

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, 17 JANUARY 2020 AT 9.30 AM.

Elected Members

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

Appointed Members

King's Lynn & W N B C

- * B Ayres
- * A Bubb
- * C Crofts
- * I Devereux
- Lord Howard of Rising
- * J Kirk
- * P Kunes
- * B Long
- * Mrs E Nockolds
- * D Whitby

Fenland District Council

D Topgood

- * Present (62%)

Mr B Long in the Chair

In attendance:

Mr P Camamile (Chief Executive), Mr C Beaumont (Project Engineer), Miss C Brady (Sustainable Development Manager), Mr G Howe (Project Manager), Miss S Jeffrey (Finance & Rating Manager), Ms C Laburn (Environmental Manager), Mrs M Neale (Project Manager) and Mr R Taylor (Operations Manager)

ID	King's Lynn IDB, Minute	Action
01/20	APOLOGIES FOR ABSENCE	
01/20/01	Apologies for absence were received on behalf of Lord Howard, R S Markillie, N Padwick, M Riddington, J Symington, D Topgood, A Whitehead and Ms S C Keene.	
02/20	DECLARATIONS OF INTEREST	
02/20/01	Mr B Long declared an interest in respect of all references within the meeting papers to the Anglian Central Regional Flood and Coastal Committee due to his membership on that Committee. RESOLVED that this be noted.	
02/20/02	Mr K Banham declared an interest in respect of all references to the Wolferton Catchment Flood Risk Management Scheme, due to his	

ID King's Lynn IDB, Minute	Action
employment with the Sandringham Estate. RESOLVED that this be noted.	
02/20/03 Mr J Askew declared an interest in respect of all references to the Islington Catchment Flood Risk Management Scheme, due to his land ownership in this area. RESOLVED that this be noted.	
03/20 MINUTES OF THE LAST MEETING	
03/20/01 The minutes of the last Board meeting held on 15 November 2019 were approved and signed as a true record, subject to an amendment to minute number 108/19/02 regarding the list of mobile plant replacements for 2020/21.	
04/20 MATTERS ARISING	
04/20/01 18_01108_C: Edward Benefer Way, King's Lynn (107/19/03)	
The Sustainable Development Manager advised members that there was no update to report since the last Board meeting.	
04/20/02 19_01587_Q: Morston Point, Queen Elizabeth Way, King's Lynn (107/19/04)	
The Sustainable Development Manager advised members that she had arranged a meeting with the Borough Council to start taking this project forward.	
04/20/03 Glossary (109/19/03)	
It was noted that the glossary of acronyms had not been included with the meeting paperwork, contrary to what had been requested at the last Board meeting. The Chief Executive confirmed that this would be included in the paperwork for the next meeting, however all those involved in preparing meeting reports had been requested to fully define the acronym in the first instance in their reports before referring to it thereafter.	PJC
04/20/04 Wolferton Catchment Flood Risk Management Scheme (1.2) (109/19/04)	
The Project Manager reported that the failed flap valve on the outfall would be replaced under warranty when the weather improved.	GH/MN
04/20/05 Board Owned Land behind the Hospital (Gaywood Flood Area) (109/19/06)	
It was noted that the Board was still able to flood its land to protect the town of King's Lynn, even though it had been included in an environmental stewardship scheme. The tenant was aware of this. RESOLVED that this be noted.	

ID	King's Lynn IDB, Minute	Action
04/20/06	<p>License/Assent/Habitat Regulations Assessment (4.1) 110/19/02</p> <p>The Environmental Manager confirmed that an application for a license to Natural England would be submitted in April 2020 to enable work to be completed on the old sea wall at Wolferton Pumping Station before August 2020.</p>	CL
05/20	<p>ENGINEERING REPORT</p>	
05/12/01	<p>The Engineering Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
05/20/02	<p>Islington Catchment Flood Risk Management Scheme (1.1)</p> <p>The Project Manager apprised members of the ongoing work with Balfour Beatty and Royal Haskoning DHV. The total build contract value was £23,084,938.45 and the additional value of Compensation Events that had been agreed to date stood at £8,366. The programmed completion date was March 2021. RESOLVED that this be noted.</p>	
05/20/03	<p>Wolferton Catchment Flood Risk Management Scheme (1.2)</p> <p>Members were advised that Her Majesty the Queen had agreed to officially open the new pumping station on 5 February 2020, to which all members and staff had been invited. The original pumping station was opened by her father, King George VI on 2 February 1948. RESOLVED that this be noted.</p>	
05/20/04	<p>Mrs E Nockolds informed the Board that she had recently met the new MP for North West Norfolk, James Wild, and requested that the Board might want to arrange a meeting with him to discuss some of the projects the Board was involved with and the maintenance work that it does periodically. The Board may also wish to discuss taking special levies out of the revenue support grant and local referenda calculation, which, if supported would de-politicise IDB rates/levies setting and make it easier for councils to manage and pay for the much needed increases in special levy.</p>	PJC
05/20/05	<p>Maintenance Works – Heavy Rainfall Event (2.1)</p> <p>The Board passed on their appreciation for the work carried out by the Operations Manager and his team and for the assistance given by South Holland IDB during the high rainfall event over the Christmas period (South Holland IDB had made their M&E/Plant Engineer available to the Board to carry out an urgent repair at North Wootton Pumping Station). RESOLVED that this be noted.</p>	
05/20/06	<p>Health and Safety (2)</p> <p>There were no accidents or near misses to report during this reporting period. RESOLVED that this be noted.</p>	

05/20/07 M&E/Plant Engineer – South Holland IDB and King's Lynn IDB

Mr S A R Markillie declared an interest in this matter due to his membership of South Holland IDB. Members considered a proposal to share access to a Plant Engineer with South Holland IDB when the present post-holder at South Holland IDB had retired (the post holder had indicated his intention to retire in May 2021). South Holland IDB were in the process of discussing his replacement and had proposed that the role be shared between them and King's Lynn IDB. It was agreed and thereby RESOLVED to approve this proposal in principle, subject to detailed consideration by the Plant and Works Committee.

06/20 ENVIRONMENTAL REPORT

06/20/01 The Environmental Report was considered in detail and approved (a copy of which is filed in the Report book). Arising therefrom:

06/20/02 Biodiversity Action Plan (BAP) Report 2018-2019

A summary of the progress made on actions arising from the Board's Biodiversity Action Plan was considered in detail and approved. There were no matters arising.

07/20 PLANNING REPORT

07/20/01 The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

07/20/02 The Sustainable Development Manager reported that the Memorandum of Understanding for the legacy fund had now been signed by the Borough Council and their contribution would therefore be invoiced in due course.

SJ

07/20/03 Delegated Consents (2.)

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

07/20/04 Surface Water Development Contribution (SWDC) Rate (5.)

The schedule of surface water development contributions and associated consents totalling £29,317.68 was considered in detail and approved. There were no matters arising.

08/20 SCHEDULE OF PAID ACCOUNTS

08/20/01 The Schedule of Paid Accounts for the period 1 October 2019 to 31 December 2019 totalling £2,647,496.40, (a copy of which is filed in

the Report Book), was considered in detail and approved. There were no matters arising.

09/20 RATE ESTIMATES FOR 2020/21

09/20/01 The detailed estimates for 2020/21, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:

10/20 CAPITAL PROGRAMME FOR 2020/21

10/20/01 The detailed Capital Works Estimate for 2020/21 as prepared by the Chief Executive, totalling £19,277,091 was considered in detail and approved.

11/20 MAINTENANCE WORKS PROGRAMME FOR 2020/21

11/20/01 The detailed Maintenance Works Estimate for 2020/21 as prepared by the Operations Manager, totalling £990,904 was considered in detail and approved.

