meeting for comment and adoption.

34/19 SCHEDULE OF PAID ACCOUNTS

34/19/01 The Schedule of Paid Accounts for the period 1 January 2019 to 28 February 2019 totalling £1,231,906.04, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

35/19 FINANCIAL REPORT

35/19/01 The Financial Report for the period 1 April 2018 to 31 January 2019, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

35/19/02 At the end of last year the drainage rates outstanding amounted to approx. £28,000. The report currently showed a figure of £21,000 which was now down to £12,000, as of today. The Rating and Finance Manager requested that the Board considered 3 write-offs over £500; one for £743 where the company had gone into liquidation and two for the sums of £607 and £541 which were

largely historic. The Chairman congratulated the Rating/Finance Manager for the effort and work done in chasing these rates. It was agreed and thereby RESOLVED to write-off the three accounts.

36/19 RISK REGISTER

36/19/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:

36/19/02 Reduction in, or insufficient finance, grant and income (1a)

The Chief Executive suggested that the risk 1a on page 39 be reduced from 9 to 8 stating that the reduced risk for Islington and Wolferton should be reflected in the Register, given that both projects were now underway. RESOLVED that this be noted.

37/19 CORRESPONDENCE

37/19/01 There was no correspondence.

38/19 DATE OF NEXT MEETING

38/1/01 The date of the next meeting would be 24 May 2019 at 09:30 am here at Kettlewell House

39/19 ANY OTHER BUSINESS

39/19/01 The Board were informed that the Annual Inspection would be held in July 2019.

40/19 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

40/19/01 Complaint – Mr and Mrs Coleman

- (i) Mrs Coleman requested that she would like the Board to discuss the possibility of changing their business practice and that the IDB 'should not accept contracts on face value but actually check that they have a right to enter the land in question and are allowed to work on it.'
- (ii) Mrs Coleman advised members that she had originally approached her neighbour for comment regarding the incident, but did not receive a satisfactory response, hence why she then contacted the IDB who, in dealing with the complaint "has been impeccable." Mrs Coleman apprised the Board that 30 years of ecology had been lost overnight saying that there must be some way the Board can ascertain who the owners are prior to carrying out any rechargeable

work. She informed the Board that the farmer who had previously owned the land behind her property had told her that the ditch belonged to her. She said that although she had not requested it in her letter, she had made enquiries to ascertain what plants would be required to repair the hedging and, as a goodwill gesture, if the IDB could provide her with the plant whips that were lost so that she could replace the hedge.

- (iii) It was agreed that the Chief Executive would investigate this matter and respond to Mrs Coleman accordingly.

41/19 CONSORTIUM MATTERS

41/19/01 Issues for discussion at the next CMC Meeting

Members were reminded that the Board's representatives on the CMC were Mr Brian Long (Chairman), Mr Tim Matkin (Vice-Chairman) and Lord Howard of Rising. There were no items raised by members for discussion at the next Consortium Management Committee meeting on 29 March 2018.

42/19 CONFIDENTIAL BUSINESS

- 42/19/01** 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.

A MEETING OF THE KING'S LYNN IDB PLANT AND WORKS COMMITTEE WAS HELD IN THE BOARD ROOM, KETTLEWELL HOUSE, AUSTIN FIELDS INDUSTRIAL ESTATE, KING'S LYNN ON TUESDAY, 26 FEBRUARY 2019 AT 9.00 AM

- | | |
|---|--|
| <p>Elected Members</p> <ul style="list-style-type: none"> * J R Askew * K Banham * S A R Markillie T Matkin J Symington | <p>Appointed Members
King's Lynn & WNBC</p> <ul style="list-style-type: none"> * B Long * C Crofts |
| <p>Guest</p> <ul style="list-style-type: none"> * M Riddington | |
| <ul style="list-style-type: none"> * Present (71%) | |

In attendance:

Mrs M Creasy, (PA to the CEO),
G Howe (Project Manager), R Taylor (Operations Manager),
and Mrs C Cocks (minutes)

ID	King's Lynn IDB: Plant and Works Committee, Minute	Action
01/19	ELECTION OF CHAIRMAN & VICE-CHAIRMAN	
01/19/01	<p>Apologies were made for omitting this point from the agenda.</p> <p>Mrs M Creasy requested nominations for Chairman to the Committee. It was proposed by Mr Long, seconded by Mr C Croft and carried unanimously to elect Mr J Askew to serve as the Committee's Chairman for the three year term to 31 October 2021. RESOLVED that this be noted.</p> <p>Mr J Askew in the Chair</p>	
01/19/02	<p>It was proposed by Mr J Askew, seconded by Mr K Banham and carried unanimously to elect Mr B Long to serve as the Board's Vice-Chairman for the three year term to 31 October 2021. RESOLVED that this be noted.</p>	
02/19	WELCOME	
02/19/01	<p>Mr M Riddington was welcomed as a guest to the King's Lynn IDB Plant and Works Committee.</p>	
03/19	APOLOGIES	

ID King's Lynn IDB: Plant and Works Committee, Minute	Action
<p>03/19/01 Apologies for absence were received on behalf of Messrs T Matkin and J Symington and P J Camamile.</p>	
<p>04/19 DECLARATIONS OF INTEREST</p>	
<p>04/19/01 Mr J Askew declared an interest in the Islington Catchment Flood Risk Management Scheme. RESOLVED that this be noted.</p>	
<p>04/19/02 Mr K Banham declared an interest to all references to the Wolferton Catchment Flood Risk Management Scheme, due to his employment with Sandringham Estate. RESOLVED that this be noted.</p>	
<p>04/19/03 Mr B Long declared an interest as the Vice-Chairman to ADA Welland and Nene Branch. RESOLVED that this be noted.</p>	
<p>05/19 MINUTES OF MEETING</p>	
<p>05/19/01 The minutes of the Plant and Works Committee meeting held on 9 October 2018 were approved and signed as a true record. Matters arising therefrom:</p>	
<p>05/19/02 Indicative Five-Year Mobile Plant Replacement and Mobile Plant Requirements 2019/20 (14/18)</p> <p>The Project Manager reported that plant rates will be raised by £1 per hour this year and has been accounted for in the budget.</p>	
<p>06/19 ENGINEERING REPORT (Capital Works)</p>	
<p>06/19/01 The Engineering Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>06/19/02 Wolferton</p> <ul style="list-style-type: none"> (i) The Project Manager reported that work has progressed since the picture in the report was taken. Tiling to the second roof has now been completed. The generator has been installed in the building which has highlighted an issue with the opening for the motorised cooling louvres. The opening has been built too large and will delay the work by a week to bring it back to the correct size; this is being dealt with and paid for by the contractor. (ii) It was reported that all is in hand with the power company and work has begun on the kiosk base ready for installation of the new transformer, this is planned for middle of April 2019. (iii) There is an issue with the rising mains which were put in too low at the crest, this is in hand with the contractor for a solution but is 	

anticipated to take around 2/3 weeks to resolve.

- (iv) The River Ingol intake is now ready to be opened up and returned to gravity discharge. The steel piles will require cutting down to bed level, and by the time of the Board meeting the river will have returned to gravity discharge.

06/19/03 Islington

- (i) The Project Manager apprised the Committee that negotiations are ongoing regarding the design. The preferred option is 3b, which is the 4 concrete volute design, for a cost of £22.94m. This option would still give us 12cumecs capacity (equivalent to current station) if one of the pumps is down due to repairs. We are looking at detailed design in the next phase and the aim is to start construction work in early June 2019.
- (ii) Input is currently awaited from the EA as they will need to approve Option 3b and provide an exemption on eel screens.
- (iii) The Archimedean Screw design was considered but has been dismissed as it does not work hydraulically.

06/19/04 De-Silting Works

The de-silting works on the Gaywood River were completed on time and on budget; benefits are already noticeable with the upstream levels. More work has been budgeted for next year.

07/19 HEALTH AND SAFETY

07/19/01 The Health and Safety Report was considered in detail and approved. Arising therefrom:

07/19/02 Accidents

To be discussed under Confidential Business.

07/19/03 Near Misses

There have been no near misses to report.

07/19/04 Training

All employees have now completed the PA6 (W) Spraying Certificate and can spray by water.

07/19/05 Mr K Banham reported that the Sandringham Estate are now farming organically and requested that no spraying be carried out on Board watercourses adjacent to their land. RESOLVED that

ID King's Lynn IDB: Plant and Works Committee, Minute	Action
<p>this be noted.</p>	
<p>07/19/06 Air Receivers</p> <p>It was reported that the insurance engineers have requested that the remaining air receiver tank at Islington be removed for testing. This will allow them to test for steel thickness on the base which is necessary for safety reasons. This remaining tank was one of a pair used to start the diesel engines; the other one was condemned some time ago so the remaining one may be coming to the end of its useful life.</p> <p>Officers will be seeking prices to replace this vital piece of equipment in the next financial period as, without it, the diesel engines cannot be started.</p>	
<p>08/19 ANY OTHER BUSINESS</p>	
<p>08/19/01 Committee Membership</p> <p>The Chair reported that Mr M Riddington who had attended today's meeting as a guest, had expressed an interest in joining the Plant and Works Committee as a full member. The Chair required clarification of the process to effect this. Mrs M Creasy apprised the committee that the Terms of Reference stated the Committee has a membership of 7. The Plant and Works Committee would therefore need to recommend to the King's Lynn IDB Board at their next Board meeting that they wish to change the membership number to 8 to allow Mr Riddington to be co-opted to the Committee. Agreed to take the recommendation to the main Board meeting on Friday, 15 March 2019. RESOLVED that this be noted.</p>	<p>P&W Comm/ KLIDB</p>
<p>08/19/02 Meeting Time</p> <p>It was agreed to move the starting time for future Plant and Works Committee meetings from 9 am to 9:30 am. RESOLVED that this be noted.</p>	
<p>09/19 CONFIDENTIAL BUSINESS</p>	
<p>09/19/01 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 Act (Admission to Meetings) Act 1960.</p>	

ENGINEERING & OPERATIONS REPORT

1 CAPITAL WORKS

1.1 ISLINGTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

Construction options have been investigated and it has been confirmed that the fully Eel Regulations compliant solution cannot be provided within the budget available. Therefore alternative designs have been developed and priced so a sensible alternative option can be proposed to the Environment Agency for granting appropriate exemption and acceptance.

It was agreed at the Project Board meeting that we should continue with the outline design and pricing of the preferred four number concrete Volute pump option.

Royal Haskoning are revising the Partnership Funding Calculator in line with the revised scheme for submission to the EA. Balfour Beatty are also working to produce the revised Feasibility Report to comply with the Scape Procure Contracts.

Royal Haskoning are currently continuing to assist Balfour Beatty with hydraulic modelling and design detail to arrive at a more robust budget cost. This cost is currently within our available budget but we will be continually looking at efficiencies.

Site works: Tree and vegetation clearance has commenced on site. Bat license and permissions are in place ready for imminent demolition of the bungalow.

1.2 WOLFERTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

River Ingol Intake

Both the generator and control buildings are now complete, and the earth dam has been removed to allow the river Ingol to return to its normal gravity discharge.



To the left of the picture is the control building and to the right the generator building. There will be a gravity louvre installed in the opening to the end of the generator building to allow cooling air from the generator to escape.

The control panels have been installed in the control building ready for the wiring to be started, you will notice that the panels are standing on stools to raise them above the predicted flood level, this will also apply to the generator. There will be a raised platform installed after the wiring is completed to allow access to the controls by the Boards operatives.



Pump Intake

The pump intake is completed apart from the installation of the handrails and Weedscreen cleaner. All three pumps are now installed within the canisters ready for the cables to be pulled across to the control building.