12/20 CONSORTIUM CHARGES FOR 2020/21

12/20/01 The Administration and Technical Support Costs Estimate for 2020/21, as recommended by the Consortium Management Committee on 13 December 2019, was considered in detail and approved.

12/20/02 It was agreed and thereby RESOLVED to approve the Technical Support Consortium charge of £342,730 in the Board's Rate Estimates for 2020/21.

12/20/03 It was agreed and thereby RESOLVED to approve the Administration Consortium charge of £323,879 in the Board's Rate Estimates for 2020/21.

13/20 INDICATIVE FIVE YEAR FORECAST

13/20/01 The indicative five year forecast and adequacy of Earmarked Balances and Reserves, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

13/20/02 The Chief Executive reported that following his discussions with the Chief Executive and Leader of King's Lynn and West Norfolk Borough Council concerning the proposed increases of between 2% and 2.2% for the five-year period to 2024/25, it was his understanding that they would be supported by the Borough Council. RESOLVED that this be noted.

13/20/03 It was agreed and thereby RESOLVED to approve in principle the increases in Drainage Rates and Special Levies for the next 5 years as set out in the Indicative Five-Year Forecast.

13/20/04 It was agreed and thereby RESOLVED to write-off the special levy of £3,769.51 that was still showing as due from the Brough Council of Kings Lynn and West Norfolk for 2019/20.

**14/20 FINANCIAL YEAR 2020/21
LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVIES**

14/20/01 Annual Values as at 31 December 2019

It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2019, used for purposes of raising and apportioning expenses from drainage rates and special levies for 2020/21.

14/20/02 Main Area

It was agreed and thereby RESOLVED to approve the net rate requirement of £4,115,771 for 2020/21 as presented in Option 3, which equated to a drainage rate decrease of 1.9% at 8.187p in the pound and a 2% increase in the special levy due from the Borough Council of King's Lynn and West Norfolk:

Agricultural Drainage Rates	£326,706
Borough Council of King's Lynn and West Norfolk	£1,882,281
Fenland District Council	£78,439
South Holland District Council	£24,197
Reserves	<u>£1,804,148</u>
	£4,115,771

14/20/03 Differentially Rated Area

It was agreed and thereby RESOLVED to approve the net rate requirement of £22,625 for 2020/21, as presented in Option 3, which equated to a drainage rate increase of 1.9% at 1.288p in the pound and a 1.9% increase in the special levies due from the billing Authorities:

Agricultural Drainage Rates	£1,789
Borough Council of King's Lynn and West Norfolk	£5,767
Fenland District Council	£8,856
Reserves	<u>£6,213</u>
	£22,625

15/20 REVIEW OF OBJECTIVES FOR 2019/20

15/20/01 The Performance Review of objectives for 2019/20, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

15/20/02 The objectives for 2019/20 had been achieved. It was noted that most of the sensible provisions which had originally featured in the Rivers Authority and Land Drainage Bill 2018 (a Private Members Bill) had subsequently been incorporated within the Environment Bill 2020 (as sponsored by Defra).

16/20 OBJECTIVES FOR 2020/21

16/20/01 It was agreed and thereby RESOLVED to approve the following objectives for 2020/21:

- (i) To ensure that total expenditure does not exceed the expenditure budget for 2020/21 and plan for subsequent years' ate increases to equate to no more than an inflationary rise.
- (ii) To identify all free-span bridges and culverts, that the Board has some legal responsibility for and devise a risk-based inspection programme for them.
- (iii) To ensure that the Board receives as much Capital FDGiA from the EA and financial contributions from third parties as possible, and, that the capital programme is delivered, as planned.
- (iv) To ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.
- (v) To identify alternative income sources, should Highland Water Contributions no longer be made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment.
- (vi) To help develop a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the East Wash CIC, the EA, KLBC, NNDC, NCC, NE and our other partners.
- (vii) To relocate the office from Kettlewell House in King's Lynn.

17/20 RISK REGISTER

17/20/01 The full risk register and the risk assessment matrix, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

17/20/02 The EA is no longer willing or able to carry out work on sea defences (1d)

Mr I Devereux reported that he had recently been appointed to the Anglian RFCC (Central) and that this Committee now recognised the need for a joined up plan on managing the shore line and hinterland, which included both the Anglian Northern and Eastern Areas. The Environment Agency's statutory Shoreline Management Plans were currently being reviewed by the 3 Committees and it was hoped that they would be amended to reflect the need for a more joined up approach. RESOLVED that this be noted.

18/20 CORRESPONDENCE**18/20/01 ADAs IDB Health, Safety and Welfare Survey 2019 Advice Note**

The Association of Drainage Authorities (ADAs) IDB Health, Safety and Welfare Advice Note was considered in detail and approved (a copy of which is filed in the Report Book). It was agreed and thereby RESOLVED to adopt the eleven recommendations for IDBs within ADAs Advice Note.

18/20/02 The Chief Executive confirmed that in future, Health, Safety and Welfare would be a separate agenda item at Board meetings, and ADAs recommendations would be reported against at the next meeting. RESOLVED that this be noted.

PJC

19/20 DATE OF NEXT MEETING

19/20/01 The date of the next meeting would be 13 March 2020 at 9:30 am here at Kettlewell House.

20/20 ANY OTHER BUSINESS

20/20/01 There was no other business to report.

21/20 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

21/20/01 There were no members of the public present at today's meeting.

22/20 CONSORTIUM MATTERS

22/20/01 The unconfirmed minutes of the last Consortium Management Committee meeting held on 13 December 2019 were considered in detail and approved. There were no matters arising.

22/20/02 Revised Development Control Charges and Fees Policy and Enforcement Procedures (2)

The revised Development Control Charges and Fees Policy and Enforcement Procedures were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

22/20/03 Schedule of Paid Accounts

The WMA Schedule of Paid Accounts for the period 1 August 2019 to 30 November 2019 totalling £584,718.86 as approved at the Consortium Management Committee meeting on 13 December 2019, was considered in detail and adopted by the Board. There were no matters arising.

22/20/04 WMA Estimates for 2020/21 and Projected Out-turns for 2019/20

The detailed Consortium Budget and Basis of Apportionment for the financial year 2020/21, as approved at the Consortium Management Committee meeting on 13 December 2019, together with the projected out-turns for year ending 31 March 2020 was considered in detail and approved by the Board. There were no matters arising.

22/20/05 Application from the Waveney, Lower Yare and Lothingland IDB to join the WMA Group with effect from 1 April 2020

The application from Waveney, Lower Yare and Lothingland IDB to join the WMA Group with effect from 1 April 2020 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

22/20/06 It was agreed and thereby RESOLVED to approve the tracked changes to the Consortium Agreement, dated 15 May 2008, which would be incorporated into the new Consortium Agreement that included the Waveney, Lower Yare and Lothingland IDB. A link to the signed Consortium Agreement would be referenced in the paperwork for the Board meeting on 15 May 2020.

22/20/07 Issues for discussion at the next meeting

There were no specific items raised for discussion at the next Consortium Management Committee (CMC) meeting on 27 March 2020. Should members wish to raise any item to be discussed at the next meeting on 27 March 2020, they should discuss the matter with any of the Board's representatives, or with the Chief Executive directly: members were reminded that the Board's representatives on the CMC were Mr Brian Long, Mr Tim Matkin and Lord Howard of Rising. RESOLVED that this be noted.

ENGINEERING & OPERATIONS REPORT

1 CAPITAL WORKS

1.1 ISLINGTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

Commercial

Total build contract value of **£23,084,938.45**

Additional value of agreed Compensation Events to date £8,366

Current programmed completion 26 March 2021

Construction

The Site setup is complete, activities completed this period include surfacing the car parking area and smoking/vaping areas.