2. RECHARGEABLE WORK

Work Carried Out For	Date	Complaints
Robinson Farms Carbrooke Ltd (Paperhall Farm)	11 January 2019	None
Mr P Bunning (Walton Highway)	31 January 2019	None
Mr M Reeve (Marshland St James)	1 February 2019	1
Anglian Planters (Wiggenhall St Mary)	22 February 2019	None
Downham and Stow IDB	22 February 2019	None
Castle Rising Estates	7 March 2019	None

3. HEALTH & SAFETY

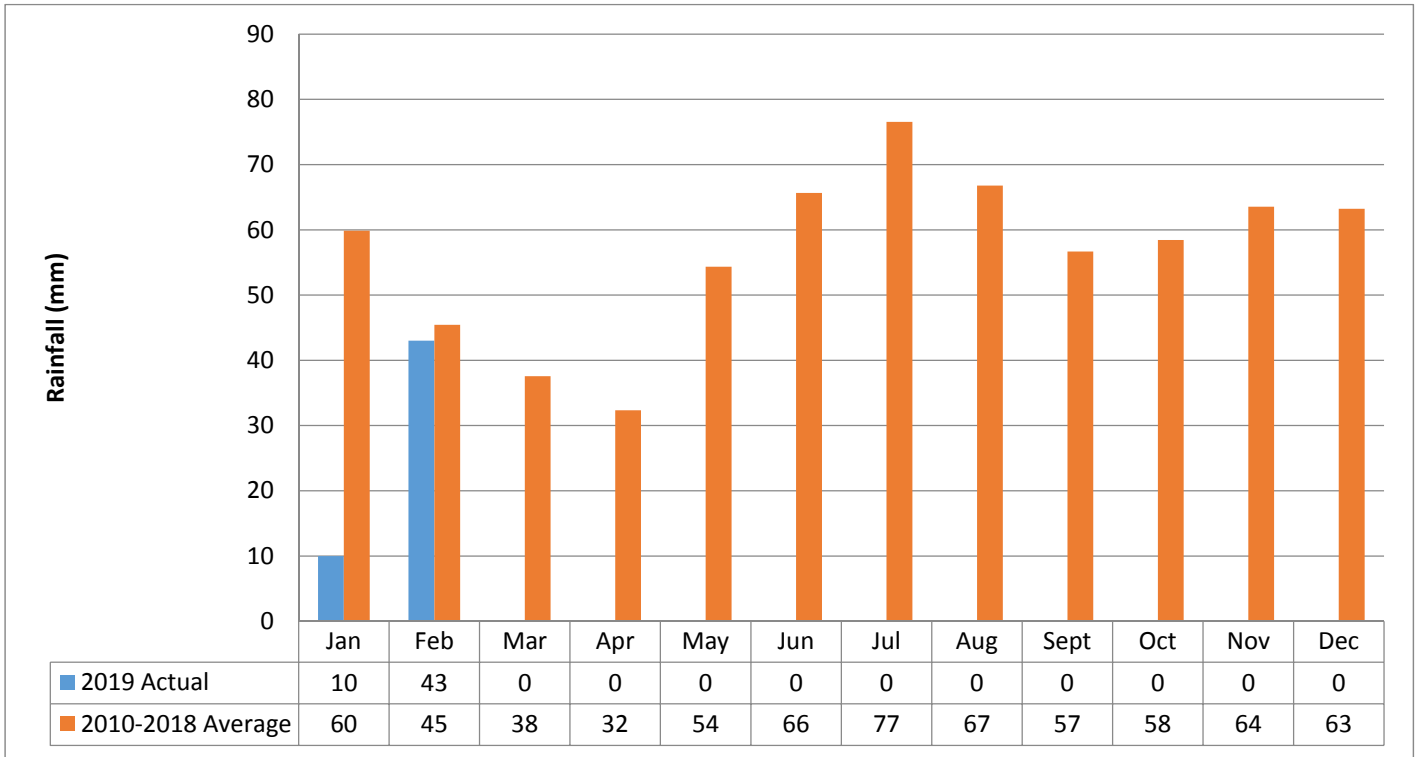
Concerns around the Millfleet Outfall and access to level control sensors by our H&S consultants were expressed at the last meeting. We have now received updated Risk Assessments from our telemetry contractors which are currently with Copes for their comment.

3.1 ACCIDENTS AND NEAR-MISSES

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

4. RAINFALL

LOCATION	January		February		Cumulative	
	2019	2010-2018 Average	2019	2010-2018 Average	2019	2010-2018 Average
ISLINGTON PUMPING STATION	11	55	31	49	42	104
PIERREPOINT PUMPING STATION	10	60	43	45	53	105
WOLFERTON PUMPING STATION	9	55	33	45	42	101



**Kings Lynn IDB
Environmental Report
March 2019**

The following information pertains to environmental work carried out for the Kings Lynn IDB involving the Environmental Team from 11 January 2019 – 6 March 2019:

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 springtime mitigation requirement for the site has been reviewed. A water vole survey was conducted by the EM on the 27 February 2019. A few water vole burrows were found to be present within the section which requires to be infilled in front of the pumping station, however, there is currently no evidence of the site being used by animals. This this will be mitigated in March/April by the use of the IDB water vole class licence.

Netting has been erected in front of the pumping station and boxing has been constructed by the contractor to prevent swallows from re-entering the old pumping station in April. The contractor has been asked to undertake daily checks for holes or gaps in the netting which may allow the birds to gain entry into the old pumping station. Other potential nest sites have been highlighted and mitigation will continue until the contractor leaves site.

Various other thoughts on mitigation requirements for the site have been fed back to the contractor..

Netting in front of the pump weedscreen



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:

4.1 Nothing to report within this period.

5. Training / Meetings Attended

21 February 2019
Environmental Team Meeting

22 February 2019
The Environmental Team attended a training course on producing Habitats Regulation Assessments for all WMA Boards, in line with a recent court case (People over Wind: Peter Sweetman v Coillte; People vs Sweetman); where a new precedent was set by the Court of Justice of the European Union which issued a judgment which ruled that Article 6(3) of the Habitats Directive must be interpreted as meaning that mitigation measures should be assessed within the framework of an appropriate assessment and that it is not permissible to take account of measures intended to avoid or reduce the harmful effects of the plan or project on a European site at the screening stage.

All future WMA IDB's Habitats Regulation Assessments, produced by the Environmental team, will be done so in line with this new information and training.

6. Site Visits

5 February 2019
Site visit to the New Islington Pump site to discuss mitigation requirement for the site with Gary Howe, Project Manager and Colin Beaumont, Engineer.