On site, installation of the permanent ground anchors has commenced with 6 out of 22 completed and stressed. Installation of the upper temporary support frame to the main cofferdam completed. This enables fill to be reinstated against sheetpiling and second stage earthworks to commence inside cofferdam after Christmas.



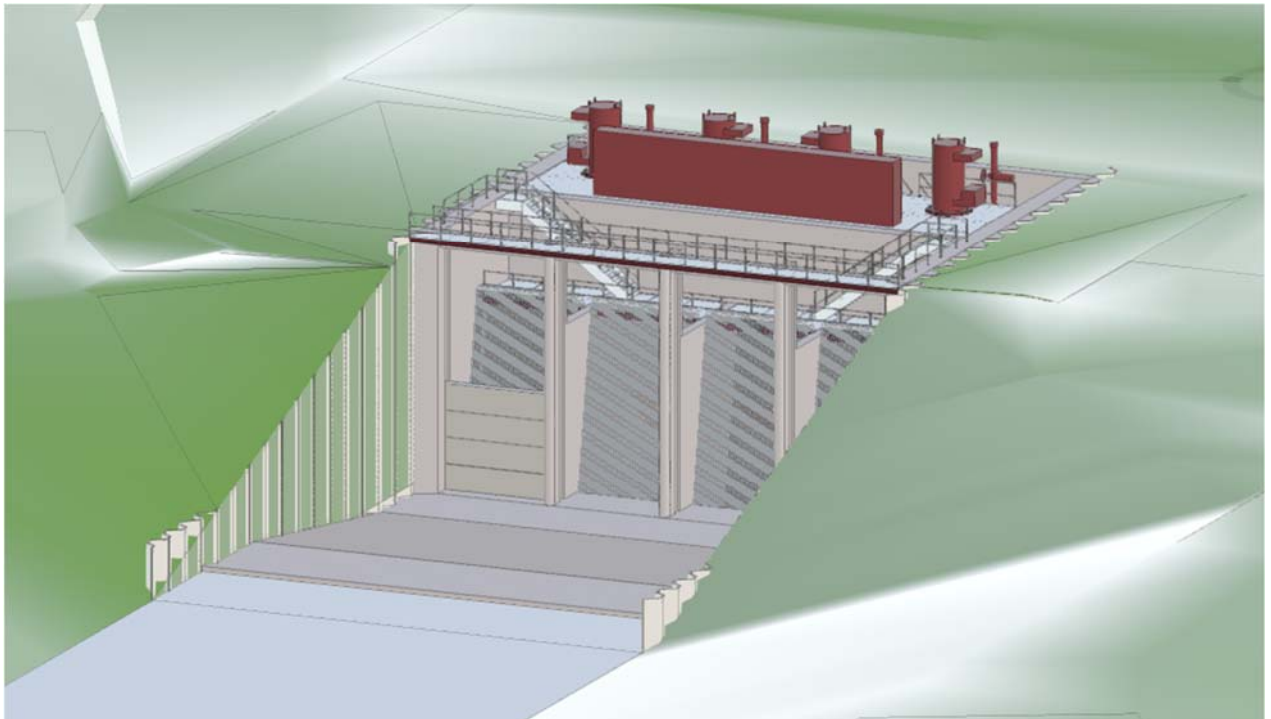
Main excavation showing temporary support frame with ground anchor rig in the background



Ground anchor tendons stress loading and capped on completion

Design

Main pumping station layout now complete including structural reinforcement details for base slab.



Design of the new outfall structure has commenced.

Bedford Pumps detailed design ongoing with both the pumps and the concrete encasement.

The cofferdam temporary support frame design is now complete and checked by Royal Haskoning DHV (RHDHV).

Permitry

- Marine Management Organisation (MMO) Licence – Draft copy issued for comment
- Environmental Permit required
- Temporary extraction permit required from Great Ouse for ground anchors, this has been submitted to the Environment Agency pre works department
- Extraction and discharge licence in place for dewatering
- A section 50 licence will be required for placement of privately owned services under the highway (discharge pipes)

Partnering / Social Value

Recent and planned events:-

Community activity in December 2019	<ul style="list-style-type: none">➤ World of Work initiative for ACE Project – 4th December➤ Mock Interviews for Construction students at CoWA with JCP – 5th December➤ Work experience for Construction students on site – They are working towards their Industrial Cadet Gold Awards➤ Terrington High Super Learning Day with Project Apprentice – 11th December➤ Mince Pies and Sausage Rolls at Site Office, inviting local community – 12th December➤ Presentation of Certificates and Prizes to children at St Germans Academy for being Runners Up for Honour's Big Build Competition➤ Donation of Christmas presents to the elderly at Queen Elizabeth Hospital – 12th December
Community activity planned for January 2020	<ul style="list-style-type: none">➤ Volunteering at Food Bank for Trussell Trust – 7th January 2020➤ Mock interviews for 150 Construction students with Job Centre Plus, New Anglia LEP and ASK Apprenticeships at CoWA – January/February 2020➤ Careers Fair at Downham Market Academy➤ NOVA Training with JCP x 4 days
Future community activity	<ul style="list-style-type: none">- Construction Day with ACE-Project & College of West Anglia – 17th March 2020- Construction/Apprenticeship presentation to King's Lynn Academy- British Heart Foundation to visit site for Health Checks - January- Heading a Construction Forum with HMP Highpoint, including various construction companies, New Anglia LEP & JobCentrePlus, 13th February 2020- DWP Mentoring Circle – Jobs4Norfolk initiative for 16-24 year olds- Reepham Academy Employability Sessions, March 2020

1.2 WOLFERTON FLOOD RISK MANAGEMENT SCHEME

We have received some good news from Buckingham Palace that Her Majesty the Queen has agreed to officially open our new pumping station early in February.

This is fantastic news for us and continues the royal family's tradition of opening the pumping stations built at Wolferton with the original station being opened by King George VI back in 1948.

There are considerable arrangements to complete before February and will take up quite a lot of our time during January, an itinerary and invitation list will be circulated as soon as possible.

2 MAINTENANCE WORKS.

2.1 HEAVY RAINFALL JUST BEFORE CHRISTMAS

On Friday, 20 December 2019 heavy rain fell for most of the day onto already saturated ground with some parts of the district recording 32mm. This could not have come at a worse time for us when we are trying to make plans for the Christmas break.

We started the diesel pumps at Islington that evening with our normal 24/7 shift rotor involving 3 employees and also called other members of staff in over the weekend to keep grids and culverts clear.

Middleton Stop drain spilled into the new reservoir for most of the weekend with levels getting the highest they have been since its construction.

We managed to lower the levels enough to shut the diesel pumps down at Islington on Christmas Eve leaving the electric pumps to manage on their own giving staff members a Christmas at home with their families.

Weather conditions over the last fortnight have been much better with drain levels returning back to near normal and we are in the process of emptying the reservoir knowing that the land is still saturated and any significant rainfall will immediately raise the levels again.