20 February 2019
The EM met with Balfour Beatty and their ecological contractor, Middlemarch Environmental on site of the new Islington Pumping Station site to discuss the springtime ecological mitigation and survey requirements for the site.

27 February 2019
The EM undertook a water vole survey at Wolferton Pumping Station.

01 March 2019
The EM looked at the newly installed bird netting and reviewed the future mitigation requirements for the site.

6 March 2019
The EM undertook a site check to monitor the maintenance recently undertaken on Derby Fen. The maintenance undertaken was in line with what was agreed in Autumn 2018.

Caroline Laburn - Environmental Manager WMA

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 11 January 2019 to 7 March 2019. There are currently 26 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):	3
Byelaw 3 (B3) – Discharge of Surface Water (SW):	6
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	9
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	8
Total:	26

- 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:	1	1	5	4	11
Awaiting applicants acceptance of conditions:	0	4	0	2	6
Being processed by officers:	2	1	4	2	9
To be determined by the Board in this report:	0	0	0	0	0
Total:	3	6	9	8	26

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

2. DELEGATED CONSENTS DETERMINED

2.1. During this reporting period, the following 6 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

<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):	3
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	2
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	1
Total:	6

2.2. These determined consents are listed in more detail in the table below.

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
19_01121_C	Byelaw 3 Surface Water	King's Lynn	Land North of Green Park Avenue	Proposal to discharge surface water from 7680 m ² of impermeable area at a rate of 2.9 l/s	Granted 20/02/2019
19_01121_C	Section 23, LDA 1991	King's Lynn	Land North of Green Park Avenue	Works to partially realign and partially culvert riparian watercourse	Granted 20/02/2019
18_01132_C	Byelaw 3 Surface Water	Walpole Cross Keys	Land W of 67 Sutton Road	Proposal to discharge surface water from 514m ² of impermeable area at an un-attenuated rate	Granted 14/01/2019
19_01141_C	Byelaw 10	Wiggenhall St Mary Magdalen	West of Low Road	outfall structure into Board Adopted Watercourse	Granted 04/03/2019
19_01209_C	Byelaw 3 Surface Water	King's Lynn	Freebridge Park, Clenchwarton Road	Proposal to discharge surface water from 3350 m ² of impermeable area at a rate of 1 l/s	Granted 07/03/2019
19_01211_C	Section 23, LDA 1991	Walpole Highway	Off of Lynn Road	Works to alter a watercourse (infilling of roadside watercourse)	Granted 14/02/2019

3. ENQUIRIES

3.1. Officers have responded to 23 enquires during the reporting period, outlined below;

Case. Ref.	Case File Sub-type	Parish	Description
17_00204_Q	About Regulation	Terrington St John	Enquiry regarding possibility of infilling watercourse at Ely Row
18_01083_Q	About Planning	Terrington St John	Consultation on neighbourhood plan
18_01090_Q	About Regulation	King's Lynn	Enquiry regarding locating a works compound for Network Rail
18_01103_Q	About Regulation	Wisbech	Enquiry regarding access to watercourse for IDB maintenance at Meadowgate Lane
19_01114_Q	About Infrastructure	Emneth	Enquiry regarding watercourse location prior to culverting at Hollycroft Road
19_01138_Q	About Regulation	Emneth	Enquiry regarding requirement for Land Drainage Consent at Land West of Playing Field, Hungate Road
19_01173_Q	About Infrastructure	King's Lynn	Enquiry regarding existing drainage arrangements at Land off Parkway
19_01178_Q	About works	Hunstanton	Enquiry regarding requirement for Land Drainage Consent at South Beach Road
19_01187_Q	About Infrastructure	Clenchwarton	Enquiry regarding interest in land to the South of Main Road, Clenchwarton adjacent to Boards watercourse
19_01208_Q	About Regulation	Walpole Highway	Enquiry regarding requirement for Land Drainage Consent at Land at West Drove North
19_01215_Q	About works	King's Lynn	Enquiry regarding existing drainage arrangements at Lynnsport 4/5
19_01230_Q	About works	Marshland St James	Enquiry regarding IDB works to a watercourse at Smeeth Road

Case. Ref.	Case File Sub-type	Parish	Description
19_01236_Q	About Regulation	King's Lynn	Enquiry regarding existing drainage arrangements at Land North of Green Park Avenue
19_01237_Q	About Regulation	Snettisham	Enquiry regarding requirement for Land Drainage Consent at Land off Beach Road
19_01239_Q	About Regulation	Terrington St Clement	Enquiry regarding requirement for Land Drainage Consent at Low Lane
19_01240_Q	About Regulation	Walpole Cross Keys	Enquiry regarding Land Drainage Consents issued at Sutton Road
19_01249_Q	About Planning	South Wootton	Enquiry regarding drainage crossing third party land at Knights Hill
18_01255_Q	About Infrastructure	Terrington St Clement	Enquiry regarding drainage infrastructure, drainage rates and regulation at Green Marsh Road
19_01257_Q	About Regulation	Emneth	Enquiry regarding unauthorised works at The Wroe
19_01275_Q	About Infrastructure	Dersingham	Enquiry regarding modelled flood levels at Land South of Prince Andrew Drive
19_01278_Q	About Regulation	Tilney St Lawrence	Enquiry regarding requirement for Land Drainage Consent at Church Road
19_01288_Q	About Regulation	Tilney All Saints	Enquiry regarding requirement for Land Drainage Consent at Church Road
19_01299_Q	About Regulation	Clenchwarton	Enquiry regarding requirement for Land Drainage Consent at Hall Road

4. PLANNING COMMENTS

4.1. Officers have provided comments on 28 applications that are either in or could impact on the Boards Internal Drainage District. 8 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Stage of Planning	Description
18/01966/RMM	King's Lynn	Land North East of Scania Way, Hardwick Industrial Estate	Reserved Matters	Erection of supermarket
18/01986/RMM	King's Lynn	Land North East of Scania Way, Hardwick Industrial Estate	Reserved Matters	Erection of pub/restaurant and hotel/inn
19/00032/F	Marshland St James	Fen-Acres, Gooses Lane	Full	Replacement of existing Bungalow with new Two Storey Dwelling
18/02128/FM	West Walton	Land Opposite Meredyke House, Harps Hall Road	Full	Application for a retrospective change of use of agricultural land
18/00115/DISC_C	North Runcton	Land North East of Scania Way, Hardwick Industrial Estate	Discharge of Condition	Mixed Use Development
19/00228/RMM	Emneth	Land off Elm High Road	Reserved Matters	Residential development of 117 dwellings
16/02231/OM	Castle Rising	Land West of Knights Hill Village, Grimston Road	Outline	Residential development of up to 635 dwellings
18/01429/FM	Heacham	Heacham Manor, Hunstanton Road	Full	Golf Club House, Function Rooms and 4 Hotel Rooms

5. FEES ASSOCIATED WITH CONSENTS GRANTED

5.1. There has been 1 fee invoiced and 1 fee paid during the reporting period. These are detailed below;

Type of charge	Case ref.	Developer	Site	Amount (no VAT)	Date invoiced	Paid? Y/N	"Trigger" and reason for invoice / payment
Surface Water Development Contribution	17_00121_C	Hopkins Homes	Heacham Manor Golf Course, Hunstanton	£ 21, 940.30	17/07/2018	Yes (06/02/2019)	Second 50% payment associated with the grating of consent for 29,060 m ² of impermeable area discharging at 12.5 litres per second
Surface Water Development Contribution	19_01121_C	Norfolk County Council	Land North of Green Park Avenue, King's Lynn	£ 8,993.28	20/02/2019	No	Granting of consent for 7,680 m ² of impermeable area discharging at 2.9 litres per second
				Total: £ 30, 933.58			

6. DRAFT PLANNING AND BYELAW STRATEGY

6.1. Introduction

- a. The member Internal Drainage Boards (“IDBs”) of the Water Management Alliance (“WMA”) have been guided in their application of statutory regulatory powers under the Land Drainage Act 1991 and each Board’s Byelaws by a [Planning and Byelaw Policy document](#) adopted in April 2012.
- b. Following the inception of the new Planning Team within the WMA, officers have continued to be guided by this document. In light of their experiences using the document, and also in response to wider Government legislative and policy changes, officers have also initiated a review of its approach. This review is the subject of this report.

6.2. Intention and Results of the Review

- a. The intention of the current review of the Planning and Byelaw Policy was to compile a single document that;
 - Communicated the vision and mission of the WMA member IDBs
 - Promotes the role of our regulatory powers and how they link to planning considerations.
 - Set out clearly the local instances where IDBs should be consulted on new development proposals and at what stage (Outline, Reserved Matters etc.)
 - Communicates the circumstances where the IDB would object to technical aspects of development proposals and at what planning stage
 - Sets out the IDB approach to determination of our regulatory matters (consents and enforcement)
 - Provides other Risk Management Authorities with an opportunity to comment on our approach via consultation
 - Highlights the link between planning, regulation, IDB evidence base and operational matters.
- b. The approach to regulation as set out under the previous April 2012 Planning and Byelaw Policy is summarised as follows;
 - Applications for discharge consent are determined under delegation unless they are contested or the significance of the discharge rate/volume would not be accommodated.
 - Applications for altering non-Board watercourses are determined under delegation.
 - Applications for altering Board watercourses (where they are not a replacement or the minimum length for access) are considered by the Board.
 - Applications for works within 9m are generally considered by the Board where permeant above ground works are proposed.
- c. In our review and assessment of the current Planning and Byelaw Policy it has become clear that over the last 6 years each WMA member Board has faced challenges in applying this approach to regulation. As such this historically led to a variance in the consideration and outcome of regulatory cases between Boards. The creation of a single Planning Team in 2018 has enabled the creation of common systems of work, the standardisation of forms, letters, consents and the conditions of consent. This has

gone a long way in ensuring the consistency of application of the current byelaws and policy.

6.3. The Draft Planning and Regulatory Strategy

- a. In addition to the previous WMA Planning and Byelaw Policy the new draft document has drawn on, and sought to consolidate, the following WMA / IDB Policy documents;
 - WMA Group Vision, Mission and Values (as presented on the [website](#))
 - WMA [Drought Policy](#), Version 1
 - WMA Operations - [Sustainability Policy](#) – Version 1, 25/09/2015
 - Individual Board's [Fly Tipping Policy](#) (Please note South Holland IDB Policy is given as an example as they are the same for every Board).
 - Individual Board's [Ragwort Control Policy](#)
 - Individual Board's [Supplementary Guidance for Adoption and Abandonment of Watercourses](#), 2009
 - Individual Board's [SuDS Adoption Policy](#)
- b. The rationale for incorporating these wider documents within the proposed document (for consultation) has been to recognise the cross over that these policies have to regulation and to reduce the number of documents that customers have to find or cross reference.
- c. The focus of the new draft Planning and Regulatory Strategy is to;
 - Seek attenuated discharges to maintain the capacity of the Board's drainage network and pumping stations
 - Seek to maintain and regularise the current levels of access to the Boards adopted network
 - Seek to only allow culverting based on the minimum need for access to retain as much volumetric capacity within the network as possible
 - Meet all legal requirements for the recording of consents
 - Seek the timely reporting of contraventions to enable enforcement action to be pursued
- d. It should be noted that, in aiming to realise the outcomes set out above, the approach to regulation articulated in the new document does not vary greatly from the previous policy. However some elements do differ, and these are set out below;
 - The financial stipulations relating to commuted maintenance fees have been included within Boards [Charging Policy](#).
 - The complexity of activities allowable under Byelaw 10 has been simplified significantly.
 - The delegation of decision making requires clarification through minor amendments to each Board's Schedule of Reserved Matters to ensure consistency in how the policies are to be applied
 - Explanations detailing the independence of the IDB regulatory process and the links to other regulatory regimes (such as planning and environmental matters) and the use of our evidence base have been included.
- e. The planning section now also clearly states when officers believe that the WMA member IDBs should be consulted on planning. These include;