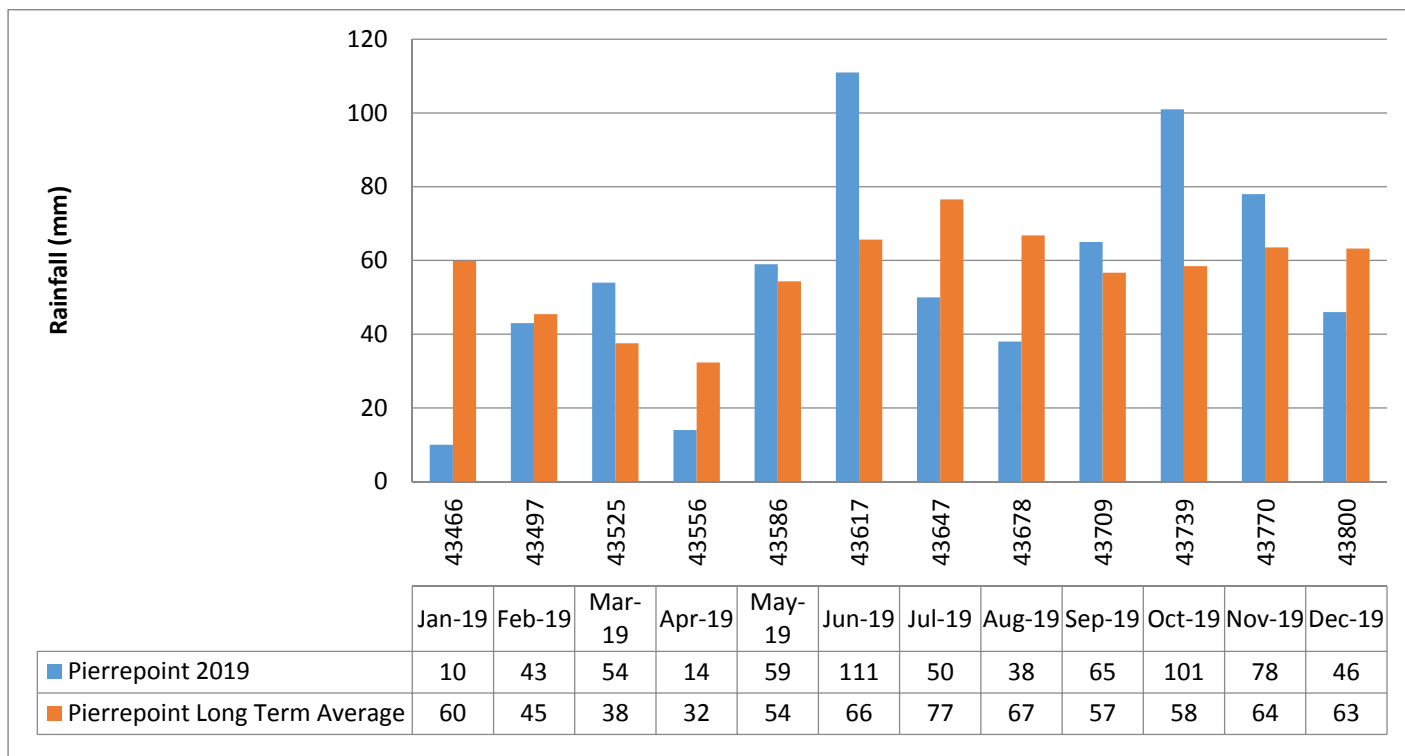
3 HEALTH & SAFETY

3.1 ACCIDENTS AND NEAR MISSES

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

4 RAINFALL

	November		December	
	2019	2010-2018 Average	2019	2010-2018 Average
Islington	72	60	71	56
Pierrepoint	78	64	46	63
Wolferton	84	63	67	57



Kings Lynn IDB - Environmental Report January 2020

The following information pertains to environmental work carried out for the Kings Lynn IDB involving the Environmental Team from the 04 November 2019 – 20 December 2019

1. Information for the Board

1.1 Biodiversity Action Plan Reporting 2019-2020

Various Boards Biodiversity Action Plan actions have been undertaken this financial year. The majority of actions aim to be delivered via the day to day running of the Boards Maintenance and Capital Scheme Delivery programmes. Some actions, however, are delivered via other organisations on behalf of the Board, where they receive funding from the Board to facilitate and action projects.

A summary of the progress made thus far in 2019-20 is shown as Appendix 1.

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 and Meetings Attended by the Environmental Team

5.1 Nothing to report within this period.

Caroline Laburn - Environmental Manager WMA

Kings Lynn IDB Biodiversity Action Plan – Review 2019-2020

ACTION		PARTNERS	DATE
REEDBED			
5.	Maintain reedbed fringe habitat on the Boards main drains where applicable to do so.		Ongoing
	Mill Basin – 1m reed margin left in situ annually. Gaywood River and Babingly receive annual meander cuts leaving 7-8m fringe margins on alternate banks.		
WATER VOLE			
10.	Undertake a review of the current Standard Maintenance Operations (SMO) document		2018
	KLIDB Standard Maintenance Operations document has been completed in 2019 and ratified by the KLIDB Board.		
11.	Ensure compliance with the IDB SMO by auditing an identified number of maintenance works jobs annually, to ensure they are being carried out sensitively and to an agreed standard across the Board.		Ongoing
	Following the ratification of the KLIDB SMO, one audit has taken place during 2019 quantifying the compliance with the agreed standard practices. Any recommendations from the audit are fed back to the Operations Manager.		
13.	Continue to work in partnership on the Norfolk Mink Control Project.	NNNSI	Ongoing
	The KLIDB provided £2500 funding contribution toward the Norfolk Mink Control Project. The project continues to go from strength to strength. Annual newsletters continue to be produced		

	<p>and mink continue to be caught in West Norfolk. The latest information on catches and the latest newsletter can be viewed at the link http://thenorfolkproject.org.uk/.</p> <p>By contributing to the Norfolk Mink project, the KLIDB are also contributing to the Mink Free East Anglia Project – a pilot project looking at the potential for eradication of mink across the UK.</p>		
ACTION		PARTNERS	DATE
EEL			
15.	Work in Partnership with the Environment Agency to assess the current status of Eel populations within the Board's Area.	EA, ZSL	Ongoing
	An Arras Camera has been installed at Wolferton Pumping Station by the Hull International Fisheries Institute, to monitor the behavior of eel around the weedscreen. This work will help in furthering the understanding of eel and fish behavior in relation to pumping station infrastructure and inform future capital schemes of this type at a national and international level.		
16.	Work in Partnership with the Environment Agency to identify barriers to migration in the Board's Area and assess options for overcoming these.	EA,ZSL	Ongoing
	<p>The project team have worked closely with the national and local fisheries teams for fish and eel advise on recent capital replacements of KLIDB pumping stations. An eel pass will be installed at the Wolferton Pumping Station in 2020.</p> <p>A fish refuge pond is being planned to be constructed at Wolferton in 2020-21.</p>		
BARN OWL			
17.	Continue to contribute to the maintenance and monitoring of nest boxes within the KL IDB area via the Wildlife Conservation Partnership.	WCP	Ongoing

	All nest boxes in the KLIDB catchment have been monitored during the 2019 breeding season. An annual report for the 2019 breeding season is in preparation.		
ACTION			
		PARTNERS	DATE
KESTREL			
19.	Continue to contribute to the maintenance and annual monitoring of nest boxes within the KL IDB area via the Wildlife Conservation Partnership.	WCP	Ongoing
	All nest boxes in the KLIDB catchment have been monitored during the 2019 breeding season. An annual report for the 2019 breeding season is in preparation.		
BATS			
22.	Investigate bat roost opportunities at sites owned or managed by the KL IDB.	Staff, Contractors	Ongoing
	Four bat bricks installed within the infrastructure of the new Wolferton Pumping station.		
NON NATIVE INVASIVE SPECIES			
23.	Continue to contribute to and work in Partnership with the Norfolk Non-Native Invasive on Invasive control projects.	NNNSI	Ongoing
	The Environmental Team continue to work with the Norfolk Non-Native Invasive Species Initiative. The KLIDB have provided £2000 for partnership work to control and eradicate Non-Natives in West Norfolk in 2019.		

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

This planning report covers the reporting period 31 October 2019 to 6 January 2020. There are currently 20 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):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	6
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	6
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	7
Total:	20

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	3	4	3	11
Awaiting applicants acceptance of conditions:	0	2	0	0	2
Being processed by officers:	0	1	2	4	7
To be determined by the Board in this report:	0	0	0	0	0
Total:	1	6	6	7	20

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

2. DELEGATED CONSENTS DETERMINED

During this reporting period, the following 7 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):	3
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	1
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	1
Total:	7

These determined consents are listed in more detail in the table overleaf.