- Applications for development located wholly or partly within the Internal Drainage District where;
 - The site is within 9 metres of a Board-maintained watercourse, or
 - The proposal includes works within Board-maintained or privately-maintained watercourses that require consent under the Boards Byelaws or the Land Drainage Act 1991, or
 - The proposal includes the alteration of site levels that may lead to displacement of flood water
 - The means of surface water disposal is indirect or direct positive discharge into a Board-maintained or privately-maintained watercourse and the increase in the site's impermeable area is significant, or
 - The site is in an area known to suffer from poor drainage
- Applications for development within the Board's catchment that has the potential to increase surface run-off - For these sites the Board's officers will assess the significance of the proposed volume of surface water runoff to be discharged and whether to respond to the consultation

6.4. Consultation with Local Planning Authorities

- a. Following approval from the Consortium Management Committee on 7 December 2018, a working copy of the Draft Planning and Byelaw Strategy was circulated for comments to the 20 Local Planning Authorities (including Lead Local Flood Authorities) who operate within the 5 Internal Drainage Districts. As these authorities are amongst the potential end users of the document and as such it was considered imperative to involve their officers in the development of the document.
- b. While the circulation email clearly acknowledged that the document is under continual development, it was requested that comments were submitted to the planning team before 5pm on the 22 March 2019. This represents a slight delay in the original timescale however a summary of comments received from other Risk Management Authorities as well as a table setting out any proposed amendments will be tabled at the next Board meeting.
- c. To see a copy of the draft document in its current format please contact the planning team.

G.R. BROWN – FLOOD AND WATER MANAGER
C.H. BRADY – FLOOD AND WATER OFFICER
J.F. NOBBS – FLOOD AND WATER OFFICER
E.C. ROBERTS – FLOOD AND WATER OFFICER

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/01/2019

Payment Date To : 28/02/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AD0102	ADC (East Anglia) Ltd	Maintenance Works	192,600.00
AN0100	Anglia Farmers Ltd	Electricity	14,191.82
AR0001	Arval	Fuel	2,209.57
AR0002	Archant Finance	Advertising	687.17
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	55.22
BA0001	T W Barker Ltd	Drain Surveys	18,804.36
BE0001	Bedford Pumps Ltd	Capital Works	343,587.07
BO0001	Borough Council of King's Lynn &	Pierrepoint Rates	442.00
BO0004	Borough Council of King's Lynn &	Council Tax	145.00
BO0240	BOC Ltd	Oxygen	102.62
BR0007	Breheny Civil Engineering Ltd	Capital Works	345,843.92
BT0270	BT	Phone/Broadband	404.16
BU0285	Burley Fluid & Air Ltd	Spares & Repairs	23.44
CA0002	Cavell & Lind Ltd	Medical Assessment	248.15
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	1,008.00
CR0380	King's Lynn Auto Electrical Ltd	Electrical Parts	84.00
DO0004	John W Doubleday	Spares & Repairs	703.96
EM0001	EMG Anglia Ltd	Service/MOT	1,197.51
EN0002	Enforcement Bailiffs Ltd	Bailiffs Fees	167.00
EON001	E.ON	Electricity	25.39
FI0620	Finning (UK) Ltd	Maintenance Works	1,710.00
FR0650	Frimstone Ltd	Shingle	205.85
GL0001	Nationwide Gladwins	Vehicle Repair	435.73
HA0810	Hayley Group plc	Engineering Supplies	156.40
IN0001	Inland Revenue	Paye & Nic	14,847.31
IN0950	Industrial Maintenance Group Ltd	Small Tools/Light Plant	1,048.79
JO1060	A T Johnson	Spares	253.25
KL0001	King's Lynn Engine Centre	Vehicle Repairs & Service	210.00
MA0001	Marshall Ford DD	Ford Lease	928.57
MU0001	Murley Agricultural Supplies Ltd	Spares/Repairs	872.00
NI0001	Nimmo Industrial Buildings Ltd	Shed Door	1,140.00
NO0001	Norfolk Pension Fund	Pension Contributions	14,353.54
NO0004	Norfolk County Council	BAP Charges	96.00
NP0001	npower	Electricity Sluice Bungalow	81.25
OR1550	Oriel Systems Ltd	Telemetry Maintenance	19,206.61
PBA001	Peter Brett Associates LLP	Capital Works	10,050.06
PP0001	PPG Architectural Coatings UK Ltd	Paint	94.45
RO0003	Royal Haskoning DHV	Capital Works	124,738.80
RY0001	Mr P Ryan	Oven installation	410.00
SC0001	Scamblers	Tractor Repair	3,179.61
SH1955	Fenflow Ltd	Parts/Repairs	780.00
SP0002	Spearhead Machinery Ltd	Servicing/Parts	8.90

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/01/2019

Payment Date To : 28/02/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
ST0002	Stapleton's (Tyre Services) Ltd	Tyres/Puncture Repairs	5,236.80
ST0004	Stainless Metalcraft (Chatteris) Ltd	Weedscreen Cleaner	72,530.68
TH2030	Thurlow Nunn Standen Ltd	Plant Servicing/Parts	684.18
VJ2250	V & J Knitwear Ltd	Protective Clothing	111.95
WA0001	Watson Petroleum	Gas Oil	7,762.30
WA2310	Water Management Alliance	Rechargeable Works	25,057.25
WI0001	Wildlife Conservation Partnership	Barn Owl & Kestrel Monitoring	2,000.40
YA0001	Yarmouth Rewinds Ltd	Balancing Spearhead flails	1,185.00

Please note that the amounts shown above include Vat £1,231,906.04

From: 01 April 2018
 To: 31 January 2019

 Period: 10
 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	316,022	316,022	0	316,022	316,022	0
1	Special Levies issued by the Board	1,918,285	1,918,285	0	1,918,285	1,918,285	0
	Grants Applied	945,000	1,111,326	166,326	1,134,000	1,134,000	0
	Rental Income	2,667	356	-2,311	3,200	3,200	0
2	Highland Water Contributions	40,646	49,052	8,406	40,646	49,052	8,406
	Income from Rechargeable Works	0	70,392	70,392	0	70,392	70,392
	Investment Interest	41,667	26,451	-15,215	50,000	31,742	-18,258
	Development Contributions	0	115,673	115,673	0	115,673	115,673
4	Other Income	69,234	418,491	349,257	158,503	444,908	286,405
	Total Income	£3,333,520	£4,026,048	£692,528	£3,620,656	£4,083,274	£462,618
<u>Less Expenditure:</u>							
5	Capital Works	6,813,409	4,575,911	2,237,499	8,176,091	5,938,592	2,237,499
6	Environment Agency Precept	165,284	163,371	1,913	165,284	163,371	1,913
7	Maintenance Works	981,467	917,589	63,878	1,202,760	1,118,049	84,711
	Development Expenditure	0	18,116	-18,116	0	18,116	-18,116
	Interest Payments	0	258,275	-258,275	0	256,623	-256,623
8	Administration Charges	234,554	245,515	-10,961	297,023	285,118	11,905
	Cost of Rechargeable Works	0	61,041	-61,041	0	61,041	-61,041
3	Net Deficit/(Surplus) on Operating Accounts	0	58,389	-58,389	0	0	0
	Total Expenditure	£8,194,714	£6,298,206	£1,896,508	£9,841,158	£7,840,910	£2,000,248
	Profit/(Loss) on disposal of Fixed Assets	£0	£28,367	£28,367	£0	£28,367	£28,367
9	Net Surplus/(Deficit)	-£4,861,194	-£2,243,792	£2,617,402	-£6,220,502	-£3,729,269	£2,491,233

From: 01 April 2018
 To: 31 January 2019

Period: 10
 Year Ending: 31 March 2019

Notes	Balance Sheet as at 31-1-2019	Opening Balance £	Movement This Year £	Closing Balance £
10	Fixed Assets:			
	Land and Buildings	913,818	-240,392	673,426
	Plant and Equipment	918,599	-51,821	866,778
	Pumping Stations	177,696	-74,040	103,656
	Shared Consortium Assets	0	0	0
		2,010,113	-366,252	1,643,861
	Current Assets:			
11	Bank Account	9,463,622	-9,350,235	113,387
	Stock	7,229	436	7,665
12	Trade Debtors	116,066	-1,663	114,403
13	Work in Progress	0	0	0
14	Term Deposits	5,400,000	8,100,000	13,500,000
15,16	Drainage Rates and Special Levies Due	28,148	-7,028	21,120
17	Prepayments	0	0	0
	Prepayments to WMA	16,822	-30,809	-13,987
	Accrued Interest	0	0	0
	VAT Due	46,372	70,516	116,888
	Grants Due	0	0	0
		15,078,259	-1,218,783	13,859,476
	Less Current Liabilities:			
	Trade Creditors	60,370	-44,700	15,670
	Accruals	65,000	-65,000	0
	Payroll Controls	0	0	0
	Finance Leases	0	0	0
	Receipts Paid in Advance	211	566	777
	Loans due in less than one year	158,974	-90,744	68,230
		284,555	-199,878	84,677
	Net Current Assets	14,793,704	-1,018,905	13,774,799
	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	£3,602,792	-£1,385,157	£2,217,634
19	Reserves:			
	Earmarked			
20	General Reserve	2,438,695	-2,243,792	194,903
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	932,674	1,050,632
		6,458,244	-1,311,118	5,147,126
	Non-Distributable			
24	Revaluation Reserve	504,548	-74,040	430,508
25	Pension Reserve	-3,360,000	0	-3,360,000
		-2,855,452	-74,040	-2,929,492
	Total Reserves	£3,602,792	-£1,385,158	£2,217,634

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

From: 01 April 2018
To: 31 January 2019

Period: 10
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	20,871
Mobile Plant Operations Account	0	37,518
	0	58,389

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	66,734	115,491
Summons Costs	833	2,625
East Wash Coastal Management CIC Administration Fee	417	0
Sundry Income	1,250	300,375
	69,234	418,491

- 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	368,668	368,605
Plant Charges	198,152	198,118
Materials	1,503	1,502
Contractors	71,792	71,779
Electricity	91,092	91,076
Pumping Station Insurances	27,724	27,719
Telemetry	18,410	18,407
Heating Fuel	1,251	1,251
Pumping Station Depreciation	0	0
Direct Works	778,592	778,457
Technical Support Staff Costs	171,347	130,443
Other Technical Support Costs	25,000	2,082
Biodiversity Action Plan Costs	6,528	6,607
Contingency	0	0
Annual Asset Reinstatement Provision	0	0
Maintenance Works	981,467	917,589

- 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	79,515	80,802
Other Administration Costs	139,604	156,044
Sundry Expenses	0	0

From: 01 April 2018
To: 31 January 2019

Period: 10
Year Ending: 31 March 2019

Note Notes to the Accounts

Pension Pay Strain 2016/17	0	0
Drainage Rates AV Increases/(Decreases)	7,500	713
Kettlewell House Depreciation	6,643	6,643
Sundry Debtors written off	292	0
Settlement Discount	1,000	1,313
	234,554	245,515

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

	<u>Budget</u>
PWLB	-5,842,091
General Reserve	-378,411
	-6,220,502

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	1,657,827	888,480	3,963,798
(+) Additions	0	95,530	0	95,530
(-) Disposals	-233,748	-69,560	0	-303,308
Closing Balance c/fwd	1,183,743	1,683,797	888,480	3,756,020
Depreciation				
Opening Balance b/fwd	503,674	739,228	710,784	1,953,685
(+) Depreciation Charge for year	6,643	146,851	74,040	227,534
(-) Accumulated depreciation written out on disposal	0	-69,060	0	-69,060
Closing Balance c/fwd	510,317	817,019	784,824	2,112,160
Net Book Value as at 31-3-2018	913,817	918,599	177,696	2,010,113
Net Book Value as at 31-1-2019	673,426	866,778	103,656	1,643,861

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:

	<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	7,759,855
(-) Payments	-5,929,129	-17,110,090
(=) Closing Balance as at 31-1-2019 c/fwd	9,463,622	113,387
Balance on Statement as at 31-1	9,480,196	113,387
Less: Unpresented Payments	-17,511	0
Add: Unpresented Receipts	937	0
Closing Balance as at 31-1-2019 c/fwd	9,463,622	113,387

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	27,820	4
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days	86,583	2
	114,403	6
>90 days	Amount	Inv. Date Originator
Hopkins Homes Ltd	21,940	17/07/2018 Flood & Water Manager
Lovell Partnerships Ltd	64,643	14/12/2017 Flood & Water Manager
	86,583	