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
19_01795_C	Byelaw 3 Surface Water	Tilney St Lawrence	Church Road	Discharge of surface water from an impermeable area of 184 m ² at a rate of 2.56 l/s	Granted 28/11/2019
19_01796_C	Byelaw 3 Treated Foul Water	Tilney St Lawrence	Church Road	Discharge of treated foul water	Granted 04/11/2019
19_01900_C	Byelaw 3 Surface Water	Outwell	Wisbech Road	Discharge of surface water from an impermeable area of 7810 m ² at a rate of 4 l/s	Granted 06/01/2020
19_01939_C	Byelaw 10	Tilney St Lawrence	Church Road	Installation of outfall within 9 metres of Adopted Watercourse	Granted 07/11/2019
19_01980_C	Byelaw 3 Treated Foul Water	Snettisham	Common Road	Discharge of treated foul water	Granted 11/12/2019
19_02005_C	Section 23, LDA 1991	King's Lynn	Hansa Road	Culverting of 34 metres of unadopted (riparian) watercourse	Granted 02/12/2019
19_02043_C	Byelaw 3 Treated Foul Water	Walpole Cross Keys	Station Road North	Discharge of treated foul water	Granted 11/12/2019

3. ENQUIRIES

Officers have responded to 19 enquires during the reporting period, outlined below;

Case. Ref.	Enquiry Type	Parish	Description
18_00384_Q	Regulation	Terrington St Clement	Enquiry re. infilled watercourse
19_01908_Q	Works	Sutton Bridge	Enquiry re. flood modelling
19_01924_Q	Regulation	King's Lynn	Enquiry re. watercourse maintenance
19_01937_Q	Regulation	Clenchwarton	Enquiry re. Land Drainage Consent
19_01940_Q	Regulation	Tilney St Lawrence	Enquiry re. ownership of watercourse
19_01948_Q	Infrastructure	King's Lynn	Enquiry re. drainage arrangements
19_01949_Q	Regulation	Terrington St Clement	Enquiry re. Land Drainage Consent
19_01957_Q	Legal	Wiggenhall St Germans	Enquiry re. Land Drainage Consent
19_01958_Q	Regulation	Clenchwarton	Enquiry re. sleeving culvert
19_01967_Q	Planning	Wisbech	Enquiry re. Land Drainage Consent
19_01981_Q	Works	King's Lynn	Enquiry re. Land Drainage Consent
19_02004_Q	Planning	King's Lynn	Enquiry re. ownership of watercourse
19_02013_Q	Planning	Walpole St Peter	Enquiry re. Land Drainage Consent
19_02023_Q	Regulation	West Walton	Enquiry re. Land Drainage Consent
19_02025_Q	Regulation	King's Lynn	Enquiry re. Land Drainage Consent
19_02042_P	Regulation	Wisbech	Enquiry re. access to watercourse
19_02048_Q	Regulation	King's Lynn	Enquiry re. ownership of watercourse
19_02050_Q	Regulation	Terrington St Clement	Enquiry re. Land Drainage Consent
19_02073_Q	Regulation	Walpole Cross Keys	Enquiry re. Land Drainage Consent

4. PLANNING COMMENTS

Officers have provided comments on 32 applications that are either in or could impact on the Boards Internal Drainage District. 10 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Stage of Planning	Description
15/01322/DISC_A	King's Lynn	Discharge of Conditions	Residential development of 10 dwellings
15/01950/DISC_A	Outwell	Discharge of Conditions	Residential development of 16 dwellings
14/01690/DISC_A	King's Lynn	Discharge of Conditions	Residential development of 81 dwellings
19/02004/FM	Walpole	Full	Commercial development
19/02003/F	Walpole	Full	Commercial development
16/00947/DISC_I	Gayton	Discharge of Conditions	Residential development of 15 dwellings
15/01950/DISC_A	Outwell	Discharge of Conditions	Residential development of 16 dwellings
19/00078/DISC_A	Grimston	Discharge of Conditions	Commercial development
16/00248/DISC_A	Outwell	Discharge of Conditions	Residential development of 16 dwellings
19/00694/RMM	Gayton	Reserved Matters	Residential development of 40 dwellings

5. FEES ASSOCIATED WITH CONSENTS GRANTED

There have been 4 Surface Water Development Contribution fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid? Y/N	Reason for payment
19_01795_C	Church Road, Tilney St Lawrence	£2,226.40	28/11/2019	Yes, 29/11/2019	Discharge of surface water from an impermeable area of 184 m ² at a rate of 2.56 l/s
19_01900_C	Wisbech Road, Outwell	£14,175.15	31/12/2019	No	Discharge of surface water from an impermeable area of 7810 m ² at a rate of 4 l/s
19_01121_C	Greenpark Avenue, King's Lynn	£8,993.28	20/02/2019	Yes, 29/11/2019	Discharge of surface water from an impermeable area of 7680 m ² at a rate of 2.9 l/s
19_01209_C	Clenchwarton Road, King's Lynn	£3,922.85	11/03/2019	Yes, 21/11/2019	Discharge of surface water from an impermeable area of 3350 m ² at a rate of 1 l/s
Total:		£ 29,317.68			

6. CHARGING POLICY REVIEW

The current [WMA Development Control Charges and Fees document](#) is in the process of being updated to incorporate the following changes:

- A revised charging mechanism for Commuted Maintenance Fees
- A refund policy

The revisions were presented to the Consortium Management Committee and are therefore detailed in the Consortium Matters section of these papers.

7. ENFORCEMENT REVIEW

A proposed approach to enforcement was presented to the Consortium Management Committee and is therefore detailed in the Consortium Matters section of these papers.

Cathryn Brady – Sustainable Development Manager

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/10/2019

Payment Date To : 31/12/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AD0102	ADC (East Anglia) Ltd	Maintenance Works	3,600.00
AN0100	Anglia Farmers Ltd	Electricity	32,476.61
AN0101	Anglian Water DD	Water Charge	140.98
AN0102	Anglian Water Business Ltd	Water Rates	11.93
AR0001	Allstar Arval	Fuel	4,599.06
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	451.16
BA0001	T W Barker Ltd	Drain Surveys	21,871.06
BA0002	Balfour Beatty Civil Eng Ltd	Works executed Advanced works	1,805,773.20
BE0001	Bedford Pumps Ltd	Capital Works	21,732.74
BO0001	Borough Council of King's Lynn &	Pierpoint Rates	678.00
BO0240	BOC Ltd	Oxygen	380.12
BR0007	Breheny Civil Engineering Ltd	Capital Works	15,683.42
BT0270	BT	Phone/Broadband	661.44
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	2,160.00
CO0002	Cover-Up	PPE	331.20
CR0380	King's Lynn Auto Electrical Ltd	Electrical Parts	10.61
CR0395	The Crown Estate	Tenancy	0.16
CR0398	Cruso & Wilkin	Professional Fees	2,176.32
CR0399	C R Electrical	Electrical Repairs	221.42
DH0001	D & H Group	Dispensing hose	54.00
DO0004	John W Doubleday	Spares & Repairs	79.68
EA0002	East Wash Coastal Management	Coastal Contribution	20,131.20
ED0505	Edmundson Electrical Ltd	Electrical Parts	25.68
EN0001	Environment Agency Precept	Precept	85,285.99
EON001	E.ON	Electricity	42.66
FE0001	Fenflow Ltd	Pump Overhaul	15,190.80
FR0001	Franklin Industrial Supplies Ltd	Small Tools	102.59
FU0001	The Fuel Store Ltd	Fuel	276.03
GO0002	Golden Tree Surgeons Ltd	Tree Works	950.00
HA0810	Hayley Group plc	Engineering Supplies	755.98
IL0002	Iliffe Media Publishing Ltd	Advertising	617.40
IN0001	Inland Revenue	Paye & Nic	41,120.00
IN0002	Lloyds Bank Commercial Finance	Grease Cartridge	985.68
IN0950	Industrial Maintenance Group Ltd	Small Tools/Light Plant/PPE	672.13
IR0001	Ireland's Farm Machinery Ltd	Plant Parts	274.40
JO1060	A T Johnson	Spares	12.46
KN0001	Lester Knight	Fencing Reffley Marshes -	25,514.40
KO0001	Kocurek Excavators Ltd	Hydraulic pipe repair	139.14
MA0001	Marshall Ford DD	Ford Lease	2,439.81
MA0003	Magpie Security Services Ltd	Locks/Keys	30.62
MA0007	Marine Management Organisation	MM0410 & MMO440 Band 3	1,835.40
MA0008	B W Mack (Machinery) Ltd	Parts/Serviceing	7,685.92

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/10/2019

Payment Date To : 31/12/2019

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
MA1310	Mastenbroek Ltd	Machine Parts	835.82
MI0002	Middleton Aggregates Ltd	Screen & Spread	21,501.00
MR1390	Mr Signs Limited	Signs & Notices	315.12
MU0001	Murley Agricultural Supplies Ltd	Service Contract	1,308.00
NO0001	Norfolk Pension Fund	Pension Contributions	34,915.80
NO0004	Norfolk County Council	BAP Charges	4,500.00
OR1550	Oriel Systems Ltd	Telemetry Maintenance	2,149.08
PBA001	Peter Brett Associates LLP	Capital Works	31,476.06
PU1680	Public Works Loan Board	Loan Repayment	190,045.64
RB0001	R & B Turf & Groundcare	Spares & Repairs & Service	271.46
SC0001	Scamblers	Tractor	113,444.40
SO0002	SOCOTEC UK Limited	Capital Works	1,675.92
ST0002	Stapleton's (Tyre Services) Ltd	Tyres/Puncture Repairs	115.20
TH0001	Thurton Foundries Limited	Plaque & Casting	1,424.40
TH2030	Thurlow Nunn Standen Ltd	Plant Servicing/Parts	2,506.04
TY0001	Tyres (King's Lynn) Ltd	Puncture Repair	29.00
VJ2250	V & J Knitwear Ltd	Protective Clothing	437.80
VO0001	Vodafone Ltd	Mobile Phone	1,094.68
WA0001	Watson Petroleum	Gas Oil	34,136.05
WA2310	Water Management Alliance	Rechargeable Works	83,272.14
WA2320	Watling JCB Ltd (Wymondham)	Service/Repairs	4,861.39

Please note that the amounts shown above include Vat £2,647,496.40

King's Lynn Internal Drainage Board Objectives 2019/20 – Performance Review

	Objective	Responsible Officer	Status
1.	Ensure total expenditure does not exceed the expenditure budget for 2019/20 and plan for subsequent year's rate increases to equate to no more than an inflationary rise.	Chief Executive/ Budget Holders	Achieved.
2.	To identify all free-span bridges and culverts that the Board has some legal responsibility for and devise a risk-based inspection programme for them.	Flood and Water Officer/ Operations Manager/Project Managers	Not achieved due to other priorities.
3.	To ensure that the Board receives as much Capital FDGiA from the EA and financial contributions from third parties as possible, and, that the capital programme is delivered as planned.	Chief Executive/Project Managers	Achieved.
4.	Continue to ensure the EA's annual precept charge on the Board is fair and is spent on work that benefits the Drainage District.	Chief Executive/Board	Achieved through the Local Choices initiative.
5.	To identify alternative income sources, should Highland Water Contributions no longer be made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment.	Chief Executive/Board	Achieved as far as we're able. The Rivers Authority and Land Drainage Bill 2018 – 19 has been delayed, due to Brexit dominating the parliamentary timetable during 2019/20. The EA paid the Board's HWC in full this year. In the meantime the Board is carrying out rechargeable work on behalf of the EA via a Public Sector Cooperation Agreement
6.	To help develop a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the EA, KLBC, NNDC, NCC, NE and our other partners.	Chief Executive/Board	Achieved through the East Wash CIC, the Wash East Coastal Management Strategy Advisory Group, the EA RFCC and other key partners working together in partnership.
7.	To relocate the office from Kettlewell House in King's Lynn	Chief Executive/Board	Not achieved, due to NP Law (who act for the vendor) being

**King's Lynn Internal Drainage Board
Objectives 2019/20 – Performance Review**

			buried with work.
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P J CAMAMILE
CHIEF EXECUTIVE

Draft Objectives for 2020/21

1. To ensure that total expenditure does not exceed the expenditure budget for 2020/21 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.
2. To identify all free-span bridges and culverts that the Board has some legal responsibility for and devise a risk-based inspection programme for them.
3. To ensure that the Board receives as much Capital FDGiA from the EA and financial contributions from third parties as possible, and, that the capital programme is delivered, as planned.
4. To ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.
5. To identify alternative income sources, should Highland Water Contributions no longer be made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment.
6. To help develop a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the EA, KLBC, NNDC, NCC, NE and our other partners.
7. To relocate the office from Kettlewell House in King's Lynn.

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)</p>	<p>(1a) Reduction in, or insufficient finance, grant and income</p> <p>(1b) EA may cease to pay highland water contribution to IDBs</p>	<p>Erosion of Board's capital and general reserves</p> <p>Reduction in FCERM service the Board is able to provide</p> <p>Unable to replace assets as scheduled in the Board's asset plan and EA MTP</p>	<p>3</p>	<p>3</p>	<p>High 9 →</p>	<p>Explore alternative funding streams</p> <p>Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed, which in turn would provide additional rates to the Board from the upland area. Defra supports the Rivers Authority and Land Drainage Private Members Bill, which, if enacted could facilitate these aims.</p> <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>(1c) Possibility of IDBs having to adhere to Water Abstraction licencing regulations</p>	<p>No financial impact anticipated as King's Lynn IDB does not transfer water from main river</p>	<p>1</p>	<p>3</p>	<p>Medium 3 →</p>	<p>It is understood that the Water Abstraction licencing regulations apply only to the transfer of water from main river to ordinary watercourses, from outside the district</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)
	introduced January 2018	to ordinary watercourses				into the district, therefore King's Lynn IDB should not require water abstraction licences.
	(1d) 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 risk of receiving less PSCA work from the EA	Potential overtopping into the IDD during severe weather events. Cost implication of managing the increase in water Potential loss of Income and reputational damage to Board and WMA Group	2 2	3 3	High 6 ↓ 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).
	(1e) Flood risk management for the Fens project. EA project looking at collaborative	Potential reduction in grant funding for flood risk management in the Fens	2	3	6 →	Board representation on this project implemented by the EA.

**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)
	and partnership approach with all relevant IDBs to future flood risk management of the Great Ouse Fens					
	(1f) If the EA and/or the Middle Level Commissioners are no longer willing or able to carry out work on Main Rivers or the Middle Level Drain	Would limit the IDB's ability to fulfil its statutory function	2	2	Medium 4 →	Maintain informal contact with both EA and Middle Level Commissioners. Attend IDB/EA liaison meetings.
	(1g) Potential for enforced works on IDB infrastructure arising from implementation of Eel Regs 2009	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.
	(1h) Access to skills and core competencies is reduced	Reduction in quality of service delivery Stakeholders potential loss of confidence in the Board's ability to deliver	1	3	Medium 3 ↓	Board is an equal member of the WMA CMC, which strengthens the organisation and assures access to appropriate skills/competencies. Board is kept updated via member representation at CMC meetings.