From: 01 April 2018
To: 31 January 2019

Period: 10
Year Ending: 31 March 2019

Note Notes to the Accounts

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

Customer	Amount	Estimated Completion Date	Budget Holder
	0		

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
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%
Furness Building Society	1,000,000	03/08/2018	02/08/2019	1.00%
Monmouthshire Building Society	1,000,000	03/08/2018	02/08/2019	0.95%
Saffron Building Society	1,000,000	03/08/2018	05/08/2019	1.02%
Hinckley & Rugby Building Society	1,000,000	29/08/2018	29/08/2019	1.05%
National Counties Building Society	1,000,000	31/08/2018	30/08/2019	1.05%
Skipton Building Society	500,000	28/09/2018	31/05/2019	0.62%
Newcastle Building Society	1,000,000	15/10/2018	14/06/2019	0.96%
Principality Building Society	1,000,000	31/10/2018	28/06/2019	0.91%
Progressive Barclays	500,000	30/11/2018	31/05/2019	0.90%
	13,500,000			

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 109 Ratepayers that have not paid their Drainage Rates for 2018/19, as compared to 101 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	316,022
Special Levies for the year	1,880,625	1,918,285
Payments Received	-2,205,021	-2,263,595
Settlement Discount	-1,186	-1,313
Returned/(Represented) amounts	0	451
Value /(Decreases)	-5,936	-18,570
Value Increases	3,910	16,069
New Assessments	2,091	2,501
Irrecoverables and write offs	-2,421	-714
The East Coastal Management CIC	20,681	20,667
Summons collection costs	2,925	2,625
Special Levy Adjustment	0	0
Drainage Rate Adjustment	-23	535
Paid Refunds	0	10
Sundry adjustments/Summons	0	0
Arrears c/fwd	28,148	21,120

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	22,472
SCH42: Islington Catchment Flood Risk Management Scheme	67,000	1,028,160
	117,958	1,050,632

Grants Reserve b/fwd at 31.03.18	117,958
Add: Grants Received	2,044,000
Less: Grants Applied	-1,111,326
Grant Reserve c/fwd at 31.03.19	1,050,632

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.

From: 01 April 2018
To: 31 January 2019

Period: 10
Year Ending: 31 March 2019

Note Notes to the Accounts

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

	<u>2017/18</u>	<u>2018/19</u>
Opening Balance, as at 1 April b/fwd	2,195,674	2,438,695
Net Surplus/(Deficit) for the year	446,797	-2,243,792
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	<u>2,438,695</u>	<u>194,903</u>

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

	<u>2017/18</u>	<u>2018/19</u>
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	<u>1,080,443</u>	<u>1,080,443</u>

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

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

	<u>2017/18</u>	<u>Gen. Reserve</u>	<u>2018/19</u>
SCH33 Wolferton Pumping Station - Structural Investigation	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

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

	<u>2018/19</u>
Fixed Plant Reserve	2,021,148
Mobile Plant Reserve	800,000
Plant Reserve	<u>2,821,148</u>

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

	<u>2018/19</u>
Opening Balance, as at 1 April b/fwd	504,548
Less:	
Pumping Station & Kettlewell House Depreciation	-74,040
Closing Balance c/fwd	<u>430,508</u>

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 £125,346.56 upto 31/01/19.
- (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

From: 01 April 2018
To: 31 January 2019

Period: 10
Year Ending: 31 March 2019

Note Notes to the Accounts

suppliers. The Board paid Askew Agricultural Supplies Ltd £3,261.51 upto 31/01/19.

- (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 former Chairman received £875.00 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 31-1-2019.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

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)	(1a) Reduction in, or insufficient finance, grant and income (1b) EA may cease to pay highland water contribution to IDBs	Erosion of Board’s capital and general reserves Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in the Board’s asset plan and EA MTP	3	3	High 9 →	Explore alternative funding streams 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 due its second reading in Parliament on 8 Feb 2019 Close liaison with EA to support its next 6 year compulsory spending programme to facilitate inclusion of IDB programmes/FDGiA where possible
	(1d) The EA is no longer willing or able to carry out work on sea defences that protects the	Potential overtopping into the IDD during severe weather events.	2	3	High 6 ↓	Formation of the East Coast Management Strategy with KL&WNBC and local business community and the East

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	Internal Drainage District, or continues to maintain the sea defences but to a reduced specification	Cost implication of managing the increase in water				<p>Coast Wash Community Interest Company is raising funds which will contribute to recycling and rechargeable works costs when EA activity is withdrawn</p> <p>IDB to work with key stakeholders to develop strategy for investment to reduce risk</p> <p>Use of Public Sector Cooperation Agreement (PSCA) to facilitate partnership working with other risk management authorities (RMAs)</p>
	(1e) Flood risk management for the Fens project. EA project looking at collaborative and partnership approach with all relevant IDBs to future flood risk management of the Great Ouse Fens	Potential reduction in grant funding for flood risk management in the Fens	2	3	6 →	Board representation on this project implemented by the EA.
	(1g) Potential for enforced works on IDB infrastructure	Huge cost implication if works are not grant funded	2	3	6 →	EA has provided derogation until end 2020. Work. Board to apply for grant aid.

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	arising from implementation of Eel Regs 2009					
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	<p>(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>(3b) SUDs managed by private management companies who allow them to fall into disrepair through lack of long term maintenance</p>	<p>Increased flood risk</p> <p>Potential for lost income from SWDCs and commuted sums</p> <p>Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>	2	3	High 6 ↑	<p>Planning/Enforcement is undertaken by the Board's Flood and Water Officers and issues are raised at Board and Committee meetings</p> <p>Officers' comments on planning applications are available on Local Authority website</p> <p>A SUDs adoption and charging policy approved by the Board November 2016</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken in conjunction with WMA Flood and Water Manager. New rates and banding introduced 1 October 2018</p> <p>Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 for consultation with LPAs before presenting to WMA Member Boards for adoption</p>

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)

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 (Vice-Chairman)
Nockolds E Mrs
Oliver D
Padwick N
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 15 March 2019