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						<p>Extensive staff training is recorded and documented.</p> <p>Effective management, Employee handbook and compliant disciplinary and grievance procedures.</p> <p>Key man insurance is in place for appropriate personnel.</p> <p>Succession planning.</p>
	(1i) Damage caused to third party property or individuals, as a result of carrying out works	<p>Compensation claims made against the Board</p> <p>Loss of confidence in the Board's capabilities</p>	2	2	Medium 4 ↓	<p>Documented Staff training and Employee handbook in place to limit risk.</p> <p>Internal controls provide for segregation of duties.</p> <p>Use of approved suppliers.</p> <p>Insurance, Financial Regulations, Health & Safety Policy, risk assessments and safe systems of work all in place.</p> <p>ISO9001 accredited with external audit of QA systems.</p> <p>Complaints Register.</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)
	(1j) Some maintenance operations require operatives to work alone	Potential danger to operative	1	3	Medium 3 →	Lone worker Policy and risk assessments. Use of mobile 'phone tracker system.
	(1k) Unable to respond to a major incident, due to lack of resources	Low – the Board is not a first line responder	1	1	Low 1 →	Resources are backed up by volunteers and equipment. Board Emergency Plan integrates with County Emergency Plan.
	(1l) Claims and/or bad publicity against IDB in the event of failure to provide a 24 hour/365 day emergency response for the community	Loss of public confidence in the IDB Potentially damaging to the IDB relationship with other RMAs	1	2	Low 2 →	As a WMA member Board there is access to support from other member Boards and the WMA Staffing Plan and Duty Rota. Emergency workforce and volunteers available. Procedures for managing the media are set out in the Board's Reserved Matters.
	(1m) Public do not know who to contact in an emergency	Delayed response	1	2	Low 2 →	Contact information available on the Board's website: http://www.wlma.org.uk/kings-lynn-idb/contact-us/ and on the Local Resilience Forum website. IDB telephone number in telephone directory.

**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)
	(1n) Loss or damage to assets through pilferage, theft or neglect	Reduces IDB capability of fulfilling its statutory function Cost implications for replacement, even with insurance	1	2	Low 2 →	Regular stock control checks and up-to-date inventory of assets. Asset management plan and annual visual asset inspection feed into capital programme. SLAs in place with approved suppliers. Insurance, including annual engineering inspection.
	(1o) Loss of income through error or fraud	Cost implication for external assistance that may be required to recover monies May need to implement further training and/or disciplinary procedure	1	2	Low 2 →	Board approved Financial Regulations, Anti-Fraud/Corruption Policy, Whistleblowing Policy. Internal controls and segregation of duties. Internal and external audit. Insurances.
	(1p) Failure to comply with all current U.K. and E.U. legislation/regulation and/or generally accepted	IDB would incur penalties/fines	1	3	Medium 3 →	Employ competent staff through WMA. Training for staff and Board members. Board approves Financial Accounts. Internal audit.

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

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>accountancy practice</p> <p>(1q) Failure to comply with General Data Protection Regulations introduced 25 May 2018</p>					<p>Engage HR, Legal and Health and Safety specialists as and when required.</p> <p>Board approved Data Protection Officer role to be included within the Chief Executive's remit, effective May 2018. Board's Data Protection Policy updated to reflect new regulations. Staff training.</p>
<p>To become the delivery partner of choice for the Lead Local Flood Authority (LLFA) and Environment Agency (EA) within the Board's hydraulic sub catchment</p>	<p>(2a) LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD</p> <p>(2b) LLFA and EA take over the functions of the IDB</p>	<p>Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's ability to fulfil its statutory function in the IDD</p> <p>If the LLFA/EA takes over the functions of the IDB, the IDB would cease to exist</p>	<p>1</p>	<p>3</p>	<p>Medium 3 →</p>	<p>PSCA in place with KLIDB and EA.</p> <p>Adoption of EA low priority main river from April 2014</p> <p>Regular officer liaison meetings with EA.</p> <p>Build and maintain trust and understanding with LLFA, Defra and EA.</p> <p>Spread back office costs across the WMA Member Boards for reduction in costs, which reduces Board costs, strengthens the organisation and increases its influence.</p> <p>Regular review of performance and</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)
						governance arrangement to maintain strength and integrity. ADA membership. Promote IDB through the media.
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk (3b) SUDs managed by private management companies who allow them to fall into disrepair through lack of long term maintenance	Increased flood risk Potential for lost income from SWDCs and commuted sums Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding	2	3	High 6 ↑	Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board and Committee meetings. Officers' comments on planning applications are available on Local Authority website. A SUDs adoption and charging policy has been approved by the Board on November 2016. 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 Updated Planning and Byelaw Strategy Document approved by

**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)
						the WMA on 7 December 2018 and by the Board in May 2019.
To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity	<p>(4a) Non-delivery/ non-compliance of Biodiversity Action Plan (BAP)</p> <p>(4b) Implementation of BAP leads to increased flood risk and increased maintenance costs</p> <p>(4c) SMO not WFD compliant</p>	<p>Board does not meet its environmental targets</p> <p>Failure to balance environmental needs with management of flood risk</p> <p>Potential for Board to incur penalties/fines if environmental/ habitat damage occurs as a result of none WFD compliant works</p>	2	2	Medium 4 →	<p>BAP approved by Board and submitted to DEFRA and EA.</p> <p>Update SMO to maintain WFD compliance.</p> <p>Watercourses prioritised according to flood risk based on criteria agreed by Board.</p> <p>Establish programme for Fenland watercourses to achieve WFD/GEP where possible.</p> <p>Officers monitor and report environmental performance to Board.</p> <p>Staff awareness training.</p> <p>Partnership working.</p> <p>ISO 14001 accreditation and external audit of QA systems.</p> <p>Actions monitored by EA, NE, Police, SWT and local population.</p> <p>Complaints Register.</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.



Friday 29 November 2019

Dear Clerk / Chief Executive,

Results of the IDB Health, Safety & Welfare Survey 2018

My sincere thanks to all of you that contributed to providing answers to our Health, Safety & Welfare Survey at the end of last year and the start of this year. I am very pleased that we have had just under a 75% response rate which has allowed us to reliably pull out some key messages which we would now like to share with you all in the attached Advice Note.

It is of some concern, however, that 25% of our IDBs did not manage to reply to the survey request and you will see from the attached Advice Note that one of our actions is to try and approach all of those remaining boards for their responses. For those of you affected, I would be very grateful for your help and co-operation in this regard.

The Advice Note has been pulled together in a way that does not specifically identify any one IDB, as we originally promised, but we hope that collectively, the industry will support each other in striving for continuous improvement and best practice when it comes to health, safety and welfare.

The Advice Note has been prepared with the support of ADA's Board, Committees, and our Special Advisor on health, safety and welfare matters, Ian Benn. We would now ask you to plan that its contents are the subject of discussion at your next IDB Board meeting. As always, any feedback from you about the advice note will be welcome and if you require any clarification about any of the information contained within it, please contact either Ian Moodie or myself.

Yours faithfully,

Eur Ing J Innes Thomson BSc CEng FICE
Chief Executive



ADA Advice Note:

Internal Drainage Boards' Health, Safety & Welfare Survey 2018

Prepared by Innes Thomson

Executive Summary

The content of this note is derived from the results of the first survey of health, safety and welfare (HS&W) across internal drainage boards (IDBs) in England and represents findings from just under 75% of all IDBs in England. Those who responded are thanked for taking the time to provide their answers.

Although the questionnaire did not require any hard evidence in the form of supporting documentation, responses were of a breadth to suggest a reasonably accurate reflection of the current situation regarding HS&W in the IDB sector.

Overall, the advice note highlights several areas where there are opportunities for improvements, some of which could be viewed as quick wins where others will require a little more investment.

Three areas highlighted for improvement have a common linkage around attitudes and behaviours where IDBs could demonstrate that they are leading their staff and employees in best practice. This includes:

1. Ensuring that HS&W is an integral part of discussions at all Board Meetings.
2. Actively showing that Board Members care about the competency and welfare of their staff and employees.
3. Implementing a no-blame, anonymous, easy-to-access incident reporting system with active reviews and actions fed back to staff/operatives.

Several excellent examples of HS&W best practice were highlighted from the questionnaire responses and all IDBs are encouraged to strive for such best practice. All IDBs should ensure that they have the capacity to undertake their functions safely and IDBs are encouraged to share and compare their Health & Safety approaches, systems and processes with other IDBs and wider ADA members to help achieve best practice outcomes.

ADA has suggested a series of recommendations for IDBs to consider and review which could support and guide them in the implementation of HS&W best practice in a consistent manner.

The conclusions also set out a series of recommended actions to help IDBs further improve their HS&W. Key to this will be the development of a series of HS&W seminars by ADA, supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.

Finally it is essential that ADA engages with the IDBs that were unable to meet the response deadline and seek to assist them in understanding their HS&W requirements and to aim to achieve a consistent approach to the advice provided across all IDBs. ADA will be contacting all IDBs that were unable to complete the initial HS&W survey.



Introduction

During 2018 ADA conducted a detailed survey of HS&W within IDBs.

The purpose of the survey was to identify a baseline through gathering a level of qualitative about HS&W of IDBs' board members, staff and operatives in order to:

1. act as a useful HS&W benchmark for IDBs as a community,
2. support ADA in their desire to help provide consistent industry guidance and recommendations,
3. assist IDBs seeking to identify potential areas of improvement in the way they manage HS&W within their operations to achieve best practice wherever possible.

The survey was held via an online questionnaire that IDBs could complete on the SurveyMonkey website. IDBs were first notified of the survey on 17 July 2018 and the questionnaire remained available for responses until 31 December 2018.

The questionnaire was based on a set of HS&W questions prepared by Ian Benn, PG Dip H&S and Env Law, Dip, NEBOSH, Grad IOSH, MCQI CQP (Honorary Health & Safety Advisor, ADA), in conjunction with Ian Moodie (Technical Manager, ADA) and Innes Thomson (Chief Executive, ADA), and in consultation with ADA's Committees and Board of Directors.

ADA's Board of Directors made the assurance that all responses would be handled on a confidential basis in order to ensure ADA received accurate and open data about HS&W. Therefore, no individual data is identifiable from this report, and the general ethos of its production has been to encourage improvement across all IDBs in the way that HS&W is managed.

This is the first survey of its kind to get to this stage of evaluation across IDBs as a whole. ADA intends to evaluate progress with a repeat survey to be completed by 31 December 2021.

ADA commends those who have responded in providing an assessment of HS&W within their respective IDBs. Nearly 75% of all IDBs participated in the survey and we are encouraged to hear that all IDBs that completed the survey found it a useful audit of their HS&W capacity that will enable them to focus their own improvement efforts.



Conclusions & Recommendations

The key to successful approaches in delivering and maintaining effective HS&W are wide and varied. They are also indelibly linked to peoples' behaviours and attitudes to the subject. Behaviours and attitudes are influenced by what people know through experience and how they have learnt about the subject.

This advice note seeks to guide ADA members about where improvements in personal and corporate HS&W can take place. On the back of these results, ADA will consider how we can further assist our members with HS&W systems and processes. However, the ultimate responsibility for good HS&W falls uniquely upon IDB Board Members themselves.

Whilst annual accident statistics were gathered as part of the survey, the purpose of this note is not intended to examine the detail of those incidents. It is noted, however, that these figures showed a steadily increasing number of near-miss events between 2013 and 2017. It is almost certain that such an increase can be attributed to better recording of near misses by IDBs throughout the period. This is not a negative statistic and should be viewed as extremely encouraging. Any statistics that have been collected by IDBs may support future risk assessment and risk reduction projects where applicable.

ADA has concluded that the data from this survey can be summarised in the following way, with recommendations for review and necessary actions/reflections by Boards.

As a first and top priority, all Boards should check key HSE guidance on what the statutory minimum expectation would be of Boards as employers and employees. This can be found at:

www.hse.gov.uk/workers/employers.htm



Top Three Recommendations

- a) Governance and leadership** | The majority of Boards reported that their day-to-day managers had received HS&W training. However, there are still opportunities to ensure that a greater number of Board Members receive HS&W training. Behaviours around H,S&W are about leadership. It is recommended that all IDBs initially focus on this area. Virtually all IDBs reported that they have an HS&W policy, and all IDBs should review their policy to ensure that it is being fully implemented, or to see if the policy needs updating. Boards should ensure that HS&W is a standing item for discussion at every Board Meeting, including short HS&W briefings for Board Members.
- b) Ensuring competence** | We are pleased to note that nearly two thirds of responding Boards reported that they carry out tests to ensure that their employees are competent to undertake their work safely. Boards should ensure that all IDB operatives are tested and licensed for their competency to operate plant and equipment in connection with their jobs.
- c) Recording accidents and near misses** | Several Boards reported that they do not hold sufficient records of accidents or near miss events, and lack a proper documented process for recording accidents. It is strongly recommended that Boards have distinct policies for recording accidents, incidents and near misses. This should note that all data is reviewed by the Board and that lessons learned are fed back into the updating of risk assessments potentially as hazard mitigation measures. All staff and contractors should be duty-bound to report accidents, incidents and near misses.



Additional Recommendations for IDBs to Consider

The following additional recommendations (in no particular order) are made by ADA to support IDBs with the review and potential improvement of their HS&W activities.

Ref	Issue	Recommendation
d)	Quality of advice	Review the provision of HS&W advice so that Board Members, managers and staff receive the proper and correct advice in line with their functions.
e)	Welfare facilities	Ensure that all staff and operatives have access to appropriate toilet & mess facilities when working away from base office /depot.
f)	Routine training	Plan and provide regular HS&W training updates to all staff and operatives, especially following accidents or incidents.
g)	Health surveillance	Implement regular health screening for all staff and operatives.
h)	Capacity	Ensure that the IDB has the suitably qualified resource and capacity to undertake their functions safely. In doing so, the IDB should review the opportunities for closer working with their neighbouring IDBs to achieve best practice outcomes.
i)	Risk assessment	Ensure that risk assessments are undertaken for the IDB's activities.
j)	Toolbox Talks & Training	Plan and deliver programmes that provide information, instruction, training and supervision for hazardous activities highlighted in risk assessments.
k)	Machinery inspection	Ensure that the IDB has a documented programme of routine machinery inspection.



Recommended Actions for ADA in support of IDBs

ADA is committed to supporting its members in striving to achieve best practice across all of their functions, but especially HS&W. To that end, and on the basis of the results of the survey and this note, ADA will be seeking to complete the following actions with the assistance of external experts.

No.	Action	Timescale
1.	ADA to check and review HS&W with all IDBs that were unable to respond to the survey within the allotted timeframe.	Before 31 March 2020
2.	ADA to consider how to capture and then annually compile and publish summary information about IDBs' health and safety incidents and near misses.	Annually
3.	ADA to complete second HS&W survey of IDBs, and seek a 100% response rate.	Before 31 December 2021
4.	Investigate if a series of standard HS&W Policy templates for use by IDBs may be appropriate.	Before 31 December 2020
5.	Consider the preparation of toolbox talk materials for IDBs, utilising the ADA website and ADA News Stream to communicate these to members.	To commence before 31 December 2020
6.	Prepare briefings on HS&W matters for dissemination to IDB Clerks & Chief.	To commence before 31 December 2020
7.	Hold a series of HS&W seminars supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.	Before 31 December 2020

ENDS

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